About this Bulletin

The academic programs, course curricula, policies, and standards described in this Undergraduate Bulletin are in effect for students admitted to A.U.K during the 2014–2015 academic year. This bulletin provides students with a comprehensive source of information to use in planning their undergraduate education.

The Undergraduate Bulletin does not constitute a contract between the university and its students on either a collective or individual basis. It represents A.U.K’s best academic, social, and financial planning at the time of posting. Course and curriculum changes; modification of tuition, fees, dormitory or other charges; and unforeseen changes in other aspects of A.U.K sometimes occur after the bulletin has been posted, but before the changes can be incorporated in a later edition. Because of this, A.U.K does not assume a contractual obligation with its students for the contents of this Undergraduate Bulletin.

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This material was produced, in part, through an agreement between American Education in Kosovo and the Rochester Institute of Technology.

A.U.K does not discriminate. A.U.K promotes and values diversity within its workforce and provides equal opportunity to all qualified individuals regardless of race, color, creed, age, marital status, sex, gender, religion, sexual orientation, gender identity, gender expression, national origin, veteran status, or disability.
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An Introduction to American Education in Kosovo

A.U.K’s educational mission is to prepare men and women for living and working in a democratic and technological society by offering curricula that meet those needs within an educational community that supports and encourages individual achievement in an atmosphere of pluralism and diversity. Moreover, A.U.K sets high standards that challenge students to develop values that will enhance their lives professionally and enable them to contribute constructively to society.

The A.U.K is Kosovo’s only private, nonprofit higher education institution offering degrees entirely in the English language. It is also the single institution in Kosovo whose degrees are accredited and recognized world-wide thanks to the partnership with the Rochester Institute of Technology (RIT) in New York.

As an educational institution, A.U.K is committed to developing Kosovo’s economy through education. A.U.K holds itself to the highest standards and measures against the leading universities of South East Europe and the world.

The A.U.K student body consists of students from 17 different countries around the world. A.U.K delivers the same excellent standard of American higher education that is received by RIT students – the same degree, the same syllabi, the same exams and grading standards – taught by many of the same faculty members. The official language of communication at A.U.K is English.

A.U.K’s job is to teach its students to the highest international standards. A.U.K does not offer any PhDs or other research degrees, but focuses on providing an education that places its students at the same or greater competitive level as their peers from the best universities in the United States and Europe. After graduation, A.U.K’s alumni are prepared to enter the professional world or move on to postgraduate studies. A.U.K’s level of success can be measured by the quality and success of students who graduate.

A.U.K’s degree granting entity

Upon successful completion of the four-year undergraduate program, students will receive an internationally accredited Bachelor of Science (BS) degree from Rochester Institute of Technology, Center for Multidisciplinary Studies. The degree awarded is a Bachelor of Science (BS) in Applied Arts and Sciences and is equal to the degree received by RIT’s students in the U.S.

The Center for Multidisciplinary Studies (CMS) is RIT’s academic unit for individualized degrees, custom-designed to best meet students’ ideas, interests, and career goals through careful consideration of all courses RIT has to offer. CMS degrees are committed to helping students be innovative and to having a voice in their degree curriculum. CMS does this by developing and offering undergraduate and graduate-level credentials with one-on-one
advisement, on-campus and on-line courses, credit for prior and competency-based learning, and customized study plans while incorporating a multidisciplinary curriculum.

A.U.K Accreditation

The RIT undergraduate program at A.U.K is fully accredited by the U.S.A. Middle States Commission on Higher Education through our partnership with the Rochester Institute of Technology (RIT).

A.U.K Academic Programs

At A.U.K programs of study are offered in:

- Economics & Statistics
- International Relations (minor)
- Management
- Multimedia and Visual Communication,
- Public Policy
Undergraduate Admission

New Student Admission

Prospective students should contact the A.U.K Undergraduate Admissions Office at +381 (0)38 608 608 or www.aukonline.org/admissions for detailed information about procedures, costs, scholarships and financial aid, and requirements.

Transfer Admission

Students of other colleges and universities who wish to transfer to A.U.K should contact the A.U.K Undergraduate Admissions Office at +381 (038) 608 608 or www.aukonline.org/admissions for information.

Transfer Credits

For both A.U.K students who wish to apply course credit earned outside of A.U.K toward their degree, and for new students who are transferring from another university or college, the existing policies and procedures for transfer credit are established and governed by the RIT Office of Admissions. Consideration will be given if the credit being considered for transfer is from:

- An accredited college or university located outside of the Balkans region
- A regional institution that is associated with an accredited college or university located outside of the Balkans region

Students who wish to transfer course credit from an accredited college or university located in or near the Balkans region (such as the University of Prishtina or the University of Tirana) should be aware that several restrictions apply regarding the number and type of credits that can be transferred and applied toward degrees offered through A.U.K:

- A maximum of 28 credits can be transferred and applied toward the completion of the degree. Usually, only general education course credits will be accepted. (General education courses are those that are not professional in nature, but contribute to the intellectual growth of the student.)
- No credit for English language courses will be accepted.
- Course credits that A.U.K deems to be professional in nature will be accepted on a case-by-case basis. These include, but are not limited to, courses in areas such as information technology, business management, and public policy. In general, only entry level professional course credits will be considered.
- No course credits will be transferred from a regional non-accredited institution.
Conditional Admission

The Conditional Admission status provides the opportunity for students who would otherwise not meet the admissions criteria at A.U.K, due to their low score(s), to improve their English and/or Math skills sufficiently to meet the academic requirements of A.U.K.

Students accepted in Conditional Admission level will be allowed to take up to **five courses**, as all other students, during their first semester at A.U.K. Depending on their entrance exam scores students will be required to take courses as explained in the following table:

<table>
<thead>
<tr>
<th>RESULTS</th>
<th>CASE 1</th>
<th>CASE 2</th>
<th>CASE 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>TOEFL</td>
<td>52-68</td>
<td>52-68</td>
<td>68 or higher</td>
</tr>
<tr>
<td>Mathematics</td>
<td>25-60</td>
<td>60 or higher</td>
<td>25-60</td>
</tr>
<tr>
<td>Courses</td>
<td>College English</td>
<td>College English</td>
<td>College Math</td>
</tr>
<tr>
<td></td>
<td>College Math</td>
<td>4 regular courses</td>
<td>-</td>
</tr>
<tr>
<td></td>
<td>3 regular courses</td>
<td>-</td>
<td>College Math</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>4 regular courses</td>
</tr>
</tbody>
</table>

*Note: The College English and College Math courses do not count towards meeting degree requirements.*

Course Schedule
College English and College Math classes meet four times a week, Monday through Thursday. Those are intensive courses designed to help students develop their academic skills.

Performance and Evaluation
College English and College Math are A.U.K courses, hence academic policies regarding course performance, testing, and evaluation apply as for all other courses. The passing grade for the courses is a D and above (59 and above).

Conditional Admission and Graduation
Students taking College English and/or College Math courses will be able to graduate on time only if they create an effective study plan with their academic advisor. When starting their academic life at A.U.K, students who are admitted conditionally will be behind in terms of credits earned; however, this can be compensated if the students are willing to take summer courses during their time at A.U.K. In cases where the student does not want to compensate in that manner, the student may find it necessary to enroll for an additional semester at A.U.K.
Financial Information

How to Pay Your Tuition

Tuition for students in Kosovo is paid directly to the

A.U.K. Application and Tuition Account at the Raiffeisen Bank,
Account Number: 1501001003342712.

Outside Kosovo, payment can be made to:

Raiffeisen Bank Kosovo
Prishtina, Kosovo
SWIFT code: RBKOXKPR
IBAN 1501001003342712

Students cannot register or attend class until the payment is done.
Tuition and payment for full-time students are as follows:

Installment Plans

1. Full tuition fee: 6,300 EURO
   Payment Due: April, 01

2. Two installment plan:
   First Payment: April, 01 3,200 EURO
   Second Payment: November, 15 3,200 EURO

3. Full time students may take from 12 to 15 credits in each semester if approved by their Advisor. The tuition fee for full time students is based on 12 credits.

4. Part time Student Tuition fee is 320€ per credit hour. Students taking less than 12 credits per semester should take advantage of the per-credit-hour payment option.

5. Full time students taking above 15 credits per semester should pay 265€ per credit hours.

The college reserves the right to change its prices and pricing policies without prior notice. Students will not receive their diplomas or transcripts until full payment has been made.
Tuition Payment and Procedures

The Business Office is responsible for student billing and cash collection. In addition to collecting and posting payments on student’s accounts, the Business Office oversees installment payment plans, financial aid refunds, and the collection of past due tuition. All students must complete a Tuition Payment Plan Selection form and return it to the Business Office by email to ahajdari@aukonline.org or acami@aukonline.org in order to be invoiced. The invoice can be found on the A.U.K website.

Due dates are clearly designated on the Tuition Invoice statement and on our website. Failure to pay the amount due or arrange an optional payment plan by the due date will result in a late payment fee of EUR 200.

A hold will apply in your RIT account if you have any tuition debt, so you cannot register for classes or request any official documents from A.U.K and RIT.

Scholarships

The American Education in Kosovo is committed to assisting students on the basis of demonstrated merit and need. The University aims to give every student the opportunity to take advantage of a high quality American style education and, accordingly, offers an attractive scholarship program for continuing students (sophomore, junior and senior year students) in addition to a freshman scholarship program.

More than 60% of A.U.K students benefit from our scholarship programs. There are a range of scholarships for which incoming and continuing students can apply. A.U.K scholarships can cover up to 100% of tuition.

Freshman Scholarship Programs

As one of Kosova’s best higher education institutions, A.U.K seeks to attract Kosova’s brightest high school graduates. A.U.K’s scholarship program helps students from all economic backgrounds to benefit from the American education provided on a highly modern campus in Germia area, and to obtain an accredited U.S. degree that is recognized around the world.

During the coming academic year, at least seven full tuition scholarships will be awarded. They will be given only to incoming students who have demonstrated excellence in their high school studies, have shown leadership potential in student and community activities, have passed A.U.K entrance examinations with superior marks, and need financial support to cover tuition expenses. For such students, A.U.K also offers the opportunity of living in a student hostel that is located on A.U.K’s attractive and safe campus in Germia.
Those applicants who do not win a full scholarship may still cover up to 80% of their tuition through a range of other scholarships offered by A.U.K. Here’s how this works: Let’s say that in the IBT TOEFL examination, you scored 100, in the SAT examination 1100 (without the written sample) and that you applied for one of the Named Award Scholarships. Because your TOEFL and SAT scores are very high, you would automatically receive an EUR 2,000, Excellent Award Scholarship (EUR 1,000 based on the TOEFL result and EUR 1,000 based on the SAT score). In addition, because you had such excellent exam results, you would be eligible for a Named Award Scholarship up to a value of EUR 3,000. Thus, you could win as much as EUR 5,000, or roughly 80% of the cost of tuition.

Furthermore, A.U.K and local businesses offer the opportunity to pay the balance of your tuition through A.U.K’s “co-op” program. For example, if you are awarded scholarships that cover 80% of tuition, you may cover the 20% that remains by working several hours per week for pay for a local business or firm. Not only would you earn enough money to pay the balance of your tuition, but you would also gain on-the-job experience and establish a relationship that could lead to a good job after graduation. Many A.U.K graduates have found good jobs this way.

There is no limit on the number of scholarships you can apply for. Apply for any and every one to maximize your chances of winning an award that will enable you to come to A.U.K.

“If you are a bright and hardworking student and you want a quality education, come to A.U.K We are ready to support Kosova’s best and brightest regardless of their financial background.” Winfred L. Thompson, A.U.K President.

The Excellence in English Scholarship Award

The Excellence in English Scholarship is awarded to the students who demonstrate exceptional English Proficiency (iBT TOEFL).

<table>
<thead>
<tr>
<th>Greater than or equal to 85</th>
<th>€ 400</th>
</tr>
</thead>
<tbody>
<tr>
<td>Greater than or equal to 95</td>
<td>€ 800</td>
</tr>
<tr>
<td>Greater than or equal to 105</td>
<td>€ 1,200</td>
</tr>
<tr>
<td>Greater than or equal to 90</td>
<td>€ 600</td>
</tr>
<tr>
<td>Greater than or equal to 100</td>
<td>€ 1,000</td>
</tr>
<tr>
<td>Greater than or equal to 110</td>
<td>€ 1,400</td>
</tr>
</tbody>
</table>
The Excellence in SAT or ACT Scholarship Award

Students who receive excellent scores in TOEFL will be awarded this scholarship based on the following rates:

<table>
<thead>
<tr>
<th>SAT Score Range</th>
<th>ACT Score Range</th>
<th>Award</th>
</tr>
</thead>
<tbody>
<tr>
<td>1100-1199</td>
<td>23-24</td>
<td>€ 1,000 award</td>
</tr>
<tr>
<td>1200-1299</td>
<td>25-27</td>
<td>€ 1,500 award</td>
</tr>
<tr>
<td>1300-1399</td>
<td>28-30</td>
<td>€ 2,000 award</td>
</tr>
<tr>
<td>1400-1499</td>
<td>31-33</td>
<td>€ 2,500 award</td>
</tr>
<tr>
<td>1500-1599</td>
<td>34-36</td>
<td>€ 3,000 award</td>
</tr>
</tbody>
</table>

*Note: SAT score calculated without writing section.*

A student is eligible for both TOEFL and SAT or ACT scholarship award.

Named Scholarship Award

Students with TOEFL scores of 52 or above, and/or decent SAT or ACT scores can apply for the following scholarships.

- **Dr. Ferid Murad** (based on merit).
  - Full Scholarship
  - For more information click [here](#)

- **Bob Dole Scholarship** (based on merit).
  - For more information click [here](#)

- **President's Scholarship** (based on merit: SAT and outside school activities).
  - Award up to 3,000 EUR

- **Trustees Scholarship** (based on merit: TOEFL and outside school activities).
  - Award up to 2,500 EUR

- **Best High School student Scholarship** (based on high school grades, recommendations and TOEFL)
  - Award up to 2,000 EUR

- **William Walker Scholarship** (based on high school grades and TOEFL)
  - Award up to 2,000 EUR
Cami Family Scholarship (based on merit and hometown)  
* students from Dibra region-Macedonia are encouraged to apply  
Award up to 2,000 EUR

Founders Scholarship (based on SAT)  
Award up to 2,000 EUR

Parents Fund Scholarship (based on TOEFL, high school grades)  
Award up to 2,000 EUR

A.U.K Funded Diversity Scholarships (based on entrance exam scores)  
* eligible only students from ethnic minorities of Kosova  
up to 3 students will receive 6,000 EUR total  
For more information click here

US-KDOM Scholarship (based on entrance exam score, need and hometown)  
* students from Drenica region are encouraged to apply  
Up to 4 students will receive 10,000 EUR total  
For more information click here

A.U.K-TDI Scholarship  
Award up to 2,000 EUR  
For more information please click here

A.U.K Financial Support Scholarship  
Based on need and merit

Hometown Scholarship Program:

- Pejë,  
- Gjakovë,  
- Gjilan,  
- Mitrovica,  
- Prizren,  
- Ferizaj,  
- Podujevë,  
- Klinë/ Istog

Up to three students from each city are eligible to receive hometown scholarships varying in amount of 1,000-2,000 EUR.
Regional Scholarships:
- Albania
- Macedonia
- Serbia
- Montenegro
- Bulgaria

Up to four students from each country are eligible to receive regional scholarships varying in amount of 1,000-2,000 EUR.

Continuing Scholarship Programs

GPA Scholarship (based solely on GPA)

Students must apply each year for the A.U.K Student Scholarship award. If no application is received then the student will receive no scholarship at all.

<table>
<thead>
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<th>GPA</th>
<th>Award</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.6-3.69</td>
<td>€ 1,000</td>
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<tr>
<td>3.7-3.79</td>
<td>€ 1,250</td>
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<tr>
<td>3.8-3.89</td>
<td>€ 1,500</td>
</tr>
<tr>
<td>3.9-3.99</td>
<td>€ 1,750</td>
</tr>
<tr>
<td>4.0</td>
<td>€ 2,000</td>
</tr>
</tbody>
</table>

A.U.K Ambassadors Scholarship

Three scholarships each being worth EUR 2,200, will be awarded to one student from each of sophomore, junior, and senior years, based on (a) academic merit and (b) outstanding extracurricular or community engagement.

Students applying must fulfill the following criteria:
- Be a full time student at A.U.K
- Be at least a sophomore student with academic credits earned at A.U.K
- Have a GPA of 3.6 or higher
- Have no more than one withdrawal or retake of classes
- Have demonstrated community involvement through, for example, A.U.K student clubs, representing A.U.K in different events, involved in A.U.K student government projects.
**Best in Generation Scholarship**

Three scholarships, each worth EUR 3,800, will be awarded to one student from sophomore, junior, and senior years, based on merit.

Students applying must fulfill the following criteria:
- Be a full time student at A.U.K
- Be at least a sophomore student with academic credits earned at A.U.K
- Have a GPA of 3.7 or higher
- Be nominated by (a) Faculty instructing in the specific generation and (b) Student Government
- Have no withdrawal or retake of classes
- Have demonstrated community involvement through, for example, A.U.K student clubs, representing A.U.K in different events, involved in A.U.K student government projects.

**A.U.K Outstanding Student Scholarship**

One full scholarship will be awarded to the single most outstanding student of the university.

Students applying must fulfill the following criteria:
- Be a full time student at A.U.K
- Be at least a sophomore student with academic credits earned at A.U.K
- Have a GPA of 3.85 or higher
- Be nominated by (a) Faculty Unit Heads and (b) Student Government
- Have no withdrawal or retake of classes
- Submit a motivational essay
- Have demonstrated leadership potential through:
  a. Academic Research Projects
  b. Initiatives in and outside school
  c. More than 50 hours of volunteer work with A.U.K student clubs
  d. Representing A.U.K in conferences, debates or student projects

**IPKO Foundation Scholarships**

Application process administered by IPKO foundation
For more information: [http://ipkofoundation.org/NEW/](http://ipkofoundation.org/NEW/)
Financial Support Scholarship

A.U.K is committed to financially supporting students who show satisfactory academic results but come from very constrained financial backgrounds. Students applying for this scholarship need to prove to the selection committee that they need this support by providing documentary supporting evidence and meeting each of the following requirements:

- GPA of 3.0 or higher
- Proof of their financial sources
- Family tax declaration and pension fund declaration
- Bank and loan statements from Kosovo Central Bank
- Other income declaration such as rent
- Real estate and other valuable assets declaration
- Write a 750 word statement justifying their application for financial support.
- Three supporting reference letters.

Notes:

Recipients of all scholarships must remain full time students and have fewer than three withdrawals during their academic life at A.U.K.
Students who are found to have engaged in academic dishonesty, cheating or plagiarism, will forfeit future financial assistance.
An A.U.K student will be eligible to apply for a number of Scholarships but will only receive one scholarship per year.

Financial Aid

Individuals who do not receive Excellence or Hometown Awards may qualify for financial aid based on need and/or merit. Financial Aid applications can be made by students for any year of their education, whether they have applied before or not – so long as they meet all the qualifications. Applications are available from A.U.K (by email or download as described below) and must be hand delivered to the college campus in hard copy. Dates to submit, plus additional information, is available on the A.U.K Web site.
Only applications received within the prescribed period will be considered.
You must be a full-time student to receive financial aid; all benefits will end if full-time status is not maintained or if you violate the withdrawal guidelines.

A.U.K Family Tuition Reduction Plan

The purpose of this plan is to ease the financial burden of families that are sending more than one student to A.U.K. Whenever two or more dependents from the same family are in attendance at A.U.K as full-time undergraduate students in the same semester, a special Family Tuition Reduction policy will apply. Each student will receive a 10% discount on the
total tuition charges (6,300 Euros). To apply for this discount you must complete the Family Tuition Reduction Form. This form can be found on the Web Site under the Business Office.

**Preferred Student Loans**

As a result of a special agreement with the Kosovo local banks, A.U.K students may apply for a low-interest student loan. For more information, visit one of the local banks. Starting in the 2013/14 academic year, A.U.K in agreement with TEB, one of the largest banks in Kosovo, will be offering a student loan program with 0% interest rate. Students have the opportunity to pay their tuition fee in 12 instalments through the loan agreement that they make with TEB. To apply for such a program, students need to present a Letter of Confirmation about their academic status issued by A.U.K Academic Services and fill in a loan request form.

Here are the loan conditions:

- Interest rate: 0%
- Loan Maturity: 12 months
- Loan Administration Fee: 2.00%
- Loan Security: Covered by movable pledge (home appliances/ vehicle)
- Guarantor/ Co-debtor: Not Required

For more information please contact Rrezart Sadiku (rrezart.sadiku@teb-kos.com) at TEB and he will inform you regarding required documentation for the loan.
Student Support

Academic Advising

Academic advising is an integral part of a student’s education at A.U.K. Our goal at A.U.K is to enable students to derive the greatest possible benefit from their educational experience by making academic advising a continuous, active process involving the student, advisor, and institution.

Upon entering the RIT Academic Program at A.U.K, each student is assigned an advisor from the RIT campus in the USA or the onsite advisors in Kosovo. Contact us if you have questions about:

- Dropping or withdrawing from a course
- Calculating your GPA
- Transferring credit
- Determining how many classes you have left in your degree
- Substituting one course for another course that you have taken or would like to take
- Seeking information and advice about any other issue related to your academic course of study

Academic Support Center

The mission of the Academic Support Center (ASC) at A.U.K is to assist and empower students to achieve academic success. The ASC offers a variety of initiatives and services to students, faculty, and staff. ASC Student Support Specialists work directly with students and are available for consultation and partnerships with university partners to develop a plan of support for students’ academic efforts, enhancing the academic experience, and for students facing probation or suspension.

**Math Support:** A thorough evaluation of math skills and study strategies is available for students who struggle in a math or math-related course. It is also appropriate for those students who are returning to a math course after at least one term of non-enrollment. Results are immediately evaluated and, with the student, an appropriate course of action is developed.

