

The American University of Afghanistan

Undergraduate Studies Catalog
2006-2007

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Every effort has been made to ensure the accuracy of the information published here-in. Catalog content is subject to change and additional information can be found on the University web-site www.auaf.edu.af and through supplemental publications available through the Office of Admissions and Registration.

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History and Beginnings of AUaf

An Introduction from the President



Sharif Fayeze, PhD
President pro-tem
The American University of Afghanistan

At the Bonn Conference in 2001, I was selected as Minister of Higher Education in the Interim Cabinet of President Karzai. Immediately, several ideas, visions and challenges began to go through my mind. The task of overhauling and modernizing Afghanistan's higher education system after decades of stagnation and ideological indoctrination appeared overwhelming.

However, in January 2002, as the new Minister of Higher Education, I was confronted with challenges much more pressing than modernizing the higher education system or creating new institutions. The buildings of Kabul University and those of the three other institutions of higher education had sustained dreadful destruction and damage during years of war. It was obvious that the physical structure of higher education would need to be rebuilt first.

The Idea of Establishing AUaf

In February 2002, I accompanied President Karzai and a number of ministers to Washington D.C., where I discussed the idea of establishing a private, American-style university in Kabul with several presidents and deans of U.S. universities and colleges. While some of them openly supported the idea, many others politely changed the subject to other urgent matters in Afghanistan's higher education system.

The idea proved to be even more difficult to sell in Kabul because of the common preconception that it would weaken Kabul University and because the culture of private higher education did not exist in the country. Many argued, and still argue, that AUaf would be an elite institution serving only the children of the rich and warlords.

USTDA Grant for a Feasibility Study

In July 2003, the US Trade and Development Agency (USTDA) provided a grant to the Ministry of Higher Education for a feasibility study of the American University of Afghanistan. The grant was awarded to the Coordinating Council of International Universities (CCIU) to conduct the feasibility study. Dr. Jack Maas, the current CCIU President, visited Kabul several times to discuss the role of CCIU in initiating the feasibility study.

Dr. Maas insisted that government provision of a land grant for the university would be the first step in facilitating and speeding up the process. This was a daunting challenge, for the price of land in Kabul was skyrocketing and much of the land the government had owned in Kabul was now illegally and forcefully possessed by powerful warlords and their local commanders. The land grant had to be in a secure part of the city, preferably in an open, strategic location.

My first thought was of a site facing the old Darulaman Palace and Kabul mountains from the east and the south. It was a 43-acre tract of prime land in a most strategic part of Kabul, the market value of which was estimated at \$28 million. On November 6, 2003, the Higher Commission on Investment approved the donation of the land to AUaf, and later a presidential decree from President Karzai formally donated the 43 acres to AUaf.

AUaf Foundation

In February 2004, the AUaf Foundation was incorporated as a Delaware non-profit corporation. CCIU helped create the American University of Afghanistan Foundation, Inc., as the legal entity able to accept title to the land on behalf of the university, which was in the process of being established. Since the university did not yet exist as a legal entity, the land was granted to the Foundation for the future of the university.

First Board of Trustees Meets ; Chairman and President Pro Tem Elected

On December 11, 2004, the AUaf Board of Trustees, initially founded in August 2004, held its first meeting in Dubai. During the two-day meeting, the Board accomplished the following:

1. Reviewed the Feasibility Study draft
2. Ratified the Charter
3. Adopted by-laws
4. Elected Mirwais Hotak Azizi as Chairman, Ehsan Bayat as Vice Chair, and Dr. Sharif Fayeze as President Pro Tem, and other officers
5. Added new members to the board

Laying the AUaf Foundation Stone

On March 21, 2005, President Hamid Karzai and US Special Envoy Dr. Zalmay Khalilzad laid the foundation stone of AUaf in the Darulaman area of Kabul.

Addressing the gathering, President Karzai said:

"As we are laying down the foundation stone of this university today, we should understand that our country cannot make progress unless we have our own engineers, doctors, diplomats and accountants. Today I am very happy. America has assisted us in various areas. America assists us in whatever we build... They are our friends. This is an honor for them and a great pleasure for us. We should be grateful to them for assisting us in terms of reconstruction, particularly today, as the foundation stone of the education of Afghanistan's sons is laid down."

First Lady Announces in Kabul \$17.7m for AUaf

On March 29, 2005, the First Lady, Laura Bush, arrived in Kabul and announced \$17.7 million for establishing AUaf. The announcement marked an historic day for AUaf, both financially and politically.

AUaf Administration

President Pro Tem: Dr. Sharif Fayez

B.A. University of Kabul; M.A. University of Northern Colorado;

Ph.D. University of Arizona.

Dean of Academic Affairs: Dr. Frank Petrella

B.A. West Liberty State College; M.A. Eastern Michigan University;

Ph.D. The University of Iowa.

Chief of Staff/Director of The Professional Development Institute: Mr. Simon James

B.Sc. Lancaster University; M.Sc. Cardiff University

Director of Finance: Ms. Desislava Dzhurkova

B.A. The Sofia University, Bulgaria;

M.B.A. The Erasmus University of Rotterdam, Netherlands

Interim Director of University Foundation Studies: Ms. Lisa Roegner

B.A. Washington State University

M.A. University of Sydney, M.A. University of Melbourne

Interim Director of Administration: Ms. Tara Stone

B.A. Manchester University

Interim Director of Admissions and Registration: Ms. Rebecca Carter

B.A. and M.A. Arkansas State University

Board of Trustees Members

Mirwais Azizi – Chair

CEO, Azizi Group, Dubai, U.A.E.

Ehsan Bayat – Vice Chair

President and CEO, Telephone Systems International,

Founder and President, Afghanistan Wireless Communication Company

Farid Maqsudi – Secretary

President, ARC Companies LLC

Prof. Abdul Salam Azimi

Chief of Mission, University of Nebraska, Omaha,

Afghan director for the Fulbright Scholarship Program,

Former Chancellor of Kabul University

Fredric S. Berger

Senior Vice President, The Louis Berger Group

Nurullah Delawari

President, Da Afghanistan Bank.

Dr. Akram Fazel

Senior Vice President of the FKH Group,

Chairman, Afghanistan National Commission on Standards, Metrology and Quality

Dr. Hassan Ghulam Gran

General Director of Parliamentary Affairs,

Acting Director, Secretariat of the National Assembly of Afghanistan

Qayum Karzi

Founder and President of Afghans for Civil Society,

Member of National Assembly

Dr. Jacob van Lutsenburg Maas

President, Coordinating Council for International Universities

Ibrahim Mohib

President Afghan Business Council

Sayed Askar Mousavi

Former Senior Advisor to the Minister of Higher Education

Prof. M. Ishaq Naderi

Jay Gould Professor of Economics, New York University,

Senior Economic Advisor to President Hamid Karzai

Paula Nirschel

Founder of the Initiative to Educate Afghan Women

Board of Trustees Members continued

Dr. Hiromi Lorraine Sakata

Professor Emerita, Department of Ethno-Musicology, University of California Los Angeles

Prof. Nazif Shahrani

Professor of Anthropology, Middle Eastern and Central Asian Studies, Indiana University

Dr. Zaher Wahab

Professor of Education, Lewis & Clark College,

Former Senior Advisor to the Minister of Higher Education, Afghanistan

Dr. Sharif Fayez - ex-officio

President pro tempore of the University,

Former Minister of Higher Education, Islamic Transitional State of Afghanistan

AUaf Mission

Mission Statement of the American University of Afghanistan

The university's mission is to provide a high quality liberal arts based education that prepares graduates for leadership in a modern democratic, pluralistic and global society.

