

2020

AMERICAN COLLEGE OF DUBAI
STUDENT
HANDBOOK

2021





AMERICAN COLLEGE OF DUBAI

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1.0 MESSAGE FROM THE PRESIDENT



The American College of Dubai as a pioneer in the field of higher education in Dubai had always earned my respect. However my respect was enhanced after I joined the institution. Since 1990, ACD's mission was to nurture its students to fill prominent professional posts and it has achieved this goal.

The College's Bachelor and Associate degrees and Academic English Program, continue to meet the needs of our diverse constituents. Transfer program, on the other hand, adds another dimension to education in ACD. Plans have been formulated to add other programs/colleges like Pharmacy and Engineering in order to provide Dubai and other communities (Middle and Far East in particular) with highly qualified graduates. ACD has already signed MOUs with reputed companies to secure jobs and internships for its future graduates.

The student body is our focal point. The qualified and well-trained faculty and administrative staff have demonstrated expertise and commitment to ensure student success. We don't measure our success by quantity because we believe in quality. Nevertheless, we are not short of quantity. After graduation our students remain in touch with ACD through the ACD Student Affairs/Services Office. Their feedback is highly valued and is helpful for our program development.



Being part of Al Shafar group of successful companies ACD enjoys the luxury of having outstanding guidance and vision. On top of this, graduates are welcomed to join one of the group's companies.

I thank everybody for reading this and all are invited to explore our institution. We are one of the top institutions in UAE in student facilities. You will find an excellent library, superb learning resources, IT labs, sports and recreations facilities as well as areas for informal student interaction. All students will enjoy the activities they are interested in as our qualified staff members, will always be in the background, working for them.

Dr. Hasan Wahbah
President

2.0 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 Education.
- The American College of Dubai has a mission to provide quality American higher education that is interdisciplinary, career-relevant, and interculturally relevant.



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- The institution emphasizes the core values of academic excellence, innovation, ethical integrity and multiculturalism.
- We are committed to the quest for new knowledge and empower faculty and students in their process of research and self development.
- The institution ensures its programs meet the needs of its stakeholders by constant interaction with prospective employers, the local and global communities as well as other international institutions of higher learning.

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 Affairs/Services area as well as additional information technology facilities.

3.0 THE VISION, MISSION AND GOALS OF ACD COLLEGE OF DUBAI

ACD VISION

“To become the region's leading institution of higher education, promoting excellence in teaching and learning, research and innovation, critical thinking and social commitment, to foster dynamic members of a global community.”

ACD MISSION

- The American College of Dubai has a mission to provide quality American higher education that is



interdisciplinary, intercultural and career relevant.

- The institution emphasizes the core values of academic excellence, innovation, ethical integrity and multiculturalism.
- The institution is committed to the quest for new knowledge and empowerment of faculty and students in research and self-development.
- The institution ensures its programs meet the needs of its stakeholders by constant interaction with prospective employers, the local and global communities as well as other international institutions of higher learning.

ACD 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 their career goals in the global economy.
- Undertake individual and collaborative teaching and research initiatives leading to professional development and institutional growth.

ACD POLICIES RELEVANT TO STUDENTS

ST 002 Advanced Standing Policy and Procedure
ST 003 Transfer Admissions Policy and Procedure
ST 004 Recognition of Prior Learning Policy and Procedure
ST 005 Student Records Policy and Procedure
ST 006 Student Disciplinary Policy and Procedure
ST 007 Student Academic Integrity Policy and Procedure
ST 008 Student Grievance Policy and Procedure
ST 009 Student Academic Appeals Policy and Procedure
ST 010 Student's Rights and Responsibilities Policy and Procedure
ST 011 Health Services Policy and Procedure
ST 012 Student Career Guidance and Counselling Policy and Procedure
ST 013 Student Extra-Curricular Activities Management Policy and Procedure



