



AUBIH

**2011-2012
STUDENT HANDBOOK**

Dear Student,

Welcome to the American University in Bosnia and Herzegovina.

This handbook is created to provide you with the basic information each student must know in order to thrive and succeed at the University. Read it carefully.

From the moment you first set foot in the American University in Bosnia and Herzegovina as a freshman, until you toss your cap into the air after you graduate, you will be surrounded by people who are there to make your time at the American University in Bosnia and Herzegovina both rewarding and enjoyable.

The faculty and staff at the American University in Bosnia and Herzegovina are dedicated to the goal of providing you with an outstanding education and preparing you for the challenges of the modern workplace. Please feel free to address any questions or comments to the Student Advisor and the rest of our friendly staff.

We wish you success in your studies,

The Academic Department and Student Services

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Student Handbook Disclaimer

Notwithstanding anything contained in this Student Handbook, the AUBiH expressly reserves the right, wherever it deems advisable, (1) to change or modify its schedule of tuition and fees, (2) to withdraw, cancel, reschedule or modify any course, program of study, degree or any requirement in connection with the foregoing, and (3) to change or modify any policy. Please be advised that, due to printing deadlines, information in this Student Handbook may be outdated. Changes in information in this Student Handbook and new regulations, policies or programs will be distributed through e-mail. It is the responsibility of each student to ascertain current information that pertains to the individual's program, particularly with regard to satisfaction of degree requirements, by consultation with the student's advisor, the office of the student's academic dean, the dean of students and other appropriate offices such as the Student Service Office. In preparing this Handbook, efforts are made to provide pertinent and accurate information; however, AUBiH assumes no responsibility for Handbook errors or omissions.

PHILOSOPHY OF THE AMERICAN UNIVERSITY IN BOSNIA AND HERZEGOVINA

The American University in Bosnia and Herzegovina strives to develop an atmosphere in which students grow personally, socially, emotionally, culturally, and academically. At AUBiH students will have the opportunity to gain understanding and practice the processes of group studying. AUBiH, thus, contributes to the total education of a student through the building of attitudes, appreciation, and characteristics associated with cooperation and responsibility. Faculty members have the responsibility of ensuring an educational environment that promotes the free pursuit of learning. Learning and thinking, seeking knowledge and truth are the founding blocks of university life. The American University in Bosnia and Herzegovina also strives to promote the values of honesty, integrity, responsibility, creativity and tolerance in its students. All individuals have the right to a positive, secure environment, one in which persons can realize their potential as intellectual, social, political, economic, and creative beings.

ACADEMIC CALENDAR

2011/12 Calendar - Fall Semester

<i>Week</i>	<i>Date</i>	<i>Day</i>	<i>Description</i>	<i>Pertains to</i>
1 st week	October 3	Monday	Fall semester starts	
2 nd week	October 14	Friday	Last day to Make up Spring 2011 Incompletes	
4 th week	October 30	Sunday	Day time savings (-1 hour)	BiH
5 th week	November 6	Sunday	Day time savings (-1 hour)	USA
5 th /6 th week	<i>November 6 & 7</i>	<i>Sunday & Monday</i>	<i>Kurban Eid *** - no classes</i>	(FBiH)
			REGULAR CLASSES AS SCHEDULED	(RS)
7 th week	November 14-18	Monday - Friday	Midterm Exam week *	
7 th week	November 21	Wednesday	Dayton Peace Accords Day **	(RS)
8 th week	<i>November 25</i>	<i>Friday</i>	<i>Statehood Day ** - no classes</i>	(FBiH)
			REGULAR CLASSES AS SCHEDULED	(RS)
12 th week	<i>December 25 & 26</i>	<i>Sunday & Monday</i>	<i>Catholic Christmas*** -no classes</i>	(FBiH)
			REGULAR CLASSES AS SCHEDULED	(RS)
13 th week	<i>January 1 & 2</i>	<i>Sunday & Monday</i>	<i>New Years Day – no classes</i>	BiH
14 th week	<i>January 3</i>	<i>Tuesday</i>	<i>New Years Day – no classes</i>	BiH
14 th week	<i>January 6 & 7</i>	<i>Friday & Saturday</i>	REGULAR CLASSES AS SCHEDULED	(FBiH)
			<i>Orthodox Christmas - no classes</i>	(RS)
15 th week	<i>January 9</i>	<i>Monday</i>	<i>Republic Day***</i>	(RS)
			REGULAR CLASSES AS SCHEDULED	(FBiH)
15 th week	January 9-13	Monday-Friday	Final exam week */Make up week"	
	January 14	Saturday	End of Fall Semester - Winter Break starts	
	January 16-20	Monday-Friday	Final grades consultation week	For Students & Faculty
	January 20	Friday	Last day for submission of final grade rosters	For Faculty only
	January 23-27	Monday-Friday	Week for signing Students' Indexes and documentation	For Faculty only