**English Support:** A free service introduces students to more effective English learning and study strategies. Students work one-on-one with a student support specialist to enhance time management and study habits, as well as learn about important resources on campus. Academic English coaching utilizes an individualized approach, helping students identify academic strengths and strategies that will aid in learning.
Computer Accounts

Every A.U.K student has two computer accounts: an A.U.K account and an RIT account. The A.U.K account is used for access to the A.U.K domain, e-mail, and access to A.U.K Students Portal-Extranet. Students are able to check their email anywhere in the world via A.U.K web mail (https://mail.aukonline.org/owa).

Your RIT account is more commonly known as your “extranet” account. It allows you to access RIT network resources, including electronic databases and computer-based training (CBT).

*For technical support and/or any network, computer, or system failure, contact the ITS Help Desk Assistant or the IT Services Department.* They are responsible for ensuring the stability and security of our network.

Once you are assigned an RIT username and password, it is very important that you remember/retain this information. If you forget it, it will take at least 24 hours to restore your RIT account. Your A.U.K account can be restored within the IT department (during regular working hours), within minutes, usually. You are responsible for keeping your accounts secure. Report any misuse.

Counseling Services

University life can be one of excitement and self-discovery. At the same time, it can generate academic, emotional, personal, social, and even financial concerns. At times these concerns can make it difficult to succeed or function while at school.

Unfortunately, A.U.K does not provide direct student counseling services. However, for referrals, please see the Office of Academic Affairs.

Disability Services

A.U.K is committed to providing students with disabilities equal access to programs, services, and physical facilities, and to fostering an environment where all community members are welcomed, valued, and respected.

Students who would like to request accommodation due to a disability should contact the Office of Admission or the Office of Academic Affairs at A.U.K. The directors will review a student’s request for accommodation and supporting documentation and recommend appropriate and reasonable accommodations as needed.
Information and Technology Services

Information Technology Services (ITS) manages the campus computing infrastructure and provides IT support to the A.U.K community. They are responsible for the campus network, administrative computing, academic computing, and other technology-related services. They provide hardware, software, and network support to the entire school - that is, students, faculty, and staff.

Libraries

Irwin Metzger Memorial Library

Irwin Metzger Memorial Library at A.U.K was established in February 2007. It has since expanded to two floors and includes space with quiet individual study pods, reading rooms, and group working space.

Our mission involves working closely with the student representatives, faculty and academic officers, RIT Library and Instructional Technology Services at A.U.K to provide resources (print, electronic, software, hardware) as well as research and technology instruction to support effective faculty teaching and student learning within the institution.

RIT Wally Library

The Rochester Institute of Technology is known for the high quality of its library resources. Its complete, on-line capability is available to A.U.K students. Through your RIT account, you can search for books, articles, and explore 217 databases at any time on the Internet – from home or school.

The Wally Library mission is to support the instructional and research needs of all members of the RIT community. It is possible to get customized assistance for research strategy, selection, accessing, and using resources. Students can contact the Wally Library Coordinator for Distance Learning at http://ill.rit.edu.

Media Center

The A.U.K Media Center is available for use by any currently enrolled student. The Media Center is very well equipped and students can make use of different equipment such as camcorders, cameras, tripods etc. Media Centre services goals are to enhance student’s ability to further improve media-related skills. The centre also supports the faculty and staff projects.

A.U.K Media Center also offers resources in the following areas:
- Web Development and Web Design
- Graphic Design
- Photography/Imaging
- Video Records & Editing
- Digital Media Project Support
- Free Equipment Checkout

**Notebook Program**

A.U.K has a *Notebook Program* for every full-time undergraduate student. Each student is issued a notebook computer to use during their four-year education at A.U.K. There are important rules regarding these computers, their care, use and the student’s responsibility for damage or loss. Refer to the Notebook Policy Agreement you signed upon receiving your computer. NOTE: From time to time changes or additions to the Notebook Policy may be issued. You will receive these changes by email and they will be available on the A.U.K website. These changes are controlling, so be sure to note them.

**New Student Orientation**

A.U.K provides all entering students with programs designed to prepare them for a successful transition and adjustment to university life and further acquaint them and their families with the A.U.K community. New student orientation provides the opportunity to:

- meet the faculty
- address the academic and social issues
- attend academic planning sessions
- learn about student services
- learn about financing a college education
- participate in community and social activities.

Our fall orientation programs are offered prior to the start of classes. The first-year student program lasts one day, and attendance is required. Transfer students participate in a series of programs designed to meet their unique needs.
Printing

There are 4 laser printers available to students: one in the library, two on the second floor and one on the third floor. Every student has his/her own printing account. Students cover their printing costs by paying into this account in advance. The printing charge is 3.5 euro cents per page and students can make their payments at the ITS Helpdesk Center on the second floor or in the IT Office.

Residence Life

A.U.K provides housing and accommodation to its students. The hostile, located within the campus has been built to offer a comfortable living area for our students. The comfort, safety and security of our students are very important to us. As such, in order to have a pleasant time while living on campus, students have to conform to certain rules and regulations, described below. Let the University housing be one of many positive and rewarding experiences for you here at A.U.K.

Apartment Facilities

There are seven apartments available in the university hostile. Each one of those apartments has the capacity to accommodate 2 to 3 students. Within the apartment, there is a sleeping area, a shared hall, a kitchen and a toilet. There is no specific area for studying, since the hostile is located very close to the university campus, and students have easy access to the University library.

Each apartment contains: 1-3 beds, each with a set of sheets, a pillow, blanket and quilt, a wardrobe closet, a fully equipped kitchen, living space with satellite TV, cleaning equipment, Wi-Fi connection and iron and ironing board.

Students who are eligible to take advantage of this opportunity are freshmen or sophomore, female students. The selection of the residents will be based on the distance of their hometowns from Prishtina and their academic performance.

Parking and Transportation Services

A.U.K provides twenty-four hour on-site parking to its students, faculty and staff.
Public Forum

This series is a regular feature of the A.U.K and open to the general public. Prime ministers, political party leaders, the President of the Kosovo Assembly, policy analysts, diplomats, poets, authors, business leaders, and media personalities have all addressed our students and faculty.

This exchange enriches student understanding of events and issues that affect their lives and gives them an opportunity to interact with experts from different areas.

Public Safety

The Public Safety Department is open 24-hours-a-day and is located at the main entrance of A.U.K. The department encourages the A.U.K community to take responsibility for their safety by staying informed of these services and reporting suspicious activity. Since each individual is ultimately responsible for their own personal safety, learning and practicing basic safety precautions can enhance one's well-being.

Senate

The Academic Senate is primarily an instrument for members of the A.U.K academic community – the faculty. However, the interests of students and administration are considered in the deliberations of the Academic Senate through the participation of non-voting, ex-officio members representing these stakeholders. The A.U.K Academic Senate is committed to ensuring the academic integrity of the institution and enhancing the role of the faculty in academic and professional matters.

Student Government

Student Government is a self-governing organization of and for the students of A.U.K. The Student Government works to improve the quality of student life at A.U.K and serves as the instrument through which the student body may collectively influence decisions about student activities, roles, curriculum, and other interests.

Since Student Government represents the interests of A.U.K students, all students enrolled at A.U.K are members of this organization. There are two representative bodies: The Executive Committee (four members), and the Student Senate (four members). Members of the Executive Committee are elected by the student body. The President and Vice President appoint the Student Senate.
**Student Clubs**

A.U.K has several clubs that cater to different student interests. A.U.K believes strongly in encouraging students to participate in extracurricular activities and as such we offer support to the student clubs and their formation.

The student clubs are solely created and managed by the students but the application process goes through the student government. This is to ensure that the clubs are consistent with A.U.K’s educational objectives and in the interest of the students. There are a variety of clubs to choose among and students are highly encouraged to participate. Students interested in joining any club are to contact the club directly. The currently active student clubs at A.U.K are:

**Book/Literature Club:** is created for students interested in literature and/or are talented in writing. They present book reviews, recommendations for the future procurement of books by A.U.K, provide for the creation of written materials in various forms, and hold writing competitions.

**Charity Club:** their mission is to serve the community in Kosovo through voluntary services and awareness campaigns. Events and contributions to the community include: helping Hope and Aid to distribute food; helping Mother Teresa to organize fundraising for school materials for poor children; raise funds to purchase New Year presents to children with Leukemia; participate in the Down syndrome awareness campaign; etc.

**Economist’s Club:** their mission is to provide students the opportunity to expand and apply their knowledge in economics. The club organizes different events: guest lecturers, interactive debates; tutorials; trips; free market road show; and forex trade game.

**Media Club:** is mainly concentrated in creating and organizing several cultural events which include: movie nights, movie weeks, workshops, creation of the yearbook, photo exhibitions, departmental advertising, etc. Among other purposes, the members are being trained to implement their knowledge of design and media and combine it with the other concentrations offered at A.U.K.

**Model United Nations Club:** was created to prepare member students for the participation in the Harvard National/World Model United Nations by improving their argumentative and debating skills. The A.U.K MUN members meet on a weekly basis and debate on different issues, simulate International Organizations, etc.

**Sports Club:** Offers opportunities for learning a new sport, improving existing sports skills, and/or competing at various levels. Events organized by the sports club include: paintball, PlayStation and counterstrike, and soccer tournaments, which have taught the members leadership skills, sportsmanship, organization and stimulated their creativity.
Visual Arts Club: A story: the idea of this club is to bring together a group of students who love painting, photographing, designing, and have a certain set of artistic skills that are then further developed at A.U.K. Events organized by this club include an auction and “Let’s plug it in” art event in collaboration with the media club.
Details of Academic Programs

General Education

Students enrolled at A.U.K receive their degrees from RIT in Rochester, New York. To meet the BS degree requirement of RIT and the New York State Education Department, students must complete a minimum number of 60 hours in the liberal arts and sciences (also known as general education).

General Education Curriculum

A new general education curriculum took effect in the fall semester of 2013. Students, who entered A.U.K during academic year 2012-13 as a first-year or transfer student, must follow the new general education curriculum. This curriculum consists of three categories: foundation, perspective, and immersion.

The foundation category includes a first-year seminar and a writing course for a total of six credits.

The perspective category introduces students to important areas of inquiry that provide ways of knowing about the world. The perspectives represented in this category are ethical, artistic, global, social, scientific, and mathematical. The number of required credits in this category is 24.

Immersion is offered through a series of three related general education courses and provides a focus area linked by a theme or discipline.

The credits required in each of the three areas is summarized below in Table 1.

Table 1. The New General Education Curriculum

<table>
<thead>
<tr>
<th>General Education Categories and Courses</th>
<th>Credits BS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Foundation</td>
<td></td>
</tr>
<tr>
<td>First-Year Seminar</td>
<td>3</td>
</tr>
<tr>
<td>First-Year Writing-intensive course</td>
<td>3</td>
</tr>
<tr>
<td>Perspective Courses*</td>
<td>24</td>
</tr>
<tr>
<td>Immersion*</td>
<td></td>
</tr>
</tbody>
</table>
General Education Framework

The framework for general education provides students with courses that meet specific approved general education learning outcomes and New York State Education Department liberal arts and sciences requirements. The general education framework intentionally moves through three educational phases designed to give students a strong foundation, an introduction to fundamentals of liberal arts and sciences disciplines, and the opportunity for deeper study and integrative learning through immersion in a cluster of related courses.

The general education curriculum consists of the following requirements:

1. **Foundation courses** - two courses in the first year that introduce students to the intellectual life of the university, and provide a focus on communication skills to prepare students for future coursework and life-long learning.

   a. LAS Foundation 1: First Year Seminar
   b. LAS Foundation 2: ENGL-150 Writing Seminar

2. **Perspectives** - eight courses designed to introduce students to seven key areas of inquiry that develop ways of knowing the world. The perspective courses introduce students to fundamentals of liberal arts and sciences discipline (methods, concepts, and theories) while addressing specific general education learning outcomes.

   **Perspective 1 (ethical):** Courses focus on ethical aspects of decision-making and argument, whether at the individual, group, national, or international level. These courses provide students with an understanding of how ethical problems and questions can be conceived and resolved, and how ethical forms of reasoning emerge and are applied to such challenges.

   **Perspective 2 (artistic):** Courses focus on the analysis of forms of artistic expression in the context of the societies and cultures that produced and sustained them. These courses provide insight into the creative process, the nature of aesthetic experience, the fundamentals of criticism and aesthetic discrimination, and the ways in which societies and cultures express their values through their art.

   **Perspective 3 (global):** Courses in this category encourage students to see life from a perspective wider than their own and to understand the diversity of human cultures within
an interconnected global society. Courses explore the interconnectedness of the local and the global in today’s world or in historical examples, and encourage students to see how global forces reverberate at the local level.

Perspective 4 (social): Courses focus on the analysis of human behavior within the context of social systems and institutions. Because student success depends on the ability to understand how social groups function and operate, these courses provide insight into the workings of social institutions’ processes.

Perspective 5 (natural science inquiry): Science is more than a collection of facts and theories, so students are expected to understand and participate in the process of science inquiry. Courses focus on the basic principles and concepts of one of the natural sciences. In these classes, students apply methods of scientific inquiry and problem solving in a laboratory or field experience.

Perspective 6 (scientific principles): Courses focus on the foundational principles of a natural science or provide an opportunity to apply methods of scientific inquiry in the natural or social sciences. Courses may or may not include a laboratory experience.

Perspectives 7A, 7B (mathematical): Courses focus on identifying and understanding the role that mathematics plays in the world. In these courses, students comprehend and evaluate mathematical or statistical information and perform college level mathematical operations on quantitative data.

3. Immersion - a series of three related general education courses that further broaden a student’s judgment and understanding within a specific area through deeper learning.

4. General Education electives - the remaining general education elective credits may be specified by the academic programs in order for students to fulfill supporting requirements (e.g. math or science, foreign languages, etc.). Some of these credits will be free general education electives that can be chosen by the students themselves. Credits in the perspectives category that exceed the minimum requirement will be applied toward the elective credits.

Professional Education Requirements

In addition to the 60 credit hours of General Education courses required, A.U.K students must complete 60 credit hours of Professional Education Requirements starting from their junior year of study. The last 30 credits of studies must be taken at the home institution and may not be transferred. Students must choose to complete 2 of the 4 following Professional concentrations: Economics & Statistics, Management, Public Policy & Governance, or Multimedia and Visual Communication.
Concentrations

Economics & Statistics Concentration (24 credits)

The economics concentration emphasizes the quantitative analytical approach to dealing with economic problems in both the public and private sectors, providing students with marketable skills and the intellectual foundation for career growth. Graduates are prepared for entry-level managerial and analytical positions in both industry and government and to pursue graduate studies in economics, business, and law.

The economics curriculum develops communication, computational, and management skills in addition to economic reasoning and quantitative abilities. The program's required courses develop student's abilities to apply economic analysis to real-world problems. Liberal arts courses enhance oral and written communication skills. Business courses include accounting and finance. Quantitative analytical skills are developed by a course sequence that includes computer science, mathematics, and statistics.

Pre-requisite course:
ECON – 101 Principles of Microeconomics

Required courses:
ECON – 201 Principles of Macroeconomics* (ECON-101)
ECON – 403 Econometrics I* (MTSC – 112 and MTSC – 211)
ECON – 431 Monetary Analysis and Policy* (ECON-101 and ECON-201)
ECON – 444 Public Finance* (ECON-101 and ECON-201)
ECON – 448 Development Economics* (ECON-101 and ECON-201)

Electives:
ECON – 441 Labor Economics* (ECON-101 and ECON-201)
ECON – 421 Natural Resource Economics* (ECON-101 and ECON-201)
ECON – 405 International Trade and Finance* (ECON-101 and ECON-201)
ECON – 422 Benefit-Cost Analysis* (ECON-101 and ECON-201)

* These courses have prerequisites or co-requisites as noted in parentheses.

Management Concentration (24 credits)

The management concentration prepares students for management and specialist careers in a variety of enterprises and organizations. Students develop the skills and concepts needed to become effective leaders, ethical decision makers, and creative innovators. The management curriculum provides both depth and flexibility in its offerings so that students may maximize their educational experience.

Required courses:
BUSI – 205 Managing the Workforce
ACBS – 201 Financial Accounting * (BUSI – 205)
ACBS – 203 Managerial Accounting * (ACBS – 201)

Electives:
BUSI – 221 New Venture Development* (ACBS – 201)
BUSI – 361 Marketing Principles* (BUSI – 205)
BUSI – 263 Advertising Principles* (BUSI-361)
HRDE – 386 Human Resource Management* (BUSI – 205)
ACBS – 353 Management Science * (MCTS - 211)
BUSI – 450 Intro to Logistics and Transportation * (BUSI – 205)
BUSI – 410 Project Management* (BUSI – 205)

* These courses have prerequisites or co-requisites as noted in parentheses.

Multimedia and Visual Communication Concentration (24 credits)

Multimedia and Visual Communication concentration at A.U.K is designed with the future in mind. Students are prepared with the theoretical framework and hands-on technical skills needed to organize, design and communicate ideas and information in the 21st century global market and to meet the projected national market needs in the greater Kosovo region in the fields of IT and communication. It is also an excellent compendium to A.U.K’s other concentration offerings and provides a useful skill set for private and family business operations.

The course sequencing prepares students with targeted aspects of web design and development, print design and multimedia production, communication techniques and digital asset management. A student successfully completing the Multimedia and Visual Communication concentration will have developed vital skills in the fields of IT, graphic design, media management, communications, as well as developed essential skills for the private business sector.

Required courses:
TCOM – 270 Effective Web Design 1
TCOM – 271 Effective Web Design 2

Electives:
ISTE – 140 Web I
ISTE – 141 Web II
ISTE – 260 Designing the User Experience*
TCOM – 380 Design for Print and Web
TCOM – 383 Designing Vector Graphics
TCOM – 365 Video Productions

* These courses have prerequisites or co-requisites as noted in parentheses.
Public Policy Concentration (24 credits)

This concentration provides students with a clear understanding of public policy, the policy process, and policy analysis. Students have the opportunity to develop perspectives on a variety of contemporary public policy issues, especially those that emerge from scientific and technological advancements. At the heart of the concentration is the Foundations of Public Policy (PUBL – 101) course, where students are introduced to the concept of public policy and the policy making process. The roles of stakeholders and interest groups are discussed in the context of contemporary cases in various policy arenas. Students are also introduced to some of the methodologies associated with policy analysis. Additional courses are offered from the areas of sociology; political science; and science, technology, and society. The Public Policy Analysis course of study is offered especially for students who are considering the MS in public policy or who have an interest in analytical tools.

Required course:
PUBL – 101  Foundations of Public Policy

Electives:
STSO – 421  Environmental Policies
PUBL – 301  Public Policy Analysis* (PUBL-101)
POLS – 220  Global Political Economy* (POLS-120)
POLS – 345  Politics and Public Policy* (POLS-120)
PUBL – 210  Introductions to Qualitative Policy Analysis
SOCI – 340  Urban Planning and Policy* (SOCI-102)
PUBL – 201  Ethics, Values and Public Policy
STSO – 201  Science and Technology Policy
STSO – 421  Energy Policies

* These courses have prerequisites or co-requisites as noted in parentheses.

Minors

At A.U.K, a minor is defined as a thematically related set of courses consisting of no less than 15 semester credit hours taken from a discipline or an interdisciplinary area distinct from the student’s primary program of study. Completion of a minor results in a formal designation on a student’s academic transcript upon graduation from A.U.K.

If a student choses to complete a Minor, it is necessary to fill out a Minor Authorization form. Failure to complete this form will result in the student not being certified for the minor and the minor not being listed on the student’s official record.

If a student chooses not to complete a Minor, then a student must make sure that the required credits are achieved by taking 5 other courses, 2 of which must be General Education and 3 must come from the College of Liberal Arts (COLA courses).
Currently there are 4 minors offered at A.U.K. Students can chose to complete one minor prior to graduation. Students, who are required to do an immersion at A.U.K., only need to take additional two courses in the same field in order to graduate with a Minor.

**Economics Minor (15 Credits)**

An economics minor provides a systematic analysis of economic issues through the study of the allocation of scarce resources into production and the distribution of production among the members of society. This minor is closed to students with a concentration in economics.

Required courses:
- ECON – 403  Econometrics I* (MTSC – 112 and MTSC – 211)
- ECON – 441  Labor Economics
- ECON – 201  Principles of Macroeconomics

Electives:
- ECON – 431  Monetary Analysis and Policy
- ECON – 444  Public Finance
- ECON – 448  Development Economics
- ECON – 421  Natural Resource Economics
- ECON – 448  Development Economics
- ECON – 405  International Trade and Finance
- ECON – 422  Benefit-Cost Analysis

* These courses have prerequisites or co-requisites as noted in parentheses.

**International Relations Minor (15 Credits)**

The international relation minor exposes students to the fundamental concepts and approaches of international relations. Issues of conflict, cooperation, continuity, and change are explained through a variety of subjects and case studies.

Required Courses:
- POLS – 120  Introduction to International Relations

Electives:
- POLS – 445  Terrorism and Political Violence
- POLS – 335  Politics in Developing Countries
- POLS – 325  International Law and Organizations
- POLS – 330  Human Rights and Global Perspectives

**Public Policy Minor (15 Credits)**
The public policy minor provides students with a foundation in the field of public policy and allows them to make connections between public policy and other fields of study. Students select one of two tracks within the minor. The policy issues track develops a broad perspective of public policy and its relationship to other fields. The policy analysis track highlights the analytical tools used by the policy analyst to evaluate and understand policy formulation and impacts. Both tracks explore contemporary public policy issues, especially those connected to the science and technology fields. This minor underscores the role of public policy on science and technology-based problems. Students will obtain a deeper understanding of what public policy is and how it is integrated within a number of specific contexts. This minor is closed to students with a concentration in public policy.

Required courses:
PUBL – 101  Foundations of Public Policy
STSO - 510  Science & Technology Seminar
PUBL – 210  Introductions to Qualitative Methods
STSO – 201  Science and Technology Policy

Electives:
STSO – 421  Environmental Policy
PUBL – 301  Public Policy Analysis * (PUBL-101)
POLS – 345  Politics and Public Policy * (POLS-120)
PUBL – 201  Ethics, Values and Public Policy

* These courses have prerequisites or co-requisites as noted in parentheses.

