



STUDENT HANDBOOK



AMERICAN COLLEGE
OF DUBAI



2014 - 2015

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1. MESSAGE FROM THE PRESIDENT

On behalf of the Administration, Faculty and Staff, I offer you a most enthusiastic "Welcome!" to our institution. We know that you had many options when considering your choice of college and we are both pleased and grateful that you chose ACD as the first step to meeting your educational goals.

The purpose of this handbook is to provide you with a reference guide to the institution and the requirements attendant with the American system of higher education. Coupled with our formal student orientation program and our Student Transfer Handbook, this publication is an integral part of our strategy to ensure you get the most out of your educational experience at ACD.

Please keep this book handy as a resource for use throughout your studies as we at ACD do believe you will find it quite valuable.

William O'Brien
President/CEO

2. THE AMERICAN COLLEGE OF DUBAI

The American College of Dubai is a privately endowed educational institution established under the laws of the UAE with programs operating under the auspices of the UAE Ministry of Higher Education and Scientific Research.

The American College of Dubai seeks to provide its students with the intellectual and social foundations necessary to prepare them to lead fulfilling lives as competent, committed, and compassionate members of a global society. ACD focuses on delivering engaging instruction in an environment that fosters critical thinking and serious business career preparation. The institution strives to ensure relevancy to both the regional and global economy through constant interaction with appropriate levels of industry, academia and government. The College also seeks to assist in the socialization and maturation of young adults by providing an environment that stresses the importance of ethical behavior and community involvement, both of which are key features of the American system of higher education.

ACD moved to its existing purpose built facilities in the Garhoud area of Dubai in 1998. A major expansion of its campus was completed in 2000 and includes a new library facility, a larger student services area as well as additional information technology facilities.

Institutional Goals

- Present a quality education that enables students to ultimately achieve their educational goals. As part of this objective, the college seeks to ensure that all students can communicate clearly and accurately in English and can use information technology as well as library resources in an effective manner.

- Effectively cover the broad based general education objectives normally associated with US higher education with an emphasis on widening the perspective of the educated individual.
- Provide relevant programs for transfer to other institutions of higher education that enable students to ultimately achieve career success.
- Provide relevant business related degree programs that enable students to ultimately achieve career success.
- Help students to develop realistic and obtainable career goals and to assist graduates with access to challenging employment prospects in the local economy.
- Assist students with obtaining work related experience via well-coordinated internship opportunities.

3. IMPORTANT TELEPHONE NUMBERS

Main Number 04 282 9992

Extensions:

Reception 1 100 / 0
Ms. R. Fanugao/Lilian

President/CEO's Office 101
Mr. W. O'Brien

Business Office/Cashier 102
Mr. U. Kakkat

Marketing Manager 104
Mr. A. Butler

Admissions and Information	105/115/104
Arabic Admissions <i>Mrs. N. Abouzeid/Mr. Hamza Abulebda</i>	105
GED/Evening Program Dept. <i>Mrs. A. Odejar</i>	106
Dean of Business <i>Dr. B. Odejar</i>	107
Registration Office <i>Mrs. C. Brosas/Edwin</i>	108
Sports/Recreational Activities <i>Mr. S. Suleiman (Arabic)</i>	109/ 282 6112
Academic English <i>Mr. Farzad/Nikoo/Nazira</i>	110 282 8546
IT Support/Maintenance Office <i>Mr. G. Joseph/Malik</i>	111
Library <i>Mrs. R. Mani/Cherel</i>	112 / 282 1305
Business Faculty	113
Registrar <i>Mrs. Christine Mascarenhas</i>	115
TOEFL/IELTS Dept. <i>Mr. J. MacDonald/Liza</i>	116 / 282 0557
Transportation Office <i>Mr. Lawrence (Al Shahba)</i>	117
IT Support (2 nd Floor) <i>Mr. Sreekumar</i>	118
Academic Advising and Counseling	120

Mrs. N. Geevarghese/ Ms.Nikeeta/ Barbara (Evening)

Clinic <i>Part time Nurse - Mrs. J. Jacob</i> <i>Physician – Dr. Nadia Emile Mikhail</i>	121
Reception 2 <i>Mrs. M. Cuenca</i>	122
IT Faculty/Support <i>Mr. P.U. Sreenath</i>	124
Maths Faculty <i>Dr. T. Selvan</i>	125
Faculty Training Dept. <i>Dr. R. Bacarra</i>	127
Security <i>Parsad/Beni/Kader</i>	129
GenEd Faculty	130
Career Counselor <i>Mr. B. Jones</i>	131
Dean for Student Affairs /Services & Student Activity Center <i>Mrs. S. Sharma</i>	366 282 5976
Chairman’s Office <i>Dr. J. Butler</i>	368
Dean for General Education <i>Dr. P. Singh</i>	369

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Faculty-Business

W. O'Brien

William.Obrien@acd.ae

President/CEO

5. ON CAMPUS SERVICES AND FACILITIES

5.1 Reception / Information Desk

Handles inquiries and forwards transcript requests. Distribution point for brochures and information material.

Location: ACD Main Building, Ground Floor

Sunday - Thursday: 9.00 am - 5.00 pm

5.2 Admissions Office

Handles admission inquiries. Provides information on ACD degrees/academic programs and explains admission requirements and procedures. Processes applications for admission.

Location: ACD Main Building, Ground Floor

Sunday - Thursday: 9.00 am - 5.00 pm

5.3 Registration Office

Handles all registration procedures, processes class schedules, dropping and adding of courses, withdrawals, transcripts; maintains student records.

Location: ACD Main Building, Ground Floor

Sunday - Thursday: 9.00 am - 5.00 pm

5.4 Business Office/ Cashier

Fees are due at the cashier's office on or before the date assigned at the time of registration. Payments received after the due date incur a fine.

Location: ACD Main Building, Ground Floor

Sunday - Thursday: 9.00 am - 5.00 pm

5.5 Health Services / Clinic (Business Block)

The campus clinic offers first aid facilities. In case of medical emergencies or for any first aid assistance you might need, call the campus nurse, Ms. Jincy or Physician

Dr. Nadia on extension 0 or come to the reception.