4.0 ACD IMPORTANT TELEPHONE NUMBERS:

MAIN NUMBER:	04 282 9992
Main Office	EXTENSIONS
Reception 1	100 / 0
President's Office	101
Account's Office	134
Business Office	102
Business Faculty	130
Library	104
Arabic Admissions	105
HR Manager	135
Dean of Business	107
Registration Office	108/136
Sports/Recreational Activities	109
Academic English	375
VP for Academic Affairs	110
Head of Students Devt.Services	114
IT Support/Maintenance Office	111
Head of IE & QA	112
Registrar	115
TOEFL/IELTS Dept.	220
Data Analyst	126



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IT Support	118
Academic Advising and Counseling	120
Clinic	121
Secretary/Reception 2	122
Copy Room	123
IT Coordinator	124
Maths Faculty	125
Dean for General Education	127
GenEd Faculty	130
Academic Counselor	131
Student Affairs /Services & Student Activity Center	130

5.0 ACD IMPORTANT EMAIL ADRESSESS:

ACD	info@acd.ae	
A. Gorozia	Alla.Gorozia@acd.ae	FacultyEnglish
A. Pacana	Amabelle.Pacana@acd.ae	Faculty-Business
A. Upadhya	amitabh.upadhya@acd.ae	Provost/VP Academic Affairs
C.Fanugao	cherrie.fanugao@acd.ae	Secretary/Reception
C.MacDonald	C.Ed@acd.ae	Evening Support / IELTS Coordinator
C. Mascarenhas	Christine.Mascarenhas@acd.ae	Registrar
C. Mendoza	Corazon.Mendoza@acd.ae	Internship



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D. Alakhras	dalia.alakhras@acd.ae	Nurse
E. Gabriel	Edwin.Gabriel@acd.ae	Business Office
E. Koshi	Elizabeth.Koshi@acd.ae	Career Counselor/English Faculty/ Literature
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H. Abulebda	Hamza.Abulebda@acd.ae	HR/PRO
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S. Sheik	Salma.sheik@acd.ae	Librarian
U. Farooq	Umar.Farooq@acd.ae	Accountant
V. Salas	Vincent.salas@acd.ae	Faculty-Business

6.0 ON CAMPUS SERVICES AND FACILITIES



6.1. RECEPTION / INFORMATION DESK

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

Location: ACD Main Building, Ground Floor

Sunday - Thursday: 8.00 am - 8.00 pm

6.2. ADMISSIONS OFFICE

- Handles admission inquiries.
- Provides information on ACD degrees/academic programs and explains admission requirements and procedures.
- Processes applications for admission.
- All procedures of college admission are detailed in the ACD catalogue.

Location: ACD Main Building, Ground Floor

Sunday - Thursday: 8.00 am - 4.00 pm

6.3. REGISTRATION OFFICE

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

Location: ACD Main Building, Ground Floor

Sunday - Thursday: 8.00 am - 4.00 pm



6.4. ACCOUNTS 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: 8.00 am - 4.00 pm

6.5. 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. Dalia Alakhras or the Physician Dr. Buthina on extension 121 or come to the reception.

Location: Business Department Building

Sunday - Thursday: 8.00 am - 4.00 pm

6.6. PRAYER ROOMS

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

Location: Adjacent to Library

6.7. 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 Student Union Building. Open during college hours

6.8. SPORTS FACILITIES

The ACD campus has the following outdoor sports facilities:

- volleyball court
- basketball court/tennis court
- football field

DEAN FOR GENERAL EDUCATION

- Office – Handles all academic matters relating to General Education.

DEAN FOR BUSINESS

- Office – Handles all academic matters relating to Business Subjects.

7.0 STUDENT ADMISSION POLICY

ACD is committed to ensuring a diverse student population from all social and cultural backgrounds. It embraces the principles of wider participation and fair



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access, welcoming applications from all suitably qualified candidates who are expected to succeed in their chosen program of study. Admission requirements for degree programs are in compliance with the Ministry of Education's regulations on secondary school completion and in English Language proficiency.

