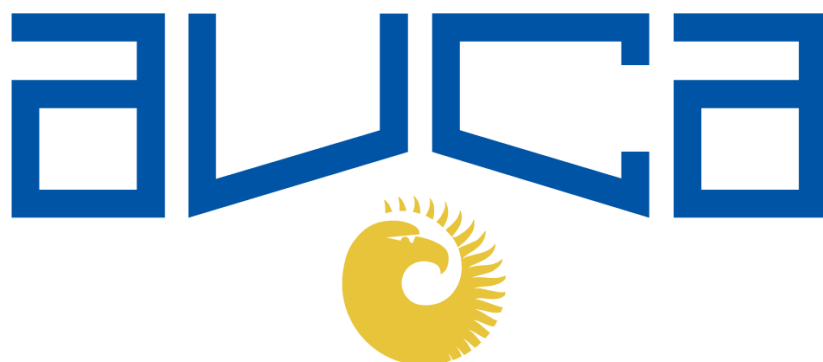


STUDENT HANDBOOK

AMERICAN UNIVERSITY OF CENTRAL ASIA



SCHOOL OF ENTREPRENEURSHIP
& BUSINESS ADMINISTRATION

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Welcome to the American University of Central Asia!

We invite you to read this Student Handbook and learn just how our University enables and empowers you to become an engaged member of our very special learning community. We begin by quoting our University Mission and Values Statements so that you will ponder their implications as you learn about the rights and responsibilities of membership in our community.

Our Mission: American University of Central Asia is an international, multi-disciplinary learning community in the American Liberal Arts tradition that develops enlightened and impassioned leaders for the democratic transformation of Central Asia.

Our Values: American University of Central Asia values responsible freedom in the search for truth and justice. We are honest, self-critical, and respectful. We cherish critical inquiry and investigative learning both for its own sake and for the development of an open, diverse and just society that suits the region in which we learn and serve.

You will find that AUCA is unlike other universities in the region. We are highly “student-centered.” At AUCA, you, as students, are full members of the academic community. We encourage you to develop thoughtful points of view and to voice your considered opinions in the development of University policies and procedures. We also invite you to explore the wide range of student services that you will not find at other universities in our region.

Remember, faculty and staff are only your guides and resources: you are expected to discover the world by yourself. In other words, we teach you how to think and to learn effectively. Readings, discussions, and lectures point the way forward, but only you can forge the path to reflect your goals. All this will take planning, hard work, creativity and responsibility. Your Student Handbook provides you with an overview of what is available to you as a student member of our international learning community. It will enable you to take full advantage of the distinctive opportunities that are offered here. If there is anything that the Student Life Office can do to make your AUCA experience more rewarding, please do not hesitate to ask.

AUCA reserves the right to modify, suspend, or cancel all or any part of the policies and procedures contained in this Handbook. As AUCA develops new policies or modifies existing policies, procedures, and programs, it will notify the faculty and staff as soon as possible. It is intended that a version of this Handbook will be kept up to date on the AUCA website. We welcome any of your comments and suggestions, which will be considered for inclusion in subsequent editions of the Handbook.

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I. A Brief History of AUCA

In 1991, as independence swept across Central Asian countries, the region advanced deliberately into a fast-changing world of free markets and democracy. Leadership from a new generation provided a fresh perspective on how economic resources, information, and personal freedom could be nurtured in an open society. This wave of change spurred new ideas in the educational system. The result, in 1993, was the establishment of the Kyrgyz-American School (KAS) within the Kyrgyz State National University (KSNU) in Bishkek.

KAS experienced such dramatic growth over the next four years that it could no longer remain a school within KSNU and was poised to become an independent institution. In 1997, by a decree of the President of Kyrgyzstan, KAS became the American University in Kyrgyzstan (AUK), and an independent international Board of Trustees was established as the governing body.

AUK was soon admired internationally as a university based on the American liberal arts tradition of free and critical inquiry. Young scholars from 30 countries soon arrived for this new approach to education in Central Asia. In 2002, due to the University's expanded mission and future vision, the Board of Trustees changed the name to reflect the University's regional significance: the American University of Central Asia.

Since its founding, nearly 3,000 students have graduated from the AUCA system. AUCA is committed to developing future leaders for the democratic transformation of Central Asia. Operating out of a modern and spacious campus in the capital of Kyrgyzstan, AUCA is the first institution of higher education in the region that operates according to the American model with a credit-hour system and an American-style curriculum.

We develop the skills and the attitude of mind that foster sensitivity to the region's rich traditions and adaptability for its democratic development. Our distinctiveness derives from our highly strategic location on the historic Silk Road, where peoples from east and west have been exchanging goods and ideas for millennia. Our University is a small but powerful engine of intellectual freedom and critical thinking that fuels education in a caring, corruption-free, student-centered environment.

AUCA Today

As AUCA emerges from its founding years, the University has established its reputation for dedication to democratic values, individual freedoms, and the spirit of innovation. It has played an important and central role in the educational system of this fast changing region. In a few short years, the University has become one of the academic leaders in the Central Asian region. Founded on the liberal arts tradition and with self-governance, AUCA looks confidently to the future.

We treasure Central Asia's historic role as a facilitator of mutual understanding and innovative thinking. Students and faculty eager to study and pursue their dreams come to us from 25 different countries, including all the Central Asian states, Afghanistan, China, Holland, Germany, Pakistan, Russia, South Korea, and the United States. Their diverse beliefs, languages and perspectives are openly shared and valued. In this vibrant atmosphere, where the freedom to study is considered a privilege, we design new paths forward for social transformation and international understanding. In coordination with this goal, AUCA maintains partnerships with a number of universities worldwide.

II. Important Terms to remember

Add/Drop Period

The Add/Drop period usually lasts one week. During this period, you can register for (add) a course, change the status of a course (to or from “audit”) or drop a course. Your advisor must approve all schedule changes. You must have completed all prerequisites for the courses in which you plan to enroll and submit your electronic Study Card to the Registrar’s Office by the end of the Add/Drop period.

