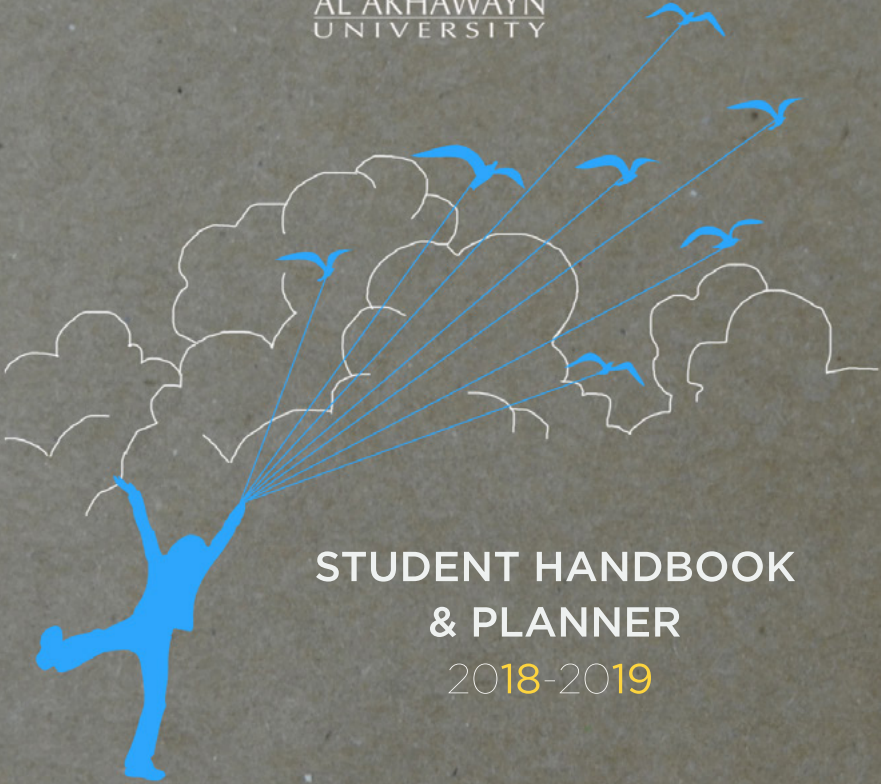


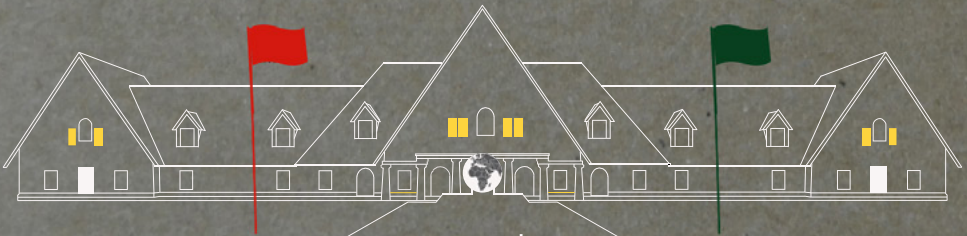
جامعة الأنهوين

AL AKHAWAYN
UNIVERSITY



STUDENT HANDBOOK & PLANNER

2018-2019



www.aui.ma

Services

Student Life

Student Conduct

Planner

Al Akhawayn University in Ifrane
Student Handbook and Planner
2018 | 2019



**His Majesty King Mohammed VI at The George Washington University
where he received an honorary doctorate on June 6, 2000**



**The University's two founding brothers (Al Akhawayn)
The late King Hassan II of Morocco and the late King Fahd Ibn Abdulaziz
of Saudi Arabia**

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Important Campus Phone Numbers

All 4 digit extensions can be reached from outside the university by dialing 05 35 86 + extension. From outside of Morocco, the caller must dial +212 535 86 + extension).

The operator may be reached off campus by dialing 05 35 86 77 77.

SWITCHBOARD.....	9
SECURITY	2222
MAIN GATE	2165
No Violence Alliance (NoVA)	9 or 0600663172
HOUSING (FEMALE)	3333
HOUSING (MALE).....	555
MAINTENANCE	777
COMPUTER ASSISTANCE	666
HEALTH CENTER	2057
INSURANCE	2452
BUSINESS OFFICE	2368
ENROLLMENT	2175
COUNSELING	2034
CAMPUS STORE/BOOKSTORE	2020
INTERNATIONAL PROGRAMS.....	2065
LIBRARY	2190
POST OFFICE.....	4000
DINING SERVICES.....	2709
SPORTS & ATHLETICS	2015
STUDENT ACTIVITIES	2125
SGA (Student Government Association	888
LAUNDRY Bldg. 36	4027
LAUNDRY Bldg. 38	4029
LANGUAGE CENTER	2420
VPAA (Vice President for Academic Affairs).....	2024
VPSA (Vice President for Student Affairs).....	2031
VPFA (Vice President for Finance & Administration).....	2176
SBA (School of Business Administration).....	2311
SHSS (School of Humanities & Social Sciences)	2427
SSE (School of Science & Engineering)	2114
CAD (Center for Academic Development)	2430

To forward calls, dial 53+extension. To deactivate, dial 54.

To set phone to Do not Disturb, dial #1. To deactivate, dial *1

ACADEMIC CALENDAR

The University reserves the right to revise or amend the present academic calendar, in whole or part, at any time. Adjustments may be made for religious holidays.

FALL SEMESTER 2018 _____

August 27	General Faculty Convocation
August 29	New and International Students Registration and Speech of the President
August 29-Sep 2	New students Orientation Program
August 30-31	Continuing Student Registration & Fee Payment
September 3	Classes Begin. First day of late registration. First day of Add/Drop (schedule revision)
September 6	Last Day to Revise Schedule - courses dropped will not reflect on transcript. Last day of Late Registration.
September 11 or 12	First of Muharram (To be confirmed)
October 25	Last day for faculty to return the Mid-Semester reports
October 29	Last Day to Drop a Course with "W". Beyond this date "WP" or "WF"
November 5-9 & 12-16	Mandatory Pre-Registration for Spring 2019
November 6	Holiday: Green March
November 12	Last Day to Drop a Course with "WP" or "WF"
November 22- 23	Holiday: Eid Al Mawlid (to be confirmed)
November 28	Last day for graduate students to register for project/thesis defense
December 6	Last Day to Withdraw from the University
December 12	Last Regular Class Day
December 13	Review Day
December 14 -21	Final Exams (including Common Exams -3 days-)
December 24	Final Day for Faculty to Submit Semester Grades

SPRING SEMESTER 2019 _____

January 7	General Faculty Convocation
January 11	Independence manifesto
January 9	New and International Students Registration and Speech of the President
January 9-13	New students Orientation Program
January 10 & 12	Continuing Student Registration & Fee Payment
January 14	Classes Begin. First Day of Late Registration. First Day to Add/Drop (Schedule Revision).
January 17	Last Day to Revise Schedule- courses dropped will not reflect on transcript- Last day of Late Registration
March 4-8	Spring Break –Students and Faculty-
March 15	Last day to return the Mid-Semester reports
March 20	Last Day to Drop a Course with “W”. Beyond this date “WP” or “WF”
April 1-5 & 8-12	Mandatory Pre-registration for Summer and Fall 2019
April 5	Last Day to Drop a Course with a “WP” or “WF”
April 17	Last day for graduate students to register for project/thesis defense
April 23	Last Day to Withdraw from the University
April 30	Last Regular Class Day
May 1	Holiday: Labor Day
May 2-9	Final Exams (including Common Exams -3 days-)
May 14	Final Day for Faculty to Submit Semester Grades

May 28-29	Registration & Fee Payment
May 30	Classes Begin First Day of late Registration. First Day to Add/Drop (Schedule Revision) Last Day to Revise Schedule - courses dropped will not be reflected on transcript. Last day of Late Registration.
June 4-5	Eid Al Fitr (to be confirmed)
June 8	Commencement (to be confirmed)
June 26	Last Day to Drop a Course with “W”. Beyond this date “WP” or “WF”
July 1	Last Day to Drop a Course with a “WP” or “WF”
July 9	Last Day to Withdraw from University
July 12	Last Regular Class Day
July 15-16	Final Exams
July 19	Final Day for Faculty to Submit Semester Grades

SUMMER SESSION 2019 _____

General Overview

Al Akhawayn University (AUI) is located in Ifrane, a resort town nestled in the Middle Atlas Mountains. Set in the heart of a region known for its beautiful forests, mountains, lakes and waterfalls, Ifrane provides an excellent backdrop for both intellectual and physical pursuits. Located just 60 kilometers from the historic cities of Fes and Meknes, Ifrane is easily accessible by automobile, bus and taxi.

The architecture of the campus blends with the distinctive building style of Ifrane, which consists of mountain chalets with high pitched roofs in the Alpine style. The campus is made up of large chalet-type buildings clustered around well-manicured grassy areas. Aside from this environment designed to offer ideal working conditions to students, faculty and staff, the main campus grounds include several modern sport and leisure facilities.

Al Akhawayn University was officially inaugurated by the late King Hassan II on the 16th of January 1995. It is the first Moroccan Liberal Arts institution of higher education and research that is based on the American model

of education and that uses English as a medium of both instruction and administration. AUI is a unique Moroccan university of international scope, purpose and influence. While grounded in the historic strengths of African, Arab and Islamic culture, its organizational structure, curriculum and medium of instruction is modeled after the American Educational system. AUI emphasizes extensive faculty-student interaction, small classes, active involvement of students in formal research activities, careful academic advising, personal counseling, organized student activities and a full array of student support services.

Consistent with its emphasis on preparing students to become lifelong learners, AUI utilizes state of the art technology in support of both instruction and research, and students have access to the latest learning resources.

Ifrane City

Where to eat in Ifrane?

There are a few restaurants in town that vary in quality and price. The ones most often used by Al Akhawayn students include Forrest Restaurant, L'empreinte d'Ifrane, Amreki Deli, Perce Neige Hotel and Restaurant, La Paix,

Beethoven, Platane, Aguelmam, Latino, Tex Mex, Bonsai Sushi, For You, and several other restaurants.

Where to shop

In Ifrane you can do your shopping in the Central Market (Le Marché), where you will find small grocery shops, fruit and vegetable stands, butchers, and more. You can also find small grocery stores at the town center, also known as the downtown area. The weekend souk in Ifrane takes place on designated grounds on the outskirts of town off of Meknes road. There you will find people selling fruits and vegetables, eggs, groceries, and much more at low prices. It usually runs from 8 a.m. to about 4 p.m. on Saturdays and Sundays. The weekly souk in Azrou, which is about 18 Kms from Ifrane, takes place every Tuesday.

Transportation

There are about 50 Petit Taxis operating in Ifrane. Many of them can be contacted by phone for pick-up. The phone numbers are posted at the main gate of the University.

Grand Taxis are also available for trips outside of Ifrane. You can get Grand Taxis for Fes, Meknes, Azrou, Imouzzar and other surrounding areas at reasonable prices. Prices range from 9 to 15 MAD for Azrou and Imouzzar and about 30 MAD for Fes and Meknes and 40 MAD to the train station. Taxi prices are a little higher in the evening. The Grand Taxi station is located in the Main Ifrane station, next to Hay Essalam and les Jardins d'Ifrane (ask your petit taxi driver). Grand taxis hold a maximum of 6 people, however, because of the low prices, if you wish to maximize comfort (especially if you are a woman) and minimize waiting time, you can choose to pay for more than one seat. Taxis can also be hired for special trips but the price must be negotiated in advance. If you're coming to Ifrane by taxi, make sure you leave before dusk.

Buses, on the other hand, have more regular schedules. Several times a day, there are buses going to Fes, Meknes, Rabat and Casablanca. From one of these cities you can take other forms of transportation to continue your journey further. Bus tickets are inexpensive and are sold at the CTM office in the Main Ifrane station (ask your petit taxi driver). One important thing that you must keep in mind is that with the CTM buses, luggage must be checked in and picked up at your destination upon arrival so make sure you keep your luggage claim receipt.

As for trains, there is no train service to and from Ifrane. The nearest train stations are in Meknes or Fes, where there are other train or bus connections with the rest of Morocco. Train prices are very affordable even if a little higher than bus prices. The trains are more comfortable than most

buses and taxis. There is no need to make reservations for trains, but beware of travel before and after holidays; the trains can be packed, and you could be left standing at the lobby of the train station!

Hospitals

There is a small public hospital in Ifrane in Hay Al Atlas (Timeddikin) and another one in Azrou. There is a health center on campus.

For emergency treatments however, patients are transported by ambulance to Meknes or Fez.

Pharmacies

Ifrane pharmacies are typically open from around 9am-8pm. There are several pharmacies all over town. If you have an emergency during non-opening hours, call one of the phone numbers below. During weekends, pharmacies take turn staying open. Information about the pharmacy on duty is usually posted on the door of all pharmacies.

- Michlifén (05-35-56-64-96) (at the center of town)
- Les Iris (05-35-56-75-76) (in the Marché)
- Belyazid (05-35-56-64-15) (Hay Salam "Pam" -- near the Marché)
- Assalam (05-35-56-66-77) (Hay Salam, 186)
- Al Fadila (05-35-56-75-46) (Hay Atlas)
- Le Dispensaire (05-35-56-60-60) Hay Salam

Post Offices

The main post office is located in the center of the main square in Downtown across from La Paix Café. Operating hours are Monday through Friday from 8:30am to 4:00pm. Also, for convenience, there is a post office branch on campus in the basement of Building 33. The campus branch

is open Monday-Friday from 8:30am to 12:30pm and 1:00pm to 3:30pm. Services include mail service, money transfer (through Western Union), and all services offered by the regular post offices in Morocco. Operating hours are adjusted during the holy month of Ramadan.

Banks

There are five banks in town: Banque Populaire, Crédit Agricole, the BMCE, CIH, and AttijariWafa Bank.

The bank is open from 8:15am to 3:30 pm. There are several ATMs (cash machines) in town that take bank cards. Also, for convenience, there are two ATM machines on campus, located in the basement of building 33 next to the Post Office.

*Note: Operating hours change during the holy month of Ramadan.

Local and Regional Attractions

Source Vitel (Vitel Spring) is within walking distance from campus. It is a nice couple of kilometers walk from Ifrane that ends at the spring with its small waterfall. There is a larger waterfall a bit further down the road at the Refuge.

Cèdre Gouraud is the oldest and largest cedar tree in the area. You can get to it by car and if you start out early, you can see monkeys along the way. Be careful feeding the monkeys! They can get aggressive.

Michlifen Ski Resort is just 20 minutes away. Ski equipment can be rented in Ifrane. There are also sleds available for rent.



University Services

Health Center

Al Akhawayn Health Center has four doctors, four nurses, and an Insurance Officer who processes health insurance claims. A doctor is on call 24 hours a day, 7 days a week. All students are automatically enrolled in the University health insurance plan.

The Health Center is conveniently located in Building 26. The Center's hours of operation are from 8:00am to 11:00pm; however, medical consultations are from 9:00 am to 6:00 pm only. During business hours, the Health Center can be contacted at ext. 2057 or by email at: Healthcenter@au.ma

In case of emergency or need for medical attention after working hours, please contact the Hall Director (Men – ext. 555, Women – ext. 3333) or the nurse on duty at 2057.

Physical Therapy

Physical therapy services are also available to the community upon request. To make an appointment please send an email to: Kinesi@au.ma

Medical Partners

Al Akhawayn has an agreement with Military Hospitals in Morocco, Clinique Atlas in Fes, and Clinique Saiss in Meknes for emergency treatment of students who require further tests or immediate hospitalization. Referral by an Al Akhawayn medical staff member is required.

Note: If a student is too ill to leave the room, the Hall Director will send a van to take the student to the Health Center. All necessary precautions are taken during cold weather. Please be aware that a doctor cannot go into a student's room except in life-threatening situations.

Insurance Cost Coverage for Emergencies

Total coverage (prise en charge) of 100% is provided by the health insurance only in the following cases and in accordance with contract terms:

- Illness requiring immediate hospitalization, or
- Accidental injuries that occur on campus.



*Other medical expenses are reimbursed at a rate of 80%. Please check with the insurance office for details.

Counseling

Many students encounter stress during their educational experience. Al Akhawayn University offers confidential counseling services to all students. AUI counselors provide personal, social, academic, career and crisis counseling.

AUI Counselors are available to students as needed. Their offices are respectively located in Building 2, Room 206 (Ext. 3136) and in Building 6, Room 108 (Ext. 2034).

To schedule an appointment, send an email to: counselor@au.ma

Additionally, a psychiatrist who is a professor at the School of Medicine in Rabat comes to the AUI campus on a part-time basis to meet with students in need of further help.

To make an appointment, please email: j.toufiq@au.ma

For more information, please consult the web page at:

<http://www.aui.ma/en/counseling.html>

Campus Transportation

All students can use the University shuttle bus service. Tickets are available at the Campus Store and the Business Office. 50 MAD will get you a booklet that is good for 25 trips. The shuttle is free for residents of the University's Downtown and Annex residences.

*Please bear in mind that the Bus Shuttle schedule and ticket price are subject to change without prior notice. You can find the most up-to-date schedule posted on the web site and at the Bus Shelters: <http://www.aui.ma/en/campus-life/servicesfacilitie/shuttle-services.html>

N.B. The use of the university van on campus is a privilege, benefiting from this service depends on the availability of the University vehicles and drivers. The security Department may provide assistance in case of need, as possible, depending on transport means availability.

Safety and Security

The mission of AUI Security Department is to foster feelings of Safety and personal comfort in which to learn, live, work, and grow. The AUI Security Department serves the community by protecting individuals' lives and properties, preventing crimes, enforcing the policies and regulations, and by maintaining order in the university. Recognizing that the Department's mission is best attained through training and community outreach, employees are collectively committed to establishing collaborative partnerships with individuals, groups and departments for the purpose of identifying and resolving safety and security concerns and serving the AUI community in a professional and respectful manner.

Driving Regulations

In order to ensure the safety of the AUI community and to maintain a peaceful environment within our campus, all drivers including students, faculty, staff and visitors, must observe the following campus access and driving policies:

- All cars have to be registered with campus security,
- Pedestrians have absolute priority on the inner roads of the campus,
- No horns on campus,
- Maximum Speed: 25 Km / hour,
- No overtaking,
- Vehicles that may be polluting, noisy, or present danger to residents are not allowed on campus,
- Parking is allowed in the parking lots only,
- No driving to the academic area or through the residential area of campus is allowed,
- Only AUI vehicles and those authorized in writing by the CFO have access to the residential and academic areas. These vehicles remain, however, subject to the driving policies on campus. In exceptional cases, the security supervisor has the power to authorize temporary access to the residential or academic areas.

Motor Vehicle Violations

- First time violators will be fined 200 DH,
- Second time violators shall be fined 500 DH,
- Third time violators shall be denied access to campus with vehicle,
- Any violation will be communicated to the owner of the vehicle,
- Repeated violations of the present regulations may lead to disciplinary action,
- Members of the community are responsible for the behavior of their guests.

Safety Rules for the Prevention of Assault

Assault prevention recommendations are not a guarantee to prevent incidents; however, when observed consistently, they will lower your risk of becoming a victim.

