

The American University of Afghanistan

Undergraduate Studies Catalog
2007-2008

Undergraduate Studies Catalog
The American University of Afghanistan
Kabul, Afghanistan
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A Brief History of AUAF

At the Bonn Conference in 2001, there was great discussion over the task of overhauling and modernizing Afghanistan's higher education system after decades of stagnation and ideological indoctrination. This would be a monumental undertaking, the buildings of Kabul University and those of the three other institutions of higher education had been nearly destroyed during years of war. It was obvious that the physical structure of higher education would need to be rebuilt first.

In February 2002, President Hamid Karzai and a number of ministers, along with several presidents and deans of U.S. universities and colleges in Washington D.C., met to discuss the idea of establishing a private, American-style university in Kabul. While some of the participants openly supported the idea, many others politely changed the subject to other urgent matters in Afghanistan's higher education system. At the time, many argued that a university such as AUAF would simply become an elite institution serving only the children of the rich and warlords.

A grant to conduct a feasibility study on the American University was awarded to the Coordinating Council of International Universities (CCIU). CCIU insisted that Afghan government provision a land grant for the university but this was a daunting challenge, for the price of land in Kabul was skyrocketing.

The site selected was one that faced 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.

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.”

One week later, on March 29, 2005, the US First Lady, Laura Bush, arrived in Kabul and announced a grant of \$17.7 million for the establishment of AUAF. The announcement marked an historic day for AUAF, both financially and politically.

One year later, in March of 2006, AUAF opened its doors to 63 students who entered the Foundation Studies Program. In September of 2006, the undergraduate program began with 32 students.



President's Message

Where the American University is Going

The American University presents a great opportunity for students. Preparing students not only for career achievement but also for future leadership in Afghanistan and the world is the goal. While rooted respectfully in Afghan culture and experience, the institution points directly toward the Afghanistan of tomorrow, not the past.

All academic and service programs are designed around certain core institutional values that the university community holds high, notably freedom and responsibility. Extensions of these include open inquiry, democracy, equal opportunity, individual rights, international status, opposition to corruption, security, and integrity. While the institution is steady expanding, our commitment to these ideals will not waver.

We follow a no barrier to admissions policy. Students are admitted without regard to their demographic profiles, financial capacities, beliefs, language facilities, or personal histories. Assuming basic educational accomplishment, energy, integrity, and ambition to learn are more important to us. Students may be admitted with academic deficiencies, but before full participation is granted in the regular program, these must be overcome. We will work with you for as long as it takes, but we will be honest about your prospects.

Supported by applied and general studies, this university emphasizes higher education for the professions. New academic programs in partnership with global universities will be added later in the 2007-2008 academic year. One or more legal studies courses will be offered, for example, in cooperation with the Stanford University Law School. And in these programs, the university will encourage qualities important for career accomplishment. Critical thinking, tolerance, solid communication and information technology skills, and independent judgment are among these; also, teamwork and a strong work ethic. We want our graduates to be known as much for whom they are as for their academic and professional abilities.

Afghan, American, and international academic, business, and political leaders founded the American University of Afghanistan as the nation's first independent university. It is not-for-profit and not owned by any government. Further, it is non-political, non-sectarian, coeducational, student-centered, internationally-supported, and ethically driven. Since these principles will shape the university for decades to come, students and staff members at this still young institution are all academic pioneers. To build a great university, everyone's best ideas are important. Welcome to this transparent higher education experiment that will encourage the best in Afghanistan itself!

AUaf Administration**President:**

Dr. Thomas Stauffer
*B.A. Whittenberg College; M.A. University of Denver;
Ph.D. University of Denver*

Founding President:

Dr. Sharif Fayeze
*B.A. University of Kabul; M.A. University of Northern Colorado;
Ph.D. University of Arizona*

Chief Administration and Finance Officer and Vice President:

Mr. Johan Brongers
*B.S. Nijenrode Business School Netherlands; B.A. University of Oregon;
MBA University of Puget Sound; Post grad Studies, University of Mainz*

Dean of Academic Affairs:

Dr. Frank Petrella
*B.A. West Liberty State College; M.A. Eastern Michigan University;
Ph.D. The University of Iowa*