Course Catalog

Course descriptions are listed in order by course prefix and increasing numerical order within a given prefix. Courses with only numerical prefixes are listed at the end.

**ACBS (ACCOUNTING AND BUSINESS SYSTEMS)**

**ACBS- 201 FINANCIAL ACCOUNTING**
Credit Hours: 3
Description: Emphasizes analyzing and recording business transactions and understanding the results of these transactions. Preparation of basic financial statements required by any business are included.

**ACBS- 203 MANAGERIAL ACCOUNTING**
Credit Hours: 3
Prerequisite: Financial Accounting

Description: The functions and uses of accounting information are presented. Emphasizes the preparation and operation of dynamic budgets and the use of accounting data for control and profit planning.
ACBS-353 MANAGEMENT SCIENCE  
Credit Hours: 3  
Prerequisite: Calculus for Management Science; Statistic II and BUSI-205  
Organization and Management  
Description: A foundation course, which introduces mathematical model building and the use of management science in the decision-making process. Mathematical techniques include linear programming, the assignment model, the transportation model, inventory control models, critical path models (PERT/CPM) and computer simulation.

ANTH (Anthropology)  

ANTH-102 CULTURAL ANTHROPOLOGY  
Credit Hours: 3  
Prerequisite: Writing Seminar or Writing Argument  
Description: This course explores how human beings across the globe live and work according to different values and beliefs. Students will develop the tools for acquiring knowledge, awareness, and appreciation of cultural differences, and in turn enhance their abilities to interact across cultures. The course accomplishes these aims by examining the relationship between individuals and their communities, and the dynamics of ritual, religious, political, and social life in different parts of the world. Fulfills a Liberal Arts core social/behavioral science requirement.

BUSI (Business Administration Management)  

BUSI-205 MANAGING THE WORKFORCE  
Credit Hours: 3  
Description: A general introduction to the major management functions and the organization of business. Topics include business and personal planning, organizing, staffing, implementing, directing, control, time management, appraisal, compensation, organization theories, decision making, problem solving, influences on managerial decision making, communication, management styles and motivation. Extensive use is made of learning groups in which students work together to discuss and apply concepts. Some out-of-class time is required to prepare for a learning group presentation.

BUSI-221 NEW VENTURE DEVELOPMENT  
Credit Hours: 3  
Description: The course presents factors to be considered by those interested in the ownership and management of small business enterprises. Includes who should be an entrepreneur, guidelines for starting a new business, basic legal consideration, and approaches for obtaining capital and credit.
BUSI-263 ADVERTISING PRINCIPLES
Credit Hours: 3
Prerequisites: BUSI-361 Principles of Marketing
Description: Social, economic and mass communication aspects of advertising with special emphasis on the role of advertising in the marketing mix. Special topics include agency/client relationship, radio and TV ratings, history of advertising, the creative process and psycho-graphics.

BUSI-324 INTRODUCTION TO LOGISTICS AND MANAGEMENT
Credit Hours: 3
Description: Review of the logistics and transportation industry as part of the growing emphasis on distribution technologies. Introduces basic understandings of the function areas of logistics management and their interrelationships and how transportation and distribution plays a significant role in the success of a business.

BUSI-361 MARKETING PRINCIPLES
Credit Hours: 3
Description: An introductory course in marketing that provides a better awareness of the function of marketing and how marketing relates to other areas of business. Topics include the marketing concept, developing a product strategy, behavioral aspects of consumer marketing, the marketing mix, segmentation and current marketing issues.

BUSI-410 PROJECT MANAGEMENT
Credit Hours: 3
Description: Addresses project management from a multidisciplinary perspective, covering the fundamental nature of managing all types of projects- public, business, engineering, and information systems-as well as specific techniques required to manage projects. Topics include Project Environment, Planning, Conflict Negotiation, Budgeting, Scheduling, Resource Allocation, Monitoring & Controlling, and Project termination. Addresses the unique and demanding role of the project manager, the challenges of cross-cultural projects, and the behavior and quantitative facets of project management. Introduces the major areas of the Project Management Body of Knowledge (PMBOK) as defined by the Project Management Institute.

COMM (Communications)

COMM- 201 PUBLIC SPEAKING
Credit Hours: 3
Description: The public speaking course is designed to equip the student with knowledge of the theories and principles necessary for formal public speaking. Informative and persuasive speeches are the focus with emphasis on organization, evidence, language use, strategy, delivery, and effective use of media aids. Public speaking is generally offered each semester.
COMM-223 DIGITAL DESIGN IN COMMUNICATION
Credit Hours: 3
Description: In an increasingly visual culture, and culture of online user-created content, non-designers are called upon in the professional realm to illustrate their ideas. Graduates entering the workforce will encounter situations where they will benefit from possessing a visual communication sensibility and vocabulary to communicate effectively with a broad range of audiences, including professional designers. Creative approaches to challenges, such as visual thinking, are also shown to improve students’ comprehension and problem-solving abilities. Digital Design in Communication is an opportunity for undergraduates to receive an introduction to principles of visual message design from a critical rhetorical perspective. They will also get the opportunity to apply these principles to a variety of visual products such as advertisements, logos, brochures, resumes, etc. A variety of computer software applications are available to support the research, writing, visualization, and design of messages.

CMDS (Interdisciplinary Studies)

CMDS-499 CO-OP: APPLIED ARTS & SCIENCE
Credit Hours: 0
Description: Each student is required to complete a minimum co-op education work assignment (400 hours) after freshman year, and then after junior year. Co-op education is defined as a full-time, paid work experience related to the student’s field of study or career interests. Co-op is designed as a learning experience for the student and should emphasize real-world tasks and responsibilities that grow with the student’s increased knowledge, skills, and experience.

ECON (Economics)

ECON-101 PRINCIPLES OF MICROECONOMICS
Credit Hours: 3
Description: Microeconomics studies the workings of individual markets. That is, it examines the interaction of the demanders of goods and services with the suppliers of those goods and services. It explores how the behavior of consumers (demanders), the behavior of producers (suppliers), and the level of market competition influence market outcomes.

ECON-201 PRINCIPLES OF MACROECONOMICS
Credit Hours: 3
Prerequisite: Microeconomics
Description: Macroeconomics studies aggregate economic behavior. The course begins by presenting the production possibilities model. This is followed by a discussion of basic
macroeconomic concepts including inflation, unemployment and economic growth and fluctuations. The next topic is national income accounting, which is the measurement of macroeconomic variables. Following this the aggregate supply-aggregate demand framework is presented.

ECON-403 ECONOMETRICS I  
Credit Hours: 3  
Prerequisite: Microeconomics and Calculus for Management Science  
Description: Provides students in the economics program with an opportunity to develop their skills in applied regression analysis. Covers the various regression models, estimation techniques, data preparation and transformation, and the interpretation of regression results. Particular emphasis on the dangers of misuse of regression techniques. Required for the economics concentration and minor and for public policy concentration.

ECON-405 INTERNATIONAL TRADE AND FINANCE  
Credit Hours: 3  
Prerequisite: Macroeconomics  
Description: Introduces the students to the theory and practical issues of the export/import markets, the international flow of capital and international investment decisions. In addition, students study the foreign-exchange and the Euro-dollar markets and the investment opportunities in them. The role of multi-national corporations in international trade and finance also is discussed Part of the economics concentration and minor; and may also be taken as an elective.

ECON-421 NATURAL RESOURCE ECONOMICS  
Credit Hours: 3  
Prerequisite: Macroeconomics  
Description: This course develops an economic perspective on one of the most important and challenging issues facing global society—the allocation, use and preservation of natural resources. Presents and discusses the methodology economists use to inform natural resource managers and policy makers. Economic thought and analysis are used to evaluate a variety of issues in this area. Concludes with a brief discussion of the interdisciplinary aspects of natural resource management.

ECON 422 BENEFIT-COST ANALYSIS  
Credit Hours: 3  
Prerequisite: Microeconomics  
Description: Explores the use and abuse of benefit-cost and related analytical techniques commonly encountered in economic policy making. Many expenditure and regulatory programs of governmental agencies now are routinely evaluated in a benefit-cost or cost-effectiveness framework, and debate about policy decisions increasingly draws upon benefit-cost findings. Yet, application of benefit-cost analysis often attracts much controversy, in part because of disagreements about how to conduct such analysis and about the role that economic efficiency should play in societal decisions. Part of the economics concentration and minor. Required for the economics concentration.
ECON- 431 MONETARY ANALYSIS & POLICY
Credit Hours: 3
Prerequisite: Macroeconomics
Description: The study of monetary behavior and the role of monetary institutions in the modern economy. Includes consideration of monetary theory, the development and current characteristics of monetary institutions in the American economy and the use of the tools of monetary analysis to evaluate alternative monetary policies. Concludes with an evaluation of the neo-Keynesian and Monetarist positions.

ECON- 441 LABOR ECONOMICS
Credit Hours: 3
Prerequisite: Principles of Microeconomics
Description: Labor Economics encompasses aspects of human involvement in the production & distribution of goods and services. We will examine models of behavior starting with the supply of and derived demand for labor. Through the course, we will investigate questions such as: What determines the amount an individual earns for their labor? What are the benefits associated with attaining a college degree? Is the minimum wage an effective policy tool? Is there convincing evidence of discrimination in the workplace?

ECON-444 PUBLIC FINANCE
Credit Hours: 3
Prerequisite: Microeconomics
Description: A study of the economics of the public sector. Topics include, but are not limited to: taxation and public expenditures and their effect on the allocation of resources, distribution of income, and employment; market failure; public goods; the economics of public choice; and the application of public finance principles and normative questions to public economic issues. Required for Economics concentration and part of economics minor.

ECON- 448 DEVELOPMENT ECONOMICS
Credit Hours: 3
Prerequisite: Macroeconomics
Description: Introduction to the economic problems of less developed countries (LDC). Students study the historical causes of underdevelopment gap between developed and underdeveloped countries and the theories and the policies aimed at accelerating the rate of growth in LDC. In addition, the role of international organizations in the economic development of LDC is discussed. Part of Economics concentration and minor.
ENGL (English)

ENGL-210 LITERARY AND CULTURAL STUDIES
Credit Hours: 3
Prerequisite: Writing Seminar
Description: The course emphasizes writing practices within or across disciplines, recognizing the role writing plays in the formation of knowledge and the framing of academic specializations. This course highlights the processes and practices of written expression and the production of research, whether in the sciences or the arts or the humanities. Faculty design specific approaches to the study of the literature of a discipline, field, or program. Students have the opportunity to develop a critical understanding of important conversations within a particular area of study. How a field or discipline is located within a larger culturally-diverse context is also highlighted. Depending on the focus of the instructor, the course will engage one or more modes of disciplinary expression(s) such as films, written texts, photographs and other images, oral history, and ethnography.

ENGL-360 WRITTEN ARGUMENT
Credit Hours: 3
Prerequisite: Writing Seminar
Description: All fields and professions require us to present arguments to support a point of view. So students of all subjects need to know how to make claims, provide evidence, explore underlying assumptions, and analyze counter-points. In this course, students will learn about the elements of reasoning. Students will identify the argument in a piece of writing, assess whether an argument is successful, and recognize particular means of argumentation. Students will also study the difference between argumentation and persuasion. Throughout the course students will practice both argument and persuasion in various texts that may be taken from academic, political, and scientific fields.

ENGL-416 GLOBAL LITERATURE
Credit Hours: 3
Prerequisite: Written Argument
Description: This course will consider some of the key historical forces that have been bringing the globe's inhabitants into contact with and awareness of one another. Under the auspices of cultural expression, we will examine a host of artistic and popular forms that link different parts of the global world system.

FOOD (Hospitality Tourism Management, Food Management)

FOOD-251 COMMODITY MARKET ANALYSIS
Credit Hours: 3
Description: An overview of the commodity futures and options market. Special emphasis is placed on the fundamental economic factors affecting agricultural and energy-based futures prices. The economic principles and policies supporting hedging and speculating
strategies are analyzed. Students are introduced to technical price analysis, basis analysis and global economics of foodservice commodities.

**FNRT (Fine Arts)**

**FNRT- 100 INTRODUCTION TO VISUAL ARTS**  
**Credit Hours: 3**  
**Description:** Students develop ability in perceiving worth in objects of art through consideration of fundamental concepts in painting, sculpture and architecture, involving analysis, interpretation and principles of aesthetics.

**HIST (History)**

**HIST- 170 TWENTIETH CENTURY EUROPE**  
**Credit Hours: 3**  
**Prerequisite:** Writing Seminar or Written Argument  
**Description:** An exploratory journey featuring inquiries into the origins, nature, and significance of pivotal episodes in European history such as Scientific Revolution, the Enlightenment, the English, French, and Russian revolutions, Romanticism, Realism, Irrationalism, the two World Wars, the Cold War, the rise and fall of the Soviet Empire, and the European scene at the outset of the twenty-first century.

**HRDE (Human Resource Development)**

**HRDE- 386 HUMAN RESOURCE DEVELOPMENT**  
**Credit Hours: 3**  
**Prerequisites:**  
**Description:** This course presents students with a complete repertoire of human resource management (HRM) issues. It addresses all the current HRM topics and is designed to enhance the student’s ability to deal effectively with HRM topics. The laboratories attempt to develop conceptual thinking abilities. By emphasizing various training techniques and practices, highly skilled graduates can immediately employ one of the hospitality industry's most valuable tools training to aid in the retention and management of human resources.

**ISTE (Information Sciences and Technologies)**

**ISTE-140 WEB I**  
**Credit Hours: 3**  
**Description:** This class provides an introduction to key Internet, web, and multimedia technologies, as well as familiarity with the Macintosh computer platform. Topics covered
include social communication, basic Internet applications such as SSH, SFTP, and the World Wide Web, basic digital image techniques, and web page development and publishing.

**ISTE-240 WEB II**

*Credit Hours: 3*

*Pre-requisite: Web I*

**Description:** This course builds on the basics of web page development that are presented in Web I and extends that knowledge to focus on theories, issues, and technologies related to the design and development of web sites. An overview of web design concepts, including usability, accessibility, information architecture, and graphic design in the context of the web will be covered. Introduction to web site technologies, including HTTP, web client and server programming, and dynamic page generation from a database also will be explored. Development exercises are required.

**ISTE-260 DESIGNING THE USER EXPERIENCE**

*Credit Hours: 3*

*Prerequisite: WEB I*

**Description:** The user experience is an important design element in the development of interactive systems. This course presents the foundations of user-centered design principles within the context of human-computer interaction (HCI). Students will explore and practice HCI methods that span the development lifecycle from requirements analysis and creating the product/service vision through system prototyping and usability testing. Leading edge interface technologies are examined. Group-based exercises and design projects are required.

**ISTE-341 SERVER PROGRAMMING**

*Credit Hours: 3*

*Prerequisite: Website design and implementation and a two-course programming sequence.*

**Description:** This course focuses on the server-side aspects of web application development. Topics covered include the underlying protocols and technologies of the WWW, dynamic generation of web pages, accessing database content, web services, online content management, and security. By the end of the course, students will be able to architect and develop multi-tiered dynamically generated web sites and services that incorporate server-side programming and a database back-end.

**MATH (Mathematics)**

**MATH-101 COLLEGE ALGEBRA**

*Credit Hours: 3*

**Description:** This course prepares students to enter a non-trigonometry-based, introductory level calculus course. Topics include a review of the fundamentals of algebra; solution of linear, fractional and quadratic equations; functions and their graphs;
polynomials, exponential, logarithmic and rational functions; systems of linear equations. If a student scores below 65% on the entrance exam they are placed in College Algebra.

**MATH-192 DISCRETE MATH AND INTRODUCTION TO PROOFS**
Credit Hours: 3
Prerequisite: Calculus for Management Science
Description: This course is an introduction to discrete mathematics with applications in computer science and mathematics with an emphasis on proof techniques. Sets, functions, the natural numbers, the integers modulo n and simple combinatorics are covered.

**MTSC (Math and Science)**

**MTSC- 111 INTERDISCIPLINARY MATH I**
Credit Hours: 3
Prerequisite: College Algebra
Description: This course is an introduction to functions, including linear, quadratic, polynomial, exponential, and logarithmic and rational functions with applications to supply and demand, cost, revenue and profit functions. Additional topics include matrices, linear programming and mathematics of finance.

**MTSC- 112 INTERDISCIPLINARY MATH II**
Credit Hours: 3
Prerequisite: Algebra for Management Science
Description: This course stresses applications of calculus concepts to solving problems in business and allied health. Topics include the limit concept, differentiation, partial differentiation and integration.

**MTSC- 211 INTRODUCTION TO STATISTICS I**
Credit Hours: 3
Prerequisite: Calculus for Management Science
Description: An introduction to the basic tools of statistical analysis used in business, including charts, frequency distribution, averages, dispersion, probability theory, sampling. Logical procedures for making business decisions under conditions of uncertainty are emphasized. Hypothesis testing including one, two and k-sample test means, proportions, regression and correlation analysis are also included.
MTSC- 231 CONTEMPORARY SCIENCE: BIOLOGY
Credit Hours: 3
Prerequisite: Algebra for Management Science
Description: An introduction to the fundamental principles of biology for non-science majors and the application of these concepts to areas of interest in our contemporary technological society. Topics discussed include the cell as a biological unit, the biogenesis-a biogenesis controversy, genetic coding and introduction to plant and animal biology. The course is presented in a lecture-demonstration format.

MTSC- 232 CONTEMPORARY SCIENCE: CHEMISTRY
Credit Hours: 3
Prerequisite: Algebra for Management Science
Description: An introduction to the fundamental principles of chemistry for non-science majors and the application of those concepts to areas of interest and concern in our contemporary technological society. Topics discussed include the atomic theory, chemical compounds, chemical re-actions, organic chemistry, biological chemistry and macromolecular chemistry. The course is presented in lecture-demonstration format.

PHIL (Philosophy)

PHIL 304 PHILOSOPHY OF LAW
Credit Hours: 3
Description: An introduction to philosophical analysis centering on the nature, extent and justification of law, the nature of legal thought, and the problems and theories of justice. Required course in the philosophy program. Part of the peace studies concentration; the philosophy concentration and minor; the legal studies minor; and may also be taken as an elective.

POLS (Political Science)

POLS - 120 INTRODUCTION TO INTERNATIONAL RELATIONS
Credit Hours: 3
Description: The purpose of this course is to provide basic knowledge of the field of international relations. Among the topics to be addressed are key theoretical concepts, themes and controversies in the field such as: important state and non-state actors in international politics, security, economic relations between states, levels of analysis, and schools of thought. Required course for international studies minors.

POLS- 200 LAW & SOCIETY
Credit Hours: 3
Description: This course provides students with a fundamental literacy about law as an immensely and ubiquitous presence in society. It focuses on the between law and other social institutions, and examines the values and interests that are expressed in law and
shaped by legal structures and processes. Consensus and conflict perspectives on the law are compared and contrasted, and applied to understanding the law's impact on everyday life. This course takes an explicit interdisciplinary approach to understanding law. This course is offered for those interested in critical inquiry of law within a framework of a broad liberal arts education. Required for the legal studies minor; and may also be taken as an elective.

**POLS- 205 ETHICS IN INTERNATIONAL POLITICS**  
**Credit Hours: 3**  
**Description:** This course examines the role of ethics in international politics. It will address topics such as humanitarian intervention, just war, the ethics of immigration, international economic justice, accountability in international development aid, and the ethical role of international organizations and non-state actors. Special attention will be given to thinkers who discuss the promise and limits of ethics in international politics and who give an account of the force of international law in establishing ethical norms throughout international political history.

**POLS- 220 GLOBAL POLITICAL ECONOMY**  
**Credit Hours: 3**  
**Description:** Examines the interplay between states and markets, and the interaction of the world economy and international politics. We study the nature of political economy, the major ideologies and approaches, and specific topics include trade, investment, debt, and financial markets and the impact of globalization on the human condition and the environment. Part of the public policy concentration and international relations minor.

**POLS -325 INTERNATIONAL LAW AND ORGANIZATIONS**  
**Credit Hours: 3**  
**Prerequisites: Introduction to International Relations**  
**Description:** The study of international law and organizations is the study of international cooperation and governance. We cover a variety of theoretical and substantive topics including the theories of international law and organizations, the historical development of international organizations, how these organizations work in practice, and whether they are effective. We concentrate on the United Nations and the role and usefulness of nongovernmental organizations. Several of the substantive issues discussed are interstate violence and attempts to address humanitarian concerns, globalization, and the environment. Part of the legal studies and international relations minor; may also be taken as an elective.

**POLS-330 HUMAN RIGHTS AND GLOBAL PERSPECTIVES**  
**Credit Hours: 3**  
**Description:** This course explores the theoretical meaning, both domestically and internationally, and the institutional and political aspects of human rights. Issues covered include the definition of human rights; the relationship between civil and political rights and economic, social and cultural rights; the meaning and impact of humanitarian and international human rights law; the impact of cultural relativism in the definition and
assessment of the promotion and protection of human rights; the significance of different religious perspectives; the question of the legitimacy of humanitarian interventions and the effects of globalization on human rights perceptions and practices. Part of the international relations and legal studies minor; and may also be taken as an elective.

POLS-335 POLITICS IN DEVELOPING COUNTRIES
Credit Hours: 3
Prerequisite: Intro to International Relations
Description: This course uses comparative theoretical perspectives to explore the ways in which the historical, cultural, economic and political context of the societies of Africa, Asia and Latin America determines the patterns of their political processes. Focus is directed to such factors as history, religion, economic underdevelopment, and culture and their impact on the efforts to promote the values of liberalization and democratization, economic and social modernization and political and social stability. Part of international relations minor.

