2.5 Judicial Affairs

The mission of Judicial Affairs is to articulate the standards of behavior expected from AUS students and to instill personal accountability, ethical development and respect for all members of the community through student conduct administration and conflict resolution practices that nurture a safe and secure campus.

Judicial Affairs is a non-academic student support service of the Office of Student Affairs. It is committed to promote an open and understanding environment that is conducive to learning and the pursuit of knowledge. Judicial Affairs is responsible for educating students about their rights and responsibilities and encouraging them to maintain the highest standards of ethical behavior, both to protect the AUS community and to promote students’ moral development. During orientation week each semester, Judicial Affairs informs new students about its services, the Student Code of Conduct Policy and the conduct process. Judicial Affairs strives to resolve allegations of misconduct under the Student Code of Conduct Policy in a manner consistent with its core value of fairness, honesty and integrity. Judicial Affairs is responsible for the overall coordination and adjudication of the student conduct process.

Judicial Affairs also offers mediation services. Student conflicts addressed to Judicial Affairs are resolved by a qualified mediator. The mediation process is followed by the mediator in conducting mediation between students upon written consent of the students. Students are also offered training in mediation to be certified as Peer Coordinators in mediation.

Judicial Affairs maintains strictest confidentiality with respect to student information and therefore all the information shared with the Judicial Affairs officials and the Conduct Council Hearing Board will not be shared with any member of the community unless the student agrees or is found to be a threat to the AUS community. Information about academic and misconduct penalties will be shared between Academic Affairs and Student Affairs.

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2.5.1 Student Conduct

Members of the AUS community live, work and study together in an institutional framework in pursuit of truth and the dissemination of knowledge. Freedom of inquiry and intellectual endeavor can flourish only in a community in which the participants are united in their mutual search for intellectual growth.

If the purpose of the university and its community is to be realized and advanced, the rights, responsibilities and reasonable standards of conduct essential to a university community must be set forth. AUS students are expected to read and understand the established Student Code of Conduct Policy and conduct procedures.

2.5.2 Authority for Student Discipline

The ultimate authority for all university policy is vested in the Board of Trustees
of American University of Sharjah. Non-academic disciplinary authority is delegated to the Dean of Students, who implements student conduct policies and takes all necessary and appropriate action to protect the safety and well-being of the campus community. The university reserves the right to amend this Student Code of Conduct Policy at any time according to established procedures. Judicial Affairs reserves the right not to disclose internal case reports. Judicial Affairs has no jurisdiction in any legal matters related to external personal student disputes. Non-AUS individuals or alumni reported for indulging in breach of the Student Code of Conduct Policy will be referred to Campus Security/Office of Public Relations.

2.5.2.1 University Policies Governing Student Conduct at AUS
The Student Academic Integrity Code describes standards for academic conduct, students' rights and responsibilities as members of an academic community, and procedures for handling allegations of academic dishonesty. All alleged violations are resolved in accordance of the code under the direct authority of the Provost, Academic Affairs.

The Student Academic Integrity Code is published in the AUS Undergraduate Catalog. Non-academic sanctions resulting from violation of the Student Academic Integrity Code are stated on page 40 of this handbook.

The Student Code of Conduct Policy describes standards of general student conduct usually excluding academic responsibilities. All alleged violations are resolved in accordance of the code under the direct authority of the Dean of Students.

The Provost is responsible for all matters of student conduct.

2.5.2.2 Interpretation and Revision
The Student Code of Conduct Policy shall be reviewed annually by the Judicial Affairs Director under the direction of the Dean of Students.

Students and university community members may make policy suggestions directly to the Dean of Students.

2.5.3 Student Code of Conduct Purpose
The purpose of the Student Code of Conduct (“Code”) is to define standards of behavior expected from AUS students, and the conduct procedures and sanctions that will apply in cases where student behavior is inconsistent with the essential values of the university.

The Code applies to students’ conduct from the time of enrolment in an AUS undergraduate or graduate program or course until the student completes the course, graduates from the program, or formally withdraws from the University. The University reserves the right to impose sanctions in cases in which a student has withdrawn from courses, withdrawn from the University, or been awarded a degree prior to the resolution of a conduct case. If a sanction has been imposed on a student who has withdrawn from the University or been awarded a degree prior to the resolution of a conduct case, the files will normally be retained as a disciplinary record for at least five years from the date Judicial Affairs issues a letter stating the sanctions.

This Code applies to:

a) All conduct that occurs on the University premises.

b) Off-campus conduct at a University-sanctioned event or when representing the University, including, but not limited to, tours, field trips, and student organization, club, sports and team
events under the direct or indirect supervision of the University.

c) Off-campus conduct that adversely affects the rights of other University community members, the University’s reputation, or affects the health and safety of others.

d) Any student who engages directly, indirectly or as an accomplice in violating the Code. A student who has been found to have violated the Code directly, indirectly or as an accomplice may be subject to disciplinary action.

e) Any student who has been referred to the Sharjah Police or UAE Federal authorities. A student who has been referred to the authorities will be subject to the adjudication process and, if found to be in violation, will be subject to disciplinary action under the Code. The Code does not preclude the Dean of Students (or designee) from referring an incident to Campus Security or the appropriate law enforcement agency prior to or during the adjudication process or after disciplinary action is taken by the University.

