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WELCOME FROM THE DIRECTOR OF STUDENT AFFAIRS

Dear AUAF students,

I would like to warmly welcome you to the university community. I hope your time as students here is fun, exciting, educational, and very rewarding. Make sure to use your time here wisely to learn, grow, and make friendships that will last a lifetime. Try to get to know your professors and other staff members here as they can serve as great resources for you in many ways. Being a student at AUAF is a privilege and an honor. You have an amazing opportunity to receive a world-class education if you are prepared to work hard and challenge yourselves each day. You need to keep an open mind and be prepared to have your personal views challenged as members of an international learning community.

As Director of Student Affairs, I oversee many of the programs and services for students outside of the classroom environment. My office oversees student housing, student conduct, career planning, sports activities, many campus events, and student clubs including the Student Government Association. We also teach the UNV 100 class which is required for all new undergraduate students in their first semester, and we provide academic advising for all students under 30 completed credits. Our office is a great resource for students who have questions or concerns. Many times we listen to student issues and if it is something we can’t fix ourselves, we refer students to the appropriate office(s) who can.

It is important that all students get involved on campus in any way possible. For day students this is much easier than for evening students. However, there are lots of student clubs, events, guest lectures, and on-campus volunteer opportunities to choose from which meet at different days and times. It has been proven that a person’s success, not only while they are university students, but for the rest of their lives, is determined in great part by how engaged they are during their college years. Other ways to get involved on campus include joining an existing student club, starting a new student club, participating in the Student Government Association, working as a student employee on campus, or participating in various internships available through our office.

I wish you all good luck and I hope to see you in the near future being both active and involved students on our campus. Please feel free to stop by our office if you need anything or if you just want to talk.

Sincerely,

Mohammad Javad Ahmadi
Director of Student Affairs
MISSION, VISION, AND VALUES OF AUAF

MISSION

The American University of Afghanistan is dedicated to providing world class higher education that prepares leaders to meet the needs of Afghanistan and the region.

VISION

The American University of Afghanistan will rank among the outstanding American international universities, serving as a model for private not-for-profit higher education in the country and the region. The university will be known for academic and professional programs that build on liberal studies and provide enlightened instruction in key areas that serve the development of the country and promote the aspirations of its students.

AUAF will operate from a spacious, attractive campus that is equipped with excellent, up-to-date facilities and technical capacity. The university will employ a diverse, highly educated international faculty to attract and instruct the finest male and female students in the country in a thriving environment of social and scientific inquiry.

Graduates will be able to think critically, meet the challenges of a rapidly changing world, be competitive with graduates of other universities globally, achieve technical and electronic expertise, develop new enterprises and employment opportunities, and assume leadership positions in business, education, social services, government, law, international relations, and other sectors. Together, the university and its constituents will contribute to the progress and prosperity of the country and the region.

VALUES

The American University of Afghanistan is committed to rigorous transparency in all areas as it advances academic freedom and the unfettered pursuit of knowledge. It respects the principles of equality and fairness without regard to gender, ethnicity, religion, or kinship, and will conduct itself accordingly. It esteems original scholarship, academic honesty, meritorious instruction, and public service in its faculty, staff and students. AUAF embraces diversity and community, understanding that personal responsibility and ethical behavior enhance the collective achievements of students and other constituents of the university. It believes that the university’s responsibility reaches beyond the campus and the timely graduation of students to embrace the future employment and educational success of the university’s alumni. The university is committed to playing an active role in the extension of educational services to the people, agencies, businesses, and organizations of Afghanistan.
STUDENT AFFAIRS AT AUAF

AUAF provides many opportunities for students to become involved on campus. We offer such involvement opportunities as the Student Ambassadors, work-study jobs, Student Government Association, sports clubs, internships, social clubs, and volunteer clubs. If you cannot find a club, sport, or other organization that interests you, feel free to contact our office and we can guide you how to start your own. It is really very easy!

STUDENT GOVERNMENT ASSOCIATION

The American system of higher education encourages the establishment of a student governing council to ensure student representation on campus. As an elected body by their fellow students, the Student Government Association (SGA) articulates student views and interests ensuring that students have a voice in formulating university priorities and policies, and providing a structure for greater student involvement on campus. The SGA is involved in working with the university to coordinate orientation, graduation, and other campus wide events.

The SGA works with student clubs in many ways including recognizing them as official AUAF student clubs, providing them with funding, and assisting them with organizing events. The SGA offers recommendations to the university senior management on student concerns. Ultimately the SGA represents the university in the best possible way at all times. The Director of Student Affairs and/or his appointee advise the SGA.

STUDENT ORGANIZATIONS/CLUBS

Student-sponsored organizations enrich the overall student experience by allowing students the chance to pursue their personal interests outside the classroom. They are an integral part of the learning process. Interest-oriented clubs represent the diversity of professional and extracurricular interests and cultural backgrounds in the AUAF community. AUAF encourages participation in student organizations and the formation of organizations/clubs that promote student interests and hobbies. Student organizations that are recognized by the SGA are eligible for funding to assist them with their operating costs. All student club presidents are automatically members of the Council of Presidents.

STUDENT ACTIVITIES

Students are encouraged to be active in governing and shaping campus life. The Office of Student Affairs plays an important part in providing students with extracurricular opportunities that foster intellectual curiosity, encourage personal growth and afford leadership experience. Students are encouraged to organize events and programs which provide cultural, educational, and entertainment to the
entire university community. These events have included guest lectures, intra-university sports competitions, the annual Fun Fair, music nights, and movie nights, to name a few.

**RESIDENCE LIFE**

The university provides limited housing options in male and female residence halls which are located very close to the campus. Priorities for housing assignments are given to full-time, undergraduate students and Foundation Studies Program students. Part-time, evening, and/or non-degree students are housed on a space-available basis only. The Office of Residence Life, which is part of Student Affairs, manages housing assignments and the day-to-day operations of the residence halls under the guidance of Ms. Cara V. Powers, one of our student development specialists.

Each residence hall has one full-time Residence Coordinator who lives in the building and is on call 24/7. Each residence hall also employs student Resident Advisors (RAs) who live with the student residents and are assigned certain buildings they are responsible for. Students are encouraged to visit with their RA for any assistance that they may need. They are a great resource on being successful at AUAF.

**CAREER SERVICES**

The Office of Student Affairs provides assistance for students in their career choices and finding part-time jobs and internship positions while in school, and full-time positions upon graduation. The Office of Career Services, working under the Student Affairs umbrella, coordinates all student employment both on and off campus, including work study assistant positions and internship placement related to the student’s chosen major.

This office also advises and counsels students in regard to resume and cover letter preparation and organizes annual Career and Internship Fairs. This office should be the first choice when considering graduate schools as it maintains a list of schools that have been interested in AUAF graduates in the past. This office is overseen by the Ms. Muzhda Kakar, our Student Affairs Coordinator.

**ALUMNI ASSOCIATION**

Upon graduation from AUAF, students automatically become members of the AUAF Alumni Association. There is an elected governing body from this association and is advised by the Assistant Director of Communication. The goal of the Alumni Association is to represent AUAF in the most positive light in the community, the country, and the region. Ultimately the Alumni Association will assist in the fundraising efforts of the university based on the model of American universities in the United States. Members of the Alumni Association are invited and encouraged to
participate in all university events as they are always considered valuable members of the AUAF community.

IDENTIFICATION CARDS, ACCESS, AND CAMPUS SECURITY

Due to the heightened nature of security situations in Kabul and the surrounding areas, it is imperative that students follow all security procedures. Failure to do so could result in disciplinary action.

Identification (ID) cards are necessary to enter campus every day. Students should visibly wear their ID cards at all times. If a student is not visibly showing his or her ID card they must do so at the request of university security or administrators. Students are not allowed to check out books from the library or use certain facilities without showing their ID card. In the event that a student has forgotten his or her ID card, procedures have been established to allow him or her to attend classes. The procedure is as follows:

- **1st Occurrence** – The student’s name is checked against the ID database. The student is allowed entry but is issued a verbal warning by security personnel after their identity is confirmed and the database is noted of the violation.

- **2nd Occurrence** – The student is escorted to the main Security Office where they are warned by the chief security officer on duty and told they should make an appointment with the Director of Student Affairs for charges under the Student Code of Conduct. The name is noted in the database and notification is sent to the Director of Student Affairs.