POLS-345 POLITICS & PUBLIC POLICY
Credit Hours: 3
Prerequisite: Intro International Relations

POLS- 425 CONSTITUTIONAL LAW
Credit Hours: 3
Description: This course provides an introduction to Constitutional Law by examining the Supreme Court’s attempt to resolve constitutional disputes between the federal government and the states (federalism); and between the different branches of government (the separation of powers). The course will study carefully the text of the Constitution, the intention of the founders, and the interpretation of the court in landmark cases that have defined American constitutional Law. These cases will be studied both chronologically and thematically.

POLS - 445 TERRORISM AND POLITICAL VIOLENCE
Credit Hours: 3
Prerequisite: Intro to International Relations or Intro to Comparative Politics
Description: This course examines the causes, methods, and responses of non-state groups attempting to establish new political orders. The combined use of violence with the tactic of terror distinguishes these groups from others seeking political change. Special attention will be given to national and international efforts attempting to resolve such conflicts. Part
of the international relations concentration and minor, the political science minor and may also be taken as an elective.

**PSYC (Psychology)**

**PSYC-101 INTRODUCTION TO PSYCHOLOGY**
Credit Hours: 3
**Prerequisite:** Writing Seminar or Written Argument
**Description:** This course is an introduction to the scope of topics and methodology of psychology. Topics include aims, methods, neuroscience, sensation, perception, learning, memory, intelligence, motivation, normal and abnormal personality, and social psychology.

**PUBL (Public Policy)**

**PUBL-101 FOUNDATIONS OF PUBLIC POLICY**
Credit Hours: 3
**Description:** This interdisciplinary course will introduce the student to the concept of public policy, the policymaking process, the role of stakeholders and interest groups, and the basic dimensions of quantitative and qualitative policy analysis. A range of public policy issues, such as environmental policy, science and technology policy, and information and communications policy will be explored. Required for public policy concentration and minor.

**PUBL-201 ETHICS, VALUES AND PUBLIC POLICY**
Credit Hours: 3
**Prerequisite:** Foundation of Public Policy
**Description:** This course focuses on the connections and interplay between personal and social values and public policy. It explores how values and norms influence public policies and how the resulting expressions of values within public policy impact the implementation and effectiveness of policy choices. The course also considers how new developments in science and technology influence the interplay between values and policy. In addition, this course explores how to formulate values-based explanations of certain public policy preferences. Part of the public policy concentration and minor; and may also be taken as an elective.

**PUBL-210 QUALITATIVE METHODS AND ANALYSIS**
Credit Hours: 3
**Prerequisite:** Foundations of Public Policy
**Description:** This is a course in the practical aspects of doing theoretically informed qualitative social research. Special attention will be given to the processes by which research problems are formulated, research designs selected, data gathered and
interpreted, and inferences and conclusions drawn. Through example, illustration, and application, specific research skills will be simulated using case studies. Part of the public policy concentration and minor and may also be taken as an elective.

**PUB - 301 PUBLIC POLICY ANALYSIS**
**Credit Hours: 3**
**Prerequisite: Foundations of Public Policy**
**Description:** This course is the first in a three-course sequence (Policy Analysis I–III) that normally will be taken in the third year of the public policy degree program. The purpose of the three-course sequence is to introduce the student to both qualitative and quantitative policy analyses and to progressively integrate qualitative and quantitative dimensions of analysis into a systematic whole. Students will learn to apply a suite of analytical tools to better understand and evaluate public policy. Part of the public policy concentration and minor and may also be taken as an elective. Policy Analysis I (0521-402) is offered especially for students who are considering the MS in public policy or who have an interest in analytical tools.

**STSO (Science, Technology and Society)**

**STSO-201 SCIENCE AND TECHNOLOGY POLICY**
**Credit Hours: 3**
**Prerequisites: none**
**Description:** Examines how local, state, Federal and international policies are developed to influence innovation, the transfer of technology and industrial productivity in the United States and other selected nations. Part of Public Policy concentration and minor.

**STSO- 421 ENVIRONMENTAL POLICY**
**Credit Hours: 3**
**Description:** This course introduces students to the environmental policy-making process. Students identify the consequences of major environmental legislation and regulations and examine the actions of both citizens and the corporate sector as they comply with these laws. They also focus on the economic and social implications and value of environmental regulation and enforcement and identify current developments in the area. Part of the public policy major and minor.

**TCOM (Technical Communication)**

**TCOM- 270 EFFECTIVE WEB DESIGN I**
**Credit Hours: 3**
**Description:** This course introduces students to the fundamentals of static web design using xhtml, style sheets, and web graphics. After completing this course students will be able to demonstrate appropriate application of manual code, gather and organize web
content, construct their own XHTML, analyze markup language, critique existing site designs, and use CSS, frames, tables, slices, and FTP to solve spatial, visual, and data problems. Students will use Adobe Dreamweaver or other current web development software, and will learn the basic techniques, tools and processes used to construct a well-designed and effective web site while keeping the site’s users in mind.

Prerequisite: Managing Media Presentations 0688-477 or equivalent, and Design for Print and Web.

TCOM-271 EFFECTIVE WEB DESIGN II
Credit Hours: 3
Prerequisite: Effective Web Design I and Design for Print and Web.
Description: This course introduces students to dynamic web development, with an emphasis on user-centered web design. Students will learn to integrate imperatives of user-centered interface with principles of aesthetic design, to bring effective information architecture to the digital landscape. Current tools in web development, such as XHTML, ActionScript, XML, PHP, ColdFusion, JavaScript will be discussed. Students will create simple animated graphics and web content with Adobe Flash, or other current web development software.

TCOM-325 BUSINESS COMMUNICATIONS
Credit Hours: 3
Prerequisite: Writing Seminar/Argument
Description: Focuses on the development of those communication skills essential to functioning effectively in the business world. Students learn the process of analyzing communication situations and responding to them appropriately. Topics include reports, memos, letters, oral presentations and interpersonal skills.

TCOM-361 RESEARCH TECHNIQUES
Credit Hours: 3
Prerequisite: Writing Seminar
Description: This course offers exposure to and experience with electronic and traditional resources for information generation. Student assignments simulate workplace fact-finding assignments and culminate in an extended feasibility project of the student’s choice. Students work in teams and use problem-solving strategies, assess project requirements, collect data, report periodically on their progress, and formally present their results. A variety of research methodologies are introduced, including interviewing skills, developing and using questionnaires, testing procedures, review and use of literature, and blueprint and specification reading.

TCOM-365 VIDEO PRODUCTION
Credit Hours: 3
Description: Students will use video editing software and basic moving media design principles to create market ready deliverables for web and broadcast. Students will organize, design, story board and implement authentic projects in individual and team environments. Students will explore current and historic creative trends in moving media production. Students will apply principles of design and effective moving media
communication to produce authentic projects. The course is open only to students at the American University in Kosovo (AUK). (Pre-requisite: TCOM-320 Professional Presentations).

**TCOM-380 DESIGN FOR PRINT AND WEB (INCLUDES LAYOUT DESIGN FOR PRINT)**
**Credit Hours: 3**
**Description:** Students use vector and bitmap imaging software to design a range of graphic projects suited to Web and print formats. Projects cover the broad range of skills and software types used in photographic imaging, layout, vector editing, digital painting and retouching, typography, prepress preparation, and Internet graphics. A collaborative project places total control of a design venture into the participants' hands, establishing appreciation for the various roles on a design team. Class discussions include copyright and current professional design topics.

**TCOM-383 DESIGNING VECTOR GRAPHICS**
**Credit Hours: 3**
**Prerequisite:** Design for Print and Web, or permission of instructor.
**Description:** This course introduces students to the use of geometric modeling software to prepare graphic materials for visual communication. Students will learn to design illustrations for print, multimedia and the Web through hands-on experience, tutorials, projects and lectures, and will develop technical expertise in creating object-oriented graphics through line and node editing using Adobe Illustrator or current vector software. Additional topics include the role of illustration in society, critical assessment strategies for professional and non-professional illustration, output consequences including color management, file size efficiency, banding, and transparencies.

**UWRT (University Writing Program)**

**UWRT- 150 FYW: WRITING SEMINAR**
**Credit Hours: 3**
**Prerequisite:** Basic Writing
**Description:** The Writing Seminar is a one-quarter, four-credit seminar designed to develop first-year students' proficiency in critical reading, analytical writing, and critical thinking. Students will read, understand, and interpret a variety of texts representing different cultural perspectives and/or academic disciplines. Texts, chosen around a particular theme, are designed to challenge students intellectually and to stimulate writing for a variety of contexts and purposes. Through this course, students will gain experience analyzing topics critically and developing writing strategies that will be strengthened throughout their academic careers. There will be particular attention to the writing process including an emphasis on teacher-student conferencing, self-assessment, class discussion, peer review, formal and informal writing, research, and revision; small class size promotes frequent student-instructor and student-student interaction. The course also
emphasizes the principles of intellectual property and academic honesty for both current academic and future professional writing.

**Courses with Number Prefixes**

**0640 520 MILITARY HISTORY**  
**Credit Hours:** 3  
**Description:** A study of American Military History from the 1700's to the present day. Discussions will show how military actions affected U.S. History; how developing technologies impacted U.S. Military doctrine, tactics and strategy; and the change of the U.S. Military from a part-time, civilian volunteer militia to a professional, full-time force. (Fills a professional slot on the study plan. Need advisor approval).
Additional Academic Information, Opportunities, Policies and Processes

The Grading System

At the commencement of the course, and as appropriate throughout the course, it is the instructor’s responsibility to:

- Define criteria for evaluation.
- State the process for converting the professor’s evaluation criteria to the RIT grading system.

For each credit hour earned the following number of quality points will be awarded based upon the grade received, and will be calculated in the grade point averages:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
<th>Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent</td>
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<tr>
<td>A-</td>
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<td>3.33</td>
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<tr>
<td>B</td>
<td>Above Average</td>
<td>3.00</td>
</tr>
<tr>
<td>B-</td>
<td></td>
<td>2.67</td>
</tr>
<tr>
<td>C+</td>
<td>Satisfactory</td>
<td>2.33</td>
</tr>
<tr>
<td>C</td>
<td></td>
<td>2.00</td>
</tr>
<tr>
<td>C-</td>
<td>Minimum Passing Grade</td>
<td>1.67</td>
</tr>
<tr>
<td>D</td>
<td>Failure</td>
<td>1.00</td>
</tr>
<tr>
<td>F</td>
<td></td>
<td>0.00</td>
</tr>
</tbody>
</table>

Additional grades and notations that may be found on a student term record or transcript are shown below.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>____</td>
<td>Blank - that is, the grade has not yet been assigned or no grade is expected.</td>
</tr>
<tr>
<td>R</td>
<td>Registered - a permanent grade used in graduate coursework indicating that a student has registered for a given course but has yet to meet the total requirements for the course or has continuing requirements to be met. The grade is given in graduate thesis work. Completion of this work will be noted by having the approved/accepted thesis or dissertation title, as received by the registrar from the department, added to the student’s permanent record. Full tuition is charged for these courses. &quot;R&quot; graded courses are allowed in the calculation of the residency requirement for graduate programs;</td>
</tr>
</tbody>
</table>
however, they do not affect GPA calculations. A student may receive a grade of "U" or "I" in a given term of an "R" graded course. A "U" grade in this case carries no credit and the course must be repeated.

W  Withdrawn - a grade that indicates an official course withdrawal has been processed. See policy D05.IV.

S  Satisfactory - (undergraduate) - A satisfactory grade may only apply to acceptable completion of cooperative work experience, internships, courses bearing course numbers of 099 or below, and study abroad courses offered by affiliated programs. With the exception of study abroad, such courses do not count toward residency requirements, earn credit hours or affect grade point average calculations. In the case of study abroad courses, credits covered by the "S" grade will count toward residency requirements and will earn credit hours. The "S" grade will not affect grade point average.

Satisfactory (graduate) - A satisfactory grade at the graduate level may only apply to seminar courses where programs have determined that a traditional "A", "B", "C", "D" letter grade is inappropriate. An "S" grade at the graduate level carries no quality points and therefore does not enter into a GPA calculation. A student may receive a grade of "U" or "I" in an "S" graded course. In this case, a "U" grade carries no credit and the course must be repeated. No more than 10% of a program's degree credits may be "S" graded courses. The college's Curriculum Committee must approve the use of an "S" grade in a course.

I  Incomplete - When an instructor observes conditions beyond the control of a student such that the student is unable to complete course requirements in the given term or session, the instructor may assign an Incomplete notation ("I") to a student. The instructor determines and advises the student of the due date, not to exceed two terms including summer session but excluding intersession, by which the student must complete course requirements. If the registrar has not received a "Change of Grade" form from the professor after two terms including summer session but excluding intersession, then the Incomplete becomes an "F" grade or a "U" grade if the "I" was associated with an "R" or "S" graded graduate course. An extension of time may be granted at the discretion of the instructor. Credit hours are not earned and the GPA is not affected until a permanent grade is assigned.

If there are extenuating circumstances which render an instructor unable to assign a grade or evaluate a student's work and assign a grade to replace an "Incomplete" notation, the head of the academic unit in which the course was taught will select an instructor to act in the place of the original instructor. After appropriate evaluation of the student's work, that instructor will assign a grade in place of the "Incomplete" notation.

U  Unsatisfactory (graduate) - a permanent grade used in certain graduate coursework indicating that a student made unsatisfactory progress towards completing the course requirements. No credit hours are earned for a “U”
grade and the “U” grade does not affect the calculation of quality points or GPA. A “U” grade in an “R” or “S” graded course carries no credit and the course must be repeated.

**Waived courses** - those courses eliminated from the list of requirements that a student must take to graduate. For undergraduate students, only physical education courses and cooperative work experience may be waived because of previously completed experience.

**X Grade** - Assigned for successful completion of various assessments as defined in Policy D.02.0 Admissions. “X” grade has three purposes:

- indicate credit by exam (undergraduate),
- indicate credit for non-traditional learning (undergraduate), and
- indicate Credit by Competency (graduate) (See policy D02.1.2)

"X" graded courses do not count toward the residency requirement and do not affect GPA calculations. Credit hours are included as hours earned.

For graduate students, the total combined amount of credit applied through external (non-RIT) transfer credit, waived courses, and credit by competency may not exceed 20% of the total credits in the graduate program as noted in the graduate catalog. Exceptions to the maximum credit by exam for graduate programs can be granted by the Graduate Council in unusual circumstances upon appeal from the dean of the college involved. For programs housed outside the college structure, the approval of the director of the academic unit is required.

**Audit** - indicates a student has officially registered for the course for no credit. Courses available for audit are at the discretion of the college or academic unit. With permission of the instructor, the student may elect to take examinations and do course assignments. Audited courses do not count toward the residency or other degree requirements. Credit hours are not earned and GPA calculations are not affected.

A student may register for audit any time during the official registration period for the term. However, a student may not change from audit to credit or credit to audit after the official add/drop period (first seven calendar days, excluding Sundays and holidays, of the full fall, and spring terms and summer session.) See Policy D03.0 - Registration. Changes from audit to credit must be accompanied by full payment of tuition.

Excluding audit courses, degree-seeking undergraduate students enrolling for 12 or more credit hours or graduate students enrolling for 9 or more credit hours may take any additional hours for audit at no incremental charge provided the total hours do not exceed 18 credit hours.

Excluding audit courses, undergraduate students enrolled for less than 12
Students enrolled at A.U.K earn a Bachelor of Science (BS) degree from The Rochester Institute of Technology in Rochester, NY, U.S.A., upon successful completion of degree requirements. To earn any academic credential from RIT, students must satisfy a number of graduation requirements, which may vary significantly from program to program. All students should seek out and use the academic advising resources at A.U.K to assist them in planning their academic program of study. In general, students should expect to satisfy the following requirements before they can graduate:

A. Completion of academic curricula

Students must satisfactorily complete all of the courses in their academic program. General education requirements and specific course requirements for each program are identified earlier in this bulletin. This bulletin and careful consultation with an academic adviser provide the best resources for planning and completing all of the requirements necessary for graduation.

The curriculum in effect at the time of admission into a program will normally be the curriculum one must complete in order to graduate. Occasionally, with departmental approval, course substitutions and other minor curricular modifications may occur. Although there is no time limit within which students must complete their course requirements, the curriculum under which a student is certified to graduate must be no more than seven years old.

B. Grade point average standard

Successful candidates for an undergraduate degree must have a program cumulative grade point average of at least 2.0. The Minor GPA must also be at least 2.0 in order to be certified. Graduation honors are conferred on those who achieve a 3.40 or higher program cumulative GPA.

C. Demonstration of writing skills

Students must demonstrate the writing skills necessary for successful entry into their chosen careers.
Co-op Career Programs

The educational philosophy of the A.U.K is based on the RIT model of Career Education. This means that students do not gain only theoretical knowledge, but also engage in hands-on experiential learning in a real-world environment.

A Co-op is a cooperative education work experience in a private or governmental organization in Kosovo or abroad. It is a paid professional experience of 400 hours which must be completed within a 3-month period (full-time students) or 6-month period (part-time students). The Co-op must be a qualitative learning experience related to the student’s career interests and should provide new challenges and opportunities.

Each A.U.K student must complete two diverse Co-ops to be eligible for the Bachelor Degree. One Co-op should be completed during the freshman and sophomore years and the other Co-op during the junior and senior years. Students who already have a full-time job may request that their employment be considered for fulfillment of the Co-op requirement.

Co-op Registration and Evaluation

Each student must register the Co-op prior to beginning the experience. After identifying one, approval by the Co-op & Career Services Office is required. The Co-op is registered through Co-op Registration Form only. Once approved, the student may begin the registered Co-op experience. The Co-op is administratively registered in SIS by the Co-op & Career Services office in the following semester.

At the end of the Co-op experience, each student must ask his/her supervisor to submit the Co-op Employer Evaluation Form directly to the Co-op & Career Services either by e-mail or in a sealed and stamped envelope. In addition, a Co-op Student Evaluation Form should be submitted directly by the student who has finished the Co-op. Without these two evaluation forms, a student cannot receive the Co-op grade. All Co-op forms and detailed Co-op procedures can be found in A.U.K website. A student being evaluated for his/her Co-op may receive two possible grades: ‘S’ which stands for Satisfactory and ‘I’ which stands for Incomplete. If the student receiving the ‘Incomplete’ grade fails to finish the Co-op within two consecutive semesters, the Co-op grade becomes F (Failed) and the student must complete another Co-op to fulfill the degree requirements.

Criteria and Approvals of Co-ops

The main criterion for approval is that a Co-op needs to be a challenging and meaningful professional experience where a student can apply concepts and skills learned in A.U.K courses and consistent with his/her career objectives. Whereas the first Co-op may be more of a career exploration in any type of sector and position, the second Co-op should be
related to the choice of concentrations and career path. The Co-op must be registered prior to start to be considered for approval. In addition, the Co-op should be paid, with exceptions made for governmental institutions. The second Co-op will not be approved if it is the same as the previous one. Family business Co-ops are not approved, unless for specific reasons and with specific requirements made on an individual basis.

Registration and Course Actions

Course Registration

To be officially registered at A.U.K, a student must be academically eligible, have been properly enrolled in a course, and have made the appropriate financial commitment. The registration process is simple and can be accomplished on-line from any computer. Announcements are made for the proper time during which your particular class year (Freshman, sophomore, Junior, or Senior) is permitted to register for the next semester. Freshmen are provided their course schedule for the first academic semester.

Please be advised that A.U.K reserves the right to alter any of its courses or to cancel a class due to low registration at any time.

For some classes, A.U.K may restrict enrollment to particular groups of students (for example, students in specific year groups or students who have already satisfied course prerequisites).

TO REGISTER FOR A SIXTH CLASS, STUDENTS MUST:

- Meet with their advisor at least ONE WEEK prior to the registration period as the sixth course is registered through the advisors; students who fail to do so will not be able to take a sixth course
- Have a GPA of 3.0 or less CAN NOT register for six courses in one semester.
- Pay an additional fee

Most courses have restrictions regarding class size and availability of professors. Some electives may not be open every semester. Students are strongly encouraged to seek out academic advice and plan their academic careers carefully.

Directions for Online Registration

Use this URL to access the RIT Student Information System webpage, www.mycampus.rit.edu

1. Enter your RIT account and your password.
2. Then, click on **Main Menu → Self Service→ Enrollment→ Add Classes**

3. Once you have selected **Add Classes** you need to enter the **Class Nbr**. And then you press **Enter** in order to add the course to your shopping cart. See below:

4. The following phase of registration shows you the course information and status. You will see if the course is open, waitlisted or closed. Pressing **next** (green box) will lead you to your shopping cart.
Add Classes

1. Select classes to add - Enrollment Preferences

2012-13 Fall Quarter | Undergraduate | Rochester Institute of Tech.

3092 311 - Statistics

Class Preferences

3092 311-02  Lecture  ▲ Wait List

Session  Regular Academic Session
Career  Undergraduate
Enrollment Information
  • RIT Kosovo

Wait List  □ Wait list if class is full
Permission Nbr
Grading  Standard Letter Grade
Units  4.00

NOTES

Class Notes  This section is taught in Kosovo and restricted to WMDP students
5. Once your desired course is shown on the shopping cart you press **proceed to step 2 of 3.**

6. A final confirmation will be requested from the student. Once you reach this point you will need to press **finish enrolling.**

7. **View Results** will show you whether you are successfully registered in the course.
3. View results

View the following status report for enrollment confirmations and errors:

2012-13 Fall Quarter | Undergraduate | Rochester Institute of Tech.

<table>
<thead>
<tr>
<th>Class</th>
<th>Message</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>3092 311</td>
<td>Error: Class 13027 is full. If a wait list is available, click Add Another Class to return to step 1. Click the class link, select the wait list option and resubmit your request.</td>
<td>X</td>
</tr>
</tbody>
</table>

Reading your Plan of Study

The Bachelor’s Degrees (BS) is broken down into two main areas of study: general education courses (left hand side) and the professional concentration area (right hand side).

The main column headings of your plan of study worksheet are defined below to give you an understanding of how the worksheet is laid out.

