

University Policies and Regulation

- UNIVERSITY CODE OF CONDUCT
- STUDENT CODE OF CONDUCT
- CODE OF ACADEMIC HONESTY AND INTEGRITY

UNIVERSITY CODE OF CONDUCT

APPLICABILITY:

This Code of Conduct applies to:

- a. all American University of Kuwait (AUK) employees, including faculty, staff, and student-workers, when working for the University or otherwise engaged in activities that are in the course and scope of their employment with the University;
- b. consultants, vendors, and contractors as they do business with the University when required by contract;
- c. individuals who perform services for the University as volunteers, including the Trustees, and those who assert an association with the university; and
- d. students of AUK when on campus or off-campus in a University-sponsored activity.

The code refers to all these persons as “members of the university community” or “community members.”

1. INTRODUCTION AND PURPOSE

A. INTRODUCTION:

As members of the university community, all faculty, staff, students, members of the Board of Trustees, university officers, and affiliates are responsible for sustaining the highest ethical standards of this institution, and of the broader community in which we function. The University values honesty, integrity, fairness, and responsible stewardship, and strives to integrate these values into all that we do, as reflected in the (draft) Faculty Manual, Student Code of Conduct, Administrative Policies and Procedures, and all other university policies. This Code of Conduct is intended to provide an overarching general statement that supplements, but does not replace, existing university policies and codes. Other university policies and codes provide more specific guidance and must be used as appropriate.

B. PURPOSE:

In this spirit, this Code of Conduct (the “Code”) is a shared statement of our commitment to upholding the ethical, professional and legal standards we use as the basis for our daily and long-term decisions and behavior. We will all be cognizant of, and comply with, the relevant policies, standards, laws, and regulations that guide our efforts. We are each individually accountable for our own actions and, as members of the university community, are collectively accountable for maintaining these standards and for compliance with all applicable laws and policies.

2. STANDARDS OF INTEGRITY AND QUALITY

The University recognizes the importance of maintaining a reputation for integrity that includes, but is not limited to, compliance with laws and regulations and its contractual obligations. AUK strives at all times to maintain the highest standards of quality and integrity.

Frequently, the operating activities and conduct of the community members of AUK are not governed by specific laws or regulations. In these instances, rules of fairness, honesty, and respect for the rights of others, for local tradition and values, and for shared global human values govern our conduct at all times. In addition, each individual is required to conduct university business and academic activities with the utmost honesty, professionalism, accuracy and fairness.

3. COMPLIANCE WITH LAWS

The University is in a heavily regulated environment. Compliance with laws is important as a matter of principle. Members of the university community will conduct university activities in compliance with applicable laws, regulations, and university policies and procedures. Administrators, supervisors, and faculty are responsible for teaching and monitoring compliance. When questions arise pertaining to interpretation or applicability of policy, the individual with a question should contact the appropriate individual or office that has oversight responsibility for the policy.

4. CONTRACTUAL OBLIGATIONS

The acceptance of an agreement may create a legal obligation on the part of the American University of Kuwait to comply with the terms and conditions of the agreement and applicable laws and regulations. Therefore, only individuals who have authority delegated by an appropriate university official are authorized to commit to, or enter into agreements on behalf of the university.

5. CONFIDENTIALITY AND PRIVACY

On behalf of the University, community members receive and have access to various types of confidential, proprietary and private information. Each community member will comply with all Kuwait laws and regulations, agreements with third parties, and university policies and principles pertaining to the use, protection and disclosure of such information. No unauthorized use or disclosure of such information is allowed either during the community member's association with the University or after the association with the University ends.

6. CONFLICT OF INTEREST

Community members are responsible for being familiar with, and are bound by, applicable conflict of interest policies. Outside professional activities, private financial interests or the receipt of benefits from third parties can sometimes cause an actual or perceived divergence between the university mission and an individual's private interests.