In its founding charter, the trustees of the University commit to establishing a private, English-language, American-style university in Afghanistan that will:

- Create an entrepreneurial class of young Afghan men and women with excellent English skills
- Equip the leadership corps with critical thinking skills that will assist Afghanistan in rejoining the global community
- Create a model for self-sustaining, fee-based education that will reduce the fiscal burden of the central government
- Create a safe haven for democratic discourse, research, teaching, and learning
- Provide a recognized, quality, higher education opportunity for children of expatriates and development professionals
- Provide an opportunity for Afghan women to achieve a meaningful education

Philosophy of General Education at AUaf

Goals and Objectives for AUaf Students

- To think and write fluently in English as a second language
- To achieve a depth of knowledge in a chosen field of study or discipline and have the ability to reason and analyze clearly within that discipline
- To achieve an appreciation of the broader spectrum of knowledge and understanding of the universe, human social interaction, and of self
- To achieve an understanding on moral and ethical issues and decisions that affect the individual, his or her community, nation, and the world at large
- To achieve an understanding of culture and society in a broader context than one's own
- To develop an awareness and appreciation of fine arts through cognitive activities and affective experiences
- To pursue the opportunity to explore or further develop interests outside his/her major

Our Vision

The vision of the American University of Afghanistan is to enable students to achieve their aspirations, meet public and private sector employment needs, and strengthen Afghanistan's participation in the global community.

AUaf's Future

The future of the American University of Afghanistan will depend on its ability to have a clear vision of higher education amid the dramatic changes taking place in a country that has been devastated by 25 years of war. It will need to be responsive to those changes and prepare students who can emerge as leaders for a new type of country. It will be faced with the challenges of globalization. It will need to be a model, demonstrating that higher education is at the heart of a modern economy and society.

AUaf is challenged to show that it can provide a world-class education; it must excel in teaching and knowledge transfer at all times. It must look for new forms of collaboration for the institution and for individual students and faculty. It will have a responsibility to create a higher education sector that is diverse and increasingly interconnected.

The American University of Afghanistan will be faced with the issues identified at the UNESCO World Conference on Higher Education in 1998. Everywhere, Higher Education is faced with great challenges and difficulties related to financing, equity of conditions in accessing higher education and during the course of studies, improved staff development, skills based training, enhancement and preservation of quality in teaching, research and services, relevance of programs, employability of graduates, establishment of efficient co-operation agreements and equitable access to the benefits of international co-operation.

At the same time, higher education is being challenged by new opportunities relating to technologies that are improving the ways in which knowledge can be produced, managed, disseminated, accessed and controlled.

We need to institute a system of forward planning to ensure that we continue to address these global issues and, at the same time, meet national priorities. The future of this new institution, the first of its kind in Afghanistan, depends on being able to address these global issues as well as on finding a diversified funding base.

The 2006-2007 Undergraduate Studies Catalog

Admissions

Student Responsibility

Upon admission to AUAF, each student will be assigned a university e-mail address that will be used for all official university communications. These may include notifications concerning University, Islamic and Afghan National holiday schedules, security concerns, and any other official notifications. Students are responsible for checking their AUAF e-mail accounts and for responding to or acting upon messages accordingly.

It is also the student's responsibility to keep copies of his/her own records of all transactions with the university. In addition, students should keep copies of all tests, digital files, papers, etc., submitted in fulfillment of course work.

As mature members of the academic community, students are responsible for their behavior, academic or otherwise, at the American University of Afghanistan. Students will adhere to the highest standards of personal and academic integrity and propriety as well as to the rules and regulations of the university and the laws of Afghanistan. Failure to do so may result in the immediate dismissal of the student.

Admission Requirements

Students must score a minimum of 500/173 on the TOEFL or 6 on the IELTS to be eligible to enter the AUAF Undergraduate Degree program. Those who score below the minimum requirements should enter the Foundation Studies Program or similar academic preparation program prior to again seeking admission.

TOEFL (written/computer-based)	500/173
IELTS (International English Language Testing System)	6
SAT 1 (verbal reasoning)	500
ACT (American College Testing)	20

Please contact the office of admissions or consult the web site at www.auaf.edu.af for submission dates and possible fee changes.

1. Application Fee A non-refundable fee of 1,000AFS (\$20.00) non-refundable fee must be paid at the time of application.
2. Documents Required for Admission to AUAF
 - Official high school/secondary school certificate (diploma)
 - Official high school transcripts/academic records covering the last three years of schooling
 - Documentation of having obtained the minimum required international test score, as listed above.
3. Placement Testing

Testing in written English and in mathematics is required to determine the level of the English and math courses in which students may register for the first term. The tests will be given during orientation week on the AUAF campus.
4. Financial Assistance Program

Financial assistance applications are made in the Office of Admissions and Registration. Please enquire as to the current process and application deadlines.
5. Deposit (non-refundable reservation deposit)

A non-refundable reservation deposit of 25,000 AFS (\$500) is required at the time of

acceptance. This deposit is fully applied towards tuition costs; however, if the student withdraws from the university, the deposit will not be refunded.

6. Tuition Fees

- Tuition is 125,000 AFS (\$2,500) for a full-time student. This tuition covers the cost of five (5) courses (15 semester credits).
- For those wishing to register as part-time students, the cost of each 3-credit course is 25,000AFS (\$500). First-year students will not be permitted to register for more than five (5) courses per semester.
- Unless prior arrangements have been made, all fees must be paid prior to the start of classes.

7. Transfer Students

AUaf is not accepting transfer students at this time.

Financial Assistance

Eligibility and Renewal

To be eligible for financial assistance, a student must be an applicant for admission to one of AUaf's degree programs. Eligible students should be aware that selection of recipients is based on the highest grade and test score averages among applicants. For renewal of the financial assistance the following year, undergraduates must have a minimum 2.0 GPA.

Selection Criteria for Financial Assistance Awards

- Academic Performance, to be determined by high school grade average (last three years) or FSP scores as appropriate.
- Academic letters of recommendation and TOEFL/IELTS or SAT scores will be used in case of ties.
- Recipients are expected to have earned an academic status well above the minimum required for admission or continuance in a degree program.
- Financial Need, as demonstrated by the inability of the student to fund educational expenses.
- When applying for financial assistance, forms must be filled out in their entirety. Incomplete files may not be considered.

Coverage and Continuance of Financial Assistance

A Financial Assistance Award entitles the recipient to a partial waiver of tuition for one academic year (2 semesters/30 credit hours). Full tuition-fee waivers are not awarded by AUaf; a portion of the expense of the education must be paid by the student.

Students who fail to remain in good academic standing may lose their financial assistance.