2011/12 Calendar - Spring Semester

Week	Date	Day	Description	Pertains to
1 st week	February 13	Monday	Spring Semester starts	
2 nd week	February 24	Friday	Last day to Make up Fall 2011 Incompletes	
3 rd week	March 1	Thursday	Independence Day ** - no classes	(FBiH)
			REGULAR CLASSES AS SCHEDULED	(RS)
4 th week	March 11	Sunday	Day time savings (+1 hour)	USA
6 th week	March 25	Sunday	Day time savings (+1 hour)	BiH
7 th week	March 26-30	Monday-Friday	Midterm exam week *	
9 th week	April 13	Friday	Good Friday- no classes	(RS)
			REGULAR CLASSES AS SCHEDULED	(FBiH)
9 th week	April 15	Sunday	Easter***- no classes	(RS)
10 th week	April 16	Monday	Easter (2nd day) - no classes	(RS)
			REGULAR CLASSES AS SCHEDULED	(FBiH)
12 th week	May 1 & 2	Tuesday & Wednesday	Labor day** – no classes	BiH
13 th week	May 9	Wednesday	Victory over Fascism Day* - no classes	(RS)
			REGULAR CLASSES AS SCHEDULED	(FBiH)
15 th week	May 21 – 25	Monday-Friday	Final exam week */Make up week"	
	May 27	Saturday	End of Spring Semester - Summer Break starts	
	May 28 - June 1	Monday-Friday	Final grades consultation week	For Students & Faculty
	June 1	Friday	Last day for submission of final grade rosters	For Faculty only
	June 4 – 8	Monday-Friday	Week for signing Students' Indexes and documentation	For Faculty only

Additional explanations:

* Midterm exam week & Final exam week: Professors are expected to give all Midterm Exams and Final Exams during these weeks.

** If on a work day it will be a day off, if on the weekend it will not be moved to Friday or Monday unless FBiH Ministry brings new decision prior to holiday.

*** These religious holidays are based on lunar calendars and may change.

" During this week, professors can make up the lectures they missed due to holidays, visiting lectures, etc.

Bosnia and Herzegovina consists of two entities: Federation of Bosnia and Herzegovina (FBiH) and Republic of Srpska (RS).

BiH - dates pertain to entire Bosnia and Herzegovina (Tuzla, Sarajevo & Banja Luka campuses)

FBiH - dates pertain to Federation of BiH (Tuzla & Sarajevo campuses)

RS - dates pertain to Republic of Srpska (Banja Luka campus)

Note for faculty: For holidays not listed above - please submit a request to the Academic Department (especially because of make-up classes)

Academic Department reserves the right to make changes if and when necessary in accordance with the policies and procedures of AUBIH.

1.0 Student Responsibility

It is the students' responsibility to know and abide by the requirements of their programs and courses published in college publications and course outlines. Further, it is the students' responsibility to utilize the college environment, resources, and professionals therein to meet requirements that shall assist them in their academic and personal growth. Each student is expected to have knowledge of the information contained in this handbook.

2.0 Official Mode of Communication

The official method by which AUBIH communicates with its students is through an e-mail system. Each student will be issued an AUBIH e-mail address, which will be utilized by the college throughout the duration of students' enrollment at AUBIH as the official mode of communication. It is each student's responsibility to check his or her e-mail on a regular and timely basis. All information regarding students, faculty, the university (e.g. cancelation of classes, schedule changes, make-up classes, events...) will be sent to the student's AUBiH email and/or posted on the bulletin board. If the student for any reason does not receive email, it is his/her duty to report to the IT department for help.

2.1 Withdrawal from College

A student may withdraw from College up to 7 (seven) days after the Tuition fee was paid, and he/she will receive Tuition fee reimbursement within 15 (fifteen) days from the date of withdrawal. The reimbursement amount will be reduced by 15% on the account of the administrative costs.

If a student decides to withdraw from college after 7 (seven) days of paying Tuition, he/she may do so but without any reimbursement.

