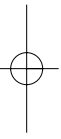




GENERAL INFORMATION





GENERAL INFORMATION

_____	Admissions
_____	Undergraduate Admissions
_____	Graduate Admissions
_____	Tuition, Fees, Deposits & Refunds
_____	Financial Aid
_____	Student Services
_____	Academic Resources
_____	Registration
_____	General Academic Regulations
_____	Standard Course Numbers
_____	Discipline Abbreviations



ADMISSIONS

Al Akhawayn University encourages all academically qualified senior high school students and bachelor holders to apply for admission. Due to the competitive nature of the admission selection process, only students with outstanding academic backgrounds are admitted.

Candidates for admission are typically notified regarding their admission status in July for Fall and in December for Spring semester. Acceptance is contingent upon maintenance, for the balance of the term, of the standard of academic performance upon which admission was based. Candidates offered admission are required to respond to offers of admission immediately upon notification by paying a non refundable confirmation deposit and submitting an original high school diploma or equivalent (undergraduate candidates) or an original bachelor degree (graduate candidates).

Candidates for admission who fail to complete the admission process for a valid reason may retain their pre-selection for the General Admission Test (GAT) or interview, applicable for up to two semesters following the semester of application.

Applications submitted without proof of payment will not be considered.

Candidates must complete the online application (available at www.aui.ma/admissions) and submit all supporting documentation by postal mail to:

**Office of Admissions and Outreach
Al Akhawayn University
P.O. Box 104 Ifrane 53000, Morocco
Telephone: +212-535 86 20 86/78/75/58
Fax: +212-535 86 21 77**

■ APPLICATION DEADLINES

The University offers Fall, Spring, and Summer sessions each academic year. Transient students may apply to join AUI for the Summer session on a space-available basis. All application materials should be submitted to the Office of Admissions and Outreach according to the following deadlines:

General Information

	Fall semester			Spring semester		
	First-year	Transfer	Transient	First-year	Transfer	Transient
Moroccan	May 31	April 30	April 30	Oct 31	Oct 1	Oct 1
International	April 30	April 30	April 30	Oct 31	Oct 1	Oct 1

Applicants are strongly advised to apply early to ensure timely processing. Please refer to the University website for a detailed calendar.

UNDERGRADUATE ADMISSIONS

■ **FRESHMEN**

Admission procedure

- Evaluation of secondary school grades
- Success in the General Admission Test (GAT) or SAT score of 1000 (500 in mathematics and an average of 500 in critical reading and writing). The score required for non-native speakers of English is 920 (500 in mathematics and an average of 420 in critical reading and writing)
- Satisfactory interview, where applicable

Required documents

- Application fee of 351 MDH (500 for international applicants)
- Completed freshmen online application
- A TOEFL score of 530 and 4.5 in writing (420 for admission to the AUI Language Center) or the equivalent in iBT of 71 and 19 or higher in writing section (36 for admission to the Language Center)
- Certified copy of the grade sheet of the last three years of high school (grades 10 through 12 for US-type and equivalent high school graduates)
- Certified copy of high school diploma immediately upon being conferred (high school diplomas based on distance education, GED and similar tests are not accepted towards admission)
- Enrollment certificate and official transcript from institutions attended following the receipt of the high school diploma (applicable to candidates pursuing post secondary studies)
- Two certified copies of national identity card or passport (passport for non-Moroccan candidates)
- Six recent color passport size photographs
- Brief essay on why you wish to join Al Akhawayn University

- Applicants who do not have a TOEFL score of 530, or the equivalent in iBT of 71 and 19 or higher in writing, must pay an additional 480 MDH with the application material to take Al Akhawayn Institutional TOEFL.

■ TRANSFER

Transfer candidates for admission must have completed at least one year of college-level work and earned the minimum equivalent of 30 semester credits at the time of matriculation to the University. To be considered for admission, transfer candidates must have a minimum grade point average of 2.5 on a 4.00 grading scale and be in good standing with their home institution.

Applicants with fewer than 30 semester credits are considered first-year applicants for the purpose of admission, and must provide secondary school records, applicable test scores, as well as all post-secondary school records. A 2.5 grade point average is required. They should follow the procedure outlined for first-time entering freshmen.

Admission Procedure

- Evaluation of university transcripts
- Successful interview, where applicable

Documents Required

- Application fee of 500 MDH
- Completed transfer online application
- Official transcripts of all university-level course work completed and/or attempted
- Official university catalog and syllabi of all transferable courses
- A TOEFL score of 530 and 4.5 in writing or the equivalent in iBT of 71 and 19 or higher in writing for non-native speakers of English
- Certified copies of the grade reports of the last three years of high school (grades 10 through 12 for US-type and equivalent high school graduates)
- Certified copy of high school diploma (high school diplomas based on distance education, GED and similar tests are not accepted towards admission)
- Two certified copies of national identity card or passport (passport for non-Moroccan candidates)
- Six recent color passport-size photographs
- Brief essay on why you wish to join Al Akhawayn University

General Information

AUI will evaluate credits only from recognized, accredited academic institutions. Applicants must submit records of all institutions previously attended, even if they do not wish to transfer credits to AUI. Only credits earned in courses judged to be satisfying AUI program requirements may be considered for transfer. Basic skills and remedial courses, and those of a primarily technical nature are not transferable to AUI. Courses in which a grade of 'D' has been obtained will not be considered for credit transfer.

A student who is not eligible to return immediately to his/her former institution is not eligible to enroll at AUI. A student who is dismissed for disciplinary or academic reasons from AUI or from another institution will not be admitted.

While a student may transfer with sophomore or higher standing, this will not always insure that the student will enroll in upper-level courses the first semester of enrollment. Further, all of the University Core Curriculum courses must be completed in addition to all other major/minor courses.

All transcripts employed during the transfer credit evaluation process must have been produced by the issuing institution within the previous twelve months, and must bear the original or facsimile signature of the registrar and the seal of the issuing institution. Transcripts which appear in their original form in languages other than English, Arabic, or French must be accompanied by a certified English translation.

Transferable courses included on the Transfer Credit Evaluation form are subject to review and exclusion should the candidate change his or her major at any time during studies at AUI. Courses completed at the secondary school (pre-university) level are not transferable to AUI. Undergraduate-level courses are not transferable as graduate-level courses.

Transferred students who have successfully earned more than 60 credits in other institutions using the American system of higher education may be exempted from CAD courses. Students with fewer than 60 credits of successful post-secondary study will be considered for exemption from one CAD course (SSK 1211), and will be required to produce evidence of written work and transcripts to determine whether exemption from the other CAD courses may be considered. Each course will be considered on its individual merit.

Credit Type: Al Akhawayn University is a semester credit institution. Students who have completed one or more years of university studies at institutions using a system other than a semester or quarter system may find that their university studies will be prolonged if they transfer to AUI. Transferable credits earned at non-semester credit institutions are converted

to semester credits during the evaluation procedure. For example, a five-credit course earned at a quarter credit institution transfers to AUI as three-semester credits or a three credit course transfers to AUI as two semester credits.

In Progress (IP) Courses at the Sending Institution: Courses which are incomplete at the time of issuance of the official record by the sending institution are denoted on the Transfer of Credit Evaluation form as IP (in progress). IP courses which appear on the evaluation are transferable to AUI providing the minimum satisfactory grade of C for undergraduate programs or B for graduate programs is subsequently earned by the admission candidate and AUI receives an official record of the final grade in the course.

Minimum Grades for Transferable Courses: Undergraduate courses which are transferable to AUI must be completed with the grade of A, B, C or Pass (Pluses and minuses inclusive). Graduate courses which are transferable to AUI must be completed with the grade of A or B (Pluses and minuses inclusive). However, other grades may only be transferred if they meet the university grading system. An evaluation is done based on the mapping done for each institution. The transfer table is available in the Office of Enrollment. Courses with the grades of Incomplete (I), In Progress (IP) and Withdrawn (W) at the time of the credit evaluation are not transferable.

Transfer Credit Maximums: For undergraduate programs, a maximum of 68 semester credits are transferable to AUI, of which no more than twelve can be at the junior or senior level.

■ TRANSIENT

Students in good standing at another college or university may be considered for regular admission with transient status during the Summer or for one of the longer sessions. Transient applicants wishing to convert to regular status after one or more semesters at AUI will be required to complete all the general education requirements pertaining to their academic program. Former AUI students do not automatically qualify for transient or non-degree status.

Transient applicants are strongly advised to provide a list of courses for which they intend to enroll bearing the signature of the Registrar of their home institution. Undergraduate transient students must enroll for a minimum of 9 credits and a maximum of 15 credits in the Fall and Spring. In the Summer session, they must enroll for a total of 6 credits.

General Information

Admission procedure for transient students

- Evaluation of University transcripts
- Successful interview, where applicable

Documents required for admission of transient students

- Application Fee of 500 MDH
- Completed Online Application
- Official transcripts of all university level course work completed and/or attempted
- A TOEFL score of 530 and 4.5 in writing or the equivalent in iBT for non native speakers of English (score of 71 and 19 in writing section or higher – 36 for admission to the Language Center)
- Certified copy of high school diploma (High school diplomas based on distance education, GED and similar tests are not accepted towards admission)
- Two certified copies of national identity card or passport (passport for non-Moroccan candidates)
- Six photographs
- Brief essay explaining why you wish to join Al Akhawayn University

■ INTERNATIONAL APPLICANTS

AUI welcomes applications from candidates from other countries who have completed secondary school (and university-level course work) in their own country or in Morocco. For purposes of admission, an international student is defined as ‘a student who is not a Moroccan citizen regardless of his/her place of residence.’

International applicants should arrange to have test scores and academic records received at the Office of Admissions and Outreach well in advance of the application deadline for their admission category. Verification of credentials may also be required. Placement tests in Arabic, French and English writing will be administered to undergraduate applicants, where applicable.

It is compulsory for international students to have medical hospitalization and repatriation insurance for themselves and their dependents. International students are prohibited from work while studying at the University.

ADMISSIONS TESTS

■ GENERAL ADMISSION TEST (GAT) AND PLACEMENT TESTS

Eligible undergraduate candidates will be invited to take a General Admission Test. A placement test in Arabic, French and English writing will also be administered where applicable.

Apart from writing, the test is in a multiple-choice format where the candidate has to choose the best answer among five options provided. The test is administered in French with selected sections also available in Arabic.

The General Admission Test measures a variety of skills acquired by candidates along their schooling. The test components are not necessarily linked to any specific field of study that candidates may have taken previously. It is composed of five multiple-choice sections and a writing section: 1) General knowledge; 2) Sentence completion; 3) Numerical skills; 4) Spatial skills; 5) Critical reading; 6) Writing section. Graduate level candidates do not take the GAT.

■ INTERVIEW

Selected candidates may be invited for an interview with the Admissions Committee. The Committee includes academic officers and faculty members. The interview focuses on inter-personal skills, motivation, fluency of expression and general potential. The interview may take place primarily in Arabic, French or English, as preferred by the applicant.

GRADUATE ADMISSIONS

■ GENERAL REQUIREMENTS

Graduates with a bachelor's degree (or the equivalent, i.e. Licence) from recognized colleges and universities may apply for admission to graduate study at AUI. Admission is very competitive. Candidates for admission must provide evidence of superior academic performance. Each school has a graduate admissions committee to evaluate applicants for acceptance to graduate programs. Each committee is chaired by its Dean and composed of faculty members from the school.

Students who meet all academic conditions are accepted to a degree program with regular status. Those whose background does not include the specific requirements for a given graduate program may need to take undergraduate foundation courses prior to accessing regular graduate courses.

General Information

There are three basic requirements for acceptance to a graduate program:

- A bachelor's degree from an accredited institution, or equivalent
- Strong academic average in course work leading to the "Licence"; or, if graduating from a system using the US higher education model, a 'B' average or better in upper level (junior and senior level) work and in any graduate work already completed; or, other evidence of ability to succeed in graduate study
- Adequate preparation for the proposed graduate program; and, acceptance by the appropriate Admissions Committee

Selected candidates may be invited for an interview with the admissions committee.

