

Student Code of Conduct

It is the expectation of Al Akhawayn University in Ifrane (AUI) that all community members conduct themselves with maturity and responsibility in accordance with internal university regulations, national laws particularly the provisions of the Dahir (Royal Decree) bearing law No. 1-93-227, dated 3rd Rabia II 1414 Hijra (Corresponding to September 20th, 1993) founding AUI. All students, faculty and staff members are expected to maintain decent standards of behavior that are vital for the smooth functioning of our institution. New and continuing students are required to thoroughly read this information and understand it. Joining the University implies acceptance of the terms and conditions of all University regulations currently in force or that shall come in force later. The information contained herein shall become legally binding. Students may seek assistance from University staff and faculty members to make sure they understand all the information herein included. This information addresses issues such as Academic Honesty, Student Code of Conduct and discipline, and other AUI internal regulations.

Attendance 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.

Policy: 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 Student Activities Office to the instructor. 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 Registrar's Office within 48 hours. The Registrar's 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 VPSA Office for final 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

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

3.4 For Summer class, 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 Each week an email will be generated from the system to all students informing them about their absence record. The Vice President for Student Affairs or his representative will monitor the system and call in students with an attendance problem and direct them to the proper assistance service.

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 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.

Student Code of Academic Honesty

Students are expected to pursue their work (dissertations, reports, essays, labs, papers, quizzes, exams and assignments of all form) with honor, diligence and self-reliance. It is considered illegal and subject to disciplinary action (including but not limited to failure, suspension and expulsion) to engage in any act of academic dishonesty, such as:

Plagiarism: Take, use or pass as one's own the work of anyone else, whether the work be published or unpublished from any media source including the internet, use of words and/or ideas of other persons from whatever source (including paraphrasing) except in manners prescribed by instructors.

Cheating: To intentionally use or attempt to use unauthorized material, information, or study aid in any academic exercise.

Falsification: To intentionally fabricate or invent information or citations in any academic exercise.

Facilitating academic dishonesty: To intentionally and knowingly help or attempt to help another commit an act of academic dishonesty.

Unauthorized access or attempt to destroy, modify, or otherwise gain access to electronic or printed information not intended for student use.

Drugs and Alcoholic Beverages

Royal Dahir bearing law No, 1-93-227 stipulates that "Immediate suspension of any student may be decided by the President in case of violation of University regulations, particularly for conduct contrary to good morals and ethics or for illegal use, possession and distribution of drugs or psychotropic substance". It is, therefore, strictly prohibited to possess, manufacture, use, sell or distribute illegal drugs or alcoholic substances or any other intoxicating substance on all university grounds. Same applies to persons found in a state of drunkenness or intoxication on university grounds.

The University reserves the right to search rooms and belongings to enforce this and other regulations using sniffer dogs if necessary. Students suspected of drug use may be asked to submit to drug tests. Refusing an

inspection or refusing to submit to these tests will be construed as admission of guilt and the student is then subject to disciplinary action.

However, the University offers counseling and medical services to students who have an addiction problem and wish to seek help. It will guarantee confidentiality and full assistance to those who request it.

University security staff are entrusted with the task of ascertaining whether students are complying with acceptable standards in this respect and of reporting any violations.

Sexual Offences

Rape is defined as sexual intercourse by stranger, acquaintance, or a friend, where the victim is forced, manipulated, or coerced through use of verbal coercion, intimidation, threats, physical restraint and/or physical violence; where no consent was given due to the victim's saying nothing or his/her being asleep, unconscious, temporarily incapable of appraising or controlling his/her conduct, or unable to communicate.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and/or other unwelcome verbal or physical advances or conduct of a sexual nature which creates an intimidating, hostile or offensive environment. Examples of sexual harassment may include, but are not limited to: Sexually oriented communication, like whistling, comments or gestures of a sexually offensive nature thrown at another person, subtle pressure or requests for sexual activity, persistent unwelcome attempts to change a professional relationship into a personal relationship, requesting or demanding sexual favors accompanied by an implied or overt promise of preferential treatment, unnecessary touching of an individual, e.g., patting, pinching, hugging, repeated brushing against another person's body, and sexual assault or battery as defined by the laws of the Kingdom of Morocco. If a member of AUI has concerns about the nature of any conduct or physical contact by an employee or by a student, they should immediately report their concern to the Vice President for Student Affairs or another executive officer. All such reports shall be investigated immediately. Reports of sexual harassment will be handled discreetly to avoid embarrassment and to protect the student making the report. However, no anonymous reports will be considered.