- **3rd Occurrence** – The student is escorted to the main Security Office where they are issued a replacement ID card. The student will be charged the replacement fee for the new ID. They are told they should make an appointment with the Director of Student Affairs for charges under the Student Code of Conduct. Their name is noted in the database and notification is sent to the Director of Student Affairs and to Student Accounts.

- **4th Occurrence** – Admission to campus is not allowed. They are referred to the Office of Student Affairs for further disciplinary action.

Please see the conduct procedures for further information in regard to alleged Student Code of Conduct violations.

GUEST POLICY

1. For safety and security reasons, AUAF has created the following policies for which guests are allowed to enter the campus. Therefore, any student who
wishes to bring a guest to campus must first obtain the proper permission as follows:

2. For students who wish to have guests come to campus for the purposes of seeking further information about academic programs such as UG, FSP, MBA, PDI, or ELC, they need to contact the Admissions Office and make the necessary arrangements in advance. The Admissions Office should be contacted at least 24 hours in advance and once they have given approval, they will arrange a guest pass with security. This is the appropriate office to assist prospective students on all matters.

3. For students who wish to invite guests to spend some time with them on campus for social purposes, they need to obtain approval from the Office of Student Affairs at least 24 hours in advance. The Office of Student Affairs will notify Security and, once approved, the student will receive an email. These guests will be considered on a case-by-case basis.

5. Upon arrival, guests need to enter campus from the gate on Darul Aman Road where they need to check-in with Security. They must follow all security protocol including showing proper identification (either a tazkira or national ID card) and submitting to a search of their person and their belongings (including backpacks, briefcases, etc.). After passing through security, the guests must remain with the student at all times.

6. Each guest must follow all AUAF rules and policies while on campus. The student is responsible, and assumes responsibility for, the behavior of their guests.

7. Guests are not permitted to sit in during classes without the approval of the Admissions Office.

8. Students who have been suspended or expelled may not enter campus as guests of current students. They need to obtain permission from the Office of Student Affairs before being allowed on campus and the purpose of their visit must be to see their advisor or conduct business directly with one of the administrative offices (like paying money owed to the Finance Office or returning overdue textbooks, etc.).

9. Guest requests may be denied from time-to-time, such as during final examination periods, holidays, or other periods as deemed necessary.
ACADEMIC POLICIES AND PROCEDURES

STUDENT ACADEMIC RESPONSIBILITIES

Students are responsible for all information regarding important dates, academic policies and procedures. In addition to the contents of this Student Handbook, important and updated academic information is made available through the Registrar’s Office and their associated website. All of the important academic dates, deadlines, and holiday calendar, can be found online and in the AUAF Catalog which is online. Students are responsible for maintaining contact with their academic advisor and for being properly informed of policies, procedures, and changes announced in these publications which is sent to their email accounts, as official notices. Ultimately students are responsible for all aspects of their university education. Failure to be aware of, and adhere to such important information does not excuse students from the possible consequences. This also applies to financial information such as financial aid, payment plans, the tuition and fee structure, etc. Students who claim they did not know about important AUAF information like deadlines, payments, and late fees are not exempt from any consequences which may result in failure to adhere to the rules.

Students should also keep the Registrar’s Office notified of any changes in telephone, address, name, or emergency contact information. Failure to do so could result in missing information and/or even disciplinary action.

REGISTRATION, DROPS, AND WITHDRAWALS

The Registrar’s Office is in charge of most academic issues including adding and dropping classes, and withdrawals from individual classes or from the university. They maintain all student records including grades, contact information and updating the academic calendar each year. Students interested in adding, dropping, or transferring college credits from another university should first consult with that office. Any transfer coursework attempted after being admitted needs prior approval of the Registrar’s Office.

Prior to withdrawing from any class, or from the university entirely, a student should consult with his or her academic advisor. The student should always maintain good communication with his or her faculty members as well. If after meeting with the advisor and faculty member, and the student decides that withdrawing is the best solution, the student can then decide to withdraw. The student must make sure to do so prior to the Withdrawal deadline or he/she will be issued a grade appropriate with his/her accomplishments in that class at the time. If a student needs to withdraw from AUAF for an extended period of time, he or she should fill out a Leave of Absence form available in the Registrar’s Office.
The procedure for dropping an individual class or a student choosing to withdraw from all of his or her classes begins with the Registrar. The necessary procedures and forms are available from that office. Until the forms have been completed and successfully turned in to the Office of the Registrar a student is still considered to be enrolled in the class and/or the university. A student will not be withdrawn from any or all of his or her classes by simply not attending classes.

**INCOMPLETE GRADES**

All requirements for a course must be completed by the date assigned by the instructor and no later than the end of the final examination day for that course. A grade of “Incomplete” or (“I”) is given only when failure to complete all requirements has been caused by circumstances beyond the student’s control and substantial amount of coursework (at least 60%) has been completed. Requests for a grade of “Incomplete” must be made in writing and filed with the Registrar’s Office. The coursework must be completed by the end of the ninth week of the semester following the semester in which the student enrolled in the course. If the coursework is not completed within this timeframe, the Registrar’s Office will replace the Incomplete or “I” grade with an “F”, which will remain permanently on the student’s record. It is the student’s responsibility to make sure that the required work is completed and the instructor’s responsibility to submit the final grade to the Registrar’s Office. Students who receive an incomplete grade are ineligible for the President’s Award for the semester. It is up to the discretion of the instructor to assign an incomplete grade.

**CALCULATING YOUR GPA**

**SEMESTER GRADE POINT AVERAGE (GPA)**

The GPA for a student who took the following courses would be computed as follows:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Grade</th>
<th>Credit Hours</th>
<th>Quality Points</th>
<th>Quality Points Earned</th>
<th>Grade Point Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 110</td>
<td>English Composition</td>
<td>A</td>
<td>3</td>
<td>4</td>
<td>12</td>
<td></td>
</tr>
<tr>
<td>UNV 100</td>
<td>University Success</td>
<td>B</td>
<td>1</td>
<td>3</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>ITC 101</td>
<td>Introduction to Computers</td>
<td>C</td>
<td>3</td>
<td>2</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>MTH 110</td>
<td>College Algebra</td>
<td>C</td>
<td>3</td>
<td>2</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td><strong>TOTALS</strong></td>
<td></td>
<td></td>
<td><strong>10</strong></td>
<td><strong>27</strong></td>
<td></td>
<td><strong>2.70</strong></td>
</tr>
</tbody>
</table>
CUMULATIVE GRADE POINT AVERAGE (GPA)

As students continue to earn quality points and credits each semester, their overall GPA (also known as the cumulative GPA) is calculated just as an individual semester’s GPA is as demonstrated above: by dividing the number of quality points by the number of credits. If a course is repeated, only the grades earned during the repeated attempts are used in the calculation of the cumulative GPA. The GPA is a cumulative record for the performance of the student. For more information on calculating their GPA students should contact the Registrar's office.

STUDENT APPEALS OF GRADES

Students have the right to an objective, professional evaluation of their academic work and to fair, equitable treatment in their academic relationships with members of the faculty. To initiate the process of appealing a grade earned during a given semester, students who believe they have a legitimate grievance must first confer with the professor of the course. This student/professor conference must take place no later than the end of the first week of the semester following the issue in question. If the issue is not resolved at the instructor level, the student may appeal to the Department Chair by submitting a full, fair, written account of the incident or circumstances giving rise to the grievance. If the matter is still not resolved, the student may appeal to the AUAF’s Chief Academic Officer who would have the final say on the appeal.

APPEAL OF OTHER ACADEMIC-RELATED ISSUES

Students wishing to discuss an issue pertaining to a course, instructor or other academic-related issues arising during a semester may direct their concerns to the Department Chair, or, in the Chair’s absence, to the Chief Academic Officer. If the grievance is deemed to be of a very serious nature or it is determined that its resolution will have a profound impact on general student welfare or on the conduct of professional responsibilities in the university, the Department Chair/Chief Academic Officer will refer the matter to the Academic Appeals Committee or prescribe an alternatively appropriate procedure consistent with the university’s mission. Academic appeals to the Department Chair/Chief Academic Officer must be submitted no later than the end of the first week of the semester following the grievance.
HONOR CODE & PLEDGE

The American University of Afghanistan promotes and enforces academic integrity and professional ethics among all members of its community. Violations of this policy are considered as serious forms of misconduct and may result in disciplinary action and severe penalties including suspension or expulsion.