Director of Admissions and Registration:

Ms. Rebecca Carter
B.A. and M.A. Arkansas State University

Director of Communication:

Ms. Melissa Rudderham
B.A. University of Ottawa; M.A. University of Leeds

Director of Facilities:

Mr. William Schiffbauer
B.S. and M.P.A. Penn State University

Director of the Foundation Studies Program:

Ms. Donna Nyilasi
B.A. McGill University, M.A. McMaster University

Director of IT:

Mr. Omer Khan Shaheen
M.S. College of Staten Island

Director of the Professional Development Institute:

Mr. Obaid Nejati

B.A. Georgetown University; M.A. Harvard University

Board of Trustees Members

Akram Fazel,
Chair of the Board of Trustees

Mirwais Azizi

Ehsan Bayat

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David Rivkin

Lorraine Sakata

Leslie Schweitzer

Nazif Shahrani

Zaher Wahab

Debra Zumwalt

Thomas Stauffer, Ex Officio

Vision and Mission

The American University of Afghanistan prepares students for successful professional careers through disciplined study and practical experience. Students develop self-confidence that comes from both mastery of skills and knowledge and an appreciation that they must prepare for future national and world leadership.

Though rooted in Afghanistan's culture, the institution provides American style higher education at world quality standards. Academic freedom of inquiry, equal opportunity, individual rights, student centeredness, development of professional strength and character, security, and integrity are among core institutional values.

Maintaining stature as the model national university of Afghanistan is the overarching objective. Both men and women wanting to pursue challenging careers comprise the student body. Institutional features, many unique to Afghan higher education, include institutional accreditation, independence from government control, partnerships with major world universities, extensive use of information technology and online instruction, community outreach and extracurricular activities, and English as the instructional and administrative language.

Scholar and practitioner faculty members able to integrate theory with "real world" experience in their teaching and research lead the academic programs. Professorial and administrative staff members are hired under performance contracts without tenure. In turn, students are admitted without regard to their demographic profiles, financial capacity, beliefs, or personal histories, but academic deficiencies must be overcome before entering the regular program.

Students acquire academic specializations for their chosen professional fields and breadth of knowledge for career flexibility. Accordingly, the curriculum emphasizes higher education for the professions based on applied and general studies. Critical thinking and the ability to communicate well, teamwork, leadership, and a strong work ethic are encouraged across the curriculum. Along with a commitment to good citizenship, students are encouraged to exercise sound independent judgment, practice tolerance, and find through their studies an optimistic and ethical context for their lives.

Managed transparently and efficiently, the American University of Afghanistan is self-governed by its own Board of Trustees. Being private but neither political, sectarian, nor profit-making, the institution is financed through tuition and fees, global support, and entrepreneurship. At foundation, undergraduate, graduate, and continuing education levels, excellent teaching, practical scholarship, and caring student services are among principal institutional characteristics.

- 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

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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 immediate dismissal.

Admission Requirements

Students must score a minimum of 500/61 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/Internet-based)	500/61
IELTS (International English Language Testing System)	6
SAT I (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. 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 the international test score, must be produced before classes begin. No exceptions will be made to this policy and students will not be permitted to begin classes without test results.

2. Placement Testing

Testing in mathematics will be given during orientation week to determine the level of the math courses students may register for.

3. Financial Assistance Program

Financial assistance applications are made in the Office of Student Finance. Please enquire as to the current process and application deadlines.

4. Deposit (non-refundable reservation deposit)

A non-refundable reservation deposit of 25,000 AFS is required at the time of acceptance. This deposit (payable only in Afghanis) is fully applied towards tuition costs; however, if the student withdraws from the university, the deposit will not be refunded.

5. Tuition Fees

- Tuition is 25,000 AFS per course or 125,000 AFS (payable only in Afghanis) per semester for a full-time student. This tuition covers the cost of five (5) courses.

- For those wishing to register as part-time students, the cost of each 3-credit course is 25,000 AFS (payable only in Afghanis). 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.

6. International Student Tuition

For non-Afghan National students, those who do not hold an Afghan Passport or National ID Card, tuition is 37,500 AFS per course or 187,500 AFS (payable only in Afghanis) per semester for a full-time student. This tuition covers the cost of five (5) courses.

