

AL AKHAWAYN UNIVERSITY



Student Advising Handbook



**All students are responsible for the information in this handbook.
Be sure to read it carefully and keep it as a reference.**

**OFFICE OF THE REGISTRAR
ENROLLMENT SERVICES**

Fall 2009 Semester Edition, October 2009
Office of the Registrar

Al Akhawayn University subscribes to the notion that student advising is central to excellence in the teaching and learning process; this is with the firm belief that such practice promotes general excellence and the learning of skills that will be profitable in the student's personal and professional life. The university is also dedicated to the educational, social, emotional and psychological well-being of its students.

The goal of academic advising is to provide undergraduate students with information they need to have a successful and rewarding university experience. The objectives of academic advising are the following:

- Provide accurate information about institutional policies, procedures, resources, and programs (refer to the catalog)
- Communicate curriculum requirements
- Assist students in the evaluation of progress toward degree completion (degree audit requirements)
- Assist students in identifying their academic and career goals
- Assist students in developing decision-making skills
- Assist students in developing an educational plan consistent with life goals and objectives (alternative courses of action and alternate career considerations)

STUDENT ADVISING HANDBOOK CONTENTS

- Student advising record form and degree plan sheets should be filled out with the assistance of the advisors. A web application will be accessible to both students and advisors
- Program sheets and course sequence of AUI undergraduate degree
- Frequently asked questions which help clarify the University Academic Policies and Regulations that govern the student's academic progress on campus

The degree plan assists in monitoring the student's progress in a particular program. The degree plan **lays out** all requirements students need to fulfill and the time limits specified for their completion. The advisor clarifies any problems with these requirements and proposes alternative solutions where necessary.

ADVISEE RESPONSIBILITIES

Students are responsible for the following items:

- Learn the academic policies and procedures as described in the AUI catalog
- Know the name, office location, and phone extension of their advisor, as well as the phone extension of their school assistant
- Regularly check their email accounts to ensure they receive communication from their advisors, faculty, and/or administrative staff
- Obtain the necessary forms and signatures from their advisor and other academic officers as needed
- Consult their advisor, coordinator, and dean as needed when considering academic decisions such as course selection or change, declaration of major and/or minor, withdrawal from a course or from the institution, application for internship or special program, or completion of the undergraduate degree requirements and application for graduation
- Seek advice and referral from their advisor and other academic officers and/or administrative staff as needed
- Declare their concentration and minor to the registrar and their advisor once 60 credits are attained, and complete an application for graduation once all degree requirements have been met
- Take responsibility for their own learning by making use of all resources on campus
- Follow through on advisor recommendations
- Accept ultimate responsibility for their decisions
- Keep track of progress toward their degree, noting both requirements met and courses/requirements yet to be met for graduation
- Consult with their advisors when intending to make any schedule revision. (Students who change their course schedules may fail to complete a requirement. Students are ultimately responsible for their own choices, but advisors need to know what is going on in order to be helpful.)
- Know which courses are offered each term
- Meet or speak to their advisors regularly (Students should immediately seek out their advisors when they are having difficulties. If the advisor is away from campus, the student should

consult the school coordinator or the school dean. Early contact and discussion are essential given the pace of studies.)

- Learn the important dates published in the academic calendar (Failure to observe the deadlines can have adverse effects upon the completion of students' degree requirements.)

FREQUENTLY ASKED QUESTIONS

Why do I need an academic advisor?

Advisors guide you in formulating your educational plans, and help you to translate your goals, interests, and career aspirations into an effective education. Your advisor will help you understand the academic requirements that give structure to your studies.

Who is my academic advisor?

That depends on your school and major. If you are having difficulty locating an advisor or you are not sure which advisor to see, contact your school assistant.

In order for students to easily locate the most relevant answer to their questions, the subsequent sections are divided into the following categories: Pre-registration/Registration, Grading, Academic Standing, Graduation, and General Questions.

1- COURSE SELECTION/ PRE- REGISTRATION / REGISTRATION

What is course selection?