**Course Title:** Defines the course and also supplies you with the course number.

**Semester:** Indicates the semester you have taken a course. Fall semester ends in ‘1’, spring semester ends in ‘2’.

**SH:** ‘SH’ stands for ‘Semester Hours’. The number of SH’s per course indicates how many hours (approximately) you will be in the classroom. For example, a ‘3 SH’ course equals 45 hours in the classroom.
**Grade:** Your grade is indicated in this column. Only grades of ‘D’ or higher count toward degree completion.
# ELECTIVES (27 SH)

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Term</th>
<th>Grade</th>
<th>SH</th>
</tr>
</thead>
</table>

### Arts & Science Electives (18 SH)

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Term</th>
<th>Grade</th>
<th>SH</th>
</tr>
</thead>
</table>

### Immersion (3 SH)

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Term</th>
<th>Grade</th>
<th>SH</th>
</tr>
</thead>
</table>

# PROFESSIONAL CORE

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Term</th>
<th>Grade</th>
<th>SH</th>
</tr>
</thead>
</table>

### Free Electives

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Term</th>
<th>Grade</th>
<th>SH</th>
</tr>
</thead>
</table>

### Communication

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Term</th>
<th>Grade</th>
<th>SH</th>
</tr>
</thead>
</table>

### Senior Project

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Term</th>
<th>Grade</th>
<th>SH</th>
</tr>
</thead>
</table>

---

**Writing Requirements**

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Met</th>
<th>Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY Writing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Prof. Core</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pers. Writing</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Optional Co-op</th>
<th>SH</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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**Student ID:** 16800-4621

**First Name:** Ayn

**Last Name:** Syla
Adding and Dropping Courses

There are two methods for changing your schedule after you register. Both methods have specific time restrictions.

Add/Drop is available in the first five working days of the semester. During this five-day period, you can change your schedule by either adding or dropping a class online. No record of this appears on your transcript. However, you must obtain the signature/approval of the academic advisor for any class that is closed and you wish to add.

Add/Drop forms are available in Academic Services.

REMEMBER

- Not attending a class does not constitute an official drop. You could end up getting a failing grade for a course you did not think you were in!
- Attending a class does not mean you are officially registered for it unless you have successfully completed the online registration and submitted the required form if necessary.

Before you drop one course to take a different course, be certain that you have obtained permission from the academic advisors. There may not be room in that course section and your schedule may prohibit you from taking a different section. Also, make certain there are no conflicts with any other courses for which you have already registered.

Repeating Courses

An undergraduate student may repeat a course to raise the grade. If you repeat a course, the last grade earned will replace the previous one. The previous class will remain on your permanent record, but the notation “retaken” will appear in front of the grade. Only the grade of the last course taken will be used in the computation of the GPA. Courses taken at other institutions are not considered to be repeats. Credit earned by examination/experience may not be used to repeat previous course work.

Students must have permission from the Student Services Office in order to retake a class. If the notation “retake” does not appear on the advising report then the student should contact their academic advisor and obtain the appropriate form otherwise, you may receive BOTH grades, with the lower one negatively affecting your grade point average.

Once a student has been certified with a degree, courses may not be retaken.
Course Withdrawal

Students are strongly advised to consult with their academic advisor and instructor before withdrawing from any courses. A student may not use the drop with a grade of “W” option to avoid charges of academic dishonesty or after the instructor has officially submitted the final grade.

Prior to the end of the twelfth week of fall or spring term, a "W" will be assigned upon the student’s online request. Students are strongly advised to consult with their academic advisor and instructor before they withdraw from any courses. In processing the request, the student, course instructor, advisor and the home program or Vice President will be notified via e-mail.

After the twelfth week and up to the last official class day of fall or spring term, a “W” will be assigned only with the approval and written signatures of the student, course instructor, the home program or Vice President.

While a “W” will appear on the student’s transcript, it carries no credit and does not affect GPA. When a student chooses to drop a course with a grade of “W”, full tuition is charged.

Impact of Multiple Withdrawals

- Students can withdraw from courses at any time before the 8th week of class. Please refer to the Withdrawal and Refund Policy for additional information.
- All withdrawals are marked “W” on student academic transcripts.
- An accumulation of W’s can have a negative effect on your acceptance into graduate programs.
- Consult your advisor and instructor before withdrawing from courses.

Impact of Withdrawals on Scholarships and Financial Aid

The following conditions apply to all students who receive any form of scholarship, financial aid, or tuition reduction assistance directly from A.U.K. The conditions may not apply to any form of scholarship or aid award received from a third party institution or private individual.

- If at any point during a student’s enrollment at A.U.K, the student accrues one (1) “W” on the official RIT transcript as a result of withdrawing from a course, the student’s scholarship or aid award will remain unaffected. Furthermore, the student will remain eligible to apply for any future aid programs offered by A.U.K.
• If at any point during a student’s enrollment at A.U.K the student accrues two (2) “Ws” on his or her official RIT transcript as a result of withdrawing from multiple courses, the student’s scholarship or aid award will be decreased by exactly half the original amount awarded for the remainder of the student’s enrollment at A.U.K. Furthermore, the student will forfeit his or her eligibility to apply for any future aid programs offered by A.U.K. However, if the student is the recipient of a multi-year scholarship award, the student will continue to receive funding (reduced by half) as stipulated in the original award for subsequent years.

• If at any point during a student’s enrollment at A.U.K the student accrues three (3) “Ws” on his or her official RIT transcript as a result of withdrawing from multiple courses, the student’s scholarship or aid award will be cut and he or she will no longer receive any financial support from A.U.K. Furthermore, the student will forfeit his or her eligibility to apply for any future aid programs offered by A.U.K.

A.U.K Official Policy on Attendance

Absences for whatever reason do not relieve students of their responsibility for fulfilling normal requirements in any course. In particular, it is the student’s responsibility to make individual arrangements in advance of missing class due to personal obligations such as religious holidays, job interviews, athletic contest, etc., in order that he or she may meet his or her obligations without penalty for missing class.

a. A student may have no more than three unexcused absences in a given course before their grade is affected. Each unexcused absence after three will lower the student’s course grade by one letter grade. This is mandatory.
b. It is the student’s responsibility to notify the faculty member in advance of any planned absence.
c. Instructors are responsible for either excusing or not excusing a students for class, allowing or not allowing make-ups or alternate dates for tests and classes. A.U.K will inform instructors about events (recruitment drives, media events, co-op interviews) for which students may request an excuse from classes, but the final decision to grant an excuse rests with the instructor. A.U.K will support the faculty member’s class policy with regard to testing and attendance.
d. Non-attendance does not constitute an official withdrawal and may result in a failing grade.
e. Class hours consist of 75-minute teaching blocks. Faculty and students are expected to begin and end class and any breaks on time.
Grade Point Average

There will be two methods of grade point average calculation for students that appear on grade reports and transcripts.

1. Term
2. Cumulative

The term grade point average reflects a single term of academic activity. The cumulative grade point average reflects the sum total of course work completed at A.U.K/RIT and will be updated each term the student is in attendance. All GPA calculations will be carried out to two decimal places. Rounding will be done by adding .005 to the unrounded results and truncating after the second decimal place.

In the case of a repeated or excluded course, the student’s permanent academic record will show a notation indicating the course has been repeated or excluded from both GPA calculations. The notation will not affect previously posted academic actions (such as probation or suspension).

A student who completes undergraduate studies and then engages in graduate study RIT will begin a new graduate cumulative GPA when re-classified as a graduate student.

Changing Grades

Once a grade has been officially reported by an instructor, it is normally not the right of any person to change it grade unless an actual error has been made in computing or recording it. If an error has been made, the instructor must complete the Change of Grade/Extension or Incomplete Form and the completed form must be approved the Vice President in which the instructor teaches. When approved by both of these individuals, the form is to be forwarded to the Registrar’s Office.

In extraordinary circumstances and at his or her discretion, the Vice President may, without violating the student’s right to confidentiality and after consultation with the instructor in which the course was taken, settle special cases of an appeal of an assigned grade by administratively removing a student’s name from an official course roster and removing the student’s assigned grade from the student’s official transcript. The provost will inform the instructor of this action and, if giving such information does not violate the student’s right to confidentiality, explain the reason for it.
Repeating Courses to Raise Low Grades

A student may repeat a course to raise a grade. If a student repeats a course, the last grade will stand as final even if the last grade earned is lower than the grade previously earned.

Courses taken at other institutions cannot be considered as repeats. Credit earned by examination/experience cannot be used to repeat previous course work. This process only applies to coursework in undergraduate programs.

Student Grade Disputes

In instances where a student has significant reasons for disputing a final course grade, and has consulted with the instructor and the Manager for RIT Academic Affairs, but still considers more attention needs to be given to his/her grade appeal then the student may present his/her case to the A.U.K Final Course Grade Dispute Committee.

The Final Course Grade Dispute Committee shall consist of three instructors (full-time senior faculty) and may be part of the same pool of instructors who sit on the Academic Conduct Committee. The Vice President will appoint instructors to the ad hoc committee on a case-by-case basis provided that they are not directly or indirectly involved in the specific case. Instructors should recuse themselves based on case involvement or bias and alternates will be appointed. The student bringing the case to the Committee may also provide justification to request an alternate member of the Committee, based on case involvement or bias. A student may only appeal a final course grade in instances where the grade was submitted for the previous semester. Final course grade appeals will not be considered for grades submitted in earlier semesters. [http://www.rit.edu/~w-policy/sectionD/D17.html](http://www.rit.edu/~w-policy/sectionD/D17.html)

Confidentiality of student records

A.U.K students have the right to inspect, review, and challenge the accuracy of their official educational records. Students are also accorded the right to receive a formal hearing if dissatisfied with responses to questions regarding the content of the record.

A.U.K policies ensure that only proper use is made of such records. Therefore, with the exception of copies made for internal use (those provided to faculty and staff who have a legitimate need to know their contents), no copy of a student's academic record (transcript) or other nonpublic information from student records will be released to anyone without the student’s written authorization.
Transcripts

An A.U.K student’s official academic record is maintained by the RIT Office of the Registrar and is normally reflected through a transcript. All requests for transcripts must be in writing and should include the student’s full name (or name used while at A.U.K/RIT), student identification number, dates of attendance, and signature to assure proper identification of the record requested. Transcripts are usually prepared and available within one week after the request is received.

Under no circumstances will a partial transcript be issued, nor will a transcript be issued to a student who is indebted to A.U.K. Copies of transcripts from high schools and universities that have been received in support of admission applications and/or transfer credit evaluation will not be reissued by A.U.K.

Dean’s List eligibility

By action of the college concerned, full-time degree-seeking undergraduate students will be placed on the Dean’s List if their term GPA is greater than or equal to 3.40; they do not have any grades of “Incomplete”, “D” or “F”, (including wellness and any other non-credit but required courses); and they have registered for, and completed, at least 12 credit hours.

Degree-seeking undergraduate students who maintain less than 12 credit hours in each term in which they are enrolled during the academic year may qualify for Dean’s List if they have completed at least 9 credit hours during the academic year (fall, intersession, spring, and summer term).

The Dean’s List evaluation will occur at the end of the summer term or in the degree certification term. Placement on Dean’s List is noted on the student’s official transcript.

Graduating with honors

Degree honors are applicable to undergraduate students only. Honors posted to the academic record will be based upon the student’s cumulative grade point average upon completion of the degree requirements. The registrar will post honors to the student’s academic record and they will be reflected on the official transcript. The numerical criteria for graduation with honors are as follows.

- summa cum laude - 3.80 cumulative GPA
- magna cum laude - 3.60 cumulative GPA
- cum laude - 3.40 cumulative GPA

Honors reported for inclusion in the Commencement Book must be based on a minimum of 30 credit hours earned (see residency requirement for graduation) and the student’s
cumulative GPA. In addition, the Commencement Book will only reflect honors earned by the end of the fall term.

The GPA calculation will be carried out to two decimal places. Rounding will be done by adding .005 to the unrounded results and truncating after the second decimal place. The dean (or department head for any degree granting programs outside the college structure) may, in extraordinary circumstances, act to grant graduation with honors to students who do not meet all the criteria listed. A copy of the notice of exception, with reason, is to be sent to the registrar to become part of the student’s academic record.

**Outstanding Undergraduate Scholar Award**

One of the traditional concerns of colleges and universities is with the definition and recognition of excellence. The Outstanding Undergraduate Scholar Award has been established to recognize excellence in academic achievement by students. Those selected to receive the award are designated RIT Scholars in perpetuity. The achievement is noted on the Scholar’s transcript and recognized through a specially designed medallion symbolic of high academic achievement. The awards are presented at a special convocation held prior to the end of each academic year.

The procedure for the selection of award winners is:

**A. Maximum number of students eligible**
1. The maximum number of recipients of the award in any year will not exceed one (1) percent of the full-time equivalent enrollment of each college in the preceding fall term.
2. It is the intent of this policy that each college will be permitted to nominate at least one student for the award although the college may choose not to do so.
3. It is the intent of this policy that transfer students and part-time students will be eligible to receive the award.
4. It is the intent of the policy that generally the award be limited to those registered at RIT during the fall term. However, students identified by a college as not currently enrolled, but who are actively pursuing completion of degree requirements, can be added to the list of candidates.

**B. Minimum University Requirements**
1. Must have completed 83-128 credit hours of work, of which not less than 45 hours must be in RIT grade-bearing courses.
2. Must have a cumulative GPA of 3.85 for all work completed at the university as of the previous spring term.

**C. Selection Process**
A committee as specified in section V. below will be responsible for selecting the recipients of the award in each college.

1. In making its decision, the committee will give careful attention to the academic achievements and activities of the student and to factors that in the judgment of the committee are closely related to such academic achievements and activities. Examples include, but are not limited to, the following: creative work, employment, student committees, civic activities, and independent research projects.

The committee is free to call upon other persons from the faculty, staff or student body for help in reaching a decision.

On the basis of these deliberations the committee will choose or will decide not to choose one or more recipients of the award, but the number is not to exceed one (1) percent of the college FTE enrollment of the previous fall semester.

2. Names of students chosen to receive the award must be accompanied by:
   a. a brief biography and resume of the student;
   b. a personal statement (up to one page) from the student;
   c. a statement from the selection committee giving reasons for its choice of the student;
   d. statements from at least one non-major instructor in support of making the award to that student.

3. The names of award winners must be forwarded to the Vice President by the first Monday in December.

V. Selection Committee

The Vice President of will appoint a committee of faculty not to exceed five members, including the dean or designee, from that college. The committee will invite a person from outside the college to serve on the committee.

**Honors Society**

The objectives of the A.U.K Honors Society are to recognize A.U.K’s most outstanding students and to promote academic and professional skills as well as civic involvement. Students invited into the A.U.K Honors Society will be required to have a cumulative GPA of 3.8 in the spring semester of their Junior Year (and throughout the remainder of their program at A.U.K). There will be 3 credit hours for the One Year Honors Project. Senior year students with a 3.8 GPA will have the option of whether or not to take the Honors track.
Eligibility for A.U.K Honors Society

At the end of each fall semester, all students in their junior year will be evaluated for invitation to the A.U.K Honors Society. Membership is available by invitation only. Students are eligible for membership in the A.U.K Honors Society if they are currently enrolled as a full time student. Eligibility is based on the criteria summarized below:

1. Having a GPA of 3.8 and above
2. Having an academic status of a junior regular fulltime student, or having earned a minimum of 90 credits (10 courses left or less left to graduate)
3. Having had no more than 2 withdrawals (to implement after the semester conversion)
4. Having no more than 2 retakes (to implement after the semester conversion)
5. Having had no more than 12 transfer credits (to implement after the semester conversion)

A.U.K Honors Society Requirements

Senior Year A.U.K Honors Society students will be required to:
(a) Conduct a 9 month One Year Honors Project (over 2 regular semesters).

Academic Administration

The administration of the A.U.K Honors Society will take place through the Office of Academic Affairs and the Honors Society Committee. The Honors Project will be registered with the A.U.K Academic Services over two semesters.

Honors Projects

Senior Year A.U.K Honors Society students will be required to conduct a 9 month, One Year Honors Project (over 2 regular semesters). They will have a full-time faculty member as their project supervisor, who they will consult at a scheduled weekly basis. Honors project students are also required to have a technical advisor who is not an A.U.K full-time faculty member and who has a masters or doctoral degree. The A.U.K supervisor will be confirmed in the first week of the Fall Semester and the technical advisor in the second week.

Awards to Concentrations & Honors Society Projects

The faculty who teach in each of A.U.K’s five areas of academic concentration will set criteria and identify the most deserving student (Junior or Senior) to receive an Annual Concentration Special Award in (1) Economics & Statistics, (2) Public Policy & Governance, (3) Multimedia & Visual Communication, and (4) Management. The top Honors Projects will also receive a special award. Honors Diplomas will be presented at the Annual Honors Awards Day.
A.U.K Annual Honors Society Awards Day

The Honors Diplomas will be presented at the A.U.K Annual Honors Awards Day, on the A.U.K Campus at 12noon on the Wednesday of Week #13 of Spring Semester.

Honors Projects Final Presentation

The Honors Projects are required to be bound in the standard format as specified by Academic Services. A hard copy is to be supplied to the Library before the end of the Spring Semester.

Participation in Commencement

Commencement is a celebration for students who have completed all requirements for graduation. The student’s academic advisor decides whether a student has completed all requirements and clears the student for graduation and participation in Commencement. The diploma will not be awarded until the final course is completed successfully and recorded.

The following are the criteria for commencement participation:

1. Students with 4 or more remaining courses will not be allowed to march at commencement
2. Students with 3 remaining courses and having a GPA of 3.0 or more will be allowed to march
3. Students with 2 remaining courses and having a GPA of 2.5 or more will be allowed to march
4. Students with 1 remaining courses and having a GPA of 2.25 or more will be allowed to march

A degree candidate who, due to extenuating circumstances, cannot participate in the graduation ceremony held at the end of the last semester of enrollment may petition the Academic Services Office to participate in the next graduation ceremony held the following year.

Leave of Absence

A student who is having serious problems (whether medical, family, or employment) to the extent that it interferes with his or her ability to function as a student may request a Leave of Absence. An official Institute Withdrawal or Leave of Absence Form must be submitted to Academic Services. Documentation may be required to support the claim and the
decision will be made by the Director of Academic Affairs, in consultation with Academic Services. Under certain conditions, some partial refund of tuition may be available. (See Financial Information in this Bulletin)

Medical Leave

In some cases, A.U.K may place a student on Medical Leave. Such an initiated Medical Leave will be used only in circumstances where a student is deemed unable to function successfully at A.U.K as a result of medical, psychological, or related personal situations and is unable or unwilling to request a Leave of Absence. The Medical Leave is intended to provide students with time to resolve their circumstances in a satisfactory manner without seriously undermining their ability to successfully complete their academic programs and without compromising the safety and welfare of the A.U.K community.

A Medical Leave can be granted for no more than five (5) consecutive semesters (eight (8) for part-time students) including summer. If the conditions are not achieved or complied with in this time period, the student will have to reapply for admission in accordance with the Institute’s readmission procedures. In some extraordinary cases, stipulated conditions may be attached to the Medical Leave that would extend the period of the leave beyond five/eight semesters. An Initiated Medical Leave will be imposed by the Director of Academic Affairs (or his/her designee) only after appropriate discussion with the necessary A.U.K parties and discussion with the student and - in appropriate circumstances - the student's family.

Academic Probation and Suspension

**Conditions for Academic Probation/Suspension:** All students at A.U.K are expected to meet or exceed certain minimal academic standards. Failure to do so will result in being placed on academic probation or suspension. All such actions are taken by Academic Services, under the direction of the A.U.K -RIT Manager of Academic Affairs, at the end of each semester; once the action is made, it may be changed or revoked only by the Vice President for A.U.K -RIT Academic Affairs. The Grade Point Average (GPA) standards that must be met are as follows:

Semester GPA = grade average of all courses taken in a semester that are applicable to a student’s degree requirements.

Cumulative GPA = grade average of all course work taken as an undergraduate.

An undergraduate student must maintain a cumulative GPA of 2.00 or above at RIT in order to remain in good academic standing. To help students maintain satisfactory academic
performance, RIT has set academic standards that serve to identify, warn, and provide timely intervention to a student who is experiencing academic difficulty.

In addition to the university requirements outlined below, individual colleges and/or programs may define more rigorous requirements for maintaining good academic standing. This information must be approved by the dean, clearly defined within published college policy, communicated in the university bulletin, and communicated to the Provost's Office. For programs housed outside the college structure, the approval of the director of the academic unit is required.

All probation and academic suspension actions are taken at the end of the fall, spring and summer terms.

**Probation** refers to the academic action taken when a student is not in good academic standing. A student placed on probation is expected to sufficiently raise his/her GPA in the succeeding term so that the probationary status can be removed. In some circumstances, a student will also be required to satisfy specific conditions required by the home department in the form of an academic contract in order to be removed from probation. Failure to meet the terms of probation may result in suspension.

**Suspension** refers to the academic action taken when a student is not permitted to enroll in courses at the university for a period of one calendar year.

1. Any degree-seeking undergraduate student whose term or cumulative grade point average falls below a 2.00 (C average) will be placed on probation.

2. Any student who is on probation according to A.1. above and who is not removed from probation in the two succeeding terms (including summer session) in which credit is attempted will be suspended from RIT for a period of one calendar year.

3. Any student who has been placed on probation after having been removed from probation and whose cumulative grade point average is below 2.00 will be suspended.

4. Any student who has been placed on probation after having been removed from probation and whose cumulative grade point average is 2.00 or above will be granted one term to be removed from probation before suspension from RIT.

5. Any student whose term grade point average falls below 1.00 will be suspended from RIT for a period of one calendar year.

6. Students who have been readmitted to their original program after having been suspended and then qualify for probation will be suspended from RIT.

7. A suspended student cannot enroll in any credit or non-credit course at the university while on suspension.
8. A suspended student may appeal a suspension decision. Individual colleges and/or programs may set limitations on the number of appeals a student can submit.

9. A suspension may be waived upon written appeal to the student’s home program. Final suspension waiver requires dean (or designee) approval. For programs housed outside the college structure, the approval of the director of the academic unit in which the enrollment is requested is required.