All graduate students wishing to enroll at AUJ to pursue a master's degree are expected to demonstrate proficiency in the English language. For placement purposes, students for whom English is not the first language must submit a TOEFL score of 550 and obtain a 5.0 score over 6.0 in writing or the equivalent scores in iBT.

Documents required for graduate admissions

Each of the University's graduate degree programs has specific admission requirements. These requirements are included in the program descriptions elsewhere in this catalog. The following documents are required for all graduate degree programs:

- Online Application
- Official transcript(s) of all post-secondary coursework attempted and/or completed
- Certified copy of Moroccan "Licence", or equivalent
- Certified copy of the high school diploma or "Baccalauréat" (High school diplomas based on distance learning, GED and similar certificates are not accepted for admission purposes);
- Instructor Recommendation
- Test of English as a Foreign Language (TOEFL) for non-native speakers of English (Institution code number: 0125)
- Two certified Copies of National Identity Card or Passport (Passport for non-Moroccan candidates)
- Six recent color passport size photographs
- Detailed résumé
- Two essays in English

The following may be helpful in the evaluation of your file:

- Graduate Record Examination (GRE) for Humanities and Computer Science candidates or Graduate Management Admission Test (GMAT) for business degrees candidates
- Work Experience is recommended for MBA candidates.
- AUI students wishing to undertake graduate study upon completion of the bachelor degree should have a minimum cumulative GPA of 3.00.

■ GRADUATE TRANSFER ADMISSION

To be considered for admission, transfer students must have a minimum grade point average of 3.00 on a 4.00 grading scale and be in good standing with their home institution. A maximum of 12 semester credits are transferable toward the degree requirements of an AUI graduate program. Courses in which a grade of 'C' or lower has been obtained will not be considered for credit transfer.

■ GRADUATE TRANSIENT ADMISSION

Students in good standing at another college or university may be considered for regular admission with transient status during the Summer or for one of the longer sessions. Transient applicants wishing to convert to regular status after one or more semesters at AUI will be required to complete all the general education requirements pertaining to their academic program. Former AUI students do not automatically qualify for transient or non-degree status. Graduate transient students must enroll for a minimum of 9 credits and a maximum of 12 (and a corresponding lab session if applicable) credits in the Fall and Spring. In the Summer session, they must enroll for a total of 6 credits.

■ ADMISSION FOR INTERNATIONAL GRADUATE STUDENTS

International candidates applying for admission to a graduate program must comply with all relevant requirements listed in this section in addition to those relating to undergraduate admission of international students and those of the graduate school to which they seek admission.

■ ADMISSIONS REQUIREMENTS FOR GRADUATE STUDENTS

Application material submitted to AUI: All application material submitted for admission purposes becomes the property of the University and may not be returned. Application material of non-enrolled candidates is retained for one term following the term in which the application was submitted. Students wishing to file an application after the two-semester period will have to submit fresh documents.

General Information

Graduate Application: Complete all questions on the online form. This certifies that all information is complete and correct to the best of your knowledge. In the event the information included with the application changes significantly, applicants should notify AUI's Office of Admissions immediately.

Application fee for graduate students: Applicants must pay an admission application and processing fee of 351 MDH (500 MDH for international, transfer and transient applicants) or the fee applicable at the time of application. This payment must be made by postal money order inside Morocco (Mandat Express). PLEASE DO NOT SEND CASH IN THE ENVELOPE. The application fee is not refundable and may not be transferred from one semester to another.

Official transcripts for graduate admission: Candidates for admission must submit official original transcripts, grade certificates, or mark sheets of all completed secondary (high school) studies. Evidence of course work attempted and/or completed must also be provided whether or not the applicant is seeking transfer of credit. Certified translations are also required when the transcripts appear in languages other than English, French or Arabic. Original transcripts must be submitted from the institution at which the courses were taken even though they appear on another institution's transcript. Transcripts must have been produced by the institution within the last twelve months, and must bear the signature of the registrar and the seal or official stamp of the issuing institution. Candidates are encouraged to send certified copies of irreplaceable original documents, as all materials submitted becomes the property of the University and will not be returned. Simple photocopies or faxes of documents will not be accepted.

Instructor recommendations for graduate admission: Instructor recommendations should be requested from teachers who have taught the candidate during the senior year of the bachelor study. All written remarks are confidential. The completed forms must be mailed directly to the Office of Admissions. An instructor recommendation is required of graduate applicants only.

■ STANDARDIZED TESTS FOR UNDERGRADUATE AND GRADUATE STUDENTS

TEST OF ENGLISH AS A FOREIGN LANGUAGE (TOEFL): Undergraduate applicants are required to provide a TOEFL score of 530 (iBT: 71) in addition to a minimum score of 4.5 (iBT: 19) in English Writing in order to be admitted to the regular programs, or a TOEFL score of 420 (iBT: 36) to be admitted to the AUI Language Center. Please refer to the Language Center section for more information.

Graduate applicants are required to provide a TOEFL score of 550 (iBT: 79) with a score of 5.0 (iBT 20) in English Writing in order to be admitted to the regular programs, or a TOEFL score of 450 (iBT: 45) to be admitted to the AUI Language Center.

Applicants to the Master of Arts in International Studies and Diplomacy with a score between 500 and 547 (iBT: 61 and 77) may enroll in the AUI Language Center either on a full-time or a part-time basis.

International TOEFL

To learn more about the International TOEFL and register for a test, you can access the TOEFL website at: www.toefl.org. Applicants who intend to take the International TOEFL should make arrangements ahead of time and take into account AUI application deadlines. International TOEFL score reports should typically be received at the Office of Admissions before June 30th for the Fall semester and November 30th for the Spring semester. International TOEFL score reports usually take four to five weeks to arrive. TOEFL results must be sent directly from the testing agency to the University. (The AUI TOEFL institutional code number: 0125).

AUI Institutional TOEFL

Applicants who are unable to take the International TOEFL should make arrangements to take the AUI Institutional TOEFL. In addition to the TOEFL examinations administered in Morocco and throughout the world, AUI administers an institutional TOEFL prior to the beginning of the Fall and/or the Spring semesters. The TOEFL is administered only to students who have applied for admission to Al Akhawayn University. These scores are valid only for admission to AUI. They may not be valid for other purposes. In case of multiple valid TOEFL scores, the office of Admissions will consider the highest score.

Scholastic Aptitude Test (SAT)/American Collegiate Test (ACT)

The SAT, or the ACT, is required of all entering freshmen applicants who have completed their secondary studies in the United States or at an English-medium high school. These scores are not necessarily required from other candidates. However, the SAT or the ACT may be used instead of the GAT by all entering freshmen applicants. Test scores must be mailed directly from the testing agency to AUI, or a certified copy of the original must be enclosed with the admission application. When both SAT and ACT results are submitted, the University will consider the higher of the two composite scores. When multiple SAT scores are submitted, the highest composite score will be utilized.

General Information

The minimum two-section SAT score is 1000 broken down as follows: 500 or better in the quantitative section and 500 or better as the average of the reading and writing scores. An 80-point allowance is made in this average for non-native speakers of English (420 instead of 500). The minimum score for ACT is 25. Scores must not be more than two (2) years old at the time of application.

The SAT and ACT are not administered at Al Akhawayn University.

Graduate Record Examination (GRE) General (Aptitude) Test

The General (Aptitude) Test of the Graduate Record Examination is designed to test preparation and aptitude for graduate study. Students seeking acceptance to the graduate programs in Computer Science are encouraged to submit GRE scores and official results of the computer science subject test. The GRE is taken at the applicant's own expense. GRE scores over five years old are not accepted by the University. For additional information about the GRE and an application form, write the Educational Testing Service, PO Box 6000, Princeton, New Jersey, 80541-6000, USA. www.ets.org/gre

Graduate Management Admissions Test (GMAT)

The GMAT is an aptitude test designed to measure certain mental capabilities important in the study of management at the graduate level. It is recommended that all students seeking acceptance into the MBA and MSCF programs complete the GMAT. The GMAT is taken at the applicant's own expense. GMAT scores over five years old are not accepted by the University. For additional information about the GMAT and an application form, write the Educational Testing Service, PO Box 6000, Princeton, New Jersey, 80541-6000, USA. <http://www.mba.com/mba/thegmat>

■ DEFERRED ENROLLMENT

Admitted candidates who are unable to attend AUI during the academic term for which they were admitted, but nevertheless want to attend the following semester, must apply in writing to the Office of Admissions for deferred enrollment. The University may grant or refuse the deferred enrollment request. In case it is granted, the candidate will have to meet the following requirements:

- Produce a minimum TOEFL score of 530 (420 for admission to the Language Center) or the equivalent in iBT of 71 and 19 or higher in writing).

- Pay a non-refundable deposit before the application deadline of the following semester. (See Application Deadlines). The non-refundable deposit is credited toward applicable tuition and fee charges for the next semester.

Students failing to meet these requirements within the prescribed deadlines will forfeit their right to join AUI. Deferred enrollment can be granted for up to two semesters, after which the candidate must re-apply for admission.

■ RE-ADMISSION TO THE UNIVERSITY

Former students of the University who wish to return after one academic year absence and who did not inform the University of their plans for a semester off or a Planned Educational Leave, must re-apply for reinstatement. They must complete the Re-admission Application, submit a non-refundable application fee of 500 MDH and provide official transcripts of all studies attempted and/ or completed since last attending AUI. Transcripts must be provided to confirm that the student has been in good standing regardless of whether studies were completed or transfer credit was desired.

Students who have attended other institutions of higher education must be in good standing with these institutions to be considered for re-admission. Students who are currently on academic probation or suspension at another institution will not be re-admitted to AUI. Students, who have withdrawn from the University, re-enter AUI following the requirements, policies and procedures of the University catalog in force at the time of re-entry. Candidates for re-admission do not need to complete a new online application.

■ NON-ACCEPTED CANDIDATES

Applicants who have not been accepted may re-apply for admission the following semester. They must complete the Re-application Form and submit it to the Office of Admissions and Outreach before the application deadline for the following semester.

Documents required for re-application

1. Re-application Form
2. Re-application Fee of 500 MDH
3. TOEFL fee of 480 MDH where applicable
4. Short essay explaining activities since last enrollment at AUI
5. Official transcript if studies were pursued; or work certificate if applicable

General Information

TUITION, FEES, DEPOSITS & REFUNDS

(Subject to change without notice)

FEES & EXPENSES

FEE PAYMENT:

All tuition and fees are due and payable before the beginning of each term. Special arrangements for payments in two installments may be made upon request; the cost for establishing a Deferred Payment Agreement is 200 MDH if a student is qualified for AUI sponsored Financial Aid or 400 MDH otherwise. Failure to make a payment by the due date constitutes a case of default under the "Deferred Payment Agreement" and will result in a late payment fee, equal to 2% of the amount due for each business week (Monday Through Friday) that the required payment is late. (For example, a payment that is 15 to 21 days late will result in a late payment fee equal to 6% of the required amount up to a maximum of 2000dh). Failure to make the second payment in time, including payment of any late payment fees, will result in the student being administratively withdrawn from the University. The University will take all legal action against the responsible party to collect amounts which are not paid in accordance with this "Deferred Payment Agreement." In addition, if the installment dates are not respected, the student will not be allowed to pay in installments in the future and a financial hold will be applied blocking pre-registration for the following semester.

The student is the sole party responsible vis-à-vis the University with regard to payment matters.

Bounced payments must be immediately covered by direct deposit or certified bank check. The University reserves the right to refuse future check payments when there is a history of such payments being returned. Specific information on fees is available from the Business Office.