Location: Business Department Building

Sunday - Thursday: 9.00 am - 5.00 pm

5.6 Prayer Rooms

There are two separate prayer rooms available on campus for male and female students.

Location: Adjacent to Student Union

5.7 Student Union/Cafeteria

The cafeteria and the Student Union are the social centers of the campus. Here students can purchase a variety of snacks and soft drinks. Computer games, table tennis and pool tables are available along with a variety of other games for relaxation and entertainment. Club meetings are held regularly for deciding on club activities.

Location: ACD Main Building. Open during college hours

5.8 Sports Facilities

The ACD campus has the following outdoor sports facilities:

- volleyball court
- basketball court
- football field

5.9 Dean for General Education

Office – Handles all academic matters relating to General Education.

6. STUDENT SERVICES

6.1 Goals and Objectives for Student Services

The College seeks to foster opportunities for students to learn and to grow as socially and intellectually mature and culturally aware individuals. ACD Student Services, in collaboration with other ACD departments and the local community, provides programs and services which

encourage and empower students to develop their full potential, critical thinking and behaviors appropriate to positive, personal and professional lives.

ACD Student Services seeks to educate students regarding their academic and social choices and to challenge students to maximize their potential. From a social perspective, ACD seeks to assist students as they mature into responsible and socially aware individuals who contribute in a positive manner to society at large. The Student Services staff fosters a caring, positive, unique campus environment. They recognize diversity, and the need to be culturally sensitive and responsive to change.

6.2 Academic Support Services

ACD provides a number of services and facilities to meet the needs of students to achieve their educational goals. Take advantage of our services, people, and resources available for your benefit. The doors are always open, so stop by for information, advice and help!

6.2.1 Academic Advising/Counseling

Academic advising and counseling are offered to all students. Academic advisors and counselors are available to help students with college requirements and academic issues. They assist students plan their programs of study, select courses and monitor their progress. Counselors also assist students in identifying needs, assessing strengths, and overcoming barriers to fulfilling their educational objectives. At admission, each student is assigned an academic advisor. The student can meet with his/her advisor at any time for academic and professional advice. During registration, the advisors assist the student in selecting courses.

6.2.2 Career Counseling

The Career Counselor offers students and alumni professional career guidance and counseling on an individual basis, by:

- Helping students to develop, evaluate and implement career plans.
 - Offering aptitude and assessment tests to help students choose a career path in line with their skills.
 - Preparing students for world of work by organizing workshops on CV design, job application, letter format and interview skills.
 - Providing information about internships and job vacancies.
 - Organizing on-campus career fairs and establishing contacts with potential employers.
- For additional information, please contact the ACD Career Counselor.

6.2.3 Transfer Counseling

Transfer Counselors assist students wishing to transfer in making a smooth transition to universities and four-year colleges by providing the following support services:

- information on transfer requirements;
- assistance with admission procedures;
- resources such as catalogs, internet search engines etc;
- a tailored Transfer manual/handbook;
- personalized contacts with university/college representatives.

Location: ACD Main Building
Sunday – Thursday: 9 am – 5 pm

6.2.4 Personal Counseling

Personal counseling is available to all students at ACD. A trained psychologist is available on campus and is available by appointment. If additional help is needed, the student will be referred appropriately.

6.2.5 Computer Resources

ACD operates three separate computer laboratories for student use. Two of these labs are also used for instructional courses while the third, located in the ACD library, is for general student use. Assistance is provided for personal computer resources and for the computer laboratories. Students can use the computer laboratories for typing and/or printing of their project work, assignments etc.

Locations: ACD Library (General Use); Classrooms 4 and 6
Sunday - Thursday: 8.30 am – 8 PM

Note: "Hacking" or any other unauthorized use of ACD's computer systems will lead to disciplinary action that may result in expulsion.

6.2.6 Library/ Learning Resources

ACD library has a collection of over 25,000 volumes in support of the academic programs offered by the College and to assist students with their research and assignments. Students are provided with a brochure describing the services of the library and orientation sessions are held to familiarize students with library materials, services and basic bibliographical techniques.

The library is student oriented as evidenced by the student-meeting room, open bookshelves, quiet study areas and computer access. There are eight computer terminals connected to the Internet. All computers are connected to WINNEBAGO, the library database for students to view and identify books from the in-house collection. Furthermore, students have access to INFOTRAC an on-line database. Students are responsible for materials borrowed, including overdue fines and lost materials. Failure to clear a library obligation may result in withheld grades, transcripts etc.

Location: Library building

Library hours: Sunday – Thursday: 8.30 am - 8.00 pm

Note: The library is closed on Fridays, Saturdays, public holidays and during the semestral breaks in

December/January and in August.

6.2.7 E-Campus/E-Textbooks

The College utilizes the McGraw-Hill E-Campus suite of products that includes e-textbooks for most subjects as well as completes classroom resources and references—all of which are web based. Students retain access to their individual class texts for 18 months after class completion. Instructions on how to use the e-campus system are provided by ACD Library staff while individual e-text password access is provided by the relevant class instructors.

IMPORTANT NOTE: All students are required to have a laptop (or compatible tablet computer) for access to their e-text and other digital resources.

6.2.8 Faculty E-mail

All faculty and staff have individual ACD e-mail access which ensures that effective communications can take place at all times.

6.3 Student Life

ACD promotes positive student development by encouraging student participation in programs and activities designed to provide them with enriching experiences and opportunities to develop social and leadership skills. ACD helps students understand themselves, society and different cultures so that they can participate positively in the changing world around them.

6.3.1 Student Council

Organized and managed by students, the Student Council promotes the intellectual, social and cultural welfare of students through effective self-governance. As the main voice of the student body the Student Council acts as liaison between the students, the administration and the

faculty. It also provides the means for greater student involvement on campus. ACD's Student Council has a total of ten members. The students elect five of these members and the remaining five are nominated by the College.