To qualify for admission at the college, an applicant must hold a UAE Secondary School Certificate or its equivalent covering 12 years of education or a Terminal Secondary Education Completion Certificate that qualifies the applicant to enroll in an institution of higher education in the country of origin where the certificate was issued, as determined by the authorities of that country. In cases where two levels of secondary education certificates are awarded, only certificates of the higher level (covering 12 years of education) will be accepted as qualification for admission

All applicants must satisfy the following basic admission requirements:

1. Pay an Application Fee of AED 900.00 (non-refundable)
2. Submit a copy of High School certificate attested by the Ministry of Education from the country in which the applicant studied. It must include all English translations of all records
3. Provide two recent passport size photographs
4. Provide a copy of
 - Emirates I.D.



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- Passport copy with visa page
5. Students will be scheduled by the Admissions/Registration Department for a mandatory placement test. However, exemption will be granted on the following grounds:
- A. Exemption from ACD English Placement test:
- Students with a C grade or above in English in O level exam (IGCSE, GCSE, GCE)
 - Students with 75% or above in English in grade 12 exam (CBSE, ICSE)
 - Exemption from ACD English Placement test is also granted to students who have scored 5.0 TOTAL BAND SCORE on the IELTS
 - Writing Score of 4.5 = Bridge 1;
 - Writing Score of 5.0 = Bridge 2;
 - Writing Score of 6.0 and Reading 6.0 = Comp 1.
 - TOEFL (PBE) 700 = Comp 1; 550 = Bridge 2; 500 = Bridge 1.
 - TOEFL (IBT) 80 = Comp 1; 70= Bridge 2; 61= Bridge 1.
 - EmSAT 1400-1525= Comp 1; 1100-1225 = Bridge 2; 950-1075 = Bridge 1
- B. Exemption from ACD Mathematics Placement test:
- Students with a B grade or above in Mathematics in O level exam.



- Students with 70% or above in Mathematics in grade 12 exam (CBSE, ICSE).

Provisional admission may be granted if all academic certificates/transcripts have not been received; however, all such documents must be received no later than 30 days after the start of the semester. All officially attested documents must be received by the end of the first semester, failing which no credits will be awarded for the semesters work and the student may not be permitted to continue his/her academic progression.

7.1. TRANSFER ADMISSION POLICY

Students coming from recognized institutions of higher education may apply subject to the following conditions:

- They meet ACD's regular admissions requirements mentioned above.
- They should be in good academic standing at the last academic institution they attended and should have a minimum cumulative GPA of 2.0.
- They meet the English Language proficiency requirements.
- They provide official transcripts of their high school and university/college records along with the syllabi and course description of all the courses they have done.
- All transfer applicants must either submit attested academic records or, in the case of overseas institutions, arrange for direct mailing of the



applicant's transcript to the ACD Admissions Office. Hand carried, unattested copies are not acceptable. ACD has no standing articulation agreements for the acceptance of transfer credit.

7.2. ADVANCED STANDING POLICY

All transfer credit coursework will be submitted for academic review resulting in a determination of the subject's applicability to the ACD program for which the student is applying. Applicants will be required to submit course outlines/syllabi for review of course learning outcomes by ACD. Usually no more than 50% of the total program requirement may be awarded via transfer credit for undergraduate degree programs. Applicants may be required to submit course outlines/syllabi to facilitate ACD review.

In addition to the 50% of total coursework limitation, students pursuing a bachelor's degree may only transfer in to ACD a maximum of 15 upper division credits which may not include internships or capstone courses.

For coursework to be accepted for transfer credit, the grade(s) earned must be equivalent to a 3.0 out of 4.0 ('B' in most US-style marking schemes) and at least 2.0 on a 4.0 point scale for entry to undergraduate programs.

8.0 STUDENT FINANCE POLICY

Student fees are payable in advance by cash, cheque,



credit card or bank transfer payable to the American College of Dubai, LLC. Full time students may also opt for the payment of 3 equal installments in the course of the semester secured by post-dated cheques. The payment plan applies only to tuition charges for full time student. It is not available to part-time student and does not apply to non-tuition charges and other applicable fees which must be paid at registration. Individual payment plans are subject to the approval by the Business Office.