The following fees are applicable to the Fall and Spring semesters, and Summer sessions for the academic years 2010 - 2012. They are subject to change each academic year at the discretion of the Board of Trustees.

TUITION

Tuition is calculated on the basis of credits taken. The cost per credit is as follows:

Undergraduate tuition (normal load 15-17 credits)

- Moroccan tuition: MDH 1,800 per credit
- International tuition: MDH 2,700 per credit

Graduate tuition (normal load 12 credits)

Moroccan tuition: MDH 2,250 per credit

International tuition: MDH 3,375 per credit

International applicants qualify for Moroccan tuition if:

- One of the parents is Moroccan, or
- Both parents are non-Moroccan but have resided and have been paying Income Tax ('IGR') in Morocco for more than five years.

Students taking courses at the Language Center pay a flat tuition fee of 27,000 MDH (40,500 MDH for international students) per semester. Transient students pay the same fees as AUI regular students except for the testing charge. Students taking internship as the last degree requirement should register and pay the common fees. In this respect, the cost per credit will be as follows:

Undergraduate tuition for internship

Moroccan tuition: MDH 1,000 per credit

International tuition: MDH 1,500 per credit

Graduate tuition for internship

Moroccan tuition: MDH 1,500 per credit

International tuition: MDH 2,250 per credit

When students are working on the internship, unless they will graduate immediately following the internship, they neither register nor pay common fees; instead, the internship will be charged and registered to the subsequent semester (fall). Students who intend to graduate after the internship should register and pay fees. Students who are enrolled in combined programs pay undergraduate tuition for undergraduate courses and graduate tuition for graduate courses. Undergraduate students allowed to register for graduate course to satisfy undergraduate degree requirements are charged undergraduate tuition. Undergraduate students wishing to register for extra graduate courses are charged graduate tuition for each graduate course. Graduate students enrolled in Foundation Courses are charged graduate tuition for these courses.

■ SUMMER SESSION FEES

Undergraduate and graduate students enrolled in Summer Session courses pay tuition according to registered credit hours. Other fees represent fifty percent of the regular charges for a full semester.

General Information

Students enrolled in the Language Center during the Summer session should pay the equivalent of three credits for each LC course. Students enrolled in CAD courses during the Summer pay the equivalent of two credits for each CAD course.

■ COMMON FEES: 4,100 MDH

All registered students must pay the common fees whatever their status is. Students who defend their thesis, capstone or internship before the end of a semester are allowed the reimbursement of their common fees on a prorated basis.

Student health services :	MDH 600 per semester
Student activities, athletics, and swimming pool :	MDH 1,300 per semester
Restaurant access:	MDH 1,600 per semester
Internet:	MDH 600 per semester

■ STUDENT IDENTIFICATION CARDS

Student Identification (ID) Cards are provided to enrolled students by the Business Office following the payment of all applicable tuition. Replacement cards are available from the Business Office for a fee of MDH 50. Students are responsible for providing their own photographs.

Partial cash wallet reimbursements are not allowed during the semester. Students are invited to deposit in their cash wallets only the amounts they need for their purchases within the campus. The management of personal money for off-campus needs is the responsibility of the students themselves. At the end of the semester, the balance related to cash wallet is shown in the account of the following semester. The final refund of the balance can only be done at the end of schooling after the graduation ceremony at the conclusion of the final clearance procedures. The Post Office within the campus offers students the possibility to open savings accounts which provide them with flexibility in managing their money.

In case of loss of the ID card (cash wallet), the student must notify the Business Office immediately in order to block the old card and issue a new one. Students are advised not to bring their cash wallet cards in close contact with a computer, laptop, TV set, printer, heater, or water.

■ HEALTH INSURANCE

Health Insurance is mandatory for full-time students and all students living in University housing. Details concerning the contractual insurance company and the coverage offered are available at the Student Health Center.

Student health insurance premium amounts to 1,320 MDH for a full year coverage, beginning January. Students joining the University for the first time in Fall pay 660 MDH for the period leading up to the start of the calendar year. This amount is subject to change. Insurance company representatives are available on campus during the registration period.

Students graduating in the Spring semester are charged the annual insurance amount of 1,320 MDH which entitles them to 12-month coverage. They are not allowed a refund of the insurance premium balance since they benefit from the whole year insurance coverage even after they graduate.

■ HOUSING FEES

Room rates for students living in residence halls are given below. The room fees are due each semester. The rates include all utilities. Studios and single rooms are available on a very limited basis under special conditions.

Double occupancy:	MDH 4,400 per semester
Single occupancy (when available):	MDH 10,000 per semester
Triple occupancy (when available):	MDH 3,000 per semester
Studio single (when available):	MDH 17,000 per semester
Studio double (when available):	MDH 8,000 per semester
Studio triple (when available):	MDH 5,500 per semester (Regular, but limited, room cleaning service included)

Summer session charges will be half a full semester.

■ OTHER FEES

Graduation (in last semester)	MDH 900
Late registration for newly-admitted students	MDH 1,500
Print Fee	MDH 100
Late fee payment	2% of the amount due for each week that the required payment is late (maximum: MDH 2,000)
Late registration for continuing students	MDH 1,500 (same information as above)
Returned check charges:	MDH 1,000 plus late payment fee (Insufficient funds, signature & account problems)
Test out fee for courses:	MDH 500 per course + MDH 500 to get result on transcript.

General Information

■ ADDITIONAL FEES MAY BE CHARGED FOR SOME OUTDOOR, PHYSICAL EDUCATION ACTIVITIES, REQUIRED FIELD TRIPS, AND FOR SPECIAL TESTS.

REQUIRED DEPOSITS:

Newly admitted candidates pay a non-refundable deposit of 5,000 MDH *before the published deadline* and attend a mandatory pre-registration program, where original documents are submitted (High School Diploma for Bachelor Degree and Bachelor Diploma or equivalent for Master Degree) and an additional payment of 22 000 DH, of which a further 5000 DH is non-refundable. The confirmation deposit is non-refundable unless the University denies the student’s enrollment after receiving insufficient TOEFL results. All new students pay at the beginning of the semester of entry a sum of 2,000 MDH as deposit to cover any possible damage they cause during their stay at AUJ. This amount is refundable once they graduate or withdraw from the university.

REFUNDS:

1. Students defending their thesis or capstones during the semester are allowed reimbursement of common fees on a prorated basis up to the day of their defense.
2. A student who officially withdraws from the University in accordance with official procedures is eligible for a refund of tuition fees after submitting an authenticated request showing his/her bank account information.

The refund of tuition is done according to the following schedule:

REFUND TABLE FOR FALL/SPRING SEMESTER

1. Prior to the first class day	100%
2. During the first five class days	80%
3. During the second five class days	70%
4. During the third five class days	50%
5. During the fourth five class days	25%
6. After the fourth five class days	None

REFUND TABLE FOR SUMMER SESSION

1. Prior to the first class day	100%
2. During the first five class days	75%
3. During the second five class days	50%
4. After the second five class days	None

REFUNDS FOR ROOM: Refunds will be made in proportion to the time remaining in a term.

REFUNDS FOR FEES AND BOOKS: No refund is made for these charges unless, in the case of books, it can be demonstrated that the University incurred no expense.

STUDENT EMPLOYMENT: No payment is made for any work or job done by students as part of financial aid. The amount is instead credited to the student’s account with the university.

FINANCIAL AID

■ FINANCIAL AID PROCEDURES

Al Akhawayn University expects students and their parents to assume primary responsibility for the financing of university expenses. However, the University makes every effort to ensure that all candidates offered admission have the necessary financial resources to pursue their studies. Students with demonstrated financial need who make satisfactory academic progress, and file all required documents by the published deadlines, are considered for assistance provided that University funds are available.

The application for financial aid should be sent following submission of the application for admission. Financial aid is available to both new and continuing students at AUI. Financial aid, whether in the form of bank loans, grants or work-study, is awarded to Moroccan candidates with demonstrated financial need and outstanding academic performance.

Most awards are made for the Fall and Spring semesters. Financial aid is not available to students for the Summer session.

General Information

■ REQUIRED DOCUMENTS FOR FINANCIAL AID

Students seeking financial aid are required to complete the Financial Aid Application and provide the following supporting documentation in two sets of documents (originals + certified copies):

1. Completed duly certified financial aid application;
2. Certified copy of the parents' National Identity Cards;
3. Certified copy of the applicant's National Identity Card
4. One passport-size color photograph of the applicant to be attached on the first page of the financial aid application file;
5. Family Collective Entry of Birth certificate;
6. Certified certificate stating the student's legal guardian, in case of divorce or death of either parent;
7. Certified copy of the degree(s) earned "Baccalauréat" and/or Bachelor's Degree;
8. Secondary school records of the last three years for undergraduate applicants;
9. Post-Bac academic records for graduate applicants (to be checked with financial aid coordinator);
10. Personal essay explaining all the reasons (economic, social, family, etc.) the applicant is applying for financial aid, specifying the form and amount of financial aid s/he wishes to receive;
11. Parents' three most recent detailed pay slips showing both gross and net pay with all deductions made;
12. Parents' occupation attestation(s) certified by the employer(s); or non-occupation attestation(s) certified by relevant authorities;
13. Retirement income attestation(s) and non-occupation attestation(s) for retired parent(s), and attestation(s) showing former occupation;
14. Income attestation(s) for financially independent or married applicants;
15. IGR: Attestation(s) of parent(s)' taxable revenues, delivered by the Tax Office;
16. Parents' bank statements for the last twelve months and an authenticated affidavit testifying to the non existence of any other bank accounts;
17. An authenticated affidavit testifying to the non-existence of any bank accounts for parents who do not have a bank account;
18. Trade register and "patente" statements for company owners and/or managers;

19. For self-employed parents, a certified handwritten document declaring the estimated monthly income earned by the parents;
20. For farmers, an attestation of ownership of farming land delivered by the local authorities (The Caïd);
21. Acquisition contract if home is owned, or rent receipt if rented, with parents' attestation(s) of non ownership;
22. Parents' attestation(s) of ownership delivered by the Land Registry only for candidates who are interested in contracting a bank loan.

All financial information provided by the candidate and his or her family, even the most confidential must be disclosed to the University Financial Aid Office. Students should include every relevant question which would enable the AUI commission to have a clear idea of the student and his parents' assets and their monthly or annual income. By submitting these documents well in advance of the deadline, the candidates allow time for any corrections or unforeseen problems which might delay the receipt of their financial aid. The deadline for submitting financial aid applications is May 31st for students enrolling in the Fall semester and October 31st for students enrolling in the Spring semester. Applications submitted after the appropriate deadline will not be considered. The same procedure applies to continuing students.

■ TYPES OF FINANCIAL AID OFFERED AT AUI

Depending on the student's demonstrated financial need, the University proposes a combination of up to three forms of financial aid.

1. AUI NEED-BASED GRANTS

University assistance is granted, on a very limited basis. Students do not have to repay grants. Grants are awarded in the form of a fixed amount which goes exclusively towards tuition to prospective students with demonstrated financial need and good academic records. In case of need based grant only, the amount granted to students may not exceed the amount paid for tuition. Grants come in the form of funds (endowments) belonging to the University or donations (private, semi-private or state donations). Donation providers are mainly: local communities, companies, banks, Board members, ministries, social charity organizations, international or Moroccan charity or socio-cultural associations. Contributions from individual benefactors are equally welcome.

Special nominal scholarships are available. Such information may be obtained from the Financial Aid Office.