7. HUMAN RESOURCES

American University of Kuwait is an institution dedicated to the pursuit of excellence and facilitation of an environment that fosters this goal. Central to that institutional commitment is the principle of treating each community member fairly and with respect. To encourage such behavior, the university prohibits discrimination and harassment and provides equal

opportunities for all community members and applicants regardless of their sex, race, religion, age, disability, or any other basis prohibited by Kuwait laws. Where actions are found to have occurred that violate this standard, the University will take prompt action to cease the offending conduct, prevent its recurrence and discipline those responsible.

8. FINANCIAL REPORTING

All university accounting entries, accounts, financial reports, expense reimbursements, time sheets, and other documents, including supporting documentation, must be accurate, clear and complete, and in accordance with applicable policies, agreements, standards, and regulations.

9. USE OF UNIVERSITY RESOURCES

University resources are reserved for operating purposes on behalf of the University in the pursuit of its mission. They may not be used for personal gain, and may not be used for personal use except in a manner that is incidental and reasonable in light of the person's role and responsibilities. University resources include, but are not limited to, the use of university systems, such as telephone systems, data communication and networking services, and the American University of Kuwait domain for electronic communication forums; and the use of university equipment, such as computers and peripherals, university vehicles, and other equipment; and the use of procurement tools such as credit/purchasing cards and petty cash; and the time and effort of other staff, students, and others at the University.

10. PROFESSION-SPECIFIC STANDARDS

Some professions and disciplines represented at the University are governed by standards and codes specific to their profession. Those professional standards generally advance the quality of the profession and/or discipline by developing codes of ethics, conduct, and professional responsibility and standards by which their members are guided. Those belonging to such organizations are expected to adhere to university policies and codes of conduct in addition to any professional standards. If a community member believes there is a conflict between a professional standard and university policy, he/she will consult with the appropriate member of the university administration.

11. REPORTING POSSIBLE VIOLATIONS

Members of the AUK community should report possible violations of applicable laws, regulations, contractual requirements, or other violations of this Code. The reporting should be made through avenues specified in applicable university policies and codes, normally beginning with the immediate supervisor. In the absence of applicable university policies and reporting processes, possible violations should be reported to the Executive Assistant to the President, the Executive Director of Finance and Administration, or by email to president@auk.edu.kw. Reports may be made confidentially, and the University will make every effort to honor confidentiality to the extent it does not conflict with external regulations and laws.

Each report will be reviewed as timely as possible, and at the appropriate level within the University. If a report involves an issue that should be dealt with through processes identified in other published university policies and codes, an appropriate and timely referral will be made. The Executive Committee of the Board of Trustees will receive regular reports of compliance violation from the Executive Director of Finance and Administration or the Office of the President.

12. CONSEQUENCES OF VIOLATIONS

Community members should recognize that noncompliance can have severe adverse financial and other consequences, potentially affecting the reputation and operations of the entire University. Violation of the Code, of laws and regulations, or of related university policies and procedures may carry disciplinary consequences up to and including dismissal.

13. QUESTIONS

Please direct questions regarding the intent or applicability of this Code to the Executive Assistant to the President.

THE STUDENT CODE OF CONDUCT

The Student Code of Conduct governs behavior on or off campus that is illegal according to Kuwaiti law, affects the learning and teaching process in the University and that disrupts or potentially disrupts the learning process of fellow students or the teaching or administrative processes of the University. Because learning and intellectual growth can only be achieved in an atmosphere free of intimidation and coercion, students must observe local and state laws as well as the academic and behavioral regulations of the American University of Kuwait. Examples of violations of Student Code of Conduct include but are not limited to the following:

VIOLATIONS OF STUDENT CODE OF CONDUCT

1. CAMPUS WELFARE AND SAFETY

1.1. Abuse:

Physical abuse, verbal abuse, threats, and intimidation, harassment, coercion and/or other conduct, which threatens or endangers the physical or emotional health or safety of any person.

1.2. Hazing:

Persecuting, humiliating, or harassing another on campus. Especially when related to the initiating process of a campus group or organization.

1.3. Fire Regulations:

Abuse, removal, tampering or wrongly activating fire and safety equipment. Falsely reporting a fire or dangerous materials on campus, and failure to comply with fire and safety regulations.