Personal Safety When Walking

- Avoid isolated areas such as the forest,
- Walk in groups at night. A person walking alone increases the chance of being assaulted. Attackers usually assault people who are alone and who cannot rely on a companion for aid,
- Select clothing that will not impede you from walking fast or from running. In case you feel threatened and you have to escape from an attacker, uncomfortable shoes or pants can make running very difficult,
- Use the Van Shuttle. The Shuttle can take you from and back to campus. It has a set schedule all day. Make sure you get a copy of the schedule and buy tickets from the Campus Store. You may also use petit taxi service,
- When jogging, select a path that is secured, well lit and frequented by people. If you choose to run off-campus, we recommend staying close to the university in areas where you would be able to seek aid in case of trouble,

What to do if you feel you are being followed:

- Look at the person you suspect is following you and take note of any distinguishing physical characteristics in case you have to give an accurate description of the suspected person to the police or security,
- If someone is following you in a car, abruptly turn around and walk the other way. It will take a bit longer for the driver to turn around. Also try to memorize the suspect's license plate number, car color, make, and so on,
- Use your mobile to call the police at 19 or if close to campus, call campus security at 05 35 86 22 22. If you do not have credit on your cell phone or you do not own a cell phone, go into a public place to seek help.

For more crime prevention and safety tips, please consult the Safety and Security web page at: <http://www.aui.ma/en/security/safety-security/prevention/crime-prevention.html>

Access Control IDs and Badges:

Purpose:

The access control and badges policy have been adopted to guarantee access to the authorized visitors only with the aim of ensuring the safety and security of Al Akhawayn University assets, community, its guests and visitors.

Policies and procedures

- Students, staff and faculty members must carry their identity cards (ID) at all times. Security has the right to ask any person located on the campus and other AUI annexes, to present their IDs. Security staff may refuse access or ask them to leave premises of the University.
- All non-associates to AUI must be issued a badge by the Security Staff at the main gate or appropriate administrative staff. Badges shall be properly designated as "Parents", "Visitors", "Suppliers", "and Interns" or, "Event Participants".
- All visitors will be issued a numbered badge based on the five categories which must be returned to the issuing party (main gate) when checking out.

- Badges must be visible when worn on campus and other AUI locations (Annexes, Downtown and Conference Center...).
- All visitors must submit their Identification documents (ID, passport, Driver's license or other professional card) at the Main Gate. Exceptions to this rule are VIPs, ministers and ambassadors with advance notice from the President's Office.
- Any attempt to enter the University in a clandestine way will be treated as potential security threat and referred to the Police Department.
- Students on campus must notify the VPSA and Security Director of visitors to receive (identity, CIN, passport, etc.).
- The ID / badge remains the property of the University; nobody should lend his or her card to someone else.
- The loss of a badge must be reported to the Department concerned and the Security Department.
- Considered as unauthorized all visitors failing to abide by the access control policy and, therefore, will be asked to leave the University premises, assisted by a security agent, until the visitor complies properly with the procedure.
- The University reserves the right to impose additional security measures for the need of Service.

No Violence Alliance (NoVA)

No Violence Alliance (NoVA) promotes a strong message that sexual violence and harassment have no place in the AUI community. Through communication, education, training, and advocacy for victims, NoVA provides support and guidance to a victim and assists him or her in the development of solutions in any case of physical, psychological or other sexual violence and harassment.

Composed of volunteer faculty from all three schools, the LC, and ASI, and of volunteer staff including the counselors and the campus minister, and presently chaired by Professor Nancy Hottel of SHSS, NOVA is dedicated to helping assure a safe AUI community while striving to empower individuals to respond appropriately to sexual harassment and violence that they may experience or witness

Any person of the AUI community may disclose a case of sexual violence or harassment by calling NoVA's 24/7 hotline at 06 0066 3172 (or on campus by calling 888 to connect to the hotline), by sending a message to nova@ui.ma or by contacting NoVA members directly:

Staff: Katy Stubanas; SHSS: Nancy Hottel SBA: Duncan Rinehart; SHSS: Katja Zvan-Elliott, SHSS: Aure Veyssiere; Staff: Karen Smith; ASI: Theunis Bosch

All contacts are treated with full confidentiality: we report no information about our contact with you to anyone unless you request it.

Housing Services and Residence Life

The mission of AUI Housing Services and Residential Life is to provide students with a quality residential experience that supports their academic goals and personal development. Housing and Residential Life seeks to creatively stimulate students' growth and provide a safe and enjoyable residential experience.

One advantage of on-campus housing is its convenience. Students can easily access classrooms, faculty offices, recreational facilities, computer labs, and the library. In addition to the convenience of proximity, campus accommodations include television, Internet and telephone connections, and water/ heating costs are included in the housing fees. Equally important, students become a part of the learning community and a sense of connection is established by being offered a vast range of in-doors activities by Resident Assistants such as regular movie projection/debate, music evenings, cooking sessions, games tournaments and themed parties.

Al Akhawayn Housing Services and Residential Life offers a variety of choices ranging from triple rooms to single studios. Rooms are fully furnished and heated. However, students are responsible for bringing their own bed linens and pillows.

Housing staff are available 24 hours a day/ 7 days a week to assist residents in making the best out of their on-campus experience. They are also responsible for making sure that residential buildings are quiet and conflict-free at all times.

The University makes every effort to provide housing to all students. However, space is limited and university cannot guarantee housing for everyone.

Who to call at Housing Services and Residence Life

Manager or Associate manger

- Female: from off-campus 05 35 86 20 63 or from campus Ext. 2063
- Male: from off-campus 05 35 86 20 62 or from campus Ext. 20 62

Hall Directors

- Front desk of building 38: from off-campus 05 35 86 31 54/20 53 or from campus Ext.555 2053/3333/3154
- Front desk of building 39: from off-campus 05 35 86 31 31/31 32 or from campus Ext. 3131/3132
- Downtown Front Desk: External call 05 35 86 33 00/33 01 or from campus Ext. 3300/3301

Room reservation for new students

A link to an online Housing Questionnaire is sent to all incoming freshmen upon admission to AUI. The Questionnaire must be filled out immediately upon admission to the university to indicate housing preferences or to request a particular roommate, residence hall, or room. The link to the online Questionnaire is sent to all newly-admitted students upon pre-registration confirmation. Housing Services and Residential Life will make every reasonable effort to accommodate students' requests, but cannot guarantee all requests. Rooms are assigned on a first-come-first-served basis.

Freshmen are assigned specific buildings in which they are required to spend two semesters at least. They are also urged to sign and notarize "temporary housing contract" and hand it to the housing managers during the move-in days.

Students who prefer to live off-campus must notify Housing Services and Residential Life in advance. They must sign a release form indicating that they understand that, in the future, on-campus housing is not guaranteed for them.

Room reservation for continuing students

Students who do not make a reservation ahead of time will have to seek

housing off campus. They may write an appeal for housing re-admission to the managers. If their appeal is accepted, they will be housed on campus under the conditions below:

- All other students are lodged,
- If space is available (the initial housing accommodation is not guaranteed).

A Housing Calendar is communicated to all students prior to the start of each semester and summer session informing them of deadlines for room reservation and payment. It is the responsibility of each and every student to read the information and abide by the deadlines. Excuses shall not be accepted

Length of students' residency on-campus

Housing & Residential Life does not guarantee housing for students for more than 8 semesters. In order to ease the transition of new students into university life and create a sense of community while assisting them in adjusting to their new environment, students who have resided on campus for 8 semesters are advised to make the necessary arrangements for off-campus housing during their remaining time at the university.

This policy is also predicated on the fact that off-campus living can be a great opportunity for junior and senior students to experience more independence. It also places more responsibility on them.

Accommodation for students returning to AUI after academic suspension for one semester or more or dismissal

Housing is not offered to students who have been suspended from AUI for one semester or more or those who elect, for personal reasons, to take time off. Re-admission into the university is not a guarantee for housing on campus. Students who fall into this category should make housing arrangements in town. Suspended students may re-apply for on-campus housing, after one semester, when they are in good academic standing.

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Important note:

Online reservations for the following categories of students will not be considered. They are requested to write an appeal to the managers who will answer their requests after the housing committee meeting:

- Students who have been housed at AUI for eight semesters or more;
- Students who withdraw from the University for Personal Reasons;
- Students who take time off;
- Students who choose to reside off campus.

Studio and Single Occupancy Requests

Due to the limited number of studios and single rooms, Housing Services cannot honor all requests. Applications are recorded on waiting lists and requests are processed on a first-come-first-served basis. Students are advised to add their names in the waiting lists through the portal:

https://my.aui.ma/ICS/Residence_Life/Add_your_name_to_the_waiting_list.jnz

With the purpose of enhancing openness and promoting transparency, all waiting lists for single rooms and studios are available online in the portal. Please refer questions about the lists to the Housing and Residential Life Office.

NB: Please be aware that single occupancy residences are NOT granted to students on the basis of a "Certificat Medical" alone or seniority. Additionally, students who benefit from need-based financial aid are not eligible to reside in single or studio double occupancies

Requests for Room Change

Students can request a room or roommate change during the semester by going to the Housing and Residential Life office. The Housing managers

process students' requests in a systematic manner. Room changes are permitted during the first 2 weeks after the check-in period with the approval of the Residence managers, depending on availability and the merits of each particular request.

To meet all requests and to effectively manage the university housing facilities, students are not allowed to change rooms without permission from the Housing Office.

- Students who change rooms without permission will be required to move back to their original rooms and will be charged a fine and for any damage to the room;
- All students authorized to make room changes must be properly checked-in and out of their respective rooms by a Hall Director
- Every reasonable effort will be made to honor room change requests. However, changes depend on room availability.

More information about Housing Services and Residential Life is available online at: <http://www.aui.ma/en/housing-menu/regulations-policies.html>

Vacancies and Room Consolidation

Al Akhawayn University is a residential campus, and requires housing for all eligible students. Housing Services and Residential Life at AUI hopes to efficiently and effectively utilize all available spaces on-campus and other university owned residences to accommodate the housing needs of all students. It aims to assign each room in the residence halls to full capacity whenever possible. This practice allows providing campus housing opportunities to the highest possible number of students.

Each semester, housing vacancies occur for a variety of reasons such as roommate conflicts, change of a student's academic plans, change of housing plans, medical or other emergencies, and so on. When such vacancies occur, rather than keep free beds, Housing Services and Residential Life assigns or consolidates those vacancies into free rooms to meet other university housing needs. Therefore, Housing Services and Residential Life shall move students residing alone in multiple occupancy rooms, with available free rooms as needed.

At the end of the first two weeks of each semester, students who end up alone in a double room are contacted and provided with the names of students in similar situations. When a student is left without a roommate during the first two weeks of the semester, he or she is given two options:

1. Reach an agreement with another student in the same situation (students are provided with a list of potential roommates). This option allows students to find someone they can get along with, or
2. If space is available, a student may request to remain in a double room alone. However, he or she must pay a single room rate for a double room for that semester only. The student must sign a temporary occupancy commitment at the Housing and Residential Life Office.

Students are given a specific amount of time to determine the option that is most fitting for their situation. All roommates must be approved by Housing Services and Residential Life. For those who do not find someone to room with, a drawing is held to determine who will move and who will stay in a particular room.

Any attempt on the part of the remaining students to discourage, refuse or intimidate a potential or newly assigned roommate shall not be tolerated and may lead to disciplinary action. If Housing Services and Residential Life staff receive information that a resident is discouraging prospective roommates, the student will be contacted, and a report is submitted to the Housing and Residential Life managers for disciplinary action which may include denial of housing privileges.

In the event of roommate conflicts, students are expected to resolve issues and may seek assistance to resolve conflicts from residence hall staff. If conflicts cannot be resolved, it is expected that the roommate, who has the greatest issue with the living arrangement, moves to a different location. Students do not have the right to force a roommate out of the room, and any person doing so shall be brought before a Disciplinary Committee to answer for his/her deeds. Disciplinary action may result in housing denial.

Housing Types

Single Room
Single Room A4
Double Room
Triple Room
Studio/Single (when available)
Studio/Double (when available)
Studio/Triple (when available)
Apartment Room Types
A 4
A 6
L 4
L 6
The Annex Residence
Double room

***Please note that A4 and L4 refer to two small & large rooms within one apartment that sleeps four people.**

A4 is the small room and L4 is the larger one within the apartment.

Similarly, A6 and L6 refer to three rooms within one apartment that sleeps 6 people.

A6 is the small room and L6 is the larger one in the apartment.

Once a student withdraws from AUI or changes his/her room type, an adjustment is made to the housing bill.

PS: Housing costs are on page 51.

Check-in

During registration/ Move-in days, each student must sign the check-in form of the rooms he/she is assigned before taking possession of the keys. It is worth mentioning that the check-in forms are prepared before the arrival of students.

*Note: It is very important that students inspect their room condition immediately at check-in and report any damages to the Housing Office. If nothing is reported within 30 minutes of taking possession of the room, the student will assume responsibility for any damage found in his/her room later on at check-out time.

Check Out

Students who leave Al Akhawayn perform a total check out from their rooms. Students are informed in advance about the check-out deadline and the procedure. It is important to keep in mind that the Hall Director will not continue with the checkout if the student's belongings are not removed.

During check out, the Housing Officer will use the check-in form prepared at the beginning of the semester to make sure that the room is in the same condition it was in when the student took possession of it. The cost of fixing any damage done to the room or replacing any items that are missing will be charged to the student's account in accordance with the check-in and checkout policies.

*During the in-between semester breaks, students must return their room keys even if they intend to keep the same room for the upcoming semester.

Resident Assistants Program

Housing Services and Residential Life is committed to creating a safe, healthy and positive environment that is conducive to student personal growth and success through its Resident Assistants (R.A.) program.

The R.A.s' presence inside the residence halls has a positive impact; they help students build their own community within the halls and act as role models and mentors. They also contribute to maintaining a positive living atmosphere among the residents by organizing social and educational activities that promote community living and team building.

Housing Rules and Regulations

It is the responsibility of each student to familiarize her/himself with, and abide by, the Housing rules and regulations. These rules and regulations are in effect throughout the student's stay on-campus.

All students are expected to behave in a mature manner that is conducive to a constructive living environment. Students who violate Housing policies will be subject to disciplinary action, which in serious cases may include expulsion from housing or the university altogether.

In situations not covered by specific regulations, students should use common sense, and insure that their conduct is consistent with what is expected from a mature individual. A good rule-of-thumb is:

"If it does not feel right, it probably is not right". What follows are policies that are strictly enforced.

AUI Residential Hall Lock Out Policy

It is students' responsibility to keep their room key with them at all times.

Students who have lost their keys should check first with Lost and Found with Security in building 9. Please call and ask if your keys have been turned in before requesting the use of a master key.

Students who are locked out must exhaust all possibilities for locating their room key, including contacting their roommates or waiting for them to return to the room, if the key was left in the room.

In the event a student is locked out, he/she should seek the assistance of a housing staff member at the front desk of building 38. The staff member will do the necessary to unlock the door to the room. The procedure is as follows:

- The student must fill out the appropriate form available in building 38;
- Students are required to produce their AUI ID or a picture ID such as a driver's license or CIN, to confirm that they reside in the room to which they are trying to gain access.

Students are permitted a maximum of three lockouts per semester. These lock outs are subject to the fees below. Beyond the third time, they may be denied housing privileges, which means they must find their own accommodation outside of campus.

Master Key Use Fees

1st use: 100 MAD

2nd use: 200 MAD

3rd use: 400 MAD

Beyond the third time, a student may lose the on-campus housing privilege. In the event of key loss, a 500 MAD lock change fee will be charged to the student's account.

Furniture movement

Furniture in the common rooms is not to be moved or taken to individual rooms and vice versa. The furniture is intended to be used by all residents and must be kept in the common rooms. Violators will be fined 200 MAD. Repeat violations are referred to the Disciplinary Committee which may result in more serious sanctions including loss of housing privileges.

Students are not allowed to move furniture from their rooms, under any circumstances

In case of need, the resident should discuss the need with his /her Hall Director.

Off Limit Zones

- Students are not allowed to visit faculty or staff residences under any circumstance,
- Female students are not allowed inside male students' residences,
- Likewise, male students are not allowed inside female students residences,
- A space of two (2) meters around French doors of the ground floor rooms is considered off limits to students of the opposite gender.

Violators of this policy are subject to serious disciplinary action, including suspension and expulsion from the university.

Room Inspections

AUI staff reserve the right to enter any room, without prior notice, to

make repairs, inspect for compliance with the health/sanitation standards, university regulations, and in response to an emergency situation. In the event the room occupants are not present, a note is left explaining the reason(s) for accessing the room.

Noise

All residence halls must be reasonably quiet at all times particularly during designated quiet hours. Hall Directors and RAs are notified of any noise disturbances including:

- Door slamming,
- Yelling and shouting in hallways,
- Disruptive music,
- Speaking to each other from windows or in hallways.

During final exams, all residents are expected to be considerate of others by keeping their noise level down. Failure to abide by the rules may result in room relocation during exam period and disciplinary action including loss of on-campus housing privileges.

Quiet Hours are as Follows:

Sunday through Thursday 10:00 p.m. to 9:00 a.m.

Friday and Saturday 11.30 p.m. to 10.30 a.m.

Final Exams Week 24 hours a day

Animals

Animals or pets of any kind are not permitted on all AUI residences at any time, with the sole exception of fish in an aquarium.

Bicycles

Campus residents are not allowed to store bicycles in their rooms or obstruct stairways or other interior access areas. Bicycles should be parked in the back of building 38 away from the emergency exit.

Hosting Guests on-campus

Students are not allowed to host overnight guests on campus. They may however receive guests between 8:30 am and 8:30 pm. Students who wish to host their family members may make a reservation at the Downtown Residence by sending an email to reservation@au.ma 48 hours in advance.

Liability

The university shall assume no responsibility for the loss, damage, or theft of personal property belonging to, or in the possession of, any student for any reason whatsoever, whether such losses occur in rooms, public areas or elsewhere in the residence halls. Students are advised to keep their valuables under lock and key and are encouraged to keep their doors locked even when stepping out of the room for a brief period of time.

University Storage

There is limited storage space available on campus for current students to use to store their bulky belongings after check out between semesters/sessions and during summer break.

A student must meet the following conditions in order to benefit from

University Storage:

- He/she must reside on campus,
- He/she must be registered and have made the housing reservation and payment for the following semester or summer session,
- He/she may store up to three items of reasonable size,
- He/she or an authorized person must reclaim the items within the period of storage pick up that is communicated to the student body via email. A student may authorize a person of their choice by sending an email to one of the Residence Hall Managers,
- Agree to pay 20 MAD per day after the period of storage pick-up, for a

maximum of 10 days,

- Any items that are not claimed after the 10-day deadline will be disposed of as the Housing Office sees fit.

Some Major Charges

Description	Charge
Belongings left inside room/removal to storage	500 MAD
Lost key	500 MAD
Frosted and /or dirty refrigerator	100 MAD
Failure to return key at check-out time	100 MAD
Damaged furniture	Cost of replacement + 250 MAD fine 100MAD/hour of unclean room at check out

Equipment Rental

Students may rent a refrigerator by sending an email to keys@au.ma. Students should note that there is a limited number of fridges available for rental.

Maintenance Services

Residents experiencing plumbing, electricity, heating system problems must submit their request online at <https://gm.aui.ma/SiteBS/index.php>. For emergency maintenance issues call extension 2600 or 777.