Courses and Class Schedules

Course Nomenclature

Courses at AUaf are identified by a three-letter prefix followed by a number that indicates the level of the course content. Each department has its own unique prefix and may offer several prefixes depending upon the breadth of the course offerings. For example:

ICT 340 Data Communication and Networks (3) S

The letters indicate that the course is in the Information Communication Technology department and the number is that of a third-year level course. The (3) after the course

name indicates the number of credit hours earned at completion of the course. S indicates that the course is offered only in the Spring semester, which begins in January each year.

BIO 210 Introduction to Biology (4) F S SS

BIO indicates that the course is in the Biology department and the number is that of a second-year level course. The (4) after the course name indicates the number of credit hours earned at completion of the course. F S SS indicates that the course is offered in the fall (F), spring (S), and summer (SS) semesters of the school year.

The various departments at AUaf decide which courses are offered and in which academic terms they are offered. Clarification of a schedule should come from the Registrar's Office.

Students must also be aware that many courses have prerequisites, co-requisites, and/or other criteria. In this catalog, any such requirements are noted immediately following the course description.

Credit Hours

Each course is assigned a value in credits. Normally, each credit represents 50 minutes of class instruction per week for a full semester, 120 to 180 minutes of laboratory experience per week each semester, or one or two 50-minute recitation sessions per week each semester. Timings are subject to change.

Class Periods

Classes ordinarily meet three days per week in 50-minute sessions or two days per week in 75-minute sessions, with the exception of laboratory, workshop and specialized design and studio courses, which may meet less frequently for longer periods of time. Presently, the university operates on a five-day academic schedule from Sunday through Thursday. The university is closed for the weekend on Friday and Saturday. Independent reading or research courses, study projects, internships, practicums and similar kinds of study opportunities will meet according to the special arrangements of the department or faculty members concerned.

Academic Advising and Registration

The American University of Afghanistan considers academic advising to be an essential element of the educational process and requires advisor-student conferences at least once per semester. The advisor is there to assist the student in obtaining a well-balanced education and in interpreting university policies and procedures. The advisor is also to act as an advocate for the student if and when problems arise, to help with the transition into a university and to act as a sounding-board for student problems and concerns.

Generally, academic advisors assigned to students are professors in the same field of study as the student. Their function is to assist students in selecting their courses of study and to plan/approve their schedules. However, students are responsible for selecting their courses, meeting prerequisites and adhering to university policies and procedures.

During registration and orientation week, an assigned advisor will help students select and register for classes. An advisor's signature is required in order to register. Students are encouraged to maintain close contact with their advisor during their time at AUaf. Advisors provide students with information and perspective related to academic policy and concerns, internships, specific course-related problems/issues, professional development and on learning in an American-style model.

Despite assistance from an advisor, students are expected to assume responsibility for program planning and course selection since ultimately, the responsibility for fulfilling degree requirements rests squarely with the student. Students are required to become intimately familiar with the various program requirements and requisite course work and sequencing.

Adding and Dropping of Classes

Changes to an academic class schedule usually involve dropping one course from the schedule and replacing that course with another. Students may make schedule changes without penalty during each semester's Drop/Add period.

Adding a class

Students have until the end of the first five-days of class to add a class or to change sections of a course. After the end of the first week, no one will be permitted to add a new course. Absences are calculated from the first day of the course, not from the first day a student enrolls in the course.

Dropping a class

Students may officially drop a class at any time during the term by completing and submitting the required paperwork to the Office of Registration. The signature of the student's advisor is required. It is the responsibility of the student to make certain that all of the paperwork has been properly completed, signed, and submitted.

Students are cautioned that they cannot drop or withdraw from a course simply by not attending the course. Students who stop attending a course without officially withdrawing will receive a failing grade.

Refund Policy

If a student withdraws or is dismissed from all classes during the first two weeks, refunds of tuition and applicable fees will be calculated according to the following schedule:

- Until the end of Drop/Add week 75%
- During the second week 50%
- After second week 0%

Course Descriptions and Syllabi

Courses Descriptions listed in the university curriculum are designated by course subject and code, as explained in another section of this catalog. Special Topics courses, or courses in which the topic instructor changes each semester, are published each semester in the schedule of classes. Course syllabi can be obtained from the individual course instructor, or from the office of the Dean of Academic Affairs. Course descriptions include course goals and objectives, content and topics, instructional material and resources, the method of evaluation, the meeting time and room number/building, credit hours and prerequisites, if any. Please read the course outlines carefully because each instructor may have different criteria for submission of assignments or for meeting prerequisites.

Course Prerequisites

Courses should always be taken in an order of increasing difficulty. Beyond the introductory level, most courses require a minimum background of foundation knowledge to enable the student to understand the course material. Prerequisites are specified in individual course descriptions. Course titles and numbers listed as prerequisites are of courses offered by the American University of Afghanistan. Transfer credit courses that were satisfactorily completed at another university or institution may also meet prerequisite requirements. Students should consult the Registrar's Office for more information. Students are responsible for having the required competence when entering a class. Courses for which a grade below C was received do not satisfy prerequisite requirements.

Student Academic Load

On average, students enrolled in degree programs at AUAF usually register for 15 to 18 credits each semester. The required minimum course load for all full-time students is 12 credits per semester, and the maximum load is 19 credits per semester. Exceeding 18 credits requires a supplemental fee. The maximum load for which a student can register in the summer session is seven credits (two courses).

The minimum graduation requirements for a bachelor's degree are generally 124 credits. This catalog provides proposed first-year study plans for each degree program. The degree programs have been designed to be completed in four years; however, some students may require additional time.

Freshman Academic Load

Freshmen are restricted to five (5) courses per term to allow time for their adjustment to the AUAF learning environment. Exceptions, rarely granted, must be approved by the Dean of Academic Affairs. Freshman students enrolled in two or more preparatory courses (e.g., MTH 090, ENG 090, etc.) may only register for up to 13 credits to allow more time to concentrate on the development of necessary skills.

Class Designation

The American system uses the number of credit hours a student has earned to define their class designation, as follows:

<u>Credits</u>	<u>Class Designation</u>
0-29 credits	Freshman
30-59 credits	Sophomore
60-89 credits	Junior
90 credits and above	Senior

Residence Requirements

Candidates for the bachelor's degree are expected to complete their last year in residence at the university. Transfer students must complete at least 50 percent of the required credits for a degree in residence at AUAF. No 400-level courses in the student's major field of study taken at a university outside of AUAF can be transferred back to AUAF. Students seeking an exception to this policy must appeal to the Dean of Academic Affairs.

Transfer Credit

AUAF will not accept transfer students for the 2006-2007 academic year. In academic year 2007-2008 and thereafter, students wanting to transfer credits from institutions previously attended will need to provide all official transcripts before the end of their first term at the university in order for transfer credit to be considered. Transfer credit must be from schools with international accreditation. Courses/credits from non-accredited colleges and university programs are generally not considered equivalent to AUAF standards.

Specific requirements for the evaluation and award of transfer credit at AUAF include:

- Application for transfer credit must be made in the student's first semester of residence. Records received after the first semester will not be considered for transfer credit.
- Official college/university transcripts will be evaluated on a course-by-course basis.
- Courses must carry a letter grade of C or better to be eligible for transfer credit.
- Students may transfer a maximum of 50% of the required program credits to AUAF.