8.1. REFUND/TRANSFER OF FEES

Full Withdrawal

- Applicants who have not visited the College prior to enrollment will be entitled to withdraw without penalty within 3 business days following orientation day or the College tour.
- All fees paid by an applicant will be refunded if requested within 3 days after signing the Acceptance Letter and Enrollment Agreement.
- A student requesting cancellation more than 3 days after signing the Acceptance Letter and Enrollment Agreement, but prior to the beginning of the program, is entitled to refund of all fees (except registration fee).
- A 50% refund or transfer of fees to the next semester is authorized if a student withdraws from ACD during the first two weeks of the semester. In such cases, the student must withdraw officially by submitting an official withdrawal slip and obtaining the signature



of the registrar. Without completing this procedure, no withdrawal will be considered official and nor refund or transfer of fees will be allowed.

- No refunds or transfers will be authorized after the beginning of the third week of the semester.
- Refunds are calculated based on the last date of actual attendance by the student and will be processed within 7 business days.
- Learning Resources are not included in the cost of tuition and are charged separately.
- Cost of books is non-refundable.
- Students who obtain an ACD student visa are NOT eligible for any refund/transfer after the visa has been issued.

Changing from full-time to part-time

- The fee will be calculated on the part-time rate per subject. The 50% refund/transfer fees will be based on the difference between the full-time and the part-time total fees.

8.2 Any cheque returned for “insufficient funds” must be made good within 5 working days after the student is notified by phone or mail. If no response is forthcoming, a letter will be issued to the effect that the student is in arrears.

8.3 Academic dismissal from the college does not obviate the outstanding debt. Students expelled



from the college for non-payment of fees will be unable re-enroll until all the outstanding debt has been cleared.

- 8.4. Financial Support: The Legacy Discount of 10% of the academic fees applies to students who have siblings at ACD as full time students for four semesters. Legacy discounts are only available to full time students.

9.0 STUDENT AFFAIRS/SERVICES

9.1. GOALS AND OBJECTIVES FOR STUDENT AFFAIRS/SERVICES

The College seeks to foster opportunities for students to learn and to grow as socially, intellectually mature and culturally aware individuals. ACD Student Affairs/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 behavior appropriate to positive, personal and professional lives.

ACD Student Affairs/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 Affairs/Services staff fosters a caring, positive, unique campus environment. They recognize diversity,



and the need to be culturally sensitive and responsive to change.

9.2. ACADEMIC SUPPORT SERVICES

ACD provides a number of services and facilities to meet the needs of students to achieve their educational goals. Students are advised to take advantage of services provided, people, and resources available for their benefit.

9.2.1. ACADEMIC ADVISING/COUNSELING

Academic advising and counseling are offered to all students. Academic advisors and counselors are available to help students with their 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.

9.2.2. 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 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 .

Location: ACD Main Building
Sunday – Thursday: 8 am – 4 pm

9.2.3. 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, search engines etc;
- A tailored transfer manual/handbook;
- Personalized contacts with university/college



representatives.

Location: ACD Main Building

Sunday – Thursday: 8 am – 4 pm

9.2.4. 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.

9.2.5. CAREER PLACEMENT

The college Career Services provides the resources and strategies to support graduates with career and employment goals such as:

- Developing a career plan and choosing the meaningful major with the help of a Career Advisor
- Initiate and move forward in the job search with employment specialists.
- Seek out internship opportunities and meet with Student Affairs/Services support team to further the experiential learning curve.
- Attend virtual Student Success Workshops

Outreach for career opportunities at ACD include:-

Workshops and Events

- Student Success Workshops are offered online
- Career Services offers a variety of activities to



support career development and successful job search endeavors.

Employers Connect In

- The college offers employers a *free* online database for job and internship postings. Employers can access both entry-level and experienced candidates for internships, part- and full-time jobs, special projects, seasonal employment, and volunteers.
- Our services are free and open to the public and the applicant pool will include students, alumni, and experienced community members.

Faculty Resources

- Career Services is here to support your work with students. We provide a number of resources for faculty, and also welcome new ideas

9.2.6. GUIDELINES FOR USE OF COLLEGE FACILITIES

When permission is granted, students, faculty and staff agree to comply with all the rules and regulations in the use of facilities code of conduct.