As for telephone and network problems, students should fill out the Online Maintenance Request Form at: www.aui.ma/service-desk/ or call ext. 666 for emergency problems only.

Medical and Non-Medical Emergencies

Hall Directors and Resident Assistants are ready to assist in emergency

situations that require medical attention by informing physicians and by assisting patients. The Housing emergency service may be reached 24/7 by dialing 3333 or 555 or 05 35 86 20 53/ 31 54 for external calls.

The Hall Directors and Resident Assistants also handle other non-emergencies such as disputes and conflicts between residents by:

- Assisting in resolving conflicts in a civil manner,
- Leading discussion groups to resolve issues of concern to residents.

Laundry Services

There are washing and drying machines in the basements of Building 36 and 39. To do laundry, tokens must be purchased at the campus store. Laundry tokens for both buildings 36 and 39 cost 10 MAD per load per washing and 10 MAD for drying. Full service is offered in Building 36 where you can drop off your clothes, detergent, and tokens and the attendant will take care of the washing, drying and folding of your clothes.

Room Cleaning Service

Rooms are cleaned once every month according to a set schedule. This service is free of charge. Students are advised to keep their rooms clean and tidy, and are prohibited from placing trash in the hallways. Students may ask for extra cleaning by paying the amount of 50 MAD/Hour at the business office and submit the receipt to GM at the basement of building 33.

It is the responsibility of each resident to keep his/her room in an acceptable state of cleanliness. Students who keep dirty messy rooms or place trash in the hallways have to pay a hygiene violation fine ranging from 250 MAD to 500 MAD

Messy rooms will not be cleaned unless the residents tidies them up. A messy room is one that is disorderly with clothes, shoes, and or trash strewn all over the room or parts of it; on the bed, floor, desk, etc.

Persistent violators stand to lose the privilege of University Housing.

Dining Services

Our mission is to provide food services to the AUI community, including

students, staff and faculty, in accordance with the highest quality standards. Dining Services are provided by two catering companies under the supervision of a university staff member who monitors the quality of meals offered and handles special menu requests, orders, dietary restrictions, and other related matters.

Staff at the Dining Services Office will help you design a menu and customize service that would satisfy your event's needs. Two Catering Companies: Five Options to Choose From!

Students have the choice of five different restaurant options. Three of these eating establishments are open 7 days a week, while the other two are open 6 days a week.

BUILDING 3

The Moroccan and International Restaurant serves Moroccan tagines regularly, couscous on Fridays, and features a variety of cuisines from around the world. Some international dishes are offered on a regular basis.

Hours of Operation

Regular Hours during the Academic Year: Sunday-Friday

- Breakfast is served from 6:30am -10:00am
- Lunch is served from 11:30am - 5:00pm
- Dinner: The Moroccan/International Restaurant: 7-9:30 pm.

The Grill, as its name implies, serves grilled meats in addition to other dishes.

Open daily from: 11:30 am to 3:00 pm for lunch

- 6:30pm - 11:00pm for dinner.

The Pizzeria is located upstairs in building 3. It takes about six to eight minutes for the pizza of your choice to be ready. This restaurant also features an Italian cuisine menu.

Sunday-Friday: From 11:30 am to 2:30 pm for lunch

- 7:00 pm to 9:30 pm for dinner.

BUILDING 2

The **Coffe Shop** is located on the ground floor of building 2. It offers a wide range of hot and cold drinks, pastries, Panini, cold sandwiches, fresh bakery items, and Moroccan traditional grab-n-go food such as harcha and meloui. The CAFE is open from 7:00am - 1:00am

BUILDING 14

The Club House is located at the Student Center. Its menu includes cheeseburgers, French fries, cold sandwiches, and various kinds of salads. Open Daily

- Lunch: 11:30am - 5:00pm

- Dinner: 6:30pm - 11:00pm

Ramadan Hours

Restaurants open at the call to prayer for breaking the fast.

Dinner:

- MOROCCAN/ INTERNATIONAL RESTAURANT: 9:00pm -midnight

- PIZZERIA: 9:00pm -midnight

- The GRILL: starting from Al Maghrib call to prayer until 1:00am

- The Coffee Shop is open from 2:00pm - 2:00am

- The CLUB HOUSE is open from call to prayer to 1:00 am.

**For non-fasting campus residents, breakfast and lunch are served at the

Grill self-international, Pizzeria and club house as follows:

- Breakfast: 7:00am -10:00am

- Lunch: 11:30am -2:30pm

Methods of Payment

None of the restaurant facilities accepts cash; the Cash Wallet card which is issued by the Office of Business Services (OBS) is the only method of

payment. University visitors are requested to visit the OBS located in building 1 to purchase pre-paid tickets to buy food and drinks at any of the eating facilities at AUI.

Restaurant Regulations

- No utensils or furniture are to be taken out of the restaurant building! Any such act is a violation of university rules and is subject to disciplinary measures,
- Patrons who have finished their meal are kindly asked to remove their trays and place them in the designated place for cleaning,
- Students and patrons are expected to line up and wait for their turns. It is discourteous to cut the line in front of someone or ask someone to hold a place in the line for you,
- Students are expected to respect the opening and closing hours of the restaurant,
- All doors must be kept closed during periods of cold weather. Open doors increase heating bills and the cost of providing food services,
- Gratuities/tipping of food service personnel is not allowed,
- Students should carry their Cash Wallet card with them; the ID number alone is not sufficient,
- Consuming food or drinks before paying is prohibited,
- Smoking is prohibited in the restaurant premises.

Helpful Information for Cash Wallet Card Problems

If you lose your card, you should immediately notify the Business Office in order to deactivate and replace the card. An account may become "blocked" because of a damaged card or changes in an account. A blocked card cannot be used until the account is unblocked at the Office of Business Services.

Please bear in mind that cashiers are not authorized to:

- Accept Cash-Wallets belonging to anyone other than the client,

- Accept mutilated cards that do not show the holder's photograph,
- Accept signatures in place of payment, except when the system is down.

A signature on a restaurant form constitutes an authorization to deduct the amount stated. If there are no funds on the account, the holder may be

subject to a fine.

Contact information

Email: h.hafid@au.ma

Tel: 0535-86-2709

Tel: 0535-86-3287

Bookstore & Campus Store

The Bookstore and Campus Store provide students, faculty, and staff with the necessary products and academic textbooks and support student life by providing a convenient store location, excellent service, and reasonably priced merchandise. The Campus store also aims to promote AUI by offering a wide selection of general supplies and items bearing the university logo.

Operating Hours

Regular Semester Hours:

Bookstore

- Monday–Friday 8:30am-12:50pm & 2:00pm-5:30pm
- Weekends Closed.

Campus Store

- Monday-Friday 9:00am-7:45pm
- Saturday-Sunday 12:00pm-2:00pm & 2:30pm - 5:00pm

Vacation Hours:

Bookstore

- Monday-Friday 8:30am-12:50pm & 2:00pm-5:30pm

Campus Store

- Monday – Friday 9:00am-12: 50pm & 2:00pm.-5:30pm.
- Saturday-Sunday both stores are closed.

Ramadan Hours (subject to change)

Bookstore

- Monday - Friday 9:00am-3:30pm.

Campus Store

- Monday-Friday 9:30am-5:00pm
- Saturday-Sunday Noon-3:30pm

Ramadan Hours during vacation:

Bookstore/Campus Store

- Monday-Friday 9:30 am - 3:30 pm.
- Saturday-Sunday both stores are closed.

Bookstore Regulations

Because of the time required to order books from abroad and the fact that unsold books are non-returnable, all students are required to purchase from the bookstore all textbooks that are assigned in their courses.

Exceptions are made in the following cases:

- Sibling Cases and married Couples: The student must fill out a Waiver Form, available at the Bookstore, and seek approval of Enrollment Services.
- Repeated Courses: a student repeating a course is not required to re-purchase course materials unless a different book is assigned for the course.

Return Policy: To return textbooks or course materials during the Add and

Drop period, the following conditions apply:

- Textbooks must be in the same new condition as when purchased, i.e. no names, marks, highlights, or scuffed or bent covers,
- If the textbook is bundled with other items such as study guides, CD-ROMs etc., all items must be returned in good condition,
- If a class is dropped after Add/Drop period, an official copy of the Add/Drop slip must be provided. The conditions stated above still apply,
- Prompt returns are important. Dropping a class after the free drop/add period requires the return of textbooks within one week of officially dropping the class,
- Each semester, the Bookstore sets and communicates a deadline for returns to students via email,
- Damaged/defective copies of textbooks or course materials can be exchanged within two days of the purchase date,
- Textbooks purchased for personal use and paid for by cash-wallet are non-refundable,
- Software materials may be returned only if the seals are not broken.

Campus Store Regulations

- Students must use their own Cash Wallet card for purchases,
- Students are not allowed to consume store products before payment,
- Items purchased from the store can only be returned within 48 hours after purchase (in case the product is found damaged),
- Only visitors are allowed to pay by cash,
- Shoplifters are subject to serious disciplinary action.

Cash wallet use regulation

- Cash wallet cards must not be damaged or broken, and photos should

be recent and clear,

- Cash wallets are mandatory to pay for any purchased items.

Contact Information

E-mail: bookstore@aui.ma

Tel: Campus Store: 0535-86- 2020

Tel: Bookstore 0535-86- 2072

Tel: Bookstore 0535-86- 2026

Information Technology Services (ITS)

The ITS Department's mission is to provide information technology support to the university's academic programs, research centers, and other development centers through campus wide IT infrastructure and services and promotion of effective use of technology in all learning endeavors

Service Desk (SD)

The SD is the single point of contact between ITS and all other users (Students, Faculty, and Staff). It has two main focuses: User request management, and communication.

The Service Desk is responsible for providing the following services:

- Issue resolution, respecting emergency level,
- Request orchestration, dispatching and monitoring till resolution,
- Troubleshooter,
- Labs management,
- Internal communication.

All IT related requests must be directed to the Service Desk through the Service Desk Management System accessible at <http://sd.aui.ma>. For urgent requests or for reporting major system outages, students can reach SD through dialing 666.

The Service Desk regular working hours are from 8:30 AM to 5:30 PM on all working days. However, for better service, the SD extends its support hours daily from 5:30 PM to 8:00 PM, and during the week-ends through dialing 666 or 06 61 51 51 25

All major incidents, system wide outages, and service changes are communicated in a timely manner via email and via the system on its 'News' section, accessible at <https://sd.aui.ma/News/List>

IT Maintenance Service

ITS provides a free service to all AUI students for the maintenance and troubleshooting of their personal non-hardware computer problems. All students are welcome to submit tickets, requesting maintenance for their personal computers.

Computer Labs and Related Services

ITS manages and maintains a number of open and purpose-specific computing labs. All computers operate under both Windows and Linux environments, are kept up to date, and equipped with a number of academic and entertainment software.

Students digital Accounts

ITS provides all students with digital accounts to be able to use the University IT Resources. These accounts allow access to all computers in all labs, and provides each student with a personal, secure, and confidential storage space of 2 GB on a backed-up server: N-Drive. The same credentials are used to access the Self-Printing and Service Desk accounts.

Communication and Collaboration Services

ITS hosts and manages the AUI e-Mail messaging system. Each student has an AUI e-Mail account with a 4 GB storage quota. Data on this account are confidential and backed up daily. Mobile devices can be used to access the e-Mail messaging system through GoMail!

Academic ERP System

ITS provides an academic ERP (Entreprise Ressource Planning) system, named Jenzabar, for the management of students' academic and campus

related affairs.

The main services offered by Jenzabar portal are the following:

- Enroll in classes,
- Manage current courses,
- View the courses' content and materials provided by professors,
- Submit assignments,
- View/reserve rooms,
- View account information,
- View semester and general grade reports ... and more

Internet Access

ITS provides a connection link of 1 Gbps. All dormitory rooms, classes, labs, library, and offices are equipped with Wired and Wi-Fi connection. Wi-Fi is also available at all University indoor and outdoor areas making Internet access ubiquitous all over the University campus.

Phone Services

All University buildings, facilities, and all dormitory rooms are equipped with phone sets connected to the University's internal phone network. Every phone line corresponds to 4 digits number and can communicate, free of charge, with any other phone line in the network. All phone lines can accept external incoming calls.

Printing Services

ITS provides a printing service based on the Pay4Print System. Each student has a printing account that can be fed at the Business Office with the amount he/she needs. Printers compatible with this service are placed in the following locations (which are subject to change):

- Lab 11 (1 Black/White and 1 color),
- Hall of building 11 (Black/White)

- Lab 7 (1 Black/White and 1 color),
- Library (Black/White and 1 color),
- Building 4 (1 Black/White and 1 color),
- Hall of building 5 (Black/White)
- Building 6 (Black/White printer),
- Building 8 (1 Black/White and 1 color),
- Lab 8B (1 Black/White)
- Building 10 (Black/White printer),

Copy Center

The Copy Center, in Building 9, is a copying and printing service. As a customer-friendly service provider, the Copy Center fulfills diverse needs (covers, spiral binding and binding bar) of students, faculty, and departmental staff, with cost and time-efficient facility.

Software Library

The ITS Software Library provides AUI community with a simple way to download licensed software. All software are available under the 'Downloads' section of the Service Desk Management System accessible at <http://sd.aui.ma>.

Student Part-Time Job Opportunities

ITS offers students the possibility of having part-time jobs in IT. They are mainly employed as Service Desk officers providing first level support. All accepted part-timers benefit from training sessions on basic networking concepts and first level ITS support techniques.

Contact Information

Website: www.aui.ma/its

Service Desk e-Mail: ITS-servicedesk@ui.ma,

Service Desk e-Ticket: <http://sd.aui.ma>

Phone: 666 / 06 61 51 51 25

Registration

REGISTRATION REGULATIONS

A student is officially enrolled and eligible to attend classes upon registering for courses and paying tuition and fees.

Regular Registration

Registration and late registration dates are published in the catalog and in the Academic Calendar. Students may register for classes on the regularly scheduled registration dates through the end of the Add/Drop period (4th class day in regular semesters and 2nd class day in summer sessions). Students must confirm registration during the online period before registration closes. If a student fails to confirm registration according to the schedule, a 1,500 MAD late registration fee will be assessed for late registration. Students must be officially enrolled at AUI during the semester in which they graduate. Students enrolling late in a course should not expect special make-up assistance from the instructor.

Late Registration

For the purpose of the fee assessment, late registration is defined as the period between the first day of classes and the last day of add/drop. Students may not register for classes after the last day of late registration.

Pre-registration for the subsequent semester

Pre-Registration periods are published in the academic calendar. Pre-registration is mandatory for all continuing students.

There are three main steps to the Course pre- registration Process:

1. Course Selection - students meet with their advisors to choose courses (and alternate courses). The advisor must approve the courses, and provide a registration clearance. The student must commit to registering for only the agreed upon courses.
2. Pre-Registration - students reserve their classes online during their

designated time (based on the number of semester credit hours earned).

3. Add/Drop - students revise their schedule online as needed over an extended period of time.

Note: Students with an academic hold will not be eligible to pre-register or add/drop courses online. They must go to Enrollment Services to complete these tasks.

Student academic information, including course schedules and grades, are posted online using the university's information system, EX Jenzabar. EX Jenzabar allows students to register for classes online each semester/session. Students are responsible for consulting their portal often in order to receive important academic messages, including instructions for registration and add/drop procedures. Further the portal not only provides students with information concerning academics (schedule, transcript, attendance, etc.), but it also provides financial information (invoices) for students' convenience.

Students may access their personal information at the following website: my.aui.ma.

Contact Information:

Department	E-mail addresses	Extension
Admissions & Outreach	admissions@au.ma	2086 /2075 / 2078/3667
Financial Aid	finaid@au.ma	2173/2172/ 2175
Registration	registration@au.ma	2174/2074/ 2327/2352

Financial Information

Tuition, Fees, Deposits and Refunds

Applicable as of fall 2018, fees are reviewed each academic year and are subject to change

Fees and Expenses

All tuition and fees are due and payable before the beginning of each term using the following methods:

1. Online credit card (solution that updates your statement of charges automatically)

2. AUI Personalized sub bank account defined with your IDs, already communicated to you, **(Update within 24h for bank deposit and 48h+ for wires)**

3. ONLINE bank transfers: FATOURATI. (Via Chaabnet/Attijari net/Credit Agricole online/CIH online/BMCE/Barid Bank Mobile). FATOURATI steps are posted on <https://my.aui.ma/ICS/> under Business Office Forms section (updates your statement of charges **automatically**).

Special arrangements for payments in two installments may be made upon request. The cost for establishing a Deferred Payment Agreement is 250 MAD, if a student is qualified for AUI sponsored Financial Aid or 500 MAD otherwise.

Late or Failed Payments

Failure to make the full payment of a debit balance by the due date (after the add/drop period) will automatically fall under the "Deferred Payment Agreement" category, and will result in a late payment fee equal to 2% of the remaining amount due for each late business week (Monday through Friday). For example, a payment that is 15 to 21 days late will result in a late payment fee equal to 6% of the required amount, up to a maximum of 3000 MAD per installment.

Failure to make the second payment on time, including payment of any late fees, will result in the student being administratively withdrawn from the University. The University will take all legal action against the responsible party to collect unpaid amounts in accordance with the Deferred Payment Agreement. In addition, if installment dates are not respected, the student will not be allowed to pay in installments in the future, and a financial hold will be applied, blocking preregistration for the following semester. Furthermore, no document will be provided, be it a certificate, an attestation, a transcript, or any other document.

The student is the sole party responsible vis-à-vis the University with regard to payment matters. Payments can be made by wire transfers, cash deposit in banks, online credit card payments, or certified bank checks. They are subject to changes each academic year at the discretion of the Board of Trustees.

Registration Fees: 5,100 MAD

All registered students must pay registration fees regardless of status. Students who defend their theses, capstones, or internships before the end of a semester receive a prorated reimbursement of their registration fees. Registration fees cover such fixed costs as Student Health Services, student activities, athletics, swimming pool access, restaurant access and IT services.

Tuition

Semester tuition is calculated on the basis of total credits taken, except for students enrolled in the Language Center who are charged a flat amount.

Undergraduate Tuition¹ 2018-2019)

Moroccan students	2100 MAD per credit
International students ³	3200 MAD per credit
Internship for Moroccan students ⁵	1350 MAD per credit
Internship for International students ⁵	1900 MAD per credit

Graduate Tuition

Moroccan students	2650 MAD per credit
International students ³	4000 MAD per credit
Internship for Moroccan students ⁵	1900 MAD per credit
Internship for International students ⁵	2650 MAD per credit

Language Center Tuition

(Flat fee per semester)

Visiting students ⁴	48000 MAD per semester
Moroccan students	31450 MAD per semester

¹NOTE: Undergraduate students allowed to register for graduate courses to satisfy undergraduate degree requirements are charged undergraduate tuition. Undergraduate students wishing to register for extra graduate courses are charged graduate tuition for each graduate course.

²NOTE: Graduate students enrolled in Foundation Courses are charged graduate tuition for these courses.

³NOTE: International applicants qualify for Moroccan tuition if 1) one parent is Moroccan, or 2) both parents are non-Moroccan but have lived in Morocco and paid income tax (IGR) here for more than five years.

⁴NOTE: Except for Language Center tuition and testing charges, visiting students pay the same fees as AUI students.