Public Display of Affection (PDA)

Holding hands, friendly hugging and/or kissing can be an acceptable gesture to show your affection. However, because of their offensive nature to other community members, parents and visitors alike, acts like lying down, sitting on laps, fondling, deep kissing or any deeper passionate contact on University grounds shall be interpreted as Public Display of Affection (PDA). Students are expected to conduct themselves within the limits of common sense and propriety. Violators may be subject to disciplinary action up to, and including, but not limited to student expulsion or employee termination of contract.

Physical and Verbal Abuse

Intentionally causing physical injury to another person, striking, shoving, kicking or otherwise subjecting a person or persons to physical pain or threatening to do same; insulting, slurring, scolding, swearing, cursing or using bad language against an AUI community member or visitor on university grounds including the sports complex and housing areas are strictly prohibited. Communicating or causing communication to be initiated by telephone, telegraph, mail, e-mail, voicemail or any other mechanical, electronic, or written communication in a manner likely to cause annoyance or alarm is also prohibited. Harassing conduct that limits or denies equal treatment of another person or persons because of race, color, sex, religion, age, disability, marital status, national or regional origin or other are all prohibited by AUI internal policies. Violators may be subject to disciplinary action.

Damage, Fire & Safety

Destroying, damaging or defacing University property, other on-campus businesses or any other property is prohibited. Students are liable for all damage they cause, whether intentionally or unintentionally, unless the damage is the result of a defect of the object damaged. Living in a forest environment and in housing mainly built with wood has its risks. Therefore, tampering with fire-safety equipment or sending a false fire alarm, carelessly igniting fire on University grounds or inside buildings is prohibited. Use or storage of candles, kerosene lamps, electric stoves, hotplates or other open-flame or flammable devices or combustible or flammable substances in residence halls or on University grounds without prior approval are all strictly prohibited. Any reckless or intentional actions which could endanger the safety of oneself or others, or which result in physical harm to oneself or others or in damage to University property are prohibited. The use of bicycles, roller skates or similar devices on University grounds is also prohibited except in areas specifically designated. Possession or keeping of any kind of firearm on campus, even with the proper license, is strictly prohibited including inside vehicles.

Forging, Stealing and Computer Services

Forging, changing, accessing, disfiguring or destroying without prior authorization any University soft or hard documents or records is strictly forbidden. Entering false information or giving false information (including identification) to University officers, forging or altering University paperwork, tickets, forms, keys or any means of access to University facilities or programs is strictly prohibited and liable to disciplinary actions against perpetrators and their accomplices. Theft, attempt thereof, or knowingly possessing stolen property is prohibited. Removal of University property from one place to another without proper authorization may be considered theft. Unauthorized use of property or service of the University or University businesses is also classified as theft. User IDs and passwords are assigned to individuals. They are for the exclusive use of the individuals to whom they are assigned. Individuals are responsible for any wrongdoing traced to their user IDs. Gaining or attempting to gain unauthorized access to user IDs, computers, accounts or networks is prohibited.

Smoking

UNLESS OTHERWISE AUTHORIZED, SMOKING IS NOT ALLOWED IN COVERED AREAS. Smoking is prohibited inside all AUI facilities and buildings, including residence corridors, offices and classrooms. Smoking is also prohibited in open-air high density gatherings, such as sports games, concerts, etc. Students are allowed to smoke in designated rooms or outside buildings.

Noise

It is the right of all on campus to attend classes, work and sleep without, disturbance. Therefore, everyone on campus is required to keep the noise to a minimum level during working hours, class hours and hours of sleep inside dorms, especially during final exams and preparation weeks.