Should a student present courses for transfer that constitute greater than 50% of a program's credit hour requirement, courses will be eliminated (to reach 50%) in the following order of priority:

- a. Major Field of Study or Concentration
- b. Professional Elective
- c. Foundation
- d. Liberal Arts

•Courses worth three credits taken under the semester system and those worth four credits taken under the quarterly system will be considered the equivalent of a three-credit course at AUaf. Comparable course-to-course transfer may be accepted from accredited institutions based on comparable outcomes in place of credit requirements.

•Under no circumstances will the University approve transfer credit for courses designated as capstone, senior project, or portfolio.

•AUaf students who wish to earn credit at a university other than AUaf must obtain prior approval for the courses they intend to take. Following a student's initial enrollment at AUaf, he/she may transfer a maximum of five courses (i.e., 15 credit hours), subject to approval by the Dean of Academic Affairs.

•No 400-level courses in the student's major field of study taken at a university other than AUaf can be transferred back to AUaf. Students seeking an exception to this policy must appeal to the Dean of Academic Affairs.

Categories of Students

•Full-Time Students

To be considered on full-time status, a student must carry a minimum course load of 12 credits per semester, with the normal load being 15-18. Under special circumstances, students may be allowed to drop below 12 credits.

•Part-Time Students

Enrollment as a part-time student is restricted to the following:

American University of Afghanistan staff members who are pursuing a degree (approval of the Dean of Academic Affairs is required)

Those who need fewer than 12 credits to complete an undergraduate degree (approval of the academic advisor is required)

Those who are enrolled as auditing, non-degree or visiting students

Time Limit on Duration of Study

There is no time limit on completing an undergraduate degree at AUaf. A student in good academic standing, however, is allowed no more than one semester of leave. A student who does not register for two or more consecutive semesters must submit a new application for admission, though their previous credits carry over.

Grading System

The American University of Afghanistan bases the grade point average (GPA) on a four-point scale. The quality points earned in a course are calculated by multiplying the grade point value of the letter grade by the number of credits the course is worth. The grade point average is calculated by dividing the sum of the quality points of the courses taken by their total credits.

A = 4 points

B = 3 points

C = 2 points

D = 1 point

F = 0 points

An "average" grade for any course is a C or 2-point. Most students will earn a C for a course, though some will earn higher grades and others will earn lower grades. It is not probable for everyone in the course to receive an A or a B, just as it is not probable for everyone in the course to receive a D or an F.

For example, the following is an example of a student grade report:

Course	Credits	Grade
ENG 110 English Composition	3-credits	A
A = 4 quality points x 3-credits =	12 points	
MTH 112 Business Math	3-credits	C
C = 2 quality points x 3-credits =	6 points	
ICT 110 Computer Basics	3-credits	B
B = 3 quality points x 3-credits =	9 points	
UNV 101 Intro to University	2-credits	B
B = 2 quality points x 3-credits =	6 points	
BIO 112 Intro to Biology	4-credits	C
C = 2 quality points x 4-credits =	<u>8 points</u>	
Credits	15	
Quality Points	41	

This student's Grade Point Average for the semester is 2.7

Cumulative Grade Point Average (CGPA)

In this case, the CGPA is calculated by dividing the number of quality points earned (41) by the number of credits

In this case, the student has earned a total of 41 quality points with a total of 15 credits. Division results in a grade point average of 2.7 (or C) for the term.

The grades earned in non-credit courses (developmental courses in English or Math) are not included in the computation of a grade point average. When a course is repeated, only the grade earned in the repeated course is counted in the calculation of the cumulative GPA. You must maintain a minimum of a C or 2-point average to remain a student at AUaf.

University Guidelines for Lateness and Attendance

Since students are expected to be an active component of any class at AUaf, attendance and participation in all class, studio, workshop and laboratory sessions are essential to the process of education. Students not only benefit from the lectures and discussions with their instructors but also from their fellow students. Lateness disrupts the flow of the class and absence hinders progress for the individual and other members of the class. Both affect the student's grade.

AUaf guidelines for lateness and attendance are as follows:

- Absences are counted from the first day of the semester, not from the date the student has added the class.
- There are no "excused" absences. An absence designates a missed class session and missed information/participation, regardless of the reason.
- Any absence may affect the student's grade.
- Instructors are not required to give substitute assignments or examinations to students who miss classes.
- Lateness is defined by the individual instructor and three occasions of lateness count as one absence.
- Faculty members may automatically assign students a grade of F for excessive absence or no show. In the event that a student misses 15 percent of the sessions in a class for any reason, the instructor may initiate withdrawal of the student from the course. All Instructors are required to keep attendance records. The specific policy and application of attendance guidelines is at the instructor's discretion and is noted in the course syllabus.

Examinations

Final examination schedules are published by the Dean of Academic Affairs and the Office of the Registrar in advance of examination week. Students who find they are scheduled for more than two examinations in one day must report to the Office of the Dean of Academic Affairs by the end of week 11 to make the necessary adjustments to his/her schedule.

Incomplete Grades and Make-Up Examinations

All requirements/work for a course must be completed by the end of the final exam day for that course. The incomplete grade (I) is only given as a final grade in a course when there is a compelling medical or other such emergency certified in writing by a medical or other professional. Generally, incompletes are requested in all of a student's courses when such a situation occurs since a medical or family emergency will rarely affect only one of a student's five courses.

In the case of unexcused incomplete work, a failing grade (F) grade is given for the missing work with the course grade computed accordingly. Only in exceptional cases (such as the emergencies noted above), with written approval of the instructor, and the Dean of Academic Affairs, is a student allowed to make up incomplete work.

All incomplete work must be submitted before the end of the second full week of classes of the next regular semester. An "I" grade will revert into an F grade unless completed within this time limit. It is the responsibility of the student to find out from his/her professor the specific dates by which requirements must be fulfilled. The deadline for the instructor to submit incomplete grades for a course is within 72 hours after the date of the make-up period.

Placement on Academic Probation

Students will be placed on academic probation at the end of a semester in which the cumulative GPA falls below C (2.0 CGPA). A full-time student on probation for the first time is allowed to carry a load of five courses, with a maximum of 16 credits. A full-time student who is on a second consecutive probation may register for only four courses, with a maximum of 13 credits. Thereafter, a student must be in good academic standing (CGPA of 2.0) to continue at AUaf.

A student's failure to attain a cumulative GPA of 2.0 by the end of his/her second semester on probation will result in academic dismissal and such students will not be allowed to continue their studies at AUaf. Academic probation and dismissal are entered on the student's permanent record. Students on probation are advised to repeat courses in which they have obtained failing grades.

Reinstatement

Any student in good academic standing who leaves AUaf for one semester must submit a written request for reinstatement to the Dean of Academic Affairs. The request should outline reasons for the interruption in enrollment and list any additional academic or career activities undertaken/completed during the absence. Credit for courses taken at another institution during this interim period may not be transferable unless they were previously approved by the Dean of Academic Affairs. Any student who leaves AUaf for more than one semester must submit a new application for admission.

