

The American University in Cairo

Code of Community Standards

Student Version

Glossary of Terms

Academic Integrity (AI) - The standards and expectations of conduct related to academic and professional ethics.

Academic Integrity Committee (AIC) - The adjudication body responsible for violations of an academic nature. The Committee is advisory to the Provost.

Academic Integrity Office (AIO) - The office responsible for managing all academic integrity cases, from receiving reports of violations to adjudication to sanction fulfillment. The office is also responsible for awareness and training of AI issues.

Academic Probation- A period in which students who have not achieved good academic standing are given to improve their performance at AUC. The conditions of the probation are laid in the University Catalog and overseen by the Office of the Registrar, but typically require a course load reduction and a specified time period in which the student must improve both the semester GPA and cumulative GPA.

Administration- The collective entity that directs and manages University operations.

Administrator- An employee of the university whose function is to oversee the governance of the university, either as a whole or a particular unit.

Affirmative Action- Process where women and minorities enter into professions formerly off limits to them.

Alumnus/a- Anyone who has attended AUC and left in good standing.

Appeal- The formal process of requesting reconsideration of a decision or sanction related to a violation of university policy.

Area Head- The administrative office responsible for overseeing a group of offices; The area heads are: the President, the Provost, EVP of Administration and Finance, VP of Student Affairs, VP of Institutional Advancement, VP of Communications.

Claimant- A person bringing allegations of policy violations against another/other member(s) of the AUC community.

Community Member- The collective unit of administrators, faculty, students, staff, parents, and alumni.

Concerned Reporter- A person who witnesses and reports an act that is not directly addressed towards them but who is offended by the act.

Continued Academic Probation- A continuation of academic probation. Failure to meet the requirements usually results in dismissal.

Condition- A requirement to achieve a goal, such as a minimum grade requirement to remain in good standing.

Course Repeat- An undergraduate student may repeat a course one-time to improve their grade. All attempts are recorded on the student's official transcript. The second time a course is taken a notation of "Repeated, excluded from GPA" will appear on the transcript next to the original attempt. Subsequent attempts of the same course are automatically considered retakes. (See definition below.) Students may repeat a maximum of five courses during the entire undergraduate career. Students cannot make use of the repeat policy if the grade is related to academic integrity violations.

Course Retake- Students can retake classes as long as they are still being offered. All attempts are included in the GPA.

Disciplinary Probation- A specified period of time in which the student is required to abide by all imposed sanctions and refrain from any further violations. Failure to meet these requirements may result in additional, harsher sanctions.

Dismissal- A separation from the university. In some cases it is possible for students dismissed from AUC to apply for readmission, providing certain conditions are met.

Employee- The collective category of persons paid to work at AUC, consisting of administrators, faculty, and staff.

Equal Opportunity- A situation in which people have the same opportunities in life as other people without being treated in an unfair way because of their race, sex, sexuality, religion, or age.

Equal Opportunity and Affirmative Action (EOAA) Committee- This Committee responsible for the management of the University's policies and procedures on discrimination and harassment and ensure compliance with the applicable US federal and state laws, including Title IX, FERPA, the Americans with Disabilities Act, Section 504 of the Rehabilitation Act, Violence Against Women Act and other applicable laws and regulations as required.

Expulsion- Permanent dismissal from the university.

Faculty- An employee whose main function is teaching or research.

Faculty Housing- The office responsible for overseeing university faculty housing and compliance with university policies in faculty residences.

Fine- A monetary amount that may be required as sanction for violating a university policy.

Guardian- The person or persons officially responsible for a student, acting in lieu of a parent. They are implicitly included whenever parents are mentioned in the document.

Good (Academic) Standing- Maintaining an overall GPA of at least 2.0 for undergraduate students and 3.0 for graduate students.

Hearing Body- An adjudication body tasked with hearing and making recommendations on alleged violations (e.g. AIC, SDC).

Immediate Action- A classification of violation that requires suspected perpetrators be suspended pending the outcome of the investigation.

Residential Life- The office responsible for overseeing university student housing and compliance with university policies in the student residences in both Zamalek and New Cairo facilities.

Residential Life Disciplinary Committee- The hearing body responsible for adjudicating violations of policy committed within student residences.