The Student Council is composed of elected members from the full-time undergraduate student body. Representatives are elected each spring for the upcoming academic year. The Council administers the student activity fee which provides the budget for Student Clubs and organizations.

The Student Council is responsible for sponsoring social and cultural activities on campus and also plans at least one major educational trip abroad every year. For further information, contact Sports / Safety Coordinator.

6.3.2 Student Activities Center

The Student Activities Center organizes, coordinates and promotes educational, recreational, social and cultural programs and activities for ACD students and the community. The office also provides information on student clubs and organizations, special events, and the Student Council. The office's professional staff provides advice and support to all registered student clubs and organizations. Through involvement in campus programs and activities, students enhance their talents and develop interpersonal and leadership skills.

6.3.3 Student Clubs and Organizations

Student clubs and organizations provide a wide variety of social and cultural opportunities. There are several clubs at ACD. Some of the opportunities that these clubs offer include concert planning, working on a wide range of philanthropic projects and other co-curricular endeavors.

The College promotes membership in student clubs and organizations as students enrich their collegiate academic experiences by becoming actively involved in campus life. All students are encouraged to form clubs and

organizations that can promote their interests and hobbies. The Student Activities Office supports student clubs and organizations by assisting and advising the members. If you are interested in forming your own organization or club, contact the Student Activities Office for guidelines and information. ACD has the following clubs:

- Art Club
- Community Service Club
- Computer/ Web Design Club
- Dance Club
- Drama Club
- Music Club
- Writer's Club
- Cultural Club
- Sports Club
- IT Club

Note: At no time should participation in student activities interfere with class attendance and academics.

6.3.4 Newsletter

The newsletter represents and serves the student population at ACD. This activity introduces students to journalism, editing and writing. The newsletter offers student reporters and editors the opportunity to practice all aspects of newspaper work—reporting, writing, photojournalism, design, graphics, layout, etc. All students are welcome to contribute to the newsletter.

6.3.5 Sports and Recreational Activities

The ACD offers a variety of intercollegiate, intramural and recreational sports activities. The College firmly believes that participation in sports develops leadership and cooperative and competitive skills. All intercollegiate and intramural sports are supervised by the ACD sports and recreational activities coordinator. Schedules for events are available at the coordinator's office which is located within the Student Union premises. Sports equipment is available in this office upon presentation of a valid Student

ID card. Facilities must be reserved through the office. *Students competing in intercollegiate teams must attain and maintain a minimum cumulative GPA of 2.0.*

Teams are for the following sports:

- Basketball
- Billiards
- Cricket
- Football
- Table Tennis
- Volleyball

Note: At no time should participation in team practice/training sessions interfere with class attendance and academics.

6.4 Alumni Association

The main objective of the association is to act as a link between the College and its graduates and promote continuing interaction among alumni. For further information contact the Dean for Student Affairs/Services.

7. STUDENT CODE OF CONDUCT: RIGHTS & RESPONSIBILITIES

The mission of ACD is to provide students with the necessary intellectual and social foundations required to succeed in a global environment; to assist in the socialization and maturation process; to provide necessary pre-university remedial coursework as well as university transfer courses and credits. This mission can only be achieved in an environment conducive to learning and creative work. In order to facilitate such a learning environment, students of ACD have both rights and responsibilities.

7.1 Student and Instructor - Classroom Environment:

Students have the right to a classroom environment that encourages learning. Students and instructors should work toward a classroom environment in which everyone feels comfortable to explore new ideas and acquire skills.

7.2 Students have the right of respect from all instructors at ACD. If a student has a complaint about an instructor, the procedure described in 'Grievance Procedure' section should be followed. The student should collect a grievance form from the Administration Office and upon completion, submit it to the Program Dean who will take appropriate action.

7.3 If there are classroom situations or course activities (including on-line or out-of-class activities) that are problematic for any student, the instructor should be informed immediately by the student. The student may also meet with the Program Dean regarding the situation.

7.4 Students have the right to appeal their grades. The procedure has been described in the 'Grade Appeal Process' section. Forms for the appeal may be collected from the Administration Office. Suspended students also have the right to appeal their suspension by submitting a letter to the Academic Progress Review Committee within a period of 10 days from the issuance of the suspension letter.

Students of ACD must also act responsibly in all aspects of personal, classroom and social conduct and take full responsibility for their individual actions. Students are held accountable for the following expectations:

7.5 Learning can only occur in an atmosphere free of intimidation and coercion. Students must observe the laws of the host nation, UAE, as well as the rules and regulations specified in this Student Handbook as well as in the College Catalog, and other publications. Violence,

threat of violence, disruption, and intimidating or jeopardizing actions are not acceptable. Any individual or group action resulting in destruction of college property, trespassing, or personal jeopardy to any student, staff, or guest may result in prosecution and expulsion.

7.6 Admission or continued enrollment may be denied to any person whose past or present actions have been found to disrupt or interfere with the orderly conduct of ACD classes or activities. On College premises or at College sponsored events, students are expected to demonstrate their respect for the rights and welfare of all the members of our community. It is particularly important for students to respect the laws, culture and traditions of the United Arab Emirates.

7.7 While students are responsible for learning the content of any course in which they are enrolled, they may take exception to information and points of view offered in the classroom and reserve judgment about matters of opinion. Students shall apply critical thinking skills which appeal to reason but do not compromise the academic climate, mission or integrity of the institution or offend the traditions and values of our host nation, the United Arab Emirates.

7.8 Students must not engage in non-class activities, for instance using a mobile phone, working on another course assignment. These behaviors disrupt the learning environment for others as well as for the students themselves.

7.9 Students have the right to be treated with respect and the responsibility to treat others with respect. Neither students nor instructors should use abusive or disrespectful language. Respect for others is the best way to nurture learning. Instructors may include a discussion on classroom behavior in the syllabus or during a class period.

Eating and drinking in the library, laboratories and classrooms are not permitted. However students may

drink water in the class.