General Information

Following are the possible financial aid packages offered by the committee to need-based applicants only:

- Bank Loan only: up to 20,000 per semester
- Bank Loan: up to 20,000 per semester + Grant amount: between 5,000 and 15,000 MDHs/semester based on need
- Bank Loan only: up to 20,000 per semester + tuition waiver (for applicants demonstrating extreme need)

2. BANK LOANS

■ AUI-APPROVED BANK LOANS

Aware of the paramount importance of student loans as a self-help award and a mainstay of any sound financial aid policy, Al Akhawayn University has concluded agreements with a bank on a loan program that will best serve the interests of students and at the same time enable them to contribute substantially in the financing of their own studies. Student loans are extended for the purpose of meeting the costs of studies at Al Akhawayn University. They are available to all students interested in obtaining a bank loan for any semester. The bank also makes the final decision based on adequate supporting documentation.

■ LOAN TERMS AND AMOUNTS

This loan program will provide qualified students with long-term loans payable over a reasonably long period and with especially attractive annual interest rates. Students may borrow up to 20,000 MDHs per semester (40,000 MDHs/year). Repayment begins after 12 months following the date of the last amount released by the bank to the order of AUI or after withdrawal from the University.

For students studying for the Bachelor’s Degree, the amount of the students’ loan can reach up to 180,000 MDHs released in equal installments over up to 9 semesters; the loan term is 14 years maximum consisting of two successive periods:

- The release phase of 4.5 years corresponding to the duration of studies.
- The reimbursement phase of 9.5 years including a 12-month payment deferment period.

Students studying for the Master’s Degree may benefit from loans amounting to up to 100,000 MDHs released in equal installments over a

period of up to 5 semesters; the term of this loan category is 9.5 years maximum consisting of two successive periods:

- The release phase of 2.5 years corresponding to the duration of studies
- The loan reimbursement phase of 7 years with a 12-month payment deferment period.

The annual interest rates for both undergraduate and graduate students are currently at 7.5% + VAT applicable during the loan release and repayment period.

■ LOAN CONDITIONS

Loan advances are made at the time of registration and fee payment for each semester only for continuing students whose loan applications have already been approved by the bank loan committee; while the new students' loans will be released to the order of Al Akhawayn University only after all the guarantee procedures have been completed and the students' loan contracts have been duly certified by the local authorities.

In the event the new loan borrower cannot provide all the necessary documents to complete his/her loan contract within the period specified by the Business Office, the University may take the following actions:

- The student will be charged a late payment fee which is equal to 2% of the amount due for each week that the required payment is late. (For example, a payment that is 15 to 21 days late will result in a late payment fee equal to 6% of the required payment).
- No records of the student's course work while attending the University will be released until all loan requirements are satisfied. The University will pursue all legal remedies against the responsible party to collect amounts due.
- Any unused loan funds remaining in the student's account (after completion of studies or withdrawal) will be returned to the bank and not to the student or the individual responsible for making the loan payments.

■ LOAN PROCEDURES

In this framework, it's also worthy to mention that the bank loan committee works in cooperation with the Financial Aid Office to satisfy all the parents' needs; but it's the primary responsibility of the bank to communicate the final decision to the loan applicant in question (approved or rejected) which should be scheduled before the confirmation deposit period.

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Actually, the bank loan process is very delicate and it takes a lot of time to make decisions for all cases. Any missing document or problem of the guarantee delays the smooth operation of the bank loan process. On one hand, once the bunch of the loan applications is approved by the bank loan committee, the bank officials proceed into establishing the students' loan contracts. On the other hand, the Financial Aid Office has to notify these students to go immediately to the bank agency to open a bank account, pay the loan insurance amount and pick up their loan contracts for their and their parents' certified signatures. If the parents' asset already submitted for mortgage is in joint ownership, the loan process must go through both the Notary and the Land Registry, which takes a lot of time, if not; it simply goes through the Land Registry.

If a continuing student desires to reduce his loan amount from 20,000 to 15,000 or 10,000 MDHs, he has to inform the bank before the beginning of the following semester because he has again to duly certify an AVENANT and submit it to the bank on time.

■ DOCUMENTS REQUIRED FOR AUI-APPROVED BANK LOANS:

1. Completed duly certified financial aid or bank loan application file;
2. Certified copies of the parents' National Identity Cards;
3. Certified copy of the applicant's National Identity Card;
4. One passport-size color photograph of the applicant to be attached on the first page of the financial aid or bank loan application file;
5. Certified copy of the degree(s) earned, "Baccalauréat" and/or Bachelor's degree;
6. Handwritten bank loan application letter specifying the loan amount s/he wishes to receive;
7. Parents' three most recent detailed pay slips showing both gross and net pay with all deductions made;
8. Parents' occupation attestation(s) certified by the employer(s);
9. Retirement income attestation(s) for retired parent(s);
10. Income attestation(s) for financially independent or married applicants;
11. IGR: Attestation(s) of parent(s)' taxable revenues, delivered by the Tax Office;
12. Parents' bank statements for the last twelve months;
13. Trade register and "patente" statements for company owners and/or managers;

14. For self-employed parents, a certified handwritten document declaring the estimated monthly income earned by the parents;
15. For farmers, an attestation of ownership of farming land delivered by the local authorities (The Caïd);
16. Parents' attestations(s) of ownership delivered by the Land Registry.

3. CAMPUS EMPLOYMENT

Student employment is offered primarily but not exclusively to students with good academic standing. Students with CGPA above 3.00 and having completed at least 30 credits at AUI for undergraduates and 12 for graduates are eligible to apply for a part-time job. All regular assignments for campus jobs are made for a specified period in which the University is in session. The student should recognize that s/he assumes an obligation to perform a necessary job for the University. All on campus student employment is approved by the Financial Aid Office and students are not allowed to benefit from two part-time jobs in two different areas at the same time except by authorization from the Vice President for Student Affairs.

Campus Employment provides students with the opportunity to "work off" a portion of the tuition and fees paid to the University. At the end of the semester, they are reimbursed for the number of hours worked at a rate of 25 MDH per hour. These part-time job earnings are not directly paid to the student but automatically credited to his Business Office payment account. The total hours required to work per week might be exceeded to make up for missing hours in case of absence, vacation, and/or exam periods and late assignments. Moreover, any students' absence from the assigned post or other new arrangement must be approved by the supervisor. Students should not work during the hours they are scheduled to be in class. Most jobs require from 8 to 10 hours of work per week (160 hours/semester). Campus employment is very limited. Paid part time job is not available during Summer session.

On one hand, part-time job students are not allowed to begin work prior to their job placement interview and/or without obtaining the proper documentation (part-time job assignment letter) from the Financial Aid office. On the other hand, supervisors are not authorized to hire any students without letter of appointment from the Financial Aid Office. Students who intend to resign their jobs should contact the Financial Aid Office and provide supervisors with at least two weeks' notice. Part-time job students who wish to continue working for the same employer for the following semester must notify the Financial Aid Office ahead of time.

General Information

Student workers who have employment-related complaints or grievances may bring such matters to the attention of the Financial Aid Office. The latter should make reasonable efforts to respond to or resolve the grievances. If the students are not satisfied with the resolution from the Office of the Financial Aid, they may discuss their problems with the Vice President for Student Affairs whose decision is final.

A department or unit that has a student employee with performance deficiencies will counsel the student, in an attempt to change the behavior or performance. If necessary, a written reprimand should follow a verbal warning. If deficient performance continues, the student may be suspended from his PTJ without notice.

At the end of the semester, part-time job students who are left with a part-time job balance of more than 60 hours will be placed on part-time job suspension for the subsequent semester.

NOTE: Part-time work is not automatically guaranteed from one semester to another. Rather, it is contingent upon the student's demonstrated financial need, work-study performance evaluation, and vacancies available as well as academic achievement.

In the distribution of jobs, periodic reallocation of part-time job students may be considered. Such a system will provide every part-time job student with the opportunity to work at different departments and undertake by turns both demanding and less demanding tasks. Most senior and graduate students on part-time job are assigned to their schools to work as teachers' assistants or graders.

■ AREAS AVAILABLE FOR PART-TIME JOBS

The Financial Aid Office assigns eligible students part-time jobs according to the following assignment areas:

Admissions Office, Business Office, Campus Store, Financial Aid Office, Housing, Information Technology Services, Institute of Economic Analysis and Prospective Studies, Language Center, Library, Office of International Programs, Office of Development and Communication, Registration Office, Center for Academic Development, Athletics, Human Resources, Executive Education Center, School of Business Administration, School of Science and Engineering, School of Humanities and Social Sciences, Student Activities Office, and the Office of the Vice President for Student Affairs.

4. SIBLING (BROTHER OR SISTER) DISCOUNT

The University offers a 5,000 MDH discount on the fees of a regular semester (Fall and Spring) for each additional sibling of a student either currently enrolled or who graduated from AUI.

In order to apply for the sibling discount, the candidate has to complete the Sibling Discount Form and submit it to the Office of Financial Aid before the registration period for Fall or Spring semesters. Sibling discount is not available during the Summer session.

Sibling discount renewal is conditional upon obtaining a certain SGPA at the end of the semester except not for those beneficiaries who combine between the sibling discount and another form of financial aid. It is also available to international students. Sibling beneficiaries are allowed to reside in a single room. If one sibling is dismissed for whatever reason, the sibling discount is maintained. However, if one sibling withdraws from AUI for personal reasons, the sibling discount does not apply anymore.

■ ELIGIBILITY FOR FINANCIAL AID

Students must be enrolled on a full-time basis in undergraduate or graduate programs and making satisfactory progress in their declared program of study. Only Moroccan students are eligible for financial aid. Need-based financial aid applicants who qualify for assistance may be considered for grants. Students may also apply for loans and/or campus employment. Continuing students enrolled without financial aid in their first semester can also apply for a grant after completing at least 30 credits at AUI with good academic standing. Continuing students with a grant can also apply for a revision of their grant. Such decisions are made on a case-by-case basis. They must relate to special circumstances that differentiate that student from other students. Circumstances affecting the student's estimated family contribution that may cause the financial aid committee to make changes are: loss of income, loss of benefits, divorce/ separation/ death of spouse or parent, debts incurred by unemployment, failed business, bankruptcy, loss of assets, child care expenses, educational loans, exceptional medical expenses, loss of extended family support or other circumstances affecting the student's or family's ability to contribute to the student's educational expenses.

After a very thorough review of the documentation provided, the Financial Aid Committee determines the type of assistance to be awarded.

General Information

■ FINANCIAL AID POLICY

Satisfactory academic progress is required for continued aid eligibility. Financial aid recipients at AUI must maintain a minimum 2.00/4.00 semester grade point average for undergraduates and 3.00/4.00 for graduates. Students who fail to meet this requirement during the Fall or Spring semester are placed on financial aid probation for the following semester. If they are unable to regain satisfactory academic standing at the conclusion of the probationary semester they will be placed on “financial aid suspension” until such time as they satisfy the semester grade point average requirement. If, on the other hand, students obtain a semester grade point average below 1.50/4.00 for undergraduates and 2.50/4.00 for graduates, they will lose their eligibility for financial aid for the following semester. Students on financial aid probation or suspension may, if authorized, attend the AUI Summer session at their own expenses. Students in this situation will not regain satisfactory academic standing or be granted eligibility for financial aid for the following semester whatever their Summer results are. Awards are made for the Fall and Spring semesters. Grants are not available to students for the Summer session.

The following tables summarize the grant renewal policy:

Financial aid renewal policy, undergraduates:

Semester Status	Grant Decision
SGPA \geq 2.00	Good standing: grant is maintained for the following semester
SGPA between 1.50 – 1.99	Probation: grant is maintained with the condition that SGPA of 2.00 or better must be obtained in the following semester
SGPA \leq 1.49	Grant suspension for the following semester until SGPA is 2.00 or higher
SGPA between 1.50 – 1.99	after two consecutive semesters Grant suspension for the following semester until SGPA is 2.00 or higher

Financial aid renewal policy, graduates:

Semester Status	Grant Decision
SGPA \geq 3.00	Good standing: grant is maintained for the following semester
SGPA between 2.50 –2.99	Probation: grant is maintained with the condition that SGPA of 3.00 or better is obtained in the following semester
SGPA \leq 2.49	Grant suspension for the following semester until SGPA is 3.00 or higher
SGPA between 2.50 – 2.99 after two consecutive semesters	Grant suspension for the following semester until SGPA is 3.00 or higher

Please also note that students with a need-based grant are not allowed to benefit from a single room (except with a special permission from the Vice President for Student Affairs and only in exceptional circumstances).