10. A suspended student may be required to satisfy specific academic conditions imposed by the home department in order to be considered for readmission to his/her program.

11. A suspended student may be admitted to another program if it is approved by the dean (or designee) of the college in which enrollment is requested. For programs housed outside the college structure, the approval of the director of the academic program in which the enrollment is requested is required.

12. Students must apply through undergraduate admissions for re-admission at the end of their suspension. Such re-admission must be approved by the dean (or his/her designee) of the college for which they are requesting enrollment (this may be the original college or another). For programs housed outside the college structure, the re-admission must be approved by the director (or designee) of the academic unit for which they are requesting enrollment.

**Conditional Academic Contracts**

Students who have been suspended may appeal to the Vice President for A.U.K - RIT Academic Affairs to have the suspension temporarily waived and to be placed on a “Conditional Academic Contract.” Conditional contracts will be awarded to students who can demonstrate (with the appropriate documentation) that:

- Extended illness or other hardship has caused their academic performance to be sub-standard;

- A general trend of improvement in their academic performance over time exists; and/or

- The desire and capability of meeting the expectations of the Conditional Contract Semesters is demonstrated.

Conditional contracts are awarded at the discretion of the Vice President for A.U.K - RIT Academic Affairs, in consultation with Academic Services. Failure to meet any of the contract conditions results in immediate suspension from the College without any tuition reimbursement. Contact Academic Services for the appropriate procedure.
Please note: Academic Warning and Academic Suspension are related to your GPA, which summarizes your academic performance.

**Expulsion of Students from Class**

An instructor may expel a student from class for no more than one class session. If the instructor wishes to exclude the student for a longer period due to student misconduct, the procedures are outlined in the section on *Student Rights & Responsibilities*.

**Final Exam Policy**

For all courses other than those taught online, professors will be present at A.U.K and available for questions from the students for at least 24 hours after they have published the final course grade to the students. If you have any questions about your final exam or final grade, you should ask them at this time. Professors (not A.U.K administration) make the final decision about your grade, so if you wish to discuss your grade with your professor, this is the time to do so.
A.U.K Policies and Processes

A.U.K is a learning community where time, energy and resources are directed toward learning and personal development.

Members of the community live and work together to foster their own learning, as well as the learning of others, both in and outside the classroom. As a member of the community, each person must conduct himself/herself in a manner that reflects thoughtful, civil, sober and considerate behavior.

As a member of the community, each person respects the dignity of all persons and acts to protect and safeguard the wellbeing and property of others.
As a member of the community, each individual contributes to the continued advancement and support of the community, personally challenging behavior that is contrary to the welfare of others.
Members of the community create a campus culture that values diversity and discourages bigotry, while striving to learn from individual differences.

A.U.K Honor Code

All A.U.K students will refrain from any form of academic dishonesty and will not tolerate it from their fellow students. They will respect the dignity and uniqueness of every member of the A.U.K community.

The A.U.K Student Bill of Rights guarantees to all students:

Retention of their rights as citizens of the community at large.

Protection in the classroom of freedom of expression and protection against improper academic evaluation.

Protection of their rights to privacy (in accordance with the Buckley Amendment and Family Educational Rights and Privacy Act) regarding access to and disclosure of student records.

Protection of their rights in student activities to freedom of association, inquiry, and expression, along with the right to participate in college governance and to maintain a student press free from censorship.

The right to be free in their persons, living semesters, papers, and effects against unwarranted searches and seizures.
The right to remain silent and to be provided with basic due process in disciplinary proceedings.

The right to be informed of any risks involved in acting as human subjects for research activities and also the pertinent details of any sponsored research conducted through A.U.K, including the existence of any restricted components.

**General Applicability**

Generally, A.U.K jurisdiction and discipline will be applied to student conduct which occurs on college premises or during the course of off-campus activities related to A.U.K, or which adversely affects the college community and/or the pursuit by the college of its educational mission.

Students subject to jurisdiction and discipline include all persons taking courses or training at A.U.K, both full-time and part-time, both graduate and undergraduate. All those who are not officially enrolled during a particular semester but who have a continuing relationship with the college, including those on co-op, are considered students. Students are responsible for the behavior of their visitors, guests or family members and can be personally sanctioned for the violation of A.U.K policies, rules and regulations by those individuals. Student organizations and their officers are also expected to conform to A.U.K policies, rules and regulations; organizations and their officers can be sanctioned for failure of the organizations to do so.

Disciplinary actions for most infractions are limited to social and academic sanctions. But A.U.K may initiate civil or criminal proceedings against a student in a case where such unusual action is warranted by the circumstances. Any such action will be determined by the A.U.K President, in consultation with the Director of Academic Affairs.

If a student is charged only with an off-campus violation of civil laws, but not with any violation of A.U.K policies, rules and regulations, A.U.K disciplinary action may still be taken and sanctions imposed for serious misconduct which demonstrates disregard for the rights of others, or which adversely affects the A.U.K community and/or the pursuit of its objectives. In such cases, interim suspension or restrictions may be imposed even before the student has been found guilty in a court of law.

If a student is charged by civil authorities with a violation of the law, the college will cooperate fully with law enforcement and other agencies. If the alleged offense is also the subject of a proceeding under the A.U.K Student Conduct Process, A.U.K may advise off-campus authorities of the existence of the A.U.K Student Conduct Process and of how such matters will be handled internally within the college community.
**Academic Dishonesty**

If a faculty member judges a student to be guilty of some form of academic dishonesty, the student may be given a failing grade for that piece of work or for the course, depending upon the severity of the misconduct. If the student believes the action by the instructor to be incorrect, unjust, or the penalty too severe, the student may:

**Request a meeting with the instructor.** The instructor shall meet informally with the student to discuss the action that he or she has taken.

**Request a meeting with the Director of Academic Affairs.** If the student still believes the faculty member's action is incorrect, unjust, or the penalty too severe, both student and instructor shall meet with the Vice President for Academic Affairs on the matter.

**Request a Hearing Before the A.U.K Conduct Committee.** If the matter cannot be resolved by a meeting with the A.U.K Vice President for Academic Affairs, then the case and all relevant evidence will be sent to the A.U.K Conduct Committee for judgment.

The faculty member or the Vice President for Academic Affairs may also refer the case to the A.U.K Conduct Committee if it is felt that the alleged misconduct warrants action more severe than failure in the course.

**Charges of Academic Unfairness by Faculty**

If a student believes a faculty member’s treatment in a course has been unfair, the procedures in this matter are the same as those in the section on Charges of Academic Dishonesty.

If a hearing before the A.U.K Conduct Committee is held, the same rules and procedure as in all other matters will be used.

If the A.U.K Conduct Committee finds in favor of the faculty member, the student’s case is dismissed, and/or the faculty member's action upheld, and/or additional appropriate actions are recommended to the Director of Academic Affairs.

If the committee finds in favor of the student, appropriate recommendations will be made to the Director of Academic Affairs and the faculty member.

No one, except the faculty member in question, has the right to change a previously assigned grade. However, in the event that the original charge was one of cheating, plagiarism or other academic dishonesty, the faculty member is bound to eliminate any impact of such charge on the student’s grade. Although specific recommendations on the grade to be assigned are not binding upon the faculty member, faculty members have a moral obligation to respond in the highest professional manner to collegial recommendations. Such a response by faculty is essential if A.U.K is to preserve without
abuse the principle of equal fairness for faculty and students, as well as the principle of professional responsibility of faculty as the sole evaluator of student performance.

A.U.K Conduct Committee

A. Title: A.U.K Conduct Committee

B. Purpose: To serve the entire college as a body to receive requests for a hearing regarding both academic and non-academic misconduct referred to them by members of the A.U.K community, to provide a fair hearing for the parties, make decisions, and impose sanctions when appropriate.

C. Membership: Members shall be four (4) in number and consist of three (3) faculty members, and (1) student member. In addition, there will be one (1) faculty alternate. The faculty alternate will be kept informed of issues in any matter before the Committee, may attend hearings, and will be available to serve as a full, voting member if a faculty member is not able to attend a hearing. As continuity and experience are valued in this committee, faculty members serve for a full academic year and are eligible to continue beyond that at the discretion of the Director of Academic Affairs. Each year, the Vice President for A.U.K - RIT Academic Affairs will review the membership and determine if new members are appropriate. New members will be elected by majority vote of the faculty. The student member shall serve for two consecutive semesters (fall and spring) and shall be any member of A.U.K student government, excluding the President, and be chosen by a majority vote of the A.U.K student government. The board will chose among themselves to appoint one member as chair. The position of chair will be restricted to a faculty member.

D. Sessions: The board will convene whenever a request for a hearing is presented, but only during the academic semesters and not during any school recess period. The chair will convene the sessions by mutual agreement with the other members.

E. Recusals: Board members will be recused in the event of any conflict of interest. Any faculty board member making a request will be automatically recused. Should the student member be involved in the activity described in the request he or she will be recused and replaced by a student member appointed by the A.U.K Student Government. The chair will refuse any board member should he or she determine that a conflict of interest exists. Each board member is charged with the responsibility to report any conflict of interest he or she believes to exist to the chair.

Conduct Committee Processes

DISCIPLINARY AND ACADEMIC DISHONESTY HEARINGS

A. Charge and Initial Decision to Pursue Student Conduct Hearings:
Both academic dishonesty and student misconduct cases are resolved through hearings held by the A.U.K Conduct Committee. In all such instances, students may appeal to the A.U.K President by using the appeal procedures listed in the APPEALS section, below.

Most academic dishonesty cases do not reach the A.U.K Conduct Committee. Only when the matter cannot be resolved, or when the nature of the dishonesty is so serious that it is felt that a full hearing is necessary, will these matters be handled at the Conduct Committee level.

B. Complaints of Misconduct: Any member of the college community may file a complaint against any student for misconduct. A complaint concerning academic conduct matters is normally made to the Director of Academic Affairs, although complaints also can be made directly to the A.U.K Conduct Committee. The complaint, in written form, will be submitted to the Chair of the A.U.K Conduct Committee, who will conduct an initial review as appropriate to determine if the charges appear to have merit and/or require further investigation and a student conduct hearing.

C. Notification of Complaint: An accused student will be asked to meet with the Chair of the A.U.K Conduct Committee and will be informed of the fact that a complaint has been filed against him or her. The hearing procedure will be described and the student directed to the A.U.K Undergraduate Bulletin section on the Students Bill of Rights and the Hearing and Appeals procedure.

Advocates: The student will be informed that he or she has the right to bring to the hearing an advocate chosen from among the A.U.K faculty, staff or student body who is not a lawyer. Advocates can actively participate in the formal hearing process.

Hearing Participants: The Chair of the A.U.K Conduct Committee determines and facilitates the process to be followed in a hearing and decides whether other persons should be present.

Recording of the hearing: The hearing will be recorded. The student will be informed of the recording upon entry into the hearing. This recording of the hearing is the property of A.U.K, but accused students may request a copy of it by submitting a written request to the Chair of the A.U.K Conduct Committee and will receive a copy within one week after the request has been made. The recording of the hearing will be kept in storage in the event the accused requests an appeal; at that time, the tape recording will be submitted to the President of A.U.K for use during the appeal process. The recording will be destroyed either after the appeal date has passed, or at the discretion of the A.U.K President.

D. Notification Process:

Notice of Allegations: The student will be sent written or electronic notice of the allegations brought forth as a complaint. The notice shall describe the misconduct of which the student is being charged, and specify the college’s policy, rule, or regulation upon which the charges are based.
The written notice of charges shall include the names of individuals expected to be present at the hearing. Additional witness names may be forwarded as the case is developed. In the Notice, the student will be informed that he or she may request that certain witnesses be called to the hearing. If, in the opinion of the Chair, these witnesses have relevant information to the issue at hearing, a summons of the witnesses will be issued. The student must present the names of any proposed witnesses at least three days prior to the hearing.

**Scheduling:** The hearing will be arranged expeditiously after the student receives the notice of allegations. All hearings will be conducted in private. At hearings involving more than one accused student, the Chair of the A.U.K Conduct Committee, at his or her discretion, may permit the hearings concerning each individual student to be conducted separately.

**E. Procedure of the Hearing:**

The Chair of the A.U.K Conduct Committee will inform the student that the hearing is being recorded.

The Chair will review with the student a copy of the "Student Bill of Rights" and ask the student to sign it, acknowledging that it has been reviewed and understood.

The Chair will read aloud the charges and note all of the materials or evidence submitted by witnesses, or others.

The complaining party will testify about the alleged incident and will respond to questions from the Committee and the accused student, or the advocate, on the facts as presented and any material or evidence that has been submitted in support of the complaint.

Other witnesses or technical advisors (as requested by the Committee or the accused) will testify and be questioned by the Committee and/or the accused student.

After the testimony of the complainant and the other witnesses, the student will have an opportunity to refute or explain the materials or evidence or add information. The Chair and other Committee members present will ask the student questions and discuss the case.

The student may choose to remain silent, to not answer any questions and to not make any statements, or the student (and his or her advocate) may choose to participate in the discussion.

The accused student, the advocate, and the Chair of the A.U.K Conduct Committee have the privilege of bringing in witnesses, as indicated in section D.1., and questioning the witnesses of others.

The A.U.K Student Conduct Process is not a court of law and legal rules of evidence and procedure do not apply. The Chair of the A.U.K Conduct Committee will determine at his or
her sole discretion the range of testimony permitted from witnesses and items of information which will be considered, based on principles of fundamental relevance and fairness.

If the Chair of the A.U.K Conduct Committee determines that a witness or complainant may be emotionally harmed by giving evidence in the presence of the accused student, he or she may make other arrangements (such as use of a screen or of videotaping) to allow the testimony while not depriving the accused student of access to the evidence.

All procedural questions will be decided at the sole discretion of the Chair of the A.U.K Conduct Committee. The Chair may decide to adjourn the hearing for a reasonable period of time.

The accused student cannot be found responsible for the charges solely on the basis of failure to answer the charges or appear at the hearing; in such cases, evidence to support the charges may be presented and considered and a determination made and a sanction imposed based on the evidence. However, any member of the A.U.K community may be sanctioned for failure to comply with a written or electronic request to appear at the hearing.

Following questions, explanations and discussion, the student and the advocate will leave the room while the Chair and other Committee members present discuss the appropriate resolution of the case including appropriate sanctions, if any. The determination will be made on the basis of whether there is a preponderance of evidence that the accused student violated college policy, rules or procedures. The accused student may be found responsible for other infractions based on the same incident.

The student and his or her advocate will then be asked to rejoin the hearing and be informed by the Chair of the A.U.K Conduct Committee of the determination. If the determination is that the student violated the policies, rules or regulations of the college, the sanction will be discussed.

If, in the judgment of the Chair, and in consultation with the Committee, it is determined that additional time or information is required to reach a fair decision, the hearing may be temporarily suspended for the necessary period. The student and his or her advocate will be informed of the temporary suspension and given a date and time to return.

Upon completion of the hearing, the accused will be sent written notice of the Findings and Sanctions within seven (7) days of the hearing. The student will be reminded of the process by which he or she can appeal.

The complainant(s) will be informed of the decision of the hearing, and the sanction, if any, imposed on the accused student in all cases involving physical injury, threat, intimidation or force, including sexual misconduct, assault or abuse, of the complainant.
An appeal must be filed within ten (10) days of the date of the mailing or email of the sanction letter. (See Appeals.)

There shall be a single record of an A.U.K student conduct hearing and this record shall be the property of the college.

Once the decision is final (i.e., after the decision in an appeal or after the time to appeal has passed), the President of A.U.K, or his /her appointee, is responsible for arranging for the sanction to be carried out and monitoring the sanction if appropriate. If the Chair of the A.U.K Conduct Committee believes it is appropriate, Interim Suspension or Restrictions may be imposed during the time of an appeal or until the time to appeal has passed.

**SEXUAL MISCONDUCT CASES** (the accused is a student)

**A. The Process**
When a case of sexual misconduct or assault is reported, and the accused is a student(s), the following procedure pertains.

The Chair of the A.U.K Conduct Committee will review the documentation provided and determine whether the case should be processed through the student conduct system or outside law enforcement agency.

The Chair of the A.U.K Conduct Committee will contact the complainant and will refer the complainant to an advocate chosen from among the A.U.K faculty or staff. The advocate will meet with that person to discuss student conduct procedures, advocacy, counseling options and the option of reporting the incident to an outside law enforcement agency. The advocate can accompany the complainant to the hearing and offer general support throughout the process if the complainant desires his/her participation.

The Chair of the A.U.K Conduct Committee will meet with the accused and discuss the complaint, documented student conduct procedures, counseling options and will refer the accused student to an advocate chosen from among the A.U.K faculty or staff. The advocate can accompany the accused student to the hearing and offer general support throughout the process if the accused desires the advocate's participation. The Chair of the A.U.K Conduct Committee may also set interim restrictions/suspension at this time.

The advocate for the complainant will meet with the complainant to discuss the case, the student conduct process and options.

The advocate for the accused will meet with that student to discuss the case, the student conduct process and options.

The hearing will follow the procedures set forth in Section V.B. of the A.U.K Student Conduct Process.
When the hearing is completed and the decision shared with the accused, the advocate for the complainant is informed of the decision. The Chair of the A.U.K Conduct Committee or the advocate will contact the victim or complainant and inform him or her of the outcome.

For additional information on Sexual Misconduct Cases and for the rights and expectations of a complainant, please see the RIT web site.

If the accused is an A.U.K employee, faculty, or staff member, the case will be handled by procedures set forth in the A.U.K Policy Prohibiting Discrimination and Harassment.

Appeals

A. Appeals to the President of A.U.K

The letter of appeal must be submitted to the President of A.U.K, within ten (10) days of the mailing or emailing of the Findings and Sanctions notice by the Chair of the A.U.K Conduct Committee. A decision concerning the appeal will be mailed to the accused student within fourteen (14) days of the receipt of the appeal letter. Decisions of the President of A.U.K are final in cases concerning all sanctions for non-academic violations. In those cases concerning academic dishonesty or student charges of academic unfairness by a member of the faculty, a second level of Appeal can be made to the Director of RIT’s Center for Multidisciplinary Studies by either the student or faculty member. Such second level Appeals must follow the same rules and time restrictions as first level Appeals.

B. Grounds

Except as required to explain the basis of new evidence, an appeal shall be limited to a review of the record of the initial decision and/or hearing and supporting documents only for one or more of the following grounds or purposes:

To determine whether the decision making process and/or hearing was conducted fairly in light of the charges and evidence presented and was in conformity with the A.U.K Student Conduct Process.

To determine whether the decision reached was based on substantial evidence, that is, relevant evidence that a reasonable mind would accept as adequate to support the conclusion.

To determine whether the sanction imposed was appropriate for the violation which the student was found to have committed.

To consider new evidence which was not brought out in the original hearing and which is sufficient for a reasonable person to alter the decision.

To determine whether the hearing body was biased or otherwise not able to consider the case objectively.
C. Procedure

An appeal must be filed in writing to the President of A.U.K within ten (10) days of the mailing of the decision notice. The appeal must state which grounds set forth in section B are the basis for the appeal and the evidence or reasons supporting this position.

The accused student has the right to be assisted by an advocate from among the A.U.K faculty, staff, or student body

The student filing the appeal and his/her advocate, will be informed of the time and date to appear in front of the President of A.U.K and present the grounds for the appeal. The student will generally be given a time limit of twenty (20) minutes for this presentation.

The Chair of the A.U.K Conduct Committee who made the original jurisdiction decision will then respond to the appeal and give the rationale for the decision and sanction determined.

After evaluating the Appeal, the President may take one of the following actions.

In Disciplinary Decisions:

Grant or deny the appeal. If an appeal is granted, the President of A.U.K may reduce or dismiss the sanction rendered at the hearing.
Request an appearance of any individual involved in the case and postpone making a decision until that person is heard
Remand the case back to the Chair of the A.U.K Conduct Committee for a second hearing.
Act as the A.U.K Conduct Committee and hear the case as an original jurisdiction at later date if there is a determination that the original process was so flawed that justice would be best served by the President hearing the case. In a new hearing, the President will follow a hearing procedure which is substantially the same as the procedure described in the A.U.K Student Conduct Process.

In Academic Misconduct:

Grant or deny the appeal: In appeals granted involving academic misconduct, the President of A.U.K will either refer the case back to the Director of Academic Affairs with recommendations for resolving any procedural errors, or refer the case to the Director of RIT’s Center for Multidisciplinary Studies with recommendations. In academic misconduct appeals, the President of A.U.K will not make substantive judgments regarding the academic issues in question.

Appeals are normally conducted in private. At the request of the accused student, and subject to the discretion of the President of A.U.K, the appeal may be open to other members of the college community, but such others shall not be permitted to participate in the appeal.
If the Appeal is before the Director of RIT’s Center for Multidisciplinary Studies, he or she will make the decision based solely upon the written appeal, the recording of the original hearing, the record, and the submitted written material unless he or she determines, at his or her sole discretion, to hear oral statements by or ask questions of those involved. A letter of appeal must be submitted to the Director of RIT’s Center for Multidisciplinary Studies within ten (10) days of the mailing of the decision notice by the President of A.U.K. A decision concerning the appeal will be mailed to the accused student within fourteen (14) days of the receipt of the appeal letter. The decision rendered is then final.

In making determinations on the appeal, either the President of A.U.K or the Director of RIT’s Center for Multidisciplinary Studies, as the case may be, will not substitute their judgment for the judgment of the A.U.K Conduct Committee. The original determination will be reviewed only on the grounds set forth in section B (Grounds).

The President of A.U.K or the Director of RIT’s Center for Multidisciplinary Studies can choose to reduce the sanction(s) without requiring reconsideration, but may not impose additional or harsher sanctions.

Warnings and Sanctions

All of the sanctions (including disciplinary expulsion) may be imposed by the A.U.K Conduct Committee. All such sanctions (but not Warnings) may be appealed pursuant to the appeal procedures in Section VI.

Disciplinary Warnings

The following disciplinary warnings may be imposed upon students/organizations by A.U.K academic or administrative officials; such warnings are not subject to appeal:

Admonition: An oral statement to a student informing him/her that he/she has violated or is violating college policies, rules, or regulations.