Online Study Card

Course registration is completed through electronic Study Cards. These forms include all the courses (both required and elective) students plan to complete during the subsequent semester. Students must submit their Study Cards to the Registrar’s Office during the registration period. Failure to do so may result in a 500 KGS fine.

GPA

Grade Point Average. This is an average of your grades earned in AUCA courses (other than audited courses), and is measured on a scale of 0-4.

Major

The major is an area of study representative of the student’s principal interest and in which the student seeks an undergraduate degree.

Minor

The minor is a secondary area of study in which the student may choose to concentrate as a complement to the major.

Required courses

Compulsory General Education courses or courses required within a student’s major.

Elective courses

These are courses that students can take regardless of their majors.

Prerequisites

Courses that the student must successfully complete before registering for more advanced courses.

Transcript

A document that lists the courses students have taken, the grades received, the credits earned and the GPA. An official transcript costs 100 KGS (payable to the University Financial office). To request a transcript, see https://auca.kg/en/reg_transcript/.

Syllabus

A syllabus is a detailed outline of a course given to students at the beginning of the semester. While professors' syllabi differ in style and content, in general, the syllabus should contain the following:

- The goals of the course: what students will have learned, or be able to accomplish by the end of the course.
- The grading policy: how students will be evaluated; the value of the different segments of a course such as exams, papers, class participation, and presentations.
- Schedule: what will be discussed in each class and what readings or assignments must be completed for each class;
- Instructor's office hours: when and where you can find the professor if you have questions you wish to discuss outside of class

III. Organizational Structure

AUCA is an international, multi-disciplinary learning community in the American liberal arts tradition. Its curriculum includes the Preparatory Program (New Generation Academy), undergraduate majors and graduate programs.

A. Board of Trustees

The Board of Trustee is the ultimate body of authority within AUCA. The Board is empowered to, among other things, approve or decline any proposed decisions to incorporate or amend a major or high level official policy of the University. Its members are appointed to five year terms, and each member is eligible to serve two terms in office. The Board is headed by a Chairperson. For more, see <https://www.auca.kg/en/trustees/>

B. President

AUCA has been opening doors for 20 years. Our current President, Dr. Andrew Wachtel, has headed the University since 2010. Under his leadership, the school has seen significant growth in programs offered and the construction of a new and modern AUCA campus in the southern suburbs of Bishkek. For more, see <https://www.auca.kg/en/president/>

C. Office of the Chief Information Officer

As AUCA prepares itself to start a new phase in its life the CIO's vision is that new paradigms need to be set in motion, such as the IT development Center, to support and promote higher education capabilities and modern requirements. For more, see <https://www.auca.kg/en/ocio/>.

D. Office of the University Development

The Office of Development manages grants, alumni relations, and donor and partner relations. We are a small team committed to finding the resources necessary to allow AUCA faculty and students to study and research successfully. For more, see https://www.auca.kg/en/development_team/.

E. Human Resources

The Human Resources Division is at the heart of the university. Recruiting, selecting, staffing and hiring the best candidates are important strategic goals. Highly qualified faculty and staff members are our best and most valuable asset and the key to the success of AUCA, along with an AUCA team that respects and supports each other.

AUCA hiring policies and practices are intended to ensure that everyone has equal access to available employment opportunities at the University and to ensure that the University hires the best available candidate for each position. For more, see https://www.auca.kg/en/human_resources/.

F. Faculty Senate

The AUCA Faculty Senate advises the President on the University curriculum, research, and standards. The Faculty Senate is composed academic members from across the spectrum of disciplines represented at AUCA. The Faculty Senate includes the Academic Affairs Committee, the Academic Appeals Committee, the Faculty Status and Promotion Committee, the Faculty Welfare Committee and the Student Intellectual Life Committee. For more, see https://www.auca.kg/en/faculty_senate/.