Respondent- The person alleged to have violated university policy.

Restitution- Payment for all or part of the cost of repair or replacement caused by a community member towards the property of the university or community member. This can include the cost of legal fees.

Sanction- An official penalty for a violation of policy. It could be something that the individual found in violation of University must, or must not, do.

Social Probation- A specified period of time (determined by type of violation) in which students who violate the Code of Community Standards are prohibited from engaging in certain social activities through the university. This includes study abroad and leadership positions in co- and extra-curricular activities. Depending on the situation it may also include loss of merit scholarships and fellowships, and sports scholarships.

Solicitation- Seeking out assistance in committing a violation (regardless of whether the attempt was successful.)

Sports Complex- The collective indoor and outdoor facilities including the swimming pool, ARTOC, billiard hall, workout room, squash courts, locker rooms, table tennis room, and multipurpose room.

Staff- A paid employee of the university, on a full or part-time basis.

Student- Anyone who is enrolled, who is formally on leave, has been dismissed and retained the right to reapply, or anyone who impersonates a student.

Student Conduct- The collective set of policies related to the expected behavior of a non-academic nature of student members of the university community.

Student Disciplinary Committee (SDC)- The adjudication body responsible for hearing cases related to student conduct. The Committee is advisory to the VP of Student Affairs.

Suspension- A temporary separation from the university of at least one semester.

University- The American University in Cairo (AUC)

University Student Housing- The collective premises of dormitories, residences or hostels provided for students.

University policy- The rules and regulations that govern expected conduct and ethics for the AUC community.

University-Sponsored Events- Any event organized or sponsored by an entity of the university, on or off-campus.

Violation- A breach of university policy.

Witness- A person who observes a violation first hand or is able to provide important information regarding a suspected violation of university policy.

Policies

The policies listed herein are the collective policies of the university as related to expectations of behavior and ethics for all members of the AUC community. They incorporate those under the jurisdiction of the Office of the Provost for academic issues pertaining to faculty and students; the Office of Human Resources as related to staff; the Office of the Vice President of Student Affairs as related to student conduct issues; and the Office of the Executive Vice President for Administration and Finance as related to university administrative matters. They are arranged alphabetically and by cluster according to severity. The alphabetical listing defines the policy and provides information related to the responsible office and the severity level or “cluster”. Clusters refer to first time violations. Subsequent violations will elevate the cluster to a higher level.

When more than one responsible office is listed, it means that depending on the nature of the violation, more than one office may serve as the responsible adjudication body.

Alphabetized List of Policies

Aiding and Abetting- Providing material, information, or other assistance, which fosters, promotes or assists in the violation of university policy; providing false information in connection with any inquiry regarding a policy violation

Responsible Entity: Academic Integrity or Student Conduct depending on nature of initial violation

Cluster B

Alcohol- AUC prohibits the use of alcohol on campus and during student activities. Egyptian law prohibits the serving or drinking of alcohol in public places except in hotels, tourist establishments and clubs of a touristic nature. AUC’s policy conforms to the law by prohibiting any unlawful possession, use, or distribution of alcohol by students or employees on the AUC campus. Possession or use of alcohol on campus, during student activities, on University premises, or at University-sponsored events is not permitted. This includes public intoxication, defined as appearing in public areas of the campus while under the influence of drugs or alcohol.

Responsible Entity: Student Conduct

Cluster A, C (for public intoxication)

Bribery- Engaging in acts of bribery or attempted bribery in order to affect a favor or advantage is prohibited

Responsible Entity: Academic Integrity or Student Conduct depending on nature of initial violation

Cluster A

Bullying and Cyberbullying- The unwanted, aggressive behavior such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose, in person, in writing, by telephone or electronically

Responsible Entity: Equal Opportunity and Affirmative Action

Cluster B

Bus Service Policies & Procedures- All members of the AUC community are required to adhere to the [Bus Service Policies and Procedures](#).