Warning: Written notice to a student that continued or further violations of any College policy, rule, or regulation within a specific period of time (not to exceed one [1] calendar year) may result in more severe disciplinary action.

Disciplinary Sanctions

The following disciplinary sanctions may be imposed on students/organizations:

Disciplinary Probation: Exclusion from use of specified college facilities or from participation in certain privileged or extracurricular college activities and/or requirement to fulfill certain conditions as specified in the probation notice, plus notification that violation of any college policy, rule or regulation during the semester of the disciplinary probation status will result in more severe sanctions. Disciplinary probation generally is not imposed for more than one (1) calendar year.
Deferred Disciplinary Suspension: The imposition of disciplinary suspension may be deferred subject to such conditions as are specified in the sanction letter.

Disciplinary Suspension: Exclusion from classes and/or other privileges and activities as set forth in the suspension notice for a definite period of time, generally not to exceed two (2) calendar years.

Disciplinary Dismissal: Exclusion from classes and/or other privileges and activities as set forth in the dismissal notice for an indefinite period of time with specific requirements needed to be fulfilled before readmission will be considered.

Disciplinary Expulsion: Termination of student status. Under normal circumstances, re-admission is not possible.

Disciplinary Conditions

The following disciplinary conditions may be imposed on students/organizations:

Discretionary Actions: Work assignments, community service, and other related sanctions including, but not limited to:

- Letter of apology
- Essay or research paper on assigned topic
- Participation in an educational group or class
- Program presentations
- Mandated counseling session
- Loss of privileges
- Substance abuse education and/or evaluation

Bar against Registration: This sanction may apply to a student who fails to pay a debt owed to the college, fails to comply with or submit to disciplinary procedures or in other appropriate circumstances. It may be applied in situations where there is a need to resolve a pending disciplinary charge, even in the case of an individual who is not currently a student.

Withholding of Records: Students who fail to pay a debt owed to the college may have transcripts, degrees and other records withheld until the debt is paid. Grade reports will not be withheld.

Organizational Restriction: Loss, by a student group or organization, of certain or all privileges, including A.U.K recognition, for a period of time or permanently.

Disciplinary suspension or expulsion from the college will most likely occur when a student or organization has been found responsible for one or more, but not limited to, the following behaviors:
Permitting or engaging in hazing
Setting fires or intentionally causing a false fire alarm
Possession of or threats involving weapons or explosives
Possession or sale of illegal drugs
Physical abuse, violence, sexual assault or threats directed toward anyone in the A.U.K community
Computer misconduct
Repeated violations of the A.U.K Code of Conduct
Theft

**Interim Suspension or Restrictions:**

In serious cases, the President of A.U.K may impose interim suspension from the college or such other interim restrictions as he or she in good faith believes are advisable to protect the college community, the preservation of college property. Interim suspension or restrictions also may be imposed when a student is arrested by an outside law enforcement agency on charges that indicate that the student’s presence on campus might create a security risk to The college community or property. An interim suspension or other interim restrictions may be imposed before, during or after the hearing and during the appeal process.

A student subject to interim suspension or restrictions will receive written notice of the suspension or restrictions imposed.

**Appeals/Warnings and Sanctions**

The faculty member or the student may appeal the findings of the A.U.K Academic Conduct Committee following the appeals process in the Student Conduct Process, Appeals Section.

**Records of Academic Dishonesty**

Instances of academic dishonesty are required by college policy to be recorded in the student’s file.

**Process**

After the course instructor has made an initial determination of appropriate action to be taken, he or she will meet with the student, informing him or her of the action to be taken. If the student accepts this action, the instructor records the instance in writing, places the record in a sealed envelope, initials over the seal, and delivers the record to Academic Services to be placed in the student’s file. If the student does not accept the action and the matter is ultimately resolved by the A.U.K Vice President for Academic Affairs, or by the A.U.K Academic Conduct Committee, or by the Appeals process, the envelope will be placed in the student’s file if the student does not prevail. If the student is exonerated, then no record is kept.
Retention of Records:

Sealed envelopes will be retained until the student receives a Baccalaureate Degree, transfers to another institution, or is otherwise terminated from enrollment.

Review of Records:

Each semester during registration, Academic Services will review student files for sealed envelopes. Files that contain 3 or more sealed envelopes will be referred to the Director of Academic Affairs for determination of the student’s possible expulsion for flagrant academic dishonesty.

Expulsion for Flagrant Academic Dishonesty

When a student is found to have committed three or more instances of academic dishonesty, the student will be subject to expulsion. The student’s record will be reviewed by the Vice President for Academic Affairs and, in consultation with the President of A.U.K, will make the following decisions:

Expel the student.
Suspend the student for one (1) year. If this action is taken, the records of academic dishonesty will remain in the students file and the file will be flagged. Any instance of academic dishonesty after the student is reinstated will result in automatic expulsion.
Place the student on probation. If this action is taken, the records of academic dishonesty will remain in the student’s file and the file will be flagged. Any further instance of academic dishonesty will result in automatic expulsion.
Remand the matter to the A.U.K Conduct Committee for a hearing. The A.U.K Conduct Committee will make one of the decisions outlined in sections A-C above.
Appeals: Appeals will follow the same process as outlined in Student Conduct Process, Appeals.

Alcohol and Drug Policy

A.U.K is a learning community. The best environment for learning occurs when the community promotes and supports healthy and responsible behavior among its members. Students are ultimately responsible for their behavior and must assume full consequences for it. This includes the responsible and legal use of alcohol. The goal of the "A.U.K Student Alcohol and Drug Policy" is to promote individual responsibility.

This policy applies to all student members of the A.U.K community and their guests. It also applies to all student activities on the A.U.K campus and to all A.U.K-sponsored events where students are present. A.U.K students are subject to local laws regarding alcohol and drug use. A.U.K will not protect individuals or groups from law enforcement by legal authorities with respect to drugs and alcohol use or abuse.
Individuals or organizations who hold private parties or sponsor private events where alcohol is served or consumed assume full personal responsibility and liability for compliance with the law and for conduct related to the consumption of alcohol by attendees, participants and guests.

I. Provisions Governing the Possession and Use of Alcohol:

Alcohol may not be illegally used, possessed, manufactured or exchanged on A.U.K owned or operated property or at A.U.K sponsored events. Behavior which is dangerous to oneself or others and/or disturbs the learning and/or living environment in A.U.K operated facilities or at any A.U.K sponsored activity/event is strictly prohibited.

II. Provisions Governing the Possession and Use of Illegal Drugs:
A.U.K explicitly prohibits use, possession, sale, manufacturing or trafficking of illegal drugs on A.U.K -owned or -operated property, or at A.U.K -sponsored events.

III. Violations:
Students violating the A.U.K Student Alcohol and Drug Policy will be subject to the campus judicial process, and to the judicial actions and sanctions described in this policy. A.U.K students will be held responsible for the behavior of their guests. All guests or visitors to the campus must also comply with the provisions of this policy or risk removal from the campus and possible future restriction from campus property.

Attendance Policies

A student may have no more than three unexcused absences in a given course before his or her grade is affected. Each unexcused absence after three will lower the student’s course grade by one letter grade. This is a mandatory policy.

Absences—for whatever reason—do not relieve students of their responsibility to fulfill normal requirements in any course. In particular, it is the student’s responsibility to make arrangements to obtain missed information and assignments.

Instructors are responsible for excusing (or not excusing) students for class, allowing (or not allowing) make-ups or alternate dates for tests and classes. A.U.K will inform instructors about events (recruitment drives, media events, co-op interviews) for which students may request an excuse from classes, but the final decision to grant an excuse will remain the instructor’s. A.U.K will support the faculty member’s class policy in regard to testing and attendance.

Non-attendance does not constitute an official withdrawal and may result in a failing grade.

Class hours are comprised of 50-minute teaching blocks. Faculty and students are expected to begin and end class and breaks on time.
**Campus Demonstrations Policy**

Because the rights of free speech and lawful assembly are fundamental to the democratic process and the academic process, A.U.K supports the rights of all its members freely to express their views and to protest against actions and opinions with which they disagree, using peaceful and lawful means of dissent. A.U.K also recognizes a concurrent obligation to maintain upon its campus an atmosphere conducive to academic work and freedom and respect for the rights of all individuals. Administration, faculty and students must cooperate in a manner which will ensure that all of these rights are protected.

For detailed information about the POLICY ON DEMONSTRATIONS ON CAMPUS, please check the complete statement on the RIT web site
http://www.rit.edu/studentaffairs/studentconduct/rr_campusdemonstrations.php

**Discrimination and Harassment**

**I. Policy**
The A.U.K community is committed to a diverse and dynamic learning, working, and living environment. A.U.K will not discriminate in terms and conditions of employment, admission, and participation in programs or residential life.

A.U.K prohibits discrimination and harassment on campus, or at any A.U.K activities off campus, by its administrators, faculty, staff, students and student organizations, and external organizations and individuals in their operations with A.U.K.

A.U.K defines **discrimination** as behavior that uses age, citizenship, color, creed, culture, including deaf culture, disabilities, gender, marital status, national origin, political affiliation or preference, race, or sexual orientation as a basis for:

Making hiring or admission decisions at A.U.K,
Determining participation in programs at A.U.K or sponsored by A.U.K,
Making decisions affecting an individual’s employment or advancement, grade or academic standing, or access to any benefit or privilege at A.U.K, or
Administering disciplinary processes except where distinctions are bona fide or otherwise permitted or required by law.

A.U.K defines **harassment** as conduct, communication, or physical contact which is unwelcome and has the purpose or effect of:
Unreasonably interfering with an employee’s or student’s work, academic activities, or participation in A.U.K sponsored programs or events, or
Creating an intimidating, hostile or abusive environment for an employee or student at A.U.K or in A.U.K sponsored programs or events.
A.U.K is committed to an environment which encourages, promotes and protects free inquiry and free expression. Members of the A.U.K community have the right to hold, express vigorously, defend and openly promote their ideas and opinions. The A.U.K Policy Prohibiting Discrimination and Harassment is not intended to restrict freedom of speech or any form of artistic or visual expression.

The policy is also not intended to restrict discussion and debate in the classroom or academic forum. Protecting these values does not include protecting acts of discrimination or harassment.

Making an intentionally false charge of discrimination or harassment or retaliating against someone who has made a charge is as serious an offense as discrimination or harassment and is prohibited.

For further information on the A.U.K POLICY PROHIBITING DISCRIMINATION AND HARASSMENT, including definitions of terms, procedures, etc., please refer to the RIT web site: http://www.rit.edu/studentaffairs/studentconduct/rr_discriminationharassment.php

Computer Technology, Information Technology, Information Technology and Campus Network

Code of Conduct for Computer and Network Use

The computing, network, and information resources of the A.U.K and, where applicable, the Rochester Institute of Technology, are intended to support the mission of teaching, scholarly activity, and service for the college’s students, faculty and staff. Appropriate use of computing and networking facilities by members of A.U.K ‘s academic community should always reflect academic honesty and good judgment in the utilization of shared resources, and observe the ethical and legal guidelines of society. This document constitutes the A.U.K policy for the proper use of all computing and network resources.

A.U.K’s computer and network facilities provide access to a wide variety of on and off-campus resources. This privilege of access requires individual users to act in an ethical manner and as a result imposes certain responsibilities and obligations. It is the responsibility of every user to respect the rights, privacy, and intellectual property of others; respect the integrity of the resources; and abide by all local, civil, and criminal laws and regulations.

This section outlines the user privileges and responsibilities as well as the guidelines and procedures for the responsible use of the A.U.K computer systems and networks. It is intended to allow for the proper use and management of these facilities, provide protection
of users’ rights, ensure reasonable access, and provide guidelines for accountability. It applies not only to A.U.K computers and networks, but also to computers attached to A.U.K’s networks in any way.

**Definitions:** To avoid ambiguity, the following definitions are supplied:

**A. User:**
Anyone who uses computing or network facilities.

**B. Authorized College User:**
An authorized user is anyone who has followed proper procedures and has been granted access to any or all of the computing or network resources of the American College in Kosovo for reasons consistent with the mission of the college, and consistent with this policy.

**C. College Computing Resources:**
Any computing, network, or software system donated to or purchased by the college or by a grant that is resident at the college.

**D. College Network:**
The network of the college comprised of the physical components such as cable, switches, telecommunications equipment, wireless hubs, routers, as well as the Internet and Internet connection points. The college network also has logical components such as IP addresses, directory services, routing, and connectivity to computing resources.

**E. College Network Connections:**
Any computer or device using an Internet address assigned to A.U.K or that is connected to a physical or wireless access point is considered to be connected to the college network.

**F. Personal Computing Resources:**
Personal resources are such as PCs, information appliances, networking equipment, etc., which have been purchased and are owned by an authorized college user and are connected to the college network.

**G. Special Access:**
Special access is access to resources on a system that could be used to alter the behavior of the system, or to access accounts on the system, either directly or indirectly. Examples are UNIX "root" or Windows "Administrator or System".

**H. System Owner:**
The system owner is the person with the authority to designate or use special access account privileges.

**I. System or Network Administrator:**
The person responsible for maintaining the authentication used by the system or network, controlling authorized use, and maintaining system and network integrity and audit trails.
J. Secure Systems:
These are any hardware or software system whose use is restricted to a subset of the
community of legitimate A.U.K users.

User Privileges and Responsibilities

A. Privacy:
The college recognizes that individual privacy and security is highly valued by our society
but must be balanced by the other community values and needs. Within this context, the
A.U.K community is assured that the privacy of such personal property as written
communications intended by their creator to be private including those transmitted or
preserved in paper, electronic, or other media will be protected, although it cannot be
completely guaranteed.

The college also recognizes that members of the A.U.K community have a responsibility to
cooperate with authorized searches and seizures in emergencies and in circumstances of
probable cause. In such instances, including those involving A.U.K computer and network
use, the search and/or seizure of personal property or personal communications will be
executed only on the authorization of an official. Cooperation with the search or seizure of
one's personal property or personal communication does not of itself imply one's own
misuse or abuse of A.U.K computers or network; the search or seizure may be deemed
necessary because of misuse or abuse elsewhere in the A.U.K system or in systems to which
the A.U.K system is connected or affiliated. For example, scanning and pattern matching of
incoming or outgoing email may be necessary to remove computer viruses, to locate the
sources of spam, or to respond to legitimate internal or external requests for investigation.
In all instances of investigation into personal computing and network use, individuals are
protected to the fullest extent possible.

E. Responsible Use of Resources:
In exchange for the privileges associated with membership in the A.U.K computing
community, users assume the responsibility to use the community's resources in a
responsible and professional manner. The following paragraphs (1-6) highlight a non-
exhaustive list of specific responsibilities. Questions about the appropriateness of any use
of resources should be directed to the staff of the Educational Technology Department or to
the systems personnel responsible for the resource in question.

1. Access to Secure Systems
Passwords and similar authorization information: Passwords are the primary way in which
users are authenticated and allowed to use the community's computing resources. One
should not disclose one's password(s) to any individual, including a faculty or staff
member, unless the person is a properly authorized system administrator performing
account maintenance activities for which the password is required. Similarly, one should
not disclose other identifying information (e.g., PIN numbers) used to access specific
system information. Authorized users are held accountable for violations of this Code of
Conduct involving their accounts.
Unauthorized use of resources: One must not allow others to make use of one's account(s) or network access privileges to gain access to resources to which they would otherwise be denied.

Circumventing or compromising security: Users must not utilize any hardware or software in an attempt to compromise the security of any other system, whether internal or external to the A.U.K systems and network. Examples of prohibited activities include (but are not limited to) Trojan horses, password crackers, port security probes, network sniffers, IP spoofing, and the launching or knowing transmission of viruses or worms.

2. Self-Protection:
Any member of the A.U.K community who attaches a computer to the A.U.K network must take measures to ensure that the computer is protected against compromise by an internal or external attack. In this context, reasonable measures include the installation and maintenance of virus detection and eradication software, care in opening e-mail message attachments, vigilance when visiting web sites and adhering to published system configuration and management standards.

3. Commercial Activity:
No member of the A.U.K community may use an A.U.K computing account or any communications equipment that is owned or maintained by A.U.K to run a business or commercial service or to advertise for a commercial organization or endeavor. Use of A.U.K’s computer systems and networks for the personal promotion of commercial goods or services is strictly prohibited. A.U.K employees who are engaged in professional consulting for-a-fee relationships may use A.U.K’s computing and network resources to correspond with existing clients, but not to advertise or promote their consulting practice.

4. Personal Use of A.U.K Resources:
In general, the use of A.U.K’s computing and network resources to promote commercially related activities or events that have no direct relationship to A.U.K’s mission is not permitted. Occasional personal use of these resources, for example, to promote a single fund-raising event or activity, to sell a used item within the A.U.K community, or to offer A.U.K colleagues the opportunity to rent an apartment may be permitted.

5. Harmful Activities:
One must not use one’s privileges as a member of the A.U.K computing community to cause harm to any individual or to harm any software or hardware system, whether internal or external to A.U.K. Examples of harmful activities, in addition to those noted elsewhere in this Code, include:
- Intentional damage
- Disabling others’ computers
- Compromising security
- Disabling or corrupting software systems
• Destroying, altering, or compromising information integrity (e.g., student records, personnel information, etc.)
• E-mail spamming
• Threatening or intimidating e-mail, newsgroup postings, or web sites.
• Denial-of-service attacks (e.g., making it difficult or impossible for others to use the network effectively and efficiently).

6. Illegal Activities:
For the protection of the A.U.K computing community as a whole, it is imperative that all members refrain from any conduct that is illegal. Illegal activities that are prohibited include (but are not limited to):
• Copyright infringement, including publishing copyrighted material such as papers, software, music, musical scores, movies and artistic works. It is irrelevant whether or not any profit is made from such distribution; the mere fact of providing uncontrolled access to such material is illegal.
• Divulging information that is confidential or proprietary information.
• Misrepresentation of one's identity to gain access to systems, software, or other services to which one does not have authorized access.

IV. A.U.K Rights:
Users should be aware that their use of A.U.K’s computing and network resources is not completely private. However, in all A.U.K operations discussed in the following paragraphs, individual rights of privacy will be preserved to the fullest extent possible that is compatible with the nature of the operation. As an institution, A.U.K retains the following rights with respect to its computing and network resources:

A. Allocation and Control of Access to Resources:
Those responsible for maintaining A.U.K’s information technologies and resources have the right to allocate resources in ways appropriate to the achievement of A.U.K’s overall mission. They also may control access to its information and the devices on which it is stored, manipulated and transmitted in accordance with the policies of the college, civil, and criminal law.

B. Usage Monitoring and Inspection of Files:
While A.U.K does not routinely monitor individual usage, the normal operation and maintenance of the college’s computing and network environment require the backup and caching of data, the logging of usage data, the monitoring of usage patterns and other such activities that are necessary for maintaining network availability and performance. A.U.K system and network administrators may review this data for evidence of violation of law or policy. When necessary to ensure network availability and performance, or to respond to an alleged violation of law or policy, system and network administrators may monitor the activities and inspect the files of specific users on their computers and networks.

C. System and Network Administration Access:
A system administrator may access others’ files for the maintenance of network computer and storage systems. Similarly, for the maintenance or security of networks, a network administrator may access others’ files and data on network devices or in transit.

D. Security Procedures:
Departments are responsible for educating the users of college-owned desktop computers and providing a reasonable level of security for sensitive information.

V. Reporting, Investigations, and Sanctions

A. Reporting Violations of this Code:
For this Code to be effective, all members of the A.U.K computing community must be alert to possible violations. If a member of the community suspects that another community member is abusing his or her privileges or is engaged in activities forbidden by this policy, it is that member’s responsibility to report this to IT personnel. In all cases, suspected violations of this Code of Conduct should be reported. Users should retain any other information that could be helpful for investigative purposes, such as harassing e-mail messages, dates and times of unauthorized access, and header lines.

B. Investigation of Suspected Violations:
Reports of suspected violations of this Code of Conduct are investigated by the designated professional staff of the Educational Technology Services. Confirmed violations will be brought to the attention of the violators and, where a confirmed violation is serious or persists, a restriction may be imposed, temporarily or permanently, by the college. Violators of statutory law will be turned over to Campus Safety.

C. Sanctions:
A.U.K may impose a range of penalties on users who violate the policies regarding the usage of college computing resources. For example, A.U.K may suspend computer and network privileges of an individual for reasons relating to the safety and wellbeing of other members of the campus community, or relating to the preservation and integrity of college property. Access will be restored when positive conditions can be reasonably assured, unless access is to remain suspended as a result of formal action imposed through the normal disciplinary processes of the college. Appeals will follow the normal A.U.K Student Conduct Process.

Co-op Policy

Students providing any kind of false information while registering and/or completing their Co-op will be subject to disciplinary sanctions as according to the A.U.K Conduct Code. In addition, students are responsible to represent A.U.K as according to the A.U.K policies, rules and regulations while doing their Co-ops. If the student completing the Co-op receives bad employer evaluation such a Co-op may be considered as invalid and the student must do another Co-op to complete the requirements.
Disorderly Conduct
Conduct which is disruptive, lewd or indecent and breaches the peace of the community, regardless of intent.

Disruption of A.U.K Events or Traffic
Intentional obstruction of or dangerous interference with the free flow of pedestrian or vehicular traffic on college premises or at college-sponsored or -supervised functions; intentionally leading or inciting others to disrupt scheduled and/or normal activities of others within any campus building or area.

Endangering Behavior
Conduct that threatens or endangers the health and/or safety of a person(s) is prohibited.

Failure to Comply
Failure to comply with directions of A.U.K officials or law enforcement officers acting in performance of their duties; obstruction of the performance of these duties or failure to identify oneself to these persons when requested to do so is prohibited.

Fire and Fire Safety
Setting a fire, causing a false fire alarm, or causing an unreasonable situation that creates a fire safety hazard is prohibited.