- Registered students with a valid ID card may only use facilities. Non-students are not allowed on campus or can only be permitted to attend events if approved via existing procedures.
- Students, faculty and staff and/or supervising staff



and faculty assume responsibility for keeping order while they are using the facilities and agree to reimbursement for any damages. All costs resulting from careless use of college property or damage to college property will be charged to the responsible individuals.

- Grounds and rooms must be kept clean, neat and orderly.
- Only the facilities assigned in this agreement are to be used. They must be used only at the time designated.
- All college equipment must be returned promptly after the event.
- In case of an accident resulting in injury to any person or damage to any property, it must be immediately reported.
- No alcoholic beverages are permitted, and all persons using intoxicating beverages are to be excluded from the building and grounds.
- The college reserves the right to alter or change any or all provisions of this agreement or to cancel it in its entirety at any time.

9.2.7. 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 Student Union Building (General Use);
Classrooms 4 and 6

Sunday - Thursday: 8 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.

9.2.8. 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. 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: ACD Main 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.

9.2.9. IELTS CENTRE

The International English Language Testing System (IELTS) is the world's most well-known and sought after English language proficiency test for study, work and migration with more than 2.9 million tests taken globally in 2016. IELTS results are recognized by more than 10,000 organizations, including educational institutions, employers, professional associations and governments, in over 140 countries around the world.

The IELTS is a test of all four language skills: listening, reading, writing and speaking and a student may take the listening, reading and writing tests all on the same day one after the other, with no breaks in between.

The American College of Dubai IELTS Centre provides students with tutorial and practice opportunities on Campus and this facility is well received by local and international students for university entrance.

9.2.10. LABORATORY:

The College's science labs are maintained in accordance with internationally accepted practices as regards safety, ventilation and materials storage.



9.2.11. E-CAMPUS/E-TEXTBOOKS

The College utilizes a web-based course interface 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.

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

9.2.12. FACULTY E-MAIL

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

9.3. 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



9.3.1. 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.

The College Student Council President provides leadership to the Student Council, and is a position that is elected by the student body to shape the student experience in purposeful and meaningful ways that value and advance the mission of American College of Dubai. The specific qualifications and responsibilities for the Student Council President is vast but essentially the requirements are the



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President needs to be in good academic and judicial standing, while demonstrating an enthusiasm for the college, students, faculty, staff and co-curricular programming and at the same time possessing an in-depth knowledge of the college and its resources. With the ability to communicate effectively both verbally and written, as well as interactively with various technologies, the incumbent should be willing to help students with personal issues at any level.

The College Student Council President will serve as an advocate for the student body through representation to the College Council for the purpose of articulating the needs, desires, interests and concerns of the student body. The responsibilities also include the establishing of methods for gathering information related to the student experience from students, including: feedback loops and assessment of student programming and events, partnering with the Council to promote and support internal and external events on campus.

For further information, contact Sports / Safety Coordinator.

9.3.2. 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.

9.3.3. 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
- 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.

9.3.4. STUDENT PUBLICATIONS

The ACD newsletter/magazine represents and serves the student population at ACD. The newsletter offers an opportunity for students to gain awareness of various aspects and best practices of journalism. Students are encouraged to contribute.

All student publications including newsletter, magazines, social media and web content must be updated, well maintained and reflect UAE values and cultural sensitivities. All postings are subject to the prior approval of the Dean for Student Affairs/Services.

9.3.5. 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.

9.4. 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.

10.0 STUDENT CODE OF CONDUCT: RIGHTS AND 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.

10.1. 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.

10.2 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.

10.3 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.

10.4 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.

10.5 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.

10.6 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.

10.7 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.

10.8 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. Recording lectures/using camera is not permitted in class without the written consent of the instructor.

10.9 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 Head 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.

10.10 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 Head of Student Affairs and 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 Head for Student Affairs and Services, in consultation with the respective Deans and/or the President, 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 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 Head for Student Affairs and 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 Head 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.