Public Order

Students are free to voice dissent in an orderly manner in all legally permitted ways, including, but not limited to, writing articles, making suggestions, submitting petitions and seeing the persons in charge directly given the small size of our institution. However, engaging in conduct, alone or in concert with others, which is intended to obstruct, disrupt, or interfere with any scheduled program, academic, social, sporting or entertainment activity either sponsored, performed, or authorized by the University is prohibited. Students are also expected to comply with instructions given by University officers acting in the course of their action. Refusals to comply with these instructions or to provide identification or providing false and/or misleading information or giving false reports makes the offender subject to disciplinary action. Proselytizing, i.e. attempting to convert others to one's religious belief, is strictly prohibited.

Improper Conduct outside University Facilities

The reputation of the University reflects on its students and graduates. Therefore, any misconduct or misbehavior involving AUI students outside the University that may harm AUI students' reputation may be dealt with as matter that concerns the University.

Badges and Identification

All AUI personnel shall carry an AUI ID at all times on University ground. The existing professional IDs can be used for this purpose and will be considered as access permits to university grounds.

Driving Regulations

In order to ensure the safety of AUI students and personnel, and to maintain a peaceful environment within our campus, all drivers -students, faculty, staff and visitors- should observe the following access and driving policies:

Driving Policy:

- Pedestrians have absolute priority on the inner roads of the campus.
- Drivers are not allowed to use car horns within the campus.
- On-campus speed limit is 25 km/hour.
- Polluting, noisy vehicles or vehicles that may represent danger to residents are not allowed on campus.

Access:

- Parking is allowed in the parking lots only. Access to residential or academic areas is denied to all vehicles outside the schedule indicated below. Only AUI vehicles and those authorized in writing by the VPFA have access to the residential and academic areas. These vehicles remain, however, subject to the driving

policies on campus. In exceptional cases, the security supervisor has the power to authorize temporary access to the residential or academic areas.

- On the times when access to the residential and academic areas is not allowed, a shuttle van will be made available in the parking lot in order to assist residents in carrying luggage to their residential buildings.
 - Vehicles will be authorized to access the residential area strictly for loading or unloading according to the following schedule:
 - Friday: from 12:00p.m. (noon) to 9:00 p.m.
 - Saturday: from 8:00 a.m. to 12:00 p.m. (noon)
 - Sunday: from 3:00 p.m. to 9:00 p.m.
- However, drivers allowed to the residential or academic areas during these times should leave them within 30 minutes.

Sanctions:

- Security guards, hall directors and AUI officers should enforce these policies. Any violation should be reported in writing to the VPFA. The violations are:
 - Use of the car horn
 - Illegal parking
 - Speeding
 - Disobeying traffic signals
- Any violation will be communicated to the violator within two working days following the day it was recorded.
- Violation of the AUI driving policies may result in the suspension of vehicle access to the residential area for one month or until payment of a 200 Dh fine.
- Failure to respect this suspension will lead to the vehicle being banned from the campus altogether for one month.
- Repeated violations of the present regulations may lead to disciplinary action.
- The University reserves the right to deny access to the campus for contravening vehicles until payment of any incurred penalties.
- Members of the community are responsible for the behavior of their guests.
- It is hoped that, thanks to everyone's sense of responsibility and cooperation, no sanction will need to be applied.

NOTE: All cars have to be registered with campus security and carry an AUI sticker

Campus Curfew

In order to assure an environment conducive to academic study, students are required to return to campus by midnight (12:00a.m.) on Sunday through Thursday which are the nights prior to a class day. There is no curfew for Friday or Saturday night unless the next day is a class day. Students may choose to not return to campus which is not a violation of curfew; however, students who violate curfew by arriving after midnight on the designated nights will be asked for the University ID by Security personnel on duty who will then send a formal report to the Vice President for Student Affairs. The student(s) mentioned in the report will be contacted to explain the reason for arriving late in writing or in some circumstances be called to a disciplinary hearing.

Disciplinary Procedures

Any one or more of the actions listed below may be imposed upon a student who has engaged in conduct which violates a rule, regulation, or administrative order of the University and/or state or local law. The disciplinary action assessed in a particular case will depend upon the nature of the conduct involved, the circumstances and conditions which existed at the time the student engaged in such conduct.