⁵NOTE: Students doing an internship as the last degree requirement and who will graduate immediately following the internship should register and pay the common fees. Students doing an internship who will not graduate immediately following the internship should not register or pay common fees. Instead, the internship will be charged and registered to the subsequent semester (fall).

Combined Programs Tuition (BA/MA)

Students enrolled in combined programs pay undergraduate tuition for undergraduate courses and graduate tuition for graduate courses.

Summer Session Fees

Undergraduate and graduate students enrolled in summer session courses pay tuition according to registered credit hours. Other fees are fifty percent (50%) of the regular charges for a full semester.

Students enrolled in the Language Center during the summer session should pay the equivalent of three credits for each LC course. Students

enrolled in FAS courses during the summer pay the equivalent of two credits for each FAS course.

Student Identification Cards (Cash Wallet)

Student Identification Cards (ID) are provided to enrolled students by the Business Office following the payment of all tuition. Replacement cards are available from the Business Office for a fee of 100 MAD. Students are responsible for providing their own photographs. In case of loss of the ID card (cash wallet), the student must notify the Business Office immediately in order to block the old card and issue a new one. Students are advised not to bring their cash wallet cards into close contact with a computer, laptop, TV set, printer, heater, or water.

Cash Wallet refers to money applied to a student's account and available for use on campus only (Restaurant & AUI store). Students make deposits to their cash wallet on an as-needed basis. At the end of the semester, the balance related to cash wallet is shown in the account of the following semester. The final refund of the balance can only be done at the end of schooling after the

graduation ceremony, at the conclusion of the final clearance procedures. The management of personal money for off-campus needs is the responsibility of the students themselves. The post office on campus offers students the possibility of opening savings accounts that provide them with flexibility in managing their money.

Additional money can be loaded through one of these means:

- https://my.aui.ma/ICS/Students/My_Cash_Wallet_Transactions.jnz (online transaction)
- Cash
- Credit Card at the cash desk (Business office.)

Health Insurance

Health Insurance is mandatory for full-time students and all students living in University housing. Details concerning the University's contracted insurance company and the coverage offered are available at the Student Health Center.

Student health insurance premium amounts to 1,320 MAD for a full year's coverage, beginning in January. Students who enroll for the first time in fall pay 660 MAD for the period leading up to the start of the calendar year. This amount is subject to change. Insurance company representatives are available on campus during the registration period. Continuing students not enrolled during spring semester, and who enroll in summer or fall sessions pay 660MAD for the period leading up to the start of the calendar year. Students graduating in the spring semester are charged the annual insurance amount of 1,320 MAD which entitles them to 12-month coverage, including the period between graduation and the beginning of the next calendar year. They are not allowed a refund of the insurance premium balance since they benefit from the whole year insurance coverage.

Housing Fees

Double occupancy A6/44	4,850 MAD per semester
Double occupancy-Standard	5,600 MAD per semester
Double occupancy –Large A4	5,250 MAD per semester
Double occupancy-Large A6	5,000 MAD per semester
Single occupancy (when available)	12,200 MAD per semester
Single occupancy A4 (when available)	11,050 MAD per semester
Triple occupancy (when available)	3,400 MAD per semester
Studio single (when available)	18,800 MAD per semester
Studio double (when available)	10,000 MAD per semester
Studio triple (when available)	7,200 MAD per semester
DT Studio double	6,650 MAD per semester
DT Studio single	13,300 MAD per semester

Room rates for students living in residence halls are given below. The room fees are due each semester. Rates include all utilities. Studios and single rooms are available on a very limited basis under special conditions. Summer session housing fees are half of those of a full semester.

Other Fees

Estimated book charges (Fall/Spring) 1	3,000 MAD
Estimated book charges (Summer)	1,500 MAD
Print Fee	100 MAD
Graduation (in last semester)	1550 MAD
Preregistration deposit (Fall/Spring)	2000 MAD
Preregistration deposit (Summer)	1000 MAD
Late registration for newly-admitted students	1,500 MAD + late fees
Late registration for continuing students	1,500 MAD + late fees
CIP requirement - Late registration	1900 MAD
AUI Deposit for newly-admitted students	3,000 MAD
Testing charges for newly-admitted students	1,000 MAD
AUI ID Card	200 MAD
Orientation Fee for newly-admitted students "First Year Experience"	2,500 MAD
"First Year Experience" FYE Seminar	2,100 MAD
Orientation Fee for newly-admitted students-GR	160 MAD
Residency Services fee for exchange students	160 MAD
Double Room Deposit fee for exchange students	1000 MAD
Unpaid Payment Penalty (non-received wire)	1000 MAD + Late fees
Cash wallet for newly-admitted students	8,500 MAD

NOTE: The deposit is deducted from the student's account in case the student preregisters but does not complete the registration for that semester or session.

Late Fees

Two percent (2%) of the amount due will be added for each week that the required payment is late until the maximum charge is reached. The

maximum charge will not exceed 3000 MAD per installment.

NOTE: Additional fees may be charged for some outdoor, physical education activities, required field trips, and for special tests.

Required Deposits

Newly-admitted students pay online a non-refundable deposit of 5,000 MAD before the published deadline. They also attend a mandatory preregistration program wherein original documents are submitted (high school diploma for bachelor's degree and bachelor's diploma or equivalent for master's degree) with an additional payment of 26,500 MAD, of which a further 5,000 MAD is non-refundable. The confirmation deposit is non-refundable unless the University denies the student's enrollment for reasons such as insufficient TOEFL results. Deferred enrollment can be granted for up to two semesters, after which the candidate must re-apply for admission.

All new students pay a sum of 3,000 MAD at the beginning of their first semester as deposit for any possible damage caused during their stay at AUI. This amount is refundable once they graduate or withdraw from the university.

Refunds

Students defending their thesis or capstones during the semester are allowed reimbursement of common fees on a prorated basis up to the day of their defense.

A student who withdraws from the University in accordance with official procedures is eligible for a refund of tuition fees after submitting an authenticated request showing his/her bank account information.

The final refund of the balance can only be done at the end of schooling after the graduation ceremony, at the conclusion of the final clearance procedures.

Tuition refunds are calculated according to the following schedule:

Refund Table for Fall/Spring Semester

Prior to the first class day -for new students	100% (deduction of non-refundable 10,000 MAD (following preregistration)
Prior to the first class day -for continuing students	100%
During the first five days of class	80%
After the fifth day of class	70%
After the tenth day of class	50%
After the fifteenth day of class	25%
After the twentieth day of class	None

Refund Table for Summer Session

Prior to the first class day	100%
During the first five class days	75%
After the fifth day of class	50%
After the tenth day of class	None

Refunds for Room

Refunds will be prorated based on the time remaining.

Refunds for Fees and Books

No refund is made for these charges unless, in the case of books, it can be demonstrated that the University incurred no expense.

Medical Reimbursement

Medical reimbursements are processed through wire transfers or credited to the student account (statements of charges) and no cash requests are authorized afterwards.

Part Time Job /Student Employment

No payment is made for any work or jobs done by students as part of their financial aid. The amount is instead credited to the student's account with the university to defray fees and tuition costs.

Student employment wages for tutoring or other jobs not covered by financial aid are paid by wire transfer directly to the student or parents' bank account, provided that the student is financially cleared.

Center for Learning Technologies (CLT)

The Center for Learning Technologies' mission is to provide support to educators and students in their pursuit for excellence and innovation in the teaching and learning processes through a meaningful and effective use of new technologies.

Goals:

- Support to faculty and instructors in their use of new technologies and maximize their potential for teaching and learning,
- Dissemination of best practices in teaching and learning,
- Promote effective use of innovative instructional technologies to enhance teaching and learning,
- Support course development and production,
- Research, evaluation, demonstration, and integration of appropriate learning tools and techniques through consultation on teaching,
- Promote distance learning (e-learning, MOOCs, mobile learning, etc.),
- Promote faculty innovation and pedagogical research.

Center for Learning Excellence (CLE)

The Center for Learning Excellence (CLE) was created to help students achieve their full potential. University life is full of surprises! Therefore, the CLE aims at assisting students adapt to the American system of education, learn how to study for different courses, and get on the right track to success and excellence.

Various tutoring services are provided by the CLE students of all levels. Group and individual sessions are offered to help students achieve independent learning and develop critical thinking. In addition, the CLE offers Mentoring. Peer mentors assist first semester students on how to adapt quickly to Al Akhawayn University, how to select courses, how to work with teammates, and how to prepare for exams, etc...

Our tutors and mentors (sophomore and junior standing) are trained to provide students with the assistance they need to avoid possible pitfalls. The CLE has received the College Reading and Learning Association's (CRLA) certification for both its tutoring and mentoring training programs assuring international standards when it comes to higher education assistance. The CLE mentors and tutors are trained and certified.

Finally, the Center for Learning Excellence offers a comfortable space with cozy sofas where students can enjoy studying while sipping coffee or tea. For any additional information, contact: CLE@au.ma or call: HELP (4357)

Academic Advising for Freshmen

Upon joining Al Akhawayn University, each entering freshman student is assigned a faculty adviser from their respective school. The main objective of academic advising is to ensure that students take the right courses in the appropriate sequence. The role of the advisor is to discuss with the student advisee the major, study plan, and concerns regarding courses and workload. The advisor answers questions, guides, and provides help when needed.

Faculty Office Hours

Faculty members are available during a pre-determined time during the week to meet with students, answer their questions and concerns. Their office hours are posted on the office door, included in the syllabus, or on the faculty's personal web page.

Writing Center

The Writing Center, located in Building 7 on the first floor, offers assistance and consultations throughout the week for English written assignments. Students can either come during the walk-in sessions or, preferably, make appointments for a one hour session through our system: <https://cleptm.aui.ma/>

Tutoring Services

These services offer students who are in good standing free help with certain courses. The Tutoring Services Coordinator arranges tutors, rooms, and groups for weekly help sessions throughout the term. To take advantage of the service, contact: CLE@au.ma or book a session directly on: <https://cleptm.aui.ma/>

Tutoring Services for Freshmen Students on Academic Probation

All CLE services are free of charge. However, in order to increase student success, take responsibility for one's learning, and ensure complete understanding concerning tutoring services, students on "at risk" list will sign an agreement with the CLE Coordinator. The student under academic probation will be charged a 2,500 MAD fee each semester until she or he attains Good Standing (GS) status. Once the student under probation achieves the GS status, she or he will no longer be charged the 2,500 MAD. If, however, the student loses the GS status after they are cleared, the 2,500 MAD will be reinstated and other academic probationary measures may be taken. The form will be kept on file at the CLE.

The University Honors Program

The University Honors Program is a unique learning journey, based on interdisciplinary seminars and explorations in research oriented classes, aiming at building an intellectual community of students who are ethical, creative, independent and critical thinkers.

The Honors Program is a university wide opportunity for students in any School. Selected faculty offer additional research-oriented work for Honors students taking their class. Innovative in its own right, the Honors Program has produced several innovations including the University's

Undergraduate Research Program (URP) and the Honors Seminar, a weekly, three hour graduate style seminar that explores ideas such as what it means to be human, and globalization in a multi-disciplinary, team taught format. Students are challenged to think deeply and quickly and to engage in intellectual “play” that is creative, insightful, and often profound.

Please contact us for more information or to discuss how the UHP can engage you by emailing uhp@au.ma <http://www.aui.ma/en/academics/programs/honors-program.html>

The Leadership Development Institute (LDI)

The LDI is where students learn to be leaders. The LDI is unique in Morocco being the first such program in the country, and providing real leadership training through skill based workshops, experienced speakers, personal mentoring, and hands-on service projects. The Leadership Development Institute integrates transformational, servant, social change and other models of leadership with best practices in student development and an active learning process of social engagement with a global perspective. We work primarily in Morocco and the MENA region to change the way leadership is viewed and done.

Students who finish the program earn a certificate of completion, a co-curricular transcript, and the opportunity to continue in the LDI's second year with a scholarship.

Some of the University's Community Involvement Program (CIP) hours can be met by completing the LDI program.

Our program is now also available for academic credit as part of AUI's Leadership Minor.

The LDI seeks to develop students with the skills and values needed to lead highly effective business, government and social development programs both in Morocco and internationally.

The foundation of our first year program is our skill building workshops through which students develop:

- Ethical leadership,

- Effective interpersonal skills,
- Effective public communication,
- Event planning,
- Running a meeting,
- Conflict management,
- Social responsibility,
- Leading change,
- Creative problem solving,
- Taking initiative and risk.

In order to encourage students to practice these skills and to promote effective leadership in Morocco, the LDI conducts the annual Leader of the Year Award. This award currently recognizes outstanding work in associations in the Fez-Meknes region. Through this service, LDI-ers come to see how they can make a real difference in peoples' lives. Participants gain the confidence needed to work with people from all levels of society. It is a unique and distinctive opportunity for students in the LDI. Contact us at ldi@aui.ma or visit our webpage www.ldiifrane.org or our YouTube channel <https://www.youtube.com/channel/UCzrjCd2UAYU5K0eqLYPMm3g> or FaceBook <https://www.facebook.com/leadershipdevelopmentinstitute>

Student Mobility Grant

The Student Mobility Grant financially supports students' initiatives to present their research papers or presentations at off-campus venues. Subjects that are particularly encouraged are leadership, community service, academic subjects, or extra-curricular activities. Upon acceptance to a conference, students may submit a request for grant funding.

Procedure

Applicants must submit an application (form is available at the VPSA's Office and Online) to the Project Manager, Office of the Vice President for Student Affairs, with the following information:

1. Conference title, Description, Place, Date, Participant(s)
2. Budget (tickets, fees, room, meals, etc.)
3. Amount Requested - Specify how much will be covered from the applicant's own funds, sponsors, conference organizers, etc.
4. Explain nature of participation in the conference (i.e. participant, presenter, organizer, etc.)
5. Acceptance letter, abstract, and paper or report after conference.
6. Recommendation letter from faculty/advisor/supervisor.

Applicants are usually awarded a portion of the grant. Once the Committee approves the application, the student is notified in writing of the amount of the grant by the VPSA's Office. As funds are limited, not all applications are considered. In addition, applications submitted after the event will not be accepted. Upon return from the conference, students are required to submit a report or the final paper to the VPSA and make a presentation about their experience/findings to the AUI community. Any student who fails to do so will be placed on administrative hold until those requirements are met.

Eligibility

- A Full time enrolled degree-seeking student,
- In good academic and disciplinary standing,
- Completed a minimum of 30 credits at AUI,
- Accepted as an active participant in a national or international event either as a presenter or organizer,
- After the conference, have at least 1 semester remaining until graduation.

Selection criteria

The Mobility Grant Committee will consider applications and make recommendations on amounts to be granted. Decisions will be based on the following:

- Priority will be given to those with no prior international experience; including participation in study abroad programs,
- Event quality (relevance, faculty support, student level of participation),
- Benefit to the institution,
- Student's involvement in campus life,
- Priority will be given to those who are presenting or whose papers were accepted,
- Student's financial need,
- Student's academic standing,
- Funding can only be partial. Some contribution is expected from students either from their own funds or through external sponsors,
- Students may apply once per academic year.

The Student Mobility Grant Committee meetings are held two to three times a semester. Applications must be submitted at least three weeks before the conference.

Career Services & Alumni Affairs

The mission of the office is to encourage and enable all Al Akhawayn students and alumni to make fulfilling career choices, implement well-informed decisions about their careers and to promote AUI profile among recruiters. Also, the office acts as the bridge between the university and its alumni.

In order to fulfil its mission, the office provides the following services:

- One to one Career Counseling Sessions for students and alumni,
- CV Review for students and alumni,
- Mock interviews for students and alumni,
- Job/Internship openings for students and alumni,

- Opening dissemination & Profile selection for companies and organizations,
- Presentation organization for companies on campus,
- Intermediary of alumni to the university for all matters,
- Collect and share statistics about alumni via surveys,
- Collect and share Alumni news and achievements.

For more information, please contact:

Career Services and Alumni Affairs

Building 2

Ext: 2033

Email: Career@au.ma

Mohammed VI Library

The mission of the Mohammed VI Library is to provide access to information resources to the University community to enhance learning, teaching and research activities at Al Akhawayn University in Ifrane. The library is also open to non-AUI researchers.

The Library provides a growing collection of print and electronic resources, and actively engages faculty and students through various outreach activities, information literacy workshops and trainings that are designed to enrich their learning, teaching and research experiences.

The library currently has over 336,000 volumes, including 99,500 print copies, 2,315 A/V materials. The library also provides access to a wide variety of electronic resources, over 208,000 e-books, including 4,700 Arabic e-books, 38 databases, 24,550 e-journals, 985 e-references, and 290 course guides. These resources are easily searched through OneSearch and are accessible through the library website: <http://www.aui.ma/library/>

The library's active membership in AMICAL, a consortium made up of 26 American international academic libraries, benefits the university in terms of library staff development, the sharing of resources and expertise, and

networking with sister institutions.

Patrons may renew books and periodicals two times, unless a hold has been placed on the item by another patron. The renewal period is the same as the checkout period. All patrons incur overdue fines for each item returned late.

Mohammed VI Library offers wireless capabilities that cover the entire library.

Mohammed VI Library Opening Hours

Monday to Thursday 8:00am to midnight

Friday 8:00am to 6:00pm

Saturday Noon to 6:00pm

Sunday 2:00pm to midnight

Hours are extended to 2:00am during midterm exam periods, and to 24/7 during finals.

Services and Contacts

For more information, please go to the Library website at:

<http://www.aui.ma/library>





Student Life

Student Life consists of several programs and services including dining, activities, health care, counseling, career development, and ample opportunities to develop leadership and citizenship skills.

Co-curricular programs and services are designed to complement the academic programs while helping students develop an appreciation for the goals, values and objectives of the University. The main purpose of student life is to enhance students' educational experience, prepare them for their professional life, and help them become productive local and global citizens through a plethora of co-curricular activities, recreational opportunities, and services.

Student Life staff are well-experienced and strive to help students transition into and through college and prepare them for a lifetime of learning and contribution.

Student Center

The Student Center is located behind Mohamed VI Library, near the tennis courts. It consists of offices and meeting space for student organizations and multipurpose rooms for various activities.

Student Publications

The Student Publications are run by students under the supervision of a faculty advisor and the SAO. The editorial board is responsible for writing and editing articles for publications for the interest of the whole community.

AUI Radio and TV Channels

The UCN or University Channel Network is operated by AUI students. Broadcasts consist of a variety of programs ranging from interviews, to campus news, entertainment programs and so on. Programming is subject to change.

Athletics

The AUI Athletics Department strives to provide students with the finest athletic experience. Student athletes who join AUI official teams can

expect to gain all the benefits that participation in a competitive sport offers.

The goal of the intercollegiate program is the same as that of the Student life University's academic program excellence.

Athletics Facilities

The Athletic Department welcomes you to AUI Sports center. One of our major functions is to encourage you to start a personal program of recreation so that you can Experience the benefits and joy of feeling fit and having fun.

AUI sport center: AUI Sport complex is one of the most aesthetic sport complexes in the country. It houses facilities that rate among the nation's best. It provides excellent training conditions for athletes and teams. AUI athletic facilities include a sports complex, a fitness center in the sports complex, two soccer fields, a tennis center, a gymnasium, a jogging track and an indoor swimming pool and a spa

The Sports Complex

Includes a gymnasium, an Olympic swimming pool, a spa, a martial room and AUI official team fitness training center

Gymnasium

AUI Gymnasium is the home of AUI lions but it also hosts a wide variety of events throughout the year. Besides varsity basketball, handball volleyball, Badminton training and contests, It hosts a wide variety of events over the year such as the commencement, Job fair , Fun run and beginning of semester registration.

