

# STUDENT CONDUCT

THE WAY TO KNOW YOUR RIGHTS AND OBLIGATIONS

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**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, the 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.

**ACADEMIC INTEGRITY** 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 the administration of the Center, and with instructors for details.

**Academic Policies and Procedures** The University reserves the right to modify its rules, policies, fees, and academic requirements. It also reserves the right to make changes to the offered programs whenever circumstances necessitate such adjustments.

## **ATTENDANCE**

### **Preamble**

Among the most important indicators of success for our institution are student progression rate and graduation rates. When studying those two indicators, we have identified a direct correlation between the number of absences that a student has accumulated in a class and her/his academic performance in that class. It also became obvious that our current attendance policy allows students to miss up to 1 month of class by combining "excused" and "unexcused" absences.

The time during which students interact with their professors in the classroom is when most of the learning happens. Students' active participation in class discussions is also a major part of the learning experience that we promise our students. It is our common responsibility to create an environment that maximizes faculty-student interaction, and which pushes students to think twice before missing a class. It is also our responsibility as educators to report student absences when they occur, in a timely manner, as several student support departments' roles are based on the accuracy of attendance records.

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#### Absence Allowance

Each student is granted a maximum number of absences for the semester/session, based on the frequency of class meetings, course credits, and student's seniority as follows\*:

<b>CLASS FREQUENCY</b>	<b>COURSE LEVEL</b>	<b>ABSENCE CEILING</b>
<b>ONCE A WEEK</b>	<b>CLASSES THAT MEET ONCE A WEEK</b>	<b>3</b>
<b>4/5 TIMES A WEEK</b>	<b>ENGLISH LANGUAGE CENTER COURSE AT THE LC</b>	<b>8</b>
<b>3 TIMES A WEEK</b>	<b>FRESHMEN LEVEL COURSES</b>	<b>6</b>
	<b>SOPHOMORE/JUNIOR LEVEL COURSES</b>	<b>7</b>
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	<b>SENIOR &amp; GRADUATE LEVEL COURSES</b>	<b>6</b>

\*Classes that follow a non-traditional format would have to set the absence limit in line with the above ceilings.

### **University-Sponsored or Authorized Events**

Students may request to attend/participate in university-led or authorized events without it affecting their attendance record in class. However, even in these cases, students cannot exceed a maximum number of 10 absences for the semester/class (all types of absences combined). Students need to start the pre-approval process using the Student Engagement Form that needs to be signed by the organizing University department/unit and approved by DSA Office. Only requests that are submitted before the event will be taken into consideration. Concerned Faculty members will then be informed accordingly.

### **Responsibility and Accountability**

Students are trusted to manage their absences responsibly and should recognize the impact of their absences on their learning and academic progress. All absences shall be considered within the absence allowance. Extreme cases, such as prolonged hospitalization, approved by the Health Center Director, remain the only exception. Students with chronic diseases must self-identify with the health center as soon as they join AU. Given that attendance does not justify reaching ILOs, Faculty members must not impose penalties for absences. The DSA Attendance Committee is open to reviewing other cases of exceptional circumstances.

### **Administrative Withdrawals (WF)**

As soon as a student exceeds the maximum number of allowed absences for the course, the process of assigning a WF starts:

- First, the faculty member files a WF request.
- Second, DSA office confirms the request upon a review of the student record (e.g. cases of hospitalization, approved student engagement, etc.).
- Student is officially withdrawn from the course.
- Pending the DSA confirmation and Registrar implementation of the WF, the student can still attend the class.

This withdrawal will be indicated on the student's academic record. Once withdrawn, the student will not be allowed to re-enroll in the course for that semester/session.

### **Make-Up Work**

It is the student's responsibility to catch up on missed work due to absences. Faculty members may provide guidelines for making up missed assignments or exams, but it is ultimately the student's responsibility to ensure they are up to date with all course materials and requirements.