A separate financial aid system is also applicable to students with AUI grant enrolled in **Language Center** courses with or without CAD courses in their first or second semester at AUI.

At the end of the semester: students who are left with a maximum of 4 language center courses (for e.g. those passing from level 1 to level 2 and obtaining a minimum of "C" grade in their CAD and/or in regular courses), are eligible to maintain their grant for the following semester. However, if the student obtains a failing grade of (D, F or WF) in one regular course or in a Language Center course either in level 1 or 2, s/he will be placed on financial aid probation with a conditional grant for the following semester. In case the student fails in more than one regular course or more than a language center course either in level 1 or 2, s/he will automatically lose the grant for the following semester regardless of the SGPA.

The following table summarizes the grant renewal policy for Language Center students:

General Information

Maximum 4 modules at the Language Center with a grade of "P" and a passing grade of (A, B or C) in other regular courses	Grant is maintained in good standing for the following semester
A failing grade of (D, F, or WF) in one regular course or in a language center course regardless of the SGPA.	Financial aid probation with conditional grant for the following semester
Failure in two or more courses, regular or Language Center modules with the grade of (D, F or WF) regardless of the SGPA.	Financial aid suspension for the following semester

■ RENEWABILITY OF FINANCIAL AID

While most financial aid is renewable, subject to availability of funds (for a total of up to 8 semesters of study for undergraduate and 4 semesters for graduate study), grants from semester to semester are not guaranteed. They are renewed only after careful reexamination of the recipients' financial needs and academic performance. Moreover, grant extension requests for the ninth semester for undergraduate students having completed 8 semesters with grant and for the fifth semester for graduate students having completed 4 semesters with grant are not guaranteed to all the financial aid beneficiaries but subject to obtaining satisfactory academic standing during the previous semesters.

NOTE: Need-based grants and loans form two parts of the same package. If a student is declared eligible for a grant, the student must take out an AUI-approved bank loan. Need-based grants are not awarded independently from such loans.

■ TUTORING SERVICES

Tutoring Services Program is offered at AUI to provide academic support to students, primarily at the first-and second-year levels, in two areas: writing skills and content courses. The selection to use students as tutors is made by the CAD (Center for Academic Development) but subject to the approval of the Financial Aid Office.

Recommendation from the course instructor, successful completion of the course in question, the student's personal high sense of responsibility and commitments to provide regular tutoring are the main criteria for tutoring eligibility.

Native speakers of English with good writing skills may work at the Writing Center (30 MDH/hour).

■ AUI SCHOLARSHIPS

Scholarships are offered to students with an excellent academic profile based on the General Admission Test score, superior rating at the admission interview and high school records for undergraduates with a distinction of Bien or better in the “Baccalauréat” or equivalent (“Assez Bien” with 13/20 for the French “Baccalauréat”, and/ or SAT two-section score of 1100 or better); and post-bac academic results and recommendation of the school’s graduate committee for graduates with at least two “Bien” or “Assez Bien” distinctions in the “Licence” or equivalent. A combination of these elements is used to rank scholarship applicants and determine the type of scholarship given. Scholarships vary between 50% of tuition to full tuition and fees. Undergraduate beneficiaries are eligible for AUI scholarship for a maximum of nine semesters (or eight semesters plus two Summers), while graduates scholarships are for a maximum of four semesters including one semester at the Language Center.

The AUI scholarship is predicated on the following conditions:

- Scholarships are granted for specific programs and are not transferable to other programs outside the school to which the scholarship recipients were initially accepted. Scholarship recipients who wish to change school can apply for a new scholarship at the receiving school.
- Scholarship recipients guilty of improper conduct or noncompliance with AUI regulations are under threat of scholarship suspension or cancellation.
- All scholarship holders must take an active part in AUI student activities, particularly in the area of community service while undergraduate full coverage scholarship holders and graduate students benefiting from tuition waiver or more must provide services to AUI by holding part-time jobs as assigned by the Financial Aid Office in different departments or schools at AUI. Failing to complete at least 25% of the total hours required to work per semester may jeopardize the continuation of their scholarship. If the student is selected to work for externally funded projects, however, s/he may receive compensation for the work s/he does if authorized by VPSA. This applies to undergraduate full coverage scholarship holders and graduate tuition waiver or above beneficiaries.
- While at the Language Center, students are allowed to benefit from their full AUI scholarship package for one semester only. They must pay for every Language Center course they are left with for the following semester(s). The cost of one Language Center course corresponds to that

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of a 3-credit course: 5400 MDH for undergraduates and 6750 MDH for graduates.

- In addition to their excellent academic profile, students must obtain a minimum TOEFL score of 480 to be eligible to receive their scholarship in their first semester at AUI. However, undergraduate applicants with a TOEFL score ranging between 450 and 477 are allowed to take super intensive courses at the Language Center based on the availability of seats using their scholarships.
- Students are allowed to use their scholarship during Summer sessions as long as they are in good academic standing without exceeding the total budget committed for the 9 semesters. Moreover, the Summer session GPA will not be taken into account for probation, suspension or reinstatement.
- Scholarship holders can apply for the Exchange Program for one semester only (or for one year when required by the school program) taking a minimum of 15 transferable credits. However, if the student takes fewer than the recommended full time load, s/he should be aware that s/he runs the risk of needing more than nine semesters, in which case, s/he will have to pay for additional courses beyond the ninth semester. Only amounts payable to AUI will be used; no money will be transferred to the host institution abroad. The scholarship renewal policy adopted by AUI is also applicable to this category of students at the end of their exchange program semester. Passing grades are determined in the Transfer Grades Chart available at the Office of the Registrar and communicated by the Office of International Program to students when applying to partner universities.
- After completing a number of credits as specified by their school graduate committee, scholarship holders have the right to combine the Bachelor and Master degree but they have to apply for their scholarship extension which may be granted upon their dean's recommendation and based on their involvement and respect of their commitments. SSE students having been admitted to the BSMS program have the possibility to apply for a scholarship when they complete 100 credits minimum conditional on passing all computer science courses. If they are granted the scholarship, the beneficiaries are allowed to use it once they complete 130 credits. The BSMS scholarship covers only the last 3 semesters of the graduate program.
- The scholarship application process is available each Fall for undergraduates and for Fall and Spring for graduates.

■ SCHOLARSHIP RENEWAL POLICY

Continuation of the scholarship depends on the student demonstrating excellence and successful progress towards the student’s studies, as evidenced by maintaining a semester grade point average (SGPA) of 3.00/4.00 for undergraduates and 3.50/4.00 for graduates or better.

If the student obtains a SGPA between 2.50/4.00 and 2.99/4.00 and between 3.00/4.00 and 3.49/4.00 for graduates, s/he will be placed on scholarship probation. Failure to return to the required standing, reduction or suspension of the scholarship will apply as described in the table below:

SCHOLARSHIP RENEWAL POLICY, Undergraduates:

SGPA \geq 3.00	Good standing: maintain scholarship for the following semester
First semester GPA between 2.50 and 2.99	1st probation: with conditional scholarship for the following semester
Second semester GPA between 2.50 and 2.99	2nd probation (either consecutive or cumulative): with 50% scholarship reduction for the following semester
Third semester GPA between 2.50 and 2.99	3rd probation (either consecutive or cumulative): with scholarship suspension for the following semester
First semester GPA below 2.50	1st unsatisfactory standing: with 50% scholarship reduction for the following semester
Second semester GPA below 3.00	2nd unsatisfactory standing (either consecutive or cumulative): with scholarship suspension for the following semester

Students with a SGPA between 2.90 and 2.99 for undergraduates and between 3.40 and 3.49 for graduates may appeal the scholarship committee decision to be removed from the probationary status. If the appeal is rejected, the probationary status will apply. If the appeal is accepted, the student is required to return to good standing (SGPA \geq 3.00/4.00 for undergraduates and \geq 3.50/4.00 for graduates) for the following semester; otherwise, he will be placed on scholarship probation without the possibility to appeal the decision. This possibility of appeal is offered only once. To consider the appeal, school’s recommendation, parents’ financial situation and student’s involvement in social work or other university activities are taken into consideration.

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Decisions regarding scholarship reduction, suspension or reinstatement based on the Spring academic results are applied to the following Summer and Fall. However, Summer session results are not taken into account either for scholarship probation, reduction, suspension or reinstatement.

Scholarship covers courses required for graduation only. It is highly recommended that the scholarship beneficiary should take six courses per semester and be enrolled in at least two Summers. Also, any course dropped by the student must be pre-approved by the Vice President for Student Affairs.

If the student takes fewer than the recommended full time load, s/he should be aware that s/he runs the risk of delaying his/her graduation requirements, extending his/her time before graduation; and therefore, having to pay for additional courses.

SCHOLARSHIP RENEWAL POLICY, Graduates:

SGPA \geq 3.50	Good standing, scholarship is maintained
First semester GPA between 3.00 and 3.49	1st probation with conditional scholarship for the following semester
Second semester GPA between 3.00 and 3.49	2nd probation (either consecutive or cumulative) with 50% scholarship reduction for the following semester
Third semester GPA between 3.00 and 3.49	3rd probation (either consecutive or cumulative) with scholarship suspension for the following semester
First semester GPA below 3.00	1st unsatisfactory standing with 50% scholarship reduction for the following semester
Second semester GPA below 3.50	2nd unsatisfactory standing (either consecutive or cumulative) with scholarship suspension for the following semester

Graduate scholarships do not cover foundation courses unless expressly authorized by the graduate scholarship committee. A graduate scholarship beneficiary who obtains one "F" in a foundation course will be placed on scholarship probation for the following semester. If he is unable to regain satisfactory standing at the end of the probationary status and if he is authorized to continue in the program, he will be placed on 2nd time scholarship probation with 50% scholarship reduction until such time as he satisfies the scholarship renewal requirements. Failure to return to the required standing, reduction or suspension of the scholarship will apply.

STUDENT SERVICES

The Division of Student Affairs is dedicated to developing in students an appreciation of the goals of the University and an understanding of their role in serving the world community. The Division is committed to cooperating with other divisions of the University to create an educational environment in which the unique values and the interdependence of various cultures are understood and appreciated. The Division recognizes the integrity of each student and provides diverse services designed to assist each student in reaching maximum potential. Central to this philosophy is a concern for helping students learn to make decisions based on strong ethical standards that will improve the quality of life for the world community.

♦ **CAREER ORIENTATION OFFICE:** The mission of the Career Orientation Office, part of the Department of Development and Communication, is to prepare and orient AUI students so as to make the best career choices as well as advise and assist AUI graduates in order to succeed in their careers. It means in achieving this goal is through organizing many career activities on campus, offering students and permanent information on career openings and providing recruiters with data on AUI graduates.

♦ **ACADEMIC ADVISING FOR ENTERING FRESHMEN:** The faculty of the Center for Academic Development advise students for the first semester after which a faculty member of the school of the major is assigned to the student.

♦ **COMPUTER SUPPORT:** Personal computers are available for use by students in the several computer laboratories on campus. A wide range of standard and specific software is made available, such as office software, compilers, educational games, tutors, etc. AUI assigns electronic mail addresses to all students for use in their studies. E-mail is an important communication tool to inform students, staff and faculty of important events, appointments and other information. Students are responsible for checking their AUI e-mail accounts regularly. Each student is given access to the Student Information System which allows students to register on line, check their academic, business, and student life records.