Before the pre-registration period:

- You need to go through the course selection process
- You must meet with your advisor to work on your degree plan and select courses for the subsequent semester using the Course Selection form. The form will be signed by your advisor.
- You must complete and sign the Advising Contract
- Your advisor will be the one to enter your courses using his/her JICS portal (Jenzabar Internet Campus Solution) during the course selection period.
- Your course selection forms will be sent to the coordinator for final approval
- You will pick up a copy of the Course Approval form from the Dean's Office before pre-registration.

How do I pre-register for courses?

As a continuing student you must pre-register.

- You will pre-register on-line using your JICS portal. The JICS portal includes not only lists of course offerings and schedules but also gives students access to their personal, academic, and financial records
- You will pre-register according to specific times that are assigned by The Registrar's Office. Students are given priority to pre-register for classes based on their level of seniority. For example: the first day is reserved for seniors, the next day for juniors, the third day for sophomores, and the final day for freshmen. During these days, only those students within the designated classification may pre-register for classes.
- The Registrar's Office will provide a written guide to help you pre-register online

How do I access the EX Jenzabar portal?

To access your portal either from inside or outside the university, use the address: mis.aui.ma.

What happens if I don't pre-register?

If you do not pre-register, you will forfeit your right to enrollment at the university for the subsequent semester, and your seat (and accommodation) may be allocated to a new student.

When do I need to obtain the Dean's approval?

If you are repeating a course for the third time, you need to get your dean's signature on your pre-registration or registration form.

If you intend to take 6 courses and your CGPA is below 3.00, you have to ask for your dean's approval in writing.

When will I be officially registered for a given semester?

Pre-registering for a class is simply reserving a seat in it. You will need to actually register starting the first day of the semester (see the academic calendar).

If you are a continuing student, you will get a copy of the official class schedule already set in the pre-registration period. Class schedule for new students will be prepared by The Registrar's Office based on English placement test results and the course sequence set by the school.

Your registration is not complete until all applicable fees are paid.

Can I register for a closed course or closed section?

To register for a closed course or section you must get the permission of the course instructor, your advisor, the school coordinator and the dean of the school offering the course. Permission is only granted under special circumstances.

What is Add/Drop?

Starting the first day of classes, you are allowed to change your schedule by adding or dropping a course. You may add and/or drop courses during the course add/drop period specified in the academic calendar. For your information, it is now possible to add/drop courses online at your portal during a period that is scheduled by The Registrar's Office (before the official registration day).

How do I drop a course with 'W'?

If you decide after a few weeks of study that you would rather drop a course and concentrate on the others, you may drop a course with the grade of "W" up to the 40th day of the regular semester and the 18th day of the summer session.

The Withdrawal form is available in The Registrar's Office and is to be signed by the instructor of the course you intend to drop, your advisor, and your school coordinator.

When would I get a 'WP' or 'WF' grade?

If you wish to drop a course beyond the 40th day of the regular semester (the 18th day of the summer session), the instructor has the responsibility for determining the grade based on your performance in the course up to the time of your request to withdraw from the course. The instructor will then assign either a grade of "WP" (if passing) or "WF" (if failing).

The period allowed for dropping a course with "WP / WF" is announced in the academic calendar. In both cases, the course will need to be repeated.

How many credits am I allowed to take each semester?

If you are a regular student, you may register for no more than 17 credit hours (5 courses or 6 courses with PED, INT4300 or EGR4300) in a regular semester (Fall and Spring). To register for more than five courses, you need to have a CGPA of at least 3.00 or special permission from your school dean.

If you are a Language Center student taking a combination of Language Center modules and regular courses, you cannot exceed 13 SCH (5 courses including Language Center modules).

In summer sessions, the maximum number of courses allowed is **two** (up to 7 SCH) including SSK courses.

If Language Center modules are offered, you may take one module along with one SSK or one regular course.

What is an “independent study” course?

It is an opportunity for you to work on an individual basis with a faculty member who agrees to supervise your work.