- Disciplinary probation
- Withholding of grades, official transcript, or degree
- Bar against re-admission or drop from current enrollment and bar against re-admission
- Restitution
- Suspension of rights and privileges
- Failing grade
- Suspension
- Expulsion
- Other penalty as deemed appropriate under the circumstances

Nature of Disciplinary Actions

Disciplinary probation indicates that further violations will result in suspension or expulsion. Students who are assessed this penalty will be removed from probation automatically upon expiration of the probation period.

Withholding of grades, official transcripts, or degree may be imposed in case of failure or refusal to pay any monetary debt or obligation owed to the University.

Bar against re-admission may be imposed upon a student who fails to respond to a summons from the Office of the Vice President for Student Affairs to discuss allegations that the student has engaged in conduct which may result in disciplinary action.

Restitution requires a student to reimburse the University for loss from damage to, or unauthorized taking or use of property owned or leased by the university when the conduct of the student has caused or contributed to cause such loss. The student shall be advised of the amount of the loss and that failure to make restitution by a specified date will result in suspension from the University until such time as restitution shall have been made.

Suspension of rights and privileges means that a student shall not be eligible to participate in official events or activities of the University, whether athletic or non-athletic, shall not join a registered student organization or participate in any meetings or activities of a registered student organization of which he/she may already be a member, and shall not be appointed or elected to or continue to function in any office or position within student government or the staff responsible for publication of a student newspaper. Students may also be barred from entering specified buildings or restricted from using particular facilities. This penalty may be enforced in part or in full.

A failing grade may be given when a student is found guilty of scholastic dishonesty in a course.

Suspension or expulsion from the University means that during the period of suspension or expulsion a student may not attend any courses for which he/ she may be registered, may not enter the campus or into any building thereon except in response to an official summons from the Vice President for Student Affairs, may not be initiated into an honorary or service organization, and may not receive credit at a component institution of the University System for scholastic work done in residence, by correspondence, or extension. Suspension may not exceed a period of one calendar year.

Expulsion from the University means that a student will be dropped from current enrollment and a bar against re-admission imposed. Expulsion is for a period of time not less than one year. Expulsion may be permanent.

Initiation of Disciplinary Charges

Investigation and Preparation of Charges The Vice President for Student Affairs or his/her delegate thereafter called the Discipline Coordinator has primary authority and responsibility for the administration of student discipline at the University. The Discipline Coordinator is responsible for the investigation of allegations or reports that a student has engaged in conduct that may result in disciplinary action under the provisions of this chapter. If the Discipline Coordinator determines that any such allegation or reports are not unfounded, he or she shall prepare and send the accused student a statement of charges, a statement of the evidence, supporting such charges, including a list of witnesses and brief summary of their testimony, along with notice of entitlement to a hearing. A date and time shall be specified for the accused student to discuss the disposition of such charges with the Discipline Coordinator.

Matters pertaining to the use, keeping, and distribution of psychotropic products and conduct contrary to good morals are dealt with according to the general provisions cited above.

Disciplinary Committee The Discipline Coordinator shall notify the accused student in writing of the date, time, and place of the hearing. The notice shall be sent to the student's room or address of the accused student as it appears in the Registrar's records.

The President of the University is in charge of the appointment of members of the Disciplinary Committee according to the University regulations and bylaws. The Disciplinary Committee shall have and exercise such power and authority as may be deemed appropriate or necessary to insure that a fair and impartial hearing of the charges is conducted in accordance with the provisions of this chapter.

Order of Proceedings The hearing shall be called to order and shall proceed in the following manner:

- the Hearing Officer shall read the charges against the accused student, explain the rights of the parties and entertain questions from either party concerning the procedures to be followed;

- the Discipline Coordinator or a representative from the Office of General Counsel of the University System shall proceed to present evidence in support of the charges;
- the accused student shall present evidence in support of his/her defense to all charges.

Evidence The term evidence refers to the means by which alleged facts are either proved or disproved. It includes the testimony of witnesses and documentary or objective exhibits offered by the parties. The Hearing Officer shall be the sole judge of the admissibility of evidence, the credibility of the witnesses, the weight to be given to the evidence or any inference drawn therefrom. The Hearing Officer may ask such questions of witnesses, the parties or their counsel as may be deemed appropriate to ascertain the facts, or to aid the Hearing Officer in deciding upon the admissibility of evidence, the credibility of a witness, or the weight to be given to evidence admitted.