Definitions

Adjudication: The process by which the University conducts disciplinary meetings, hearings, or other actions, bringing matters to resolution.

Behavioral Contract: A written agreement between the student and Judicial Affairs.

Conduct Council Hearing Board (CCHB): The American University of Sharjah’s responsible authorities who ensure just, speedy and constructive resolution of problems arising from infractions of the Code. The CCHB comprises of two (2) students, two (2) faculty members, two (2) administrators and a member from Judicial Affairs.

Conduct Probation: Sanction issued to a student containing specific terms and conditions.

Complainant: Complainant includes any member of the University community who has the reason to believe that a student has committed an offense and files a complaint to initiate a procedure under the code.

Guest: Any person who is not a University staff member, student or faculty member.

Judicial Affairs: The University department responsible for the custody of students’ conduct records, evidence collected and supporting documents issued under the Code.

Judicial Affairs Official: A University official authorized by the Dean of Students to hear evidence and/or present evidence and/or impose sanctions upon students found in violation of the Code.

May: May is used in the permissible sense.

Major Misconduct: A serious breach of the Student Code of Conduct that is also threatening, aggressive, harassing, violent or harmful to property or individuals. Repeated minor acts of misconduct may be treated as major misconduct.

Mediation: An alternative form of resolving conflicts with the assistance of a mediator to help the disputants reach an agreement.

Member of the University Community: A person who is a registered student, faculty member, staff member, administrator or any other person employed by the University.

Minor Misconduct: An act not deemed to be a serious breach of the Student Code of Conduct.

Organization: Any student club or student organization or sports team that is formally recognized by the University.

Policy: Any written regulation of the University as found in, but not limited to the Code, Residential Halls, the University web page, IT policy and graduate/undergraduate catalogs.

Preliminary inquiry: An inquiry conducted
by the Judicial Affairs Official that is intended to provide the student an opportunity to present evidence that explains the incident or disputes the allegation(s).

**Prohibition**: A sanction that prohibits a student from participating in extracurricular activities or from accessing University-offered privileges or facilities.

**Reprimand**: A written letter issued to a student by Judicial Affairs for a minor infraction of the code.

**Respondent**: Any student accused of violating this Student Code.

**Restitution**: A sanction requiring a student to make compensation for damages.

**Shall**: Shall is used in the obligatory sense.

**Student**: All students enrolled and taking courses at the University, both full and part time, and international exchange students and Achievement Academy Bridge Program students. This policy applies to alumni while on AUS premises and using University facilities.

**University**: American University of Sharjah.

**Verbal Warning**: A warning issued verbally for disruption of University activities, including instructional activities.

**Warning**: Sanction stipulating that inappropriate behavior, if repeated, may lead to a more severe sanction.

### 2.5.4 Student Rights and Responsibilities

Each student has the following responsibilities:

- To treat others with dignity and respect.
- To behave in a manner that is consistent with university values on campus and in public.
- To behave in a manner that will reflect credit to AUS on campus and in public.
- To be familiar with all rules, regulations and policies set forth by the University
- To conform to the Code, University policies, local laws of Sharjah, and federal laws of the UAE.

In cases of violations of the Code, Judicial Affairs and the Conduct Council Hearing Board shall not consider ignorance of a policy, rule or regulation an acceptable defense.

#### 2.5.5 Policy Statement

**Introduction**

The student conduct system provides students with a fair adjudication process in instances where there are alleged violations of the Code. The purpose of student judicial proceedings is to determine whether the University's standards of conduct have been violated.

The University views the student conduct system as an educational opportunity that leads to greater personal understanding of one's responsibilities and privileges in the University community. Acceptable standards of conduct have been established to protect the rights of others and the orderly operation of the University. Students must ensure that their conduct does not violate applicable local laws of Sharjah, federal laws of the UAE, and all AUS rules, regulations and policies, including the Code.

Mediation is encouraged as an alternative means to resolve minor conduct cases. The Judicial Affairs Official will determine
if mediation is appropriate and, at his/her discretion, may decline to process a complaint until the parties in a misconduct case make a reasonable attempt to achieve a mediated settlement. To be binding in a conduct case, any mediated settlement must be approved by the Director of Judicial Affairs. If mediation fails, the case will be forwarded for adjudication.

1. Scope of the Code

1.1 AUS students must adhere to the applicable local laws of Sharjah, federal laws of the UAE, and all AUS rules, regulations and policies, including the Code.

1.2 The Code shall not be construed to limit students’ freedom in the pursuit of knowledge, participation in extracurricular individual and group activities, or use of University resources and facilities, provided that a student’s conduct, as an individual or as part of a group, is orderly and does not disrupt or unreasonably interfere with the rights of other members of the University community.

1.3 Student organizations, clubs, teams and associations affiliated with specific Student Affairs programs or specific school/college programs may have additional standards of behavior or a specific code of ethics that students are expected to be aware of and comply with. Any violations will be treated as per the relevant AUS policy. In cases where breaches also constitute a violation of the Code, the student may be subject to adjudication and possible disciplinary sanctions under the Code as determined by Judicial Affairs.