1.4. Controlled Substances:

Use, possession or distribution of narcotics or other controlled substances except as expressly permitted by law.

1.5. Alcohol:

Use, possession or distribution of alcoholic beverages is not permitted by the law and AUK regulations.

1.6. Weapons and Dangerous Materials:

Illegal or unauthorized possession of firearms, explosives, other weapons, dangerous chemicals, or other dangerous articles or substances on AUK premises. AUK has a zero tolerance policy for drugs and alcohol use, weapons and dangerous materials brought to campus or any university sanctioned event, and physical altercations. Such violations of the Code of Conduct may lead to immediate dismissal from the University.

- 1.7. Discrimination as defined in AUK Policy - see details later in this section
- 1.8. Sexual Harassment as defined in AUK Policy - see details later in this section
- 1.9. Disruptive Student as defined in AUK Policy - see details later in this section
- 1.10. Violation of Law and AUK Discipline:
 - a. Violation of local or country law on AUK premises or at AUK sponsored or supervised activities.
 - b. If a student is charged only with an off-campus violation of the law, but not with any other violation of the Code, disciplinary action may be taken and sanctions imposed for grave misconduct that demonstrates flagrant disregard for the AUK community and/or disrupts the educational mission of the University.
 - c. AUK disciplinary proceedings may be instituted against a student charged with violation of a law that is also a violation of this Student Code. Proceedings under this Student Code may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus.
 - d. When local authorities with a violation of law charge a student, AUK will neither request nor agree to special consideration for that individual because of his or her student status. If the alleged offense is also the subject of a proceeding before the Code of Conduct Committee under the Student Code, AUK may advise off-campus authorities of the existence of the Student Code and of how such matters will be handled internally within the AUK community.
 - e. AUK will cooperate fully with law enforcement and other agencies to the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators. Individual students and faculty members, acting in their personal capacities, remain free to interact with governmental representatives, as they deem appropriate.

2. UNIVERSITY OPERATIONS

- 2.1. Inappropriate Conduct
Conduct which violates Islamic values, practices, beliefs; or that violates AUK's expectations on personal conduct either on AUK premises or at functions sponsored by, or participated in by AUK.
- 2.2. Disorderly Conduct:
Conduct which is disorderly, lewd, or indecent; breach of peace; or aiding, abetting, or procuring another person to breach the peace on AUK premises or at functions sponsored by, or participated in by AUK.
- 2.3. Offensive Material:
Students are not to produce, view, store, possess, or transmit materials which are of an offensive nature (including harassing or obscene). Although personal opinions as to what is considered offensive may vary, the following items are viewed as offensive: lewd images, excessively violent or graphic content, and items considered to be discriminatory or demeaning in content.

- 2.4. **Disruption:**
Disruption or obstruction of teaching, research, administration, disciplinary proceedings, other AUK activities, including its public-service functions on or off campus, or other authorized non- AUK activities, when the act occurs on AUK premises. *See disruptive student policy later in this section.*
- 2.5. **Unauthorized Demonstration:**
Participation in a campus demonstration which disrupts the normal operations of AUK and infringes on the rights of other members of the AUK community, or leading or inciting others to disrupt scheduled and/or normal activities within any campus/center building or area, or intentional obstruction which unreasonably interferes with freedom of movement, either pedestrian or vehicular, on campus.
- 2.6. **Non-Compliance with Directions:**
Non-compliance with directions of AUK officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.
- 2.7. **University ID:**
Failure to adequately identify oneself and/or produce a valid AUK student identification card to a University official or designee upon request.
- 2.8. **University Guests & Visitors:**
Failure to comply with university regulations regarding guests and visitors. Students are responsible for all actions of their guests while on campus.
- 2.9. **Unauthorized Soliciting**
Unauthorized soliciting, selling or promoting private business by any individual, group, or organization on University Campus or any University event or function without authorization is a violation of the Code of Conduct.
- 2.10. **Charitable Fundraising**
All fundraising initiatives must be registered and approved in advance through the Division of Student Affairs. Students or student organizations must submit in writing the following:
- a. For whom the funds are being raised,
 - b. When, how, and for how long funds will be collected,
 - c. How funds will be stored,
 - d. Date the funds will be distributed and to whom (i.e. Red Crescent, etc).
- In addition, the total amount raised must be announced on campus, and written confirmation of the delivery of funds to the appropriate parties must be submitted to the Division of Student Affairs.
- 2.1. **Violation of published AUK policies/procedures, rules or regulations.**
- 2.2. **Bribery:**
Offering or giving money or any item of service to an AUK employee for the purpose of attempting to obtain assistance that would not have otherwise been provided.