7. Transfer Students

AUaf is in its second academic year of operations and will accept transfer students who have completed first-year courses at an accredited university. Transfer credits must be approved by the admissions department prior to admission into an AUaf program of study and will only be accepted from an accredited university.

8. Book/Instructional Materials Charge

Each undergraduate student will be charged a 600 AFS per-course fee to cover the usage of books, instructional materials and Student Activities.

Financial Assistance

Eligibility and Renewal

To be eligible for financial assistance, an applicant must be a current student or meet the all of the requirements for admission to one of AUaf's degree programs. The minimum number of courses that a student can register for and be eligible for financial assistance is three (3) courses in the fall and spring terms and two courses in the summer term. 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

For new students:

- Academic Performance, to be determined by high school grade average or class standing (last three years) or by FSP scores.
- Academic letters of recommendation and TOEFL/IELTS or SAT scores will be used in case of ties.
- Financial Need, as demonstrated by the inability of the student to fund educational expenses.

For returning students

- Recipients are expected to have earned an academic status well above the minimum required for admission or continuance in a degree program.
- 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:

BIO 210 Introduction to Biology (3) 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 (3) after the course name indicates the number of credit hours earned at completion of the course is three. F S SS indicates that the course is offered in the fall (F), spring (S), and summer (SS) semesters of the school year.

ICT 340 Advanced Computer Systems Hardware (4) 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 (4) after the course name indicates the number of credit hours earned at completion of the course is four. S indicates that the course is offered only in the spring semester, which begins in January each 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 courses may have prerequisites or 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.

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. The university operates on a five-day academic schedule from Sunday through Thursday and 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.

Faculty may, for special reasons, shift a single class period to an alternate day or time to accommodate a special presentation. However, this is generally for a one-time event and the faculty member is not at liberty to change the overall time and/or day of the class meeting from what has been published in the term schedule developed by the Registrar's Office.

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, assist in interpreting university policies and procedures and to act as an advocate for the student if and when problems arise. They will help with the transition into a university and to hear student problems.

Generally, academic advisors assigned to students are professors in the same field of study as the student though incoming students will be advised by general education faculty. 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 last day of the first week of classes 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 or join the university. 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 any or 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 12 to 15 credits each semester. The required minimum course load for all full-time students is 12 credits per semester, and the maximum load is 18 credits per semester. The maximum load for which a student can register in the summer session is 12 credits .

The minimum graduation requirements for a bachelor's degree are generally 124 credits. This catalog provides proposed two-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 no more than five (5) courses per term to allow time for their adjustment to the AUaf learning environment. Exceptions (rare) must be approved by the Dean of Academic Affairs.

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 will be expected to complete their last year in residence at AUAf. 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 outside of AUAf will transfer back to AUAf. Students must appeal exceptions to this policy through the Dean of Academic Affairs.

Transfer Credit

AUAf will begin to accept transfer students for the 2007-2008 academic year but will only accept first-year, or 100-level courses. Students wanting to transfer credits from institutions previously attended will need to provide all official transcripts before the beginning of their first term at the university in order for transfer credit to be considered. Transfer credit must be from schools with international accreditation.

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.
- It is the responsibility of the student to provide all course descriptions and course syllabi for courses they wish to be evaluated for transfer credit. AUAf will not search for or request these documents for the student.

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 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.
- 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.

Categories of Students

•Full-Time Students must carry a minimum of 12 credits per semester.

•Part-Time Students, are those students enrolled in less than 12 credits per semester. This may restrict the activities that they are eligible to participate in. Students enrolled in less than 3-courses (9-credits) are not eligible for financial assistance. If a student registers as full-time and then drops to part-time status, he/she will lose their financial assistance and be required to pay the difference themselves. This does not apply to private scholarship money which may or may not have additional stipulations.

Time Limit on Duration of Study

There is no time limit on completing an undergraduate degree at AUaf.

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.