Responsible Entity: Student Conduct

Cluster varies depending on nature of violation

Cheating- Using unauthorized notes, aids, or information on an examination; altering graded work prior to its return to a faculty member; allowing another person to do one's own work and submitting it for a grade; Gaining or providing access to examination materials prior to the time authorized by an instructor; Unauthorized collaboration on an academic assignment; Retaining, possessing, or circulating previously used examination materials without the instructor's permission; Obstructing or interfering with another student's academic work; Engaging in any activity designed to obtain an unfair advantage over another student in the same course;

Responsible Entity: Academic Integrity

Cluster B

Copyright Infringement- Using copyrighted materials (print, electronic, or multimedia) in a manner that violates international copyright laws. More information on copyright regulations can be found on the [AUC Print Shop webpage](#).

Responsible Entity: Academic Integrity

Cluster B

Dress Code- AUC prohibits the wearing of bathing suits outside of the pool area. For security purposes, faces should be visible at all times except in cases of religious adherence. Employees provided with uniforms must wear them while at work and adhere to the employee [dress code and uniforms policy](#).

Responsible Entity: Student Conduct

Cluster: C

Drugs and Substance Abuse- AUC prohibits the manufacture, distribution, dispensing, possession, or use of any controlled substance (drug) or alcohol by students and employees on the AUC campus during student activities. This includes the abuse and misuse of prescription medications. Violations of this policy may lead to dismissal. Individuals placed on probation for prohibited drug use, including abuse of pharmaceutical drugs and/or possession of drug paraphernalia will have this state of probation lifted only after offering the University proof of successful rehabilitative counseling and providing a doctor's certificate that they are free of drug abuse.

Responsible Entity: Student Conduct

Cluster A

Failure to Obey a Security Official- The AUC Security Office and its personnel are authorized to ask any member of the university community to produce their ID for inspection at any time. All members of the AUC community are obliged to follow the instructions of security guards as related to application of university policies, public safety, and preservation of university resources. This includes failure to vacate a room or building during a fire or drill.

Responsible Entity: Student Conduct

Cluster B

Firecrackers/ Fireworks- Firecrackers and fireworks are prohibited on campus except with approval of security and professional oversight in designated open areas.

Responsible Entity: Student Conduct

Cluster C

Fraud- Inventing or falsifying information, data, or citations (including election tampering); presenting data gathered outside of acceptable professional guidelines; failing to provide an accurate account of how information, data, or citations were gathered; altering documents affecting academic records; forging signatures or authorizing false information on an official academic document, grade, letter, form, ID card, or any other university document; submitting false excuses for absence, delay, or illness. Falsification of documents, including but not limited to student IDs, bus passes, and parking permits, will be subject to severe disciplinary penalties. Community members must always bring their IDs to campus; lending IDs to others, whether to AUC affiliates or visitors, is considered fraud. Impersonation or facilitating impersonation is also prohibited.

Responsible Entity: Academic Integrity or Student Conduct, depending on nature of the violation

Cluster varies depending on nature of violation

Freedom of Expression Policy Violations (Violations of the)- AUC encourages open study and examination of all intellectual subjects in its academic work. The University is a place where ideas may be expressed freely both inside and outside the classroom. The only limits on these freedoms are those dictated by applicable law and those necessary to protect the rights of other members of the University community and to ensure the normal functioning of the University. The full policy can be [found here](#).

Responsible Entity: Student Conduct

Cluster B

Gambling- Gambling is strictly prohibited by Egyptian law and, accordingly, on campus.

Responsible Entity: Student Conduct

Cluster B

Golf Cart- Only authorized personnel, including students, staff or faculty members, are allowed to drive a golf cart with the following guidelines: (1) smoking is prohibited, (2)

mobile phones are not to be used while driving and (3) a permit for use should be available at all times.

*Responsible Entity: Student Conduct
Cluster C*

Harassment- AUC is committed to providing a secure educational and work environment for its students, faculty, staff, and administrators. Demonstrated lack of respect may result in disciplinary action. Accordingly, the University does not tolerate any form of harassment, including sexual harassment. For more information on harassment, please refer to the [full policy](#).