- 2.3. Abuse of the student discipline system, including but not limited to:
- a. Failure to appear before the chief student affairs officer, Code of Conduct Board Chair, Code of Conduct Board, or other AUK officials when requested to do so.
 - b. Falsification, distortion, or misrepresentation of information presented as part of the adjudication process.
 - c. Disruption or interference with the orderly conduct of the disciplinary hearing and overall process.
 - d. False accusations of student misconduct knowingly without cause.
 - e. Attempting to discourage an individual's proper participation in, or use of, the student discipline system.
 - f. Attempting to influence the impartiality of a member of the Code of Conduct Board prior to, and/or during the course of, the Code of Conduct Hearing.
 - g. Harassment (verbal or physical) and/or intimidation of a member of the student disciplinary process, including the Code of Conduct Board prior to, during, and/or after the Conduct Hearing.
 - h. Failure to comply with the sanction(s) imposed under the Student Code.
 - i. Influencing or attempting to influence another person to commit an abuse of the student discipline system.

3. UNIVERSITY FACILITIES AND PROPERTY

- 3.1. **Unauthorized Usage of University Facilities:**
Enter or use AUK facilities or property without consent or authorization.
- 3.2. **Theft or Damage to Property:**
Attempted or actual theft of and/or damage to property of AUK or property of a member of the AUK community or other personal or public property.
- 3.3. **Keys:**
Unauthorized possession, duplication, or use of keys to any AUK premises or unauthorized entry to or use of AUK premises.
- 3.4. **Obstruction of Movement:**
Obstruction of the free flow of pedestrian or vehicular traffic on any AUK premises or at AUK sponsored or supervised functions.
- 3.5. **Computer Usage:**
- a. Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose.
 - b. Unauthorized transfer of a file.
 - c. Unauthorized use of another individual's identification and password.
 - d. Use of computing facilities to interfere with the work of another student, faculty member or AUK official.
 - e. Use of computing facilities to send or receive obscene or abusive messages.
 - f. Use of computing facilities to interfere with the normal operation of AUK computing system.

4. DISHONESTY AND FALSE REPRESENTATION

4.1 Dishonesty, including but not limited to the following:

- a. Cheating, plagiarism, or other forms of academic dishonesty. The term “cheating,” includes but is not limited to, copying homework assignments from another student; working together with another individual on a take-home test or homework when specifically prohibited from doing so by the instructor, looking at text, notes or another person’s paper during an examination when not permitted to do so. Cheating also includes the giving of work information to another student to be copied and/or used as his or her own. This includes but is not limited to, giving someone answers to exam questions either when the exam is being given or after having taken an exam; informing another student of specific questions that appear or have appeared on an exam in the same academic term; giving or selling a term paper, report, project or other restricted written materials to another student.
- b. The term “plagiarism” includes, but is not limited to, an attempt of an individual to claim the work of another as the product of his or her own thoughts, regardless of whether that work has been published. Plagiarism includes, but is not limited to, quoting improperly or paraphrasing text or other written materials without proper citation on an exam, term paper, homework, or other written material submitted to an instructor as one’s own work. Plagiarism also includes handing in a paper to an instructor that was purchased from a term paper service or downloaded from the Internet and presenting another person’s academic work as one’s own. Individual academic departments may provide additional examples in writing of what does and does not constitute plagiarism, provided that such examples do not conflict with the intent of this policy.