Smoking in non-smoking areas is strictly prohibited. A student who flouts this rule will invite disciplinary action.

Students must not engage in provocative actions or aggressive behavior.

Students on scholarship will forfeit this privilege if their GPA falls below the expected requirement or their conduct invites disciplinary action.

Students are not allowed to bring pets to the College.

Violation of college policies may result in penalties and/or disciplinary action. Students will be referred to the Dean for Student Affairs & Services for disciplinary action which may include warning, probation, loss of campus or college privileges, mandatory service or courses, suspension or expulsion.

7.10 Consequences based on Misconduct:

Violation of college rules may result in penalties and/or disciplinary action. In the event of inappropriate behavior by a student, the matter may be reported to the Dean for Student Affairs & Services who will then, within two days, call for a meeting with the student/s involved. The concerned student/s will be given a verbal warning. For subsequent inappropriate behaviors, the Dean for Student Affairs & Services, in consultation with the Dean for General Education and/or the President/CEO, may take one of the following actions:

1. Issue a warning letter to the student and/ or the family or guardian that no further misbehavior will be tolerated.
2. Issue a one-week probation.
3. Refuse the student access to campus/or college privileges from a course or area of the campus in which the breach is said to have occurred.

4. Suspend the student from the campus. Suspension period depends on the gravity of the offence.
5. Expel the student from the college.

At all times, the decision of the Dean for Student Affairs & Services must be governed by factors such as the risk of repeat behavior and damage to the college community.

The student may appeal in writing to the Dean for Student Affairs/Services within a period of one week from the day the outcome of the investigation is dispensed. The Committee will then decide whether and under what conditions the student should be given another chance.

7.11 There will be appropriate consequences for academic fraud—cheating or plagiarism. Academic fraud will be reported in writing to the Program Dean after the occurrence by the concerned faculty in no later than three days. After a careful review, the Dean will determine the appropriate punishment. The student may be given a failing grade for that particular assignment or test, or may be given a final failing grade.

Academic fraud includes:

- Presentation of ideas from any source or sources you do not credit;
- Use of direct quotations without quotation marks and/or without credit to the source;
- Paraphrasing information and ideas from sources without credit to the source;
- Failure to provide adequate citations for material obtained through electronic research;
- Downloading and submitting work from electronic databases without citation;
- Participation in a group project which presents plagiarized materials;
- Taking credit as part of a group without participating as required in the work of the group;

- Submitting material created/written by someone else as one's own, including purchased term/research papers.

Academic cheating includes all of the following and any other activities that give a student an unfair advantage in course work.

- Copying from someone else's exam, homework, or laboratory work;
- Allowing someone to copy or submit your work as his/her own;
- Accepting credit for a group project without doing your share;
- Submitting the same paper in more than one course without the knowledge and approval of the instructors involved;
- Using without authorization, notes, text messaging, cell phone calls, pre-programmed formulae in calculators, or other materials during a test or exam.

Upon confirmation of the validity of the offense and if it is a repeated offense, the Program Dean will determine the appropriate punishment.

- For a validated first offense, the student is given a verbal as well as a written warning.
- For a validated second offense, the concerned student is placed on probation for a semester.

For a validated third offense, the student is expelled from the College.

7.12 **Dress Code:**

ACD expects all its students to demonstrate courteous behavior towards all and at all times. Students are expected to dress appropriately and in ways that by no

means violate UAE norms, practices and beliefs. The following are examples of unacceptable attire:

- Short shorts
- Tight or revealing clothing
- Low cut or open back tops
- T-shirts with inappropriate logos
- Mini skirts

All dress code violations may be reported to the Dean for Student Services for appropriate action.

8. ABOUT THE AMERICAN UNIVERSITY SYSTEM

8.1 General Education Requirements

The American University System is known for its flexibility and diversity. Specialization comes in the American System later than in most other systems of higher education. During the first two years, students are required to take subjects from areas such as social sciences, humanities, mathematics and natural sciences. These subjects, along with several others in English Composition/Literature are called the Core Curriculum and provide a broad educational base upon which the area of specialization is built. The objectives of the first two years are to expose the student to various disciplines and to develop a broad educational background. It is not until the third (junior) year of undergraduate work that a student concentrates on the study of his/her major field. In some cases the area may include two disciplines and is thus referred to as double major.

8.2 The Semester System

The academic year is divided into two semesters, although some colleges operate on a quarter system, which features four terms per year. The first semester of the year is the Fall semester. The second starts at the beginning of the following year and is called the Spring semester. A semester is usually 14 weeks. ACD offers a

Summer semester of two months duration to enable students to earn additional credits and thereby shorten the time required to earn their degree.

Courses offered during Fall, Spring and Summer semesters are required to have a minimum of 45 contact hours every semester. Part time students registered for evening classes are also required to meet for the same number of hours, although within a more compressed time-frame. All course schedules are configured such that for every contact hour a student has two hours of study time.

8.3 The Credit System

The American System is also characterized by a modular system known as credits. Credits are calculated on the basis of the number of hours a student spends in a class for a particular subject during a normal academic week. If a student attends classes for three hours a week over the semester and he/she passes the subject with a satisfactory grade, the student receives three credits in that subject.

8.4 Evaluation of Academic Work

As in any educational system, the evaluation of a student's work is of great importance in the American System. Therefore, a grading system is used to rank and compare students' academic performance. Grades receive considerable attention when students are applying for admission to a university, for jobs or competing for scholarships.

8.5 Examinations

Examination papers are prepared and assessed by the instructors.

No examinations will be conducted off campus.

Specific rules and guidelines have been formulated for successful approach to examination.

Punctuality, honesty, respect for authority and fellow students are particularly emphasized.

9. ACADEMIC STANDARDS AND REGULATIONS

9.1 Confidentiality of Student Records

ACD gathers and maintains student information used for the purpose of admission, registration, creation of transcripts and other related activities (student statistics, surveys, etc). ACD endeavors to keep student records absolutely confidential and protect the privacy of the individual. Students are entitled to a transcript of their academic record and to an explanation of any information recorded therein. Requests for transcripts, grade reports or other student record data from parties other than the student, parents, academic advisors, registrar, authorized staff members and the government will not be honored without the written consent of the student.

