

STUDENT CODE OF CONDUCT



AIU 

2023-2024



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Introduction

The American International University (AIU) Student Code of Conduct is derived from the institutional values, mission, and vision of a University committed to student centeredness, the education of the whole person, the enhancement of student leadership, the promotion of the highest ethical and moral values and aspirations, and the safeguarding of academic integrity.

In order to sustain an environment that supports optimal learning opportunities and promotes personal growth, AIU expects all community members (students, faculty, and staff) to adhere to the guidelines and policies established by the institution.

The Student Code of Conduct and the Academic Honesty Policy provide general explanations of community members' rights and responsibilities, outline acceptable and unacceptable behaviors, and describe specific disciplinary procedures and sanctions.

American International University requires students to become aware of and abide by all the standards of the University. All community members are required to familiarize themselves with the policies and standards contained in the Student Code of Conduct, the Academic Honesty Policy, the University Catalog, and the Student Handbook.

The University respects the dignity of all individuals and in return expects each individual to have that same respect for others within the University community, so that all may achieve their full potential. Membership in the AIU community gives to every student a set of rights and responsibilities that are essential to the University's educational mission. All our students enjoy the rights to freedom of thought and expression; freedom from discrimination based on race, ethnicity, religion, national origin, gender, age, or family status; participation in the academic and non-academic opportunities offered by the University; and a fair judicial process in the determination of accountability for conduct. In return, students are expected to always show responsible behavior that complies with all provisions of the Student Code of Conduct and the Academic Honesty Policy and does not harm or threaten any individual or group. The University will take appropriate disciplinary action in situations involving misconduct or involving disregard for any person or property.

Disciplining students is part of the learning process and, as such, its focus shall be educational for the individual and for the University community. This includes the possible use of suspension or expulsion and/or other penalties or remedies. The Student Code of Conduct and the Academic Honesty Policy provide general explanations of community members' rights and responsibilities, outline acceptable and unacceptable behaviors, and describe specific disciplinary procedures and sanctions. Any query about the **non-academic behavioral** processes, rules, or policies covered by the Student

Code of Conduct should be directed to the **Office of Student Conduct**. The Academic Honesty Policy and other policies regarding **academic conduct** covered by the Student Code of Conduct are administered by the **Vice President for Academic Affairs'** office and any queries about the academic processes, rules or policies, and faculty should be directed there.

Reporting of behavioral and academic incidents is done by completing Non-Academic or Academic Incident Report Form (available from the Office of Student Conduct and the AIU website) as soon as possible after the incident and submitting the form to the appropriate office (Office of Student Conduct, or Academic Affairs). Incident reports are investigated by the applicable department and if required, the judicial process is started.

If a course instructor suspects that a student has committed plagiarism or another form of academic misconduct, the instructor must first notify the student or students involved and immediately notify the Vice President for Academic Affairs (or designee), following the procedures set out in this document.



Contact Information:

Academic Misconduct Issues:

Vice President for Academic Affairs

Email: academicaffairs@aiu.edu.kw

Location: Building A – Floor 2

Non-Academic Misconduct Issues:

Student Conduct Office

Email: studentconduct@aiu.edu.kw

Location: Building B – Floor 3

A. Academic and Non-Academic Behavior

Article I: Students' Rights and Expectations

1.1 In General: Within the framework of the AIU policies and procedures, including those pertaining to standards of conduct, AIU shall endeavor to provide a campus and institutional environment in which:

- 1.1.1 The opportunity for free inquiry and expression is protected.
- 1.1.2 Discrimination and harassment based on race, ethnicity, religion, national origin, gender, age, or family status are not tolerated.
- 1.1.3 Student records are protected from improper disclosure.
- 1.1.4 Opportunities are provided for student engagement in the governance of the University through membership in appropriately registered councils and committees, provided such councils and committees meet requirements established by the University.

1.2 Academic Rights: AIU shall endeavor to ensure that students are provided:

- 1.2.1 Clear University expectations regarding academic integrity, policies, procedures, and sanctions pertaining to relevant violations.
- 1.2.2 Information by the faculty about course requirements (including amended requirements), evaluation procedures, and the academic criteria to be used in each course.
- 1.2.3 Impartial evaluations based on academic performance.

Article II: Student Conduct

2.1 Jurisdiction of the University

- 2.1.1 The University exercises its jurisdiction over student conduct that takes place on University premises and at any University sponsored functions.
- 2.1.2 AIU has a zero-tolerance rule for any acts of discrimination or harassment against an individual based on race, ethnicity, religion, national origin, gender, age, or family status (see Non-Discrimination Policy in this document).

2.2 Student Code of Conduct

AIU students are expected to respect, abide by, and comply with the letter and the spirit of the University's Student Code of Conduct on and off campus. Any student found to have committed misconduct is subject to the disciplinary sanctions outlined in the Student Code of Conduct and the Academic Honesty Policy.

Article III: Non-Academic Rules and Regulations

3.1 Violation of Kuwait Law and/or University policy: violating any provision of Kuwaiti law on University premises or at University sponsored functions.

3.2 Violation any University bylaws, policies, rules, or regulations.

3.2.1 Students are also responsible for all actions of their guests and visitors while on University property or at University sponsored events.

3.2.2 The University disciplinary process is an educational process and not a legal process. As such, if the Kuwait authorities select to pursue or dismiss a legal case this will have no bearing on the decision of the University to pursue a disciplinary case through the AIU disciplinary process. Therefore, if the Kuwait authorities dismiss a legal case or find the accused “not guilty”, a decision by AIU to pursue a disciplinary case, will not be considered double jeopardy since the AIU process is an educational process and not a legal process.