To receive credit for an independent study, you must:

1. Pick up an Independent Study form from your school.
2. Meet with the faculty member to work out the scope and purpose of the independent study and specify the requirements.
3. Be sure that there is a clear understanding between you and the faculty member about the expectations for success. All requirements must be in writing. Both you and the faculty member must sign the Independent Study form.
4. The school dean should review the form for final approval.
5. Return the completed form to The Registrar’s Office.
6. Once the independent study has been approved, the credits will be added to your schedule.
7. You are responsible for paying for the course credits on time.
8. Registration for courses taken as independent study should occur during **registration days**.

Can any course be taken as independent study?

Check with your school about the conditions on which courses may be taken as independent study.

When can I take an independent study course?

You may take a course as independent study when the course that you need to take to complete the graduation requirements is not offered in a given semester. However, some courses may not be taken as independent study.

Approval is required from the instructor of the course and the dean of the school offering the course.

Can I skip a course but get the respective credits by taking an examination of the course material?

Yes, you can, in some courses (refer to the academic catalog for possible courses). You may test out of courses with the approval of the instructor of the course and the director or the dean of the school to earn credit by examination (CRE). The grade for a credit by examination exam is not computed in your GPA.

What does it mean to audit a course?

To enroll in a course for audit means that you are not seeking credit for the course. You will pursue the body of knowledge inherent in the course but the instructor will not assign a grade. See the academic catalog for further details.

What are prerequisites? Co-requisites?

A prerequisite is a course condition or requirement which must be met before enrolling in a specific course. You will not be allowed to enroll in a course without first satisfying the prerequisite, if any.

A co-requisite is a course which is required to be taken simultaneously with another. For example: chemistry must be taken in conjunction with a lab.

What is an elective course?

An elective course is a course you take outside the university core, the school core, the program core, and the minor for personal enrichment. Each school defines the number of credits to be taken as electives.

2- GRADING

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; a grade, once given, may not be changed without the approval of the instructor, the dean, and the Vice President for Academic Affairs.

The instructor 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.

How do I get my grade report for the term?

All grades for a completed term are sent by e-mail and regular mail no later than two weeks after the last day of final examinations when all grades have been processed. Grades cannot be communicated by phone.

The semester grade indicated on your transcript is a combination of grades given for class work, tests, assigned papers, laboratory performance, and the final examination.

When should I ask for an incomplete grade in a course?

You may request an "I" grade when you have legitimate reasons for being unable to take the final exam or hand in a final project.

Reasons might be:

- Serious illness (medical certificate to be given or validated by one of the university physicians)
- Accident
- Bereavement: first degree family member (death certificate required)

The Incomplete Work form should be filled out and signed by the instructor and yourself. The form should be delivered to the school dean and to the Vice President for Student Affairs for final approval.

How long do I have to complete the incomplete work?

To meet the university requirement for removal of an Incomplete, the "I" must be removed within the add/drop period of the following semester even if you are not enrolled, summer session included. Extensions may be granted in special cases when there is no impact on the course load or on your academic status.

If the "I" is not completed within that time, the grade will convert to an "F." When an "I" grade is given, you should negotiate a contract with the faculty member assigning the "I" grade, about when and how the "I" will be changed to a grade. The instructor may establish an earlier deadline for the removal of the Incomplete.

When can I change my grade?

You may request a change of grade in cases of clerical error or where the instructor reevaluates your original course assignments and discovers an error in the original evaluation.

You initiate a request for a change of grade. The request, using the appropriate form, should be directed to the instructor. If the instructor determines that there is a valid basis for change, a Change of Grade form should be submitted by the instructor to the dean of the school and the Vice President for Academic Affairs for approval. The form is then forwarded to The Registrar's Office within sixty (60) calendar days of the first day of classes of the regular semester following the award of the grade (see academic catalog). **The form cannot be handled by you at any point.**

How do I appeal a grade?

If you feel you have been graded unfairly in a course, you should review the issue starting with your advisor, coordinator, school dean, Vice President for Academic Affairs, and the President (as a last resort). Details about the procedure are available in the academic catalog.

The appeal should be recorded on the Academic Appeal for Change of Grade form.

What does it mean to have a "W" on my transcript?