2.2 Course Syllabus

On the first day of class, for each course, students can expect to receive the course syllabus/outline containing a detailed description of course topics and learning goals as well as the course grading and attendance policy that explains the different components of student performance that make up the final grade in the course (tests, homework assignments, projects, midterm, final exam, attendance etc.) At any point during the semester, students can seek information on their grades (up to date) and their attendance from the instructor.

2.3 Office Hours

Besides meeting students during classes and exams, faculty will schedule regular weekly hours for consultation with students. These office hours will be posted in a course syllabus. Students are not obliged to attend office hours; however students are highly encouraged to take full advantage of office hours and approach faculty with any and all questions regarding course topics, difficulties with the course material, and general study advice. Also students should keep up to date with their performance/attendance in each course. Besides taking advantage of faculty office hours, students should not hesitate to contact faculty by e-mail with any questions they have.

2.4 Attendance/Absences

Students are expected to accept full responsibility for meeting all of the academic requirements for every course in which they are enrolled. Attendance regulations are determined by the faculty of each department based upon their academic requirements for each curriculum and/or course. At the beginning of each semester, faculty will state clearly the attendance policy in their course syllabi to the student. The AUBiH policy on absences is that students are allowed two excused absences per semester in each course. Absences can be excused for family or medical reasons, and students must submit proof of these directly to the faculty member teaching the course. Whenever it is possible students must notify the faculty member of absences in advance, but **should not** call the Academic Department or Student Services. Excused absences will be accepted at the discretion of the faculty member up to 14 days after the student missed a class. For each unexcused absence a student will have 2% deducted from his total (percentage) grade. Dismissal from a course may result from unexcused absenteeism. A grade of “F” (“5”) will be recorded for a student.

If the absence is planned, all previously assigned work must be submitted prior to the student’s campus departure. The student will complete work and secure all laboratory/lecture information missed immediately upon return to campus. Students missing (quizzes/hourly) examinations will be given the opportunity to take “make-up” examinations OR some other appropriate alternative to the missed examination which would be decided upon at the discretion of the faculty member.

3.0 Minimum Academic Standards

To register for the second or any subsequent semester, a full-time matriculated, degree student must achieve the following standards or have the approval of the Dean of the College in which the student is registered. Students who do not meet re-registration requirements may, at the discretion of the appropriate College Dean, be placed on either suspension or academic probation. Students placed on academic probation who fail to meet all requirements of the program may be immediately suspended. Probation is a privilege and not a right: students pursuing a baccalaureate degree may be granted a maximum of two non-sequential semesters of registration on academic probation during their academic career at AUBiH.

Any student who is suspended from College for academic reasons will not be allowed to register at the College the semester following his/her suspension. The student may reapply for admission, after one or more semester's absence, by writing to the Director of Admissions. Permission to re-register is not automatic and will be granted only after the approval by the appropriate College Dean. Students suspended or dismissed from the College for disciplinary reasons will receive all grades for courses completed. Suspensions or dismissals which are the results of disciplinary recommendations by the Student/Faculty Board to the President may also include grade recommendations concerning the transcript of the student for the semester in which suspension or dismissal was imposed.

3.1 Grading System

In accordance with the Bologna Declaration and the American system, the American University in Bosnia and Herzegovina applies the following grading system:

As per AUBIH Statute (ECTS)			As per Decree	
Letter grade	Number grade	Percentage	Letter grade	Grade point average
A	10	95 – 100	A	4.0
B	9	92 – 94	A-	3.7
		89 – 91	B+	3.5
		85 – 88	B	3.0
C	8	80 – 84	B-	2.7
		75 – 79	C+	2.5
D	7	70 – 74	C	2.0
		65 – 69	C-	1.7
E	6	63 – 64	D+	1.5
		61 – 62	D	1.0
		60	D-	0.7
F	5	0 – 59	F	0.0

3.2 Passing Grade

A, B, C, D and E (10, 9, 8, 7, and 6) are passing grades. The grade considered satisfactory for completion of a course as a prerequisite for subsequent courses or activities will be determined by each department or program and stipulated in the course description/syllabus.

Important: Since some courses are prerequisites for subsequent courses the minimum grade satisfactory for the completion of these courses may be a C or a B (7 or 8). Students should be aware that in this case, even if they pass the course (e. g. grade E or 6), they will be obligated to retake the course. Students should consult the faculty member and the course description/syllabus in order to be aware of the minimum satisfactory grade. Students are advised to regularly communicate with faculty members on their up to date performance/grades in order to be fully informed of their progress and avoid end of semester surprises.