STUDENT LIFE

Student life is made up of programs and events that complement learning experiences while providing fun and varied opportunities for students to grow professionally and personally. Student life services are related specifically to the diverse student population at AUI, with programs and events that are made to fulfill a broad range of interests and personal needs.

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Admission to student life is independent of race, religious background, income, age, gender, handicap, ethnicity, or social barriers. All students are encouraged to become involved in Student Life, and explore what it has to offer.

♦ **STUDENT ACTIVITIES:** The Student Activities Office (SAO) is in charge— with the active participation of students—of developing programs for the entire student body. These programs include art exhibits, musical performances, parties, panel discussions, films, and more. It also provides co-curricular activities that complement the efforts of academic programs. The primary objective of SAO is to enhance personal growth and development of students. This is accomplished through student government, student activities, student organizations, student publications.

♦ **STUDENT ORGANIZATIONS:** Student organizations are set up by students based on their specific interests and needs. Every student club is advised by a faculty or staff member. Currently, there are over thirty active student organizations including recreational, cultural, sports, scientific, musical, theater, drama, film, art and social organizations.

♦ **STUDENT GOVERNMENT ASSOCIATION:** Student Government Association (SGA) acts as a liaison between administration and the student body in addressing student needs and concerns. It conducts its business through resolutions that are researched by committees and voted on by the Board or the full membership. Resolutions that are passed are forwarded to the Vice President for Student Affairs for review and comment. The University President then receives the resolutions and has final authority.

♦ **STUDENT PUBLICATIONS:** AUI students publish newspapers in three languages: Arabic, French and English. The subjects that are addressed deal with diverse issues including academics, student life, and national/international news. Publications are managed by students with the assistance of staff or faculty advisors.

♦ **RECREATIONAL SPORTS:** Within the Athletics Center provided by the university, students, faculty and staff are able to engage in many different activities. The Center includes a stadium, a gymnasium, a multi-purpose area, and a swimming pool. Students and other members of the University community can also take advantage of the magnificent countryside, and, in the winter, have numerous opportunities to ski at nearby resorts.

♦ **STUDENT HOUSING:** The University Housing aims at providing high quality living to all residents. A variety of living options and support structures provide generous opportunities for the growth of students while pursuing their educational goals. To meet the needs of a maximum of

applicants, seventeen residence halls on campus and one dorm downtown are equipped to offer high standard living to over 1,400 students. Living on University residences provides easy access to classrooms, study groups, library, and campus activities, as well as places to interact with others and discuss concerns and ideas. There are no worries about escalating utility costs for heating, phone and internet connections or even transportation. Not as obvious, but a very meaningful benefit of living on-campus, is the sense of connection established by becoming part of a learning community. On-campus housing is a home away from home where lifelong friendships are shaped and the transition from family life to independence happens. More information about housing rules and regulations along with a detailed description of the residence halls is available in our website: [http://www.aui.ma/ DSA/housing/dsa-housing-index.htm](http://www.aui.ma/DSA/housing/dsa-housing-index.htm).

♦ **HEALTH CENTER:** The objectives of the Health Services are to assist students, faculty and staff in developing sound preventive health practices and to provide primary medical care.

♦ **BOOKSTORE & CAMPUS STORE:** Textbook and academic supplies may be purchased on campus at the University Bookstore. Costs of such items will depend on the courses selected. Miscellaneous snack food, gifts and sundry items are available for purchase at the Campus Store.

♦ **DINING SERVICES:** The University offers a food service operated by external caterers which provides dining facilities including a cafeteria, grill, pizzeria, café, and snack counter. Normally, the service is available whenever classes are in session during the day and early evening. Reduced services are available on Sundays and during vacation periods.

♦ **STUDENT CONDUCT:** Upon registration, students automatically become members of the University community and, as such, assume full responsibility for proper conduct until their separation from the University.

All University students should be familiar with the ordinary conventions of adult society governing their behavior. In addition, the University student must be acquainted with and bound by the University rules and regulations covering student conduct. The University reserves the right, through due process, to place on probation, suspend or expel any student for improper conduct. Student behavior is governed by official policy statements on such topics as 'Student Conduct,' 'Discipline Procedures,' and 'A Statement of the Rights, Freedoms and Responsibilities of Al Akhawayn University in Ifrane Students'.

General Information

A student who enrolls at the University is charged with the obligation to conduct himself/herself in a manner compatible with the University's function as an educational institution; consequently, conduct which interferes with the utilization of University facilities by other persons may be punished. Disciplinary proceedings may be initiated against any student for damaging, destroying, or defacing property owned, leased, or controlled by the University, or for taking or using such property without authorization.

ACADEMIC RESOURCES

■ MOHAMMED VI LIBRARY

New growth features prominently in every phase of this rapidly developing North American style Moroccan University Library. The library mission supports the education of leading Moroccan students by encouraging the development of student centered learning, providing information literacy skills and competencies in many formats: video, audio, digital, print, and electronic.

Currently the library has a collection of over 83,000 volumes, 355 current print subscriptions, and 1850 AV items. To expand the information resources available to the AUI community, the library provides access to an extensive and growing online library of electronic resources. Available via the Internet, these resources include 26 bibliographic and full-text databases, 150,000 eBooks, and over 40,000 eJournals.

Service: The library is open every day, except holidays, up to 16 hours, or longer prior to exam time. Open book stacks encourage browsing, with long-term borrowing arrangements for faculty and graduate students.

Library special features include small group meeting rooms, working and discussion rooms, a separate study room for graduates and multilingual services, reference desk, reserve desk, circulation, periodicals, technical processing and multimedia learning center.

The library uses a state of the art integrated library system. All circulation transactions are now performed through Millennium, and users can search the library holdings through the Online Public Access Catalog (OPAC) and access online databases through <http://libserv.aui.ma/>. Mohammed VI Library is a member of AMICAL, a consortium of international libraries.

■ OFFICE OF INTERNATIONAL PROGRAMS

AUI is by design and mission an international university. The university's academic programs foster an international perspective and international

understanding. To that end, the Office of International Programs does the following:

- Advises AUI undergraduates about study abroad and administers exchange programs;
- Develops in cooperation with Academic Affairs and the President's Office the University's educational cooperation and exchange agreements and with selected academic institutions around the world;
- Coordinates services for international degree seeking and exchange students as well as visiting scholars at AUI;
- Works with the University's Schools and Centers to develop and expand programs and linkages with new or established academic partner institutions; and
- Administers special scholarships and endorses opportunities that promote pursuit of international experience.

The Exchange Program is designed primarily for undergraduate students to exchange places with students from other institutions with which the university has signed educational cooperation and exchange agreements. The exchange program is generally for one semester. The credits which the student obtains at the exchange university can be transferred to AUI provided the student enrolls in those courses for which approval has been given. To qualify for the program, a student must (1) have completed a minimum of 60 semester hours; and (2) have a grade average of 3.00 or better.

Exchange programs have been established in a limited capacity for graduate students in some programs.

REGISTRATION

A student is officially enrolled and eligible to attend classes upon registering for courses and paying tuition and fees. Below are some of the major events and definitions that students need to understand.

■ NEW STUDENT ORIENTATION

Students who are admitted to the University for the Initial Enrollment must attend the orientation session held before the first day of classes. During orientation, students are introduced to campus facilities and services, assigned an advisor and an e-mail account, and provided instructions about course registration procedures.

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■ **ACADEMIC ADVISING**

A faculty advisor will assist in degree planning, as well as other matters related to the degree to be earned. This process helps to ensure that AUI students will graduate with their entering class. Students must obtain written permission from their advisor and coordinator to enroll in each course. The approved schedule is presented during pre-registration or registration.

■ **PRE-REGISTRATION**

Pre-Registration periods are published in the academic calendar. Pre-registration is mandatory for all continuing students.

■ **REGULAR REGISTRATION**

Registration and late registration dates are published in this catalog and in the Academic Calendar. Students may register for classes on the regularly scheduled registration dates through the end of the Add/Drop period (4th class day in regular semesters and 2nd class day in Summer sessions). A 1,500 MDH fee is assessed for late registration even if the student has pre-registered. For the purpose of the fee assessment, late registration is defined as the first day of classes. Students may not register for classes after the last day of registration. Students must be officially enrolled at AUI in the semester in which they graduate. Students enrolling late in a course should not expect special make-up assistance from the instructor.

■ **CLASS DAY**

The class day begins at 8:00 and usually ends at 20:50 except during Ramadan and finals exam week when the day may end later. During Ramadan, students are given a two-hour break in the evening to allow time for breaking the fast (Ftour). Classes scheduled during this period are moved to a later time.

■ **SEMESTER CREDIT HOUR (SCH)**

A semester credit hour is a unit representing an hour of instruction over a 15-week period in a semester. Most classes are for 3 SCH which means that students have 3 contact hours with an instructor each week. Students can expect that each credit hour includes two or more hours of assigned work for every hour of in-class contact.

■ PRE-REQUISITES

A pre-requisite is a condition (either course or classification) which must be satisfied prior to enrolling for a course. Pre-requisites are listed below the course title in the catalog course descriptions.

■ ACADEMIC CALENDAR

AUI operates on an academic calendar that consists of two semesters and one Summer session. Each semester is fifteen weeks (70 to 75 class days) in length. Summer terms usually are scheduled for a six-week period (30 class days).

■ ENROLLMENT CERTIFICATES

Enrollment certificates are official documents certifying that the student is officially enrolled at AUI. Enrollment certificate requests are processed by Enrollment Services following the last day of registration (the 4th class day of the Fall or Spring semesters and the 2nd class day of the Summer session) of each academic term. The University will not certify a student’s enrollment prior to the 4th class day of a regular term nor prior to the 2nd class day of a Summer session. It will also not certify a student’s enrollment as a result of the student having “pre-registered.” There is no fee for the first certificate. Duplicate certificates or certificates in a different language are available from Enrollment Services for 20 MDH each. There will be an added 5 MDH charge for fax or mailing requests within Morocco. Requests for Enrollment Certificates are processed within two working days of receipt by Enrollment Services. Urgent requests may be processed the same day for a fee of 50 MDH. Non-enrolled students who need an official document that certifies their previous enrollment are charged a fee of 40 MDH.

■ STUDENT TRANSCRIPTS

Signed AUI transcripts are the official records accepted by other educational institutions. A flat 40 MDH fee is charged for each transcript. A registered mail surcharge is applied for requests of transcripts to be sent by mail. 17 MDH within Morocco, 30 MDH (US \$3) mail to Europe, 40 MDH (US \$4) mail to the United States, Canada, and 45 MDH (US \$4.5) mail to Asia. Transcripts are delivered only to students in good financial standing with the University. Transcript requests from students on financial hold cannot be processed until the bill has been paid and the Business Office has notified Enrollment Services of payment. Under normal circumstances, requests for transcripts are processed within two working days of receipt by Enrollment Services. An additional charge of 60 MDH applies for same day requests. Requests received during periods of registration, final examinations and

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school holidays will be delayed a few additional days. Transcripts are sent only at the written request of the student. There is an added 5 MDH charge for fax requests within Morocco and 40 MDH for fax requests outside of Morocco. Students should note that fax transcripts are not considered official documents.

■ CERTIFICATES OF COMPLETION

The Certificate of Completion is an official document attesting that the student has fulfilled all the academic requirements for a Bachelor’s or a Master’s degree. The Certificate of Completion is issued only once. It may not be issued once the diploma has been delivered.

GENERAL ACADEMIC REGULATIONS

The University reserves the right to change University rules, policies, fees, and Academic requirements. The University also reserves the right to make changes in the offered programs whenever circumstances require such changes.

■ ATTENDANCE REGULATIONS

CLASS ATTENDANCE AND PARTICIPATION POLICY: Regular attendance and participation in all meetings of courses for which a student is registered are expected. Beyond merely attending each class, students are expected to participate actively and not remain passive learners. It is the instructor’s responsibility to set, and to communicate to students, the participation requirements for each course. Except for absences authorized by the University, the degree to which classroom participation is required and whether or not work missed by a student during an absence may be made up is at the discretion of the instructor.