A "W" grade means withdrawal from the course. It tells anyone reading your transcript that you registered for the course but you dropped it after the add/drop period as announced in the academic calendar. A "W" is **NOT** calculated into your GPA.

What does it mean to have a "WP" on my transcript?

A "WP" grade means withdrawal from the course after the add/drop period. It tells anyone reading your transcript that you were passing the course at the time that you withdrew from it. A "WP" is **NOT** calculated into your GPA.

What does it mean to have a "WF" on my transcript?

A "WF" grade means withdrawal from the course after the add/drop period. It tells anyone reading your transcript that you were failing the course at the time that you withdrew from it. A "WF" is calculated into your GPA as an 'F'. It reflects the student's inability to follow through in the course.

A "WF" is also given for excessive absences.

3- ACADEMIC STANDING

What GPA is necessary to be on the President's list?

President's List designations are given to undergraduate students who have completed at least 12 total credits during the semester, while maintaining a semester GPA of 4.00. These designations are given in fall and spring semesters.

What GPA is necessary to be on the Dean's list?

Dean's List designations are given to undergraduate students who have completed at least 12 credits during the semester, while maintaining a semester GPA of at least 3.5. These designations are given in fall and spring semesters.

What is academic probation?

Undergraduate students are placed on academic probation if their GPA falls between 1.5 and 2.0. This probationary status serves as a warning to students that their performance is below the level required. Students on academic probation may not exceed four courses (up to 13 semester hours) in the subsequent term. To return to satisfactory standing at the end of the next academic semester – summer session is not included – requires both a GPA and a CGPA (cumulative grade point average) of 2.0 or greater.

What is unsatisfactory standing?

Undergraduate students are considered to be in unsatisfactory standing if their semester GPA is less than 1.5. Students in this standing must obtain special permission from the Committee on Student Standing and the school dean before they can re-enroll. Students in unsatisfactory standing may not exceed four courses (up to 13 semester hours) in the subsequent term.

What is continuous probation?

Undergraduate students are considered on continuous probation if their GPA falls below 2.00 for two consecutive or non consecutive semesters (summer excluded). They have 2 semesters or 12 credits (whichever occurs first) to raise their GPA and CGPA to 2.0.

Students who are on probation for two semesters, not necessarily consecutive, are subject to dismissal. However, in cases of extenuating circumstances, students may appeal their suspension or dismissal.

The probationary history is cleared after 2 semesters in good academic standing (summer session is excluded).

What are the probation regulations for freshmen students?

Undergraduate students with 30 or less earned credits are subject to the Freshman Year Committee regulations. A student is added to the Freshman Committee at-risk list when they have obtained a SGPA* of less than 2.0 in a given semester. Once a student is placed on the Freshman Committee's at-risk list, he/she will remain on the list and Freshman Committee regulations will apply, even after earning more than 30 credits, until he/she is cleared from the list due to either satisfactory academic performance or dismissal.

* Note that actual Language Center English Program grades (converted to letter grades instead of P/F) will be taken into consideration.

The evaluation is done based on instructors' assessment of the student's academic performance (midterm, final examination, quality of work, participation, papers, quizzes, etc.). In appeal cases, behavior (attendance, academic integrity, relations with the instructor and other students) and potential (ability to improve with proper guidance and support) will also be considered.

Summer grades will not be taken into consideration.

This information is used by the committee to take one or more of the following actions:

1. No specific action as the student is performing adequately overall and making good progress
2. Issue a warning, strong warning, or last chance-
When a warning, strong warning, or last chance is issued, conditions will be specified. They include, but are not limited to:
 - a. Reach a given performance level
 - b. Minimum number of courses to complete
 - c. Specific courses to complete
3. Dismissal from the University (after the second semester)
4. Other action the Committee sees fit, in accordance with its mission

A student's history on the Freshman Committee at-risk list is cleared after two consecutive semesters in good academic standing.

One year after a student has been dismissed by the Freshman Committee, they may reapply for admission (see re-admission process).