Swimming Pool

AUI swimming pool is an eight-lane 50 meters Olympic size indoor pool heated to 27 and 28°C. It is considered as one of the country's finest indoor swimming facility. The pool is open 7 days a week and is supervised by certified life guards. The swimming pool also hosts AUI swimming school.

Spa Center

The spa center is a unique facility where quality and satisfaction are our main priority. We offer a full range of spa services tailored to your own needs. Sauna, Jacuzzi and massage services. It offers a wide, comprehensive range of conveniences and services for wholesome relaxation and treatment

Martial Arts Room

Is furnished with a parquet floor that provides quality services for all martial arts classes the parquet is covered with Tatami mats that are available to provide extra cushion for Martial Arts and other contact exercises.

AUI Official Teams Training Center

The Center is exclusively used by student athletes to develop their fitness performance. The center equipped with free Weights and machines, treadmills, power bikes and steppers. The Center also includes televisions and a sound system to enhance the workout experience.

Fitness Center

The Fitness Center is located near the gymnasium and next to the main soccer field. Its more than 960 sq. ft. and it is the last sports facility built on campus. It features a fitness room, a weight room, a cardiovascular room, table tennis room and a sports shop. The fitness center is equipped with the state of the state-of-the-art weight and cardiovascular equipment.

AUI Athletic department proudly offers strength and resistance equipment from famous USA suppliers such as life fitness and others.

Outdoor facilities

The outdoor facilities include two soccer fields, a tennis center and golf driving range.

Soccer field: A lighted natural grass surface that conforms to international standards. It has gained notoriety as one of the finest fields in the nation. It serves as the practice site for many Moroccan premier league teams pre-season training.

Soccer field Annex

An outdoor soccer field annex located close the lower parking lot and close to the university main gate. The soccer field annex is mainly used for free practice, soccer intramural competition and AUI rugby team

Tennis Courts

Outdoor tennis courts for the use of the University community. AUI Tennis Courts are located adjacent to the student center. There are three lighted regulation size hard tennis courts.

For any question regarding AUI Athletic facilities, please call the following phone numbers:

Athletic Director Office: 00212-535862015

Sports complex control desk: 00212-535862022

Fitness center:00212-535863698

Athletic department office: 00212-535863159

Official Sports Teams

AUI is committed to an athletic program that supports the overall mission of the University and complements the values and goals of education. To that end, AUI is a member of the Moroccan Federation of University Sports. Both our men's and women's official teams compete in five collective sports: Soccer, volleyball, basketball, handball and Rugby and four individual sports: Tennis, table tennis, track and field and swimming. In addition, AUI teams compete in international sports tournaments such as the "Tournoi des cinq ballons" organized by ER- REC, the Paris and Dubai American University international tournaments, the Bogacizi international sports festival, the Euro-Valencia international sports tournament and the Beirut Unisport Festival

Intramural sports

Intramural sports are organized by the Athletic department to provide all students the opportunity to participate in their favorite sport on a competitive or recreational level. A wide variety of indoor and outdoor year-round sports are available including swimming, basketball, soccer,

volleyball, table tennis, and tennis.

Club Sports

The Club Sports Program promotes participation in a wide variety of activities, complementing the University's Intramural Sports Program and Outdoor Recreation Program. Club Sports are designed to help students develop leadership, financial, and organizational management skills through the opportunity to create, organize, and run their own club. The Department of Campus Recreation provides advisement and administrative assistance to clubs, but emphasis is placed on student leadership and involvement, with the success of each club dependent on the dedication and commitment of its student leaders and members.

To know more about club sports, please visit the Athletics website: <http://www.aui.ma/en/athletics.html> or Contact the Athletic office: 3159, 2015

The Student Activities Office (SAO)

The office provides students with different opportunities to engage in cultural, educational, social and recreational activities, which are an integral part of the living-learning community at AUI. Students develop their talents, leadership abilities and organizational skills through their involvement and contribution to various clubs and students organizations.

Educational Student Organizations

AIESEC

Focused on providing a platform for youth leadership development, AIESEC offers young people the opportunity to participate in international internships, experience leadership and participate in a global learning environment.

AUI Mechatronics Club

The purpose of the Mechatronics club at AUI is to introduce the AUI community to the mechatronics field through various workshops that would enable the students to apply their theoretical and technical skills into fun and interesting projects.

Astronomy

The club exists to stimulate interest in astronomy science among students; to nurture an ongoing desire among members of the AUI community to understand the cosmos, and to provide different opportunities for members to participate in the joy and beauty of the astronomy world.

Computer Science for Innovation

The Computer Science for innovation helps students approach computer science in a more innovative, creative and inspiring way through the organization of different workshops and science fairs.

Finance Club

A club for students who are passionate about finance and figures! Visits are organized to the Stock Exchange in Casablanca and key industrial zones in major Moroccan cities. Financial experts and analysts are also invited to come and talk at AUI

Model United Nations

MUN club promotes and teaches principles of the Model United Nations by carrying out trainings especially for high school students around Morocco and organizing different talks and conferences.

Moroccan Politics

The club promotes AUI students interest for public affairs and takes place in the long process of reconciling Moroccan youth with politics.

TedxAUI

In the spirit of TED's mission, "ideas worth spreading", supporting independent organizers who want to create a TED-like events in their own community, TEDxAUI aims to expand on this mission by bringing ideas worth spreading to AUI.

Thought and Creativity

The purpose of the club is to consolidate the human values through thoughts and artistic creativity.

Cultural Student Organizations**German**

Its aim is to promote, encourage and foster German language, culture, habits and social life.

Interfaith Alliance

Interfaith alliance club promotes understanding of world religions, the cooperation between individuals of different faiths and the support and the acceptance of religious diversity.

Islamic Art & Culture

The Islamic Art & Culture Club strives to represent the Islamic cultural and artistic heritage through events like calligraphy days, exhibitions about architecture and music nights.

Japanese Circle

The Japanese Club promotes a better campus understanding of the various aspects of the Japanese culture by organizing different events such as Japanese Day, Sushi selling, and Japanese classes.

Korea Discovery

The Korea Discovery Club seeks to promote Korean culture and language by providing an environment where students with similar interests can interact and learn. The club organizes Koreans days encompassing talks, exhibitions, movie nights, and other social events.

Italian Club

The purpose of the club is to foster an interest and more importantly an awareness of Italian culture and its contributions to present Moroccan society.

Social and Humanitarian Organizations**AUI Amnesty international**

AUI Amnesty international undertakes different actions to increase

awareness with regard to human rights based on the principles of international solidarity, universality and indivisibility of human rights, impartiality and independence, and democracy and mutual respect.

Design for Change

Design for change works with children from different schools in Ifrane and its region. It provides them with an opportunity to express their own ideas for a better world and put them into action by making them believe in the most two powerful words “I can” to initiate and lead the change.

Hand in Hand

Hand in Hand is a humanitarian association that focuses on sustainably developing the region of Ifrane through promoting literacy and health among its population. Hand in Hand activities range from offering tutoring classes in the local schools and youth centers to improving access to books and different resources in addition to the organization of different medical campaigns and solidarity actions.

Leo

Leo club promotes service activities among AUI students and encourages them to develop leadership qualities by organizing and participating in the different club’s events. Leo Club members are addressed as “Leos” and they conduct various social projects in Ifrane and its region, mainly in the field of health care.

Malak for the Orphans & Seniors

The club aims to improve the living conditions in orphanages and nursing homes; enhance the wellbeing, resilience and potential of orphans; and finally promote awareness among AUI community on the conditions of orphans and seniors in Morocco.

Rotaract

Rotaract club fosters leadership and responsible citizenship, encourages high ethical standards in business, and community worldwide. The club conducts different social events and actions such awareness days, blood drives, circumcision days, and different donations for the benefit of the surrounding community.

UNICEF

The club aims at overcoming the obstacles that poverty, violence, disease, discrimination, exploitation and abuse of all kinds place in the child’s path.

Recreational Student Organizations

Cinema

The club seeks to entertain, educate, and offer different opportunities to its members and to the community as a whole to enhance knowledge base about cinema and widespread interest in cinematographic culture.

Drama

Drama club provides a platform to AUI students to express themselves theatrically, pushing their individual boundaries that will help them gain an appreciation of the arts and to increase their self-confidence, self-esteem and creativity.

Explorers

Explorers club brings together people with an interest in travelling and exploring new and exciting places through hikes, and trips where students acquire new skills and discover new sites.

Gaming & E-Sport Club

The club was created to serve as a platform where students can meet their fellow gamers and have fun doing together activities that they have been doing before individually. The club is also dedicated to promoting e-sports, which are a flourishing discipline mirroring sports, but replacing them with multiple competitive video games.

Rhythm Unity

It is a club where students forming different bands have the chance to experience a Musical Journey throughout Jamming and performing in different events.

The Flow Club

The club promotes the hip hop culture through different artistic performances.

Voices United Choir

The University choir (VUC) carries multicultural voices on journeys through global music genres: gospel, classical, modern, and oriental. VUC participates in the university talent show in addition to national and international music events.

For more information please email: SAO@au.ma

Or call 05 35 86 2904

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<http://www.aui.ma/en/activities.html>

Community Involvement Program

The Community Involvement Program (CIP) is a graduation requirement for all AUJ undergraduate degree-seeking students. It is a free core curriculum for undergraduate studies and it includes: CIP 1001 Human Development in Morocco, CIP 1002, The Role of Civil Society in Human Development, and CIP 2000 Community Involvement Fieldwork.

Students start the CIP with two on campus preparation and training seminars, CIP 1001 and 1002. Students may enroll in these two courses upon earning at least 15 SCH and up to earning 45 SCH.

Failure to register for and complete these seminars within the specified time frame may lead to administrative holds (viewing information on the portal, preregistration bar, etc.)

CIP 1001 and 1002 are prerequisites to the third and final course,

CIP 2000 which involves conducting 60 hours of fieldwork within local, national or international development organizations or public institutions, one post fieldwork experience sharing roundtable, and submission of

a reflective report. CIP 2000 and completion of the program must be finished before students earn a total of 90 SCH.

Students who have completed degree credits but have not completed the CIP requirements MUST pay a CIP registration fine of 1900 MAD per semester.

CIP grading policy

- For CIP 1001 & 1002:
 - Attend (ATT) or Fail to Attend (FA)
- For CIP 2000 (Round Table + Report):
 - In Progress (IP): if a student registers for CIP 2000, attends the round table and submits a report that is not validated. The student needs to resubmit a revised report according to the deadlines set by the CIP office. Failure to submit a revised report that is validated by an assigned reader will yield a Fail grade.
 - Pass (P): If a student registers for CIP 2000, attends the round table and validates his/her report.
 - Fail (F): If a student registers for CIP 2000 and does not attend the round table; or attends the round table but does not submit a report; or attends the round table, submits a report that does not meet CIP report standards (less than 70%). The concerned student should re-do CIP 2000 the following semester.

Important Note

- Reports are submitted ONLY after attending Round Tables.
- Both MUST be completed during the same semester.

CIP helps students understand themselves, their community and their role; develop personally, professionally and academically; apply their skills and knowledge to societal problems; build capacity for learning and leadership; CIP aims to create leaders who are change-makers; who realize their own potential and promote capacity building for the people with the people, and who, can instill in others a desire to make their lives and communities the best they can be.

Service Areas

1. Literacy, Education and Training
2. Service to the elderly
3. Disability
4. Health awareness
5. Community Development
6. Environment
7. Urban/Rural Poverty alleviation
8. Public Relations/Outreach and Fundraising
9. Children and Youth
10. Disaster Relief

The Fieldwork – Where and When

The CIP Office has compiled lists of suitable community partners for the majority of Morocco's towns and cities. We now have more than 500 community organizations listed in our database where AUI students have conducted their fieldwork.

Locally in the Ifrane region: students can spread out their 60 hours of service as a weekly activity throughout a semester at a local site near to the university;

Across Morocco: students can complete the 60 hours as an intensive placement during a mid or between semester break in sites all over Morocco.

Abroad: students can propose to conduct their service internationally with an accredited not for profit organization and upon approval from the CIP Office before the student departs.

The Fieldwork – Terms and Conditions

- Fieldwork must be unpaid;
- People to people service – for example, mentoring orphans, art workshops for street children, literacy classes for rural women, tutoring students living in a Dar Talib/a, befriending and caring for the elderly, assisting at an AIDS drop in center;

- Done for and under the auspices of a non-profit organization approved by AUI or one of the university's departments working in the social field;
- Completed in addition to class obligations and not part of another requirement for which credit is received;
- Conducted outside of the student's academic timetable
- Exclusive fundraising is not acceptable: a portion of your time can be dedicated towards this if the service site identifies it as a need but the main focus should be on service that involves face to face contact and interaction with the beneficiaries
- Exclusive administrative work is not acceptable: 60 hours of translating reports from French into English or building a website with no time spent in contact with the beneficiaries is not acceptable
- Travel to and from the service site, project meetings,
- Preparation time or training hours are not to be counted within the 60 fieldwork hours
- Work for any private individual or family not directly associated with a nonprofit agency is not acceptable
- Independent projects proposed and accepted for one team may not be approved for a second team during the same semester

On Campus Social Actions – 10 Hours Only

- Only 10 hours of on campus actions for social causes can be counted within the 60 required hours, no matter how many clubs you are a member or actions performed or number of semesters

active in. This is not to undermine your efforts but simply because the intention of the program is for you to get out into the field.

N.B: Students can contact organizations to inquire about service opportunities, but should not start their service until approval has been granted from the Community Service Coordinator. If you would like to perform your own social project:

Submit a project proposal to the Community Service Advisory Board for

validation (Project Forms available at the Community Service Office).

For more information please stop by the Office of Community Involvement next to Hand in Hand and the Interfaith Space in Building 14 or contact: Community Involvement Office cip@aii.ma

Telephone (212) 50 35 86 29 76

The SGA Constitution

We, the students of Al Akhawayn University in Ifrane (AUI) are determined to establish within our student community a government that will:

- Be sensitive to our individual and collective needs;
- Provide for an effective means of communication between the various parts of our university community;
- Strive for the advancement of our university community;
- Assist in the preservation and maintenance of our rights and fundamental freedoms. With a firm commitment that we, students of AUI, have the right and the responsibility to make appropriate recommendations with regard to those matters that affect us, provided that such recommendations are not in conflict with the university regulations and policies, we have resolved to combine our efforts to achieve these goals by establishing this constitution for a student government association at AUI.

Section I: Mission

ARTICLE 1

The main mission of the Student Government Association (SGA) is to serve as a liaison between the student body and other parts of the university (Faculty/Administration). The Student Government Association shall strive to improve the quality of academic and social life and act as a representative of the student body of AUI.

ARTICLE 2

The Constitution shall enter into effect once adopted by the authorities of the university and authorized by the President of the university. The Dean of Student Affairs is the sponsor of the SGA.

ARTICLE 3

The name of the SGA at AUI shall be: AUI SGA

Section II: Prerogatives and Organs of the SGA

ARTICLE 4

The powers of the SGA as provided in this constitution shall extend to all activities of all students enrolled at AUI. The SGA participates as a representative of the student body in appropriate issues discussed at the levels of the administration, faculty, and other student organizations. The SGA shall recommend plans and regulations.

ARTICLE 5

The powers and responsibilities of the SGA shall be vested in the General Assembly, in accordance with the current university policies and regulations. Legislative power derives from the student body of AUI and is delegated to the General Assembly of the Student Government Association. The General Assembly shall have the power to exercise jurisdiction over all matters delegated to it by the university administration. Such delegation will always be issued in written form by the VPSA.

ARTICLE 6

The Student Government Association shall:

- Provide the students with a means for effective participation in the formulation of policies within the University;
- Promote ethics inside the campus and ensure respect towards society's morals and values, and the spirit of tolerance;
- Advise any student subject to a disciplinary action.

ARTICLE 7

A General Assembly (GA) shall be elected by all students at

AUI. Representations of the student body in the GA shall be proportionate to their numbers by schools, majors, and levels (graduate and undergraduate). There shall be 16 members in the general Assembly."

ARTICLE 8

The General Assembly shall consist of an Executive Board and a Student Senate.

ARTICLE 9

The Executive Board shall consist of four members who will be elected directly by and from members of the General Assembly. The four members are a President, Vice-President, a Secretary General, and a Treasurer.

ARTICLE 10

The Student Senate shall consist of the 12 members of the General Assembly who are not part of the Executive Board. The Student Senate will be organized in committees.

ARTICLE 11

All voting operations for the election of the General Assembly and the Executive Board are conducted by students, and supervised by the Dean of Student Affairs, through the Student Activities Office and Organizations. Written records of the results of the elections are certified by the VPSA and announced by students through the Student Activities Office and Associations.

ARTICLE 12

A board of advisors consisting of 3 to 5 faculty and/or administrative members will be designated for advising purposes. They will be proposed by the General Assembly and must be approved by the University administration. This board of advisors shall serve for a one-year term, and its members may not vote in SGA meetings.

Section III: Organization of the SGA

ARTICLE 13:

The General Assembly membership of the Student Government Association is open to:

- All undergraduate students that have completed at least two semesters of regular courses, and are not on academic or disciplinary probation;
- All graduate students that have completed at least one semester of

regular courses, and are not on academic probation or disciplinary probation. Students who are on disciplinary and/or academic probation are not eligible for membership in the General Assembly. Students who come under such probation after their election lose their status as members of the SGA. No more than

5 of the newly elected members are allowed to be in their last semester.

ARTICLE 14

Members of the General Assembly (GA) will be elected directly by the whole student body proportionately according to schools and majors, and levels (graduate and undergraduate). Membership in the GA is for two semesters. The Executive Board will be elected by a majority of votes inside the GA during the first meeting of a regular term.

ARTICLE 15

Only members of the General Assembly shall have the right to vote in the General Assembly's deliberations. This privilege of voting is contingent upon the condition that the members meet and maintain all qualifications for their respective positions.

ARTICLE 16

The GA shall have one regular meeting every two weeks. Minutes of all GA meetings shall be made available to both the student body and the administration.

Section IV: Officers Of The Association

ARTICLE 17

The executive authority of the SGA of AUI shall be vested in the Executive Board composed of a President, a Vice President, a Treasurer and a Secretary General. These officers shall be elected by a majority vote of the GA in the Fall General Election each year. Their term of office shall be for one calendar year and shall begin right after the elections. All Executive Board officers must be full time students.

ARTICLE 18

The President of the SGA shall be either an undergraduate student having been at least four semesters at AUI, or a graduate student having been

at least two semesters at AUI. The Vice President, Treasurer and Secretary General shall have been a student of AUI for at least three semesters for undergraduates and one semester for graduates. Members of the GA shall maintain a Cumulative GPA of at least 2.5 for undergraduate students and a Cumulative GPA of 3.0 for Graduate students.

ARTICLE 19

In case of vacancy in the office of any member of the Executive Board officers, either through resignation, impeachment, or disability, the first officer in rank shall preside over the SGA meetings and executive council until election for the vacant position takes place by an extraordinary meeting of the General Assembly within a two weeks period after the vacancy occurs.