- 93% - 100% - A = 4 points
- 83% - 92% - B = 3 points
- 73% - 82% - C = 2 points
- 63% - 72% - D = 1 point
- 0% - 62% - F = 0 points

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

Grade	Course	Points	Credits
A	ENG 110 English Composition		3-credits
	A = 4 quality points x 3-credits =	12 points	
C	MTH 110 College Math		3-credits
	C = 2 quality points x 3-credits =	6 points	
B	IT 110 Computer Basics		3-credits
	B = 3 quality points x 3-credits =	9 points	
B	UNV 101 University Success		3-credits
	C = 2 quality points x 3-credits =	6 points	
	Quality Points-33		Credits-12

This student's Grade Point Average for the semester is 2.75

Cumulative Grade Point Average (CGPA)

The CGPA is calculated by dividing the number of quality points earned (33 in the previous example) by the number of credits (15). This results in a grade point average of 2.8 (or C) for the term.

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.
- 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.
- If a student ceases to attend class but has given no notification, the Registrar will process an administrative withdrawal of that student after the second week of non-attendance.

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 schedule adjustments. Arrangements will be made to shift the examination 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. Incomplete grades 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 courses. Requests for an Incomplete must be made in writing to the Office of the Registrar.

In the case of non-excused 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", or failing, 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 15 credits. A full-time student who is on a second consecutive probation may register for only four courses, with a maximum of 12 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. Students who have been placed on academic dismissal may reapply to AUaf after one academic year (3-terms of non attendance) and will need to show evidence that they have continued academic training at another institution in order to correct their deficiencies. There will be no exceptions to this policy. 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 (excluding summer term) must submit a written request for reinstatement to the Dean of Academic Affairs. The request should outline reasons for the interruption in enrollment. 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.

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.

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 for the 2007-2008 Academic Year, a student must:

- Have registered and completed a minimum of 12 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 term
- 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 will listed in the commencement program and on the student's diploma and permanent record beginning with the first commencement in May of 2010.

Student Petitions and Appeals

Petitions

Students may petition for exceptions to university academic policies. 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 cannot be 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 of the petition.

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 term.

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 and 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 understand their rights and responsibilities as defined by the academic honor code and to understand the specific 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. 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. 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 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 .

The Dean 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 five 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 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 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 student's total academic record.

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.

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 by 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 infringing 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 National Women's Dormitory or the AUaf Men's Residence House, the student resident 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 events.
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 owned or contracted by the university against the will of the person lawfully in charge thereof; or, being therein or thereon, without lawful authority to remain and refusing to leave on demand 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 Director 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 AUAf 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.

22. Failure to comply with the direction of university officials acting in performance of their duties.

23. Reckless driving and parking on campus or 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. 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 Vice President for Administration (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 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 Activities

AUAF students are active in governing and shaping campus life. The Student Activities Advisor 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 Advisor 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 Advisor, 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 Admissions conducts an orientation-to-university-life program for all new students. 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.

Interest-oriented clubs represent the diversity of the AUaf community's professional and extracurricular interests and cultural backgrounds. Participation in student organizations is strongly encouraged. Students are also encouraged to form organizations/clubs that promote their interests and hobbies.

Student Government

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 Government is an elected body that articulates student views and interests in the university and 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 Government.

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 Government. 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.

BUS 110: Introduction to Business *P* (3) F, S, SS

This course exposes students to the various functional areas of marketing, finance, management and the role of business in society. In addition, students are introduced to the broad range of economic, governmental, and social factors in business organizations. This course is a prerequisite for all business courses.

BUS 210: Economics (3) F

Economics is designed to increase one's economic literacy through a study of economic institutions and principles. The course surveys microeconomic and macroeconomic models. Students will gain an understanding of how economists view and solve problems and how to interpret the myriad economic indicators designed to measure economic well being. While current economic controversies and policy issues are emphasized, students will also be introduced to some of the basic analytical techniques and tools that help define the field.

BUS 212: Financial Accounting (3) F

This course introduces accounting principles and practices applicable to the preparation of financial statements of a business organization. Major topics include the accounting cycle, classification of current and non-current assets and liabilities and analysis of financial statements.