Freshman Committee Regulations				
Semester of Unsatisfactory Performance	Student Performance	Freshman Committee Decision	Enrollment for Summer	
First Semester on At-Risk List	SGPA < 2.0 and failing 1-2 courses.	Warning	Allowed	
	SGPA < 2.0 and failing more than 2 courses.	Strong Warning	Not Allowed	
Second Semester on At-Risk List	If decision was Warning, and...	SGPA ≥ 2.0 and no more than 1 failing grade.	Remove from List	Allowed
		SGPA ≥ 2.0 and 2 or more failing grades.	Last Chance	Not Allowed
		SGPA < 2.0 and 1 failing grade.	Last Chance	Not Allowed
		SGPA < 2.0 and 2 or more failing grades.	Dismiss with the possibility to appeal for a Last Chance	Not Allowed
	If decision was Strong Warning, and...	SGPA ≥ 2.0 and no more than 1 failing grade.	Remove from List	Allowed
		SGPA ≥ 2.0 and 2 or more failing grades.	Dismiss with the possibility to appeal for a Last Chance	Not Allowed
		SGPA < 2.0 and 1 failing grade.	Dismiss with the possibility to appeal for a Last Chance	Not Allowed
		SGPA < 2.0 and 2 or more failing grades.	Dismiss	N/A
Third Semester on At-Risk List	If decision was Last Chance, and...	SGPA ≥ 2.0 and no more than 1 failing grade.	Remove from List	Allowed
		SGPA < 2.0.	Dismiss	N/A
		2 or more failing grades.	Dismiss	N/A

- Actual Language Center English Program grades (converted to letter grades instead of P/F) will be taken into consideration.
- All students on the atrisk list are required to **complete** 4 courses each semester (students may not withdraw from any courses).
- Failing grade means D, F, or WF

What are the probation regulations and procedures for continuing students?

These regulations and procedures are published to assist students by providing information essential to meet the university standards and ensure progression for students who have low academic performance. Every student is responsible for knowing these regulations.

Semester Status	Academic Decision	
	For enrollment in Fall and Spring	For enrollment in Summer
First Probation: GPA between 1.5 and 1.99	Warning. Load reduction: 4 courses (12 or 13 SCH)	Student allowed to register
First Unsatisfactory Standing: GPA less than 1.5	Appeal for permission is required to register. If granted, load reduction by the committee: either 3 courses (up to 10 SCH) or 4 courses (up to 13 SCH)	Appeal for permission is required to register
Second Probation or Unsatisfactory Standing: Failure to achieve a GPA \geq 2.0 after having been on probation or in unsatisfactory standing (during one of the last three semesters).	Appeal for permission is required to register. If granted, then: 1) If probationary status occurs in two non consecutive semesters, load reduction decided by the committee: either 3 courses (up to 10SCH) or 4 courses (up to 13 SCH) and tutoring is required. 2) If probationary status occurs in two consecutive semesters, load reduction is decided by the committee: 3 courses (up to 10 SCH) and tutoring is required.	Appeal for permission is required to register If permission is granted, student may register Student may not register
Continuous Probation or Unsatisfactory Standing: Failure to achieve a GPA \geq 2.0 after a semester with 3 courses and following probationary status.	Suspension	Not allowed to register Suspension period starts in Fall
Continuous Probation or Unsatisfactory Standing Failure to achieve a GPA \geq 2.0 after returning from suspension period.	Dismissal	Dismissal

(*) Students under threat of academic suspension are allowed to appeal to their dean for re-instatement or for a change of major. In the latter case, the choice of courses for the next semester will be coordinated with the dean in collaboration with the proposed receiving dean.

Students who fail to complete Language Center and CAD requirements in a reasonable period may be suspended.

4- GRADUATION

When should I apply for graduation?

You should apply for graduation immediately after the add/drop period of the semester for which graduation is planned. The last day to file an application for graduation is communicated to you by The Registrar's Office once the degree audit is processed to make sure that you have met all degree requirements.

How do I know I'm ready to graduate?