American University of Afghanistan honor pledge:

“On my honor, I will uphold the values of The American University of Afghanistan: Respect, Civility, Ethics, Morality and Integrity.”

THE AUAF COMMUNITY FIVE FOUNDATION PRINCIPLES

All students at AUAF are expected to act professionally and courteously to university employees, guests, and their fellow students at all times. These five principles, which the AUAF community is based upon, are necessary for every student to know and act upon accordingly:

Civility — all members of the AUAF community are expected to behave in a courteous and polite manner towards others at all times. While members of the AUAF community may not always agree with each other, they will respect the individual thoughts, beliefs, and culture of others who have chosen to join this community.

Ethical Behavior — the opportunity to study at AUAF is a privilege not a right. By accepting this privilege, members of the community are required to follow a certain set of principles and values as defined by the university. These may include, but are not necessarily limited to, demonstrating a commitment to treating others with fairness, honesty, and compassion.

Morality — members of the AUAF community will adhere to the ideals of appropriate human behavior at all times. This commitment to being a moral citizen means that members will do no harm to other members of the community and will attempt to be positive contributors to AUAF at every opportunity. This helps to ensure a safe and engaging atmosphere for our learning community.

Respect — all members of the AUAF community are encouraged to actively find ways to demonstrate respect for their university and the members of the university community. All members are expected to hold students, faculty, and staff in high regard. Members who display such decent and correct behavior may reasonably expect to be treated similarly in kind.
Integrity – members of the AUAF community should seek to live and act with integrity in everything that they do. This means being honest with yourself, your fellow students, and the rest of the university community at all times. Words and actions should come from the very best of intentions. Our successful community is based on the highest standards of personal honor and decency.

If the personal conduct of any member of the AUAF community fails to meet the previously defined expected levels of behavior, the university reserves the right to call such conduct into question and impose disciplinary sanctions if necessary. These sanctions, depending on the severity of the conduct and taking into account a student’s past conduct history, could even lead to expulsion from the university.

Ultimately, responsibility for administering the student conduct and the AUAF student conduct system falls under the purview of the Director of Student Affairs. The Director of Student Affairs may designate any staff member or body to act on disciplinary matters on his/her behalf.

STUDENT CODE OF CONDUCT SYSTEM

PREAMBLE

Enrollment at AUAF is a privilege, not a right. Students agree to abide by certain obligations of performance and behavior. These high standards, by which all students are held, are judged to be in the best interest of the entire university community. The university has the right to enact, and enforce, AUAF policies and procedures for students or student organizations for violations whether they occur on or off university owned/operated property.

It is critical that academic communities uphold certain values and standards in order to provide an environment where people are free to teach and learn. The AUAF student conduct system serves as an instrument to help members of the learning community co-exist by ensuring that the highest standards of behavior are adhered to at all times. When a student fails to behave in accordance with stated policies and procedures, the university must hold him or her responsible.

Most people who have not been though the university student conduct process think it’s similar to going to trial. Nothing could be further from the truth. A student conduct system is simply an administrative process of justice tailored to, and operating in, an educational setting. The underlying philosophy is one of education and not just a means of punishment. This does not preclude the use of punitive sanctions. Rather, this means the conduct system focuses on the education and development of the individual accused as well as the protection of community standards.
The student conduct system plays a precarious balancing act by striving to educate a person who has damaged his or her community while also ensuring that the community is safe from damaging behavior by students.

Some of the principles of this educational approach to discipline are:

- The individual is responsible for resolving the behavior with the aid of the conduct system.
- The individual is expected to accept responsibility for, and learn from, his or her behavior.
- Each mistake made by a student can be seen as an educational moment of opportunity, also known as a “teachable moment.”
- The conduct system reaches and educates students who often times would never become involved with the university or its policies regarding proper behavior.

Some of the main goals of the student conduct process are:

- To prevent a student’s inappropriate behavior from recurring in the future.
- To address the cause of the inappropriate behavior.

STUDENT RESPONSIBILITY

As mature members of the community at AUAF, students are responsible for all aspects of their academic and personal behavior. Students will adhere to the highest standards of personal and academic integrity, as well as to the rules and regulations of the university, and the laws of Afghanistan.

Upon admission to AUAF, each student will be assigned a university e-mail address which is to be used for all official university communications. These may include notifications concerning university, Islamic and Afghan national holidays, security updates, and other necessary official notifications. These may also include reminders about academic deadlines, financial payment information, and emails from professors regarding coursework. Students are responsible for checking their AUAF e-mail accounts at least once per day and for responding to or acting upon such messages if requested by the university. Students are also expected keep copies of the records of all their transactions with the university including emails, financial forms/receipts, advising forms, Registrar’s forms, course syllabi, etc.

VIOLATIONS

It is the duty of all the members of the campus community to report the existence of any acts which may violate university policy, procedures, or the Student Code of Conduct. By knowingly failing to report an act of misconduct, students have demonstrated complicity in those violation(s) and thus may be equally charged. If we
are to have a successful, safe learning environment at AUAF, it is imperative that members of the community not tolerate anything that puts the community at risk.

For all of the listed conduct violations listed, and others which are not listed for space limitations, those students may be charged with those violations and/or attempts to commit violations. A student does not need to be successful in their attempts cheat, steal, harass and intimidate, etc. to be charged with a conduct violation.

**Definition of attempt.**—A person commits an attempt when, with intent to commit a specific crime, he does any act which constitutes a substantial step toward the commission of that crime.

The two most common types of Academic dishonesty are: plagiarism and cheating.

**PLAGIARISM**

To plagiarize is to take the work created by another person or entity and submit it as your own for academic credit or other personal gain.

How students should avoid the act of plagiarism:

- When turning in an assignment, students must always submit a list of sources they used to complete the assignment. This is called “citing” sources. By citing sources, students are giving written acknowledgement that some of the work in their assignment is not an original idea and are giving due credit to the person who initially did create the original idea or concept.
- The most obvious time to properly cite a source is when a student uses a direct quote from a book or website. The student should then put this passage in quotation marks in their assignment and give proper credit as applicable.
- It is lesser known to many students but just as important is to cite sources even when they are not directly quoting the work or ideas of others. If a student paraphrases a passage from a book for example, which by definition is not a direct quotation; it still must be cited since you have used someone else’s original work as the basis for completing your particular assignment.
- You can give this proper credit to the originator of the idea, theory, passage, etc in several ways. Your professor will often tell you in advance how they want to see it done. Sources may be cited in such ways as footnotes, endnotes, and/or reference pages.
- Above all else, a student’s submitted work must be primarily their own work presented in their own words. By definition, a research paper will be done on a topic where the student needs to seek out expert’s opinions and facts in order to back up his or her thesis statement. But failing to give proper credit
to anyone else’s theories, statements, opinions, etc. is deemed to be plagiarism and is a very serious academic violation.

- Before beginning any assignment, check with your professor to make sure you fully understand the assignment and how he/she wants you to cite sources according to the policies as stated in the course syllabus. Remember...not citing work properly and then claiming not to know what plagiarism means is not a valid excuse. Punishment can be very extreme for plagiarism.

CHEATING

To cheat is to use information in a variety of dishonest manners in order to obtain personal benefit to that particular student for academic or other personal gain.

How students should avoid the act of cheating:

- Students should always do their own work by themselves with no assistance from others. It doesn’t matter if that assignment happens to be an essay, a research paper, a lab report, a quiz, a test, etc. Unless given express permission from the professor of a certain course. Sometimes professors will allow group projects for example but never assume it is alright to elicit help from others.

- Unless expressly authorized by the professor, all quizzes, tests, and exams are to be done on your own with no outside assistance. This can refer to making sure you are not getting answers texted to you during the test, not sharing answers, not “glancing” at someone else’s paper even for a few seconds, etc. Students may not use class notes; keep their books open, or use any unauthorized information for their own, or a fellow classmate’s, gain.

- Never give or receive any assistance to another student regarding any assignments (tests, quizzes, and exams included). This means before, during, or after an examination period. This would include asking or getting information about which questions are on an assignment or exam. Students who take a test on Sunday should not be sharing the information on which questions were asked to a student who has yet to take the test.

- Students must not, unless they have the permission of all professors involved, turn in the same assignment for credit for more than one class. For example, if you have written a paper on Shakespeare you may not submit the same paper for your Academic Writing class and your World Literature class unless both professors agree to it.