3.3 Repeating a course (to improve the final grade)

Students may repeat courses if the students' schedule allows it, if there is a place in the other class, and of course if that course is offered in the semester student wants to retake the course. The grade earned in the repeated course will be substituted for the original grade, if higher, in computing the GPA. Student should, in a written and signed form, request repeating of a course, to which he or she will receive a written approval or declining of a request.

3.4 Repeating of "F" Grades

Grades of "F" ("5") receive no credit and are not recorded in the student's index, but they are computed in the overall GPA transcript. If a student earns an "F" ("5") grade from a specific course, he/she will have to repeat that course the next time it is offered and fits the individual student's schedule. This, of course, may have a delaying effect on the student's entire course of studies. Students will be charged for a repeated course.

3.5 Repeating of the Year

A student repeating an academic year may take courses that he took in earlier years and received a failing grade in, and additionally, with the approval of the Student Advisor, may take courses he did not take earlier from the year he is repeating.

3.6 Conditional Enrollment into the Next Semester/Year

A student cannot enroll into courses that he/she did not meet prerequisite requirements for (see 3.2 Passing Grade also). A student cannot enroll into the third year if he/she has not already passed all courses from the first year. A student cannot enroll into the fourth year if he/she has not already passed all the courses from the second year. According to the **Law of Higher Education**, when enrolling into the next school year, a student from the 2006, 2007 and 2008 freshmen class can carry over four one semester courses from the previous academic year. When enrolling into the next school year, a student from the 2009, 2010 freshmen class can carry over up to 10 ECTS points (or two courses) from the previous academic year. A student who did not pass one or more required courses cannot take any concentration courses in the next academic year.

4.0 Cheating

Obtaining information from another student or other unauthorized sources, or giving information to another student, in connection with an examination or assignment is prohibited. This includes taking or giving answers during an in-class examination either orally or by copying; collaboration on a take-home examination or assignment where such collaboration is prohibited by the instructor; bringing to and/or using in an examination unauthorized material (books, notes, etc.) If a student is caught cheating, the first offense will result in a grade of 0% “F” (“5”) for the exam/assignment he/she was working on and a warning by the faculty member, who will also inform all other instructors about that behavior. If a student cheats a second time, he/she will be sent to the Dean’s Office and get a grade of 0% “F” (“5”) grade for that course. If a student repeats plagiarism/cheating for a third time he/she will be sent to the Disciplinary Committee.

4.1 Plagiarism

Any copying of material from a source or sources and submitting this material as ones’ own without acknowledging, through specific footnoting and quotation marks, the particular debt to the source is considered plagiarism. This includes copying material from published sources or unpublished sources (ex. another student’s work). Students are obligated to cite a source right after the quotations in the body of the text or in the bibliography at the end of the paper.

When there is proof of plagiarism for the first time (buying a paper, stealing a paper, having someone else write any part of your paper, borrowing a paper, copying from another source without citing on purpose, etc.), the faculty member will warn the student and give a grade of 0% “F” (“5”) grade for the assignment where the plagiarism is found. If a student engages in plagiarism a second time, he/she will be sent to the Dean’s Office and will receive a grade of 0% “F” (“5”) grade as the final grade of a course to which a student applied plagiarism. If a student repeats plagiarism for a third time he/she will be sent to the Disciplinary Committee.

Plagiarism is stealing of someone’s intellectual property and expresses an unprofessional attitude toward the instructor and the college, and due to those facts faculty/staff will consider plagiarism as a serious offense.

4.2 Academic Warning/Dismissal from Class

Students may be dismissed from class for deviant academic behavior or excessive absences. **Deviant academic behavior** includes unauthorized talking/disrupting the class, using computers, cell phones and other devices for unauthorized activities and other behavior disruptive to the class/faculty member – it is left to the discretion of the faculty member to dismiss a student from class for deviant behavior. Further, deviant academic behavior will be reported in writing to the Academic Department. Sanctions for deviant behavior will be administered by the Dean in cooperation with the Disciplinary Committee and include official warnings and dismissal from the college. Class policy for dismissal due to deviant behavior or excessive absences should be included in the class syllabus. Generally, if a student continues with

disruptive behavior after a verbal warning from the faculty member, the faculty will dismiss him/her from class and fill out an Incident Report Form. If this is a first time offense, the student will be interviewed and warned by the Student Advisor, and the Student Advisor will write a report about this interview. In case of a second time offense, the faculty member will follow the same procedure (filling out the form), however the Student Advisor informs the Disciplinary Committee. The committee will take into account statements from the faculty member, the student and the Student Advisor and decide upon the appropriate sanction for the student (an official letter of warning placed in the student's permanent records or dismissal from the college, dependant on the severity of the offense). In case of a third time offense (reported in writing by the faculty member) of a student who has already received an official warning, the Disciplinary Committee will dismiss the student from the college. The rules on academic warning/dismissal from class also extend to visiting lectures and educational visits of AUBiH students to other institutions.