1.4 If a violation of the Code can also be considered also be a violation of academic, athletic, residential or student organization/club policy, then the Dean of Students or designee will consult with the other relevant unit(s) to determine the sequence by which the case will be handled by the relevant unit(s).

1.5 In instances where Code violations may be addressed under another AUS policy, then the Dean of Students may refer the case to the Provost for a final determination regarding the process to be followed.

2. Policies Concerning Prohibited Conduct

Specific examples that include, but are not limited to, the following:

2.1 Policy on Alcohol Abuse

Prohibited Actions/Conduct:

i. The possession, use, sale or distribution of alcohol in violation of the Code and the relevant laws of Sharjah and the UAE.

ii. Entry upon University premises or involvement in any University activity in an intoxicated state or using or transporting alcoholic beverages into the residential halls or other locations on campus.

2.2 Policy on Controlled Substance/Drug Abuse

Prohibited Actions/Conduct:

i. The possession, use, sale or distribution of controlled substances/drugs including, but not limited to, the use of any mind-altering substances in violation of the Code and the relevant laws of Sharjah and the UAE.

ii. Entry upon University premises or involvement in any University activity in an intoxicated state or using or transporting alcoholic beverages into the residential halls or other locations on campus.

2.3 Policy on Disruptive Conduct

Prohibited Actions/Conduct:

i. Intentional obstruction or disruption of teaching, research, administration, disciplinary proceedings or other University-authorized activities, or
functions on University premises using derogatory, threatening or insulting verbal or written comments or gestures, and individual or collective action that prevents any University community member from executing his/her legitimate activities.

ii. Engaging in activities that result in excessive noise that, regardless of the means, disrupts or compromises University activities or functions.

iii. Cursing in a public setting, using offensive or insulting language that includes, but is not limited to, name-calling, insults, profanity, inappropriate slang, vulgarity or speech that violates relevant laws of Sharjah and the UAE.

iv. Persistent acts of disobedience that disrupt or compromise University activities or functions.

2.4 Policy on Dress Code

Prohibited Actions/Conduct:

i. Inappropriate dress for both males and females is prohibited. This includes, but is not limited to, tank tops, clothing that is very tight or transparent and indecently exposes the waist or back or shoulders or cleavage, and clothing above the knee. Moreover, clothing must not display obscene or offensive pictures and slogans.

2.5 Policy on Endangering the Safety of Others

Prohibited Actions/Conduct:

i. Conduct that threatens or endangers the health or safety of any person on University premises or at University-sponsored events or functions.

ii. Engaging in a gang-related activity including, but not limited to, the overt display of gang affiliation.

iii. False activation of fire alarms, unjustified discharge of fire extinguishers, or purposefully tampering with the power supply equipment causing power failure; or misuse of any other firefighting or electric equipment in a manner that disrupts or compromises University activities or functions or results in potential harm to others.

iv. Engaging in blackmail or coercion,

v. Enticing or inciting a person to commit an act that is humiliating or demeaning that does not result in a physical injury but causes excessive mental stress to any member of the University community.

vi. Misdemeanors that include, but are not limited to, malicious mischief and indecent or obscene communication with another University community member.

vii. Imposing self-harm or inflicting self-injury.

viii. Driving a vehicle on campus without a valid license or without permission of the vehicle owner.

ix. Failure to abide by traffic laws on campus or driving in a manner that may endanger the health and/or safety of oneself or others.

2.6 Policy on Refusal to Identify and Comply

Prohibited Actions/Conduct:

i. Entering or attempting to enter without lawful authority any dwelling, building or facility on University premises against the will of the lawful occupant or of the person lawfully in charge thereof; or, being therein or thereon, without lawful authority to remain and refusing to quit the same on demand of the lawful occupant or of the person lawfully in charge thereof. Entering forcibly or utilizing University academic buildings after
official University working hours.

ii. Failure to comply with the residential hall agreement or published University policies governing student residential living or the use of University residential assets and facilities, including non-permissible entry or presence in any residential halls, unauthorized entry (sneaking in, entering through the window or failure to identify) or overnight stay in the residential hall room of others.

iii. Failure to comply with the direction of University officials and/or designated University security officials acting in performance of their duties.

2.7 Policy on Falsification
Prohibited Actions/Conduct:

i. Lying or knowingly furnishing false information to any University official or office. For matters related to falsification in academic work, please refer to Student Academic Integrity Code in the undergraduate and graduate catalogs.

2.8 Policy on Attempts to Defraud
Prohibited Actions/Conduct:

i. Fraud, forgery, alteration or unauthorized use of documents, University records or instruments of identification with the intent to defraud or deceive, including, but not limited to, misusing or reproducing University-issued documents such as ID cards, Commencement tickets, registration passes, temporary entrance permits or car stickers.

ii. Unauthorized reproduction, possession, use, sale or distribution of course material, course lecture notes, video or audio recordings, or exams.

iii. Tampering with or unauthorized or fraudulent use of campus telephones or access codes or falsely using telephone or bank credit cards, including, but not limited to, accessing the answering machines or voice mail of any other student, faculty member or staff member on campus or use of bank credit cards that belong to any AUS community member.