- It is also considered cheating for a student to have another person take a test, quiz, or exam in their absence. Students must always take their own tests and submit their own work. No exceptions to this rule. Like plagiarism,
cheating is also a very serious academic offense with serious repercussions if caught.

**DISCIPLINE FOR ACADEMIC DISHONESTY**

AUAF faculty members may choose to respond to cases of academic dishonesty (cheating or plagiarism) in several ways:

1. A faculty member may choose not to disrupt a test currently in progress but rather he/she can decide after the test/quiz/exam is over to inform the offending student about the alleged misconduct. At that time, the faculty member may choose to award a failing grade on the test/quiz/exam.

2. Faculty members have the right to immediately take the test/quiz/exam from the offending student and give him/her a failing grade on the assignment. It is important that faculty members **DO NOT** rip up any tests/quizzes/exams. Doing so could dispose of important evidence for a potential conduct hearing if the student does not accept responsibility.

3. All cases involving academic dishonesty must be referred, in a timely manner, to the Office of Student Affairs. The student does have rights and there is a prescribed procedure which must be followed to ensure fairness and due process. The Office of Student Affairs does not need to adjudicate all cases but it is important that the faculty follow the minimum sanction guidelines (as stated below) and that Student Affairs can keep proper records relating to all incidents of academic dishonesty. Proper documentation ensures that if students continue to display such behavior, their prior cases can be used in future sanctions.

**Minimum disciplinary sanctions** for academic dishonesty (cheating or plagiarism) are as follows:

- **First Offense** – Student will receive a “0” grade on the assignment and perform 10 hours of community service. Also, the student will be placed on 6 months of disciplinary probation meaning he/she is not eligible for any campus leadership positions, work study positions, and may not represent AUAF in any official capacity.

- **Second Offense** – Student will receive an F grade in the course and will be suspended from AUAF for one academic semester (including summer and winter mini-semesters). The suspension includes not taking any PDI classes. In the first semester upon returning from the suspension, the student may not register for more than 13 credits.

- **Third Offense** – Student will be permanently expelled from AUAF with no option to reapply or take any PDI classes.
**ALL AUAF faculty MEMBERS should be very clear in their course syllabi about AUAF policies on academic dishonesty, including the penalties which may occur if a student is caught violating such policies.**

**OTHER VIOLATIONS**

1. **Alcohol:** Possession, use, and/or distribution of alcoholic beverages in any form, and/or impairment which can be attributed to the use of alcohol.
2. **Drugs:** Use, manufacturing, distribution or possession of drugs, narcotics, chemicals and/or drug paraphernalia without medical prescription under medical supervision and/or impairment which can be attributed to the use of such drugs.
3. **Gambling:** Gambling on or about university property and residence halls.
4. **Disorderly Conduct:** Disorderly conduct, such as, but not limited to, acts that are against the public peace, order, or safety, and/or lewd, indecent, obscene conduct or expression on or off the campus.
5. **Dress Code:** Inappropriate dress according to the laws and culture of Afghanistan and the university. This refers to all students wearing what is considered acceptable attire for campus or university sponsored activities.
6. **Sexual Misconduct:** Conduct that exploits another student in a sexual and non-consensual way. This includes, but is not limited to, non-consensual voyeurism, non-consensual recording (audio or visual), or non-consensual dissemination of recordings. Sexual activity in public or semi-public places.
7. **Unlawful Entry:** Gaining unauthorized or illegal entry into an AUAF-controlled building, room, or property by force or deception.
8. **Dishonesty:** Dishonesty, other than just cheating and plagiarism, including such acts as forgery, alteration, or misuse of university documents or identification, misuse of university email, altering student records, and/or intentionally furnishing false information to any university official, conduct officer, or a hearing board.
9. **Filing False Charges:** Students who knowingly file false Code of Conduct and/or Academic Dishonesty reports.
10. **Physical Assault and Battery:** Assault is an attempt or threat, going beyond mere words, to use violence, with the intent and the apparent ability to do harm to another. If violent contact actually occurs, the offense is called battery. Often times, assault and battery go hand in hand as formal charges.
11. **Verbal Assault:** Any oral or written speech that creates, or is intended to create, fear of physical harm.
12. **Non-Recognized Student Organizations:** Non-recognized student groups attempting to function on the campus or in the name of the American University of Afghanistan.
13. **Failure to Comply:** Failure to comply with any lawful directions, verbal or written, of any official of the AUAF. Failure to respond to an official request related to an alleged violation of university policy or regulation.

14. **Failure to Fulfill Sanctions:** Failure to complete those obligations associated with a disciplinary sanction, such as restitution for damages, community service, apology letters, etc.

15. **Weapons:** Possession or use of firearms, fireworks, other weapons, or chemicals which are of an explosive or corrosive nature on university property or at university functions.

16. **Theft:** The generic term for all crimes in which a person intentionally and fraudulently takes personal property of another without permission or consent, with the intent to convert it for the taker's gain (including potential sale). Robbery, burglary, and embezzlement, in the university's eyes, fall under this violation.

17. **Respect for Property:** Intentionally or recklessly interfering with the property of another, including taking items without permission, destroying, defacing, or damaging the property of another person. Knowingly possessing stolen property. The theft, mutilation, destruction, defacing, and/or gross disregard for any AUAF property. Misuse of university classrooms or laboratories.

18. **Interference with Operations:** Intentionally or recklessly interfering with the activities sponsored by, affiliated with, or participated in by members of the AUAF community. These include, but are not limited to, things related to studying, teaching, research, campus activities, or any of the normal day to day operations of the university.

19. **False Alarm:** The instigation of false fire/explosion, or emergency alarms, bomb threats, tampering/misusing or damaging fire extinguishers, alarms or other safety equipment.

20. **Hazing:** All forms of hazing such as any action taken or situation created, intentionally, to produce mental or physical discomfort, embarrassment, ridicule, or possibly cause mental or physical harm or injury to any person on or off the university campus.

21. **University Policies:** Violation of policies, procedures or regulations included in official publications of AUAF such as, but not limited to, the undergraduate and graduate bulletins, driving and parking regulations, cafeteria and library rules, posted notices, other departmental publications, and residence hall rules and regulations.

22. **Arrest:** Arrest for violation of local, state, or federal law, and/or conduct that adversely affects the student’s suitability as a member of the university community. The university has the right to impose sanctions on any student who is arrested on or off campus as it demonstrates acting in a manner not conducive to the sustainability and mission of AUAF.
23. **Guest Conduct:** Students are completely responsible for the conduct of their guests on or inside university-operated property, as well as at functions sponsored by the university or any recognized university organization. This includes compensation or restitution for any damages caused.

24. **Harassment and Intimidation:** Systematic and/or continued unwanted and annoying actions of one party or a group, including threats and demands. The purposes may vary, including things like racial prejudice, personal malice, or attempting to gain personal benefits such as grade changes, etc. What is perceived as harassment to some may not be viewed that way by others. However, if the unwanted and aggressive acts persist, even after a person has asked them to cease, this is viewed as harassment. Similarly, intimidation often goes hand in hand with harassment as it is a method of harassment to scare someone, or wear them down, until he or she acquiesces to the harasser’s demands. If one person’s actions make another member of the university community feel scared or threatened, then it may well be considered intimidation.

25. **Threats:** Expressions of intent to inflict evil, injury, or damage on another member of the university community or to the university itself. Threatening to do harm out of anger, malice, or for personal gain. Specifics are not needed to be offered by the person doing the threats, on how they plan to carry out their actions. Ominous threats, however vague, to a person or the University of Impending Danger.

26. **Inappropriate Conduct on Social Networking Sites:** Students who knowingly join or associate with social media pages including, but not limited to Facebook, Instagram, and Twitter, which promote hate and/or engage in libelous conduct against any member of the AUAF community, may be subject to disciplinary proceedings, up to and including suspension.

Acts of theft, possession of weapons, physical violence, and possession or use of illegal drugs and/or alcohol will not be tolerated and may result in forced separation from the university. It should be understood that listing every possible act of misconduct cannot be specifically stated in this Student Handbook. Here are some of the most common violations:

**STUDENT ORGANIZATIONAL MISCONDUCT**

An SGA-recognized student organization may be subject to the AUAF conduct process if any of the following are satisfied:

1. An alleged offense was committed by members of an organization and an officer or advisor of that organization encouraged, sanctioned or was knowledgeable that it occurred.