3.3 Failing to comply with the reasonable directions of AIU officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so will result in sanctions.

3.4 Failure to wear a valid AIU student identification card around the neck when on campus grounds and/or failing identify oneself when requested to do so by any University official or designee, including Campus Security will result in the individual being issued warnings and sanctions.

Students who do not wear their ID badges after the provided warnings are subject to the following sanctions:

- 1st Offense: Written Warning
- 2nd Offense: Mandatory Conduct Meeting & Second Written Warning
- 3rd Offense: Mandatory Saturday Morning Conduct Training & Test
- Subsequent violations may lead to increased sanctions, including the possibility of suspension.

3.5 Possession of controlled substances, weapons, or dangerous materials:

3.5.1. Retaining or using any form of arms, explosives, dangerous instruments, dangerous chemicals, or compounds on University premises or at University sponsored functions will result in immediate expulsion and the individual(s) will be turned over to the local law enforcement authorities.

3.5.2. Retaining, using, trafficking in, or distributing narcotics, alcohol, or other

controlled substances on University premises or at University sponsored functions will result in immediate expulsion and the individual(s) will be turned over to the local law enforcement authorities.

3.6 Misconduct:

3.6.1 Includes, but not limited to, non-physical acts such as: dishonesty, verbal abuse, harassment, stalking, threats, intimidation, social media/internet harassment and/or other non-physical conduct which endangers the physical or emotional health or safety of any person.

3.6.2 Includes, but not limited to, physical acts such as: physical abuse, threats, inappropriate physical contact, or contact which causes bodily harm, coercion and/or other conduct, which endangers the physical or emotional health or safety of any person.

3.6.3 AIU has a zero-tolerance policy against physical altercations on campus or at a University sponsored events. Such violations are subject to immediate suspension/ expulsion from University or classes (regardless of fault) pending investigation.

3.6.4 Includes, but not limited, such endangering behaviors as taking or threatening action that endangers the safety, physical or mental health, or life of any person, or creates a reasonable fear of such action, whether intentionally or because of recklessness or gross negligence.

3.7 Disrespect:

3.7.1. Showing any form of disrespect towards a student, faculty, or staff member, inclusive of cleaning and security staff.

3.7.2. Using foul/inappropriate language, gestures, or ridicule towards any member of the University community.

3.7.3 Conduct which violates Islamic values, practices, beliefs; or that violates AIU's expectations on personal conduct either on University premises or at functions sponsored by or participated in by AIU.

3.7.4 Inappropriate clothing: AIU students are expected to abide by the values and traditions of Kuwaiti society; inappropriate dress for males and females is prohibited. This includes, but is not limited to, clothing bearing suggestive or offensive language or graphics, tank tops, low cut blouses, short clothing, and revealing clothes which show too much skin or exposes the waist or back.

3.8 Dishonesty:

3.8.1 Providing false information to any University official, faculty member, or office.

3.8.2 Forging, altering, or misusing any University document, medical record, extenuating circumstances report, record, account, computer account, or instrument of identification.

3.8.3 Tampering with any student election conducted by the University.

3.8.4 Acting as an agent of the University without authorization or unlawfully using its logo and tradename.

3.8.5 Using another person's identity, password, identification number, University identification card or any other identification card, or assisting another in the preparation or transmission of false identification or credentials.

3.8.6 Giving or promising money, gifts, services, favors of any kind, or any other form of bribery, in order to influence the judgment or conduct of another person.

3.9 Disorderly conduct:

3.9.1 Conduct which is disorderly, lewd, or indecent; breach of peace; or aiding, abetting, or procuring another person to breach the peace on University premises or at University sponsored functions.

3.9.2 Students must comply with University policies and regulations as well as local or Kuwaiti laws pertaining to the separation of genders.

3.10 Disruption:

3.10.1 Behavior which disrupts the educational process/environment or any other on or off campus University function. Examples of such behavior include but are not limited to: unreasonable interference of University operations, intimidating, threatening or abusing any person or persons, or any other acts which may unreasonably interrupt the educational environment.

3.10.2 Interfering with the ability of other members of the University community to listen to an invited speaker.

3.10.3 Participating in an unauthorized campus protest or sit-in, or any initially authorized protest or sit-in that exceeds its authorized boundaries or permitted time.

3.10.4 Using mobile phones and other devices in classrooms, laboratories, or studios during classes or examinations without the permission of the course instructor.

3.11 Fire Safety and Regulations:

3.11.1 Abuse, removal, tampering or wrongly activating fire and safety equipment.

3.11.2 Falsely reporting a fire or dangerous materials on campus, or failure to comply with fire and safety regulations.

3.11.3 Using any form of incense, bakhoor or oud burners (Mubkhar) while on

campus grounds and surrounding facilities.

3.11.4 Smoking inside campus buildings, structures, stairwells, terraces, and balconies, this includes all forms of electronic vape sticks/pens/cigarettes.

3.12 Harmful or Threatening Behavior:

3.12.1 Engaging in behavior which poses physical harm to others at University premises or University sponsored functions.

3.12.2 Engaging in 'hazing' other students by endangering their mental or physical health for the purposes of initiation or admission into, affiliation with, or as a condition for continued membership in, a group, organization, or sports team.

3.13 Offensive Material:

3.13.1 Students are not to produce, view, store, possess, or transmit materials which are of an offensive nature (including harassing or obscene materials). Examples of items that are viewed as offensive are: lewd images, excessively violent or graphic content, and items considered to be discriminatory or demeaning in content.