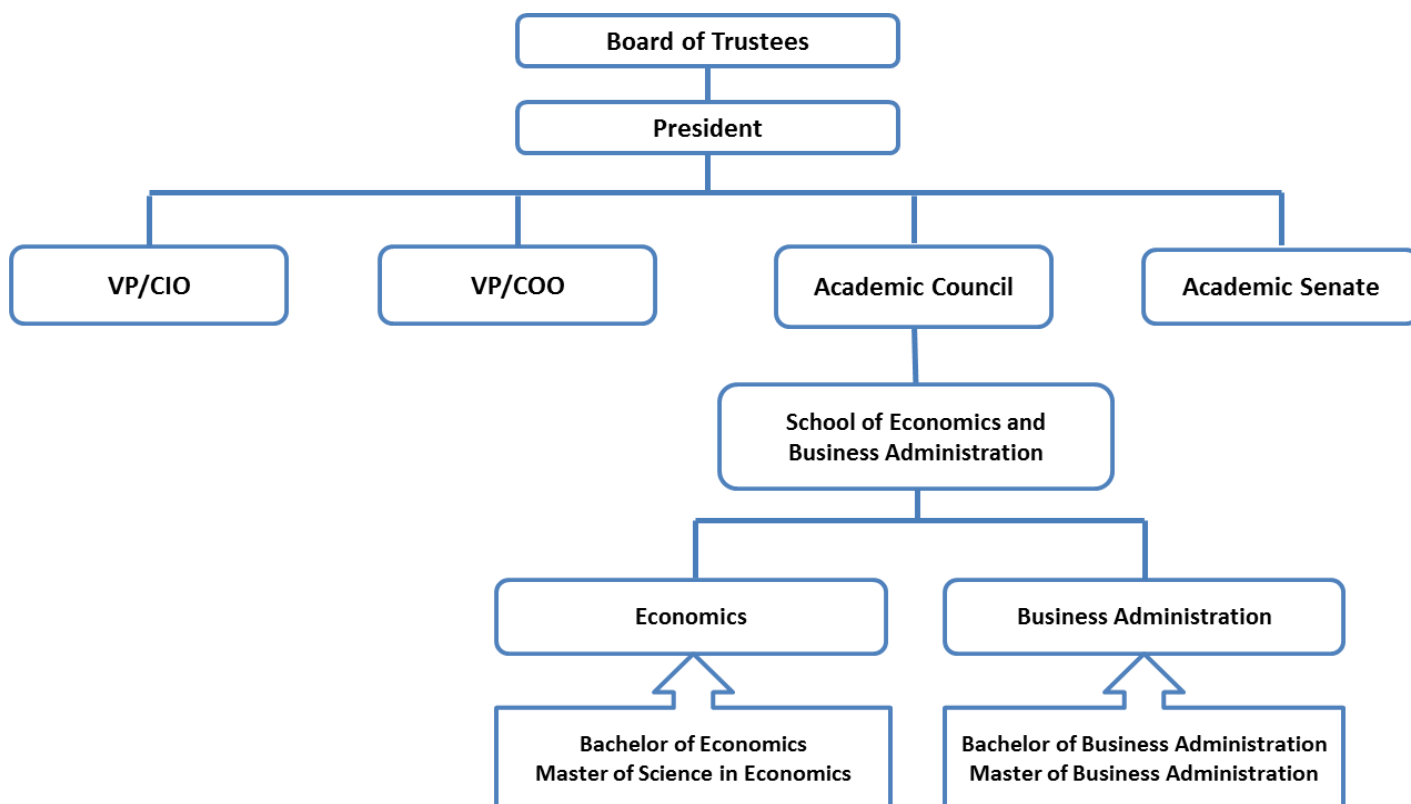
G. Other Offices

Information about Academic Offices is available at <https://www.auca.kg/en/ao/>

Information about Non-Academic Offices is available at <https://www.auca.kg/en/nao/>

Information about Research Institutes/Centers is available at <https://www.auca.kg/en/ric/>

Information about Support Services is available at https://www.auca.kg/en/support_services/



IV. Student Offices and Groups

A. Career Services

Career Services provides assistance with resume and cover letter writing, access to career-related events and skills development workshops, and information about employers and job and internship opportunities. Career services can also advise on issues relating to: graduate programs, summer school, study-abroad scholarships, competitions and conferences.

For the Job Vacancies Board, see <https://auca.kg/en/jobs/>

For tips on conceptualizing a career path, writing a resume or cover letter, finding a job, and more, see <https://auca.kg/en/forstudents/>.

B. Student Senate

The Student Senate of the American University of Central Asia is the main and only representative and executive body of the AUCA student self-governance, elected by all AUCA undergraduate students of AUCA. The main goal of the Student Senate is to define and secure students' rights, provide for the welfare of the whole student body, insure student participation in general governance of AUCA, and represent students' interests in the administrative, academic and extracurricular spheres. The Student Senate also coordinates

outside University activities of the students and distributes funds from the Student Senate budget among various clubs and student organizations of AUCA.

The Student Senate's members are chosen for a one-year term through elections in November. Every full-time student can run for Student Senate. The Student Senate communicates the opinions, problems, and suggestions of the whole AUCA student body to the administration. The Student Senate's resolutions strongly influence AUCA's general policies toward students.

The Student Senate has four committees, each of which is focused on a specific sphere: the Public Relations Committee, the Financial Committee, the Social Activities Committee, and the Hearing Committee.

For more on the Student Senate, including current members, see https://www.auca.kg/en/student_senate/

C. Student Life Office

The Student Life Office functions in accordance with the AUCA mission. The office provides students with all the necessary services for successful academic learning and participation in various non-academic activities.

Among other things, the Student Life Office focuses on:

1. Answering the questions, providing clarity or providing solutions to students with AUCA-related problems. This might include issues related to the Student Senate, University clubs, AUCA ceremonies, the Student Newspaper, University related conflicts and disputes, basic counseling, personal discomforts, volunteer possibilities, athletic and intellectual intra- and interuniversity competitions, health services, design and equipment for the extracurricular activities.
2. Coordinating extracurricular AUCA activities. This includes cooperating with all AUCA offices and departments for extracurricular activities.
3. Ensuring students abide by their responsibilities and ensuring student rights are upheld.
4. Student self-governance and coordinating student social activities including work with the Student Senate, student clubs, as well as student conflict management and advocacy for students.
5. Preparing special events as set forth in the Academic and Events calendar, as well as other events initiated by students including (but not limited to) the regular annual plan of calendar activities, cultural public work supporting students in culture and art, organizing clubs and groups based on student interests, and promoting Bishkek cultural life.

The main thing is – this is YOUR office! Tell us how we can help. To learn more about the Student Life Office and Student Life at AUCA, see https://www.auca.kg/en/student_life_office/.

D. Student Newspaper The New Star

On November 24, 1999, the American University in Kyrgyzstan saw the first issue of the student newspaper *The Star*. It serves simultaneously as the “voice” of AUCA students and as the base for developing the practical skills of journalism students. In 2008, *The Star* newspaper was registered in the Ministry of Justice, became

independent, and changed its name to *The New Star*. In 2009, *The New Star* received Best Student Newspaper Award from Media Support Center.

The purpose of the newspaper is to cover the most urgent and important issues on campus. It covers students' opinions, problems, and activities. The main goal of *The New Star* is to be the student's voice and give them the opportunity to bring their issues, problems, and opinions to the AUCA public sphere and discussion.

All AUCA students are, consequently, welcome to submit their articles to *The New Star*. However, the editors reserve the right to decide whether to publish the submitted articles. Preferred articles are relevant and important to AUCA student life, informative, and timely. Poetry and student narratives are also published. The newspaper is issued mostly in English, but publishes some materials in Russian and Kyrgyz.

The New Star is a student-run newspaper. Students form their own editorial staff, appoint the editor in chief, the beat editors; and distribute assignments for staff reporters.

For more about *The New Star*, including archives of previous publications, see https://www.auca.kg/en/the_new_star/.

E. Clubs and Organizations

Student clubs exist to give students the opportunity to develop interests and skills in many different activities. Clubs increase conviviality among students and a sense of pride in AUCA. Participation in club activities can also sharpen a student's knowledge and experience in a particular area of expertise. Active involvement demonstrates to prospective employers' a student's commitment to extra-curricular responsibilities. Clubs are recognized and registered through the Student Life Office.