1. You have met the graduation requirements as stated in the catalog in use at the time you enrolled.
2. You have completed all the course requirements for your degree.
3. You have completed the minimum total number of credits for your degree at AUI (in case you are a transfer student).
4. You have successfully completed the minimum 36 advanced courses.
5. You have completed the concentration and minor requirements.
6. You have a minimum CGPA of 2.0
7. You have passed the exit test and other institutional requirements (French, social internship).
8. You have satisfied the Social Community Service requirement.

What is the GPA needed to graduate with honors?

AUI students who have completed a minimum of 60 semester credit hours at AUI may be eligible to graduate with honors. This honor is noted on the student's diploma. Honors are awarded based on the following CGPA scale:

- 3.25-3.49 cum laude (with honors)
- 3.50-3.64 magna cum laude (with high honors)
- 3.65-4.00 summa cum laude (with highest honors)

What can I do if I am unable to come to AUI to collect my diploma?

If you are not able to come to the university to collect your diploma or your certificate of completion, you may give power of attorney (procurator) to a legally responsible person to collect the diploma on your behalf. The proxy must bear your signature and be certified as true by one of the following:

- Moroccan authorities within Morocco
- Moroccan consular representation abroad
- A notary public.

The person authorized to collect the diploma must come in person to the university and produce the following documents:

- The original of the proxy

- His/her national identity card or valid passport

5- GENERAL QUESTIONS

Can I repeat a course?

All courses taken at AUI, whether passed or failed, remain a permanent part of your record. If a course is repeated, the highest grade earned is used to compute the cumulative grade point average (CGPA) for all purposes. Repeated courses are counted only once for credit.

A course in which a grade of 'A', 'B' or 'C' has been earned may not be repeated for credit. You may repeat any course in which a 'D' or 'F' was earned. Normally a student is allowed to repeat a course only once. If a required course is failed a second time, you may, after consulting with your advisor and the school coordinator, appeal to the school dean for permission to take the course a third time.

How is my GPA calculated?

The **Grade Point Average (GPA)** is used to determine academic standing. You can compute your semester and cumulative GPA by using the following method:

1. Use these values: A=4, B=3, C=2, D=1, F=0.
2. For each course, multiply the number of credits by the value of the grade received. This equals the grade points for that class.
3. Add all credits attempted.
4. Add all grade points earned.
5. Divide the total grade points by the total credits attempted.
6. The quotient is your GPA (grade point average).

Credits Attempted x Grade = Grade Points X

Course	Attempted Credits	Grade		Earned		Points
COM1301	3	C (=2)	X	3	=	6
MTH1300	3	B (=3)	X	3	=	9
SSK1202	2	A (=4)	X	2	=	8
CSC1400	4	A (=4)	X	4	=	16
TOTAL	12			12		39

39 points divided by 12 credits equals a **3.25** grade point average

How many credits do I need to be a freshman, sophomore, junior, or senior?

Your classification is determined by the total number of credits you have earned.

Classification	Total credits earned
• Freshman	= 0 - 29 credits
• Sophomore	= 30 - 59 credits
• Junior	= 60 - 89 credits
• Senior	= 90 and above

What do I do if I wish to participate in an exchange program?

If you wish to study abroad for a given semester, you should contact the Office of International Programs. Pre-approved courses passed at a partner institution (minimum “C” grade) are accepted towards the degree.

To be a good candidate for international exchange you must:

1. Have completed at least 4 academic semesters or 45 credit hours (including the current semester).
2. Have a cumulative GPA of at least 3.00 (All partners retain the right to reject applicants. If your GPA is less than 3.00, please visit the OIP to discuss options.)
3. Be mature and confident (This is determined by the faculty references and the quality of the essay.)
4. Be committed to being an ambassador for both AUI and Morocco, which means being available to talk to students and other interested parties as directed by the host university.

How do I process a change of major?

A request to change your major (academic program) must be made, in writing, using the Change of Academic Program Request form available in The Registrar’s Office. The advisor and both the referring and the receiving academic deans must approve the change. Change of major approvals granted during the course of the semester or session take effect after the end of the current academic term.