2.9 Policy on Physical Assault
Prohibited Actions/Conduct:

i. Physical abuse, including, but not limited to, assaults or physical injury to persons on University premises or at University-sponsored events or functions.

2.10 Policy on Harassment
Prohibited Actions/Conduct:

i. Conduct (physical, verbal, graphic, written or electronic) or intimidation that is sufficiently severe, pervasive or persistent so as to threaten an individual or limit the ability of a person to work, study or participate in an activity.

ii. Stalking: Repeatedly engaging in a course of conduct directed at the other person that makes a credible threat with the intent to place a person in reasonable fear for his/her safety or safety of his/her family.

iii. Defamation: Spreading rumors about a person and disclosing his/her personal information invading his or her privacy so as cause embarrassment and distress to another person.

iv. Use of profane, obscene, indecent and immoral or seriously offensive language and gestures or propositions.

v. Inappropriate behavior, demonstrating a lack of respect or harassment that is based on race, gender, color, national origin, sex, gender, sexual orientation, age, religion, gender identity, gender expression or disability.

vi. Use of information and communication technologies including, but not limited to, email,
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mobile phones, instant messaging, text messages, personal websites, social networking sites and online personal polling websites to support harassing or hostile behavior by an individual or group, or that is intended or has the potential to harm or demonstrate disrespect for others (e.g., cyberbullying). [http://www.aus.edu/downloads/file/1583/digital_content_guidelines]

vii. Bullying: Encouraging or involving in any act individually or in conjunction with a group to cause physical or mental harm or humiliation or substantial risk to a student or other members of the AUS community. Such acts may include, but are not limited to, forcing someone to smoke or drink alcohol, creating excessive fatigue, or punching or kicking in any form.

2.11 Policy on Inappropriate Contact
Prohibited Actions/Conduct:

i. Inappropriate contact between a male and female is strictly prohibited by the cultural norms of Sharjah and the UAE and is considered a violation of the Code.

2.12 Policy on Abuse of Information Technology
Prohibited Actions/Conduct:

i. Stalking, harassing, bullying or otherwise intimidating others using any information technology device, computers, social media or social networking websites.

ii. Hacking into the AUS network to access student records or other unauthorized information, cause a security hazard, or intimidate students or staff members.

iii. Intentionally interfering with the AUS network or IT systems to alter the intended use.

iv. Intentionally using the AUS network or IT devices to spread a virus to the AUS network.

v. Gaining unauthorized access to the computer or email, student information system, or course management system accounts of any member of the AUS community.

vi. Unauthorized use or manipulation of University IT systems and/or University processes to alter or hinder university operations for personal, material or monetary gain. This includes, but is not limited to, reserving seats or buying, selling, trading or taking advantage of reserved seats in courses during registration.

vii. Use of the AUS network or any IT device for any unauthorized purpose not otherwise listed in this Code.

viii. Tampering with, or unauthorized or fraudulent use, of University computers or other students’ computers, network systems, personal USBs or other data storage devices or computer files as defined under IT policy.

2.13 Policy on Sexual Misconduct
Prohibited Actions/Conduct:

i. Sexual abuse: Physical contact or other non-physical conduct of a sexual nature in the absence of clear, knowing and voluntary consent including, but not limited to the following: inappropriate touching or fondling against a person’s will; non-consensual sexual intercourse; or non-consensual sexual contact that includes, but is not limited to, any intentional sexual touching with any body part by any person upon any person without consent.

ii. Indecent exposure defined as the exposure of the private or intimate parts of the body in a lewd or perverted manner, in public or in private premises, when the accused may be readily observed.
2.14 Policy on Theft, Property Damage and Vandalism

Prohibited Actions/Conduct:

i. Theft or unauthorized use of University property or property of an AUS student, faculty member, staff member or visitor on University premises, including, but not limited to, possession and use of stolen property.

ii. Vandalism, including, but not limited to, damaging or defacing objects or any University property willfully and/or recklessly.

2.15 Policy on Illegal and Unauthorized Possession or Use of Weapons

Prohibited Actions/Conduct:

i. Using, possessing, selling or distributing any firearms, fireworks, explosives or weapons, or possessing any object produced as a weapon on University premises or at University-sponsored functions, or of any other materials or substances that are prohibited by law, with the sole exception of law enforcement officials duly authorized by law to possess firearms for the performance of their duties.

2.16 Policy on Involvement in Unauthorized and Illegal Activities

Prohibited Actions/Conduct:

i. Distributing or posting any printed materials (including in electronic form) in the name of American University of Sharjah or from any registered student organization on campus without the prior written approval of the Office of Student Affairs.

ii. Unauthorized soliciting or canvassing by any individual, group or organization on University premises or in University residential halls.

iii. Unauthorized use of the University’s corporate name, which is the property of the University, by any student(s) or student organizations. This includes any off-campus functions, which may not be reserved in the name of the University.

iv. Gambling or other illegal or unauthorized games or contests of chance on University premises and in University residential halls or at University-sponsored functions.