In order to register a new club, students must get an application form from the Student Coordinator and return the completed form along with an electronic version. Clubs can be started by students, faculty or staff members. Clubs must reflect the university's values. Once registered, Clubs are allowed to use the Clubs Room and all its facilities (computer, printer, telephone, etc), subject to the following rules:

- The student group or organization must submit a written request to the Student Coordinator. The request must contain information concerning the proposed use of University facilities and a certification that the organization will use the facilities reasonably and subject to all University rules and regulations. Failure to use the facilities reasonably may result in disciplinary action against the student group or organization and/or individual members.
- A group or organization cannot qualify as a student group or organization if the officers and the majority of its members are not currently enrolled or have graduated from the University.
- Participation in the proposed activity must be without regard to arbitrary consideration of such characteristics as age, color, disability, ethnicity, gender, sexual orientation, marital status, national origin, religion, or veteran's status.
- Requests for the use of University facilities shall be accepted and approved on a first come, first served, basis. Student organizations which consist partly or fully of alumni association members may use the facilities only under special exceptions made by The Dean of Student Life.

Clubs also may request money from the Student Senate budget. Student organization's financial accounts at AUCA shall be established according to the following policies:

- A student organization that receives University funds in support of its budget shall deposit all funds provided by the University's general budget into an account approved by the University and subject to audit by the State Board of Accounts.
- A student organization cannot establish a fiscal account unless all of its officers and a majority of its members are currently enrolled students of the University.

For more on forming a club and to see a list of all existing clubs, visit <https://www.auca.kg/en/clubs/>. Information about each club, its faculty sponsor (if any), membership requirements, and student contacts are also placed on a board opposite the Student Life Office.

For more on the student theater, "Mirrors", see <https://www.auca.kg/en/mirrors/>.

For more on the Peer Adviser Program, open to sophomores, see <https://auca.kg/en/peeradvisors/>.

F. Alumni Association

The Alumni Association strives to connect AUCA graduates living and working across the globe, as well as to strengthen their relationship with their alma-mater via regional alumni chapters, career and networking events, fund-raising, reunions, charitable programs, and leadership recognition. A vibrant and responsive network greatly benefits alumni in terms of social support and professional development.

The Alumni Association exists to support the students and the University to help achieve incredible results and become the most affluent organization of its kind in the region. The success of the University and the success of every student stimulates an ever bigger desire to support AUCA. We encourage you to support AUCA after you leave, because your future and the future of the University are mutually supportive.

For more on The Alumni Association, including alumni contacts from around the world, events, and publications, see <https://www.auca.kg/en/alumni/>.

G. Events

Every year The Student Life Office organizes numerous social, cultural and sporting events. The Student Life Office is also responsible for academic ceremonies. The biggest events organized by the Student Life Office are:

Orientation Week - Orientation Week takes place prior to the beginning of the fall term. During Orientation Week freshmen get information about studying at AUCA. Freshmen participate in a wide range of social activities, including breakout sessions and sports challenges.

Spirit Week – During Spirit Week, typically held in mid-September, AUCA students, faculty and staff express themselves in the unique AUCA spirit. Every day of the week has its own theme, for example, crazy hair day, or pajama day.

Initiation Day – On the second Wednesday of November 1997, Hillary Clinton officially opened the American University in Kyrgyzstan. Every year on the second Wednesday of November, the Student Life Office organizes

Initiation Day, the day freshmen are awarded their student IDs and ceremonially become AUCA students. Students also participate in a show during which they are officially initiated into the University.

Diversity Week – AUCA brings together students from a variety of backgrounds and nationalities. Diversity Week is a week, typically in late January, in which cultural diversity is celebrated, as students from many nations gather to perform and show their traditions and culture. There are 5 days of diversity week, each day featuring a different theme.

St. Valentine’s Day – This is one of the biggest University holidays. The week before the holiday, the Student Senate puts a love letter box in the main hall, and on Valentine’s Day, “Cupids” deliver all the love letters to students. In the evening, the University traditionally holds a concert where students take an active part in the festivities.

The Donkey Bridge (Juniors’ Ball) – The Donkey Bridge is an annual event typically held in late April. It is organized by the Student Senate and Student Coordinator. The event signifies the Golden Mean reached by juniors at which more than half of their studies are complete. This event takes place in a restaurant, and student attendees traditionally wear suits and dresses.

Brain Ring – Brain Ring is an annual intellectual game for high-school students. The winners get a scholarship to study in AUCA.

Commencement – Commencement is the graduation ceremony during which senior students receive their US-style diplomas (for all except Business Administration and International and Business Law, these are majors from Bard College) and the invitation to receive their Kyrgyz diplomas. It is called Commencement because it is thought to be the beginning of a new life. Traditionally Commencement is held in early June, and students are awarded Bachelor and Master degrees. Greetings from honored guests, the President, faculty and students form an integral part of this ceremony. The awards ceremony is a real celebration and one of the most memorable events in students’ lives.

For more on AUCA events, see <https://www.auca.kg/en/events/>.

V. Academic Calendar

The academic term runs from approximately September 1-May 31, during which students are provided a fall break, winter break and spring break. Summer courses are available for interested students.

The AUCA Academic Calendar is available at https://www.auca.kg/en/auca_calendar/.

VI. Degree Requirements

A. General

AUCA offers undergraduates a wide range of courses to satisfy individual objectives and interests. In defining the requirements for graduation, the Faculty has sought to accommodate those objectives and interests and, at the same time, to establish a framework for study at AUCA that ensures involvement with important areas of general knowledge (the General Education requirement) and in-depth study of one specific area (the Major

requirement). Each of these requirements is set forth in detail below. Students are responsible for knowing the requirements applicable to graduation.

In order to graduate from AUCA, a student must:

- Earn at least 240 credits (including credit hours earned for program internships)
- Complete all General Education requirements
- Choose at least one major and complete all requirements for the major
- Earn a cumulative GPA of at least 2.0
- Earn no more than 102 credits of introductory (100-level) courses
- Pass all state graduation examinations
- Successfully complete and defend a senior thesis/project.
- Complete four semesters worth of sports classes

B. Credits

All students must earn 240 credits in order to graduate. A typical “course” is equivalent to 6 credits and normally is the length of a semester. Two credit hours generally means students are in class one hour and are expected to complete two hours of independent work each week of the semester. Some practical courses, labs, independent studies and other kinds of courses may use different independent work ratios. In any event, students should complete all assigned work.