9.2 Grades and Grading

In accordance with ACD procedures all faculty members conduct a continuous assessment all throughout the semester. In order to meet the course goals and objectives, the assessment methods used by instructors may vary from course to course and may include exams, tests, quizzes, papers and other assignments. These requirements are announced at the beginning of the semester and are distributed in writing as part of the course syllabus. It is recommended that students read the course syllabi very carefully to fully understand the instructor's grading criteria and to make every effort to meet the required standards.

9.2.1 Grading System

ACD's grading system reflects a commitment to high

academic standards. In determining the grades used at the college, the following grading system is utilized:

Grade Average	Quality Points	Suggested
A Excellent	4.0	(90 -100)
B+ Very Good	3.5	(85 – 89)
B Superior good pass	3.0	(80 - 84)
C+ Above Average	2.5	(75 – 79)
C Satisfactory	2.0	(70 – 74)
D Borderline pass	1.0	(60 – 69)
F Fail	0.0	less than 60

The following grades do not affect the grade point average (GPA):

I	Incomplete	0.00
W	Official Withdrawal	0.00

- Foundation Courses are not offered for credit.

9.2.2 Grade Point Average (GPA)

The grade point average (GPA) is calculated by dividing the sum of the quality points by the sum of the attempted credit hours. The cumulative GPA's calculation is based on the grade points earned since the entry to the college.

ACD has included a sample calculation of GPA and CGPA.

Percentage Scores	Course Grade	Points
90 - 100	A	4.0
85 - < 89	B+	3.5
80 - < 84	B	3.0
75 - < 79	C+	2.5
70 - < 74	C	2.0
60 - < 69	D	1.0
<60	F	0.0

<i>Course Number</i>	<i>Course Grade</i>	<i>Grade Points</i>	<i>Credit Hours</i>	<i>GPA</i>
<i>ENG 121</i>	<i>A</i>	<i>4.00</i>	<i>3</i>	
<i>OL 125</i>	<i>B</i>	<i>3.00</i>	<i>3</i>	
<i>ACC 101</i>	<i>C</i>	<i>2.00</i>	<i>3</i>	
<i>MAT 112</i>	<i>D</i>	<i>1.00</i>	<i>3</i>	
<i>SCI 212</i>	<i>B</i>	<i>3.00</i>	<i>3</i>	
	<i>Sum(Grade points x Credit Hours) 39</i>		<i>15</i>	<i>39 ÷ 15 = 2.60</i>

GPA calculation = $\text{Sum (Grade Points x Credit Hours)} \div \text{Total Credit Hours}$

Cumulative GPA or CGPA will be $\text{Sum (Grade Points x Credit Hours)} \div \text{Total Credit Hours}$ of all the courses from all the semesters.

9.2.3 Incomplete

An "I" grade may be given in courses where the student in good standing, and with documented extenuating circumstances, has not completed the required coursework by the end of the term. Six weeks into the following semester, the incomplete automatically becomes a 'F' grade if the coursework has not been completed. If the course work is completed, resulting in a passing grade, the student's transcript will be amended and the final GPA calculated.

9.2.4 Withdrawal

The student may withdraw without academic penalty from any course in accordance with the published time deadlines. Withdrawal forms MUST be signed by the local guardian/ parent for students under the age of legal majority. Students are limited to two withdrawals per course, unless otherwise approved by the school's administration.

9. 3 Final Grades and Records

Final grades for each semester are recorded and maintained by the Registrar's Office. Grade reports are

sent to students at the end of each semester. The GPA for graduation and honors is calculated only on college-level academic work.

9.4 Grade Appeal Process

After contacting the concerned faculty member, if the student is still not satisfied, he/she may appeal. To appeal a grade a student should fill a grade appeal form available at the administration office and submit it to the Program Dean who will meet with the Academic Progress Review Committee. The appeal must be made within two weeks of the following semester. The only reasons for a grade appeal are: (a) exams were graded incorrectly (b) final grades were calculated incorrectly (c) grading was not consistent with the syllabus. Prior to submitting the grade appeal, the student is required to contact the instructor via e-mail or in person to find out what he/she made on the final examination and to see the calculation of the final grade. No grade appeal form will be accepted prior to this step. The Program Dean will review all relevant information and, if necessary, arrange for subsequent meetings/discussions with the Academic Progress Review Committee. The decision of the Committee will be final and will be communicated to the student within two weeks of the appeal.

9.4.1 Grievance Procedure

Concerns, misunderstandings and other grievances should be resolved informally through discussion with concerned instructor, staff member or student. In case of a legitimate grievance that cannot be resolved informally, students should consult with their Program Dean and/or the Dean for Student Affairs & Services and, if applicable, file a complaint form within two days of the grievance. All academic grievances are resolved by the Program Dean while all non-academic grievances are reported to the Dean for Student Affairs & Services. Grievance forms are available in the administration office.

If the matter is not resolved, the Program Dean will report the matter to the President and Vice President who will then convene a meeting with the concerned parties and a resolution will be taken.

9.5 Repeating Courses

Responsibility for loss of credits because of duplication of courses rests with the student. A student who has completed a course and desires to improve his/her grade for that course may only repeat the course if he/she has earned a "D" or "F" grade. The number of repeat attempts is normally limited to two per course. Repetition of a course removes the previous grade from the student's record only for the purpose of calculating grade point average. The original grade remains on the transcript, but only the grade earned in the last attempt is used for calculating the degree grade point average.

9.6 Degree attestation

ACD processes the degree attestation directly with the Ministry of Higher Education and Scientific Research in Abu Dhabi.

9.7 Total Attempts

A student may have only three attempts per course, including the original grade, repeat grades, audits, and withdrawals and may do so in no more than four courses.