2. An alleged offense was committed by members and organization funds were used.
3. An alleged offense was committed and was supported by a majority of the membership of the organization.

4. An organization has chosen to protect/cover up for one or more offenders who were members or guests of the organization.

5. An alleged offense occurred as a result of an organization sponsored event.

6. A pattern of violations by individual members is found to have existed without proper and appropriate group control, remedy or sanction.

7. After hearing the case, the conduct officer deems that the offense, by its nature, was one of an organizational nature.

**NON-AUAF SANCTIONED CLUBS OR GROUPS**

Only clubs or groups which have been officially recognized by the SGA, and have gone through their extensive approval process, may receive funds from the SGA Action Fund. Only these SGA-recognized clubs may use university resources including; university property (classrooms, conference rooms, library, residence hall space, etc.) for meetings, access to any IT equipment, or access to university poster boards. Non SGA-recognized clubs are not permitted to market, recruit, or advertise their clubs in any manner on university property or using any official AUAF email accounts. Officially sanctioned student clubs must be educational or social in nature but they must always contribute to the positive learning environment of the university.

Any clubs or groups who fail to get SGA approval and violate any of the above mentioned criteria may be subject to the Code of Conduct. Having clubs who are not SGA-recognized violates the carefully created vetting process used to make sure clubs are open, honest, transparent, and serve the greater good of the university community. Groups or clubs which limit their membership to certain ethnicities for example, or whose purpose it is to otherwise undermine the values of this university, are not welcome on campus. If any students participate in such clubs, they risk facing serious consequences through the Office of Student Affairs.
ADMINISTRATION OF STUDENT CONDUCT

All disciplinary matters fall under the authority of the Office of Student Affairs. The Director of Student Affairs may appoint an AUAF employee to act as his or her designee if necessary. The Director of Student Affairs, or his/her designee, will have the authority to investigate complaints, promise consideration of leniency following adjudication, settle cases informally on behalf of AUAF, and exercise other such reasonably provided authority.

The Director of Student Affairs, or his/her designee, will oversee the preparation of all cases in the university conduct system on behalf of AUAF. When AUAF is the complainant in a case, the Director of Student Affairs, or the designee, will personally present the interests of AUAF to the appropriate hearing body. The Director of Student Affairs, or the designee, will receive recommendations from the complainants and the Community Adjudication Board regarding sanctions and, if appropriate, impose said sanction.

STANDARD OF PROOF

The standard of proof the university uses to determine whether a student or organization is in violation of the code of conduct is called preponderance of the evidence. This means that the decision, based upon the information presented, is made on the basis of whether it is "more probable than not" that the alleged violation took place. This is the common standard of proof used in most American university conduct systems. A more precise definition is:

“This preponderance is based on the more convincing evidence and its probable truth or accuracy, and not on the amount of evidence. Thus, one clearly knowledgeable witness may provide a preponderance of the evidence over a dozen witnesses with hazy testimony, or a signed agreement with definite terms may outweigh opinions or speculation about what the parties intended. Preponderance of the evidence is required in a civil case and is contrasted with "beyond a reasonable doubt," which is the more severe test of evidence required to convict in a criminal trial."

STUDENT RIGHTS

The model for disciplinary procedures is not that of a criminal or civil court, but rather an administrative proceeding. The following rights are given to responding students in any AUAF conduct proceeding:

The accused shall have the right to:

1. Have his/her case processed without prejudicial delay.
2. Receive prompt, written notice of any alleged violation(s) per AUAF communication policies.

3. Have reasonable access to any written testimony to be used against him or her with written request filed in a timely manner with the conduct officer.

4. Be able to, during a formal hearing process, question witnesses against them.

5. To produce witnesses and/or evidence, per prescribed procedure, to produce on their own behalf.

6. Decide not to be a witness against him or herself and not to have their silence construed as an admission of responsibility.

7. A decision based on a preponderance of the evidence.

ADJUDICATION PROCESS

REPORTING MISCONDUCT: Any member of the AUAF community, or its direct stakeholders, may bring incidents involving charges of alleged student misconduct through the student conduct system.

1. INITIAL INVESTIGATION AND NOTIFICATION OF CHARGES

Once incident reports are received by Student Affairs, they are investigated and the accused are charged as appropriate according to the Student Code of Conduct and/or Academic Dishonesty policies. The accused will receive written notification of these charges and will be directed to contact the initial conduct officer within 5 business days to schedule a pre-hearing meeting.

2. PRE-HEARING MEETING

a. Generally: At the pre-hearing meeting, the accused will have the opportunity to hear the charges against them in full detail and be allowed to respond.

b. Declaration of the Accused: During a pre-hearing meeting, the accused shall admit or deny responsibility, either in whole or in part. This shall occur before the student is allowed to respond to the charges against him or her.

c. Admission During Pre-Hearing Meeting: Should the accused admit to responsibility during the pre-hearing, the case will likely be decided during the pre-hearing. The accused shall receive written notification of the sanctions within five (“5”) business days.
d. **Denial During Pre-Hearing Meeting:** Should the accused deny responsibility in whole or in part, the student shall be granted the opportunity to respond to the charges.

e. **“Reasonable Suspicion” Standard:** At this stage, student affairs need only be satisfied that there is “reasonable suspicion” that the alleged offense took place. Should Student Affairs find that reasonable suspicion does not exist, the case shall immediately be dismissed. Should Student Affairs find that reasonable suspicion does exist, the case will be adjudicated as per the formal hearing procedure.

f. **Failure to Schedule a Meeting:** Failure to schedule a pre-hearing meeting within the five (“5”) business days referenced in B(1) will result in, at a minimum, a student’s account being placed on the Stop List until such time as a meeting has taken place. In rare cases if a decision needs to be made in a timely manner, the Office of Student Affairs may decide to decide the case with only the evidence available at that time. Doing such shall not be viewed as a violation of student rights.

3. **FORMAL HEARING PROCEDURE.**

Students charged with an offense will have their cases decided as per the following:

**Generally**

- **Broad Discretion:** Based on the accused admitting or denying responsibility, in addition to the available evidence, the Office of Student Affairs will determine how the case will proceed.

**Administrative Hearing.**

- **Immediate Formal Hearing:** If the accused denies responsibility for any or all of the charges, but the Office of Student Affairs deems there to be sufficient evidence, the case may be decided immediately following the pre-hearing meeting. This does not apply to those cases listed under C(3)(b) – Automatic CAB Hearing.

- **Immediate Formal Hearing Procedure – Standard of Proof:** The standard of proof utilized at a formal hearing process, whether it is an administrative hearing or a CAB shall be a “preponderance of the evidence”. This means that the decision, based upon the information presented, is made on the basis of whether it is “more probable than not” that the alleged violation took place. This is the common standard of proof used in most American university conduct systems. A more precise definition is:
“This preponderance is based on the more convincing evidence and its probable truth or accuracy, and not on the amount of evidence. Thus, one clearly knowledgeable witness may provide a preponderance of the evidence over a dozen witnesses with hazy testimony, or a signed agreement with definite terms may outweigh opinions or speculation about what the parties intended. Preponderance of the evidence is required in a civil case and is contrasted with "beyond a reasonable doubt," which is the more severe test of evidence required to convict in a criminal trial.”

- **Notice of Sanctions**: The accused shall receive written notification of the sanctions within five ("5") business days.