Students who do not successfully complete 30 credits each academic semester may not be on track to graduate in four years. Students may need to complete a fifth year of study or take summer school classes to earn the required 240 credits towards graduation. Please note that Financial Aid/Scholarships are awarded for eight semesters only, and that Financial Aid/Scholarships are not awarded during summer terms.

Promotions to Next Grade

A student will ordinarily be promoted at the end of any term based upon the the number of credits earned, as follows:

- 54 credits to advance from the first year to the second year
- 114 credits to advance from the second year to the third year
- 174 credits to advance from the third year to the fourth year

C. General Education Requirements

A comprehensive list of all courses that will satisfy Gen Ed requirements is available on the Advising & Career Services website. Gen Ed course options for the current semester are posted in the registration section. See https://auca.kg/en/academic_advising/

D. Graduation Examinations

A student who has successfully completed all General Education and degree requirements may take the final state exams. In order to graduate, students are required to:

- Pass the History of Kyrgyzstan State Exam (taken at the end of each semester);
- Pass the English Language State Exam;
- Successfully complete and defend Senior Thesis/Project (which must be written in English); and,
- Earn passing scores on two or more final state exams as required by their major(s) and minor (if applicable).

State Exam grades are included in the transcript. The evaluation and grading criteria for the final State Attestation (state exams, qualification papers, and thesis) are defined by the Division Chair, approved by the AUCA Curriculum Committee and made available to students planning to graduate.

Details about taking attestation exams are made available to students at least four months in advance. The final State Attestation is conducted in accordance with the Academic Calendar.

E. Sports Regulation

The Ministry of Education requires students to take the equivalent of 4 semesters worth of sports in order to graduate. In the Kyrgyz Diploma, the sport class appears as a 400 hour course load and uses the pass/no pass grading system. On the student's academic record (transcript) of the American diploma, the sport classes are included, but with zero credits awarded.

This means students have to take sport classes for four semesters of their undergraduate study and the University includes 4 semesters of sports classes as part of regular AUCA tuition. Students are allowed to sign up for no more than one sport class per semester, and are allowed to sign up for no more than four classes for free. If a student fails a sports class for which he/she has signed up, or chooses to take an extra sports class beyond the four free semesters, he/she will need to pay for these classes.

If you have a Health or Sports Certificate proving that you either have health issues or attend other sports activities outside of the University, you must sign up for the Jogging class PHE - 217, ID 2914 and present this certificate.

F. Major

1. Choosing a Major

The choice of major is an important decision, requiring inquiry and reasoned judgment and some creative research on the part of the student. Advisers and faculty are available to help students make this decision.

The list of majors available can be viewed at <https://auca.kg/en/registrar/>.

2. Double Majors

A double major requires the approval of both relevant Division Chairs and the Dean. A student may apply for a second major only upon the successful completion of the first year of study. The entrance tests and other requirements necessary for admission to the second major will be determined by the relevant Division Chair.

Students approved to enroll in two programs must complete all course requirements for both majors, which will most likely require students to extend their graduation beyond four years.

Any courses required for both majors may be counted towards both. In a case of similar required courses, a student may petition the relevant Program Chair to have one course count towards both majors.

3. Major Requirements

To see courses required by your major, see <https://auca.kg/en/registrar/> or the attached appendix (if applicable).

G. Minors

As a complement to his/her major, a student may be eligible to declare a minor. Minors provide the opportunity for focused study outside of the primary area of concentration, but they are entirely optional and are not required for graduation. Minors may complement the student's major, or it may be entirely separate. The successful completion of a minor will appear on a student's transcript.

While minors provide new opportunities for AUCA students, they also come at a cost. Students who pursue a minor will have fewer free electives and may have to give up some advanced work or research opportunities in the major. Interested students should discuss the possibilities of a minor with his/her relevant adviser.

A minimum of 42 credits is required for a minor; most minors are 42-48 credits, with at least 60% of credits taken from upper division courses. AUCA offers the following minors*:

- Anthropology
- Business Administration
- Comparative Literature (through the American/European Studies Program)
- Economics
- International and Comparative Politics
- Business Law, Public Law, Human Rights
- Print Journalism
- Psychology
- Public Administration (through the Business Administration Program)
- Sociology
- Software Engineering

Detailed information on each minor may be found on the departmental web-site and each Academic Department. See <https://auca.kg/en/academics/>.

1. Declaring a Minor

In order to apply for a minor, students must earn a minimum GPA of 2.5 in their majors. Some minor programs may require higher admission GPAs. The student should obtain permission from the Dean in which the student majors and from the Dean that administers the relevant minor program before declaring a minor. A student may apply for a minor only after the first year of study is completed. Students may pick up an application form from the office of the proposed minor program. They should submit the completed form to the Registrar's Office before the end of the fall semester registration period.

Attestation Procedure

With permission from his or her minor Dean, a student will take a final exam in the minor, according to that program's exam schedule. Students will be told about the conditions and form of the exam at least two months beforehand.

H. Department Transfers

Students are eligible to apply for a departmental transfer after the first successful year of study. However, please note that, in order to transfer within AUCA, students must meet all admissions requirements for the chosen major division, and receive permission from both Deans. Admissions exam results from the previous program may be sufficient if exams are comparable between the programs. If admission exam scores do not satisfy the requirement of the chosen major, the student must retake the admission exam(s). If a student has taken an advanced math course and received a B+ grade or above, the Dean of the chosen major may count the grade as the entrance exam score.

Entrance requirement waivers must be approved by the Dean and other applicable parties. Moreover, the number of transfers allowed each year within specific departments may be limited based on the enrollment restrictions set by the Ministry of Education and Sciences. Each department sets selection criteria as additional transfer requirements.

Although students are not permitted to transfer departments until their second year at AUCA, they are encouraged to start working on proposed major coursework during the second semester of the first year. Students must take required Introduction courses from the chosen Major and must receive no grade below a B+. Additionally, any transfer student must have a minimum GPA of 2.7.