Repeating Courses

A student may repeat any course, pending seat availability, up to two times without the approval of the Dean of Academic Affairs. Students who have earned less than 45-credits are permitted to repeat a preparatory or foundation course to obtain a higher grade. Only the grade earned in the last repeated course is counted in the calculation of the cumulative GPA.

Permanent Record

A permanent record reflecting the academic achievements of each student who registers at the university is maintained in the Office of Admissions and Registration. Disciplinary actions and or academic awards are not included in the permanent record.

Students' Privacy Rights

Students have the right to:

- inspect and review information contained in their educational records. The records, however, are and remain university property, and the university is not required to provide (or allow the making of) copies of these documents.
- request changes or updates to their personal data.
- consent to disclosure, within the extent of Afghan federal and local laws, of personally identifiable information from education records.

Student Records

All transcripts and other documents submitted from other institutions become the property of the American University of Afghanistan, and, as such, are under the control of the Office of Admissions and Registration. The records, however, are and remain university property and the university is not required to provide (or allow the making of) copies of these documents. Transcripts submitted to AUaf for admission or credit transfer become the property of AUaf and cannot be returned to the student or forwarded to other institutions.

Transcripts

Students may obtain transcripts of their academic records from the Office of the Registrar by submitting a signed request form. The university will issue only complete transcripts, not parts of the student record. The university will not make copies of transfer transcripts on file from other colleges or universities.

Names on Certificates, Diplomas and Degrees

AUaf students' names on certificates, diplomas and degrees will be spelled in English exactly as they appear on their passports or Afghan national identity cards. If a name on a passport or an identity card does not appear in English, then the spelling of the name will be printed (in English) according to the personal preference of the student.

Graduation

In the term preceding the term in which the student expects to graduate, an official degree audit must be requested through the Office of the Registrar. This certifies all of the courses that the student has successfully completed and lists the remaining courses needed for completion of the degree. It is the responsibility of the student to keep a record of the courses he/she has taken up to that point. In the following semester, an Application for Graduation form must be filed in the Office of Admissions and Registration during the registration period. Only after an application for graduation has been filed can the Office of the Registrar begin processing the necessary information for final certification for graduation.

Only students who have successfully completed degree requirements and have no holds/outstanding university debts by the end of the term for which they have applied to graduate are certified for conferral of a degree. Degrees are conferred at the end of the semester in which requirements have been met. Conferral of the degree is noted on the permanent record of the graduate with the date of graduation. Students who fail to complete all degree requirements by the end of the term for which they apply to graduate need not reapply for graduation. Their previous application will be automatically forwarded to the following semester.

Participation in the Commencement Exercises

Normally, AUaf will hold commencement exercises at the end of the spring semester. Students who have been certified for conferral of a degree in a previous semester, or students registered at the 11th week for courses necessary to complete their degrees, may participate in commencement at the end of that semester. All students are required to participate in the ceremony.

University Honors and Awards

Dean's List

The Office of Admissions and Registration issues a Dean's List of honor students at the end of each semester. To be placed on the Dean's List, a student must:

- Have registered and completed a minimum of 15 hours in the semester
- Have at least a 3.5 semester GPA
- Be in good academic standing
- Rank in the top ten percent of students in his/her program
- Have no failing grades in any of his/her courses during that semester
- Have no incomplete grades
- Have no disciplinary action against him/her

Graduation Honors

The university will grant US style Latin honors at graduation. To be eligible for graduation honors, students must have achieved the requisite GPA. The honors are:

- Summa cum laude: 3.90 GPA
- Magna cum laude: 3.70-3.89 GPA
- Cum laude: 3.50-3.69 GPA

Latin honors are listed in the commencement program and on the student's diploma and permanent record.

Student Petitions and Appeals

Petitions

Students may petition for exceptions to academic policies of the university. Petitions are processed through the Dean of Academic Affairs.

Appeal of a Grade

Each student has the right to objective, professional evaluation of their academic work and to fair, equitable treatment in the course of their academic relationships with members of the faculty. It is the responsibility of the Faculty of AUaf to maintain that professionalism.

Students who believe they have a legitimate grievance must first pursue the matter by conferring with the professor. This process must begin no later than the end of the orientation week of the following semester. If the issue is not resolved at the instructor level, the student may appeal to the Dean of Academic Affairs.

If the matter fails to be resolved with the Dean of Academic Affairs and the grievance remains un-reconciled, the student may file a petition with the Provost, setting forth a full, fair account of the incident or circumstances giving rise to the grievance. The student must write a letter to the Provost clearly stating the basis upon which the petition is submitted.

Appeal of Other Academic-Related Issues

If a student wishes to discuss an issue pertaining to a course, instructor or other academic-related issues, the student may direct his/her concern to the Dean of Academic Affairs. If, in the judgment of the dean, the grievance is of a very serious nature or its resolution would have a profound impact on general student welfare or on the conduct of professional responsibilities in the university, the Dean shall refer the matter to the Academic Appeals Committee or prescribe an appropriate procedure consonant with the university's mission. Academic appeal requests to the Dean of Academic Affairs must be submitted no later than the end of the first day of orientation week of the following semester.

Student Academic Honor Code

Academic integrity is the pillar of intellectual life. AUaf is a diverse intellectual community committed to the advancement of knowledge and it affirms the importance of respecting the integrity of individual work. The administration and faculty of AUaf believe strongly in the concept of an honor system. This belief is based on the knowledge that in competitive professional environments, greater emphasis is placed on originality and integrity of ideas and work.

The American University of Afghanistan views academic integrity as an educational as well as a judicial issue. The first obligation of a student is to the academic objectives that he/she has chosen to pursue. It is further expected that all examinations, tests, papers and other assignments will be completed according to the standards set forth in this code. At the beginning of the academic year, students will be asked to sign a statement agreeing to abide by the academic honor code. It is the responsibility of the student to become familiar with their rights and responsibilities as defined by the academic honor code and to understand the specific and unique requirements for their particular courses.

Definition of Academic Violations

To be a member of the academic community carries with it the obligation to conduct oneself with integrity. Violations of ethical conduct include, but are not limited to, the following:

Plagiarism

Plagiarism is to use the work, ideas, images or words of another person without attribution. Using another person's wording—a distinctive name, a phrase, a sentence or an entire passage or essay—without using quotation marks is plagiarism. Plagiarism may also involve misrepresenting the sources that were used. The issue of plagiarism applies to all student assignments.

Inappropriate Collaboration

Submission of work done by another person, whether from printed sources or someone other than the student; use of previously graded papers; submission of papers without proper source citation; or submission of the same paper to multiple courses without the knowledge of all instructors involved can result in a failing grade for the course.

Inappropriate Proxy

Students who are found to be using persons other than themselves to attend classes and/or sit for examinations will be dismissed from the university immediately.