**Community Adjudication Board (“CAB”) Hearing**

a. **Generally**: If the student denies responsibility during the pre-hearing meeting, based on the totality of the circumstances, including but not limited to the severity of the charges/sanctions, and/or lack of evidence to make an equitable decision based upon the preponderance of the evidence standard, Student Affairs may submit the case to a formal Community Adjudication Board (“CAB”).

b. **“Severe Sanctions” Defined**: Severe Sanctions, for the purposes of C(3)(a) are defined as sanction where a student faces suspension for at least one semester or where a student faces expulsion for at least one semester.

c. **Automatic CAB Hearing**: The following charges, as defined by the Code of Student Conduct, will automatically, be referred to a CAB Hearing: Physical Assault, Harassment, and Intimidation.

d. **Not Eligible for CAB Hearing**: The following charges, as defined by the Code of Student Conduct, are not eligible for a CAB Hearing, though their sanctions are severe: Second Academic Dishonesty Charge or Third Academic Dishonesty Charge.

e. **Procedure**: The CAB shall have jurisdiction over violations of all AUAF rules and regulations for any cases they hear. The CAB shall have sole discretion to interpret, vary, and adjust procedural requirements to promote a fair and just decision, as long as student rights are not abused. Witnesses may be called, cases may be presented, and the CAB will have the final verdict. A simple majority of the CAB is sufficient to decide the final outcome of a case.

f. **Recommendation of Sanctions**: The CAB will recommend sanctions but the Office of Student Affairs reserves the right to uphold or modify the sanctions if they are not deemed consistent with other cases or the severity of the charges.
g. **Notice of Sanctions:** The parties involved will be informed within seven (“7”) days of the final sanctions, as determined by the Office of Student Affairs, and how/when they will be implemented.

h. **Membership:** The CAB shall be composed of five (“5”) willing members of the AUAF community. Ideally, but not necessarily, each CAB will comprise; one student (as nominated by the SGA), one staff, and three faculty members. The Director of Student Affairs shall serve as ex-officio advisor/moderator to the CAB. However, situations may arise when equal representation from all ranks is not a viable option. In such situations, the Director of Student Affairs will select the members based on credentials, availability, and community standing in an attempt to create a fair overall hearing body.

i. **Director of Student Affairs:** The Director of Student Affairs shall serve as ex-officio advisor/moderator to the CAB. The advisor should sit with, and advise the board, during all hearings. It is the duty of the CAB chair to make sure presentations to the board are relevant and that order in the hearing is maintained. The chair has the power to remove someone for disorderly conduct in which case the hearing will continue in that person’s absence. It is the special duty of the chair to make sure that presentations to the board, by any hearing participant, are relevant to the specific allegations.

j. **Conditions of Student Membership:** Student members must be in good academic and disciplinary standing. Student members must have been on the previous semester’s President’s Awards list and they must be nominated by the SGA to the Director of Student Affairs who makes the final appointment.

k. **Summer and/or Winter Break:** During periods of summer and/or winter break, the makeup of the CAB may need to be changed based on the availability of students, faculty, and staff. The Director of Student Affairs and the Chief Academic Officer will approve any major changes to the outlined membership.

l. **Trainings for Members:** CAB members must participate in any scheduled training sessions as requested by the Director of Student Affairs to ensure that they understand their duties, their obligations as members, and to understand the basic procedures and student rights during the hearing of which they will preside.

m. **Standard of Proof:** The standard of proof utilized at a CAB Hearing shall be a “preponderance of the evidence”. This means that the decision, based upon the information presented, is made on the basis of whether it is “more probable than not” that the alleged violation took place. This is the common standard of proof used in most American university conduct systems. A more precise definition is:
“This preponderance is based on the more convincing evidence and its probable truth or accuracy, and not on the amount of evidence. Thus, one clearly knowledgeable witness may provide a preponderance of the evidence over a dozen witnesses with hazy testimony, or a signed agreement with definite terms may outweigh opinions or speculation about what the parties intended. Preponderance of the evidence is required in a civil case and is contrasted with "beyond a reasonable doubt," which is the more severe test of evidence required to convict in a criminal trial."

n. **Admissible Evidence**: Generally, in determining what factually transpired, only relevant evidence is admissible. Evidence of prior disciplinary actions is not admissible. However, should the incident including the student allegedly committing a dishonest act or making a false statement, then prior adjudications pertaining to dishonest acts or false statement may be considered in determining factually what transpired during the incident.

4. **INTERIM SUSPENSION.**

**Generally**: Until a final decision has been reached in certain cases, the status of a student shall not be altered and the student's privileges to attend classes and/or be physically present on campus shall not be suspended or revoked. The exception to this would be in case of a threat, real or perceived, to the safety of a member or members of the AUAF community and/or to protect the property of AUAF and its members. In such cases the need for an interim suspension would be deemed appropriate. The Director of Student Affairs on behalf of AUAF may impose an interim suspension.

**Procedure**: When the Director of Student Affairs decides to impose an interim suspension, the student will be given notice of the charges in writing. The student may also be given the informal opportunity to discuss the charges and possible outcomes thereto with the person handling the case at his/her request. A hearing will be scheduled within ten business days from the formal notice of interim suspension.

5. **SANCTIONS FOR STUDENTS.**

**Generally**: The following are several examples of sanctions listed may be imposed upon students depending on the nature and severity of the conduct:

- **Educational Sanctions**: While any sanction will be punitive by nature, educational sanctions are those designed to educate students.

- **Admonition**: An admonition is a verbal warning to a student who has violated a university rule or regulation.
• **Written Warnings**: A written warning is a formal notice of a violation and that continuation or repetition of such conduct may be cause for more severe disciplinary action. These written warnings go in the student’s permanent files and may be used against them in any future conduct proceedings.

• **Disciplinary Probation**: A student on disciplinary probation is excluded from participation in all extracurricular activities set forth in the notice for a specific period of time. Further violations of any kind during this disciplinary probationary period may result in suspension or expulsion.

• **Restitution**: Restitution is reimbursement for damages to or theft of property. This could be paid to an individual or the university depending on the ownership of damaged or stolen property. This may take the form of appropriate service work or financial compensation.

• **Suspension**: Suspension is the revocation of a student’s privilege to enroll and to be physically present on campus for a specific period of time. The conditions for reinstatement of these privileges shall be stated in the formal decision of suspension sent to the student(s).

• **Expulsion**: Expulsion is the permanent removal of a student from the university forever. This effectively ends the student(s) academic career at AUAF. They may not register for any classes or take part in any academic programs associated with the university.

**Admissible Evidence**: In determining what sanctions to impose, evidence of prior disciplinary actions is admissible and may be considered.

6. **SANCTIONS FOR STUDENT ORGANIZATIONS**

**Generally**: The following sanctions, in addition to those stated above in Section E(a), may be imposed on student organizations:

• **Suspension**: Suspension of an organization is the temporary termination of privileges and activities of that recognized organization as set forth in the notice for a specific period of time. This includes prohibiting the recruitment of new members, raising money, requesting funds from the SGA, and holding any events/activities.

• **Expulsion**: Expulsion of an organization is permanent termination of organizational status as a recognized organization forever.

**APPEALS**

AUAF provides a limited appeals process. An appeal is a method by which a student who has been found to be in violation of an Academic Dishonesty and/or Student
Code of Conduct policy may challenge the decision(s) of a disciplinary decision. A student may make an appeal whether no matter the method of adjudication.

**GROUNDS FOR APPEAL**

The purpose of an appeal is to provide an opportunity for the merits of the case to be reviewed when new evidence and/or proof that a student’s rights have been violated are presented after the initial conduct process has been concluded. There will be no new hearing for the student; instead, a series of reviews will take place in which the student will have an opportunity to bring forth evidence to substantiate his or her challenge of the decision(s). Just because a student does not agree with a decision and/or does not agree with the severity of the sanctions are not grounds for an appeal. Requests for appeal will be entertained only when demonstratively based on one of the following:

a. New evidence that was not available during the initial conduct process, which had it been available, would in all reasonable likelihood have produced a different result;

b. Substantial procedural irregularities or errors in the conduct process; or

c. Significant violations of the student rights as listed in the Student Handbook.

**APPEALS PROCEDURE**

Any student(s) seeking an appeal must submit a written statement (maximum of 2 pages) outlining the specific grounds for the appeal to the Office of Student Affairs within 5 working days from the date the grounds for an appeal became evident. The Director of Student Affairs will forward the request(s) for an appeal to an independent third party.

**APPEALS – INDEPENDENT THIRD PARTY.**

**Generally**

The independent third party shall hear an appeal whether they were adjudicated: through a pre-hearing or through a formal CAB hearing. The independent third party shall be comprised of one or two individuals (i.e. faculty or staff) who will be selected at the start of each academic year by the Chief Academic Officer to fulfill this role. The student or the campus community will not know their identity so he/she may work in a completely objective capacity.
Standard of Review.

In considering the appeal, the independent third party shall consider the appeal utilizing the following standard of review: in viewing the appeal in the light most favorable to the student, the independent third party need only to determine whether there are plausible grounds for relief as per the appeal to raise a right to relief above the speculative level. Should this standard be met, the appeal is warranted.