### **Missed Exams and Quizzes**

In cases where a student has not exceeded the number of allowed absences in a class misses an exam or pop quiz, the following rules apply. If the exam or quiz is formally announced for a specific date and the student missed that class session, then they must provide evidence to the DSA that they were hospitalized, or that they experienced other extreme emergencies. Otherwise, they will not be eligible for a make-up exam or quiz. In the case of unannounced pop quizzes, if a student misses class on a date when an unannounced pop quiz is administered, then it will be exclusively at the discretion of the instructor whether to allow a make-up pop quiz.

## **Absence Records**

Faculty members are expected to take attendance regularly using the university LMS, Canvas, and may send reminders to students who approach the absence limit. This is critical because only when Faculty enter absences in the Canvas system is the Office of Academic Support and Progress (OASP) alerted of potential problems, allowing it to intervene directly with students at risk. Nevertheless, it remains the student's responsibility to monitor their own attendance and manage their absences accordingly.

## **Appeals Process**

Students who believe their withdrawal from the course due to excessive absences was unjustified may appeal the decision through the office of the Dean of Student Affairs, copying the Dean or Director of the academic unit that the student majors in, no more than one week after the administration of the withdrawal.

During the appeal period, the student shall be allowed to attend the class. After consulting with the concerned stakeholders, the DSA (i.e. Attendance Committee) will decide whether to grant an exception to the withdrawal decision. The DSA's decision on the appeal shall be made in no more than one week after the appeal is submitted.

**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 expected to maintain a high standard of honesty and integrity.

Each School/Center has a Disciplinary Subcommittee, which is composed 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 Subcommittee 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 the committee.

#### Investigation of Suspected Breaches of Academic Ethics

The investigation process for suspected breaches of academic ethics is as follows:

1. Receipt of a formal request for an ethics investigation in writing by the Dean or Director of the School or Center.
2. An Ethics Subcommittee is then convened, and a hearing date is scheduled.
3. The student under investigation is notified in writing of the impending administrative action.
4. All relevant documentation is supplied/collected (as necessary).
5. Individuals concerned are called to testify (as necessary).
6. The Subcommittee then deliberates, and a recommendation is made by the Dean of the School.
7. The student is then informed of the outcome.

In the event the student appeals the subcommittee's decision, the case is then forwarded to the University Disciplinary Committee. Serious cases may be referred by the academic unit directly to the Office of the Dean of Student Affairs.

**CODE OF 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 substances."



- **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 here to mean the lowly oral (slander), written, or electronic publication of a false statement of fact (libel) that exposes a member of the University to the loss of goodwill and confidence of others or harms their reputation, deterring others from associating with the person or the University. If proven, it could lead to suspension or expulsion from the University under the provisions of the University Code of Conduct. Instances of such prohibited behavior that are clearly minor may be resolved at the DSA's office level.

- **Failure to Comply with Directives of a University Official** Students are expected to comply with instructions given by University officers while performing their duties. Refusal to comply with their instructions, 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 offenses. If suspected and proven, they will be severely sanctioned, 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 offense punishable by up to expulsion from the University.

- **Hotplates 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 they may lose housing privileges for the following semester.

- \* 3rd violation: The culprit is informed that they 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 and outdoor concerts. 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 local 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. The 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 their system. The alcohol-to-blood ratio will be based on Moroccan law.

• **Sexual Offenses and Sexual/Gender-based Harassment** In 2000, Al Akhawayn University became the first institution of higher education in Morocco to adopt a no-tolerance policy for sexual harassment, sexual offenses, and/ or sexual violence. Disciplinary action for sexual or gender-based violence harassment assessed by the University may extend to expulsion from the University. Those who harass or commit sexual offenses may be sued by victims through the Moroccan justice system. Some such offenses are also punishable under Moroccan law. Sexual activity without consent is a breach of AUI's code of ethics. Consent is freely expressed willingness to participate in mutually agreed-upon activity. Consent is not present when physical force, threats, intimidation, influence of alcohol and/or drugs, and/ or coercion are present. Consent is agreement by choice and may be withdrawn at any time. Silence does not constitute consent.