Dishonesty in Examinations and Submitted Work

All academic work and materials submitted for assessment must be the sole original work of the student. Specific rules concerning the use of study aids and collaboration during examinations are the prerogative of the individual instructor and will be specifically stated in the course syllabus and on the examination itself. Any deviation of that policy is cheating. Cheating includes, but is not limited to, copying from another's

paper, giving unauthorized assistance, obtaining unauthorized advance knowledge of examination questions, and the use of mechanical or marking devices or procedures for the purpose of achieving false scores on machine-graded examinations. Specific policies regarding examinations may vary with individual professors. Students are prohibited from submitting any material prepared by or purchased from another person or a company.

Work Completed for One Course and Submitted to Another

Students may not submit the same work for more than one course unless both professors agree in advance to this arrangement. When incorporating their own past research in current projects, students are reminded that they need to reference such previous work.

Falsification of Data

Deliberate falsification or distortion of data will result in a failing grade for the course.

Violation of Copyright

Copyright laws govern practices such as making use of printed materials, duplicating computer software, duplicating images, photo duplicating copyrighted materials and reproducing audio-visual works. Please consult the AUAf copyright guide before reproducing any materials. Illegally copied textbooks will not be permitted on campus. Such books will be confiscated as they violate international copyright laws.

Settlement of Academic Offenses

Jurisdiction:

Alleged violations of the university's academic honesty code are within the jurisdiction of either the faculty member in whose course the violation occurred or the Dean of Academic Affairs. Faculty members or students wishing to bring charges should do so in writing to the Dean of Academic Affairs (hereafter referred to as the Dean) and clearly state the nature of the violation, the date it occurred, and the names of those individuals involved. Anonymously written charges will not be considered.

The Adjudication Process:

One of two procedures may be followed in the adjudication process.

1. Faculty Authority

If an alleged offense has resulted from an error in judgment on the student's part rather than from purposeful dishonesty, the faculty member may decide to use the occasion for instructing the student on acceptable standards for academic work. In such cases, the faculty member may, for example, require the student to rewrite or correct the original assignment or to submit a substitute assignment. When faculty jurisdiction in such a case is exercised, the faculty member shall send written notification of the event to the Dean so that the university can monitor multiple occurrences of such errors of judgment by particular students.

2. Administrative Jurisdiction

In the case of purposeful dishonesty, the faculty members reporting an allegation must do so within five-working days of the date of discovery of the alleged offense. The report should be supported by such documentation as is appropriate and delivered to the Dean (or appointed designee).

The Dean (or appointed designee) will promptly notify the student of the charge and will arrange to discuss the charge with the student at a preliminary meeting.

At the preliminary meeting, the student will be presented with the charge and the evidence submitted by the faculty member. He/she will be advised of the procedures including his/her rights and given the opportunity to respond. The student may respond immediately or respond in writing within 5-days. The signed document will become additional evidence in the case. If the student fails to attend this preliminary meeting, the dean may proceed with the process as appropriate.

The Dean (or appointed designee) will gather additional evidence from the student, the complainant and other concerned parties before the preliminary meeting.

After reviewing the charges and the evidence, the dean (or appointed designee) may dismiss the case or refer the case to the faculty member bringing the charge. For cases not dismissed or referred, the dean may assign a penalty or sanction. The Dean may request a meeting with the student at any time.

Other Adjudication Issues

The faculty member making the charge is at liberty to recommend a grading penalty or other sanctions to the Dean of Academic Affairs. If the student fails to attend the scheduled meeting, the date of which will be made known in advance to him/her, the committee may hear the case in the student's absence or move for a continuance. Legal counsel is not permitted at any point during the adjudication process.

Penalties

Violations of the Student Academic Integrity Code will be treated seriously and special attention will be given to repeat offenders.

In assigning a penalty/sanction, the dean will take into account both the seriousness of the offense and any particular circumstances involved.

Repeat offenders may be dismissed or suspended from the university.

Penalties for an academic offense may include one or more of the following:

- a. Resubmission of the work in question.
- b. Submission of additional work for the course in which the offense occurred.
- c. A lowered grade or loss of credit for the work found to be in violation of the integrity code.
- d. A failing grade of F or WF or denial of credit for the course in which the offense occurred. A notation of the academic integrity code violation will be entered on the student's permanent record.
- e. Suspension for one or more academic terms, including the term in which the offense occurred. A notation of the academic integrity code violation will be entered on the student's permanent record.
- f. Dismissal (for a specified term or permanently) from the university. A notation of the academic integrity code violation will be entered on the student's permanent record.

Penalties are levied by the Dean hearing the case with the concurrence of the faculty member bringing the charge. If consensus cannot be reached, the Office of the Provost or his/her representative will adjudicate.

The student may not withdraw from a course in which an infraction has been found and a penalty applied. No refund or cancellation of tuition fees will be permitted in such cases.

Notifications and Appeals

The student will be notified in writing of the findings and the assigned penalty. The faculty member bringing the charge will also be notified in writing of these results.

In cases concerning notation to the permanent record, students will be notified in writing of their right of appeal. Appeals must be made in writing within five days of the date of notice. Appeals are limited to grounds of excessive sanction, improper procedure and unavailability of relevant evidence at the time of the original administrative or code review panel meeting.

Appeals will be reviewed by the Office of the Provost, who may consult the case's written record, the appeal request and any person involved in the adjudication process. Following the review, the Provost may deny the appeal or may lower the sanction or remand the matter to the Dean of Academic Affairs in the event of improper procedure or new evidence.

Suspension and Dismissal

Suspension or dismissal will necessarily depend on the circumstances of each case and, in most cases, on the total academic record of the student involved.

Suspension will be for not less than the term in which the sanction is imposed or for not more than one calendar year. The length of a suspension is to be specified precisely at the time the action is taken.

Dismissal will be recommended in cases of serious infractions of rules and regulations and when circumstances indicate that a student's association with the university should be terminated. A student who has been dismissed but who has not been denied the privilege of returning to the university later may apply for readmission after the expiration of one calendar year.

Records of Disciplinary Actions

All records pertaining to student infringement of the code will be maintained for a period of five years after the student's last registration at the American University of Afghanistan. These records are subject to university regulations concerning the confidentiality of student records. Upon written request, students have the right to inspect the records on their violations of the code.

Disclosure

Students are encouraged to share personal experiences while participating in classes at AUaf. However, students must be aware that should they disclose information to any AUaf staff or faculty member that may cause harm to themselves or others, faculty members and staff are required to report such information to the Dean of Academic Affairs or Provost.

Student Rights and Responsibilities

- a. No member of the university community shall be deprived of academic freedoms, personal rights or liberties without due and fair process of applicable university regulations.
- b. No disciplinary sanctions may be imposed upon any member of the university community under authority of the university without fair and due process.
- c. Each student has a duty to understand the rules and regulations set forth by the university. The Conduct Council Hearing Board shall not consider ignorance of a rule or regulation as an acceptable defense.

Student Code of Conduct

AUaf is an academic community committed to the educational and personal growth of its students. Behavior that infringes upon rights, safety or privileges or that impedes the educational process is unacceptable and may lead to sanctions up to and including expulsion from the University. The following misconduct is subject to disciplinary action:

1. Physical abuse of any person, including, but not limited to, assaults and abuse on university premises or at university-sponsored events or functions.
2. Failure to comply with published university policies or regulations including rules governing the residential halls, the residential hall contract or regulations relating to use of university facilities.
3. Intentional obstruction or disruption of teaching, research, administration, disciplinary proceedings or other university activities, including public service functions and other authorized activities on university premises.
4. Sexual abuse: attempting or making sexual contact, including, but not limited to, inappropriate touching or fondling, against a person's will.