Standard of Proof.

The standard of proof utilized at a hearing process, whether it is a pre-hearing or a CAB, shall be a “preponderance of the evidence”.

Admissible Evidence.

In addition to the appeal document itself, the entire record, including prior adjudications if they were so considered, of the case shall be presented to the independent third party for review in considering the appeal. Additionally, should the appeal be based upon G(2)(a), the independent third party shall consider the new evidence in addition to the entire record.

Upon Completion of Review.

The independent third party will evaluate the request for appeal and notify the Director of Student Affairs within 7 working days, barring any unforeseen circumstances, if an appeal is warranted. The Chief Academic Officer will send a notification letter to the student and the office of Student Affairs outlining the decision of the request for appeal. Based on the decision of the independent third party, the case will either move forward to be reviewed by an Appellate Consideration Council (ACC) or, if the appeal has been denied, the case will be officially and permanently closed.

Sanctions During Hearing:

The sanctions from the student(s) hearing will be placed on “hold” while their appeal is being processed unless otherwise decided by the Office of Student Affairs depending on the severity and any alleged safety concerns, which may be taken into consideration. Students who have been temporarily suspended would not have their sanctions placed on hold while their appeal is being processed.

APPELLATE CONSIDERATION COUNCIL.

Generally.

If a request for appeal is granted, an Appellate Consideration Council (ACC) will conduct a closed-door meeting. The ACC shall be made of three members. The Chief Academic Officer will be responsible for designating these three members from the AUAF academic community to serve on the council. The members of the ACC will
not include CAB members or staff from the Office of Student Affairs. The Chief Academic Officer designates the ACC members as he/she sees fit based on the particular case.

**Standard of Review.**

The ACC is an appeal board of *de novo* review, meaning that it shall act as if it considering the case for the first time based upon the record provided by the independent third party, with no deference given to the decisions below. Even in applying this *de novo* standard, the ACC must address only those issues in the appeal. It cannot address any issue that is not specifically in the appeal.

In applying this *de novo* review, the standard of proof utilized by the ACC shall be a “preponderance of the evidence”. This means that the decision, based upon the information presented, is made on the basis of whether it is “more probable than not” that the alleged violation took place. This is the common standard of proof used in most American university conduct systems. A more precise definition is:

“This preponderance is based on the more convincing evidence and its probable truth or accuracy, and not on the amount of evidence. Thus, one clearly knowledgeable witness may provide a preponderance of the evidence over a dozen witnesses with hazy testimony, or a signed agreement with definite terms may outweigh opinions or speculation about what the parties intended. Preponderance of the evidence is required in a civil case and is contrasted with "beyond a reasonable doubt," which is the more severe test of evidence required to convict in a criminal trial.”

**Admissible Evidence.**

The ACC shall consider only evidence that was considered or could have been considered by the independent third party.

**Upon Completion of Review.**

The ACC may modify the original decision as they see fit based on the evidence available. They could overturn the original decision outright, or choose to simply modify the sanctions as long as their modifications do not conflict with the AUAF Student Handbook. The rulings of the ACC are considered final and no further appeals are allowed.

**Notice of Sanctions.**

The parties involved will be informed within seven (“7”) days of the final decision.

**RECORDS OF DISCIPLINARY ACTION.**

Generally.
All records pertaining to student infringement of the code will be maintained with the students’ permanent records at the American University of Afghanistan. These records are subject to university regulations concerning the confidentiality of student records; students have the right to inspect their disciplinary records upon written request.
AUAF PEACEFUL ASSEMBLY POLICY

Students’ Right to Peaceful Assembly

Students of the American University of Afghanistan have a right to assemble in groups on the university campus for peaceful demonstrations and orderly gatherings. The right to peaceful assembly does not include the right to engage in conduct that disrupts institutional operations or endangers the health or safety of people or property. All such behaviors that endanger or disrupt the campus shall be prohibited. The Peaceful Assembly Policy respects the right of free speech and assembly, and protects the university community.

General Policy on Peaceful Assembly

The American University of Afghanistan recognizes the students’ right to peaceful assembly, but reserves the responsibility to assure the safety of individuals, the protection of property, and the continuity of the educational process. Amplification of voice through electronic device or similar means is not permissible without the approval of the Director of Student Affairs. Sustained or repeated noise made in a manner that significantly interferes with another speaker’s ability to communicate his/her message shall not be permitted. Noise levels shall not interfere with classes, meetings, or other activities in progress.

Location

For a peaceful assembly students shall use an open space on the university campus. In order to best organize the event, it is recommended that demonstration participants contact the Director of Student Affairs with location and movement information.

Gatherings may occur inside of non-academic buildings upon the approval of the Director of Student Affairs. The decision of the Director shall be content neutral, and shall evaluate the purpose of the requested space and availability only. Attempting to gather inside of a building without permission and/or blocking the building entrance will be regarded as a policy violation.

Assembly Duration

Peaceful assemblies and protests shall be permitted to continue normally until or unless university administration determines that university operations have been compromised and/or rights of others have been violated. No assembly can continue after 9:00 PM or campus closure hours.

Disrupted Academic Process

Students should be aware that their participation in these events does not excuse them from their academic requirements. Course instructors shall reserve the right
to uphold their attendance policies during peaceful demonstrations and orderly gatherings. Students should examine the class policy on missed tests, quizzes, and assignments as outlined in their syllabus, or speak with their professor prior to absence.

Assembly participants who attempt to prevent other students from attending class, violate the student handbook or university procedure, or in any way disrupt institutional operations (including entering class rooms to attempt to agitate student participation) shall be accountable to the Office of Student Affairs for investigation and sanctioning.

**Staff Presence**

The Office of Student Affairs, Security, and other university personnel shall work actively during the assembly to preserve the environment of spirited and open discourse and debate, allowing for the opportunity to lead a constructive dialogue and ensure civil participation in the event.
AUAF SMOKING POLICY

The American University of Afghanistan has a vital interest in maintaining a healthy and safe environment for its students, faculty, staff, and visitors while respecting individual choice. Supporting both the smoker’s right to smoke and the non-smoker’s right to breathe smoke-free air is essential to creating a positive campus climate. The following smoking policy has been established to define the smoking areas and to elaborate on the behaviors that will elicit a university response for conduct violations.

For the purposes of this policy, smoking is defined as *inhaling, exhaling, burning, or carrying any lighted cigar, cigarette, or pipe*. Based upon the accepted definition, carrying lit tobacco products outside of the smoking area is prohibited. Only tobacco products may be smoked in the designated areas on campus.

There are three locations on the West Campus (old campus) and two locations in the International Campus (New Campus) designated for tobacco smoking.

**AUAF West Campus**

1. Smoking area behind the Mosque;
2. Smoking area between Faculty Building and Facilities Building (Quad Area);
3. Smoking area behind Azizi Building (Next to the Gymnasium Wall);

**AUAF International Campus**

1. East side area of the Women’s Center that overlooks the football field;
2. South side area (backside) of the Women’s Center that overlooks Darul Aman Palace

Smoking in all other locations on campus, indoors and outdoors, shall be considered a violation of the Code of Conduct and reported to the Office of Student Affairs.

**Residence Hall Students**

Smoking is also restricted on-site at the AUAF Residence Halls. Residential students should speak with their Residence Hall Coordinator to determine where the designated smoking area is located in proximity to their hall.

**Sanctioning Guidelines**

Non-compliance with the policy shall be reported to the Office of Student Affairs by students, staff and faculty members of the American University of Afghanistan. Sanctions shall be applied by the Director of Student Affairs as follows:

1. **First Offence**: Student shall receive a verbal warning and incident will be recorded in the student file.
2. **Second Offence**: Student shall be subject to a financial penalty of 1,000 Afghanis. A record of the second-time violation shall be used for further reference. The violator will be placed on disciplinary probation for a period of 6 months.

3. **Third Offence**: Student shall be subject to a financial penalty of 3,000 Afghanis. A record of the third-time violation shall be used for further reference. At the discretion of the Director of student Affairs the violator may be suspended from the university for one regular academic semester.
POLICIES ON USING AUAF TECHNOLOGY

AUAF technology resources should be used only to accomplish university-specific tasks, goals, and learning objectives.

Proper social and professional etiquette must be exercised when using the AUAF IT system. Use of the network implies consent to the monitoring of traffic as necessary. AUAF does not condone the use of inappropriate language when writing to instructors, staff or students and may be cause for disciplinary sanctions if reported.