Attendance has been shown to be a key factor in academic success. Any absence, regardless of the reason, will prevent the student from getting the full benefit of the course. Therefore, students should recognize the advantages of regular and punctual class attendance and accept it as a personal responsibility and apprise themselves of the consequences of poor attendance.

Absences are controlled by faculty members. The number of absences for whatever reason (except as indicated in points 1.1, 1.2 and 1.3) is taken into account in the final grade.

1. Excused Absences

Students may be authorized by instructors to be absent from class for institutional reasons as specified in 1.1, and 1.2 below. However, the instructor may deny the student permission to be absent if the student's academic performance is not judged to be adequate. Once approved, these absences should not count in the student's absence record. Instructors should be informed before the absence to agree with the student on a suitable time and manner for a make up should it be necessary. A maximum of three of these absences per semester may be authorized.

1.1 External Events: The student must submit a completed and signed form from the Office of Student Activities or Athletics to the instructor prior to any absence. Examples of these absences include participation in university-sponsored sports, cultural or other events as a University representative.

1.2 Field Trips as part of a class requirement or as authorized by a Dean: the Dean's assistant of the School offering or authorizing the trip should sign the absence request form.

1.3 In case of protracted illness or emergency condition necessitating hospitalization, students must send necessary justifications by fax to the VPSA Office within 48 hours. If necessary, the VPSA Office will then inform faculty of the situation. All absences need to be recorded by faculty until the student returns. Students must submit all medical documentation justifying their absences to the University Health Center for validation. Note that extended illness may lead to the semester not being validated.

No other justification will be accepted. Students should be prepared in case they have to be absent for personal or family reasons.

2. Impact of absences on grades

Each unauthorized absence shall result in one grade being deducted from the class participation grade up to the limit set in section 3 below when a WF is assigned.

3. Ceilings before a WF is assigned

When a student exceeds the ceiling given below, the instructor may sign an administrative withdrawal form:

3.1 For classes which meet twice a week, this ceiling is set at 5 absences

3.2 For classes which meet three times a week, the ceiling is set at 7 absences

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3.3 For classes which meet five times a week, the ceiling is set at 10 absences

3.4 For Summer classes, the ceiling is set at 5 absences

4. Pre-authorized absences

Notification of planned absences using the Absence Request Form available at the Student Activities Office must be delivered to the instructor, with permission signed and dated by the instructor.

Once notified of a planned absence, the instructor should inform the student of the deadline for completion of any missed assignment or examination where applicable. Make-up examinations, if necessary and acceptable to the instructor, shall be at a time and place mutually agreed upon by the instructor and students.

4.1 Faculty are responsible for recording absences in the system. Faculty should configure the system so that a warning e-mail will be automatically generated and sent to students after a certain number of absences has been reached.

4.2 During the Add and Drop period, no absence is accepted in a course; add and drop should be done outside class time.

4.3 In case of a late registration, students assume full responsibility for their absences as recorded from the first day of classes.

5. Administrative Withdrawal

When a student has exceeded the maximum number of absences according to the mentioned ceiling (except as stated in points 1.1 and 1.2); the instructor has the right to drop a student from a course with a "WF" grade. Special hardship cases as stated in 1.3 above may be referred by the Vice President for Student Affairs to the Dean/Directors for consideration.

The Administrative Withdrawal Form must reach the Registrar's Office at least 5 days prior to the first day of final exams.

■ ADDING AND/OR DROPPING COURSES

Dropping courses should not be confused with withdrawing from all courses. Students may add and/or drop courses during the Course Add/Drop period specified in the academic calendar. Students begin the Add/Drop process by obtaining the Course Add/Drop Form from Enrollment Services. All students must have the permission of their advisor and their school coordinator to drop or add a course unless the course(s)

being added was/were included in the registration form under “alternate courses”. The adding and/or dropping of courses is not official until all applicable tuition and fees have been paid to the University and the completed Add/Drop form has been received in Enrollment Services.

Neither faculty, relatives nor friends may drop or add courses for a student. Add/Drop forms must be returned to the Enrollment Services Office prior to the end of the last day of the Add/Drop period. Courses dropped after the last day of registration become a permanent part of the student’s academic record. Courses dropped within the official add/drop period (4th class day in regular term and 2nd class day in Summer) are not reflected on the academic record. Failure to drop a class not being attended will result in a failing grade “WF” on the academic record.

Although no refund will be given, up to the 40th day of the regular semester and up to 18 days of the Summer session (refer to academic calendar for published dates) students may drop one or more courses with the grade of ‘W’ which becomes part of the student’s academic record. Beyond that time, instructors have the responsibility for determining the grade based on classroom performance up to the time of the student’s request to withdraw from the course and must assign either a grade of ‘WP’ (if passing), or ‘WF’ (if failing). The process is complete only when the form bearing all required signatures is returned to Enrollment Services.

Students may withdraw from all classes after the last date to drop/add courses with permission of their Dean. For refund dates, see the Refund Policy in the section on Tuition, Fees, and Deposits in this catalog.

■ WITHDRAWING FROM THE UNIVERSITY

Withdrawing from the University should not be confused with dropping a course(s) while remaining enrolled in others. Students desiring to drop every course in which they are enrolled are considered to be withdrawing. Students who officially withdraw from the University prior to mid-semester will have the grade of ‘W’ recorded on the transcript. Students wishing to withdraw after mid-semester may do so with the permission of their Dean, and will receive the grade of ‘WP’ if passing or ‘WF’ if failing in their respective courses. Instructors have the responsibility to determine the grade based on classroom performance up to the time of the students’ request to withdraw from the University.

Students initiate the withdrawal process in Enrollment Services. The process is complete only when the form, bearing all required signatures is returned to Enrollment Services. Students who cease to attend classes without officially withdrawing are subject to the grade of ‘F’ in all the courses for

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which they are registered. Students who officially or unofficially withdraw from the University while owing money to AUI will receive neither their academic transcripts nor their official documents until the debt has been settled in full.

■ RETROACTIVE WITHDRAWAL

A retroactive withdrawal is a late drop request made during a semester, which permits a student to drop all of the courses that s/he is registered for after the last day to officially drop in a given semester. The University guidelines for the approval of such an extraordinary action require a student to prove, with supporting documents, that conditions of a medical, psychological, and/or hardship nature occurred during the semester in question and (1) had a serious and negative impact on the student’s academic performance. (2) had been reasonably unforeseeable and unavoidable prior to the last day to officially drop classes.

A student may request retroactive withdrawal from all courses taken during a given semester or term by filling a retroactive withdrawal petition. This petition must be accompanied by adequate documentation and bear all required signatures (The physician’s confirmation of the student health conditions, instructors, academic advisor, school coordinator, school dean, VPSA). If the Retroactive withdrawal request is approved, the student will be withdrawn from all courses taken that semester with “W.” The “W” would indicate a late withdrawal, but would not affect the student’s GPA.

■ SEMESTER OFF

A student who decides to take one semester off for financial or personal reasons is not considered to have withdrawn from the University. S/he must, however, inform the university, in writing, of the reason for the interruption in studies and the anticipated date of return. The form of requesting a semester off is available from Enrollment Services. If the student does not return after one semester as planned, s/he will lose standing as a continuing student and will have to go through the re-admission process. In case of one academic year, the student must complete the re-admission application. In case the student stays out for more than one academic year, re-application for admission will be required.

■ PLANNED EDUCATIONAL LEAVE

Planned educational leaves (PEL) for a maximum of two consecutive semesters may be granted to students who are in good standing at AUI. The University will anticipate the return of students based on the semester

indicated on the PEL Application. No additional notification or application is required if the student returns as planned.

Students planning educational leaves are required to make a pre-registration deposit. The pre-registration deposit will be credited against the student's fees for the semester of planned return. If the student does not return as planned, the pre-registration fee will be forfeited and the student will lose standing as a continuing student. In such a case, re-application for admission will be required. The deadline to submit the application is the last day of the add/drop period of the semester for which leave is requested. Applications for planned educational leave may be obtained from the Office of Enrollment Services.

■ CHANGE OF ACADEMIC PROGRAM

Requests to change the major (academic program) shall be made, in writing, using the Change of Major Form. The form is available from Enrollment Services. The change must be approved by the student's current and future academic Deans. Change of major approvals granted during the course of the semester or session come into effect after the end of the current academic term. Requests for change of major may be received before the start of the mid-term break or after the end of final exams. Decisions are communicated before pre-registration and add/drop periods respectively. This allows time for the future academic Dean to review the student's file and make a decision prior to the beginning of the subsequent term. Only students in satisfactory standing can be approved for the change of major. Exceptions will have to be authorized by the Vice President for Academic Affairs. Changes initiated during either pre-registration or registration periods are not processed until the conclusion of such periods.

■ FINAL EXAMINATIONS

Final examinations are scheduled at the end of each semester/session. All courses offered for credit require a final examination. The examinations are given according to the final examination schedule and not necessarily at the same time the class was scheduled. In some courses a common final examination is given to students in different sections of the course. Final examinations are given only at the times printed in the official class schedule. Exceptions must be approved in advance by the academic Dean. Examinations administered throughout the semester are at the discretion of the professor, but courses typically require a mid-term examination.

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■ FINAL REVIEW WEEK

A week prior to the first day of final examinations in the long sessions shall be designated as Final Review Week. The semester grade indicated on the student's transcript is a combination of grades given for class work, tests, assigned papers, laboratory performance, and final examination. During this week there shall be no scheduled activities such as field trips, plays or athletic contests; and no instructor shall assign any hitherto unmentioned or unscheduled themes, research problems or exercises of similar scope. During Final Review Week, the instructor shall not give any major examinations, except make-up tests or laboratory examinations. In addition, no instructor shall give any portion of the final examination during Final Review Week.

■ ACADEMIC INTEGRITY

It is the aim of the faculty to foster a spirit of honesty and a high standard of integrity. The attempt of students to present as their own any work which they have not honestly completed is regarded by the faculty and administration as a most serious offense and renders the offenders liable to serious consequences, including possible suspension. The instructor of a course is responsible for initiating action for dishonesty or plagiarism which occurs in class. In cases of convincing evidence of admitted academic dishonesty, plagiarism, or falsification, an instructor should take appropriate action. Before taking such action, however, the instructor should attempt to discuss the matter with the student.

■ CHEATING

Dishonesty on examinations and quizzes or on written assignments, illegal possession of examinations, the use of unauthorized notes during an examination or quiz, information obtained during an examination from the examination paper or otherwise from another student, collaboration with other students in cheating, alteration of grade records and illegal entry to or unauthorized presence in an office are instances of cheating. Complete honesty is required of students in the presentation of any and all phases of course work as their own. This applies to quizzes of any length, as well as to all examinations, daily reports, lab work and term papers.

■ PLAGIARISM

Offering the work of another as one's own, without proper acknowledgment, is plagiarism. Therefore, any student who fails to give credit for quotations or essentially identical expression of material taken from books, encyclopedias, magazines and other reference works or from the themes, reports or other writings of a fellow student is guilty of plagiarism. Recycling

or reusing work from a previously studied course is also considered plagiarism; even if it is the student's own work, it cannot be used to fulfill more than one purpose.

■ **FALSIFYING DOCUMENTS**

Any attempt to forge or alter academic documents transcripts, grade reports, letters of recommendation, certificates of enrollment, registration forms, add/ drop forms, medical certification of absence, or any other document submitted to the University for an administrative procedure is subject to disciplinary action.

■ **DISCIPLINARY DISMISSAL**

Students may be expelled from the University in case of serious violation of the University regulations. In this case, a grade of 'WF' is given for all courses taken by the student and becomes part of the permanent student's record. The student's appeal of the disciplinary committee's decision is addressed to the President of the University. The President's decision is final.