Fraud
All forms of dishonesty including cheating, plagiarism, and knowingly furnishing false information to the college, and forgery, alteration or use of college documents or instruments of identification with intent to defraud.
Freedom of Expression

In general, all members of the A.U.K community - students and employees alike – enjoy freedom of expression in the normal course of their activity. This freedom is both assured by numerous college policies and constrained by specific provisions of certain A.U.K policies, such as those noted herein this Code of Conduct. The constraints are, as in civil law, imposed only for the sake of the common good and the rights of individuals. Consequently, members of the A.U.K community have the responsibility to use A.U.K's electronic resources in ways that respect the rights of others and permit our common electronic resources to be equitably shared. Since free and civil discourse is at the heart of a college community, users should communicate in a manner that advances the cause of learning and mutual understanding. A.U.K reserves the right to restrict or deny access to its computing resources to those whose use of them is not consonant with the mission of the college.

Harassment

The A.U.K Policy Prohibiting Discrimination and Harassment defines "harassment" as "unwelcome "conduct, communication, or physical contact" which has the effect of either "unreasonably interfering with" another's work, activities, or participation, or of "creating an intimidating, hostile or abusive environment" for an A.U.K employee or student.

Abuse, threats, intimidation, assault, coercion and/or conduct, by physical, verbal, signed, written, photographic or electronic means, which threatens or endangers any person on A.U.K premises or at college sponsored or supervised functions is prohibited. Electronic communications that appear to have one or more of these effects are prohibited and will be investigated. This prohibition includes all obscene, defamatory, threatening, or otherwise harassing messages. Correspondingly, members of the A.U.K community have the obligation not to use the A.U.K computing systems and network in such a way as to be reasonably judged to produce one or another of the above effects, whether intentionally or unintentionally.

Hazing

Hazing is defined as any action or situation which recklessly or intentionally endangers physical or mental health, or involves the forced consumption of alcohol or drugs for the purpose of initiation into or affiliation with any organization, as well as any action intended to subject a member of the A.U.K community to emotional or physical harm is prohibited.
Inappropriate Behavior

Unreasonable disruption or obstruction of teaching, research, administration, disciplinary proceedings, or other college activities is prohibited.

Intellectual Property

The privilege of creating and owning intellectual property is fully recognized by this Code of Conduct. However, where a violation of the intellectual property, or of the intellectual property rights of creators or owners beyond the A.U.K campus, is alleged to have occurred through student or employee misuse of the A.U.K computing systems and network, such alleged misuse will be investigated and, if proved, sanctioned.

For example, A.U.K users must not distribute copyrighted or proprietary material without written consent of the copyright holder, nor violate copyright or patent laws concerning computer software, documentation, or other tangible assets. Users should assume that any software or other electronic materials or media are copyright protected, unless the author(s) explicitly states otherwise.

Library Policies

SILENCE
Quiet is required for productive study. Everyone must show respect for those who are reading and working. No music may be played in any part of the library’s 1st floor, or outside within hearing range. No computer games will be allowed. Cell phones should be put on silent mode and not used within the quiet area.

Note: users of the library, especially groups who disturb others, will be asked to leave the Library.

Study area in front of the Media Center (2nd floor) is designated for group studying. Still, respect has to be shown for those who are reading and working at this floor.

STUDY AREA MAINTAINANCE:
Each user of the library should keep the place where she/he is studying clean. After finishing the use of table in a study area in any of the floors, any remain (e.g. used paper with notes you don’t need any more, pens, plastic bottles with water) or waist (e.g. chewing gums, used plastic bottles, covers or different kind etc.) should be taken with you and thrown away in the recycle or trash bin. A spot with bins for the recycled materials is provided in the hall in front of the each floor of the library.

FOOD and DRINKS:
No food is allowed in the Library.
Certain kind of drinks is allowed in the library. Everything not listed is not allowed.

**Allowed:** Bottles of water/juice/coffee/energy drink with bottle caps.
**Note:** This refers only to the bottles with bottle caps and not to cans or boxes of juice (tetra packs). Users of the library who do not respect this will be asked to leave the library while they finish their eating or drinking.

**RESERVING STUDY AREA:**
From this academic year, students can reserve study area in the 2nd floor. A system hosted at RIT website will manage reservations. You are able to reserve study area up to three hours a day, up to three reservations per day and up to two weeks in advance.

**OVERDUE FINES and FEES:**
All collections, except ON RESERVE and REFERENCE MATERIALS
If a checked out item[^1] is not returned when due, fines accrue at:
1) € 0.50 from due date per item per day;
2) after 14 days of overdue a student who has failed to return an item (or items) will be responsible for the full payment of the cost of replacing the item(s), including shipping charges.

**Collection ON RESERVE**
Collection ON RESERVE includes library materials which should be returned in the library during the same day or not later than until the end of working hours.
If a checked out item(s) is not returned until the end of working hours during the same day, fines accrue at:
€ 10 per item per day;
after 5 days a student who has failed to return an item (or items) will be responsible for the full payment of the cost of replacing the item(s), including shipping charges.

**Collection REFERENCE MATERIALS**
This collection includes library materials which should be used only in the Library. If library study area is fully occupied report this to the Library Assistant in order to get a permission to take the item(s) out of the Library.
**Note:** Although you may be allowed to take it out of the Library, item(s) has (have) to be returned to the library during the same day, until the end of working hours for that day.

**Library Hours**
Monday- Friday: 8.00h - 20.00h
Saturday: 9.00h - 15.00h
Sunday: Closed

[^1]: Item stands for a book, DVD, CD, VHS, newspaper, magazine or any other material available in the library to be checked out/loaned.
Final Exam Weeks:
One week prior to the final exam week, the Library is open during the whole weekend as follows:
Saturday: 9.00h - 21.00h
Sunday: 9.00h – 17.00h

Week of final exams:
Library works Monday – Friday 8.00h-20.00h.
(Saturday closed)

Summer working Hours:
Monday- Friday: 9.00h – 17.00h

Media Center Policies

I. Loan of Equipment:

- A valid ID is required to check out equipment. If another party is picking up equipment for you, the Media Center should be notified in advance. The party picking up for a borrower is required to present the borrower’s I.D. as well as his/her own I.D. at the time of checkout.

- Equipment can be checked in and out of the Media Center when staff is present. Equipment is examined by the Media Center staff for both check-out and check-in.

- The borrower is responsible for all equipment checked out to him/her. Equipment should be returned in the same working condition as it was issued or the borrower is liable for damages.

- Under no circumstances should equipment in the borrower's possession be loaned to another person. All equipment transfers have to be handled through the Media Center even to the next user in line.

- Equipment should be returned to the Media Center on time. Reserved equipment should also be picked up on time or your reservation may be canceled. Reservations not picked up for one hour after the scheduled time will cancel out automatically in our reservation list. It is the borrower's responsibility to be aware of the Media Center's schedule. You may check equipment in earlier than the return time and you may pick up
reserved equipment earlier than the reserved time if the equipment is available.

- Equipment sign-out privileges may be revoked at any time due to careless handling of equipment, repeated lateness, or abuse of Media Center policy.

**II. Terms of Equipment Loan:**

- Extended loans of any equipment will be allowed only with special permission from the Media Center. Reservations for extended periods or holidays will be considered on a proposal basis.

**III. Reservation of Equipment:**

- Borrowers wishing to reserve equipment can fill out "Equipment Borrowing" form in the Media Center (2nd Floor) during office hours.
- Telephone or e-mail requests are not accepted.
- Equipment reservations can be made at any time during Media Center hours.
- Academic utilization of equipment has priority over non-instructional use.
- All equipment must be picked-up from and returned to the Media Center Room (2nd Floor).

**IV. Lost, Late or Damaged Equipment:**

- The borrower is responsible for returning all equipment in the same condition as it was received.

- Damage, destruction or loss must be reported to the Media Center no later than the beginning of the next workday following knowledge of such damage, destruction or loss.

Cameras and camcorders are due in 48 hours (2 nights) after they are checked out. Late charges of €20 per day per item apply to cameras and camcorders.

**Off-Campus Behavior**

Any off-campus conduct which A.U.K deems demonstrates disregard for the rights of others is prohibited.
Parking and Traffic Regulations

Parking facilities on the A.U.K campus are a limited resource. The privilege of parking on campus is granted to students with the understanding that future or periodic college needs may require allocation, registration, restriction, or revocation. Violations of the A.U.K Student Code of Conduct may result in revocation of parking privileges when applicable.

Students and guests are to comply with the requests and instructions of the guards in all matters related to parking any vehicle on the A.U.K campus.

Privacy

The college recognizes that individual privacy and security is highly valued by our society, but must be balanced by the other community enumerated values and needs. Within this understanding, the A.U.K community is assured that the privacy of such personal property as written communications intended by their creator to be private including those transmitted or preserved in paper, electronic, or other media will be protected, although it cannot be completely guaranteed.

The college also recognizes that members of the A.U.K community have a responsibility to cooperate with authorized searches and seizures in emergencies and in circumstances of probable cause. In such instances, including those involving A.U.K computer and network use, the search and/or seizure of personal property or personal communications will be executed only on the authorization of an official. Cooperation with the search or seizure of one's personal property or personal communication does not of itself imply one's own misuse or abuse of A.U.K computers or network; the search or seizure may be deemed necessary because of misuse or abuse elsewhere in the A.U.K system or in systems to which the A.U.K system is connected or affiliated. For example, scanning and pattern matching of incoming or outgoing email may be necessary to remove computer viruses, to locate the sources of spam, or to respond to legitimate internal or external requests for investigation. In all instances of investigation into personal computing and network use, individuals are protected to the extent possible.

Residential Facilities Policies

Rental Conditions

Apartments are rented for a 9 month period, starting September. The final date for booking a place for the University apartments is August 5. The final date when students leave the University apartments is May 31.
During the winter break, students can leave the apartments. Even though no one will be using these apartments, they are advised to collect all their stuff before they leave for the break.

Security

The security of the building is under the responsibility of the University Security Unit. The University Housing building is equipped with security cameras and fire alarms. Moreover, there are minimum two guards per shift that take care of the safety and security of the living area, on campus. University security does not guarantee for items lost within the rooms.

Visitors and Guests

For security reasons, no visitors or guests are allowed in the University hostel. If the students living there need to meet with their family or friends, they can use the cafeteria or the University garden. Family wishing to see apartments can do so with a prior approval from university security unit.

Keys

The university provides a key to every student in the hostel. However, in case that the keys are lost or stolen, students must report them to the administration and pay EUR 5 for the extra key.

Cleaning

While clearing the common areas of the University hostel is under the A.U.K responsibility, the cleanliness of the apartments and the toilets is residents' responsibility. The university provides laundry facilities too, but residents bear the responsibility of doing their laundry and buying the chemicals needed.

Damages

Students are not permitted to damage University property or the property of others on the University premises. Residents are responsible for all the damages done and/or any loss of the University property in their living and study area. Students will be liable to the University for payment of any damages. Residents may also be subject to charges for any damages resulting from unauthorized use, or alterations of, rooms, equipment and buildings. Removal of University furniture or placement of such in hallways, stairways or other common areas is subject to full placement value charges. If the University cannot determine responsibility for damage to public or semi-private areas, each resident is along with other residents jointly responsible for the damages occurred. Students are responsible to pay all the charges when due according to the date set by the University.
**Liability**

American Education in Kosovo is not liable for loss of money or valuables or damage to any property belonging to residents or their guests in or around the residences. Residents are liable for damages to university property. The university expects students to take reasonable precautions against theft of personal property by locking their doors whenever they leave their room.

**Quiet Hours**

From 10:00PM until 07:00AM please make sure than you do not disturb other residents.

**Pricing**

The cost of living in the University hostile is **90 EUR /monthly**.
This cost covers the followings: electricity, heating, water, wireless and parking expenses.

Students must pay the rent for the hostile at the beginning of each month through the bank.

**Sexual Assault Policy**

Sexual assault is not only a violation of A.U.K policies, it is a crime. Any sexual assault should be reported immediately to A.U.K Administration. Immediately after an assault, the victim should seek support from others and be careful not to bathe or clean up the area or otherwise disturb or destroy evidence. A.U.K officials will help arrange support and counseling services for anyone who requests them and will help the victim of a sexual assault notify law enforcement authorities if that is desired.

Students or employees who are accused of sexual assault and deemed to present a danger to the college community or to the complainant may be suspended until such time as a desemsterination on the allegation is made. The sanctions or penalties which A.U.K might impose for sexual assault depend on the nature and the circumstances of the offense and may range from reprimand to dismissal from the college.

**Sexual Misconduct**

All forms of sexual misconduct, including any form of unwanted sexual contact. "Unwanted" is defined as being against a person's wishes or without consent, including those instances in which the individual is unable to give consent because of unconsciousness, sleep, impairment, or intoxication due to alcohol or other drugs is prohibited.
Smoking Policy

This policy applies to all A.U.K students, faculty, staff, administration, other employees, and visitors to the college.

Policy:
Smoking or carrying of lighted cigars, cigarettes, pipes, or any other form of smoking object is prohibited in any indoor area at A.U.K, including but not limited to classrooms, offices, laboratories, dining facilities, break rooms, faculty apartments, and guest apartments. Furthermore, smoking is prohibited in all areas of any buildings which house classroom facilities. Exceptions to this policy are those noted below.

Smoking Areas:
A.U.K provides designated outdoor smoking areas, identified by affixed smoking receptacles.

Stalking

Stalking occurs when a person engages in a course of conduct directed at a specific individual that is likely to cause such individual to have a reasonable fear of harm to his or her physical or emotional health, safety or property. Such conduct may include, but is not limited to: repeatedly engaging in unwanted contact or communication (including, but not limited to, face-to-face communication, telephone calls or messages, electronic mail, written letters, gifts, or threatening or obscene gestures); surveillance; following; trespassing; or vandalism.

Student Conduct Process

An orderly environment promoting freedom of expression and inquiry is essential to the academic community. However, the college community is not a haven from the laws, mores, and contemporary issues of the external society. When the boundaries between appropriate and inappropriate actions or behaviors are crossed, there needs to be well-established procedures within the college community for dealing with the misconduct.

Students are adults who are responsible for the consequences of their actions.

The academic institution is not a microcosm of the general community; it is a special-purpose community and only activities related to the achievement of its educational purposes are proper to the community.
Academic institutions are neither law-enforcement agencies nor sanctuaries from the law. Criminal and civil law still apply within the academic community. In addition, the institution has the authority to establish further policies and rules to discipline students who break these policies and rules. Students neither relinquish civil rights nor acquire additional rights by virtue of being within an academic community; they do, however, take on additional responsibilities.

Except for violations of civil or criminal law, the internal affairs of the educational institution is best handled by the institution itself without resort to outside intervention. However, if a student is suspected of criminal behavior, outside agencies may choose to intervene on their own.

If a student is charged with, or convicted of an off-campus violation of the law, the college may become involved if this action affects the student’s academic performance or if the behavior demonstrates disregard for the rights of others which might result in on-campus behavior which is harmful to others.

Abuse of the A.U.K Student Conduct Process including, but not limited to:
Failure to obey a request to appear by the A.U.K Conduct Committee or college official;

Falsification, distortion or misrepresentation of information or charges before a the A.U.K Conduct Committee or college official;

Disruption or interference with the orderly conduct of a student conduct proceeding, including attempting to discourage an individual’s proper participation in or use of the student conduct system;

Attempting to influence the impartiality of a member of a student conduct body prior to and/or during the course of the student conduct proceeding; and

Failure to comply with the sanction imposed by the A.U.K Conduct Committee or college officials.

**Student Organization Violation**

For student organizations and their members, violation of the provisions of the regulations or agreement governing the organization's relationship with A.U.K.
Theft and Vandalism

Attempted or actual theft of, damage to, or unauthorized possession or alteration of either A.U.K property, or the property of a member of the college community or other personal or public property is prohibited.

Unauthorized Entry/Duplication

Unauthorized possession, duplication or use of keys to any college premises or unauthorized entry to or use of college premises is prohibited.

Violation of A.U.K Policies

Violation of published A.U.K policies, rules, and regulations including, but not limited to, the Student Bill of Rights, the Policy Prohibiting Discrimination and Harassment, the Alcohol and Drug Policy, Parking and Traffic Regulations, the Code of Conduct for Computer and Network Use, Academic Regulations, the Policy on Academic Dishonesty, the Smoking Policy, and other published college policies, rules and regulations including those related to entry into and/or use of college rooms, buildings, and facilities is prohibited.

Violation of the Law

Violation of civil law on college premises or at college sponsored or supervised activities is prohibited.

Weapon Possession

Illegal or unauthorized possession of firearms, explosives, other weapons or dangerous chemicals on college premises.

Withdrawal and Refund Policy

The acceptable reasons for withdrawal with full refund during the quarter are:
**Active military service:** A student called to active military service during the first eight weeks of the semester may receive a full tuition refund. If called after the eighth week, he or she may elect to complete the course by making special arrangements with both the instructor and department or may withdraw and receive a full tuition refund. If he or she withdraws, the course must be repeated at a later date.
**Academic reasons:** Students sometimes register before grades for the previous quarter are available. If such a student later finds that he or she is subject to academic suspension or has failed prerequisites, the student will be given a full refund upon withdrawal.

**Part-time students:** If part-time students drop a course during the official drop/add period (first six days of classes in any quarter), they may contact the Student Business Office for a full refund for the course dropped.

A full-time student must officially withdraw from all courses or take a leave of absence in order to be eligible for a partial tuition refund. Students must complete a Leave of Absence or Withdrawal form, which can be initiated with Academic Services. A partial refund will be made during a quarter if withdrawal/leave of absence is necessitated for one of the following reasons:

- Illness, certified by the attending physician, causing excessive absence from classes.
- Withdrawal for academic or disciplinary reasons at the request of A.U.K/RIT during a quarter.
- Transfer by employer, making class attendance impossible, or
- Withdrawal for academic, disciplinary, or personal reasons at the request of the student, approved by the student’s adviser or department representative and the Business Office.

**Partial refund schedule for tuition**

Partial refunds will be made according to the following withdrawal schedule and percentage of tuition reduction:

- During the official drop/add period (first six days of classes): 100 percent tuition reduction;
- From the end of the official drop/add period through the end of the second week of classes: 70 percent tuition reduction;
- During the third week of classes: 60 percent tuition reduction;
- During the fourth week of classes: 50 percent tuition reduction;
- During the fifth week of classes: 25 percent tuition reduction;
- Sixth and subsequent weeks: no tuition reduction.

**NOTE:** NON-ATTENDANCE DOES NOT CONSTITUTE AN OFFICIAL WITHDRAWAL.

A student is not “officially withdrawn” until he or she receives a copy of the withdrawal form. The date on which a withdrawal form is properly completed will be the date of official withdrawal and used to determine the refundable amount.

If the student drops his or her course load from full-time (12 or more credits) to part-time (less than 12 credits) status during the official drop/add period, he or she may contact the Business Office for a refund based on the difference between the full-time tuition charge and the total per-credit charge for the part-time load.

No refund will be made for classes dropped after the official drop/add period unless the student is officially withdrawing from the college.

If institutional charges are reduced due to withdrawals, financial aid programs are reimbursed before a cash refund is issued to the student. The student is also responsible for any unpaid balance at the time of withdrawal. For further information or comments regarding refund policies and specific withdrawal dates, contact the Business Office.
Note that students who believe they have exceptional circumstances and who wish to be excused from late payments or other requirements should address their appeal to Ilir Krasniqi, Chief Financial Officer of A.U.K.

**Work-Study**

Various positions are available on campus for students to earn additional funds while studying. This policy shall regulate the recruitment and work-study programme within the A.U.K.

**Policy & Procedure Details**

At the beginning of each Academic Year, Co-op & Career Services office collects the applications of all interested students to work within A.U.K departments for the coming academic year. The A.U.K departments shall consider the applications sent from Co-op & Career Services to fill in any open work-study position during the year, unless there is any specific project where specific Co-op announcement shall be sent out. Each A.U.K department can have its own selection criteria to fill in open work-study positions.

If no applicant fulfills the criteria, a specific announcement shall be sent out from the Co-op & Career Services office.

**Recruiting procedure**

Each A.U.K department shall recruit work-study students for each Academic Year. The procedure of recruiting A.U.K work-study students should go through the Co-op & Career Services office; otherwise, the student will not be considered as legitimate student within the Work-Study programme. As such, the A.U.K department should consider recruiting students from the list/applications sent from the Co-op & Career Services office collected at the beginning of the year. Once the final recruitment decision is made, each department must inform the Co-op & Career Services office and for any other changes regarding the work-study students within each department.

Every current work-study student must re-apply as per required procedures to work within the same or other A.U.K departments. Head of departments shall use their own selection criteria but must give a priority in selection to students who have financial hardships. Finance Office will coordinate with Co-Op office to identify these students.

The Co-op & Career Services office sends the list of recruited work-study students to the A.U.K Finance Office. Only students reported through Co-op & Career Services office as being recruited to work within A.U.K and budgeted ahead will be considered for payment from the Finance Office.
Each work-study student shall fill in the working hours sheet available from the Co-op & Career Services office and direct supervisors hold the responsibility to make sure the hours worked are not beyond this policy nor departmental budget.

Each work-study student within A.U.K shall work a maximum of 20 hours per week and be paid 1.5 Euro per hour. In cases when students are engaged in a project funded with resources outside of A.U.K, the payment can exceed this amount. In cases when payments exceed the limit of tax eligibility, Finance Office and Human Resources office will coordinate to draft an LOA contract.

Each A.U.K department must budget the work-studies needed for each Academic Year together with the A.U.K Administration. No work-study is allowed to work in more than one department for the time s/he is committed, unless there is a special project/event where work-study students could be used as potential human resources. In each case extra working hours shall be added to the final working hours. Work-Study positions are approved as first Co-ops only.

Based on Kosovo Personal Income Tax Law, the government counts the work-study job earnings as a regular income which imply taxes and hence, the reduction from the gross income for a student. In order to increase students’ earnings and reduce A.U.K’s pension expense, from July 1-st 2014, Business office will not pay the students, but the amount earned from work-study will be applied against tuition invoice which will result in reduction of work-study student’s tuition fees.
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