3.14 Vandalism and Misuse of University Property :

3.14.1 Engaging in behavior that causes damage to University premises or property.

3.14.2 Misappropriation or removal of, stealing, or damaging property of the University

3.14.3 Littering on University premises.

3.14.4 Placing notices, posters, or signs anywhere on University premises without proper authorization.

3.14.5 Trespassing into unauthorized University areas.

3.14.6 Possessing, duplicating, or using keys, key cards, or other access or security devices without authorization.

3.14.7 Tampering with or misusing fire or safety equipment or disregarding, circumventing, or disabling any security or safety device or system.

3.14.8: Eating/drinking in unauthorized areas on campus which is a violation of university health and safety standards.

3.15 Abuse of Computer Resources:

3.15.1 Breaching or attempting to breach University IT network or computer security, invading, or hacking or attempting to access or release of confidential data or files.

3.15.2 Accessing, using, reading, deleting, or modifying a file without proper

authorization.

3.15.3 Copying or distributing copyrighted computer software or other materials. Or violating copyright law, failing to observe licensing agreements.

3.15.4 Using computer facilities to harass or to send, display or store discriminatory, harassing, threatening or abusive messages.

3.15.5 Participating in the viewing or exchange of inappropriate or obscene materials.

3.15.6 Using computer facilities to send unauthorized mass emails or chain emails.

3.15.7 Sending or posting confidential material, trade secrets, proprietary information outside of the University.

3.15.8 Infringing on the privacy of others or using or disclosing someone else's username or password without authorization or attempting to break into the computer system of AIU or another organization or person.

3.15.9 Misusing computer facilities to interfere with the normal operation of any University computing system or network.

3.15.10 Jeopardizing the security of AIU's computing systems and services, or tampering with or falsifying electronic information.

3.15.11 Failing to abide by AIU's published IT policies, procedures, and regulations.

3.16 Harassment and Discrimination:

3.16.1 Harassing, intimidating, threatening, public humiliation, or coercing (verbally or through any means of communication) a member of the University community.

3.16.2 Bullying or cyberbullying a member of the University community, including but not limited to bullying or harassment through any form of social media.

3.16.3 Using any form of media, including social media, to falsely accuse, libel, defame, or smear the reputation of a member of the University community.

3.16.4 Discriminating against any member of the University community on the basis of race, ethnicity, religion, national origin, gender, age, or family status.

3.17 Smoking and Vaping:

3.17.1 Smoking or vaping is only allowed in the designated Student Smoking Area and is not allowed anywhere else on the University premises, including inside parked cars.

3.17.2 Littering of cigarette ends and/or related products will lead to the administering of sanctions.

3.17.3 Smoking indoors, anywhere on campus is strictly forbidden. This includes stairwells, bathrooms, lounges, hallways, and entrances to buildings.

3.18 Violation of Kuwait local or national law and/or the Student Code of Conduct:

3.18.1 University disciplinary proceedings will be instituted against any student charged with a violation of this Student Code of Conduct.

3.18.2 If governmental authorities charge a student with any violation of the Kuwait laws, the University will not request or agree to special consideration for that individual because of his or her status as a student.

3.18.3 The University also reserves the right to review each case when charges are filed for a violation of Kuwaiti laws and University action may be taken and impose sanctions for misconduct that also violates the AIU Student Code of Conduct and/or demonstrated disregard for the AIU community and/or disrupts the educational mission of the University.

3.18.4 The University will cooperate fully as requested by Kuwaiti law enforcement and other governmental agencies whenever they seek to enforce Kuwaiti law on campus.

3.19 Misuse of Personal Electronic Devices:

3.19.1 Using personal electronic devices to take photos, record, or film a member of the AIU community without pre-authorized permission.

3.19.2 Sharing photos, recordings, and/or filmed media of AIU, community members and/or workers on social media without pre-authorized permission.

3.19.3 Using personal electronic voice recorders or listening devices to unethically record lectures, seminars, quizzes and/or exams.

3.19.4 Possessing, viewing, sending, or sharing video or audio information having, culturally inappropriate, violent, or threatening content on University grounds, AIU sponsored events or when representing AIU off campus at sponsored events.

3.19.5 Using a personal electronic device to assume the identity of another student, or person, to tarnish their name and standing at the University.

3.19.6 Students and community members shall not search, retrieve, save, circulate, or display hate-based, offensive, explicit, or images or information about weapons.

3.20 Student Parking on Campus:

3.20.1 Parking in non-student designated parking lots.

3.20.2 Parking, unless otherwise directed, is prohibited in front of campus gates, across multiple spaces, in front of all building entrances, on grass areas, parking lot driving lanes, sidewalks, and service areas.



The operator of a vehicle found to be improperly parked will receive the following sanctions:

- 1st Offense: Verbal Warning and Vehicle Citation
- 2nd Offense: Written Warning from Student Conduct
- 3rd Offense: Loss of on Campus Parking Privileges and Parking Pass Revoked

3.21 Libel and Slander:

3.21.1 Writing, speaking, or posting on social media about any AIU community member in a manner which is abusive, disrespectful, untrue, or threatening towards either themselves or their family is strictly forbidden and will result in serious sanctions.

3.21.2 Using fake social media accounts to slander and/or disrespect the work of an AIU community member or associated vendors, companies, public figures, or related individuals/stake holders.

Article IV: Non-Academic Misconduct Sanctions

Sanctions and restorative outcomes preserve AIU's institutional integrity and, whenever possible and appropriate, help students learn from their mistakes and regain their standing within the AIU community. It is the mission of AIU to use the Code of Conduct sanctions as an educational tool to further advance a student's behavior, character, and capabilities.

