

STUDENT CONDUCT UNIT

Ensuring proper student conduct is an integral aim for the Office of Student Support. The unit adopts an educational approach in resolving reported violations. It is the unit's intention to help the students turn such incidents to a learning experience rather than simply reprimanding them for their misconduct. Therefore, each misconduct case is viewed and handled separately.

STUDENT CONDUCT POLICIES

The policies in this section have been compiled from various AUC facilities and departments and are presented here as general guidelines. This section also includes the behavioral policies students are expected to abide by. Members of the AUC community are expected to abide by the Egyptian law and are subject to these regulations. If a student violates Egyptian law or acts in a way that damages the reputation of the institution, the University may feel obligated to pursue what it deems to be appropriate disciplinary action.

More information about AUC policies, including the Freedom of Expression Policy, can be found in the AUC Catalog and on the Web site

The Student Conduct Policy prohibits, but is not limited to, the following:

GENERAL GUIDELINES AND RESTRICTIONS

Alcohol

As a matter of standing policy, AUC has long prohibited the use or dispensing 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 is not only to conform to the law by prohibiting any unlawful possession, use or distribution of alcohol by students or employees on the AUC campus, but also to preclude the presence of any alcohol in student activities. AUC policy violations concerning the presence of alcohol on campus, during student activities, on University premises or at University-sponsored events will result in penalties.

Damaging Property

Damaging AUC facilities and properties, whether intentionally or unintentionally, will subject students to an immediate fine, depending on the extent of damage, in addition to appropriate disciplinary action when necessary.

Dress Code

Students are expected to wear attire that is appropriate to the academic setting and the Egyptian culture.

Drugs and Substance Abuse

In the light of Article 34C of the Egyptian Drug Law, which imposes severe penalties for anyone convicted of possessing, buying, selling, handing over, transmitting, presenting for consumption or trading drugs on educational premises; in conformity with the requirements of the U.S. Drug Free Workplace Act of 1988, which is applicable to all institutions receiving grants from the U.S. government, including AUC; in conformity with the U.S. Drug Free Schools and Communities Act Amendments of 1989 (Public Law 102- 226); and due to its own desires, it is the policy of AUC to prohibit the manufacture, distribution, dispensing, possession or use of any controlled substance (drug) or alcohol by students and employees on the AUC campus or during student activities. Violations of this policy may lead to dismissal. Individuals placed on probation for prohibited drug use, including abuse of pharmaceutical drugs and/or 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.

Fraud

Falsification of documents, including but not limited to student IDs, bus passes, and parking permits, will be subject to severe

disciplinary penalties. Students must always bring their IDs to campus. Lending IDs to others, whether to AUC students or visitors, is considered fraud.

Freedom of Expression Policy

AUC encourages open study and examination of all intellectual subjects in its academic work. AUC's curricula and extracurricular activities help shape informed and independent individuals. Therefore, the University has adopted a policy as part of its intellectual mission for the AUC community. Students are encouraged to refer to the new Freedom of Expression Policy found at www.aucegypt.edu/about/Expression/Pages/home.aspx

Gambling

Gambling is strictly prohibited by Egyptian law and, accordingly, on campus. Any student gambling on campus will be immediately suspended.

Golf Carts

Only authorized personnel, including students, staff or faculty members, are allowed to drive a golf cart with the following guidelines: (1) maximum capacity of two passengers, (2) smoking is prohibited, (3) mobile phones are not to be used while driving and (4) a permit for use should be available at all times.

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. Sexual harassment is any conduct of a sexual nature that significantly impairs a person's ability or opportunity to perform his or her job or educational pursuits. Sexual harassment is prohibited by the University and is in violation of U.S. federal and state laws. AUC's sexual harassment policy applies to faculty, administrators, staff and students, as well as vendors, suppliers and external parties contracted to perform campus services. Students who believe they have been exposed to sexual harassment are encouraged to contact the Office of Equal Opportunity and Affirmative Action (EOAA) for advice about their options. Copies of the detailed sexual harassment policy are available at the EOAA office. For more information on EOAA policies and procedures, please visit the EOAA Web site at www.aucegypt.edu/offices/eoaa/Pages/default.aspx

Mobile Phone Policy

All mobile phones must be switched off during classes, lectures and performances. Leaving a lecture or class to answer a mobile phone is not acceptable under any circumstances. In addition, phones should not be visible during classes and lectures. All mobile phones should be stored away in bags or pockets and not displayed on desks or tables, especially during examinations. Students who violate this policy may be

asked to leave the class or lecture immediately and will not be permitted to return until the next class or lecture. This will be considered an unexcused absence. Faculty members may also decide that students violating the policy will not be allowed to attend the next class or lecture following the offense. If caught using a mobile phone during an exam, regardless of the cause, the instructor has full authority to take appropriate action. All mobile phones must be switched off in the library.

