

# STUDENT CODE OF CONDUCT

Upon admission to the American University of Kuwait, students agree to act responsibly in all areas of personal and social conduct and to take full responsibility for their individual and collective action. Because learning can only be achieved in an atmosphere free of intimidation and coercion, students shall observe local and country laws as well as the academic and behavioral regulations of the American University of Kuwait.

As members of the University Community students acquire both rights and responsibilities, and as a result students are required to meet basic institutional expectations and stay in compliance with University policies and procedures. The following serves as a general overview, including excerpts and brief descriptions, of the Student Rights & Responsibilities and Student Code of Conduct sections as they appear in the Student Planner and Handbook.

## STUDENT RIGHTS & RESPONSIBILITIES

The American University of Kuwait student standards are founded on the premise that the exercise of individual rights must be accompanied by an equal amount of responsibility. This assures that the same rights are not denied to others. A student has the responsibility to recognize that student actions reflect upon the individuals involved and upon the entire University Community.

By accepting membership in the University Community, a student acquires rights as well as responsibilities to the whole University Community. The American University of Kuwait acknowledges the existence of both student rights and student responsibilities within an institution of higher learning and amidst the AUK Community.

For full details regarding Student Rights & Responsibilities please refer to the Student Codes section of the most recent edition of the 2009-2010 Student Planner & Handbook.

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The American University of Kuwait is committed to facilitating the academic and personal growth of students as outlined in the University mission statement. Behavior that is in conflict with these processes will not be tolerated. Violations of institutional policy including campus safety regulations, institutional operational procedures, misuse of campus facilities, and actions which impede upon the educational process are subject to disciplinary sanctions. Any student or student organization found to have committed a violation of University policy, either on or off campus, is subject to the disciplinary sanctions outlined in this Student Code of Conduct.

### 1. **Conduct Regulations:**

- 1.1. **CAMPUS WELFARE & SAFETY:** Includes policies such as Non-physical misconduct, Physical misconduct, Fire regulations, controlled substances, dangerous materials, etc.
- 1.2. **UNIVERSITY OPERATIONS:** Includes policies such as dress code, inappropriate conduct, disorderly conduct, disruption, University identification, University Guests & Visitors, Violation of AUK policies, etc.
- 1.3. **UNIVERSITY FACILITIES, PROPERTY, & RESOURCES:** Includes policies such as unauthorized usage of University facilities, resources, and materials; Theft or damage to property, computer usage, etc.
- 1.4. **DISHONESTY & FALSE REPRESENTATION:** Includes policies such as dishonesty, furnishing false information, false representation.
- 1.5. **STUDENT ORGANIZATIONS:** Includes policies related to student organization offenses of AUK policy as they pertain to organization events, funds, and actions.

**MAINTAINING EDUCATIONAL ENVIRONMENTS: POLICIES & PROCEDURES****Adjudication Procedures: Student Code of Conduct:**

The administration of student discipline shall be flexible and consistent with the philosophy and educational objectives of the American University of Kuwait. The Division of Student Affairs is responsible for the administration of the University Judicial Affairs Program which includes the administration of the Student Code of Conduct, the delivery of student sanctions, and the imposition of varying degrees of disciplinary actions.

**Note:** *The University disciplinary process is independent of governmental judicial processes.*

**❖ ARTICLE I: JURISDICTION & ENFORCEMENT**

The University student discipline process extends to conduct which adversely affects the University community and/or the pursuit of its mission. Students or organizations are subject to the Student Code of Conduct for any action found in violation of the Code which occurs on University premises, at University-sponsored events, or as part of University activities.

The Division of Student Affairs is responsible for the administration of the University student codes, and the imposition of varying degrees of disciplinary actions. Campus Security is responsible for maintaining a safe and secure environment by enforcing the rules and regulations of AUK and the State of Kuwait.

**❖ ARTICLE II: STUDENT CONDUCT PROCESS & PROCEEDINGS**

Includes processes and procedures which apply to students and student organizations accused of violating the Student Code of Conduct. The content outlined includes 1) Initiation, 2) Initial Review, 3) Investigations & Gathering Evidence, 4) Hearing, and 5) General Principles Applicable to Student Conduct Processes and Proceedings.

**❖ ARTICLE III: CODE OF CONDUCT BOARD**

The Code of Conduct Board is a committee comprised of faculty, administrative staff, and students who serve to investigate alleged breaches of the AUK Student Code of Conduct, to make determinations on such charges, and to administer disciplinary sanctions as appropriate. This section includes referral for a Board hearing process and hearing procedures.

**❖ ARTICLE IV: SANCTIONS**

Student Code of Conduct sanctions are administered as a component of the overall educational and personal growth process of a student at the American University of Kuwait. Also, includes examples of possible disciplinary sanctions and relevant definitions.

**❖ ARTICLE V: APPEALS**

In extenuating circumstances, a student, student organization, or complainant may appeal the sanctions imposed by the Student Conduct Officer or the Code of Conduct Board. Such appeals must be in writing, specifying on what grounds the appeal is being made. The appeal must be complete and thorough for consideration.

**❖ ARTICLE VI: GRIEVANCE PROCESS FOR NON-INSTRUCTIONAL ISSUES**

The University encourages students to resolve their differences with University Community members as soon as possible; however, in order that students may be assured fair consideration of their problems, a means of review and appeal to a higher-level authority has been established. For the purpose of this policy, a grievance is defined as a student's perception of the improper application of University policies or procedures. Also, includes resolution processes, Grievance Board information, and hearing procedures

**❖ ARTICLE VII: INTERPRETATION AND REVISION**

Any question of interpretation regarding the Student Code of Conduct shall be referred to the Dean of Student Affairs (or designee) for final determination. The Student Code of Conduct shall be reviewed annually, and at the discretion of the Dean of Student Affairs.

**❖ ARTICLE VIII: RECORDS OF DISCIPLINARY ACTIONS**

Certain circumstances require the University to release information: Government requirements, legal requests and health and safety risk. Students' disciplinary records are considered confidential and will not be released without the expressed written consent of the student. Other than AUK expulsion, disciplinary sanctions shall not be made part of the student's permanent academic record, but shall become part of the student's confidential record held in the Office of Student Life. Cases involving the imposition of sanctions shall be retained for a period of seven (7) years after final concluding of the case. Other than suspension or expulsion, upon graduation, the student's confidential record may be expunged of disciplinary actions upon written application to the Dean of Student Affairs.

**❖ ARTICLE IX: DEFINITIONS**

Includes a list of terms used in the Student Code of Conduct which are defined for clarity and application within the context of student discipline.

**Confidentiality of Records:** *The University and its offices respect the rights of students and their parents or guardians with respect to the confidentiality of student records. Limited student records may be released to family members or third parties only with written consent from the student. Students may sign and submit a waiver form providing specified individuals access to information as indicated on the waiver. Counseling information and records are privileged and may be released to third party individuals only as their requests comply with laws, court orders and subpoenas, and circumstances involving the safety of persons or property.*

For more information regarding Student Rights & Responsibilities and the Student Code of Conduct please refer to the most recent edition of the 2009-2010 Student Planner & Handbook.