*Responsible Entity: Equal Opportunity and Affirmative Action
Sexual harassment Cluster A
Non-Sexual Harassment Cluster B*

Hazing- The ritual initiation into a club or society that involves dangerous, degrading, or illegal behavior

*Responsible Entity: Student Conduct
Cluster A*

Information Technology (IT) Violations- Failure to comply with AUC's IT policies is prohibited. This includes regulation of email administration and access, IT security issues, and electronic mailing lists. Please refer to the specific policies on [acceptable use](#), [email](#), and [passwords](#) for more information.

*Responsible Entity: Academic Integrity (in conjunction with the Chief Technology Officer)
Cluster A or B depending on nature of violation*

Intimidation- Using your power - granted through office, position or seniority - to coerce information or acts out of other members of the community (e.g. demands for subordinates to get coffee, acquiring access to emails or other communications).

*Responsible Entity: Academic Integrity
Cluster B*

Misappropriation of University Resources- Using university resources, physical or monetary, in a manner other than they were intended (e.g. embezzlement)

*Responsible Entity: Academic Integrity
Cluster A*

Misconduct- Behaving in a manner that violates or adversely affects the rights of other members of the AUC community (disrupting meetings or activities, unruly behavior,)

*Responsible Entity: Academic Integrity or Student Conduct depending on nature of violation
Cluster B*

Mobile Phone Policy- All mobile phones must be silent during classes, lectures, and performances. Leaving a lecture or class to answer a mobile phone is not acceptable unless with the explicit approval of the professor. Visible mobile phones are strictly prohibited during exams, and students who are caught with a phone, regardless of the cause, may fail the exam. Mobile phones should be silent in the library.

Responsible Entity: Academic Integrity

Cluster C; if mobile phones are complicit in other violations those charges would also apply (such as cheating, copyright infringement, etc)

Multiple Submissions- Submitting identical papers or course work, in part or whole, for credit in more than one course without prior consent of the instructor.

Responsible Entity: Academic Integrity

Cluster B

No Smoking Policy- Smoking is not allowed in any AUC building or vehicle owned or leased by the university, including single-occupancy offices, balconies, stairwells and open-air areas within buildings and outside the entrances to buildings. Smoking is also prohibited in bus lines, security lines, and food lines. All members of the community should be familiar with the [full policy](#).

Responsible Entity: Student Conduct

Cluster B

Off-Campus Violations- Actions and activities that would be prohibited on campus are also prohibited at University sponsored events off campus. While sanctions would ordinarily be consistent with on-campus violations, additional, urgent and more severe sanctions may be necessary, depending on the circumstances including, but not limited to, immediate removal or expulsion of the violator from the activity at the expense of the community member. Additionally, off-campus behavior that damages the mission, reputation and/or pose a threat to the security of the university or its community may also be sanctioned. This includes acts of violence against other members of the AUC community; impersonation in an effort to commit fraud (e.g. taking an IELTS or SAT exam for someone else so they can gain access to AUC).

Responsible Entity: Same office responsible for the same on-campus violation

Cluster Immediate Action, A, B or C depending on nature of violation

Open Fires- All unauthorized open fires, including the burning of candles and incense, is prohibited in all university facilities.

Responsible Entity: Student Conduct

Cluster A, B, or C depending on nature of violation

Parking- Violation of parking regulations on campus includes failure to show a parking permit, and AUC ID, or in the case of a visitor, a national ID, in addition to the misuse of the parking lot by ignoring the spaces allocated for vehicles, parking in a way that prohibits

normal function or causes threats to public safety. The full policy can be found here. (*Will link when new policy is finalized.*)

*Responsible Entity: Student Conduct
Cluster B*

Pets- Pets are prohibited from university dormitories. Authorized service animals may be permitted. Additional rules regulate the presence of feral and semi-feral animals on campus.

*Responsible Entity: Residential Life
Cluster C*

Physical Assault- A physical altercation or attempted physical altercation

*Responsible Entity: Student Conduct
Cluster A, Immediate Action*

Plagiarism- Submitting material that is part or whole is not one's own work; submitting one's own work without properly attributing the correct sources of the its content.

*Responsible Entity: Academic Integrity
Cluster B*

Prayer and Meditation- Prayer and meditation areas have been designated at AUC for the sole purpose of prayer or meditation. The areas are to be used by AUC students, staff, faculty and authorized visitors. These areas should not be used for studying or meetings, nor should students bring along any food or beverages. A list of prayer and meditation areas can be [found here](#).