Breaches of the University’s policies pertaining to academic dishonesty may result in academic penalties and/or disciplinary action at the discretion of the instructor. Academic penalties may include, but are not limited to, a failing grade for the particular assignment or a failing grade for the particular course. The Code of Academic Honesty and procedures for violations are outlined in the Academic Catalog. Additionally, the student may be referred to the Director of Student Life for violations of the Student Conduct Code if applicable.

- 4.2 Furnishing false information to any AUK official or faculty member.
- 4.3 Forgery, alteration, or misuse of any AUK document, record, or instrument of identification.
- 4.4 False Representation: Contracting or representation in the name of the University.
- 4.5 Tampering with the election of any recognized AUK student organization.
- 4.6 Recording Prohibition: Students may not make an audio or video recording of an instructor or speaker without prior consent. However, if such recording is a Disabilities Act accommodation, such consent must be granted.

5. STUDENT ORGANIZATIONS

Student organizations, members and officers individually and collectively, may be held accountable when an alleged offense is committed by one or more members or guests of the organization and any of the following conditions apply:

- 5.1. The offense occurred at an event that was sanctioned by an officer of the organization.
- 5.2. Organizational/University funds are used to finance the activity.
- 5.3. The event where the offense occurred is substantially supported by the organization’s membership.

- 5.4. Members with knowledge of the forthcoming violation did not attempt to prevent the infraction.
- 5.5. The organization fails to report or chooses to protect the individual(s) alleged to have committed the offense.

Non-Discrimination

Discrimination towards a person or group on the basis of age, sex, sexual orientation, religion, race, color, disability, marital status or national origin is against University policy. Please refer to the current Student Handbook for additional information and processes.

Sexual Harassment

Sexual harassment is defined as any unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature, which makes submissions to or rejection of such conduct either an explicit or implicit basis for academic decisions affecting the individual, or unreasonably interferes with the individual's academic performance by creating an intimidating, hostile, or offensive environment.

Conduct which falls into the definition of sexual harassment includes, but is not limited to unwelcome physical contact of a sexual nature such as patting, pinching, or unnecessary touching; overt or implied threats against an individual to induce him or her to perform sexual favors or to engage in an unwelcome sexual relationship; verbal innuendos or jokes of a sexual nature, including graphic or degrading verbal comments about an individual and/or his/her appearance; use of sexually suggestive terms or gestures to describe a person's body, clothing, or sexual activities.

Please refer to the current Student Handbook for additional information and processes.

Disruptive Students

The Disruptive Student Policy protects students, faculty and staff from any disruptive behavior of students: Students who cannot conform to the standards of appropriate behavior as set forth by the American University of Kuwait, shall not be permitted to interfere with other students' access to a university education. American University of Kuwait students are subject to country laws and all policies and procedures of the Board of Trustees of AUK. Violation of these published laws; policies and procedures may subject the violator to appropriate action by University authorities. The Dean of Student Affairs (or designee-Assistant Dean of Student Affairs) is authorized to suspend or expel students because of disruptive behaviors. If required, the Dean of Student Affairs will use the appropriate legal processes.

Nonviolent student dissent does not fall under the purview of this policy. For students who exhibit disruptive behavior serious enough to merit disciplinary action, the University may refer the students for appropriate psychological/psychiatric evaluation.

Rights and Responsibilities

Each student has a duty to understand the rules and regulations set forth by the University. Ignorance of a rule or regulation shall not be an acceptable defense during the adjudication process.

No student or member of the University community shall be deprived of academic freedom, civil rights and liberties without due processes of applicable University regulations.

No disciplinary sanctions may be imposed upon any student or member of the University community under authority of the University without due process provided.

Student Code of Conduct Procedures

The administration of student discipline shall be flexible and consistent with the philosophy and educational objectives of the American University of Kuwait. The Dean of Student Affairs or designee shall have the responsibility for the administration of student sanctions and may impose varying degrees and types of disciplinary actions. For more information regarding disciplinary procedures, please refer to the current Student Handbook.