When determining sanction(s), the student's present demeanor, past conduct record, the nature and seriousness of the offense, including the severity of caused damage, disruption and/or injury and other factors may be considered. Repeated violations of

the Student Code of Conduct may result in the imposition of progressively more severe sanctions, although any sanction may be administered based on the previously defined determining factors. Determined sanctions are administered based on the judgement given by either, Office of Student Conduct or the Student Conduct Sanctioning Committee. For non-academic conduct matters, the following sanctions may be assigned. For nonacademic violations, all records are maintained within the Office of Student Conduct.

4.1 Interim Measures:

For incidents that pose immediate concerns for the safety and welfare of the campus community, during pending University disciplinary proceedings, the Student Conduct Director (or designee) may take summary action or implement interim measures that limit a student's ability to be on campus, engage in coursework, and/or interact with specific members of the University community until resolution is reached.

4.2 Restrictions and Loss of Privileges:

Examples include, but are not limited to, restriction from visiting a specific building, dining facility, or other specific areas on campus; restrictions from attending or participating in extracurricular activities, athletic events, concerts, or other campus programs. A copy of the restriction sanction is placed in the student's file and copied to the appropriate University officials. Notification may be given to parents or guardians.

4.3 Warning:

A Warning is notice that the student's behavior is unacceptable to the University community and that further misconduct may result in more severe penalties. Warning is for a specified period, usually not to extend beyond two years and may be accompanied by conditions and/or other educational sanctions. Records are maintained in the student's file in the appropriate office and are considered in the event of future violations. After the Warning period, the Warning will not be externally reported outside the University community as part of the student's disciplinary record and will be removed from the student's file upon graduation from the University or three years after permanent withdrawal from the University. In certain instances, parents (guardian) or advisors may be notified.

4.4 Probation:

Probation is notice that the student is no longer in good standing with the University community. Probation is for a specified period and may be accompanied by restrictions on activities or the requirement that specific activities be performed and/or other conditions be met, as deemed necessary

and appropriate. Violation of Probation is considered grounds for further action, including Suspension. At the conclusion of the Probation period, the student is returned to good standing. Records are maintained in the student's file in the appropriate office and are considered in the event of future violations. Parents are notified when a student is placed on probation. The student's academic advisor is notified when a student is placed on probation. Records of Probation remain in the student's file until graduation from the University or three years after permanent withdrawal from the University. Probation records may be externally reported only if the student has not graduated from the University or in the case where it is within three years after permanent withdrawal from the University.

4.5 Mandatory Awareness Conduct Courses

Students are required to attend a mandatory 3-hour long awareness course hosted on campus in which students will need to pass an exam/questionnaire related to a selection of code of conduct violations. Failure to attend will result in an escalation of sanctions.

4.6 No Contact Order:

Is a clear directive indicating that two students may not contact each other due to the potential risk and wellbeing of at least one of the parties involved. Students may not attempt to make any form of contact, including physically, electronically, or through a third-party.

4.7 Suspension:

Suspension encompasses exclusion from the campus and from all activities related to the University, whether on or off campus, including the activities of university-recognized or sponsored organizations for a specified period. The time specification may be a calendar date or the time at which certain accompanying conditions and/or other requirements have been satisfied. Violation of Suspension is considered grounds for further action, including Expulsion from the University. Records are maintained permanently in the student's file in the appropriate office and are considered in the event of future violations. Parents are notified when a student is suspended. The student's academic advisor is notified when a student is suspended. Suspension records may be externally reported.

4.8 Expulsion:

Expulsion encompasses permanent separation from the University. Expulsion means that a student may not enroll at the University nor participate in

University activities. Records are maintained permanently in the student's file in the appropriate office and are considered in the event the student seeks readmission at some point in the future. Parents are notified when a student is expelled. The University Registrar is notified when a student is expelled to process the student's record. Expulsion records may be externally reported.

4.9 Withholding Degree/Diploma:

Because a degree/diploma from the University signifies not only successful completion of academic requirements but also compliance with the University's standards and good standing as a member of the University community, the University may withhold a degree/diploma entirely as a sanction for a violation of its policies, rules, or regulations, or may impose further conditions on the certification of a degree/diploma (e.g., compliance with other sanctions imposed as a prerequisite to the certification of the degree/diploma).

4.10 Revocation of Admission and/or degree/diploma:

Admission to or a degree/diploma awarded from the University may be revoked for fraud, misrepresentation, or other violation of University standards in obtaining the degree, or for other serious violations committed by a student prior to graduation.

4.11 Notations on Transcripts:

Sanctions are not typically placed on a student's transcript. Due to certain circumstances, if a conduct officer or Hearing Board determines that a sanction should be placed on a student's transcript, and if the Office of the Registrar agrees, then notation of the sanction will appear on the transcript and in the student's, file kept permanently in the appropriate office.

4.12 Other Sanctions:

Any sanction may be accompanied by, or substituted with, appropriate activities the student is directed to undertake, including: community restitution (programming requirements or community service hours), being barred from campus buildings, being restricted from participation in university sponsored or University recognized activities or organizations, or being prohibited from or limited in university employment. The student will be given specific deadlines for the completion of such activities, and failure to meet the deadlines may be grounds for further disciplinary action. Records are maintained in the student's file in the appropriate office.

Article V: Academic Rules and Regulations

Academic Integrity – Also see the Academic Integrity Policy (in the AIU Catalog).

Academic integrity violations include all forms of academic dishonesty. While the information below gives major examples, it is not meant as a complete listing of acts of academic dishonesty. Instructors, faculty members, University staff or students may report cases as academic violations for potential investigation.

If a course instructor suspects that a student has committed plagiarism, cheating or another form of academic misconduct, the instructor must first notify the student or students involved and immediately notify the Vice President for Academic Affairs (or designee), following the procedures set out in this document.

5.1 Cheating:

5.1.1 Using material or equipment (including mobile phones, electronic watches, electronic tablets, iPads, calculators, and other devices) that are not authorized by the instructor in an examination, project, or graded assignment.