BUS 214: International Business (3) F

This course introduces students to the problems and possibilities of doing business in an international context. It is a survey of two levels of the international experience: the operating environment and new challenges to traditional business methods. The course will focus on the basic problems of the manager in international decision making, and equip the student with the concepts and facts that will help in solving those problems.

BUS 216: Management and Organizational Behavior (3) F

This course examines and encourages the development of useful management and behavioral skills by familiarizing the student with the theories and practices in the field of management and organizational behavior. Topics include goal setting, planning, behavior modification, human factors in the organization decision-making and control,

BUS 218: Principles of Marketing (3) F

This course reviews the role of marketing in the firm, the identification and selection of target markets, and the design of the marketing mix to best meet the requirements of the target market. It examines the impact of the economic, legal, social, and competitive environments have on the market mix.

CS 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.).

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

This course develops students' ability to write unified, cohesive and coherent essays. 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 110 is a prerequisite course for ENG 112 and for all Literature courses.

ENG 115: Advanced Academic Writing (3) F, S, SS

This course continues with the skills developed in ENG 110 and refines the student's ability to develop and write research papers for courses.

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 *P* (3) S

The experience of art, including music, film, theatre, literature, dance, painting, sculpture, architecture, philosophy and the combined arts. This is a prerequisite course to other Humanities Electives. This course is a prerequisite for all Humanities elective courses.

HUM 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.

ICT 110: Intro to ICT P (3) F

This course covers the concepts of Information and Communication Technologies it's key components such as means of transforming data into information utilizing Database principles, DBMS, Types Of Databases, transfer of information via World Wide Web, web technologies, web based applications, Introduction to Multimedia, Multimedia technologies and applications, Introduction to computer graphics, animation, graphic technologies and technologies that support information transfer such as computer networks, internet and intranet, usage of networks, network technologies and most importantly job prospects, social, legal and ethical issues in IT.

ICT 210: Computer Systems Hardware and Organization (4) F

This course covers the history, a comprehensive classification and explanation of basic components, CPU, memory, peripheral devices, storage media & peripheral devices, physical & logical storage, data organization, file storage, programs & software, system and application software, the basic concept of operating systems, architecture and working of computing systems.

ICT 215: Programming I (4) S

This course covers concepts of software application development and develops skills in designing and writing simple computer programs. In addition to introducing important programming constructs and methodologies, this course discusses formal and practical study of the definition, applications and implementation of programming languages that includes linguistic concepts of syntax and semantics, translation of high-level languages into executable form, basics of data structuring and sequencing features.

ICT 220: Fundamentals of Networking (4) F

This course introduces students to topics such as transmission media, impairments, synchronization code, modulation types, multiplexing, and digital carrier systems. The course also covers TCP/IP, LAN Systems and devices, principles of internet working, IP multicasting, VoIP, VPN, Servers and Client server models and design strategies etc.

ICT 225: Programming II (4) SS

This course is an advanced level of application development. It discusses the design philosophy of Java as a powerful language to program systems and applications for the internet and intranets. Students will examine Java design principles and use Java to construct various advanced level components.

ICT 230: Database Concepts (4) S

This course covers the key concepts of data models, data base design and systems to enable students to understand the theoretical basis of

databases and be able to apply that knowledge in development, usage and efficient management of relational databases.

MTH 100: Basic Mathematics (non-credit) F, S

Review of basic arithmetic and algebra skills at the beginning algebra level and intended to prepare students for MTH 101. Open only to students who have taken the placement exam and are not qualified for MTH 101.

MTH 110: College Algebra (3) F

This course reviews factoring, exponents, radicals, complex numbers and quadratic equations. Matrix techniques for solving systems of equations and inequalities are introduced. Exponential and logarithmic functions, sequences, series and counting principles are studied.

MTH 115: Discrete Mathematics *P* (3) F

This course is a prerequisite for ICT computer programming. The topics covered in this course are sequences, series, recursion formulas and matrices. Combinatorial principles and statistics are introduced and VBasic programs are written to calculate sequence sums, permutations and statistical measures of central tendency.

SCI 210: Introduction to Biology (3) S

Basic concepts: the cell, metabolism, genetics, reproduction, development, evolution, ecology. It is designed to fulfill the General Education requirement.