v. Recording of images of individuals without their consent or using electronic or other means to make a video or photographic record of any student in a location where there is a reasonable expectation of privacy without the person’s prior knowledge, when such a recording is likely to cause injury, distress or damage to reputation. This includes, but is not limited to, taking video or photographic images in showers, locker rooms, residential hall rooms, classrooms and restrooms. The storing, sharing and/or distributing of such unauthorized recording by any means are also prohibited.

vi. Electronically or physically distributing, storing or posting of pornographic or offensive material that demonstrates a violation of the relevant laws of Sharjah and federal laws of the UAE.

vii. Obtaining, reproducing or distributing University-issued documents for personal, material or monetary gain. This includes, but is not limited to, obtaining through unauthorized means and/or distributing course-related or University-issued material, and reproducing-issued material, and producing and/or buying, selling or trading University-issued documents such as registration passes or Commencement tickets.
viii. Violations of traffic laws, including, but not limited to, reckless driving, forced parking, parking in a manner that blocks entrance or exit and parking in unauthorized spaces. This also includes failure to comply with instructions provided by persons responsible for enforcing parking and traffic rules on the AUS campus.

ix. Violations of smoking policies as defined by the University, laws of Sharjah and federal laws of the UAE. This also includes failure to comply with instructions or requests from persons responsible for enforcing smoking policies on the AUS campus.

x. Shisha smoking or possession is not allowed on campus premises including residential halls.

2.17 Policy on Student Conduct System Abuse

Prohibited Actions/Conduct:

Interference with the student conduct system, including, but not limited to:

i. Failure to obey the directives of the Conduct Council Hearing Board (CCHB) or Judicial Affairs Officials.

ii. Failure to appear at scheduled meetings or hearings.

iii. Falsification, distortion or misinterpretation of information before the CCHB or Judicial Affairs Officials.

iv. Disruption or interference with the orderly conduct of a judicial proceeding or hearing.

v. Discouraging a student’s or witnesses’ proper participation in, or use of the Student Conduct System.

vi. Attempting to influence the impartiality of a CCHB member prior to, during, and/or after a conduct proceeding or a hearing.

vii. Harassment (verbal or physical) and/or intimidation of a CCHB member or Judicial Affairs Official prior to, during, and/or after a conduct proceeding or a hearing.

viii. Influencing other students to commit an abuse of the student conduct system.

2.18 Policy on Repeated Violations of the Code of Conduct

Prohibited Actions/Conduct:

i. Violating the terms of any disciplinary sanction imposed in accordance with the Code.

ii. Violating the Code more than once.

2.19 Policy on Classroom Conduct

Prohibited Actions/Conduct:

i. Engaging in activities that are not related to the class, inappropriate use of electronic devices, cell phones or laptops, sleeping in class, chronically entering class late or leaving early, eating/drinking in class without permission, disputing authority and arguing with faculty and other students in class.

ii. Threatening, verbal abuse including but not limited to using obscene language, demonstrating a lack of respect for the instructor, engaging in discussions in a manner that demonstrates a lack of respect for the instructor and/or others in the class, using admonitory or mocking gestures, indecent acts, defaming, harassment, physical altercations, destruction of property, any behavior that puts the health or safety of the instructor or other students in the classroom in jeopardy.

Responsibilities

- Non-academic student conduct administration, conduct procedural compliance and approval of sanctions under the Code are under the remit of the Dean of Students. The Dean
of Students reviews and endorses the Code. The Dean of Students ensures that the Code is publicized during the orientation sessions, through Office of Student Affairs publications and the AUS website.

- Judicial Affairs implements the Code with the help of Campus Security, University City officials and the campus community.
- Members of the campus community should report breaches of the Code to the Office of Student Affairs/Judicial Affairs.
- Judicial Affairs will conduct a preliminary inquiry with the complainant and respondent, determine the policy violated, and take the necessary measures to prevent student(s) from further involvement as well as educate students on the judicial process that will be implemented to enforce this policy.
- The CCHB is responsible for deliberating and recommending sanctions on major infractions of the Code.

2.5.6 Procedures/Guidelines
Complaints related to breach of the Code involving student(s) must be reported to the Dean of Students and/or Judicial Affairs in writing or emailed to osa-judicialaffairs@aus.edu.

1. Student Conduct Process
1.1 Judicial Affairs Officials will acknowledge the complaint, meet with the student(s) involved [the complainant(s) and the respondent(s)], discuss the charges, determine whether the violation has occurred and issue the sanctions at a primary level. Verbal warnings, reprimands, first warning and second warnings will be issued by the Judicial Affairs Officials. In cases of minor infractions that warrant sanctions, the Judicial Affairs Officials will recommend sanctions to the Dean of Students. Judicial Affairs Officials will be responsible for questioning, listening to the complainant and respondent, report writing, collecting supporting evidence, reporting to the Dean of Students and the CCHB (when it is determined that the case warrants review by the CCHB), organizing hearings, implementing sanctions, documentation and storage of case-related material, follow up with students, witnesses and connected individuals, providing referrals to concerned University units, and archiving student files.

1.2 The Dean of Students is authorized to impose the following sanctions: warning letters, disciplinary warnings, social and conduct probation, suspension for one or more semesters or dismissal from the residential halls, denial of use of University privileges, levying fines; recommending suspension for a stipulated period or permanent dismissal from the University to the Provost when the student/s are found guilty.