ARTICLE 20

The president shall have the power and responsibility:

- To implement all legislation made in pursuance of this Constitution by the GA.
- To speak on behalf of the GA.
- To preside over all GA meetings.
- To Supervise and direct the activities of other executive officers.
- To arrange meetings considered necessary to advise and assist the different student committees. These actions do not require the GA approval.

ARTICLE 21

- The responsibilities of the SGA Vice-Presidents are:
- To preside over the General Assembly in case of an impeachment or absence of the President.
- To assist the President in his or her duties.
- To arrange meetings between the Student Organizations and the Student Government Association.

ARTICLE 22

The Responsibilities of the Treasurer are:

- To manage accounts and supervise all financial matters.
- To report all financial matters to the SGA EB and GA. The
 - President of the SGA shall report financial matters to the Dean of student Affairs
 - To preserve and maintain records for all local fund accounts.
 - To submit at the end of each semester all necessary documents to the Business Office for a financial audit of operations.
 - To document the origins of SGA funds.

ARTICLE 23

The Responsibilities of the Secretary General are:

- To serve as the recording secretary for all SGA meetings.
- To maintain and preserve all administrative records of the SGA.
- To help the president in his duties.

Section V: Impeachment

ARTICLE 24

Any member of the SGA shall be subject to impeachment for the following reasons: incompetence, dereliction of duties, repeated absences and/

or any behavior harmful to the AUI Community. A member of the GA is subject to impeachment if absent for two consecutive regularly scheduled meetings of the senate without notice. After two consecutive, un-excused absences have been recorded and announced by the General Secretary, the person will be compelled to justify the reasons of his/her absence in front

of the GA. Willful violation of this constitution and or the decisions made in pursuance thereof or negligence or conduct contrary to institutional moral and ethical standards shall be subject to impeachment.

Proposals for impeachment are made by majority vote of members of the

GA. An affirmative 2/3 majority of the GA shall be necessary to impeach after hearing the member in question.

ARTICLE 25

Any student holding a membership in the GA or a position in the Executive Board or in the committees who has been impeached may not be candidate to the GA before a one year period has elapsed.

Section VI: Committees

ARTICLE 26

These shall be the following standing committees of the SGA:

Academic Affairs, Student Services, Student Activities, and Public Relations.

ARTICLE 27

The Academic Affairs committee shall consist of one student representative from each school. The SGA president shall appoint, with the consent of the executive board, an additional member from the language center whose function shall be to represent the language center students. The Academic Affairs committee shall concern itself with the following issues:

- Expressing students' concerns regarding academic issues.
- Helping the students comprehend their full rights as well as their responsibilities and obligations regarding academic affairs.
- Contributing to the university's stated commitment to excellence and to the provision of academic training in response to national and regional development needs.

ARTICLE 28

The Student Services Committee shall consist of 4 members. The committee shall concern itself with the following issues:

- Expressing students' concerns regarding housing, restaurant, campus store, bookstore, and other university services;
- Contributing to the development and quality of these services.

ARTICLE 29

- The Student activities committee shall consist of 3 members. The committee shall concern itself with the following issues:
 - Developing a favorable environment that enhances the students' academic performance and keeps students on campus;
 - Developing a spirit of participation and cooperation among students and
 - Soliciting input from them in order to expand student activities on the campus.

ARTICLE 30

The Public Relation committee shall consist of 2 members. The committee shall concern itself with the following issues:

- Promoting the image of the university off-campus; Coordinating
- SGA attendance at seminars, conventions and gatherings outside the university;
- Making contacts with the business world in order to assist the university department involved in this activity.

ARTICLE 31

Ad hoc committees shall be appointed by the President of the SGA to investigate and advise on issues deemed necessary to conduct a specific business of the General Assembly. Appointment of ad hoc Committees shall be effective after approval of the SDA. Ad hoc committees shall be appointed for a limited time.

ARTICLE 32

Members of the standing committees are elected by simple majority vote during the first and second meetings following the election of the General Assembly and the Executive Board. The session of these committees shall be of the same duration of the Senate. No senator shall serve in more than one standing committee. Except for the SGA President, no member of the executive board may serve on any of the standing committees. The SGA President shall be the Public Relations Committee coordinator.

ARTICLE 33

A committee, with a quorum of three-fourths (3/4) of its members, shall be responsible for recommendations and proposals referred by and to the SGA. All members of a committee have an equal status. The members shall elect a coordinator whose functions are:

- To call for and preside over the meetings of the committee;
- To speak on behalf of the committee;
- To represent the committee at official functions; and execute, during an emergency, action deemed expedient to the welfare of the student body which is not contrary to this constitution. Such action must be reported to the committee at its next session.
- To maintain and preserve all records of the committee.

ARTICLE 34

As a sponsor of the SGA, the VPSA shall call the SGA President to meetings in order to address particular issues of interest to students. Contact between the SGA and the administration is initiated through the office of the

VPSA. This contact is necessarily done by the SGA President, or, in case of incapacity, by the SGA Vice President.

Section VII: The Election Code

ARTICLE 35

To ensure continuity inside the student government, at most 3 members of the SGA will be directly re-elected from within the General Assembly by the members of the SGA where the vote will take place 2 sessions before the end of the term.

ARTICLE 36

A waiting list should be constituted by the candidates who have not been able to get enough votes to reach the SGA. These candidates will be classified in term of their number of votes and their respective schools. In case of a vacancy, the replacement procedure will be initiated and the member will be replaced by a student enrolled in the same school and level. The new candidate will be the one with the highest number of votes on the waiting list

of his respective school.

ARTICLE 37

The election of the members of the AUI General Assembly is open to all students enrolled in AUI. Each voter must present a valid AUI student ID card and an additional identification card containing a photograph such as a National ID card or Passport. A list of the eligible members will be set up by the election board with the help of the Student Activities Office. Each student shall vote for at most one candidate that is enrolled in the same school and level.

ARTICLE 38

The Board of Election is responsible for supervising the voting and publishing the ballot. It will be constituted of reelected members within the student government and six freshmen volunteers. Duties of the Board of Election consist of ensuring that candidates fulfill eligibility criteria, with the help of the Student Activities Office, supervising of the voting procedures, and in the publication of the results of the elections. All elections are supervised by the VPSA through the Student Activities Office.

ARTICLE 39

The general elections shall take place each year in mid-November.

ARTICLE 40

Proposed amendments to this constitution must be formulated by the General Assembly or proposed by a petition signed by ten percent of the Student Body. Following an interim period of two weeks, the proposed amendment may be ratified by an affirmative two-thirds majority vote of the General Assembly. Ratified amendments must then be forwarded to the VPSA. The amendments go into effect immediately after their ratification by the General Assembly and their formal acceptance by the university administration.

ARTICLE 41

An SGA member who accumulates four unjustified absences or shows negligence to the tasks assigned to him/her shall be automatically replaced.

ARTICLE 42

Members of the Executive Board shall be either confirmed or reelected the following semester. Votes shall take place within the first two weeks of the following semester by all remaining SGA members.





<http://nicole-denmark.blogspot.com>

Student Conduct

It is the responsibility of all new and continuing students both degree-seeking and transient, to thoroughly read this information, understand it and abide by it. Joining AUI implies acceptance of the University rules and the consequences of breaking university policies, rules and regulations.

The information contained herein is binding to all students. Students may seek assistance from University staff and faculty members to make sure they understand all the information included herein. This information addresses issues such as Academic Honesty, Student Code of Conduct and discipline as well as other AUI departmental regulations.

It is the expectation of AUI that all community members conduct themselves with maturity and responsibility in accordance with internal university regulations, national laws, and particularly the provisions of the Dahir (Royal Decree), bearing law No.1-93-227, dated 3rd Rabia II 1414 Hijra (Corresponding to September 20th, 1993), founding of AUI. All students, faculty and staff members are expected to maintain decent standards of behavior that are conducive to the smooth functioning of AUI.

Attendance Policy

Studies have shown that attendance is a key factor in academic success. Any absence, regardless of the reason, will prevent the student from getting the full benefit of the course. Therefore, students should be aware of the consequences of poor attendance, recognize the advantages of class attendance and punctuality, and consider it a personal responsibility.

Regular attendance and participation in all class meetings in which a student is registered is expected. Beyond merely attending each class, students are expected to participate actively and not remain passive learners. It is the instructor's responsibility to set and communicate to students the participation requirements for each course. Except for excused absences authorized by the University, the degree to which classroom participation is required, and whether or not work missed by a student during an absence, quiz, or exam may be made up, is at the discretion of the instructor. In addition, specific attendance requirements and absence policies apply in the Intensive and Super Intensive English Programs of the Language Center. Please check with administration of the Center, and with instructors for details.

Policy

Attendance is controlled by faculty members. Students are advised to seek their professor's approval before hand.

Excused Absences

Students may be authorized by instructors to be absent from class for institutional reasons as specified in 1.1, and 1.2 below. However, the instructor may deny the student permission to be absent if the student's academic performance is not judged to be adequate.

Once approved, these absences should not count in the student's absence record. Instructors should be informed before the absence to agree with the student on a suitable time and manner for make-up should it be necessary. A maximum of three of these absences per semester may be authorized.

1. External Events: The student must submit a completed and signed form from the Student Activities Office, the Athletic Department or the VPSA Office to the instructor. Examples of these absences include participation in University-sponsored sports, cultural or other events as a University representative.

2. Field Trips: Participation in a field trip as part of a class requirement or as authorized by a Dean: The Dean's assistant of the school offering or authorizing the trip should sign the absence request form.

3. Death in the Family: In the event of death in the family, students are allowed three days to mourn the death of a member of their immediate family such as spouse, father, mother, brother, sister, son or daughter. For a grandparent, the period is two days. As for other relatives such as an uncle, aunt, cousin

or other close family member, the student is allowed one day only. However, consideration is given to those students who must travel long distances. All students must provide justification such as a copy of the death certificate to the Office of the Vice President for Student Affairs who in turn informs the concerned faculty members.

4. Illness: In case of protracted illness or emergency hospitalization, students must fax supporting documents to the VPSA's Office within 48 hours. If necessary, the Office will then inform faculty members of the situation.

As for short illnesses, students must produce a medical certificate from the AUI Health Center to be validated at the VPSA's office. The student can then present the certificate to the concerned professor for consideration and approval.

N.B. Outdated certificates shall not accepted by the health center. All absences are recorded by faculty until the student returns. Students must submit all medical documents to the University Health Center for validation. Please note that extended illness may invalidate the semester. No other excuse or justification will be accepted. Students should be prepared in case they have to be absent for personal or family reasons.

*Please note that Visa appointments, Driver's License exams, or any other similar events shall be deduced from the authorized number of absences allowed during the semester/session.

Ceilings or Maximum Number of Authorized Absences

Before a WF is assigned: When a student exceeds the ceiling given below, the instructor may sign an administrative withdrawal form for the following classes:

2.1 Classes that meet twice a week, the ceiling is set at 5 absences per semester

2.2 Classes that meet three times a week, the maximum number is 7 per semester.

2.3 Classes that meet five times a week, the absence ceiling is 7 per semester.

2.4 For summer classes, the ceiling is set at 5 absences for the session.

1. Pre-authorized absences

Notification of planned absences using the Absence Request Form available at the Student Activities Office must be delivered to the instructor for approval. Once he/she signs and dates the form, the instructor will then inform the student of the deadline for completion of any missed assignment or examination where applicable. Make-up examinations, if necessary and acceptable to the instructor, shall be at a time and place mutually agreed upon by the instructor and student.

3.1 Faculty members are responsible for recording absences in the system.

3.2 During the Add and Drop period, no absence is accepted in a course; add and drop should be done outside class time.

3.3 In case of a late registration, students assume full responsibility for their absences as recorded from the first day of classes.

Administrative Withdrawal

When a student has exceeded the maximum number of absences according to the mentioned ceiling (except as stated in points 1.1 and 1.2); the instructor has the right to drop a student from a course with a "WF" grade.

Special hardship cases as stated in 1.3 and 1.4 may be referred to the VPSA or to the School Dean/Directors for consideration. The Administrative Withdrawal Form must reach the Registrar's Office at least five days before the start of final exams.

Academic Honesty

It is the aim of the AUI faculty to foster a spirit of honesty and a high standard of integrity. The attempt of students to present as their own any work which they have not produced is a most serious offense and makes the offenders subject to serious consequences, including suspension. The instructor is responsible for initiating action for dishonesty or plagiarism that occurs in his/her class. In cases where there is convincing evidence of academic dishonesty, plagiarism, or falsification, the instructor should take appropriate action. Before taking such action however, the instructor should discuss the matter with the student involved.

Cheating

Cheating on examinations and quizzes or on written assignments, illegally obtaining exams, the use of unauthorized notes during an exam or quiz, sharing information during an exam with other students, collaboration with others in cheating, and altering grade records are all instances of cheating. Complete honesty is required of students in the presentation of any and all phases of course work as their own. This applies to all quizzes, as well as to all tests, exams, daily reports, lab work and term papers.

Plagiarism

Offering the work of another as one's own, without proper acknowledgment, is plagiarism. Any student who fails to give credit for direct quotations or paraphrases from material taken from books, encyclopedias, magazines and other reference works or from the themes,

reports or other writings of a fellow student is guilty of plagiarism. Reusing work performed for another course is also considered plagiarism; even if it is your own work, it cannot be used to fulfill more than one purpose.

Falsifying Documents

Any attempt to forge or alter academic documents, transcripts, grade reports, letters of recommendation, certificates of enrollment, registration forms, add/drop forms, medical certification of absence, or any other document submitted to the University for an administrative procedure is subject to disciplinary action.

Academic Disciplinary Procedure

It is the responsibility of the student to adhere to the university's academic ethics policy. Students are to have a high standard of honesty and integrity.

Each School/Center has a Disciplinary Sub-Committee that is made up of the Dean/Director of the School/Center where the suspected violation occurred, the coordinator, the concerned faculty member, the student's academic advisor, and an ad hoc member appointed by the Dean/Director of the School/Center.

The Student Disciplinary Sub-Committee is chaired by the Dean of the School or Director of the Center (or an appointed representative). The committee considers the evidence and recommends a course of action as outlined below. Recommendations are made by a majority vote in committee.

Investigation of suspected breaches of academic ethics is dealt with as follows:

1. Receipt of a formal request for an ethics investigation in writing by the Dean or Director of School or Center.
2. An Ethics Sub-Committee is then convened

3. A hearing date is scheduled
4. The student under investigation is notified in writing of the impending administrative action
5. All relevant documentation is supplied/collected (as necessary)
6. Individuals concerned are called to testify (as necessary)
7. The Sub-Committee then deliberates and a recommendation is made the Dean of the School.
8. The student is then informed of the outcome.

In the event the student appeals the sub-committee's decision, the case is then forwarded to the University Disciplinary Committee. Serious cases may be referred by the academic unit directly to the

Non-Academic Conduct

The Royal Dahir bearing law No, 1-93-227 stipulates that "Immediate suspension of any student may be decided by the President in case of violation of university regulations, particularly for conduct contrary to good morals and ethics or for illegal use, possession and distribution of drugs or psychotropic substance."

Defamation: libel and slander

Defamation is the communication of a false statement that harms the reputation of an individual, business, product, group, government, religion, or nation. It is a heinous act that is defined to mean here the lowly oral (slander), written, or electronic publication of a false statement of act (libel) that exposes a member of the University to loss of the good will and confidence of others, or harm their reputation as to deter others from associating with the person or the University. If proven, it could lead to suspension or expulsion from the University under the provision of the University Code of Conduct. Instances of such prohibited behavior that are clearly minor, may be resolved at the VPSA's office level.

Failure to comply with directives of a University Official

Students are also expected to comply with instructions given by University officers while performing their duties. Refusals to comply with their

instructions and provide identification when requested, or providing false and/or misleading information or giving false reports makes the offender subject to disciplinary action.

Disrespecting a university officer, staff, or faculty member

It is the expectation of the university that students will conduct themselves in a civil manner. Disrespecting a member of the university is not tolerated and is severely sanctioned with up to one year suspension or in some cases expulsion may be warranted.

Frivolous Accusations and False Testimony

Frivolous accusations and false testimony can lead to very serious consequences and are thus considered offences. If suspected and proven, they are sanctioned by up to expulsion from AUI.

Visitation between members of the opposite gender

Students are prohibited from visiting other students from the opposite sex. This policy is strictly enforced. Students should not mix in the same dorm room under any circumstance whatsoever. Breach of this rule is considered a serious offence punishable by up to expulsion from the University.

Hot plates and Hookahs

Hotplates and water pipes are fire hazards; their use in residences is forbidden. When found in a dorm room, they are confiscated and violators are subject to a stiff fine and disciplinary action including denial of on campus housing privileges.

Random room inspections are performed by Security in the presence of an SGA representative and a staff member from housing.

- 1st violation, a fine of 400 MAD is imposed on the violator and a warning that the next violation will be stiffer
- 2nd violation, a fine of 1000 MAD is imposed and the student is warned that she/he may lose housing privilege for the following semester.
- 3rd violation, the culprit is informed that he/she will be denied housing for the next semester.

However, periodic awareness campaigns are organized to sensitize students to the dangers posed by the use of such equipment in hall residences.

Smoking

Smoking cigarettes in buildings is absolutely prohibited. For safety reasons, smoke detectors have been installed in all rooms. Smoking is prohibited in covered areas and within 5 meters from buildings. It is prohibited inside all AUI facilities and buildings, including residence corridors, offices, and classrooms. Smoking is also prohibited in open-air high density gatherings, such as sports events, outdoor concerts, etc. Violators may be subject to a wide range of sanctions from fines, to loss of housing privileges, to banning from some activities or events, to suspension in repeat cases.

Tampering with Fire Extinguishers, Smoke Detectors, and Fire Alarms

Playing with extinguishers, removing or covering smoke detectors, and misusing fire alarms are strictly prohibited. Violators are subject to very stiff fines and/or loss of on-campus housing. The University also reserves the right to refer the matter to the locale authorities.

Drugs and Alcoholic Beverages

It is strictly prohibited to possess, manufacture, use, sell, or distribute illegal drugs or alcoholic substances or any prescription drugs on university grounds. Same applies to persons found in an altered state of mind on university grounds.

The university reserves the right to search rooms and belongings to enforce its regulations and use dogs when necessary. Students suspected of

drug use may be asked to submit to drug tests. Refusing an inspection or refusing to submit to these tests and provide the results will be construed as admission of guilt and the student is then subject to disciplinary action. However, the University offers counseling and medical services to students who have an addiction problem and wish to seek help. Confidentiality and help are guaranteed to those who request it. University security and housing staff are entrusted with the task of ascertaining whether students are complying with acceptable standards in this respect and of reporting any violations.

Engaging in any controlled substance activity is a serious violation punishable by expulsion from the university.

Drug Paraphernalia

Paraphernalia is any tool used to use or dispense illicit drugs. These include pipes used to smoke weed such as water pipes, sebsis, rolling papers, rollers, syringes or any other tool for drug use. It is prohibited to possess or keep such items on university premises. Possession of paraphernalia can result in loss of housing privileges, suspension, or even expulsion from the university.