Students should be advised about the impact of switching majors (especially in terms of time necessary to complete the degree and any changes in financial aid that may occur due to the transfer). Each program is responsible for specifying its departmental transfer standards and deadlines for transfer applications. Please visit the Advising & Career website for an overview of these policies, at <https://auca.kg/en/gtbd/>.

Please note: all transfers must be initiated prior to the start of the fall semester (per Ministry of Education regulations, students are not permitted to transfer departments at the start of the spring semester). All internal transfer procedures must be completed by the end of the second week of the fall semester.

I. Course Registration

Registration is the period of time when students enroll in courses. The regular registration period for the fall semester is completed during the prior spring term. For the spring term, students register during the preceding fall term. Registration remains open until the end of the add-drop period.

The information below will help you understand AUCA's academic procedures and registration rules. In it, you will find essential information about required and elective courses. Detailed descriptions of courses at AUCA are available on the corresponding websites of the departments at <https://auca.kg/en/academics/>.

1. Preparing to Register

- The University will provide Academic Advisers to assist the student in academic planning. Schedule a meeting with your Academic Adviser, who will help you choose major courses, General Education courses and Electives. Your academic advisor can be found at https://auca.kg/en/auca_advisors/.
- The schedule of classes is posted on the Registrar's website prior to the registration period (<http://www.auca.kg/en/registrar/>)
- All degree-seeking students will complete an online registration process (a detailed tutorial can be found at <http://onlineregistration.auca.kg/en/help/student/>). During the regular registration period, which is typically two weeks, you will select courses and then submit the online Study Card to your advisor. The advisor will review the schedule and then return it to you. If schedule changes need to be made, the advisor will specify these through the online process. Once all courses are approved, the final step is for you to electronically submit the Study Card to the Registrar's Office to finish the registration process.
- While preparing your schedule, please make sure you have satisfied all pre-requisites for the courses in which you plan to enroll.
- In order to graduate in four years, students must complete 60 credits per year. Therefore, students should register for 30 credits each semester. Students are permitted to audit up to 6 credits per semester.
- Non-degree seeking students (exchange, study abroad, visiting) will complete a paper-based Study Card, which will be approved by the Office of the Registrar.
- Course registration may be held for a variety of reasons, such as unpaid term bills, immunization, or meeting with adviser.

Please note: once the regular registration period has concluded, students will not be able to make any schedule changes until the Add/Drop Period. Schedule changes are contingent upon course availability.

2. Change of Course

Once the Add/Drop period commences, courses may be added or dropped through the Registrar's Office. Additionally, withdrawal petitions are available on the Registrar's web site at http://www.auca.kg/en/reg_forms/.

3. Rate of Work – how many credits permitted

The normal rate of work is 30 credits per semester. Students on probation may not take more than this amount, and the maximum number otherwise allowable is 33 without permission from the relevant Chair and Dean.

4. Class Size

The minimum number of students per class differs depending on the type of course. This is meant to ensure the effective use of the University's classroom space, while at the same time not adversely affecting the quality of instruction. The numbers are:

- 15-25 students for general education courses

- 10-18 students for required courses within programs
- 10-15 students for language courses

This rule does not apply to sports and individual music courses.

In order to leave room in a class for the “Add/Drop” period, the number of registered students in a course will be 75-80% of the minimum.

The number of students auditing a course is not taken into account when calculating the number of students in that course.

Exceptions to the minimum course sizes may be made when there small numbers of upper-division students are required to complete required major courses.

5. Foreign Language Courses

It is general university policy that students must take at least two semesters of the given language in order to receive credit for taking a foreign language course. Foreign language courses currently offered are Arabic, Chinese, Japanese and Korean as well as French, Spanish, German.

At the end of the first semester of language study, students will receive a grade as well as 6 credits for the language course they have completed. If, however, the student does not continue with the language course for the second semester, he/she will lose 6 credits and the grade for the first semester. The grade and 6 credits will be removed from the student’s transcript and the student will not be allowed to take an overload of 6 credits in a subsequent semester unless he/she pays for that overload.

AUCA, for its part, guarantees that if the first semester of a language is offered, then the second semester will also be offered regardless of the number of students who sign up for the second semester. AUCA will strive, wherever possible, to offer a 3rd and 4th semester of the given language as well, although the availability of more advanced courses will depend on the number of students who are interested in taking them.

6. Summer School

During the summer semester, students may enroll in a maximum of 18 credit hours. Degree credit will be granted only for summer school courses offered by AUCA, except that under special circumstances credit for course work done at other institutions may be awarded provided that advance approval has been obtained.

J. Admission Materials

Occasionally candidates for admission make inaccurate or incomplete statements or submit false materials in connection with their applications. In most cases, these misrepresentations or omissions are discovered during the admission process and the application is rejected. If a misrepresentation or omission is discovered after a student has registered, or registered and completed courses, the offer of admission ordinarily will be rescinded, the course credit and grades will be revoked, and the student will be required to leave AUCA. If discovery occurs after a degree has been awarded, the offer of admission ordinarily will be rescinded, and the course credit, grades, and degree will be revoked.

K. Accessible Education

The University does not discriminate against qualified individuals with disabilities in admission or access to programs and activities. AUCA describes a physical or mental impairment as one that substantially limits or restricts the condition, manner, or duration under which a person can perform a major life activity, such as walking, seeing, hearing, speaking, breathing, learning, working, reading, concentrating, or taking care of oneself.

VII. Course Policies

A. Grading System Explained

AUCA uses a modified American system of grading, which differs significantly from the common local system. At AUCA, grades are recorded in a computerized transcript which may be obtained from the Registrar's Office. Grades are averaged to produce a "grade point average" (GPA), which is a rough estimation of one's overall academic performance.