No Smoking Policy

Smoking is not allowed in any AUC building, including single-occupancy offices, balconies, stairwells and open-air areas within buildings and outside the entrances to buildings. The purpose of the policy is to promote good health, limit the dangers of second-hand smoke and prevent fires. Supervisory personnel are responsible for enforcing the policy. Implementation of the policy relies primarily on peer enforcement by all members of the AUC community. Violations should be reported to the Student Judicial Board in the case of students, the human resources office in the case of staff and the provost's office in the case of faculty. More details regarding AUC's No Smoking Policy can be found at www1.aucegypt.edu/newsatauc/News/MainStory/nosmokingpolicy.html

Parking

Violation of parking regulations on campus includes failure to show a parking permit, an 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.

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 map of the designated areas can be found at www.aucegypt.edu/studentlife/Pages/prymed.aspx

Public Displays of Affection

Students are expected to conduct themselves in a manner appropriate to life at an academic institution located in Egypt, with due respect for Egyptian society. This will enhance, and not undermine, the image of AUC students within society at large. Students are expected to respect the culture in which they live by refraining from public displays of affection and any intimate behavior, especially in secluded and unauthorized areas on campus. Such misconduct will be perceived as improper behavior in an academic institution and may subject the student to disciplinary action.

Theft

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

Unauthorized Entry

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

Violence and Disrespect

Respect for all members of the university community is an essential principle at AUC. Students are expected to show respect for colleagues, instructors, staff members and the AUC community as a whole. Any conduct that contains elements of offense such as indecent behavior, fighting, aggravated assault, slanderous language or aggressive behavior is not tolerated at the University, neither are any other forms of misconduct that disturb University functions and/or activities.

Weapons

Involvement in serious offenses that include using, exhibiting or possessing an illegal knife or any other prohibited weapon will subject students to severe disciplinary penalties. This also applies to possession of potentially dangerous gears such as whips, self-defense weaponry, batons, etc.

THE CONDUCT PROCESS

Student-About-Student Complaints

Students who wish to lodge complaints about the behavior of fellow students should first bring their case to the attention of the Student Judicial Board (sjb@aucegypt.edu) or send a complaint to the Student Conduct Unit (conduct@aucegypt.edu). A follow-up

on the recommendations of the SJB is then made by the Student Conduct Unit (SCU) to ensure that an appropriate course of action has been taken. In some cases, the SCU proceeds by conducting a Student Disciplinary Committee hearing to continue its investigation and enforce suitable remedial actions.

Student-About-Faculty Complaints

If a student has a concern about unfair or improper treatment from a faculty member, he or she should first revert to the instructor or professor to discuss the issue and try to resolve it. If this attempt fails, the appropriate procedure is to raise the issue with the chair of the department. If the complaint is still not resolved, then the dean of the school and, finally, the provost should be approached (for more details, check the AUC catalog).

Student-About-Staff Complaints

In the case of a complaint against a staff member, students should first approach the department or office head in question to discuss their problem. If this attempt fails, students should revert to the human resources office to report the incident of concern and try to resolve the matter.

Appropriate Guidelines for Faculty

Faculty members have full authority to take appropriate disciplinary action with students enrolled in their classes, to ensure that classroom behavior is conducive to a learning environment and that students are conforming to the University's codes of

conduct within the context of the class. Students who deviate from proper classroom conduct will be penalized by the professor or instructor. If a faculty member does not feel that his or her disciplinary procedures are a sufficient response to the student's misconduct, then the problem should be raised with the Student Conduct Unit (conduct@aucegypt.edu) for further investigation, and an official complaint against the student is filed.