Alcohol Test at the Gate

All students may be subject to random field sobriety tests. Before a decision is made whether a test should be administered and if there is sufficient reason to believe a student is intoxicated such as slurred speech, loudness, belligerence, etc., the student is subjected to a field sobriety test first (i.e. walking in a straight line to determine if they can maintain their balance).

If a person fails the physical test and there is sufficient reason that warrants administering an alcohol test, the student is then asked to blow in the breathalyzer to determine the amount of alcohol in his/her system. The alcohol to blood ratio will be based on Moroccan law.

Sexual Offences and Sexual Harassment

Al Akhawayn University does not tolerate sexual harassment or offence, and most cases are also punishable under Moroccan law. Penalties for sexual offences or sexual harassment assessed by the University extend up to expulsion from the University, and those who harass or commit sexual offences may be sued by victims through the Moroccan justice system.

Sexual coercion is any act of using physical, verbal, and emotional pressure, alcohol or drugs, or force to have sexual contact with someone against her/his will.

Consent is defined as freely expressed willingness to participate in mutually agreed upon sexual activity and may be withdrawn at any time. Consent is not present when physical force, threats, intimidation, and or coercion are used. Consent is the agreement by choice.

Silence does not constitute consent.

Rape is defined as sexual intercourse of any kind when no consent is given or where consent is withdrawn. This includes any non-consensual sexual act

by a friend, partner, ex-partner, acquaintance, colleague, a family member, and/or a stranger achieved by use of physical force, coercion, deception, or threat, and/ or when the victim is mentally or physically incapacitated or impaired for any reason (including voluntary or involuntary alcohol or drug consumption), asleep or unconscious.

Attempted rape is an attempt to commit rape in which the perpetrator makes a substantial but unsuccessful effort to rape the victim.

Sexual harassment

Sexual harassment is any unwelcome behavior of a sexual nature in the form of sexual advances, requests for sexual favors, and/or other verbal or physical advances or conduct of a sexual nature creating an atmosphere of discomfort, intimidation, hostility and/ or offense felt by the recipient. Examples of sexual harassment may include, but are not limited to sexually

oriented communication (e.g. whistling, leering, cat-calling, chatting up, and other sexual flirtations and propositions); subtle pressure or requests for sexual activity; persistent attempts to change a professional relationship into a personal relationship; requesting or demanding sexual favors accompanied by an implied or overt promise of preferential treatment; unwanted touching of an individual's body or clothes; and sexual assault or battery.

Support for Cases of Sexual Offences or Sexual Harassment

If a member of AUI has concerns about the nature of any conduct or physical contact by an employee (faculty and staff) or by a student, they may discuss their concern with a member of the No Violence Alliance (NoVA): nova@ui.ma: or telephone 0600663172 (or the on-campus extension 888). All such discussions will be kept full confidence for those of majority age and with complete discretion in all cases. At the request of a complainant, NoVA will work to obtain protection, assistance in getting harassment to stop, medical help, psychological/emotional support, and/or legal information and support in filing official complaints and assuring that formal complaints are investigated and adjudicated promptly.

Public Display of Affection (PDA)

Holding hands, hugging, and kissing on the cheek are acceptable. However, due to their intimate, acts such as lying down, sitting on laps, petting,

kissing on the lips, or deeper passionate contact is interpreted as Public Displays of Affection (PDA) on university grounds. Those committing acts of PDA may be subject to disciplinary action up to, and including, but not limited to student expulsion.

Physical and Verbal Abuse

Intentionally causing physical injury to another person, striking, shoving, kicking or otherwise subjecting a person or persons to physical pain

or threatening to do so is a serious offense. Using racial or sexist slurs, insulting, scolding, swearing, cursing or using bad language against any AUI community member or visitor on AUI-managed grounds, is strictly prohibited. Communicating by telephone, e-mail, voicemail or any other electronic or written communication in a manner likely to cause annoyance or alarm is also prohibited.

Racism

Racism is defined as the belief that there are innate differences among the various human races which determine who they are, their level of

intelligence and achievement. This belief usually involves the idea that one's own race is superior to others. (Dictionary.com) Using racial slurs, insulting, scolding, swearing, cursing or using bad language against an AUI community member or visitor on university grounds including the sports complex and housing areas are strictly prohibited.

Discrimination

Conduct that limits or denies equal treatment of another person or persons because of race, color, gender, religion, age, ability, marital status, national or ethnic origin are all prohibited by AUI internal policies. Violators may be subject to serious disciplinary action.

Bullying

Dictionaries define a bully as "a blustering, quarrelsome, over bearing person who habitually badgers and intimidates smaller or weaker people." Bullying is not tolerated at AUI and is subject to serious disciplinary action up to expulsion from AUI.

Vandalism, Fire, and Safety

Destroying, damaging or defacing University property, other on-campus businesses or any other property is prohibited. Students are liable for all damage they cause, whether intentionally or unintentionally, unless the damage is the result of a defect of the object damaged. Living in a forest environment and in housing mainly built with wood has its risks. Therefore, tampering with fire-safety equipment or fire alarms, carelessly or deliberately igniting fire on University grounds outdoors or inside buildings is prohibited.

The use or storage of candles, kerosene lamps, electric stoves, and hotplates or other open-flame devices or combustible substances in residence halls without prior approval from Housing Services and Residence Life Director is strictly prohibited. Any reckless or intentional actions which could endanger the safety of oneself or others, or which result in physical harm to oneself or others or in damage to University property are prohibited.

Forging and Unauthorized Use of IDs, Computers...

Forging, changing, accessing, disfiguring, or destroying without prior authorization any university soft or hard documents or records is strictly forbidden. Entering false information or giving false information (including identification) to University officers, forging or altering University

paperwork, tickets, forms, keys or any means of access to University facilities or programs is strictly prohibited and liable to disciplinary actions against perpetrators and their accomplices.

Theft

Theft, attempt thereof, or knowingly possessing stolen property is prohibited. Removal of University property from one place to another without proper authorization may be considered theft. Unauthorized use of property or service of the University or University businesses is also classified as theft. User IDs and passwords are assigned to individuals. They are for the exclusive use of the individuals to whom they are assigned. Individuals are responsible for any wrongdoing traced to their user IDs. Gaining or attempting to gain unauthorized access to user IDs, computers, accounts or networks is prohibited.

Dress Code

Appropriate clothing is required, particularly in classes and offices. Students are urged to dress decently while on campus. It is advisable to avoid wearing see through clothes, low cut shirts that show cleavage, short shorts, or miniskirts. All students are required to respect the institution and its values.

Respect for the Environment

Students are expected to respect the natural environment by disposing of waste in the designated trash receptacles located throughout campus. In addition, students should be aware that walking, sitting, or congregating on the grass is not allowed. Finally, students should do their best to conserve water and electricity on campus.

Gambling

Gambling or any activities related to gambling, where money or possessions are exchanged, are prohibited. Card games are permitted on campus as long as no betting or illegal transactions are made.

Weapons

Use, storage, or possession of dangerous weapons or devices including, but not limited to, knives, hunting rifles (even if licensed), ammunition, or fireworks are prohibited on campus.

Noise

It is the right of all campus residents to attend classes, work, and sleep without disturbance. Therefore, everyone on campus is required to keep the noise to a minimum level during working hours, class hours and quiet hours inside dorms, especially during final exams and preparation weeks.

Public Order

Students are free to voice dissent in an orderly manner in all legally permitted ways, including, but not limited to, writing articles, making suggestions, submitting petitions and seeing the persons in charge directly. However, engaging in conduct, alone or in concert with others, which is intended to obstruct, disrupt, or interfere with any scheduled program,

academic, social, sporting or entertainment activity either sponsored, performed, or authorized by the University is prohibited.

Proselytizing

Attempting to convert others to one's religious beliefs is strictly prohibited.

Improper Conduct Off-Campus

The behavior of students on and off campus impacts the reputation of AUI. Therefore, any misconduct or misbehavior involving AUI students outside of the University that may harm AUI students' reputation will be dealt with as a matter that concerns the disciplinary committee.

Badges and Identification

All AUI personnel and students shall carry an AUI ID at all times on University grounds. The existing IDs can be used for this purpose and will be considered as access permits to university grounds.

Campus Curfew

In order to assure an environment conducive to academic study, students who leave campus and are planning to return must do so by 12:00am (midnight), Sunday through Thursday, which are the nights prior to a class day. There is no curfew for Friday or Saturday night unless the next day is a make-up class day.

Curfew applies when coming to campus starting at midnight:

- 1st time violation, student will be asked to provide an explanation in writing.
- 2nd time violation, student must perform 10 hours of service to university. He/she will be directed to one of the departments to spend the 10 hours.
- 3rd violation, student receives a letter that he/she will lose housing privileges during the following semester. He/she is put on notice that he/she must make arrangements for his own housing outside of campus.

The student can appeal the decision to the President within 48 hours from receipt of the letter. The appeal is not a guarantee that the decision will be reversed. If this violation happens during the semester of graduation, the

curfew violator will be fined 500 MAD.

Discipline at AUI

The university is committed to providing an environment where sensitivity, tolerance, and respect are maintained for all members of the university community and the larger Ifrane community.

Imposed sanctions are intended to facilitate these goals. Fines and punishment intend to punish those who regress from these commitments. While they may initially be perceived as harsh or punitive, their purpose is to promote an environment in which good citizenship can flourish among and between students and other members of the university community.

This university recognizes that a student's personal circumstances, developmental stage, or lack of maturity can get in the way of his/her success at a given time; however, reasonable growth and/or change in behavior may warrant a second chance.

The sanctions listed below are intended to hold students accountable for violations of the Student Code of Conduct. Previous violations or lack thereof may be taken into consideration when the Disciplinary Committee is assigning a punishment. Students are held responsible, not only for their behavior, but also that of their guests while on campus.

Sanctions may be imposed on the student when his/her guest, who is not a student of the university, violates the university's rules and regulations. Students are strongly advised and encouraged to consult with the SGA with regards to their rights and responsibilities under the Student Code of Conduct and Disciplinary Procedures.

Disciplinary Proceedings

The disciplinary process determines whether a violation of AUI's Student Code of Conduct has occurred and, if so, what appropriate sanctions should be imposed. The student disciplinary process is administrative in nature and is not meant to be a court-like process. However, the accused student is presumed innocent until proven otherwise. He/she is treated with the respect that they deserve and are entitled to. It is worth noting that at times, minor deviations from the procedures below will not invalidate a decision unless they substantially bias and impact the accused student(s).

Authority

Authority is vested in the Student Disciplinary Committee by the University President, who has a final say on the imposed sanctions.

The Student Disciplinary Committee is composed of Executives, Deans, Professors, and members of the SGA. The Committee's responsibility is to ensure the fair and respectful administration of the disciplinary process when reviewing incidents involving violations of the Student Code of Conduct.

Sanctioning Guidelines

Al Akhawayn University sanctioning guidelines are by no means comprehensive. The purpose of the guidelines is to ensure a certain level of consistency with sanctioning. The Committee considers precedents but reserves the right to stray away from the guidelines if the circumstances require it and a rationale can be provided for doing so.

How Sanctions are used

Please note that an attempt is always made by the Committee to pair both administrative sanctions and educational conditions to achieve outcomes that educational institution's discipline processes are normally aimed to achieve.

If a student has a prior disciplinary history, the nature of the prior violations and the sanctions and conditions imposed are considered by the Student Disciplinary Committee in determining appropriate sanctions and conditions for the most recent violation.

Off Campus Conduct/Breach of Laws

University students are subject to the laws of the Kingdom of Morocco. The University will not carry out disciplinary procedures when a student

is charged off-campus with a crime or a violation of the law until such time that the matter is settled by the relevant judicial authority. The University may however suspend the student in case of serious offenses. The University however, reserves the right to apply its own disciplinary actions. Students who breach national laws or university rules off campus, when such conduct is likely to have an adverse effect on the image of the

university, or affect the student's fitness as a member of the university community, are subject to reasonable and appropriate disciplinary action, including suspension and expulsion.

Complaint Procedure

Filing an Incident/Grievance Report

An incident report is a detailed, written description of an alleged violation or incident. Any member of the university community may report a suspected violation of the Student Code of Conduct, in writing, to the Security Department. Complaints must be filed immediately after the incident that precipitated the complaint.

Preliminary Review of Complaint

Upon receipt of the incident report, the VPSA office conducts a preliminary review of the complaint by questioning persons thought to have knowledge of the particular incident, including the alleged perpetrator. If a person alleged to have violated the Student Code of Conduct is questioned, he/she must be informed of the nature of the related incident and that he/she is being investigated. The official conducting the investigation does the following:

- Gathers facts about the case through interviews of all involved including witnesses, reports, and any other evidence relevant to the case.
- Invites the student and informs him/her of the alleged misconduct, the Student Code of Conduct and disciplinary procedure, the findings of the investigation including the evidence, and the potential charges.
- Allows the student to respond to the findings.
- Informs the student of the right to an informal hearing with the administration.

A case is first considered to determine if the case is serious enough and whether:

1. The case involves an infraction of the Student Code of Conduct
2. The case can be resolved through arbitration, if it is a dispute

3. The case is serious and warrants referral to the Disciplinary Committee.

The Administrative Committee holds a conference with the student(s) to make sure that he/she fully understands the allegations and the possible consequences of his/her actions.

The Informal Hearing

If the Administrative Committee determines that the case is not serious enough to refer to the Disciplinary Committee, or if the evidence is clear and the accused admits to it, an informal hearing is scheduled and all parties involved are invited and seen separately.

The informal hearing is designed to give the student (s) involved in an infraction or a dispute the chance to take responsibility for their own actions and/or resolve differences in a civil manner. If the student(s) agrees to resolve the conflict through mediation and/or accept sanctions determined by the Administrative Committee, a written summary of the case including a statement of the evidence, findings, and sanctions is signed by the student(s).

A copy is then filed with the office of the VPSA and a copy is provided to the student. This concludes the case and the sanctions, if any, are then implemented. If the student does not accept the sanctions proposed by the Administrative Committee or if the Committee determines that the allegation(s) or reports of misconduct are serious and are not unfounded, a statement of charges with supporting evidence including a list of witnesses along with a notice of entitlement to a hearing is sent to the student(s) involved. A date and time for the hearing is specified and all involved are invited to appear before the Disciplinary Committee.

The Formal Hearing

Notification of Complaint

If the VPSA finds that there is sufficient information or basis to support the complaint, the alleged violator will be notified of the complaint in writing of the date, time, and place of the hearing, by email (return-receipt requested), and the notice will be hand-delivered to the student's campus residence or address as it appears in the Registrar's Records.

Disciplinary Committee Hearing

The Student Disciplinary Committee consists of members of the university community selected by the President or his/her designee in consultation with the Deans of Schools.

- After the student has been given notice of the complaint, a meeting of the Student Disciplinary Committee is held with all interested parties separately; the alleged violator of the Code of Conduct, the plaintiff or person submitting the incident report, if necessary, and the witnesses, if any, to determine all the facts surrounding the incident.

- The Committee shall review all of the findings and impose appropriate sanctions or make a recommendation, which will be sent to the President for his/her final approval,

- Failure to respond and/or participate in either the Preliminary

- Review or the Disciplinary Committee Review will result in a decision being made in the student's absence.

Order of Proceedings

The Chair of the Disciplinary Committee shall bring the hearing to order and shall proceed in the following manner:

- Introduce the case to the Committee

- Read charges against the student(s)

- Explain the rights of the parties and entertain questions from them concerning the procedures to be followed

- Present evidence in support of the charges

- The accused student shall present evidence in his/her defense against charges

Evidence

The term evidence refers to the means by which alleged facts are either proved or disproved. It includes the testimony of witnesses and documentary or objective exhibits offered by the parties.

The Chair of the Student Disciplinary Committee has the final say about the admissibility of evidence, the credibility of the witnesses, the weight to be given to the evidence or any inference drawn the reform.

The members of the committee may ask questions of witnesses of the involved parties as may be deemed appropriate to ascertain the facts, or to aid the Chair in deciding upon the admissibility of evidence, the credibility of a witness, or the weight to be given to evidence admitted. AUI reserves the right to require students to get tested for drugs and submit results.

Decisions

The members of the Committee then deliberate and a vote is taken regarding the decision. A written decision is then prepared by the VPSA describing the charges, findings, and conclusions.

If the student is found responsible for any of the charges, the disciplinary action shall be stated in the decision. A copy of the decision shall be delivered to the student's campus residence and the original shall be made a part of the record of the case.

Record of Hearing

The record in a disciplinary proceeding shall consist of:

- a copy of the statement of charges and evidence required;
- a copy of the notice required;
- all motions or requests presented to the Chair of the Committee by all parties;
- All agreements entered into by the parties;
- Minutes of the proceedings and any transcript thereof;
- All evidence presented at the hearing;
- The decision of the Committee.

Upon rendition of a decision, the Chair shall certify to the completeness of the record and it shall become a record of the VPSA.

The contents of the record shall be separate from the student's academic record. It will not be open to public inspection, but will be available to the personnel of the University, the University System, and the student involved. The record may also be available in the event of an appeal of the decision of the Committee or the institution.

*The record in the disciplinary case as described above may be destroyed by an officer designated by the VPSA five years after final disposition of the case. Prior to destroying the record, the VPSA prepares a record that includes the name of the student involved, the nature of the charge, the penalty assessed, the final outcome of the case, and other information as may be

deemed pertinent to be maintained as permanent confidential record.

Notation of Penalty by Registrar

The designated discipline official shall notify the Registrar when one of the following penalties is imposed in a disciplinary case:

- Bar from re-admission
- Drop from enrollment
- Withhold degree or transcripts
- Denial of degree or transcripts
- Suspension from the University
- Expulsion from the University

The Registrar may make a permanent notation of such action on the transcript of the student involved, or a note may be attached to the student's record stating that a hold has been placed on the transcript and/ or enrollment.

Nature of Disciplinary Sanctions

Any one or more of the actions listed below may be imposed upon a student who has engaged in conduct which violates a rule, regulation, or administrative order of AUI and/ or Moroccan law. The disciplinary action assessed in a particular case will depend upon the nature of the conduct

involved and the circumstances and conditions which existed at the time the student engaged in such conduct.

The following is a list of possible sanctions that may be imposed on violators of the Student Code of Conduct. Other penalties may be imposed as deemed appropriate by the Student Disciplinary Committee.

1. Oral Warning

The student is called in to the VPSA office and a verbal warning is delivered. Clear instructions are given to the student specifying that the behavior violates the Student Code of Conduct, the behavior must stop, and recurrence of the conduct may be cause for more serious sanctions. The warning is recorded and placed in the student's file.

2. Written Warning

A formal written notification is delivered to the student expressing disapproval of conduct and listing the University rules or regulations that were breached. The notification also states that continuation or repetition of the conduct, within a specified period of time, may be cause for more serious disciplinary action.

3. Fines

The student may be required to pay a fine to the university. Failure to do so will result in a registration block, the withholding of a student's transcript and/or denial of either graduation or continued enrollment at the university.

4. Restitution

The student may be required to pay for damage or loss caused to either university or individual property. Failure to do so will result in a registration block, the withholding of a student's transcript and/or denial of either graduation or continued enrollment at the university.

5. Community Service Work

The student may be required to perform a specific number of hours of community service work to be accomplished in a specific time. It is important to keep in mind that Community Service is not considered as a punishment but rather as a positive act of kindness to make up for a breach

of the Student Code of Conduct.