	GRADE	QUALITY POINTS
A	Excellent	4.00
A-	Excellent	3.67
B+	Good	3.33
B	Good	3.00
B-	Good	2.67
C+	Average	2.33
C	Average	2.00
C-	Average	1.67
D+	Poor	1.33
D	Poor	1.00
D-	Poor	0.67
F	Failure	0.00
W	Student withdrawn from course	Not used in calculating GPA
I	Incomplete	Not used in calculating GPA
P	Passed for degree credit, on a pass/fail basis	Not used in calculating GPA
NP	Not passed for degree credit	Not used in calculating GPA
S	Satisfactory/No credit	Not used in calculating GPA
U	Unsatisfactory/No credit	Not used in calculating GPA
AU	Audit	Not used in calculating GPA

Quality Points equal the sum of the numerical grade multiplied by the number of course credits.

GPA is equal to the total number of Quality Points divided by the total number of GPA credit hours (excluding pass/fail credits)

F (Failure): A student who receives an "F" in any course must repeat the course. Students who receive "F" grades in elective courses are encouraged to retake the identical course as soon as it is available. Provided students pass the subsequent course attempt, the passed grade will replace the failed ("F") grade in terms of

GPA. However, please note that, all courses and grades will appear on the official AUCA transcript (regardless of the courses used to calculate the GPA).

The grade forgiveness policy is only applicable when a student repeats the identical course for which they initially received the “F” grade. If the same course is not available, students will be able to complete an equivalent or higher level course to fulfill an elective. The alternate course will be determined by the Division Chair. If the same course is not offered prior to a student’s expected graduation date, s/he may be allowed to repeat the course on an individual basis in the last semester of study, based on the fee rates established for that academic year. Enrollment in an individual course requires approval of the Dean and the availability and consent of the Professor. If the individual course option is not available for any reason, the student must retake the course on a regular basis when it is offered.

If a student receives two “F” grades for repeated courses, the student will be dismissed from the University. In exceptional cases, at the request of the Division Chair and with permission from the Dean, a student may register for a course a third time, provided he or she has a minimum 2.5 GPA.

W (Withdrawal): This grade indicates that the student has decided not to continue with the course. The student must repeat the course if it is required. Although the “W” grade does not impact the GPA, students should carefully consider the consequences associated with this grade. Moreover, in extreme cases, students who elect to withdraw from a course may find that they can no longer graduate in four years (this could occur if the course is a pre-requisite to more advanced work and/or the course is only offered once a year). For these reasons, it is recommended that students consult with their advisors prior to requesting the withdrawal. Although the student initiates the withdrawal process, a professor’s signature is also required. Students may pick up a withdrawal form in their major departmental office, or download it from the Office of the Registrar website http://www.auca.kg/en/reg_forms/. Students may only opt to withdraw from a course between the Add/Drop period and the end of the 10th week of the semester (the actual date is specified by the Office of the Registrar each term).

I (Incomplete): This grade indicates that a student has completed most, but not all, of the course requirements, due to extenuating circumstances, such as an illness or a family emergency. Notice of an incomplete grade should be reported to the student’s department office and to the Registrar’s Office. Incomplete grades are approved by the professor. An “Incomplete” grade contract is to be signed by the professor and the student, indicating the work to be completed, and the deadline by which the work must be submitted (the contract is available in the Registrar’s Office). Once the student completes the remaining work (as detailed in the contract) the professor will submit the final grade to the Registrar’s Office. If the student fails to complete the required work by the deadline (end of the sixth week of the subsequent semester, or an earlier deadline specified in the contract), s/he will automatically receive an “F” grade. Students who receive an Incomplete grade during the spring and/or summer semester must complete the work by the sixth week of the fall semester. Students who receive an Incomplete during the fall semester must complete all work by the sixth week of the spring semester.

P (Pass): Students receive credit for a passing grade, but no quality points.

S (Satisfactory): Students receive credit for a satisfactory grade, but no quality points.

AU (Audit): A student may choose, with the professor's approval, to audit a course. Audits are beneficial for students who want to explore courses outside their majors, or those who are interested in courses that may require extraordinary effort to complete during the same semester as their compulsory major courses.

With the permission of the student's advisor and the professor, students may audit up to 12 credits per academic year but no more than 6 credits per semester. Students on Academic Probation are prohibited from auditing courses. The amount of required participation in any given course is left to the discretion of the professor. Expectations of students auditing the course must be clearly articulated in the course syllabus.

Audit courses will appear on transcripts as "AU." The "AU" will not meet admission, prerequisite or course requirements for any University credit program. The "AU" will not affect the student's GPA.

Students may not change the status of a course (from audit to for-credit) after the completion of the Add/Drop Period. A student may withdraw from a course audit at any time; in this case, the course will not appear on the student's transcript.

B. Examination Rules

Students should adhere to the following rules during the administration of regularly scheduled midyear or final examinations:

- During bathroom breaks, students should not use computer terminals, telephones (land line or cellular), or other communication devices.
- In order to avoid any possible suggestion of improper behavior during an examination, undergraduates should refrain from communication with other students while an exam is in progress.
- Students should also not retain or refer to any books or papers during an examination except with the express permission of the instructor or teaching staff.
- Eating and drinking are not permitted in any examination room.
- Personal belongings should be put away and all cell phones, beepers, and pagers should be turned off.
- For violation of the examination rules or dishonesty in an examination a student may be subject to disciplinary action, as outlined below.

Late arrival

A student who is late for an exam may be refused admission and reported as absent. Students who are late for a final exam should report directly to the exam room. Ordinarily, latecomers will not be allowed to make up lost time.'

C. Submission of Written Work

Students are responsible for ensuring that required written course work is submitted and received on time. Written work should not be left in open mailboxes or other unattended places but rather given personally and directly to the head of the course or to a responsible person acting on the course's behalf. If work is submitted electronically or by postal service (mail delivery), students are responsible for confirming receipt.

D. Honors

Students may be placed on the President's List or the Dean' List for Excellent Academic Performance. This achievement is recognized on Knowledge Day during the fall semester. The Registrar's Office compiles the lists of eligible students, which are subsequently approved by the Faculty Senate.

The President's List is restricted to fourth-year students. To be awarded a place on the President's List, a student must have earned a minimum of 180 credits, a cumulative GPA of at least 3.8, and have no "F" grades on his/her transcript.

The Dean's List is for second, third and fourth-year students. To be awarded a place on this list, a student must have earned a minimum of 60 credits, a cumulative GPA of at least 3.67 for the year, and have no "F" grades on his/her transcript.