1.3 Students who have violated the Policy on Classroom Conduct must be referred to Judicial Affairs. Judicial Affairs will conduct an inquiry and take necessary action while the student continues his/her classes after signing the undertaking prohibiting him/her from continuing misconduct. If student behavior is found egregious and represents a threat to self or others, the concerned community member should provide Judicial Affairs referral for crisis intervention and emergency action.

2. Proceedings
2.1 Any member of the University community may bring a complaint against a student or a student organization. A complaint must be
filed with Judicial Affairs within 10 working days of the occurrence or the discovery of the alleged infraction(s). The complaint should be a concise and complete statement of the allegations. If the complainant fails to appear or provide a written statement of facts within 10 days, the complaint will be treated null and void.

2.2 Judicial Affairs Officials will consult with the complainant and respondent to determine whether a violation has taken place. If there is sufficient cause to believe that violation has occurred, the parties will be notified of the charges and evidence will be collected. Upon determination of guilt, sanctions will be recommended to the Dean of Students.

2.3 Judicial Affairs Officials will contact the CCHB members to set a time and place for the hearing. Every effort shall be made to schedule this hearing within one week of the time a complaint is filed. The respondent shall receive a notification of the alleged violation and the time and place of the hearing.

2.4 If the respondent chooses not to appear for the hearing, the CCHB will consider the evidence supporting the allegations and a decision will be made in the absence of the respondent.

2.5 Judicial Affairs officials will notify the respondent in writing of the specific allegations filed, the hearing outcome and the sanctions.

2.6 Parents, family members, advisors or legal counsel are not permitted at any point during the conduct inquiry and adjudication process.

2.7 The University reserves the right to impose sanctions in cases in which a student has withdrawn from courses, withdrawn from the University, or been awarded a degree prior to the resolution of a conduct case. The University may impose registration and/or housing holds to prohibit registration during the proceedings. If a sanction has been imposed on a student who has withdrawn from the university or been awarded a degree prior to the resolution of a conduct case, the files will normally be retained as a disciplinary record for at least five years from the date Judicial Affairs issues a letter stating the sanctions.

2.5.7 Special Cases
All AUS registered students are subject to rules and disciplinary procedures, including students with psychological, mental health or other medical conditions. The following will be treated under as special cases as per the following procedures:

When there is sufficient cause to believe that a student accused of a violation of the Code may pose a threat of violence directed against self, others or University property as a result of psychological, mental health or other medical conditions, the Dean of Students or designee may provide a referral to the Student Learning and Counseling Services, the University Health Center, or a qualified professional outside of the University for a comprehensive evaluation. The Dean of Students may recommend to the Provost a suspension until a comprehensive evaluation verifies that the student does not pose a threat to self, others or University property.

If circumstances warrant a comprehensive evaluation by a qualified professional outside of the University, students will be responsible for all costs associated with the evaluation. The University reserves the right to verify that the evaluation has been completed.

Emergency Action
If a student causes harm to self or poses an
immediate threat to others, the Dean of Students or designee will contact Campus Safety and Security for intervention and provide a referral to Student Learning and Counseling Services, the University Health Center or a qualified professional outside of the University for a comprehensive evaluation. If circumstances warrant a temporary suspension, the Dean of Students will make a recommendation to the Provost.

In the instance of severely and willfully disruptive behavior, or when the ordinary rights of any member of the University community are threatened by the continued presence or activity of any student or students in the residential halls or elsewhere on campus, the Dean of Students may suspend such student(s) from participating in residential life or other campus activities, or suspend an organization or club temporarily pending the outcomes of a hearing.

2.5.8 Parental Notification
The Office of Student Affairs may notify parents or guardians of students’ misconduct in the following cases:

1. Violations of the University’s alcohol or drug policies or involvement in an act of serious misbehavior judged by the Dean of Students to be egregious to indicate that the student’s health or safety may be at risk, or that the student may have placed others at risk.

2. A student’s violations of the Code that result in the student’s removal from the residential halls or suspension or dismissal from the University.


4. Violations of the Code that result in knowledge of a psychological, mental health or other medical condition that could result in the threat of violence directed against self, others or University property.

2.5.9 Non-Compliance with Policy

A. Sanctions
Standard sanctions such as conduct probation, social probation, fines or assessments for damages to University property may be appropriate for lesser offenses. Repeat offenders may receive harsher sanctions. For more serious matters, such as behavior that disrupts the orderly operation or compromises the safety or orderly operations of the residential halls or the University, suspension or dismissal from the residential hall or the University may be recommended. For student groups or organizations, probation, denial of use of University facilities, fines or withdrawal of official recognition or suspending the organization / group for up to two semesters may be recommended. The CCHB will recommend sanctions consistent with the severity of the offense. The CCHB may recommend sanctions reflecting the nature of particular offenses.