10.11 There will be appropriate consequences for academic fraud -cheating or plagiarism. Academic fraud will be reported in writing to the Dean of Business/Head of



General Education after the occurrence by the concerned faculty in no later than three days. After a careful review, the Dean/Head 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.



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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 Dean of Business/Head for General Education will determine the appropriate punishment.

- For a validated first offense, the student will be given a verbal as well as a written warning with a resubmission of the plagiarized assignment.
- For a validated second offense, the concerned student is placed on probation for one semester.
- For a validated third offense, the student may be



expelled from the College.

10.12 Dress Code:

ACD expects all its students to demonstrate courteous behavior towards all 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 Affairs/Services for appropriate action.

11.0 CAMPUS SAFETY

The American College of Dubai endeavors to provide a college environment for its students and the rest of the academic community that is reasonably free from recognized safety hazards and fully compliant with UAE laws and regulations in terms of health and safety. Safety is the responsibility of all members of the ACD team and takes priority over all other endeavors of the institution.



11.1. HEALTH

The College clinic aims to cater to the overall health needs of the students and other members of the academic community in order to nurture a better environment conducive to study and work. A dedicated full-time nurse complemented by a staff visiting physician is assigned to ensure that health assistance is readily available.

Emergency cases will be dealt with by the college emergency team according to DHA Guidelines.

Parents will be immediately contacted by a concerned college authority in any emergency. But in case the College is not able to contact the parents, the sick/injured student will be taken to the nearest hospital by ambulance or College transport. However, continued effort will be made to contact the parents.

The College Nurse will, on a daily basis, inspect the rest room and food preparation facilities to ensure that appropriate health and hygiene practices are being followed. Any violations of acceptable practice should be brought to the immediate attention of the Administration.

11.2. FIRE AND SAFETY PLAN

The Fire Alarm system consists of an integrated fire detection panel located at the main entrance to the Main Building. The system is divided into eight zones with complete coverage of all campus buildings. Initial alert is provided via smoke detectors that activate the institution's alarm system.

The fire and safety plan provides instructions for identifying,



monitoring and addressing the safety issues in the American College of Dubai. The plan describes the emergency procedures and building evacuation drills to use in the event of fire.

Guidelines for safe evacuation

1. After the ringing of the fire alarm, the Security guard will open the front entrance gate.
2. The teacher in the class will direct the students to the nearby exit point.
3. Each corridor has an evacuation plan, which shows the direction for exit.
4. Students will walk towards the Assembly area in a well-guided manner.
5. Students will be assembled class wise where each class teacher will mark attendance, and absences must be notified to the concerned authorities.
6. The cleaners are instructed to check all washrooms to make sure no students are left behind.
7. The college nurse will be ready at the assembly point with the first aid box to attend to individuals in case of an emergency.

12.0 ABOUT THE AMERICAN UNIVERSITY SYSTEM

12.1. 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 courses from areas such as social sciences, humanities, mathematics and natural sciences. These courses, 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 the major field of specialization. In some cases the area may include two disciplines and is thus referred to as double major.

12.2. THE SEMESTER SYSTEM

The academic year is divided into two semesters. 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 classroom



contact hour a student has two hours of study time which includes preparation time for tests/exams, time for assignment completion, reading, researching and planning/practicing for individual and group presentations.

12.3. 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.

12.4. 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.

12.5. 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.

13.0 ACADEMIC STANDARDS AND REGULATIONS

13.1. 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.

13.2. INFORMATION RELEASE POLICY

ACD will not release information regarding any of its students without the express permission of the individual about whom the information was requested. If the student is 21 years or older, parent/guardian may not have access to the student's records without the student's written consent.

Assuming student approval, the institution will ensure that requests for confirmation of attendance, student performance and other reference data is provided in a



timely manner.

13.3. 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.

13.3.1. 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	Description	GPA	Percentage
A	Excellent	4.0	90 – 100
B+	Very Good	3.5	85 – 89
B	Superior Good Pass	3.0	80 – 84
C+	Average	2.5	75 – 79
C	Satisfactory	2.0	70 – 74
D+	Pass	1.5	65 - 69



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D	Borderline Pass	1.0	60 - 64
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.