5. Conduct that threatens or endangers the health or safety of any person on university premises or at university sponsored events or functions.
6. Theft or unauthorized taking of university property or property of an AUaf student, faculty member, staff member or visitor on university premises. This includes knowingly possessing such stolen property.
7. Willful, wanton or reckless damage to university premises or property.
8. In nonacademic university matters, dishonesty or knowingly furnishing false information.
9. Fraud, forgery, alteration or unauthorized use of documents, university records or instruments of identification with the intent to defraud or deceive.
10. Possession or sale of fraudulent, forged or altered instruments of identification on university premises or at university-sponsored events or functions.
11. Alcohol and drug violations, as defined by university policy and the laws of Afghanistan. Possessing or consuming alcoholic beverages is strictly prohibited, as is possessing, selling, transmitting, or using any dangerous drug, controlled substance or drug paraphernalia on university premises or at university sponsored activities.
12. 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 or utilizing university academic buildings after official university working hours are over without written permission from the Program Chair or Dean of Academic Affairs.
13. Inappropriate dress for both males and females is prohibited. This includes tank tops and clothing that is tight, suggestive, provocative, or exposes the waist.
14. 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.
15. Distributing or posting any printed materials (including in electronic form) in the name of the American University of Afghanistan or distributing or posting such materials from any registered organization on campus without the prior approval of the Office of the Provost.
16. Gambling or other illegal or unauthorized games or contests of chance on university premises and in university procured residence facilities or at university-sponsored functions.
17. Unauthorized soliciting or canvassing by any individual, group or organization on university premises or in university procured residence facilities.
18. Unauthorized use of the university's corporate name, which is the property of the university, by any person, persons or organizations. This includes the use of the University's corporate name at any off-campus functions that may not be reserved in the name of the university.
19. Failure to be fully responsible for the behavior of guests during university functions or activities, and on university premises or in university procured residence facilities. A guest is defined as any person who is not a university student, staff or faculty member.
20. Harassment: 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 student to work, study or participate in an activity.

21. Abuse of computer equipment (e.g., computer stalking and harassment, stealing, deleting information, Internet theft or knowingly introducing a computer virus) or gaining unauthorized access to computer resources on campus, including tampering with or unauthorized or fraudulent use of university computers, network systems or computer files as defined by university policy. (see policy below)
22. Failure to comply with the direction of university officials acting in performance of their duties.
23. Violations of traffic laws, including reckless driving and parking in unauthorized areas.
24. Violations of Afghanistan laws.
25. Willfully failing to comply with the directions of university security officials acting in performance of their duties.
26. Violating the terms of any disciplinary sanction imposed in accordance with the code.

AUAF Technology Use Policy

Staff and students at AUAF are advised to use proper social and professional etiquette when using the AUAF IT system. Use of the network implies consent to the monitoring of traffic as necessary for smooth administration of the resource. AUAF does not condone the use of inappropriate language when writing messages to instructors, staff or students.

No part of AUAF's technology resources is to be used to produce, view, store, replicate, or transmit harassing, obscene, or offensive materials. This includes, but is not limited to, material from the Internet, screen savers, etc. In addition, the distribution of printed copies of such material, including those from magazines, is not permitted. AUAF will have zero tolerance for any student, faculty or staff members who violate this policy, and immediate dismissal may result.

University IT services shall not be used for purposes that could reasonably be expected to cause, directly or indirectly, excessive strain on computing resources or unwarranted and unsolicited interference with use of e-mail or e-mail systems. Engaging in any use that would interfere with another student's and/or employee's work or would disrupt the intended use of network resources is prohibited. Sanctions for misuse of e-mail, Internet or any part of AUAF technology resources are to be determined by the Director of Information Technology, following consultation with the Provost. AUAF technology resources should be used only to accomplish University-specific tasks, goals, and learning objectives.

Grievance Procedure

Simple discussion can resolve many questions or concerns that students may have. Students with concerns should observe the following steps in seeking a resolution:

1. Talk with the appropriate instructor, staff member, or fellow student.
2. Talk with the Dean of Academic Affairs. Students should complete the Complaint Form.
3. Talk with the Provost (for academic matters) or the President of the University (for non-academic matters), who will provide the student with a perspective on the matter and discuss the mechanism for appeal.
4. Unresolved concerns may be appealed to an Appeals Board in writing. The Appeals Board is responsible for reaching a decision that is in balance with the best interests of both the student and the University. The Appeals Board is chaired by the Dean of Academic Affairs; its composition parallels that of the Conduct Council.
5. Should a student choose to appeal a decision made by the Appeals Board, he/she may submit all documentation to the President for final review.

Conflict of Interest Clause

No member of the Appeals Board shall sit in review of any decision that he or she previously rendered. This prohibition applies to situations in which the Board's decision is challenged as well as to situations in which an appearance of impropriety may be attached to review by a board member of a decision in which he or she had prior direct or indirect involvement.

Unlawful Harassment

AUAF is committed to the policy that all members of the university community, including its faculty, students, and staff, have the right to be free from unlawful discrimination in the form of sexual harassment by any other member of the university community. Should a student or staff member feel that he/she has been unlawfully harassed, they should immediately inform the Dean of Academic Affairs (students) or Provost/President (staff). Unlawful harassment refers to unwelcome behavior that is personally offensive or undesirable to the recipient. All students and employees must be allowed to work and study in an environment free from unsolicited and unwelcome sexual overtures and advances. Unlawful harassment undermines the employee/student/university relationship, and it will not be tolerated.

Campus Security/Safety and Crime Prevention Program

AUAF is concerned about the safety and welfare of its students and employees. Therefore, AUAF has implemented a security policy for the protection of students, staff and faculty. While some of the policies presently being enforced may seem excessive, we are under constant advisement of our Security Advisor. Please view current security measures in the context of Afghanistan as a post-conflict nation.

AUAF maintains a log of all crimes committed and reported on its campus. Information is distributed to faculty/staff on a daily basis by the Campus Security Advisor.

Student Workshops

Throughout the academic year, workshops on topics such as time management, study skills, communication skills, anxiety and stress management, anger management, alcohol and drugs, eating and body image concerns, etc., are presented for AUAF students. Workshop topics and dates are advertised on campus; students may also contact the office of the Dean of Academic Affairs to learn about future workshops. Students are encouraged to contact the Dean of Academic Affairs with ideas for future workshops.

Student Activities

AUAF students are active in governing and shaping campus life. The Student Activities Office plays an important part in providing students with extracurricular opportunities that allow them to gain leadership experience and develop their intellectual curiosity. The Student Activities Office supports the student population through various programs and services, creating an environment that extends beyond the classroom and encourages students' personal growth. Under the sponsorship of the Student Activities Office, students are encouraged to organize events and programs that offer cultural and entertainment fare to the entire university community, including music nights, poetry nights, intra-university competitions, and Afghanistan Independence Day celebrations.