5.0 Final Examination Period

There will be a final examination period at the end of each semester. This period must be used by the professor for a comprehensive final examination, a last unit test, or some other activity of academic merit. The final exam accounts for a certain percentage of your grade (as specified in the course syllabus).

5.1 Student Advisor

The student advisor at the American University in Bosnia and Herzegovina helps students develop a conceptual plan of their four-year education that is fully compatible with their individual best interest, development of skills and potentials, academic goals and career development. The main purpose of the student counseling centre is to add value and improve the quality of education at AUBiH. Helping students with personal, educational and career questions, the student advisor is focused on offering the best advice and competent guidance in relation to every student's respective needs. The student advisor is also there to help the student if there is any problem or difficulty in communication between the student and a faculty member. In such cases, students should not hesitate to seek help and advice from the student advisor.

5.2 Dictionary

A good dictionary is essential for successful studying at the American University in Bosnia and Herzegovina. It is highly recommended that students obtain good dictionaries and make a habit of bringing them to class and continuously using them throughout the studying process. A list of recommended dictionaries can be obtained from our Librarian/Textbook Officer. There is also a large variety of dictionaries available on the internet that can be helpful.

5.3 Library

Students at the American University in Bosnia and Herzegovina have access to the libraries on the different campuses of the University. For specialized searches and other information, the AUBiH Librarian/Textbook Officer is always available to assist students. All books checked out of the AUBiH library are due back after two weeks.

5.4 Textbook Office

The textbook office is part of the AUBiH library. The AUBiH librarian is also the Textbook Officer in charge of the selection and ordering of teaching materials necessary for studies. At the beginning of each semester, students receive all necessary textbooks for that semester's courses and are obliged to pay for those. Some of the textbooks contain access codes for programs for doing homework, where students can find announcements of exams, course contents, problems, lecture notes, electronic books, videos, MP3 format videos, tests and a lot more. One of the methods that are instrumental for studies at AUBiH is the use of Harvard Case Studies. This method is based on analyzing real life case studies. Faculty choose at least two Harvard Case Studies at the beginning of the semester for each course that they teach that will help students to better understand the course material. Upon receiving their textbooks for the semester, students must sign two invoices, one for AUBiH records and one for themselves. The payment for these textbooks must be submitted within two weeks of receiving the books.

6.0 Transcript of Records

Students can request a copy of their transcripts by filling out the appropriate form at the Student Service Office in which the student explains the reason for his/her request (applying for a fellowship, transfer to a different college, etc.) Upon graduation, students receive a copy of their transcripts alongside their diploma. Transcripts can be issued only after the student gives his/her signed authorization. An official transcript will be stamped with the College seal and signed by the General Secretary. All copies of the official transcripts requested by students during their four year studies are provided free of charge. For every other copy, requested after he/she already graduated, the student will be charged a fee. The College reserves the right to deny transcripts to any student who is delinquent in an obligation to the College.

6.1 Honors Lists

At the end of each academic year Honors Lists of high achieving students at AUBiH are created. Students honored in this way will be recognized for their achievement and given certificates or awards.

President's Honors Lists will include the names of the full-time students who earn GPA's of 3.75 or higher. To be eligible, students must be enrolled in 12 or more academic credit hours graded A to F.

Dean's Honors Lists will include the names of full-time students who earn GPA's of 3.25 up to 3.74. To be eligible, students must be enrolled in 12 or more academic credit hours graded A to F.

6.2 Graduation Requirements

The University reserves the right to make modifications to a prescribed curriculum.

6.3 Graduating With Honors

Honors for the Commencement Program are based on cumulative GPA of the semester prior to Commencement.

Honors GPA 3.25–3.49

High Honors GPA 3.50–3.74

Highest Honors GPA 3.75–4.0

Upon program completion students who have earned cumulative GPAs as listed above will be designated for Honors, High Honors, or Highest Honors on their diplomas and transcripts.