CODE OF ACADEMIC HONESTY AND INTEGRITY

Members of the American University of Kuwait community study and work together in an institutional framework dedicated to the pursuit of knowledge and learning. Freedom of inquiry, learning and intellectual pursuit flourishes only in a community in which the participants are committed to the mutual respect of each other's role and activity. Academic freedom, freedom of expression and dissent, tolerance of diversity are values that guide the norms of conduct of students, faculty, staff and administration at AUK. The educational mission of the University community is best realized and advanced when the rights, responsibilities, and reasonable standards of conduct and academic integrity are observed. The American University of Kuwait expects the highest standards of academic integrity and honesty from its students.

In light of the above noted values and norms of conduct, the Student Code of Academic Honesty outlines acceptable and unacceptable academic behavior for AUK students as well as appropriate disciplinary procedures, penalties and sanctions for violations of academic integrity.

Upon admission to the American University of Kuwait, students agree to act responsibly in all areas of academic, personal and social conduct and to take full responsibility for their individual and collective action. Such regulations are found in the American University of Kuwait Catalog, Student Handbook, other official publications, and the AUK website at www.auk.edu.kw.

Any student or student organization found to have committed the following violations or misconduct, either on or off campus, is subject to the disciplinary sanctions outlined in Adjudication Procedures:

VIOLATIONS OF ACADEMIC HONESTY AND INTEGRITY

Academic Dishonesty

Including but not limited to the following:

- **Cheating**

The term "cheating," includes but is not limited to, copying homework assignments from another student; working together with another individual on a take-home test or homework when specifically prohibited from doing so by the Instructor, looking at and/or copying text, notes or another person's paper during an examination when not permitted to do so.

Cheating also includes the giving of work information to another student to be copied and/or used as his/her own. This includes but is not limited to giving someone answers to exam questions either when the exam is being given or after having taken an exam; informing another student of specific questions that appear or have appeared on an exam in the same academic semester; giving or selling a term paper, report, project or other restricted written materials to another student. Some forms of dishonesty are detailed below.

- **Plagiarism**

The term "plagiarism" includes, but is not limited to, an attempt of an individual to claim the work of

another as the product of his/her own thoughts, regardless of whether that work has been published. Plagiarism includes, but is not limited to, quoting improperly or paraphrasing text or other written materials without proper citation on an exam, term paper, homework, or other written material submitted to an Instructor as one's own work. Plagiarism also includes handing in a paper to an Instructor that was purchased from a term paper service or downloaded from the Internet and presenting another person's academic work as one's own.

Individual academic departments may provide additional examples in writing of what does and does not constitute plagiarism, provided that such examples do not conflict with the intent of this policy.

- **Violations of Copyrights**

International copyright laws must be observed by all students. Violations of copyright laws include making unauthorized use of printed materials, duplicating computer software, duplicating copyrighted materials, and reproducing audio-visual works.

- **Dishonesty in Papers**

Papers submitted in courses must be the original work of the student with appropriate citations and references. Papers or other reports prepared by another person or purchased from another person or company and submitted as one's own work is a violation of academic honesty.

- **Work for One Course Submitted for Another**

Work submitted for one course may not be submitted for another. It is a violation of academic integrity to submit the same work in more than one course. The incorporation by students of past writing or research into current projects must be clearly indicated.

- **Falsification of Data**

Deliberate falsification of data for coursework, research papers or projects and other academic activity is a violation of academic integrity.

- **Inappropriate Collaboration**

Working and collaborating with a fellow student or others without acknowledging their assistance is a violation of academic integrity.

- **Dishonesty during Exams**

This includes the use of unauthorized materials, receipt of information and/or answers from others during the examination, or the transfer of unauthorized materials, information or answers to another student.

- **Adjudication of Academic Dishonesty**

The University reserves the right of imposing on the violators of academic honesty disciplinary action ranging from a failing grade in the exam, paper or course to suspension or dismissal from the University.