You are encouraged to initiate the change early in the semester. This allows time for the receiving academic dean to review your file and make a decision prior to the beginning of the subsequent term. Only students in satisfactory standing can apply for a change of major.

Can I take a semester off during my studies at AUI?

If you decide to take leave for one semester for financial or personal reasons, you are not considered to have withdrawn from the university. You need to fill out the appropriate form available only in the Office of the Registrar. If you return the next term you can simply register for classes along with continuing students. If you do not return after one semester as planned, you will lose your standing as a continuing student and you will have to go

through the re-admission process. The Application for Re-admission form is available from the Office of Admissions. You must notify your advisor of your plan to leave for a term.

What can I do if I wish to withdraw from AUI?

If you wish not to return to AUI after completing a semester, you should inform the Office of the Registrar in writing using the Withdrawal Petition form. This form is available at The Registrar's Office.

If you intend to withdraw from the university during the semester you should fill out the Withdrawal Petition form designed for this purpose. When withdrawing prior to mid-semester, a "W" grade will be recorded on your transcript. However, if you wish to withdraw after mid-semester you may do so with the permission of your dean; you will receive either "WP" or "WF" grades depending on your performance in your courses.

Clearance with the library, Financial Aid Office (if you have financial aid), Housing Department, and Business Office is required for completing the withdrawal process.

What is a mid-semester progress report?

Following the mid-semester exam, a mid-semester progress report will be sent to your home address to inform you of your results and academic progress. These results are not kept on record.

If I participate in a university event, how can I justify my absence?

You may be authorized by your instructors to be absent from class in the following cases:

1. You participate in a university external event. You are required to submit a completed and signed form from the Office of Student Activities to your instructor.
2. You are requested to take part in a field trip that is part of a class requirement. In this case the dean's assistant of the school offering the trip signs the Absence Request form. The absence should also be approved by the instructor whose class will be affected by the absence.

You must note that the maximum number of such absences is **three per semester** and that the instructor may deny you the permission to be absent if your academic performance is not judged to be adequate.

What are the details regarding absences?

You are required to attend all classes in which you are registered.

Absences are controlled by faculty members.

The number of absences is taken into account when calculating the final grade.

Absences are recorded and may be used in case of appeals.

During the add and drop period, **no absences will be authorized** in a course; add and drop should be done outside class time. In case of late registration, you assume full responsibility for your absences as recorded from the first day of classes.

The number of absences (no matter the reason) is taken into account in your final grade.

If I am sick, can my absences be excused?

Absence for health reasons may be accepted only in case of protracted illness or serious accident necessitating hospitalization. In this case, you may exceptionally appeal to the Vice President for Student Affairs so as not to be dropped from a course. However, extended illness may lead to the semester not being validated.

How many absences will result in a “WF” grade in the course?

If you exceed the ceilings indicated below, you may be administratively dropped from the course and assigned the grade of “WF” (withdraw failing).

1. For classes which meet **twice a week**, the ceiling is set at **5** absences.
2. For classes which meet **three times a week**, the ceiling is set at **7** absences.
3. For classes which meet **five times a week**, the ceiling is set at **10** absences.
4. For summer classes, the ceiling is set at 5 absences.

Can I leave AUI for educational reasons?

For educational reasons (study abroad, internship, etc.) you can apply for educational leave, for a maximum of 2 semesters, by filling out the appropriate form at The Registrar’s Office (refer to academic catalog).

The Registrar's Office Staff

For further questions, clarifications, or assistance, you may contact The Registrar's Office staff.

Latifa Ouanaim	Registrar & Director of Enrollment Services	At: 2876
	Issues related to the department of Enrollment Services	
Khadija Benmansour	Associate Registrar	At: 2064
	Issues related to schedule, grades, degree audit and general issues related to registration	
Karima Derkaoui	Registration Officer	At: 2174
	Student information (address, phone number, other demographic data) and registration issues	
Saida Zizoune	Registration Officer	At: 2175
	Enrollment certificates and registration issues	
Cheldon Hallett	Registration Officer	At: 2327
	Transcript requests and registration issues	

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