6.4 Baccalaureate Degrees

1. The successful completion of the prescribed curriculum.
2. The successful completion of a TOEFL iBT (Test of English as a Foreign Language – Internet Based Test) with a minimum score of 61 or a successful completion of a TOEFL paper-based test with a minimum score of 500 or a successful completion of a TOEFL computer-based test with a minimum score of 213. There are exceptions to this rule (Ex. Finished high school in the USA, passed Cambridge exam...)
3. Fill out all necessary documentation towards the Student Service office with regard to the student's personal file.
4. Earning of an overall GPA of 2.0 unless otherwise prescribed.
5. Payment of all financial obligations to the College.

7.0 Behavioral Expectations re: Violence, Alcohol & Drugs

American University in Bosnia and Herzegovina is committed to creating and maintaining learning, working, and social environment for all students and staff that is free from violence and illegal alcohol/drug use.

7.1 Smoke-Free Environment

Smoking is prohibited on the premises of the American University in Bosnia and Herzegovina.

7.2 Arms-Free Environment

Carrying/bringing any type of fire arm or other weapon is prohibited on the premises of the American University in Bosnia and Herzegovina.

7.3 Discrimination and Harassment

American University in Bosnia and Herzegovina does not discriminate on the basis of race, color, religion, sex, national origin, age, veteran's status, sexual orientation, or disability in admission or access to, or treatment or employment, in its programs.

7.4 Sexual Harassment

Sexual harassment is considered an unlawful employment practice on the basis of sex. These regulations protect all employees of both genders, as well as students. AUBIH policy extends this protection to any students, applicants or other non-employees subjected to such treatment by its faculty or staff. Sexual harassment is defined as: "Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature.

7.5 Academic Grievance Procedure

Both faculty and students have joint responsibilities in maintaining academic integrity. Conducive to learning is a precept of fair evaluation of academic work and a concern for human dignity. The purpose of this procedure is to provide for the student and faculty an equitable and efficient method for resolution of student academic grievances. Any student found to have committed misconduct (ex. Alcohol, computer abuse, destruction of property, discrimination, dishonesty...) is subject to disciplinary sanctions. If a student has problems in communication with a faculty member or feels that he/she has some basis for academic grievance, the student should speak to the student advisor immediately. In case of a grade related grievance the student has only 48 hours after receiving the grade in which he/she can file a written complaint to the Dean. It is highly recommended that the student seeks the assistance of the student advisor if any problems occur.

7.6 Damage Policy

Prompt payment of any damage charges incurred by individuals is the best idea, as it eliminates the possibility of degrees or transcripts being placed on hold later on. NOTE: The definition of "damage" is as follows: Any act (intentional or unintentional) which results in costs being incurred by the College. It is important to realize

that nothing actually has to be broken in order for it to fall within this definition. Examples of this are situations which require College personnel to clean a location, re-paint something, etc.

APPENDICES

APPENDIX I

COMPUTER LAB POLICY

This document defines rules, regulations and provides guidelines for the use of the Computer lab.

Computer lab represents an open-access Computer lab available to all current AUBIH students and faculty!

- **NO food, drink or tobacco allowed in the Lab!!!** Any food or drink must be kept in a closed pack, briefcase, purse etc. while in the Lab!
- Lab computers are intended for **ACADEMIC USE ONLY!!!** Using computers for chat, surfing porn sites, playing games, etc. is strictly **PROHIBITED!**
- Students are not allowed to display images, sounds or messages that would be offensive or disturb others in any way!!!
- Users should have a personal disk while in the Lab and save their works frequently on it! Do not save files on the Lab computers, as we are not responsible for any data loss which might result from a computer failure or any other reason!
- Any electronic records sent, received, or stored on the Lab computers are the property of AUBIH. AUBIH staff reserves the right to monitor all network activities of users, including all e-mail and internet communications, without notice! Users shall have no reasonable expectations of privacy in the use of these resources!

Failure to adhere to this policy may result in restriction of Lab privileges, or imposition of a fee for broken or damaged equipment in the Computer Lab

APPENDIX II

STUDENT UNION

For the Students by the Students

Student Union Objectives:

- Designed specifically for student use and to meet or exceed student needs
- Convenient, innovative and flexible (access, services, and programs)
- Conducive to building a community among students and with faculty and staff
- Primary location of core services and amenities for students
- Actively contribute to the educational mission of the University

All students interested in joining the Student Union are encouraged to do so by contacting the Student Services.