13.3.2. 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 calculation is based on the grade points earned since the entry to the college. Please find 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
65 - < 69	D+	1.5
60 - < 64	D	1.0
<60	F	0.0



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

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.

13.3.3. 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 an '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.



13.3.4. 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.

13.4. 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.

13.5. GRADE APPEAL PROCESS (ACD PP-S9)

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 Dean of Business/Head of General Education 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 Dean of Business/Head for General Education 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.

13.5.1. GRIEVANCE PROCEDURE (ACD PP-S8)

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 Dean of Business/Head for General Education and/or the Head for Student Affairs & Services and, if applicable, file a complaint form within two days of the grievance. All academic grievances are resolved by the Dean of Business/Head for General Education while all non-academic grievances are reported to the Head for Student Affairs & Services. Grievance forms are available in the administration office. The Grievance form may be obtained from ACD counselors. The completed form is to be submitted to academic counselors/concerned Dean/Head. If the matter is not resolved, the Dean of Business/Head for General Education will report the matter to the



President/Provost VP Academic Affairs who will then convene a meeting with the concerned parties and a resolution will be taken.

13.6. 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.

13.7. DEGREE ATTESTATION

ACD processes the degree attestation directly with the Ministry of Education in Abu Dhabi.

13.8. 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.

13.9. ACADEMIC STANDARDS OF PROGRESS

13.9.1. 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. Students should study a minimum of four courses and secure a C grade and above.

13.9.2. 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.

13.9.3. 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.



13.9.4. 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.

13.9.5. ACADEMIC SUSPENSION

A student previously on Continued Academic Warning who earns less than a cumulative 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.

13.9.6. 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.

13.9.7. 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 applicable for two semesters.

13.10. ACADEMIC HONESTY (ACD PP-S7)

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 thoughts, 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.

13.10.1. ACADEMIC MISCONDUCT

Academic misconduct includes cheating and plagiarism, but is not limited to:-

- copying homework assignments from another student or the 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.
- Claiming the work of another as the product of his or her own thoughts, whether the work in question has already been published or the work of a fellow student.



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- It also includes the giving of work or information to another student to be copied and/or be 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.
- The passing of information to another student of specific questions that appear or have appeared on an exam in the same academic term.
- The giving or selling of a term paper, report, project or other restricted written materials to another student, and the quoting improperly or paraphrasing texts or other written materials without proper citation on an exam, term paper, homework.
- The submission of material 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.

13.10.2. 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.



13.10.3. 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.

13.10.4. CONSEQUENCES

Student/s suspected of academic dishonesty/plagiarism will be reported in writing by the concerned faculty to the Dean of Business/ Head for General Education. 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 the following: a failing grade for a particular assignment or course; resubmission of assignment; submission of additional work; suspension from the College due to breach of academic honesty.

13.11. 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.

13.12. 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.

13.13. 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.

13.14. 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 Dean of Business or Head for General Education. The student must submit a written request, explaining why he or she intends to take eighteen credit hours.

13.15. CLASS ATTENDANCE POLICY

Class attendance is mandatory. In general students will lose the marks awarded for attendance and class participation if they do not attend class regularly. A minimum of 70% attendance is required to make a passing grade. Absences that occur due to extreme emergency must be limited to the permitted 30%. However, exceptions can be made on the recommendations of the Academic Review Committee based on valid documentation. It is a student's responsibility to follow up on all class work or required assignments. Absence from class even for unavoidable reasons cannot be offered as an excuse for incomplete or substandard work. Class participation is of prime importance in any educational system and students are encouraged to take advantage of the interactive sessions in the classroom which will be objectively assessed by the concerned faculty during the teaching session. This participation assessment does form a part of the overall evaluation of the course.

13.16. EXAMINATIONS AND TESTS

Each lecturer is free to direct his/her class and to give tests as and when necessary. Usually, there are midterm and final examinations as well as more frequent subject tests



throughout the semester. However, the Final examination is scheduled for the last week of the semester. 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. Tests and exams taken at a different date to the one specified by the teacher/college will incur a penalty. 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.