9.8 Academic Standards of Progress

9.8.1 Academic Honors

The College recognizes scholastic achievement at the end of each term by publishing two lists of students who have achieved the required standards of academic excellence during the semester. Full time students who have earned a minimum grade point average of 3.5 for the semester are named to the President's List. Students who have earned a minimum grade point average of 3.0 but less

than 3.5 for the semester are named to the Dean's List. Students on the President's List or Dean's List will receive a special acknowledgement by mail.

9.8.2 Good Academic Standing

Students who earn a cumulative GPA of 2.0 or more are in good academic standing.

Degree seeking students need a minimum cumulative GPA of 2.0 in order to graduate.

9.8.3 Academic Warning

Students whose cumulative GPA falls below 2.0 will be placed on Academic Warning and their course load will be reduced to 12 credit hours for the next semester. Students on academic warning must meet regularly with their faculty advisor who will monitor their progress. Students who are near degree completion but have a GPA below 2.0 will be required to repeat courses with D and F grade in order to improve their GPA. At the time of graduation, the cumulative GPA must be 2.0 or higher.

9.8.4 Continued Academic Warning

A student will be on continued Academic Warning in case his/her cumulative GPA remains below 2.0 even after the first academic warning.

9.8.5 Academic Suspension

A student previously on Continued Academic Warning who earns less than a semester GPA of minimum 2.0 for two consecutive semesters will be suspended for one semester from the College. Students have the right to appeal a suspension within ten days of the issuance of the suspension letter. Appeals are to be submitted to the Academic Progress Review Committee. All appeals are reviewed and some students may be readmitted.

9.8.6 Re-admission after Suspension

Students who want to continue their studies at ACD following suspension must submit a written request to the Academic Progress Review Committee within two weeks of the date of the suspension letter. This request should contain an explanation regarding their previous substandard performance, the reason for wanting to continue their studies, and their strategy to improve their future academic performance. The Academic Progress Review Committee will then review the student's file and make a decision on re-admission.

9.8.7 Academic Dismissal

Students who have been re-admitted after an appeal but fail to achieve a minimum semester GPA of 2.0 or raise their cumulative GPA to 2.0 within the next two semesters will be dismissed from ACD. Dismissals are final and cannot be appealed.

9.9 Academic Honesty

Students have a responsibility to be honest in all of their coursework and college activities. Their coursework is expected to be the result of their own thought, research and self-expression. Violations of academic honesty include cheating, plagiarism, misrepresentation, bribery, and the unauthorized possession of examination papers or other class materials that have not been formally released by instructors.

9.9.1 Cheating

Cheating includes, but is not limited to, copying homework assignments from another student; working together with another individual on a take-home test or homework, when specifically prohibited from doing so by the instructor; looking at text, notes, or another person's paper during an examination when not permitted to do so. Cheating also includes the giving of work or information to another student to be copied and/or used as his or her

own. This includes, but is not limited to, giving someone answers to exam questions either when the exam is being given or after having taken the exam; informing another student of specific questions that appear or have appeared on an exam in the same academic term; giving or selling a term paper, report, project or other restricted written materials to another student.

9.9.2 Plagiarism

Plagiarism is the attempt of an individual to claim the work of another as the product of his or her own thoughts, whether the other's work is published or the work of a fellow student. Plagiarism includes, but is not limited to, quoting improperly or paraphrasing texts or other written materials without proper citation on an exam, term paper, homework, or a material submitted to an instructor, which was purchased from a term paper service or downloaded from the Internet and presenting another person's academic work as one's own.

9.9.3 Misrepresentation

Misrepresentation includes, but is not limited to, lying about family circumstances, employment conflicts, or other personal problems in order to gain academic advantage; or changing answers on graded materials; and having another person complete an assignment or take an examination in his or her stead.

9.9.4 Bribery

Bribery includes, but is not limited to, offering or giving money or any item of service to a member of the College staff to obtain assistance. This does not interfere with a student's right to obtain a tutor.

9.9.5 Consequences

Violation of the College's policy on academic honesty may result in academic penalties and/or disciplinary action. Academic penalties may include, but are not limited to, a

failing grade for a particular assignment or course or referral to the Dean of Student Affairs & Services for disciplinary action.

9.10 Drop and Add Policy

Students who wish to change their schedule must do so during the add/drop period indicated in the academic calendar. Should a student wish to drop or add a subject, he/she should first consult with an academic advisor and then with the registration office, which will make the changes on the registration card. Failure to make these changes through the Registrar's Office will render the student liable academically and financially for the original subjects selected. A student is entitled to a 50% refund of tuition fees for any credit course dropped during the drop/add period. At the end of this period, request for refund will not be entertained.

Note: Students are advised to attend the originally selected course(s) until the requested change has been officially approved by the Registrar's Office and a new timetable has been issued.

9.11 Change of Major

Students who want to change their major must obtain the appropriate form from the administration. The completed and approved form must be received by the Registrar's Office for the change to become effective.

9.12 Withdrawal from the College

Students wishing to withdraw from the College before the completion of any academic semester for which they are enrolled must submit an official letter to the College stating their intention to withdraw. Failure to do so will result in the student receiving an "F" grade for all subjects and these grades will be recorded on the permanent academic record.

9.13 Academic Load

To be considered full-time, students must carry a minimum load of twelve credit hours per semester. Normally a student carries a load of fifteen credit hours. However, students who attain a grade point average of 3.5 or above may take an extra course. This requires approval from the student's Program Dean. The student must submit a written request, explaining why he or she intends to take eighteen credit hours.

9.14 Class Attendance Policy

Each instructor formulates and announces his/her own attendance policy and communicates this policy in writing during the first week of classes. Students should notify instructors in advance of absence(s). Documentation for absences shall be presented by the student should the faculty member/administration so request. Students will be responsible for the materials covered during an absence. For their part, students are expected to arrange a class schedule that does not run in conflict with employment/ business/extracurricular or other personal activities.

Attendance is required in all courses. Excessive absences may result in failure or dismissal. Additionally, each student is responsible for all assignments and class work regardless of attendance requirements.