Orientation to Student Life

Prior to registration at the beginning of each semester, the Office of the Dean of Academic Affairs conducts an orientation-to-university-life program for all new students. The program is aimed at helping new students adjust to AUAF, meet other new students and speak with senior students who assist with the orientation program. Orientation includes campus tours, meetings, lectures and other relevant activities.

Student Organizations

Student-sponsored organizations are an integral part of the learning process at most institutions of higher education. The academic experience is enriched by participation in activities that allow students to pursue their personal interests outside the classroom. The Student Activities Office is the central support for the numerous student organizations on campus. Its role includes supervising and providing assistance with program planning and implementation. The organizations at AUaf span a wide range of interests, including sports, music, literature, recreation, culture and social issues.

Student organizations have easy access to facilities they may need to plan, organize and implement their activities. Each organization has an area in an office that is equipped with all necessary tools to conduct its business. Conference rooms, meeting rooms and a multipurpose room are also available, upon written request, for use by student organizations. Interest-oriented clubs represent the diversity of the AUaf community's professional and extracurricular interests and cultural backgrounds. These clubs plan numerous professional and cultural activities throughout the academic year and play a vital role in fostering a rich multicultural environment on campus. For a complete listing of student clubs, visit the Student Affairs section of the university web site. Participation in student organizations is strongly encouraged. Students are also encouraged to form organizations/clubs that promote their interests and hobbies.

Student Council

The American system of education strongly encourages AUaf students to establish a student government in order to ensure student representation on campus. The AUaf Student Council is an elected body that articulates student views and interests in the university. The Student Council is a vehicle for ensuring that students can have a voice in formulating university priorities and policies. It also provides a structure for greater student involvement on campus. The Dean of Academic Affairs advises the Student Council.

Student Appeals Board/Student Conduct Council

Grievance issues or student conduct issues are decided by a panel comprised of three faculty members and two representatives of the Student Council. These Boards/Councils are chaired by the Dean of Academic Affairs, one faculty member from the student's academic department, one additional faculty member and two student council representatives. In the case of the Student Conduct Board, the faculty member who is bringing charges against the student may not sit on the committee.

Course Descriptions*

ART 110: Introduction to Art (3) S

Presents the historical and aesthetic components of art along with laboratory experiences encompassing basic elements of creative expression. Studio hours required.

ART 112: Creative Expression (3) S

In this course, selected art forms are surveyed and presented in historical and cultural contexts as attempts by human beings to express themselves artistically; literary, theatrical, visual, and musical art forms are covered.

BIO 210: Introduction to Biology (4) S

Basic concepts: the cell, metabolism, genetics, reproduction, development, evolution, ecology. Requires lab session.

CHM 210: Introduction to Chemistry (4) S

An examination of basic chemical concepts and the role of chemistry in modern society. For students not majoring in sciences. Requires lab session.

ENG 110: Academic Writing (3) F, S, SS

This course develops students' ability to write unified, cohesive and coherent essays. The rhetorical modes focused on in depth are Comparison-and-Contrast, Cause-and-Effect and Argument. Because English 110 focuses on the revision stage of the writing process, students will engage in thoughtful analysis of their own as well as others' writing. Students will explore the Reading/Writing connection and develop reading skills that will be required throughout their academic and professional careers. Students will also be introduced to the basic elements of conducting academic research. Three process essays are required in the course.

ENG 120: Public Speaking (3) S, SS

This course develops confidence and poise in the public speaker. Students learn to 1) apply current developments in communications and social psychology as they prepare narrative, persuasive, informative and descriptive speeches, and 2) demonstrate understanding of the interaction between speaker, speech and audience.

HUM 101: Introduction to the Humanities (3) S

The experience of art, including music, film, theatre, literature, dance, painting, sculpture, architecture, philosophy and the combined arts.

ICT 110: Intro to Computers (3) F, S, SS

Computer technology and related social issues. Hardware, software, applications in diverse areas. Problems concerning computerized services, data banks, governmental controls. Problem solving using software packages (such as hypertext, spreadsheets, word processing, database, presentation graphics, etc.).

LIT 150: Response to Literature (3) S

A general education course emphasizing discussion of humanistic themes based on student responses to readings in fiction, drama, poetry and nonfiction.

MTH 110: Communication Mathematics (3) F

This course, designed for students in non-business programs, focuses on first-degree equations, counting methods, probability and statistics. It also includes basic geometry of interest to students and applicable in the communications programs.

MTH 112: Business Mathematics (3) S

This course covers the main mathematical tools necessary for the successful modeling and solving of business problems. Topics include systems of linear equations and their solution methods, elementary matrix manipulations, and basic probability concepts. The introductory calculus concepts such as functions, derivatives, integrals, and the fundamental theorem of calculus are also covered.

PHL 103: Introduction to Logic (3) F, S

Presents basic concepts of logic; how to distinguish arguments from non-arguments, premises from conclusions. Covers methods for evaluating arguments and how to recognize typical mistakes in reasoning.

SOC 101: Principles of Sociology (3) S

Presents the elements and concepts of social organization, social change and group relationships. Applicable to the social sciences general education requirement.

UNV 101: University Success (3) F, S, SS

This course serves students as an introduction to university life. The content of the course is designed to give students an understanding of how a modern university functions, their role as students at the university, and the most important skills involved in successfully fulfilling that role. These skills include critical thinking, creative problem solving and conflict resolution strategies. Students are required to participate in a group project which provides service to and/or involvement in the community.

*Some courses are offered on an as-needed basis. Courses may not be offered according to this schedule.

AUaf Academic Calendar**2006-2007****Fall Term 2006**

Sunday, September 3 - 7, 2006 Registration and Orientation
 Sunday, September 10, 2006 Opening of Classes
 Sunday, October 22 - Thursday October 26, 2006 EID Break
 Tuesday, December 19, 2006 Close of Classes
 Thursday, December 21, 2006 Examination Day

Spring Term 2007

Sunday, January 7 - 11, 2007 Registration and Orientation
 Sunday, January 14, 2007 Opening of Classes
 Thursday, March 18 - 22, 2007 Spring Vacation/Solar New Year
 Thursday, May 3, 2007 Close of Classes
 Sunday, May 6 - 10, 2007 Examination Week

Summer Term 2007

Sunday, May 27 - 31, 2007 Registration and Orientation
 Sunday, June 3, 2007 8 - Week Summer Sessions
 Thursday, July 26, 2006 Close of 8-Week Summer Sessions
 Sunday, July 29 - 31, 2007, Examination Week

AUaf Holiday Schedule*
2006-2007

Ramazan - September 24, 2006
Eid-ul-Fiter - October 24, 2006
Christmas Day - December 25, 2006
Eid-ul-Adha - December 31-January 3, 2006/2007
Ahsoora - January 29, 2007
Women's International Day - March 8, 2007
Solar New Year - March 11 - 22, 2007
Milad-un-Nabi - March 31, 2007
US Independence Day - July 4, 2007
Ramazan - September 13, 2007
Eid-ul-Fiter - October 13 - 15, 2007
Thanksgiving - November 29, 2007
Christmas Day - December 25, 2007