13.17. 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 be aware of the academic requirements prior to registering for a course.

13.18. 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.

14.0 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 and Project Preparation – develop different approaches for taking tests with focus on appropriate preparation.

15.0 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.

15.1. ATTENDANCE

A minimum attendance of 70% is required to make a passing grade. 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.

15.2. START RIGHT

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.

15.3. COMMUNICATIONS

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'.

15.4. 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.

15.5. 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 in class.

15.6. 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 your overall performance.



16.0 ACADEMIC TERMINOLOGY

16.1. ACADEMIC ADVISEMENT

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

16.2. ACADEMIC CALENDAR

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

16.3. ADMISSION/ REGISTRATION OFFICE

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

16.4. ASSIGNMENT/ HOMEWORK

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

16.5. E-CAMPUS

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

16.6. COUNSELING

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



16.7. 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.

16.8. 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.

16.9. DROP/WITHDRAWAL DATE

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

16.10. 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.

16.11. FACULTY OFFICE HOURS



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

16.12. FULL-TIME

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

16.13. 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.

16.14. 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.

16.15. PRE-REQUISITE

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

16.16. TRANSCRIPT



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

16.17. WITHDRAWAL

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

17.0 US HIGHER EDUCATION

17.1. ASSOCIATE DEGREES: (2 YR. DEGREE)

17.1.1. ASSOCIATE OF ARTS (A.A.)

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

17.1.2. ASSOCIATE OF SCIENCE (A.S.)

Usually 60 (Semester Hours (SH)) units (Lower Level (L.L.)), which normally requires fewer Arts and more Sciences, and has no foreign language requirement.

17.1.3. 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.



17.2. BACHELOR'S DEGREES: (4 YR. DEGREE)

17.2.1. BACHELOR OF ARTS (B.A.)

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

17.2.2. 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.

17.3. LOWER LEVEL (L.L.) ASSOCIATE LEVEL COURSES

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

17.4. UPPER LEVEL (U.L.) BACHELORS LEVEL COURSES

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

17.5. 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.

17.6. 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.

17.7. 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.

17.8. DISTANCE LEARNING

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

17.9. DEGREE PROGRAM

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

17.10. 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.



Student Grievance Form

The information specified below is required in order to initiate a formal grievance procedure for students at 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.

Student's Name: _____

Student ID: _____

Program: _____

Major _____

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



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Name of person
handling the
grievance: _____

Title: _____

Submitted by: _____

Date: _____



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: _____

Student ID: _____

COURSE NAME & NUMBER	SEMESTER	FACULTY	GRADE	
			RECEIVED	EXPECTED

Please tick any one of the following:

- Exams were graded incorrectly
- Final grade was calculated incorrectly
- Grading was not consistent with the syllabus
- Other reasons _____



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Date of
Submission:

Signature:

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

For Office Use only:
Instructors Comments

Administrators Comments



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AMERICAN COLLEGE OF DUBAI CREDIT TRANSFER ACCEPTANCE FORM

Student
Name: _____

Student ID: _____

Program: _____
Course
Code: _____

Year: _____

Date: _____

Dear _____,

Congratulations!

I am pleased to inform you that you have been accepted to the American College of Dubai _____ degree program for the _____ Semester _____. Upon review of the course outlines submitted on _____ (at least 10 days prior to the start of the semester at ACD) and your grades by our



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program Deans, we are pleased to inform you that the following subject and credits have been accepted for transfer from _____ College/University into _____ Program based on the course outlines submitted by you from your prior University/College/Institution.

S.No	Name or Previous College/ University	Course Code accepted for transfer	ACD Equivalent Course Code	Grades	Credits
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					



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13.					
14.					
15.					
16.					
17.					
18.					
19.					
20.					

Course Transfer
Committee Approval

Approval by Registrar

Department Head:

Ms. Christine
Mascarenhas

1. Faculty Expert 1: _____

2. Faculty Expert 2: _____



AMERICAN COLLEGE OF DUBAI



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