9.15 Examinations and Tests

Each lecturer is free to direct his/her class and to give tests as necessary. Usually, there are midterm and final examinations as well as more frequent subject examinations throughout the semester. However, the Final examination is scheduled for the last week of the semester after the Examination Committee meets. The schedule is announced to the students 4 weeks prior to the start date. Students may be required to write a maximum of 2 exams in a day. Duration of each examination is about 2 hours. As the system requires

continuous assessment, the final exam weightage ranges from about 20% to 30%. Unless it is an extreme emergency for which documentation has been provided, early exams or exams at a later date are not permitted. Only the Program Dean can authorize these adjustments. Answer scripts can be shown to students in person on their request. No answer script will be sent through email or any other electronic medium.

9.16 Pre-Requisites

Prerequisite courses are specified within each course description. They are academic requirements that must be completed before enrolling in the next subject level. Students are responsible for knowing and satisfactorily completing prerequisite requirements.

Students should know what the academic requirements are before attempting to register for a course.

9.17 Co-Requisites

Co-requisites are two courses that must be completed together. An example is a science course and the associated laboratory. You cannot take one without the other. Co-requisite academic requirements are stated within the course description section of the Catalog.

10. STUDY SKILLS WORKSHOP:

The college is offering a study skills workshop for those students who are on academic warning. The workshop will help these students in:

- **Planning and Managing Study Time** – focus on learning to be better time managers to ensure efficient and effective study time.
- **Organizing Long-Term work** – organize notes and assignments, as well as daily and long-term work.
- **Note Taking Skills** – acquire a variety of note-taking techniques for guaranteed academic success.
- **Reading and Study Strategies** – develop essential success-oriented strategies that are task appropriate.

- **Test Taking Strategies & Project Preparation** – develop different approaches for taking tests with focus on appropriate preparation.

11. TIPS ON ACADEMIC SUCCESS

To succeed in the American University System, it is important to learn how it is organized and how it works. Listed below are some suggestions you should keep in mind as you prepare to begin your studies. Attend the Orientation Program to become aware of approach, required skills, academic terminology, criteria, policies and procedures.

11.1 Attendance

In the American system of internal grading, attendance plays an important role in the grading process. Class attendance can make the difference between passing or failing a course. Each student is expected to arrange a class schedule in such a way that employment and/or personal activities (including extra curricular/student activities) are not conflicting with class attendance.

11.2 Work hard from the start

It is not possible in the American system of higher education to wait until halfway through the semester to begin studying. If you do not begin on the first day of classes, you are likely to experience increasing difficulty and fall behind.

11.3 Talk with your teachers

Teachers expect students to ask questions in class or immediately after it. They also expect students to consult them during their office hours when there are problems. If you are not doing well and if you fail to see your teacher about the situation, he or she is likely to assume that you are not interested in the class. Most teachers will evaluate

the attitude of a student as negative or indifferent if the student never asks questions either in or after class. Utilize faculty 'office hours'.

11.4 Open your mind

In the American academic system being able to memorize large quantities of information material is considered less important than synthesizing ideas from a variety of sources and applying the material studied in class in practical situations. You will have to adjust your thinking if you are determined to succeed academically in the American university system.

11.5 Note taking

Another key to academic success is note taking. A student must learn how to record what is being said and discussed in class. You must learn to listen and to write at the same time. Good note taking is the key to examination success, since the material you cover in class will always appear in the exam. You must also learn to recognize important material. Always focus on what the instructor stresses on in class.

11.6 Assignments/ Homework

Always do your assignments/homework and submit them on time. Failure to do so may result in zero points for that assignment and will give the instructor the impression that you are not a serious student. This assessment/evaluation may affect the student's overall performance.

12. ACADEMIC TERMINOLOGY

12.1 Academic Advisement

The process of counseling students about classes that must be taken to fulfill degree and/or transfer requirements.

12.2 Academic Calendar

Schedule of important dates and deadlines for the semester/ year.

12.3 Admission/ Registration Office

The Admissions Office processes the applications for admission to the college. The registration office handles all registration procedures.

12.4 Assignment/ Homework

Work to be done outside of class. Example, reading books on the reading list or writing a term paper.

12.5 E-Campus

An interactive online learning resource that includes e-textbooks as well as interactive classroom resources and web-links.

12.6 Counseling

A service offered to assist you in decision making and problem-solving. Guides students academically, personally and for career-purposes.

12.7 Dismissal

An academic status which prohibits the student from attending classes. The status occurs when a student has returned from suspension and has failed to maintain a GPA of 2.0 or higher.

Dismissal can also occur from disciplinary action caused by inappropriate behavior.

12.8 Drop and Add

A period of time at the beginning of the semester that permits a student to add and drop classes without academic penalties.

12.9 Drop/Withdrawal Date

The last day that a class may be dropped to receive a 'W' (withdrawal) on your transcript.

12.10 Faculty Advisor

On admission each student is assigned an academic advisor. The student can meet with his/her advisor at any time for academic and professional advice. During registration the faculty advisor will assist the student in selecting courses.

12.11 Faculty Office Hours

Office hours are held by faculty members to provide extra class assistance for students, especially those who are experiencing academic difficulties.

12.12 Full-Time

To be considered a full-time student, one must be registered for a minimum of 12 credits.

12.13 Major

The academic program a student chooses to pursue based on his/her personal and career goals. Students who are undecided about a major should consult either an academic advisor or a career counselor for guidance.

12.14 Preparation

For each hour in class, a student should devote two hours at home, reviewing class notes and texts, writing down questions for discussion, reading in advance the assigned

materials, etc.

12.15 Prerequisite

A course that must be satisfactorily completed before taking the next higher level in a related course.

12.16 Transcript

Official record in the Registrar's Office of all college courses taken by the student.

12.17 Withdrawal

Removal from a class and/or college via completion of proper forms in the Registrar's Office.

13. US HIGHER EDUCATION

13.1 Associate Degrees: (2 yr. Degree)

13.1.1 Associate of Arts (A.A.)

Usually 60 (SH) units (L.L.), which generally has a foreign Language requirement.