*Responsible Entity: Student Conduct
Cluster C*

Prevention of Normal Duties- Activities that intentionally prevent any member of the AUC community from carrying out their normal function is a serious violation of university policy and Egyptian law (e.g. blocking a professor, student, staff member, or administrator from entering a classroom, office, or other university premise; failure to show bus passes when asked; blocking buses from departing on time.)

*Responsible Entity: Student Conduct
Cluster A, immediate Action*

Public Indecency- AUC abides by all laws regarding public conduct, therefore acts that are prohibited in public spaces are also prohibited on campus.

*Responsible Entity: Student Conduct
Cluster A or B depending on nature of violation*

Reckless Behavior- Conduct which creates a substantial risk of harm to persons or property or to results in substantial interference with University activities is prohibited. This includes rioting and incitement.

Responsible Entity: Student Conduct

Cluster A, Immediate Action

Reckless Driving- Driving in such a manner that causes threat or infliction of injury or damage (e.g. speeding, disobeying road signs)

Responsible Entity: Student Conduct

Cluster A, immediate action

Sexual Assault- Acts or attempted acts of sexual contact or behavior that happens without consent. Examples include rape, fondling, attempted rape.

Responsible Entity: Equal Opportunity and Affirmative Action

Cluster A, immediate action

Theft- Theft of any kind, including theft of AUC property, or that of other members of the AUC community will result in prompt and severe disciplinary action.

Responsible Entity: Student Conduct

Cluster A, B, or C depending on nature of item

Theft of Intellectual Property- Stealing exams, research, or other forms of intellectual property is strictly forbidden. This includes theft for personal gain and/or profit. More information on AUC's intellectual property policy can be [found here](#).

Responsible Entity: Academic Integrity

Cluster A

Threatening Harm- Threatening, effecting, or encouraging bodily, professional or financial harm to any faculty, staff, administrator, or student who has witnessed or reported a violation of policy

Responsible Entity: Academic Integrity or Student Conduct (depending on nature of original violation)

Cluster A

Unauthorized Access- Viewing or altering in any way computer records, modifying computer programs or systems, releasing or distributing information gathered via unauthorized access, or in any way interfering with the use or availability of computer systems/information

Responsible Entity: Academic Integrity

Cluster A

Unauthorized Entry- Unauthorized entry to AUC premises is completely forbidden. Entry to the University is strictly limited to authorized gates and security checkpoints only.

Responsible Entity: Student Conduct

Cluster A or B

Vandalism- The purposeful destruction, or threat of destruction, of campus (e.g. A/V equipment, library resources.) This includes hacking or tampering with university systems (such as alarms, or IT networks and systems)

Responsible Entity: Academic Integrity (for IT, library, or electronic equipment needed for academic purposes) or Student Conduct (for non-academic destruction such as vehicles, infrastructure)

Cluster A or B depending on nature of violation

Vehicles- No vehicle is permitted on campus without a permit. Authorized AUC vehicles (including golf carts) may not be used without explicit permission, and permits should be available upon request.

Responsible Entity: Student Conduct

Cluster C

Verbal Abuse- The use of obscene, profane, or derogatory language that abuses or defames another person through slander or libel.

Responsible Entity: Academic Integrity or Student Conduct (if connected with another violation). If a standalone violation, Student Conduct.

Cluster A or B

Verbal Assault- The *threat of violence* coupled with some action *to cause apprehension* (fear) in the victim; intention is irrelevant.

Responsible Entity: Student Conduct

Cluster A

Weapons- Using, exhibiting, or possessing an illegal knife or other potentially dangerous instruments, such as whips, self-defense weaponry, batons, guns, rifles, bombs or other explosive devices. This includes the storage of any item that falls within this category on university property (e.g. in dorms, vehicles parked on campus.) Use of common items in a manner intended to threaten or cause harm is also prohibited.

Responsible Entity: Student Conduct in conjunction with Security

Cluster A immediate action; anyone found in possession of an explosive device will be immediately reported to the authorities.

Policies by Cluster

While section 3a spells out the policies, section 3b tries attempts to contextualize the violations in terms of severity, while also separating out the sometimes numerous components of one policy into individual violations.