Please note that the University reserves the right to require and administer drug and/or alcohol tests.

Decision The Hearing Officer shall prepare and render a written decision setting forth fully findings of fact in the case and conclusions with respect to the accused student's guilt or innocence of the charges. If the Hearing Officer concludes that the accused student is guilty of any charge, the disciplinary action shall be stated in the decision. A copy of the decision shall be given to the accused student and the Discipline Coordinator and the original shall be made a part of the record in the case.

Record of Hearing

A. The record in a disciplinary proceeding shall consist of:

- a copy of the statement of charges and evidence required;
- a copy of the notice required;
- all motions or requests presented to the Hearing Officer by either party;
- all agreements entered into by the parties;
- electronic or stenographic recording of the proceedings and any transcript thereof;
- all exhibits admitted into evidence and the Hearing Officer's listing thereof;
- the decision of the Hearing Officer.

B. Upon rendition of a decision, the Hearing Officer shall certify to the completeness of the record and it shall become a record of the Office of the Vice President for Student Affairs.

The contents of the record shall be separate from the student's academic record. It will not be open to public inspection, but will be available to the personnel of the University, the University System and the student involved. Parents of students under 18 or parents of students over 18 - with the student's signature on a release form indicating that the parents provide 50 percent of the student's income - may have access to the student's records. The record may also be available in the event of an appeal of the decision of the Hearing Officer or the institution of any court action by the student involved.

The record in the disciplinary case as described in sub-section A of this section may be destroyed by the Discipline Coordinator four years after final disposition of the case.

Prior to destroying the record, the Discipline Coordinator shall prepare a record reflecting the name of the student involved, the nature of the charge, the penalty assessed, the final disposition of the case, and such other information as may be deemed pertinent to be maintained as permanent confidential record which may be released only in accordance with sub-section B of this section.

Notation of Penalty by Registrar The Discipline Coordinator shall notify the Registrar when one of the following penalties is assessed in a disciplinary case:

- bar against re-admission
- drop from enrollment and bar against re-admission
- denial of degree or transcripts
- suspension from the University
- expulsion from the University

The Registrar may make a permanent notation of such action on the transcript of the student involved, or a note may be attached to the student's record stating that a hold has been placed on the transcript and/or enrollment. The note shall be removed from the transcript upon expiration of the period of which the action was taken.

Appeal Either the accused student or the Discipline Coordinator may appeal the decision of the Hearing Officer.

The initial appeal of a decision of the Hearing Officer shall be to the President of the University. The decision of the President of the University shall be the final appellate review. An appeal of the decision of the Hearing Officer to the President of the University shall be perfected by giving written notice of appeal to the Discipline Coordinator no later than 48 hours after the time of the decision of the Hearing Officer. If not challenged within this period, the decisions are final. If the student chooses not to appeal, the decision will go into effect immediately; however, if the student wishes to appeal, the decision will be placed on hold until the President gives his decision. If the appeal is denied, the original decision applies.

Upon receipt of the initial notice of appeal, the Discipline Coordinator shall assemble the record in the case as set forth. In order for the appeal to be considered, all the necessary documentation to be filed by the appealing party, including written arguments, when appropriate, must be filed with the President within 21 days after notice of appeal is given.

Basis of Review The President may approve, reject, or modify the decision in question, or may require that the original hearing be reopened for the presentation of additional evidence and reconsideration of the decision. It is provided, however, that if finding as to guilt is upheld in a case involving the illegal use, possession and/or sale of a drug or narcotic on campus, the penalty may not be reduced below the minimum penalty prescribed. The action of the reviewing authority shall be communicated in writing to the accused student and the Vice President for Student Affairs.

Arguments either against or in support of the decision under review will be considered by the reviewing authority and, the discretion of such authority will be presented in writing rather than orally. Within 30 days after the appeal and related documents are received, the President will issue a decision on appeal.

Other Provisions An accused student who fails to appear at a disciplinary hearing shall be suspended from the University. Notice of suspension shall be given by the Discipline Coordinator and shall remain in effect until such time as the accused student shall appear before the Discipline Coordinator and agree upon a new date and time for a disciplinary hearing. Failure to appear for a second time without intervention of extraordinary circumstances will result in expulsion from the University.