13.1.2 Associate of Science (A.S.)

Usually 60 (SH) units (L.L.), which normally requires fewer Arts and more Sciences, and has no foreign Language requirement.

13.1.3 Associate in Applied Science (A.A.S.)

Usually 60 (SH) units (L.L.), which are mostly professional in nature, like Electronics Technician, Machinery Technician, etc.

13.2 Bachelor's Degrees: (4 yr. Degree)

13.2.1 Bachelor of Arts (B.A.)

Usually 120 (SH) units (L.L. and U.L.), predominantly Arts and Sciences with a foreign language requirement.

13.2.2 Bachelor of Science (B.S.)

Usually 120 (SH) units (L.L. and U.L.) Less Arts and Sciences with no foreign language requirement, such as degrees in Business, Aeronautics, Communications, etc.

13.3 Masters Degrees:

13.3.1 Master of Arts (M.A.)

Post-Graduate Level Studies in Arts and Sciences such as History, Biology, Mathematics, etc. A thesis project is required in most cases.

13.3.2 Master of Science (M.S.)

Post-Graduate Level Studies in professional areas such as Accounting, Marketing, etc. A thesis project is required in most cases.

13.3.3 Master of Business Administration (MBA)

Post-Graduate Level studies in Business related areas such as Human Resource Management, Organization Development, E-Commerce, etc.

13.4 Lower Level (L.L.) Associate Level Courses

Courses that range from basic to intermediate level, such as English 101, Introductory Algebra 1a, etc.

13.5 Upper Level (U.L.) Bachelors Level Courses

Courses that range from intermediate to advanced levels, such as Abnormal Psychology 401, Calculus, Organizational Behavior.

13.6 Credit Hours /Semester Hours (SH)

Most schools follow the Semester System. This is how the school grants credit for course completion. A normal course is usually worth 3 credit hours.

13.7 Quarter Hours (QH)

Some schools follow the Quarter System. This has no effect on the quality of the courses or the cost. It is simply a different means of measuring credits. To check your credits if you plan to transfer from a Quarter system to a Semester system school, you generally divide your Quarter credits by 1.5.

13.8 Evaluation

When you begin the enrollment process, most schools will conduct an evaluation of your existing college credits to determine how many of your courses or Military experience credits will be transferred to your new school.

13.9 Distance Learning

Distance Learning is any form of education that does not require classroom attendance like online, video tapes, correspondence, etc.

13.10 Degree Program

The list of courses or modules that are required to earn a specific degree.

13.11 Residency requirement

The number of credits a student must earn directly from the school (not by transfer) to earn a degree from that school. Example: Northern Eel River Community College may require you to take a minimum of 30 credits from that College to earn a diploma.

American College of Dubai

Student Grievance Form

The information specified below is required in order to initiate a formal grievance procedure for a student of the American College of Dubai. If you wish to provide documents/additional materials which you believe will assist in reviewing this grievance, you may attach them to this grievance form.

1) Name of Student making the complaint: _____

• ID No : _____

• Program : _____

• Major : _____

• Contact details : _____

2) A brief summary of the grievance that you are reporting:
(attach additional paper if required)

3) Name of person handling the grievance:

• Title :

• Signature :

Submitted by

Date

AMERICAN COLLEGE OF DUBAI

GRADE APPEAL FORM

If you feel that your grade outcome needs to be reviewed, you may request an appeal by completing the following. The form must be submitted to the administration no later than the first week of the following semester.

LAST NAME: _____ FIRST NAME: _____

ID: _____

COURSE NAME & NUMBER	SEMESTER	FACULTY	GRADE	
			RECEIVED	EXPECTED

Please tick any one of the following:

- (a) exams were graded incorrectly
- (b) final grade was calculated incorrectly
- (c) grading was not consistent with the syllabus
- (d) Other reasons

DATE OF SUBMISSION: _____ SIGNATURE: _____

The administration will contact your instructor and arrange meetings/reviews as necessary.

FOR OFFICE USE ONLY

**Instructor
Comments:**

Administration Comments:

5 STUDENT SERVICES

How satisfied are you with :		Very Satisfied	Satisfied	Neutral	Dissatisfied	Very Dissatisfied	Not Applicable
5.1	The range of activities organized by the Student Council						
5.2	The range of clubs						
5.3	The opportunity to socialize with students from other nationalities						
5.4	The Student Union facilities						
5.5	The sports facilities						
5.6	The range of sports teams						
5.7	The quality of career advice and services						
5.8	The quality of transfer counselling and services						
5.9	The quality of assistance offered by academic counselors						
5.10	The availability of student information resources such as handbooks, college e-mail, online component						

Please add any comments you would like to make

6 LIBRARY SERVICES AND BOOKSHOP

6.1 On average, how often do you use the college library ? Tick whichever is appropriate.
 More than 4 times a week 2-4 times a week once a week less than once a week not at all

How satisfied are you with :		Very Satisfied	Satisfied	Neutral	Dissatisfied	Very Dissatisfied	Not Applicable
6.2	The library hours						
6.3	The helpfulness of the library staff						
6.4	The range of books						
6.5	The range of journals						
6.6	The availability of computers in the library						
6.7	The provision of study space						
6.8	The training to use library facilities						
6.9	The availability of on-line resources						
6.10	The noise levels						
6.11	The availability of photocopy services						
6.12	The availability of books in the bookshop						

Please add any comments you would like to make

7 COLLEGE FACILITIES AND SERVICES

How satisfied are you with :		Very Satisfied	Satisfied	Neutral	Dissatisfied	Very Dissatisfied	Not Applicable
7.1	The procedures for payment of course fees						
7.2	The college's appeals and complaint procedures						
7.3	The general appearance of the campus						
7.4	The classroom facilities						
7.5	The catering facilities						
7.6	The quality of food supplied by caterers						
7.7	The washroom / toilet facilities						

Please add any comments you would like to make

Would you recommend ACD to your friends?

YES

NO

NOTES

NOTES

NOTES



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