6. Disciplinary Probation

A written notification is imposed and delivered to the student indicating that he/she is at risk and that any further violation of the Student Code of Conduct while on disciplinary probation may result in suspension or expulsion.

7. Restriction

The student may be denied privileges or use of certain university facilities or the right to participate in certain activities for a specified period of time.

8. Termination Of Housing Privilege

The student may be denied the privilege of living on campus or in any university accommodations off campus. Residents must be aware that, any

student dismissed from the university housing for disciplinary reasons is not entitled to a refund of his/her housing charges, including the deposit.

9. Academic Suspension

A student may be suspended for a set period of time ranging from one to two semesters and may not attend classes, take examinations or participate in activities. Suspension may require fulfillment of conditions for re-admission. In case student filing appeal is readmitted, university housing is not guaranteed. The student must find his/her own accommodation outside of the university.

10. Expulsion

A student may be dismissed from the university and asked to vacate the university property effective immediately. Readmission will not be considered.

11. Emergency Suspension

An immediate emergency suspension may be imposed on a student by the President of the university, or a senior officer authorized by the President, when, in the judgment of the President, such action appears necessary for reasons relating to a student's physical or emotional safety and well-being,

or for the well-being of members of the university community, or to prevent damage or theft of university property.

12. Duration of Suspension

Emergency suspension may remain in effect until the Student Disciplinary Committee has taken action with regard to the student and the student complies satisfactorily with the Committee's requirements. However, the suspension may be lifted earlier by action of the President or an authorized senior officer.

13. Expedited Hearing

A student suspended under the emergency authority may request an expedited hearing before the Disciplinary Committee. The panel shall schedule a hearing within two (2) school days of the request or as soon thereafter as possible.

Multiple Charges

It is not necessary to list every charge that may apply to an incident. Rather, the Committee chooses the most appropriate charges to respond to the incident keeping in mind the educational and developmental objectives of the discipline process.

Student's Prior Records

If a student has a prior history of disciplinary action, then this history is taken into consideration by the Student Disciplinary Committee. If the nature of the offense(s) are similar to the current offense (i.e., both involve smoking, both involve violence, both involve disorderly conduct, etc.), the sanction will generally be graduated from one level to the next. For example, a student who received a written warning for an incident involving smoking indoors, will generally receive a minimum of disciplinary probation, restriction, or other more serious sanction for a second incident involving smoking.

Students who engage in violations that are motivated by race, gender, national origin, ethnicity, and ability, may receive escalated sanctions.

Restraining Orders/Behavior Contracts

A restraining order or behavior contract is a written agreement about how

the individual must behave. It will indicate the appropriate consequence should the student neglect to behave according to the contract. The behavior contract is often an effective form of behavior modification.

Developing the Contract

The contract is usually written in collaboration with both the accuser and accused. It is wise to involve the parent under certain circumstances. The contract includes the following:

- The terms. (I.e. Will stay within a 100 meters from someone or something or will not try to contact directly or through others)
- The consequences should the perpetrator not adhere to the terms of the contract/order.
- Length of time should be clearly stated in the contract.
- Set a date for reviewing the contract or lifting the order.

Appeal Process

Timing for Appeals

Once sanctions are imposed, the sanctioned student has the right to appeal on the grounds listed below.

1. Appeals must be filed in writing with the President or his/ her designee within two (2) school days of receipt of the decision. Sanctions imposed will remain in effect pending a decision on the appeal.
2. The appeal shall specify the basis of the appeal. Failure to file a timely written appeal shall constitute a waiver of any right to appeal.

Grounds for Appeal

1. A decision may be appealed if it can be clearly and specifically demonstrated that sufficient evidence shows that the sanctioned student was denied a fair hearing
2. Sanctions may be appealed only when it can be established that there is an obvious discrepancy between the violation and the imposed sanctions (the punishment does not fit the conduct violation).

3. Sanctions may be appealed if they cause undue hardship on the student's ability to continue or pursue his/her studies and/or stay in school.

General Provisions

1. Students are responsible for strict adherence to all deadlines and procedures for the filing of appeals
2. New information or evidence provided by the student may be considered on an appeal
3. Documents filed in an appeal shall become part of the record.
4. All documents related to the proceedings shall be available to the Student Disciplinary Committee.

Other Provisions

An accused student who fails to appear at a disciplinary hearing shall be suspended from the University. Notice of suspension shall be issued by the VPSA or his/her designate and will remain in effect until such time as the accused student shall appear before the VPSA or his/her designee and a new date and time for a disciplinary hearing is set. Failure to appear for a second time without intervention of extraordinary circumstances will result in expulsion from the University.

Basis of Review of Appeal

- The President of the University or his/her designee shall be responsible for reviewing all appeals.
- The procedures to be used in reviewing an appeal, and for providing notification of the decision, will be determined by the President or his/her designee.
- The decision of the President or his/her designee is final.

The President may approve, reject, or modify the decision in question, or may require that the original hearing be reopened for the presentation of additional evidence and reconsideration of the decision. If the appeal is denied, the original decision stays and is implemented. However, if a decision is upheld in a case involving the illegal use, possession and/or sale of a drug or narcotic on campus, the penalty may not be reduced below the

minimum penalty prescribed for such an offence.

Arguments either in support of or against the decision under review will be considered and the outcome will be communicated in writing to the party making the appeal. The outcome of an appeal review will be communicated in writing to the accused student as soon as it is issued by the President.

Student Clubs and Organizations Discipline

Student organizations, which are officially recognized by the university, shall be prohibited from engaging in, or authorizing its members to engage in, actions which are considered violations of the Student Code of Conduct.

Procedures

1. A committee that is composed of SAO officers and members of SGA and designated by the VPSA is authorized to investigate complaints against student organizations and, if necessary, charge the organization for violation of the Student Code of Conduct.
2. Charges will be served on the President of the organization. The organization must respond in writing within five (5) school days of receipt of the notice.
3. Failure to submit a timely response will constitute an admission of the allegations stated in the notice and may result in sanctions being imposed on the organization.
4. The Office of Student Activities may suspend the activities of the charged organization pending the review of the complaint.
5. The Committee will review the charges and response from the charged organization to determine whether or not the organization violated the Student Code of Conduct. If it is found that the organization violated the Code of Conduct, the Committee will recommend the appropriate sanction to the VPSA.

Sanctions

1. Any student organization found in violation of the Student Code of Conduct shall be subject to revocation of their charter to operate. The VPSA office may impose a lesser sanction as deemed appropriate.

2. Disciplinary sanction of a student organization will not preclude disciplinary action for an individual student if he/she is specifically charged in the same incident. Charges against individual students will be reviewed as outlined above.

Appeals by Student Organizations

The Vice President for Student Affairs or his/her designees shall review appeals for the decisions made regarding student organizations using the procedures described above.





Class Schedule

Day	Time	Class	Prof.	Bdg./Rm
Mon.

Tue.

Wed.

Thu.

Fri.

Faculty Office Hours

Course	Prof.	Bdg./Rm	M	T	W	Th	F
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Class Schedule

Day	Time	Class	Prof.	Bdg./Rm
Mon.

Tue.

Wed.

Thu.

Fri.

Faculty Office Hours

Course	Prof.	Bdg./Rm	M	T	W	Th	F
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Class Schedule

Day	Time	Class	Prof.	Bdg./Rm
Mon.

Tue.

Wed.

Thu.

Fri.

Faculty Office Hours

Course	Prof.	Bdg./Rm	M	T	W	Th	F
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27 Monday

General Faculty Convocation

28 Tuesday

29 Wednesday

New and International Students Registration and Speech of the President
New students Orientation Program

30 Thursday

New students Orientation Program
Continuing Student Registration & Fee Payment

31 Friday

New students Orientation Program
Continuing Student Registration & Fee Payment

1 Saturday

2 Sunday

New students Orientation Program

3 Monday

Classes Begin. First day of late registration

First day of Add/Drop (schedule revision)

4 Tuesday

5 Wednesday

6 Thursday

Last Day to Revise Schedule - courses dropped will not reflect on transcript. Last day of Late Registration.

7 Friday

8 Saturday

9 Sunday

10 Monday

11 Tuesday

First of Muharram (To be confirmed)

12 Wednesday

First of Muharram (To be confirmed)

13 Thursday

14 Friday

15 Saturday

16 Sunday

17 Monday

18 Tuesday

19 Wednesday

20 Thursday

21 Friday

22 Saturday

23 Sunday

24 Monday

25 Tuesday

26 Wednesday

27 Thursday

28 Friday

29 Saturday

30 Sunday

Notes

1 Monday

2 Tuesday

3 Wednesday

4 Thursday

5 Friday

6 Saturday

7 Sunday

Notes

8 Monday

9 Tuesday

10 Wednesday

11 Thursday

12 Friday

13 Saturday

14 Sunday

15 Monday

16 Tuesday

17 Wednesday

18 Thursday

19 Friday

20 Saturday

21 Sunday

22 Monday

23 Tuesday

24 Wednesday

25 Thursday

Last day for faculty to return the Mid-Semester reports

26 Friday

27 Saturday

28 Sunday

29 Monday

Last Day to Drop a Course with "W". Beyond this date "WP" or "WF"

30 Tuesday

31 Wednesday

1 Thursday

2 Friday

3 Saturday

4 Sunday

5 Monday

Mandatory Pre-Registration for Spring 2019

6 Tuesday

Mandatory Pre-Registration for Spring 2019

Holiday: Green March

7 Wednesday

Mandatory Pre-Registration for Spring 2019

8 Thursday

Mandatory Pre-Registration for Spring 2019

9 Friday

Mandatory Pre-Registration for Spring 2019

10 Saturday

11 Sunday

12 Monday

Mandatory Pre-Registration for Spring 2019

Last Day to Drop a Course with "WP" or "WF"

13 Tuesday

Mandatory Pre-Registration for Spring 2019

14 Wednesday

Mandatory Pre-Registration for Spring 2019

15 Thursday

Mandatory Pre-Registration for Spring 2019

16 Friday

Mandatory Pre-Registration for Spring 2019

17 Saturday

18 Sunday

19 Monday

20 Tuesday

21 Wednesday

22 Thursday

Holiday: Eid Al Mawlid (to be confirmed)

23 Friday

Holiday: Eid Al Mawlid (to be confirmed)

24 Saturday

25 Sunday

26 Monday

27 Tuesday

28 Wednesday

Last day for graduate students to register for project/thesis defense

29 Thursday

30 Friday

1 Saturday

2 Sunday

December 2018

December 2 December 9

Notes

3 Monday

4 Tuesday

5 Wednesday

6 Thursday

Last Day to Withdraw from the University

7 Friday

8 Saturday

9 Sunday

Notes

10 Monday

11 Tuesday

12 Wednesday

Last Regular Class Day

13 Thursday

Review Day

14 Friday

Final Exams (including Common Exams -3 days-)

15 Saturday

16 Sunday

Final Exams (including Common Exams -3 days-)

17 Monday

Final Exams (including Common Exams -3 days-)

18 Tuesday

Final Exams (including Common Exams -3 days-)

19 Wednesday

Final Exams (including Common Exams -3 days-)

20 Thursday

Final Exams (including Common Exams -3 days-)

21 Friday

Final Exams (including Common Exams -3 days-)

22 Saturday

23 Sunday

24 Monday

Final Day for Faculty to Submit Semester Grades

25 Tuesday

26 Wednesday

27 Thursday

28 Friday

29 Saturday

30 Sunday

31 Monday

1 Tuesday

2 Wednesday

3 Thursday

4 Friday

5 Saturday

6 Sunday

7 Monday

General Faculty Convocation

8 Tuesday

9 Wednesday

New and International Students Registration and Speech of the President
New students Orientation Program

10 Thursday

New students Orientation Program
Continuing Student Registration & Fee Payment

11 Friday

Independence manifesto
New students Orientation Program
Continuing Student Registration & Fee Payment

12 Saturday

New students Orientation Program
Continuing Student Registration & Fee Payment

13 Sunday

14 Monday

Classes Begin. First Day of Late Registration.
First Day to Add/Drop (Schedule Revision).

15 Tuesday

16 Wednesday

17 Thursday

Last Day to Revise Schedule- courses dropped will not reflect on transcript-
Last day of Late Registration

18 Friday

19 Saturday

20 Sunday



21 Monday

22 Tuesday

23 Wednesday

24 Thursday

25 Friday

26 Saturday

27 Sunday

28 Monday

29 Tuesday

30 Wednesday

31 Thursday

1 Friday

2 Saturday

3 Sunday

4 Monday

5 Tuesday

6 Wednesday

7 Thursday

8 Friday

9 Saturday

10 Sunday

11 Monday

12 Tuesday

13 Wednesday

14 Thursday

15 Friday

16 Saturday

17 Sunday

18 Monday

19 Tuesday

20 Wednesday

21 Thursday

22 Friday

23 Saturday

24 Sunday

25 Monday

26 Tuesday

27 Wednesday

28 Thursday

1 Friday

2 Saturday

3 Sunday

4 Monday

Spring Break –Students and Faculty-

5 Tuesday

Spring Break –Students and Faculty-

6 Wednesday

Spring Break –Students and Faculty-

7 Thursday

Spring Break –Students and Faculty-

8 Friday

Spring Break –Students and Faculty-

9 Saturday

10 Sunday

11 Monday

12 Tuesday

13 Wednesday

14 Thursday

15 Friday

Last day to return the Mid-Semester reports

16 Saturday

17 Sunday

March 2019

March 18 March 24

Notes

18 Monday

19 Tuesday

20 Wednesday

Last Day to Drop a Course with "W". Beyond this date "WP" or "WF"

21 Thursday

22 Friday

23 Saturday

24 Sunday

25 Monday

26 Tuesday

27 Wednesday

28 Thursday

29 Friday

30 Saturday

31 Sunday

1 Monday

Mandatory Pre-registration for Summer and Fall 2019

2 Tuesday

Mandatory Pre-registration for Summer and Fall 2019

3 Wednesday

Mandatory Pre-registration for Summer and Fall 2019

4 Thursday

Mandatory Pre-registration for Summer and Fall 2019

5 Friday

Mandatory Pre-registration for Summer and Fall 2019

Last Day to Drop a Course with a "WP" or "WF"

6 Saturday

7 Sunday

8 Monday

Mandatory Pre-registration for Summer and Fall 2019

9 Tuesday

Mandatory Pre-registration for Summer and Fall 2019

10 Wednesday

Mandatory Pre-registration for Summer and Fall 2019

11 Thursday

Mandatory Pre-registration for Summer and Fall 2019

12 Friday

Mandatory Pre-registration for Summer and Fall 2019

13 Saturday

14 Sunday

15 Monday

16 Tuesday

17 Wednesday

Last day for graduate students to register for project/thesis defense

18 Thursday

19 Friday

20 Saturday

21 Sunday

22 Monday

23 Tuesday

Last Day to Withdraw from the University

24 Wednesday

25 Thursday

26 Friday

27 Saturday

28 Sunday

Notes

29 Monday

30 Tuesday

Last Regular Class Day

1 Wednesday

Holiday: Labor Day

2 Thursday

Final Exams (including Common Exams -3 days-)

3 Friday

Final Exams (including Common Exams -3 days-)

4 Saturday

5 Sunday

Final Exams (including Common Exams -3 days-)

6 Monday

Final Exams (including Common Exams -3 days-)

7 Tuesday

Final Exams (including Common Exams -3 days-)

8 Wednesday

Final Exams (including Common Exams -3 days-)

9 Thursday

Final Exams (including Common Exams -3 days-)

10 Friday

11 Saturday

12 Sunday

13 Monday

14 Tuesday

Final Day for Faculty to Submit Semester Grades

15 Wednesday

16 Thursday

17 Friday

18 Saturday

19 Sunday

20 Monday

21 Tuesday

22 Wednesday

23 Thursday

24 Friday

25 Saturday

26 Sunday

27 Monday

28 Tuesday

Registration & Fee Payment

29 Wednesday

Registration & Fee Payment

30 Thursday

Classes Begin First Day of late Registration.
First Day to Add/Drop (Schedule Revision)
Last Day to Revise Schedule - courses dropped will not be reflected on transcript.
Last day of Late Registration.

31 Friday

1 Saturday

2 Sunday

3 Monday

4 Tuesday

Eid Al Fitr (to be confirmed)

5 Wednesday

Eid Al Fitr (to be confirmed)

6 Thursday

7 Friday

8 Saturday

Commencement (to be confirmed)

9 Sunday

10 Monday

11 Tuesday

12 Wednesday

13 Thursday

14 Friday

15 Saturday

16 Sunday

17 Monday

18 Tuesday

19 Wednesday

20 Thursday

21 Friday

22 Saturday

23 Sunday

24 Monday

25 Tuesday

26 Wednesday

Last Day to Drop a Course with "W". Beyond this date "WP" or "WF"

27 Thursday

28 Friday

29 Saturday

30 Sunday

24 Monday

25 Tuesday

26 Wednesday

27 Thursday

28 Friday

29 Saturday

30 Sunday

1 Monday

Last Day to Drop a Course with a "WP" or "WF"

2 Tuesday

3 Wednesday

4 Thursday

5 Friday

6 Saturday

7 Sunday

Notes

8 Monday

9 Tuesday

Last Day to Withdraw from University

10 Wednesday

11 Thursday

12 Friday

Last Regular Class Day

13 Saturday

14 Sunday

15 Monday

Final Exams

16 Tuesday

Final Exams

17 Wednesday

18 Thursday

19 Friday

Final Day for Faculty to Submit Semester Grades

20 Saturday

21 Sunday

22 Monday

23 Tuesday

24 Wednesday

25 Thursday

26 Friday

27 Saturday

28 Sunday

AUI CAMPUS



Administrative Area

- 1 North East Wing:** Office of the Vice President for Academic Affairs, Chief Finance Officer, Board Room, Business Office
- 2 South West Wing:** Enrollment Services, President's Office, Institute for Economic Analysis & Prospective Studies

- 2 North East Wing:** Vice President for Student Affairs, Cafeteria, Campus Store, Human Resources Office, Hillary Clinton Center, Social Science Research Center,
- South West Wing:** Department of Development & Communication, Event Space, Bookstore

● President's Office ● Quality Assurance Room

Academic Area

- 4** Auditorium, Language Labs, Center for Learning Technologies, Classrooms
- 5** School of Science & Engineering, Labs
- 6** Labs, Classrooms
- 7** Center for Learning Excellence, Labs, Classroom s
- 8** School of Humanities & Social Sciences, Language Center, Labs
- 9 B** Labs, Classrooms, Auditorium, Institutional Research, Business Ethics
- 10** Office of International Programs, Classrooms
- 11** School of Business Administration, Labs

Services & Facilities

- 9** Information Technology Services, Security, Copy Center
- 12** Grounds & Maintenance, Purchasing Services
- 14** Student Center, Club House, Student Activities Office
- 17** Main Auditorium
- 26** Health Center
- 33** Post Office/ATM
- 36, 38, 39** Laundry

Residential Area

- 18, 24, 25, 26, 27** Female Dorms
- 19, 20, 21, 22** Male Dorms
- 23, 30, 32, 36**
- 28, 29, 31** Faculty Residences
- 38** Left Wing: Female Dorms
Right Wing: Male Dorms
- 39** Left Wing: Male Dorms
Right Wing: Female Dorms