5.1.2 Cheating, copying, collaborating with, or aiding another student in a manner not permitted by the instructor on an examination, project, or any other graded assignment.

5.1.3 Distributing or aiding in the distribution of previous exams without authorization of the instructor.

5.1.4 Stealing, reproducing, or circulating an examination or any other graded assignment before or after it has been administered.

5.1.5 Impersonating another student or allowing another student to impersonate one's self during an examination, presentation, other graded assignment or for purposes of attendance.

5.1.6 Receiving, purchasing, or selling a project, paper, or any academic document and presenting it as work other than that of the author.

5.1.7 Submitting identical papers or course work for credit in more than one class without the permission of the instructor.

5.1.8 Giving or promising money, gifts, services, favors of any kind, or any other form of bribery, in order to influence the judgment or conduct of another person.

5.1.9 Use of Artificial intelligence without attribution or in violation of school or course policies.

5.2 Plagiarism and Copyright Violations:

5.2.1 Failing to attribute language or ideas to their original source by not crediting the original author with an appropriate acknowledgment or citation.

5.2.2 Using photocopied or electronic copies of textbooks, flash drives (USB),

films, music, online course materials and other content beyond the fair use policy within University premises.

5.2.3 Using copyrighted materials, including in written research reports and papers, without obtaining required permission, if any, from the right's holder.

5.3 Unauthorized Sale, Distribution, or Use of Course Materials:

5.3.1 Recording any lecture or presentation for personal use or public distribution without the prior consent of the course instructor. This applies to the unauthorized use of any medium including but not limited to mobile phones, electronic tablets, iPads, recorders, films, and other devices.

5.3.2 The selling of any academic materials by any student, club, or group. This includes but is not limited to lectures, course recordings, class notes, class handouts/teaching materials and previous exams.

5.4 Misuse of Artificial Intelligence (AI) & Generative Artificial Intelligence (GAI)

Students are strictly prohibited from utilizing AI/GAI software or any automated systems to support the completion of their academic work, including but not limited to the generating of assignments, laboratory reports, conducting data analysis, statistical computations or producing answers for examinations and assessments. Students may only utilize AI/GAI as explicitly permitted by school policies or the instructor as stated in the course syllabus.

Proper attribution must be made with any authorized use of AI/GAI. This includes:

- Name of the AI tool (for example, ChatGPT).
- The input prompt: Insert the question you asked ChatGPT or other AI/GAI tool.
- Date generated: Insert the date that the response was generated.
- Output generated: Insert the response verbatim from the tool.
- Impact of the submission: Briefly explain which part of your submitted work was the output applied.

Article VI: Academic Misconduct Sanctions

Sanctions and restorative outcomes preserve AIU's institutional integrity and, whenever possible and appropriate, help students learn from their mistakes and regain their standing within the AIU community. It is the mission of AIU to use the Code of Conduct sanctions as an educational tool to further advance a student's behavior, character, and capabilities.

When determining sanction(s), the student's present demeanor, past academic conduct record, the nature and seriousness of the offense, and other factors may be considered. Repeated violations of the Student Code of Conduct may result in the imposition of progressively more severe sanctions, although any sanction may be administered based on the previously defined determining factors. Determined sanctions are administered based on the judgement given by the Vice President of Academic Affairs (or designee).

6.1 Warning:

A Warning is notice that the student's academic behavior is unacceptable to the University community and that further misconduct may result in more severe penalties. Warning is for a specified period, usually not to extend beyond two years and may be accompanied by conditions and/or other educational sanctions. Records are maintained in the student's file in the appropriate office and are considered in the event of future violations. After the Warning period, the Warning will not be externally reported outside the University community as part of the student's disciplinary record and will be removed from the student's file upon graduation from the University or three years after permanent withdrawal from the University. In certain instances, parents (guardian) or advisors may be notified.

6.2 Restrictions and Loss of Privileges:

Examples include, but are not limited to, restrictions from attending or participating in extracurricular activities, academic events and/or competitions, office/tutoring hours or other campus programs. A copy of the restriction sanction is placed in the student's file and copied to the appropriate University officials. Notification may be given to parents or guardians.

6.3 Mandatory Academic Integrity Workshop:

Students are required to attend a 3-hour long Academic Integrity Workshop given on campus for which attendance is mandatory, failure to attend will result in an escalation of sanctions. All Academic Integrity Workshops include a final exam, failure in said exam will result in a student repeating the workshop until a passing grade is achieved.

6.4 Resubmission of Work:

Resubmission of the assignment, examination, or academic exercise on which the violation occurred. Resubmitted work may or may not receive any credit/grades. Work must be resubmitted within a specific time frame selected by the Vice President of Academic Affairs (or designee). Failure to resubmit within the outlined time frame will result in either, escalated sanctions, and/or a 0% grade applied to the work in which the violation occurred.

6.5 Grade Penalty:

A reduction in grade on the assignment, examination, or academic exercise on which the violation occurred. Recommendations for Grade Penalty amounts are provided by School Deans which are then approved and finalized by the Vice President of Academic Affairs (or designee). Grade penalties can result in the maximum penalty being applied which will result in a 0% grade for the academic work on which the violation occurred.

6.6 Failing Course Grade:

For serious and/or repeated cases of Academic Misconduct, a student may be awarded a 'F' grade as the final course grade and fail the course in which a serious academic violation occurred. Students will then be required to meet with their academic advisor to determine if a course retake is needed in future semesters. Failing Course Grade is a serious sanction and may only be applied after the approval of the Vice President of Academic Affairs (or designee). When a Failing Course Grade is applied this is reflected on a student's official transcript and calculated in the cumulative Grade Point Average. Student information is kept confidential and only the responsible offices are made aware of why the sanction was applied.