SCI 215: Introduction to Chemistry (3) S

An examination of basic chemical concepts and the role of chemistry in modern society. It is designed to fulfill the General Education requirement.

SOC 101: Social Science Survey *P* (3) S

Presents overview of the field of social sciences and includes the elements and concepts of social organization, social change and group relationships. Course also touches upon Political Science and Psychology. Required pre-requisite for social sciences general education courses.

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

This course serves students as an introduction to university life and 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 needed for success. These 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.

Foundation Studies Program

Courses

Courses are offered full-time during the day (25 hours per week) or part-time during the evening (15 hours per week) for 15 weeks. Students study listening and speaking, reading and writing, in addition to study skills and TOEFL preparation. Computer Assisted Language Learning (CALL) is used to develop language skills as well as to build the necessary computer skills to succeed at the university level.

Attendance Policy

Students are required to attend class 85% of the course. If students miss more than 15% of the course, they will have to repeat the same level and will not receive a certificate at the end of the semester. There are **no excused** absences.

Lateness

Students who are late more than five minutes for the class will be marked late. Three lates will equal one absence. Students who are late more than 20 minutes for the class will receive an absence for that class.

If students are late more than 20 minutes for a 50-minute lesson, they will not be able to enter the class. However, if students are late more than 20 minutes for a 100-minute lesson, they will still be marked absent but will be able to participate in the class.

Grading Scale

The FSP grading scale is the same as the Undergraduate scale:

A	93-100
B	83-92
C	73-82
D	63-72
F	Below 62

Successful completion of a level

To pass a level in the FSP, students must maintain a 60% or over in all of their classes and have a minimum of 70% or above grade average.

For example:

Listening and speaking:	65%
Reading and writing:	80%
Average:	72.5%

COURSE DESCRIPTIONS

FSP 100: Elementary Reading/Writing

This course will develop elementary level integrated reading and writing skills with specific focus on general vocabulary and different types of sentences such as simple, compound and complex sentences. There will be a focus on basic grammar. Students will read and produce short texts and exercise critical thinking skills such as identifying and producing cause and effect rubrics.

FSP 200: Threshold Reading/Writing

This course will develop pre-intermediate level integrated reading and writing skills with specific focus on extending general vocabulary and accuracy in reading and producing different types of sentences such as simple, compound and complex sentences in paragraphs. Basic grammar is extended. Students will read and produce short and longer texts and exercise critical thinking skills in identifying and producing thought rubrics such as expressing possibilities.

FSP 300: Intermediate Reading/Writing

This course will develop intermediate level integrated reading and writing skills for academic work with specific focus on expanding general and technical vocabulary and accuracy in reading and producing different types of sentences such as simple, compound and complex sentences. Basic grammar is extended and enhanced so that more complex ideas can be expressed. Students will read and produce short and longer texts as essays and exercise critical thinking skills in identifying and producing thought rubrics such as expressing possibilities, hypothesizing, speculating and concluding.

FSP-400: Advanced Reading/Writing

This course will develop upper-intermediate level integrated reading and writing skills with specific focus on technical vocabulary and accuracy in reading and producing all types of sentences such as simple, compound and complex sentences. Grammar is extended and enhanced so that complex ideas can be expressed in an appropriate academic voice. Students will read and produce academic texts as different types of essays such as descriptive and argumentative, for example, and exercise critical thinking skills in identifying and producing thought rubrics such as expressing possibilities, hypothesizing, speculating and concluding, as well as synthesizing information to produce new forms of information.

FSP 105: Elementary Listening/Speaking

This course will develop the foundation listening and speaking skills needed to excel in an American academic environment. Focus will be given to understanding sounds and utterances, as well as short

monologues, discussions, and dialogues, and students will be able to identify the main idea. Additional focus will be given to an initial grounding in colloquialisms and slang commonly used in a native-English environment. Speaking skills will be developed by the means of pair work, group discussions and classroom presentations.

FSP 205: Threshold Listening/Speaking

This course will develop the listening and speaking skills needed to perform in an American academic environment. Focus will be given to understanding monologues, discussions, and dialogues and students will be able to identify the main idea, with comprehension demonstrated through note taking and the production of summaries. Additional focus will be given to developing some colloquialisms and slang commonly used in a native-English environment. Speaking skills will be developed by the means of pair work, group discussions and classroom presentations.