JURISDICTION

- **Faculty Jurisdiction**

The course Instructor has full authority to impose penalties in cases of academic violation of the University's Code of Academic Honesty that occur in his/her course.

Students wishing to bring charges of violation of academic honesty against another student should do so through the faculty member in whose course or academic activity the alleged code violation has occurred. In the case of students bringing charges against other students, the student bringing charges must identify himself or herself to the faculty member.

All cases of violations of academic honesty must be reported to the Division Head of the appropriate discipline.

- **Administration Jurisdiction**

In circumstances in which the faculty member chooses to refer such violation to the Division Head, the following procedures will be observed:

Faculty members reporting an alleged case or incident of dishonesty must do so within two weeks from the date of discovery of the alleged dishonesty. The charge of dishonesty must be supported by appropriate documentation for the Division Head's review.

The Division Head will notify the student of the charge and will arrange to discuss the charge with the student in a preliminary meeting. The Division Head will also notify the Dean of the College of Arts and Sciences that the alleged offense occurred. At the preliminary meeting, the student will be presented with the charge made and the evidence provided by the faculty member. The student will be advised of the adjudication procedures including his/her rights and given the opportunity to respond. The student may respond immediately or may be asked to respond in writing within five (5) working days. Any statement or signed document by the student will become part of the evidence in the case.

If the student fails to attend the preliminary meeting, the Division Head may proceed with the process as appropriate. The Division Head may gather additional evidence from the student, the complainant, and other appropriate parties prior to the adjudication process.

Faculty members will not submit grades for the work in question or for the course until the case has been adjudicated. The faculty member may, at his/her discretion, discuss the alleged case of dishonesty with the student before the case has been adjudicated. If a semester grade is to be submitted before the resolution of the case, a grade of N will be entered on the transcript for that course.

After reviewing the charges and evidence, the Division Head will make a decision about the case. The Head may dismiss the case, remand the case to the faculty member bringing charges or assign a penalty. The Head has the authority to request a meeting with the student at any time.

No legal counsel or external advisor is permitted at any point during the adjudication procedure.

- **Penalties**

Students are advised that violations of the Code of Academic Honesty will be treated seriously by the University. The adjudication of violations will take into account both the seriousness of the offense and any particular circumstances involved in assigning a penalty. Repeat offenders may be subject to more severe penalties.

Penalties for an academic offense may include but are not limited to one or more of the following, progressively more severe:

- Resubmission of the work or the retaking of the exam in question;
- Submission of alternative work or exam for the course in which the offense occurred;

- Disciplinary probation;
- A grade of F for the work found to be in violation of the Code of Academic Honesty;
- A grade of F for the course in which the offense occurred
- Denial of credit for the course in which the offense occurred;
- Suspension for one or more academic semesters, including the semester or session in which the offense occurred;
- Dismissal for a specified time or permanently from the University.

The student found in violation of the Code may not withdraw from a course in which an academic infraction has occurred and a penalty applied.

No refund or cancellation of tuition or fees is provided in such cases.

The Division Head of the department will notify the student in writing of the finding of violation and the appropriate penalty assigned. The faculty member bringing the charge will also be notified in writing of these results.

- **Student's Right of Appeal**

Students have the right of appeal of the adjudication process. Appeals must be made in writing within 21 calendar days of the date of notice.

Appeals are limited to grounds of improper procedure or lack of relevant evidence at the time of the original administrative review, or excessive penalty. The Dean of the College of Arts and Sciences will review appeals. The Dean may consult the record of the case, the appeal request, and any person involved in the process of adjudication. The Dean of the College of Arts and Sciences will make the final decision.

- **Records of Disciplinary Actions**

All records related to student violation of the Code of Academic Honesty will be retained for a period of seven (7) years after the student's last registration at the American University of Kuwait. The record will be housed in the division adjudicating the student. If the violation and penalty is noted on the student's permanent record, the record is maintained indefinitely. These, as all student records, are subject to University regulations of confidentiality of student records.

Students have the right to review their records of the violations of the Code of Academic Honesty through a written request to the Dean of the College of Arts and Sciences.