■ **RELEASE OF INFORMATION FROM EDUCATIONAL RECORDS**

Release of records without student request or approval is expressly forbidden except to legally authorized persons or organizations, or to financial aid officers or representatives of agencies administering financial aid grants which the student holds or has applied for. Consistent with this policy, Al Akhawayn University sends grade reports, unexcused absence reports and any other reports of academic and disciplinary action to students' parents or legal guardians unless notified otherwise.

Information may be released in bona fide emergencies involving student health and safety, provided due consideration is given to the seriousness of the threat to health and safety, the necessity of records in meeting the emergency, the ability of the person to whom release is made to deal with the emergency, and the extent to which time may be a factor in the emergency. Responsibility for the release of such personal information is that of the President of the University, who may delegate such authority to the Vice President for Student Affairs.

GRADING POLICY

A grade is assigned for all courses in which a student is regularly enrolled during any semester or Summer term. A passing grade may be earned only if the student is enrolled for the duration of the course, and a grade, once given, may not be changed without the approval of the Instructor, the Dean, and the Vice President for Academic Affairs.

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The instructor of record determines all grades for a course. The method of determining a grade will be included in the course syllabus presented to students at the beginning of the semester. Students will receive a semester grade report after the close of each term. The semester grade indicated on the student’s transcript is a combination of grades given for class work, tests, assigned papers, laboratory performance, and final examination.

The grade point equivalents to letter grades and percentages are shown below:

Letter Grades	Grade Points	Percentages
A	4.0	90 -100
B	3.0	80 - 89
C	2.0	70 -79
D	1.0	60 -69
F	0.0	Below 60

■ GRADE POINT AVERAGE (GPA)

The quality points earned are obtained by multiplying the number of credits attempted by the value assigned to the grade earned. The GPA is obtained by dividing the total number of quality points earned by the number of credits attempted.

■ CUMULATIVE GRADE POINT AVERAGE (CGPA)

This is calculated by using the total number of quality points and credits attempted. The CGPA used for most records is based on the total grade points earned in attendance at AUI.

Example of GPA calculation: In a given semester a student completes the following five courses with grades as shown:

SUBJECT	SCH VALUE	FINAL GRADE	VALUE OF THE GRADE	QUALITY POINTS EARNED
History	3	B	3	9 (3*3)
Chemistry	4	C	2	8 (2*4)
Accounting	3	A	4	12 (4*3)
Management	3	B	3	9 (3*3)
Calculus	3	B	3	9 (3*3)
Totals	16			47

GPA: $47/16 = 2.94$ (Forty-seven grade points earned is divided by sixteen SCH to arrive at a 2.94 GPA for the semester’s work.)

■ **GRADE BASIS FOR COURSES**

The basis for grading an individual course may be 1) regular grade; 2) pass/fail; 3) audit or 4) credit by examination. For some courses, the student may choose the grade basis desired, but for most courses the grade basis options are prescribed by the School. If the student elects the pass-fail or audit option, it must be indicated on the student’s registration approval form or must be requested in writing. For both cases the student must have the approval of the advisor, the school coordinator, and the Dean. The approved request must be received by the Office of Enrollment Services no later than the last day of registration (See Academic Calendar). No changes will be honored beyond that date.

Grades are based on the four-point GPA system according to demonstrated performance and skill levels.

A Indicates excellent achievement demonstrated by (1) competency and accuracy of knowledge (2) sustained and effective use of knowledge (3) independence of work and (4) originality. (Grade point: 4.00)

B Indicates high achievement in the factors listed under the A grade. (Grade point: 3.00)

C Indicates acceptable performance: (1) familiarity with the content of the course (2) evidence of growth in actual use of content and (3) full participation in the work of the class. (Grade point: 2.00)

D Indicates the lowest passing grade; does not satisfy the standards for the undergraduate degree. Not acceptable in the major, minor or core or CAD courses.

‘D’ may be accepted in an elective only once in the student’s undergraduate studies. (Grade point: 1.00)

When a grade of ‘D’, which may be considered by some host institutions as a passing grade, is obtained by AUI students on exchange, it will not be considered for credit transfer. The course in which the grade of ‘D’ is obtained will have to be repeated (unless that course is taken as an elective, as referred to in the paragraph above).

CRE Credit by Examination is assigned for both graduate students wishing to satisfy the foundation courses and undergraduate students wishing to satisfy CAD courses and some university common core* courses by passing a proficiency test.

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Minimum grade of "B" required for graduate students and minimum grade of "C" required for undergraduate students (No effect on grade average). (*e.g. MTH 1300, MTH 1301, MTH 1303 and CSC 1400)

I Indicates incomplete work; used at the discretion of the instructor when a student has legitimate reasons for being unable to take the final exam or hand in final project.

Reasons might be:

- illness (medical certificate to be given or validated by the university physicians).
- Accident
- Bereavement: First degree family member (death certificate required).

The incomplete work form must be submitted by the Instructor to the School Dean and to the Vice President for Student Affairs for final approval. The form will be returned to the School Dean who will submit it with the grade roster to Enrollment Services.

Any documentation should be submitted to the instructor within 48 hours prior to the exams and no later than the last day for faculty to submit grades. Grade points: Not counted in GPA. See procedure below for removing the 'I'.

The 'I' grade may be used only if the student's prior performance and class attendance in the course have been satisfactory.

■ REMOVING THE "I" GRADE

An 'I' grade is reported when students have not met all requirements of a course by the end of the semester and the instructor considers the allowance of additional time to complete course requirements justified. When reporting the grade 'I', the instructor must complete an 'Incomplete Work Report' specifying:

- The deficiency or the additional work to be done;
- The length of time allowed to complete the work (no later than the last day of Add/Drop period of the subsequent semester even if the student is not enrolled, Summer session included);
- The grade that would have been earned at the time the course ended;
- The grade of "I" may be changed only to "A," "B," "C," "D," "F" or P for Pass/Fail courses. Should the conditions specified above not be met, the "I" will become an "F." Extensions of time in case of merit may be granted by the Dean concerned and notification must be forwarded to

the Office of Enrollment Services. The extension form, which is available at Enrollment Services, should be duly completed and submitted to the Enrollment Services.

P Indicates “pass” on the Pass/Fail system; awarded for the achievement of the minimal objectives of the course; acceptable as transferable college credit but not directly comparable to grades on the regular letter-grade system. P is equivalent to grade C or better for undergraduate students and to grade B or better for graduate students. (Grade points: Not counted in GPA)

Undergraduate students may take as many as 6 SCH under the Pass/Fail system following the conditions below:

- Students should be in good academic standing; Students should complete a minimum of 30 SCH;
- No courses to be taken in the Common Core, School Major, Concentration or Minor;
- Only electives may be taken under the Pass/Fail system; No more than one course on Pass/Fail system per semester.

Once a student has decided to take a course on a Pass/Fail basis, it is not possible, under any circumstances, to record a letter grade for that course.

IP Indicates that the thesis or final project is ‘In Progress’ within normal time limits. Available only to graduate students. (Grade points: Not counted in GPA).

NPR Indicates that the course was not passed but replaced with another one.

W Indicates official withdrawal from a course or withdrawal from the University up to the fortieth class day of a semester or up to the eighteenth class day of a Summer term. (Grade points: Not counted in GPA).

WF Indicates official withdrawal after specified period for W while having a failing grade; and/or for excessive absences. (Grade points: 0.00).

WP Indicates official withdrawal after the specified period for W grade while having a passing grade. (Grade points: Not counted in GPA).

AU Indicates that the course was audited and not taken for credit. Instructor permission is required for a student to audit a course. (Grade points: Not counted in GPA). Students who audit a course

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pay the standard course credit tuition. Once a student registers for an audit, it is not possible, under any circumstances, to record a letter grade for that course.

- F** Indicates failure either on a letter grade basis or on a Pass/Fail basis; (Grade points: 0.00). Not computed in GPA if course is successfully repeated.

■ PLUSES AND MINUSES

Although instructors may at their discretion add pluses or minuses to letter grades, these distinctions do not appear on the student's transcripts and are not calculated in the GPA.

■ GRADE CHANGE

In general, all course grades are final when filed by the instructor in end-of-term course grade reports. Each student is notified of the grades earned during the term, and these grades become a part of the official record.

A change of grade may occur only in cases of clerical error or where the instructor re-evaluates the original course assignments of a student and discovers an error in the original evaluation. A clerical error is an error made by the instructor or an assistant in calculating or recording the grade. A change of grade shall not occur as a consequence of the acceptance of additional work or re-examination beyond the specified course requirements.

A request for a change of grade shall be initiated by the student and shall be directed to the instructor. If the instructor determines that there is a valid basis for change, a change of grade form shall be submitted by the instructor to the Dean of the School and the Vice President for Academic Affairs for approval and forwarded to the Office of Enrollment Services. Forms are not to be handled by the student.

The completed change of grade form must be returned to the Office of Enrollment Services within sixty (60) calendar days of the first day of classes of the regular semester following the award of the grade. If the instructor determines that there is no valid basis for the change, and denies the student's request, the instructor's decision is final.

■ STUDENT GRADE APPEAL PROCEDURE

In attempting to resolve any student grievance regarding grades, it is the obligation of the student first to make a serious effort to resolve the matter with the individual engaged in the grievance. Individual course instructors

retain primary responsibility for assigning grades. The instructor's judgment is final unless compelling evidence shows discrimination, differential treatment or procedural irregularities. If evidence warrants appeal, the normal academic channels are the following: Coordinator, Academic Dean, Vice President for Academic Affairs, President. However, before considering a grievance, the Coordinator may refer the issue to a University committee of faculty and students. This is a standing committee appointed by the President, consisting of four students and four faculty members. A faculty person always chairs this committee. Should the latter be unable to reach a solution acceptable to the parties involved, the matter will follow the academic channels. Grade appeals must be submitted in writing on an appeal form which is available in the Dean's office. The appeal must be submitted no later than sixty (60) calendar days after the first day of classes of the regular semester following the award of the grade.

STANDARD COURSE NUMBERS

AUI uses a four-digit numbering system. Example: BIO 1401 4(3-2) The first digit (1 in the example above) denotes the level of the course:

- 1 freshman course
- 2 sophomore course
- 3 junior course
- 4 senior course
- 5 graduate course
- 6 Executive MBA or continuing education course

The second digit (4) denotes the number of semester credit hours awarded for the course.

The third and fourth digits (01 in the example above) distinguish the individual course.

In the second set of numbers noted above 4(3-2), the first figure represents the semester credit value of the course. The first figure in parentheses indicates the clock hours per week during the semester devoted to class time. The second figure in parentheses indicates the clock hours per week during the semester devoted to practice in a laboratory. In some classes this may also include field work.

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DISCIPLINE ABBREVIATIONS

Each discipline or area of study is assigned a three-letter abbreviation which is used as an identifying prefix to the course number. The abbreviations are:

Academic Reading:	ARD
Accounting:	ACC
Academic Listening, Speaking and Note-taking:	ALS
Academic Writing:	AWT
Arabic Studies:	ARA/ARB
Berber:	BRB
Biology:	BIO
Biotechnology:	BTC
Chemistry:	CHE
Communication:	COM
Computer Science:	CSC
Economics:	ECO
English:	ENG
Engineering:	EGR
Finance:	FIN
French:	FRE/FRN
General Business:	GBU
Geography:	GEO
Grammar in Academic Context:	GAC
History:	HIS
Human Resources Development:	HRD
Humanities:	HUM
International Studies:	INS
Internship:	INT
Literature:	LIT
Management:	MGT
Management Information Systems:	MIS
Marketing:	MKT
Mathematics:	MTH
Philosophy:	PHI
Physics:	PHY
Political Science:	PSC
Psychology:	PSY
Social Science:	SSC
Sociology:	SOC
Spanish:	SPN
Study Skills:	SSK