FSP 305: Intermediate Listening/Speaking

This course will develop the listening and speaking skills needed to excel in an American academic environment. Focus will be given to understanding academic and professional monologues, discussions, and dialogues, and students will be able to identify the main idea, with comprehension demonstrated through note taking and the production of summaries. Additional focus will be given to developing colloquialisms and slang commonly used in a native-English environment. Speaking skills will be developed by the means of group discussions and classroom presentations, particularly debate.

FSP 405: Advanced Listening/Speaking

This course will further develop the listening and speaking skills needed to enter confidently into an American academic environment. Focus will be given to understanding academic and professional monologues such as lectures and presentations, discussions, and dialogues such as in seminars, with comprehension of main ideas and details evaluated against extended tasks such as note taking and the production of oral and written summaries. Additional focus will be given to expanding colloquialisms and slang commonly used in a native-English environment. Speaking skills will be developed by the means of group discussions and classroom presentations, including debate.

FSP 315: Intermediate Study Skills/Test Prep

This course will develop study skills that will facilitate success in achieving excellence in academic performance; skills such as how to document and retain vocabulary for productive and receptive purposes, how to manage time in order to meet deadlines, how to recognize personal strengths and weaknesses as a learner. In addition, skills will be developed more fully in preparation for the iBT as well as learning test-taking strategies designed to increase test score results.

FSP 415: Advanced Study Skills/Test Prep

This course will further develop study skills that will facilitate success in achieving excellence in academic performance; skills such as how to process vocabulary, how to manage time, how to recognize personal strengths and weaknesses as a learner and how to work independently in an academic context. The iBT TOEFL component will enhance student performance for the test in order to facilitate entry into university studies.

FSP 110: Elementary Computer Assisted Language Learning

This course will develop computer-use skills in basic email, internet search, typing and making basic Word documents.

FSP-210: Threshold Computer Assisted Language Learning

This course will develop computer-use skills appropriate for students entering the university beginning with pre-intermediate computer vocabulary and pre-intermediate functions to Word, PowerPoint and Internet skills.

FSP-310: Intermediate Computer Assisted Language Learning

This course will develop computer-use skills appropriate for students entering the university beginning with intermediate level computer vocabulary and intermediate functions to Word, PowerPoint, Excel and Internet skills.

FSP-410: Advanced Computer Assisted Language Learning

This course will develop computer-use skills appropriate for students entering the university beginning with more advanced level computer vocabulary and an introduction to Word, PowerPoint, Excel, Access and Internet skills.

2007-2008 AUaf Academic Calendar

Fall Term 2007

Sunday, August 12-16, Registration and Orientation
Sunday, August 19, Afghan Independence Day-no classes
Monday, August 20, Opening of Classes
Thursday, October 14-18, Fall Break
Thursday, November 22, Thanksgiving
Thursday, December 14, Close of Classes
Sunday, Wednesday December 16-19, Examination Week
Thursday, December 20, Eid ul Adha and Close of Academic Term

Spring Term 2008

Sunday, January 13-17, Registration and Orientation
Sunday, January 20, Opening of Classes
Thursday, March 8, International Women's Day-no classes
Thursday, March 16-20, Spring Vacation/Solar New Year
Thursday, May 15, Close of Classes
Sunday, May 18-22, Examination Week
Thursday, May 22, Close of Academic Term

Summer Term 2008

Sunday through Wednesday, May 25-28, Registration and Orientation
Sunday, June 1, Opening of Classes
Thursday, July 3, US Independence Day
Thursday, July 24, Close of Classes
Sunday-Tuesday, July 24-29, Examination Week
Thursday, July 31, Academic Term

Fall Term 2008

Sunday, August 10-15, Registration and Orientation
Sunday, August 17, Opening of Classes
Thursday, October 12-16, Fall Break
Thursday, November 27, Thanksgiving
Thursday, December 11, Close of Classes
Sunday, Wednesday December 15-18, Examination Week
Thursday, December 18, Close of Academic Term