Appropriate Guidelines for Staff

Staff members who are treated in a manner that is unfitting to the principles and values of the AUC community may file an official complaint against the student in question at the Student Conduct Unit, which will handle the case. An appropriate course of action will be taken to prevent the student from repeating the offense.

TYPES OF SANCTIONS

Verbal Warning

The student is called in for a meeting with the Student Conduct Executive and/or the SDC where the violation is thoroughly discussed, and alternative ways to address the issue are presented.

Written Warning

A formal letter of reprimand is issued from the Student Conduct Unit to the student, and is kept on record.

Academic Hold

A hold might be placed on a student's academic records for a specific period of time until he or she completes the

enforced sanctions.

Community Service

The student is assigned to work on campus in one of the University's departments for a specific number of hours without pay.

Educational Project

The student is assigned to complete a certain project such as writing a reflection paper within a specific due date.

Formal Apology

The student is asked to write and address a formal letter to the complainant apologizing for his or her misconduct, or to formally apologize in person.

Restitution

Payment for all or part of the cost of the damage caused by the student towards someone else's property.

No Contact Order

A student may be asked to refrain from making contact with a specific individual on campus.

Withdrawal of Privilege

Students who violate University policy in specific areas may be asked to not use the area again, including parking spaces, student lounges, etc.

Social Probation

The student cannot represent the University at any organized event, whether by being a member of any student organization or running for student body elections. This sanction will be imposed for a designated period of time.

Disciplinary Probation

If the student fails to abide by the imposed penalties in due time, or becomes involved

in more serious violations of any kind, he or she may be subject to serious admonition including more penalties.

Mandatory Educational Workshops

The student is asked to attend a certain number of study skills workshops during a specified time frame.

Mandatory Counseling Sessions

The student is assigned to attend a number of sessions with a counselor at the Student Counseling Center to address topics related to the violation including anger management, issues related to alcohol/drugs, etc.

Suspension

A student might be prohibited from registering in any courses for a certain period of time, usually one or two consecutive semesters.

Dismissal

A student is permanently expelled from University.

FREQUENTLY ASKED QUESTIONS

1. What is the function of the Student Disciplinary Committee?

A hearing is held by the Student Disciplinary Committee (SDC), an advisory committee to the vice president of student affairs responsible for dealing with any nonacademic student misconduct. After an official complaint has been filed, an appropriate course of action is taken to address the case, ranging from a verbal warning to conducting a fair hearing to examining the particulars of the incident(s).

The SDC consists of the chair of the committee, who is the director of the Office of Student Support, and up to six voting members, including faculty and staff members, a counseling psychologist or psychiatrist, and a student representative from the Student Judicial Board. Non-voting members may be invited whenever needed. The SDC convenes to discuss each case and recommends the appropriate action to be taken. In some cases, a sub-committee (also consisting of SDC members) convenes to look into cases that need immediate action.

2. Do all cases present in front of the SDC?

No. After an official complaint has been filed by a student, faculty, or staff member against another student, official reports are sent to the student conduct unit at the Office of Student Support for necessary action. The Student Conduct Executive evaluates each case on individual basis, and depending on the severity and frequency of the violation, takes the appropriate action under the supervision of the director of student support, or refers the case for a fair hearing if necessary.

3. What is the appropriate way to submit an appeal?

Once a decision has been made, a student has the right to submit petitions for appeal within ten working days from receiving the SDC's decision letter.

4. What happens if I do not abide by the decisions in the SDC letter?

Failure to abide by the disciplinary actions will result in more severe penalties, including disciplinary probation (see Types of Sanctions), which may lead to suspension or dismissal. Students are held accountable for the rules and policies mentioned above and in the AUC catalog. Being unfamiliar with AUC policies is not an excuse for inappropriate behavior.

5. Do I have to attend my hearing in front of the SDC?

Hearings are an opportunity for all parties to present all facts of the case in front of the SDC. If any party chooses not to attend the SDC meeting or fails to do so, the SDC will still reach a decision regarding their case on the same day.

6. Does being involved in previous misconduct affect my disciplinary record?

Students who engage in repeated offenses are subject to more severe disciplinary actions, whether for a similar or different offense. Repeated misconduct may result in suspension or dismissal from University.

A copy of the Student Conduct Policies can be found at the Student Conduct Unit link: www.aucegypt.edu/studentlife/gethelp/Pages/Student.aspx