One or more of the following sanctions may be imposed for a violation of the Code. The CCHB is not limited to the list of sanctions provided below and may recommend new sanctions. However, all sanctions require review by and approval from the Dean of Students and the Provost when appropriate, and may be modified, deferred or suspended. The sanctions that may be imposed are as follows:

- Letter of apology
- Presentation of a workshop
- Research paper or project
- Reflection Paper
- Warning (notice, oral or written, that continuation or repetition of prohibited conduct may be cause for additional disciplinary action)
- Punitive fine
- Conduct probation
· Social probation (engagement in community service)
· Temporary or permanent barring from University premises
· Restitution (repayment of the direct cost for damages or services resulting from a violation of this code—Reference Restitution Policy)
· Loss of privilege (for example, denial of visiting privileges in University housing or denial of access to computer services or to the Sports Complex)
· Residential hall suspension (up to two semesters) or dismissal (permanent)
· Suspension (up to two semesters) from the University (permanently recorded on the student’s academic transcript)
· Dismissal from the University (permanent termination of student status and exclusion from University premises, privileges and activities. This action will be permanently recorded on the student’s academic transcript.)

For information related to grades for courses in progress at the time of suspension or dismissal during a regular semester or summer term, please see the Grades and Academic Standing section of the Undergraduate Catalog or the Graduate Catalog.

D. Appeal Process
Disciplinary actions may be appealed in keeping with the following provisions:

i) Respondents may appeal any disciplinary determination arrived at through a hearing and resulting in disciplinary probation, removal from University housing, suspension or dismissal.

1. Appeals must be in writing and delivered to Judicial Affairs within seven working days after date of notice.

2. Appeals will be reviewed by an Appellate Board of the CCHB and will consist of two members who did not serve on the original hearing panel.

3. The Appellate Board will determine the appeal’s viability based on whether there is new information that significantly alters the face of facts stated earlier, evidence of improper procedure, findings that are against the weight of evidence or excessive sanctions.

4. The Appellate Board may deny the request for appeal and affirm the original findings of the CCHB or the Dean or Students, or grant the request for an appeal and forward its recommendations to the Provost.

5. The following standards will apply when appeals are considered by the Provost:
   a) Sanctions may be increased or decreased, only if found to be substantially disproportionate to the offense.
   b) Cases may be remanded for rehearing by the CCHB, only if specified procedural errors or errors in interpretation of university regulations were so substantial as to deny the respondent (or complainant) a fair hearing, or if new and significant evidence becomes available that could not have been discovered before or during the original hearing.
   c) Cases may be dismissed only if the finding is deemed to be unsupported by the evidence.

ii) Students may also appeal for reinstatement in residential housing,
athletic teams, sporting events, student organizations, student activities, leadership events, community services programs and other Student Affairs programs after a year of receiving a letter for violation of the code of conduct or academic integrity code violation letter. Appeals of students with serious violations of the code of conduct and with egregious behavioral offenses will not be considered for reinstatement.

1. The Director of Judicial Affairs will form an appellate committee inviting temporary members on a case-by-case basis. For example, in the case of a student appeal with a housing hold, the residential halls director and the senior dormitory supervisor where the student caused the violation will be on the committee.

2. The student appeal will be forwarded to the appellate committee.

3. The appellate committee will interview the student and put in its recommendations to the Dean of Students.

4. The Dean of Students’ decision will be final and conveyed to the student by Judicial Affairs in writing.

iii) A student withdrawn or suspended temporarily due to misconduct or a psychological, mental health or other medical condition may appeal for reinstatement in residential halls. The Dean of Students will ensure that there is no indication of continuation of the misconduct that resulted in withdrawal or temporary suspension. The Dean of Students will form an advisory group to assess the appeal, review supporting documents (e.g., medical reports), and make a recommendation to the Dean of Students. The Dean of Students or designee will inform the student of the final decision in writing.

2.5.10 Non-Academic Sanctions

<table>
<thead>
<tr>
<th>Level</th>
<th>Academic Penalty</th>
<th>Non-Academic Sanction</th>
</tr>
</thead>
<tbody>
<tr>
<td>a</td>
<td>Resubmission of the work in question</td>
<td>No non-academic sanction</td>
</tr>
<tr>
<td>b</td>
<td>Submission of additional work for the course in which the offense occurred</td>
<td>No non-academic sanction</td>
</tr>
<tr>
<td>c</td>
<td>Lowered grade or loss of credit for the work found to be in violation of the integrity code or a lowered overall grade for the course</td>
<td>Prohibition from OSA-related activities and disqualification from athletic scholarship for one full semester (in addition to the semester/term in which the offense occurred)</td>
</tr>
<tr>
<td>d</td>
<td>Failing grade of XF for the course in which the offense occurred</td>
<td>Prohibition from OSA-related activities and disqualification from athletic scholarship for one full academic year (in addition to the semester/term in which the offense occurred)</td>
</tr>
<tr>
<td>e</td>
<td>Suspension for one or more academic terms, including the term in which the offense occurred</td>
<td>Permanent prohibition from and disqualification from athletic scholarship and OSA-related activities</td>
</tr>
<tr>
<td>f</td>
<td>Dismissal (for a specified term or permanently) from the university</td>
<td>Not applicable</td>
</tr>
</tbody>
</table>
2.5.11 Disciplinary Files and Records
Case referrals may result in the development of a disciplinary file in the name of the respondent. The file will be voided if the student is found not in violation of the code. Voided files will be so marked, will not be kept with active disciplinary records and will not constitute disciplinary records. Voided files will normally be destroyed after five years. The files of students found responsible for any charges against them will normally be retained as a disciplinary record for at least five years from the date Judicial Affairs issues a letter stating the sanctions. Evidence in the form of audio or video record, SMS or text messages, written proof or other material in physical or electronic form collected by Judicial Affairs will be retained only until one month after the final outcome of the case.