6.7 Other Sanctions:

Any sanction may be accompanied by, or substituted with, appropriate activities the student is directed to undertake, including: written or oral presentations, producing apology letters, financial restitution, community restitution (programming requirements or community service hours), being barred from campus buildings, being restricted from participation in University sponsored or University recognized activities or organizations, or being prohibited from or limited in University employment. The student will be given specific deadlines for the completion of such activities, and failure to meet the deadlines may be grounds for further disciplinary action. Records are maintained in the student's file in the appropriate office.

6.8 Suspension

Suspension encompasses exclusion from the campus and from all activities related to the University, whether on or off campus, including the activities of university-recognized or sponsored organizations for a specified period. The time specification may be a calendar date or the time at which certain accompanying conditions and/or other requirements have been satisfied. Violation of Suspension is considered grounds for further action, including Expulsion from the University. Records are maintained permanently in the student's file in the

appropriate office and are considered in the event of future violations. Parents are notified when a student is suspended. The student's academic advisor is notified when a student is suspended. Suspension records may be externally reported.

6.9 Expulsion

Expulsion encompasses permanent separation from the University. Expulsion means that a student may not enroll at the University nor participate in university activities. Records are maintained permanently in the student's file in the appropriate office and are considered in the event the student seeks readmission at some point in the future. Parents are notified when a student is expelled. The University Registrar is notified when a student is expelled to process the student's record. Expulsion records may be externally reported.

6.10 Additional Sanctions:

Additional sanctions may also be administered to a student in combination with the above-mentioned Academic Misconduct Sanctions. Students may also receive a combination of Academic Misconduct Sanctions if deemed necessary by the Vice President of Academic Affairs (or designee). Records are maintained permanently in the student's file with the Vice President for Academic Affairs and are taken into account in the event of future violations. Repeated academic integrity violations can result in escalated sanctions such as suspension, expulsion and/or denial of graduation.

Article VII: Sanction Examples

Included within Article VII is a table representing sanctions applied for examples of misconduct. This table serves as a guide to support students in better understanding the possible outcomes of both academic and non-academic misconduct. ‘Misconduct Level’ refers to the seriousness of a conduct violation. Although all cases of misconduct at AIU are viewed as serious, some warrant an immediate escalation of sanctions, examples can be seen within the table.

Sanction(s):	Misconduct Example:	Misconduct Level:	Decision By:
Warning Letter	Demonstrating disruptive/disrespectful behavior	Minor	University Student Conduct Director
Suspension	Abusive behavior shown towards a member of the AIU community	Serious	University Student Conduct Director
Expulsion	Physically abusing a member of the AIU community	Serious	University Student Conduct Director
Expulsion	Consuming illegal substances on campus grounds	Serious	University Student Conduct Director
Academic Integrity Workshops	First instance of submitting plagiarized work	Minor	Vice President of Academic Affairs
Grade Penalty	Sharing assignments/projects amongst fellow students.	Serious	Vice President of Academic Affairs
Failing Course Grade	Purchasing or selling assignments, projects, or exam questions	Serious	Vice President of Academic Affairs

Article VIII: Student Organizations

8.1 Student organizations, officers, members, and their guests, individually and collectively, must comply with all University policies and procedures. Violations by student organizations of the Student Code of Conduct will be evaluated on a case-by-case basis by the Director of Student Conduct and appropriate department staff as requested by the Director of Student Conduct. Violations will be adjudicated as defined by the Student Code of Conduct procedure.

8.2 Organizations, officers or individual students may be held accountable for applicable policies/procedures when an alleged offense is committed by one or more members or guests of the student organization.

Article IX: Non-Discrimination Policy

American International University is committed to the principle of equal opportunity and providing an educational and work environment free from discrimination. The University prohibits discrimination by any members of its community against any individual based on the individual's race, ethnicity, religion, national origin, gender, age, political belief, family status, or any other basis in the admission of its students, in the administration of its education policies and programs, or in the recruitment of its faculty and staff.

The University policy prohibits retaliation against a person for filing a complaint of discrimination or harassment under this policy. This policy also prohibits retaliation against any person who assists someone with a complaint of discrimination or harassment or who participates in any manner in an investigation or resolution of a complaint of discrimination or harassment. An individual who retaliates against someone who has reported a claim of illegal discrimination in good faith is subject to discipline up to and including termination of employment and/or dismissal from the University.

B. Procedures, and Appeals for Academic and Non-Academic Violations

Any member of the University community may report an alleged violation by a student of the University's non-academic or academic policies and/or standards of conduct. Such reports shall be prepared in writing and directed to:

- The Office of Student Conduct for alleged violations of non-academic policies/standards of conduct
- All alleged violations of academic policies/standards of conduct will be handled by the Vice President for Academic Affairs (or designee).

Reporting of behavioral incidents is done by completing an Incident Report Form which is located on the AIU website as soon as possible after the incident and submitting the form to the Office of Student Conduct or to the Academic Affairs Office for academic related matters. Incident reports are thoroughly reviewed and if required, the adjudication process is started.

Reporting of academic integrity incidents is done by the following procedure - when a course instructor suspects that a student has committed plagiarism or another form of academic misconduct, the instructor must first notify the student or students involved and also immediately notify the Vice President for Academic Affairs (or designee), following the procedures set out below.

Article I: Incident Report Procedures

Investigation and Administrative Resolution:

1.1 Once an Incident Report has been submitted, the student respondent will be contacted by the Student Conduct Director (or designee) or the VPAA (or designee) depending on the nature of the alleged violation and will be presented with the allegation(s) against them.