Violations Warranting Immediate Action:

There are some violations that are so pernicious to the university community that they require the suspected perpetrator be denied access to the campus while the details are investigated. Special

access may be granted on a limited basis, and under supervision, to assist with the investigation. Situations that would necessitate immediate action are:

- Assault, either physical, sexual, or verbal
- Bombs/Explosive Devices
- Fabrication of official documents/Fraud to gain admission or employment at AUC
- Perpetrating serious, purposeful destruction of the campus (e.g. A/V equipment)
- Preventing a member of the university Community from carrying out normal function (e.g. blocking access to office, classroom, library, et cetera). Applies to bus services and security operations.
- Reckless Behavior
- Reckless Driving
- Threatening or perpetrating acts of destruction via a bomb or explosive device
- Weapons (knife, blade, gun, club, et cetera)

Violations of this nature would fall under Class A Violations. If upon completion of the investigation and hearing by the appropriate adjudicating body the accused is found guilty, they would be subject to appropriate sanctions for that class.

Class A Violations:

Class A violations represent dangerous and often illegal activities. Allowing such violations threatens the integrity and mission of the university as both a place of learning and as a place of employment. Class A violations include:

- Alcohol
- Bombs/Explosive Devices
- Bribery or Attempted Bribery
 - Effect a grade change
 - Alter official documents
 - Gain an unfair advantage, e.g. receive exams in advance
 - Prevent violations of any university policy from being reported
 - To gain access to any area of the campus without authorization
 - Circumvent any university policy
- Bus Services Violations
- Defamation
- Drugs and Substance Abuse
- Fabrication of credentials, official documents, forgery
- Harassment (sexual in nature)
- Hazing
- Impersonation
- IT Violations (particularly security related)
- Misappropriation of University Resources (including embezzlement)
- Off-Campus Violations (as related to Class A Violations)
- Open Fires
- Perpetrating serious, purposeful destruction of the campus (e.g. A/V equipment)
- Physical Assault
- Prevention of Normal Duties

- Public Indecency
- Reckless Behavior
- Reckless Driving
- Sexual Assault
- Tampering with University Systems (IT, Alarms, et cetera)
- Theft of physical Property (Depending on nature of Theft)
- Theft of Intellectual Property
- Threatening Destruction of Campus
- Threatening Harm (different from Verbal Abuse)
- Unauthorized Access
- Unauthorized Entry (depending on nature, could also be B)
- Vandalism (or B depending on nature- a computer A, a garbage can B)
- Verbal Abuse (or B depending on nature)
- Verbal Assault
- Weapons
- Any Second Class B Violation

Class B Violations:

These are serious violations but are not necessarily illegal. Class B violations include:

- Aiding and Abetting Gambling
- Bullying/Cyberbullying
- Cheating
- Copyright Infringement
- Email and other IT violations not otherwise listed
- Fabrication of data, citations; failing to provide accurate account of how information, data or citations were gathered; submitting false excuses for absences, delay or illness
- Failure to Obey a Security Official
- Election Tampering
- Freedom of Expression Policy (violations of)
- Gambling
- Gold Carts
- Harassment, non-sexual in nature
- Intimidation
- Misconduct
- Mobile Phone Usage
- Multiple Submission
- No Smoking Policy
- Obtaining Unfair Advantage
- Off-Campus Violations (depending on nature of violation)
- Open fires
- Parking
- Plagiarism
- Public Indecency
- Refusal to Follow Instructions of Security or University Official

- Refusal to Show ID
- Unauthorized Entry (depending on nature- a classroom would be B, faculty office, the campus as a whole, A)
- Vandalism (depending on nature, a garbage can would be B, a computer would be A)
- Verbal Abuse
- Any Second Class C violation

Class C Violations:

Class C violations pose the least danger to the functioning of the university, but are deemed inappropriate or unethical. Violations include:

- Candles/ Incense
- Dress Code
- Firecrackers/Fireworks
- Fraud
- Golf Carts
- Mobile Phones
- Off-campus Violations (depending on nature)
- Pets
- Prayer and Meditation
- Public Intoxication
- Vehicles