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

University IT services shall not be used for purposes that could reasonably be expected to cause, directly or indirectly, excessive strain on computing resources or unwarranted and unsolicited interference with E-mail or E-mail systems. Use of IT services that could interfere with another student’s and/or employee’s work or disrupt the intended use of network resources is prohibited. Sanctions for misuse of E-mail, Internet or any part of AUAF technology resources will be determined by the Director of Information Technology following consultation with the Chief Academic Officer.
BERNICE NACHMAN MARLOWE LIBRARY AT AUAF

The Bernice Nachman Marlowe Library at the American University of Afghanistan was inaugurated in 2008. It houses the University's growing print and database collections. It features an Integrated Library System and Online Catalog. Wireless internet service for laptops and approximately 40 computer stations complement nearby computer laboratories and provide access for all students. To meet varying scholastic styles and preferences, the Library has quiet study rooms as well as rooms where students may meet, talk, and engage in group learning.

The book collection currently numbers approximately 8,000 items, and is expected to grow dramatically in the coming years. The materials in all collections are arranged according to the Library of Congress (LC) Classification system, which is used by many colleges and universities world-wide.

The main print collections of the library are the reference and main collections. The reference collection consists of books such as dictionaries, atlases, grammar guides and other reference books for which a high demand is anticipated. These materials may be used in the library but are not available for borrowing. The main research collection is the university's largest and covers all subject areas, providing support for the University's curriculum. Materials in this collection may be borrowed for up to 21 days. The library assigns patrons a user identification number and students must show their student photo ID in order to borrow the books.

The Library conducts information literacy instruction for all new undergraduates and also designs refresher sessions and targeted classes upon request. The Library is also responsible for textbook services.

LIBRARY POLICIES AND PROCEDURES

INTRODUCTION

1. The policies concerning the Bernice Nachman Marlowe library apply to students, faculty, staff, and visitors.

2. The library supports the academic, pedagogical, and research activities of the University by acquiring, storing, documenting, and providing open access to academic, scientific and other materials in hard copy and electronic formats.

3. All library materials are the property of AUAF.

4. AUAF students, faculty and staff have the right to use the library. This includes students from the Professional Development Institute (PDI). Additionally, students who take special courses at the AUAF and representatives of organizations and institutions which have signed contracts with AUAF also have the right to use the AUAF library.
AUTHORIZED PATRONS

1. Patrons must present a valid AUAF ID card to receive services or materials.

2. Patrons are responsible for anything checked out on their AUAF ID card; they must NEVER loan or give their ID card to any other person.

GENERAL POLICIES & PATRON OBLIGATIONS

1. All members of the library staff are empowered to enforce discipline in the library.

2. The library has Closed-Circuit Television (CCTV) installed. This means all students and activities are being recorded by video cameras as a means of monitoring behavior. Students caught on CCTV violating the library policies and/or the Student Code of Conduct will face disciplinary action.

3. Only water is allowed. No food or drinks in library. No smoking.

4. Switch off or silence mobile phones before entering the library.

5. The library is a place of study and research. Respect other patrons and their need for a quiet, peaceful place to study. The act of learning is a virtue that must be honored with silence and avoidance of behavior disturbing to others.

6. The library is not a coffeehouse or a cafeteria. Students who disturb others will be warned once. If a student continues to be disruptive, he or she will be told to leave the library.

7. The library is NOT responsible for lost personal property, including laptops.

8. Personal possessions may not be left in the library unattended. Seats are limited and library personnel are authorized to remove personal items to make room for other patrons.

9. WARNING. Unattended back packs, briefcases, bags, etc. may be turned over to security by library staff.

10. Group discussions or meetings will be permitted in the quiet study areas, but ONLY if groups are quiet. Noisy groups will be warned once. There will be no second warning. The group will be ejected from the library. It is suggested that groups meet in the patio area.

11. Leave the library promptly at closing time. Lights out and door locked at 8:05 PM.
12. After the door is locked, security is NOT authorized to unlock the library to retrieve personal belongings, including backpacks.

13. Library hours are posted by the front door or on the library home page.

14. Students who break library policies and/or show disrespect to any library staff member will be referred to Student Affairs for disciplinary action. Among other possible actions, disruptive/argumentative students will be banned from the library.

CIRCULATION POLICY

1. Patrons have an opportunity to renew materials for one loan period by phone, online or in person if the material is not in demand by other patrons.

2. The library imposes overdue fines for all materials of 50 Afs per day and 50 Afs per hour for reference and reserve materials.

3. Before checking out an item, be sure it is undamaged. Library staff will note any damage to the item. Once it is checked out, it is the patron’s responsibility.

4. Check out all materials with the library front desk staff. Departing the library with items not checked out is THEFT. The security gate is active and an alarm will sound.

5. Damaged/lost items will be billed to the patron. The account must be settled with finance before future registration is permitted. EACH item will be billed at replacement cost PLUS a 2,000 Afs re-ordering fee.

6. Treat library items with caution. Do not make marks with pen or pencil, dog-ear pages, etc. Do not allow library materials to be damaged by water, dirt, food or in any other way.
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COMPUTER USE PRINTING AND COPYING

1. Each student is allowed 300 computer print pages per semester.
2. Computers CANNOT be reserved. First come, first served.
3. All students must log out of their accounts when leaving the library.
4. Other AUAF departments may use the copy machines, but must bring their own paper.
5. Photocopying and printing must be limited to small amounts for academic-related purposes. Do not copy personal items or entire books.

TEXTBOOK POLICY

1. Every UG and FSP student is entitled to borrow textbooks related to his or her class.
2. Textbooks must be returned to the library at the end of the semester (schedule will be announced by email each semester and posted outside the library door) or when a class is dropped.
3. Students who return textbooks late will be assessed 100 Afs per day per item.
4. Students must show a current/valid ID card to receive textbooks.
5. Students must bring a hard-copy schedule which was printed directly from PowerCampus. Soft copies, i.e. Microsoft Word are NOT acceptable.
6. Students must be registered in a class. No textbooks will be distributed to students awaiting adviser’s approval or to students who are on a waiting list.
7. No textbooks will be loaned out to unregistered students under any circumstances; not even an hour for the purpose of copying or studying. Moreover, this rule applies when there is no text on reserve in the library.
8. There will be no advance (early) distribution of textbooks; even if a student is registered for a class. A timetable for text distribution will be announced when appropriate.
9. Once a textbook is checked out to a student, it is the sole responsibility of that student. Students should not loan their textbooks to anyone.
10. Lost textbooks will be billed to the student. There will be a 2,000 Afs reordering fee added to the replacement cost of the item. This applies to EACH lost item.

PATRON’S RIGHTS AND EXPECTATIONS

1. Responsible use of library computers, software, databases, and study rooms.
2. Open access to the library collection and ability to borrow materials for home use.
3. Open access to library electronic resources from any library or university computer.

4. Patrons are welcome to participate in any training offered by the library and are encouraged to ask staff for assistance.

5. Patrons can request the library to order materials. Submit the request to a librarian by hard copy or by e-mail.

6. Online access to the library catalog: http://librarycat.auaf.edu.af/

7. Patrons are encouraged to make helpful comments and offer suggestions on library improvement.

AMENDMENTS TO THE HANDBOOK

It is the general duty of all persons affiliated with AUAF to inform the Director of Student Affairs of modifications that should be considered in order to improve the Student Handbook and the policies and procedures therein. The Director of Student Affairs will bear the responsibility for identifying and considering the proposed amendments. He or she will present such amendments in the form of a draft resolution for consideration and action by the university’s Chief Academic Officer.

Unlike the AUAF Catalog which cannot be altered after it has been published, the Student Handbook is considered a “living” document. This means that it is subject to changes or amendments at any time, without prior notice to the university community. Any updates will be made available on the AUAF website and the university community will be notified via official university communications policies.

Please feel free to contact me at jahmadi@auaf.edu.af for any questions, comments, or clarification of anything outlined in this document.
SOURCES QUOTED OR PARAPHRASED

http://www.lehigh.edu/~indost/conduct/handbook/sect6.shtml

Association of College Personnel Administrators (ACPA) Conduct Manual

http://legal-dictionary.thefreedictionary.com/preponderance+of+the+evidence

http://en.wiktionary.org/wiki