1.2 The student, after notification, may accept or deny responsibility for the infraction.

1.2.1 If the student accepts responsibility, no further inquiry or investigation is generally necessary and the Student Conduct Director/VPAA (or designee) will determine a sanction and/or other appropriate corrective action. For minor incidents in which the behavior would not likely result in suspension or expulsion, a recommendation may be made without a Student Conduct Hearing Board Meeting. In these cases, the student, upon reviewing the recommendation, may accept the recommendation or request a Hearing Board Meeting to discuss the incident or the recommendations. If the student chooses not to request a conference after reviewing the recommendations, the student will not be allowed to contest the initial recommendation.

1.2.2 If the student respondent does not accept responsibility, the Student Conduct Director/VPAA (or designee) will undertake an appropriate investigation of the matter and make a recommendation regarding responsibility. As part of this process, the Student Conduct Director/VPAA (or designee) will schedule a Student Conduct Hearing Board Meeting with the student respondent. During this conference, the student respondent is permitted to have access in the office to the relevant information related to the incident, to respond to the alleged incident and offer additional relevant information and witnesses. Incident

reports and information related to the conference cannot be duplicated or removed from the office. The Student Conduct Director/VPAA (or designee) will inform the respondent of the recommended findings regarding responsibility and recommended sanctions either during the meeting or promptly following.

1.2.3 Resolutions for students found to be responsible for violating University policy can include sanctions described in Articles II and III of this Code of Conduct. Sanctions will be recommended by the Student Conduct Director/VPAA (or designee).

1.3 During all phases of this process, the respondent (as well as student complainants) is permitted to be accompanied by a Community Support Person. A Community Support Person is a person chosen by a student to serve in an advisory capacity during their involvement in the student conduct system. The primary role of the Community Support Person is to assist the student in preparing for the student conference and to attend the meeting as support for the student. The student is responsible for presenting his/her own information and, therefore, advisors are not permitted to speak or participate directly in any meetings/hearings (conference) without approval from the convener. The Community Support Person role is to support and advise the student but not to advocate on the student's behalf or to examine/cross-examine other parties or witnesses. The Community Support Person may not view the contents of the investigative file or materials related to a case. A Community Support Person must be a current student or employee of the University. As the University process is an educational process, and not a legal process, a lawyer may not serve as the Community Support Person.

1.4 Any student failing to attend or reschedule a Student Conduct Hearing Board Meeting with the Student Conduct Director/VPAA (or designee) does so with the understanding that the conference may be held in their absence and that the student may be additionally charged with a violation of University policy for abuse of the student conduct system and a decision may be rendered in the absence of the accused.

1.5 For alleged behavior that may result in suspension or expulsion from the University, the student will be notified in writing about the date and time of the resolution conference. The notice will also include the nature of the specific alleged violations of University policy.

Article II: Appeal Process for Investigation and Administrative Outcomes

2.1 A student may file an appeal for an academic sanction above that of a warning. The appeal will only be applied to the sanction and not to policies themselves.

2.2 Once a student receives a sanction greater than a warning, a student may file an appeal with the Vice President for Academic Affairs, via the appropriate report form on Maxient. All report forms can be found on the AIU website.

2.3 The student must state clearly and provide supporting documentation (if applicable) on why they believe the misconduct sanction was too severe or inappropriate for their academic misconduct violation.

2.4 The Vice President for Academic Affairs, or designee will review the appeal and may reject it if deemed to be without merit.

2.5 If the claim is deemed to be of potential merit, the Vice President or designee will forward the student's appeal to an ad hoc panel of 3 faculty appointed by the President to conduct the review.

2.6 The panel will review the student's appeal, related academic records, and any relevant information regarding the misconduct incident(s) and sanction.

2.7 The Vice President or designee may interview the student if additional information is required to render a final decision.

2.8 Once a decision is made by the Vice President, the student will be notified in writing.

2.9 The decision of the University President is final and may not be appealed further.

Article III: Appeal Process for Non-Academic Sanctions and Outcomes

3.1 Any student wishing to contest or appeal the outcome of a matter involving non-academic policies/standards of conduct following the resolution phase of the process may do so by notifying the Student Conduct Director within 5 business day via the appropriate report form on Maxient.

3.2 The matter would then be referred for hearing to the Student Conduct Hearing Board.

3.2.1 The Student Conduct Hearing Committee consists of trusted and trained University staff, instructors, and administrators who serve for no more than 1 academic year, unless stated otherwise.

3.2.2 At any one time, at least 3 members of the Student Conduct Hearing Committee will be fully trained to perform the role of Chair for Student Conduct

Hearing Boards.

3.2.3 For each individual case, the Student Conduct Hearing Board will consist of three (one student and two faculty/administrators) members chosen from the Student Conduct Hearing Committee. One of these members will be a trained Student Conduct Hearing Board Chair.

3.2.4 Members of the Student Conduct Hearing Board must not be directly associated with the case. The selected Student Conduct Hearing Committee members will serve as the Hearing Officers of the Student Conduct Hearing Board. If a Chair of the Student Conduct Hearing Committee is unable to preside, the Student Conduct Director (or designee) shall designate a new Chair.

3.2.5 In cases involving misconduct, or other matters where the privacy of student complainants are an issue, the Hearing Officer (the Chair of the Student Conduct Hearing Board) in consultation with the Student Conduct Director/VPAA, may exclude students from hearing the case.

3.2.6 The Hearing Officer will only vote if there is a tie.

3.3 The Student Conduct Director (or designee) will forward pertinent paperwork to the Hearing Officer who will present the complaint and the hearing procedures to the referred student or student organization, and the complainant, in writing. A time will be set for a hearing within 10 business days of the initial complaint.