2.5.12 Conduct of Students on Student Council or Boards of University-Registered Clubs/Organizations
Students on Student Council or on the boards of university-registered clubs and organizations are considered role models for their peers. AUS expects all board members to adhere to the highest standards of ethical behavior. A student on any board who is found in violation of the Student Code of Conduct or Academic Integrity Code or UAE laws during his/her tenure will be immediately ejected from the club/organization and discharged of his/her responsibilities from the date of receiving the notification from the Dean of Students or designee.

2.5.13 Conduct of Participants and Spectators at Sports Events
Good sportsmanship is vital to the success of every athletic contest. The university and Student Athletics and Recreation work to ensure that students exhibit good sportsmanship while participating in or watching any athletic event. In order to encourage proper conduct during sports events, officials, supervisors and administration personnel shall make decisions on whether to warn, penalize or eject participants/players or teams showing poor sportsmanship. These decisions are final. The following are considered evidence of poor sportsmanship:
- unnecessary delay of game
- participation under a false name
- use of profanity
- striking or shoving an opponent or official
- arguing with officials concerning judgment calls
- derogatory and abusive remarks
- any action intended to physically harm an official
- any action that shows disregard for the rules or policies of the AUS Student Athletics and Recreation department
- any other violations of the Student Code of Conduct

The Student Athletics and Recreation Director will immediately report any participants who exhibit improper behavior to Judicial Affairs. After a thorough investigation, the Judicial Affairs Official(s), in consultation with the Dean of Students and the staff of the Student Athletics and Recreation department will determine if a letter of reprimand or warning is sufficient or if the case warrants further action by the Conduct Council Hearing Board. The board may recommend sanctions including, but not limited to, a warning letter to the team/athlete or suspension of the team or athlete from engaging in sports activities for a semester or academic year.

2.5.14 General Regulations Regarding Use of Student Center Facilities
Any organization using the Student Center must abide by the university’s rules and regulations and follow the Student Code of Conduct mentioned in this handbook.
1. Users must comply with all instructions given by the Student Center management.
2. No decorations, signs, posters, announcements or notices may be affixed to walls, ceilings or floors for any event without permission from Student Development and Organizations. Only approved signs can be posted on designated bulletin boards.

3. Users must refrain from moving and rearranging the furniture set-up of the Student Center.

4. Amplified sound, including items such as laptops, mobile phones, mp3 players, etc., must not be so loud as to disturb other events or students in the center.

5. No commercial activity or solicitation can be conducted in the Student Center unless approved by Student Development and Organizations.

6. No organization or student, except designated AUS employees, will remain in the building after it is officially closed.

7. Users under the age of 14 must be accompanied by an adult and must adhere to the same rules as all other users.

8. As with any other AUS building, smoking is not permitted in the Student Center.

9. The Student Center is not responsible for any lost or stolen items within its premises.

10. Refreshments served by food outlets in the Student Center must be consumed in designated areas only.

11. Dining is not allowed in the Student Center lounges.

12. Pets are not allowed in the Student Center.

13. No bicycles, roller skates, skateboards, etc. are allowed in the Student Center.

14. Gambling is not permitted in the Student Center.

Breach of Student Center regulations is subject to disciplinary action.

2.5.15 Library Code of Conduct

The AUS Library is committed to providing an engaging and productive learning environment for all library users. A variety of learning spaces are available to meet individual and collaborative needs, including group study rooms and “No Talking” zones. Users are required to exhibit appropriate academic behavior at all times.

1. Users of the library are expected to interact courteously and respectfully with other library users and library staff. Those who behave inappropriately will be required to leave the library.

2. Moderate phone use is allowed on the ground and first floor of the library. Phones must be set to silent on the second floor of the library and in all “No Talking” zones. A room for phone use is available on the second floor.

3. Silence is required in all “No Talking” zones, and group study rooms are limited to two or more people.

4. Personal items should not be left unattended. The AUS Library cannot accept responsibility for lost or stolen items.

5. No food or beverage, except bottled water, may be consumed in the library. Smoking is strictly prohibited.

6. Users of the library are expected to respect and preserve the library facility. Users who damage or deface furnishings and equipment will be heavily fined and reported to the authorities.

7. Users are required to comply with the university code of conduct for student use of computing services.

8. Library staff monitors the library and has the right to ask users for a valid AUS ID at any time.

9. An adult must accompany children under the age of 14. Children must abide by the same rules as other library users.

Library users play a fundamental role in creating an environment that is conducive to research, reflection and collaborative learning. As such, all library users are expected to act appropriately in the library and conduct themselves in accordance with this code of conduct.

Violation of the Library Code of Conduct will result in one or more the following:
- a verbal or written warning
- referral to Campus Security and the Judicial Affairs officials
- removal from the library
- suspension of library privileges