**Among the behaviors forbidden at AUI are:** \* Sexual Coercion: Any act constituting physical, verbal, and emotional pressure, with or without the use of alcohol or drugs, or physical force in order to have sexual contact with someone without their consent. \* Rape: 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, 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: An attempt to commit rape in which the perpetrator makes a substantial but unsuccessful effort to rape the victim. \* Sexual Harassment: 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, sexual propositioning, gender-based insulting); 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 or Gender-based Harassment, Offense, or Violence** 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, the concerned member may discuss their concern with the CARE (Center for Acceptance, Respect, and Empowerment) office. The office is staffed by persons trained to keep confidentiality, provide support, and accompany the community member through administrative procedures if that member desires such assistance. This Center, a 2021 initiative, may currently be reached through telephone (+212 600663172; campus extension 888). Because procedures are being reviewed, the DSA's office will be updating community members about other contact information and

procedures.

- **Public Display of Affection (PDA)** Holding hands, hugging, and kissing on the cheek are acceptable. However, due to their intimacy, acts such as lying down, sitting on laps, petting, kissing on the lips, or deeper passionate contact are 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, scorning, 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 that 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. Using racial slurs, insulting, scorning, swearing, cursing, or using bad language against an AUI community member or visitor on university grounds, including the sports complex and housing areas, is 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 is prohibited by AUI internal policies. Violators may be subject to serious disciplinary action.

- **Bullying**

A bully can be defined as “a blustering, quarrelsome, overbearing 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 in 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, 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, Etc.** 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: The student will be asked to provide an explanation in writing.
- \* 2nd time violation: The student must perform 10 hours of service to the University. They will be directed to one of the departments to spend the 10 hours. Additionally, the Office of the Dean of Student Affairs will inform the concerned parents.
- \* 3rd violation: The student receives a letter stating that they will lose housing privileges during the following semester. They must make arrangements for their own housing outside of campus.

The student can appeal the decision to the President within 48 hours of receiving 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 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 are substantially biased and impact the accused student(s).

- **Authority** Authority is vested in the Student Disciplinary Committee by the University President, who has the 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 Utilized** 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 DSA 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(s) 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 via email and all parties involved are invited and seen separately. If the student(s) involved do not respond to the email and report to the Office of the DSA within 48 hours, further actions may be taken and/or a decision may be made.

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 DSA 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 DSA 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 the 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 from it.

The members of the committee may ask questions of the witnesses of the incident 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 Office of 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 Office 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 the final deposition 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 a 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 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 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 readmission. In case a student filing an 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. they will stay 100 meters away 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:

- \* 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.

- \* 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**

- \* 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.

- \* 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).

- \* 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**

- \* Students are responsible for strict adherence to all deadlines and procedures for the filing of appeals.
- \* New information or evidence provided by the student may be considered on an appeal.
- \* Documents filed in an appeal shall become part of the record.
- \* 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 DSA or his/her designate and will remain in effect until such time as the accused student shall appear before the DSA 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 offense. 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.

**STUDENTS 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**

- \* A committee that is composed of SAO officers and members of SGA and designated by the DSA is authorized to investigate complaints against student organizations and, if necessary, charge the organization for violation of the Student Code of Conduct.
- \* 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.

- \* 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.
- \* The Office of Student Activities may suspend the activities of the charged organization pending the review of the complaint.
- \* 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 DSA.

## **SANCTIONS**

- \* Any student organization found in violation of the Student Code of Conduct shall be subject to revocation of their charter to operate. The DSA office may impose a lesser sanction as deemed appropriate.
- \* 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 Dean of Student Affairs or his/her designees shall review appeals for the decisions made regarding student organizations using the procedures described above.



## DIVISION OF STUDENT AFFAIRS

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