3.4 Interim Measures: For incidents that pose immediate concerns for the safety and welfare of the campus community, during pending University disciplinary proceedings, the Student Conduct Director (or designee) may take summary action or implement interim measures that limit a student's ability to be present on campus, engage in coursework, and/ or interact with specific members of the University community until the resolution is reached.

3.5 Student Conduct Hearing Board:

3.5.1 Once a matter has been referred to the Student Conduct Hearing Board, the Student Conduct Director Representative will contact the accused student and the complainant within five business days and inform them of the following as it relates to the hearing:

- Time, date and place of the hearing;
- Specific University policies that have allegedly been violated;

3.5.2 Student complainants and respondents are permitted and encouraged to have a Community Support Person accompany them to the hearing. A Community Support Person is a person chosen by a student to serve in an advisory capacity during a student's involvement in the student conduct system.

The primary role of the Community Support Person is to assist the student in preparing for meetings/hearings and to attend meetings/hearings as support for the student but not to advocate on the student's behalf or to examine/cross-examine other parties or witnesses.

3.5.3 The student is responsible for presenting their own information and, therefore, advisors and parents are not permitted to speak or participate directly in any meetings/hearings without approval. The Community Support Person must be a current student or employee of the University and not a parent. As the University process is an educational process, and not a legal process, a lawyer may not serve as the Community Support Person.

3.5.4 The student is permitted and encouraged to meet with a University staff member to discuss the hearing process and to be accorded reasonable access to the disciplinary file, which will be reviewed and retained in the Student Conduct Director office. File contents may not be copied, photographed, or otherwise duplicated and the Community Support Person of choice may not view the contents of the file or other materials related to the case.

3.5.5 The student is permitted and encouraged to speak on their own behalf, to present relevant information, and to present a written statement to the committee at least 24 hours prior to the hearing; community support persons and/or advisors of choice are not permitted to speak or participate directly in any meetings/hearings. The Community Support Person of choice role is to support and advise the student but not to advocate on the student's behalf or to examine/cross-examine other parties or witnesses.

3.5.6 The student is permitted and encouraged to bring relevant and necessary witnesses to the hearing.

3.5.7 The Hearing Board will conduct a hearing to consider relevant information about the alleged violation, to discuss the alleged violation, to determine whether University policy, rules and/or regulations have been violated, and to determine sanctions, if appropriate.

3.5.8 An audio recording is made of the hearing and retained by the Student Conduct Director Representative pending an appeal. Only the Student Conduct Director (for non- academic cases) or the Vice President for Academic Affairs (for academic cases) will have access to the recording, and it will be used only for the University appeal process. No recording devices, other than the official audio recording, may be used during the proceedings. A file containing all

records pertinent to the alleged violation is maintained by the Student Conduct Director. The audio recording and documentary file are the property of American International University. No other materials or notes related to the hearing should leave the room at the conclusion of the proceedings.

3.5.9 During the hearing, members of the Hearing Board, the complainant, the respondent, the Student Conduct Director, and Community Support Person of choice may be present to hear all facts and other information related to the alleged violations. The Student Conduct Director/VPAA (or designee) will also be present. The committee will listen to all relevant information from:

- The complainant;
- The accused student;
- Other relevant witnesses.

3.5.10 Any member of the University community may be called as a witness by any of the parties involved with the alleged violation. Witnesses are permitted in the hearing only while presenting their testimony and responding to questions. The Hearing Board may determine the relevance of information and reasonably limit the participation of the witness accordingly. As the University process is an educational process, and not a legal process, technical rules of evidence, such as those that apply in civil or criminal courts of law, do not apply to the hearing. Participants in the hearing will address all comments and questions only to the committee.

3.5.11 When the Hearing Board has heard and received the relevant information and documents offered by the parties during the hearing, the Board will adjourn the hearing and move to executive session when only Board members may be present. In executive session, the Board will deliberate and decide whether they believe the respondent is responsible for violating the Student Code of Conduct and, if so, will assign sanctions, if appropriate.

3.5.12 The Hearing Board's decision shall be made based on whether it is more likely than not that the accused student violated the Student Code of Conduct. All decisions of the Board are by simple majority vote.

3.5.13 After a decision has been reached, the Hearing Board will report the outcome to the Student Conduct Director (or designee) who will notify the respondent and the complainant of the decision in writing within three business days from the date of receiving the report from the Board.

3.5.14 Any student failing to attend a scheduled hearing does so with the understanding that the hearing may be held in his/her absence.

Article IV: Final Appeal to University President

4.1 The decision of the Hearing Board may be appealed to the University President by any party to the case within five business days following receipt of written notification of the decision of the Student Conduct Hearing Board. Such appeals shall be in writing and delivered to the President's Office, with a copy to the Office of Student Conduct (non-academic violations) or the Vice President for Academic Affairs/designee (academic violations).

4.2 In the written appeal, it is the responsibility of the person presenting the appeal, to demonstrate the grounds for the appeal. Appeals may be made only on the following grounds:

- Procedural error that resulted in material harm or prejudice to the student (i.e. by preventing a fair, impartial, or proper hearing). Deviations from the designated procedures will not be a basis for sustaining an appeal unless material harm or prejudice results;
- Discovery of substantial new evidence that was unavailable at the time of the hearing and which reasonably could have affected the decision of the hearing body; or
- Disciplinary sanction imposed is grossly disproportionate to the violation(s) committed, considering the relevant aggravating and/or mitigating factors.

4.3 The University President may uphold or overturn the decision of the committee, return a case to the committee for further processing, or reduce, increase, or affirm any recommended sanction.

4.4 The decision of the University President is final.