Students who excel in their academic program (achieving "A", "A-" grades for 75% or more of their courses and grades of "B+", "B", "B-" grades in the remaining courses) and pass all State Exams with "A" and "A-" grades receive a Kyrgyz State Diploma with Honors.

Students enrolled in the majors of Business Administration and International & Business Law who demonstrate superior academic performances are entitled to a bachelor's degree with honors. The criteria for degrees with honors, as approved by the AUCA Academic Senate, are as follows:

Summa cum laude

To receive a first-degree Bachelor's diploma, a student must have a cumulative GPA of 3.8 or higher and an "A" for the Senior Thesis (written and defended in English), pass all State Exams with "A" grades and receive no grades below a C- for required courses.

Magna cum laude

To receive a second-degree Bachelor's diploma a student must have a cumulative GPA of at least 3.6, receive a "B+" or higher for the Senior Thesis (written and defended in English) and pass all State Exams with grades of "B+" or higher and receive no grades below a C- for required courses.

Cum laude

To receive a third-degree Bachelor's diploma, a student must have a cumulative GPA of at least 3.5, and a "B" or higher for a Senior Thesis (written and defended in English) and pass all State Exams with at least a "B" and receive no grades below a C- for required courses.

E. Part-Time Study

Current degree-seeking students may transfer from full-time to part-time status by registering for a maximum of 24 credit hours. Tuition for part-time students depends on the number of credits taken. Students with part-time status will be advised by faculty in their degree programs.

F. Absences

Regular attendance at course meetings and related events is expected of all students. Students may not be absent from the area for extended periods of time during the term without the permission of their Dean.

Restricted Attendance

With the exception of the first week of classes, when any registered student may attend a class, only students enrolled in a course and auditors who have been given specific permission by the instructor ordinarily may attend course meetings. From time to time, instructors may permit other guests, such as colleagues, parents, alumnus, or prospective students, to attend individual class meetings; however, instructors are always free to restrict attendance at a class meeting or meetings to regularly enrolled students and authorized auditors.

Absence from Classes

Students should report all absences that may have a significant effect on their status to their Dean and to the instructor(s) of the course(s) concerned. Students who are called away in an emergency or are otherwise unavoidably absent from AUCA should notify their Dean both before departure and upon return. Absence from AUCA without such notification may lead to required withdrawal from the university. Students who are sick may consult either AUCA Medical Services or their own physician but should report all cases of serious illness promptly to AUCA Medical Services or their Dean.

Absences from academic exercises, for whatever reason - including representing AUCA in extracurricular and athletic activities – do not relieve students from responsibility for any part of the work in the course required during the period of absence.

G. Severe Weather Policy

Only under extremely critical weather conditions may classes officially be canceled. It is understood that weather conditions may make it impossible for an individual student to attend a specific class meeting even though classes have not been cancelled university-wide. Students should alert their instructor in this case. Weather related absences do not relieve students from responsibility for any part of the work in the course required during the absence.

VIII. Leaves of Absence

A. Voluntary Leaves of Absence and Dismissal/Transfer

Students may opt to take Academic Leave for a maximum of two semesters if they have issues related to health, finances, their families, or if they are studying abroad in universities that are not listed in the list of AUCA partner universities. To be voluntarily dismissed from the University due to a personal reason or university transfer, a student should submit a request to the Dean. The request must include all the necessary documents (including signatures of the Dean and Registrar and a completed check-out list, which includes proof of payment of any financial debts).

To officially declare academic leave, a student must pay all outstanding tuition fees and submit an application to the Dean, signed by the Dean, the Registrar, and the Associate Vice President for Student Affairs. Also, the student should complete a check-out list. Students who do not return from academic leave on time will be dismissed from the University but are permitted to apply for re-admission.

Students must take into consideration that after successful registration for courses they receive the status of *active registered students*. It means that a student shall be charged tuition for each month of the semester he/she registered in on a monthly basis in accordance with the accounting policy of the University.

In case of the student's late application for academic leave/voluntary dismissal (after three weeks from the beginning of the semester), he/she shall be charged tuition for the whole period of his/her status as an *active registered student* till the date of issue of the order on academic leave/voluntary dismissal.

B. Involuntary Leaves of Absence

Under certain circumstances, a student may be placed on an involuntary leave of absence. Not all involuntary leaves of absence are related to disciplinary sanctions.

An involuntary leave of absence may be required for the following reasons:

1. Medical circumstances:

(a) The student's behavior poses a direct threat to the health or safety of any person, or has seriously disrupted others in the student's residential community or academic environment; and (b) either the student's threatening, self-destructive, or disruptive behavior is determined to be the result of a medical condition or the student has refused to cooperate with efforts by AUCA Medical Services to determine or evaluate the cause of the behavior. The decision to place a student on an involuntary leave of absence for health related reasons is made in consultation with AUCA Medical Services (which may consider information from the student's current and/or former health care providers, if made available by the student), after an individualized assessment of all of the pertinent factors, such as: the nature of the student's conduct; the nature, duration and severity of the risk; the likelihood of potential injury; and whether reasonable modifications of policies, practices or procedures will mitigate the risk.

However, reasonable modifications do not include changes that would fundamentally alter the academic program or unduly burden the university's resources or staffing capabilities or, with respect to the required level of care or monitoring, that would exceed the standard of care that AUCA can be expected to provide.

2. Alleged criminal behavior: The student has been arrested on allegations of serious criminal behavior or has been charged with such behavior by law enforcement authorities.
3. Risk to the community. The student allegedly violated a disciplinary rule of AUCA, and his or her presence on campus poses a significant risk to the safety of others or to the educational environment of the community.

4. Indebtedness. The student's term bill is unpaid and the student has not made arrangements acceptable to AUCA to address the issue.
5. Failure to provide required medical documentation.
6. Dismissal for poor academic performance (see next section)

C. Dismissal for Poor Academic Performance

A student may be dismissed from AUCA for:

- Failing to maintain an overall GPA of at least 1.75 (*see exception below regarding first year students)
- Failing to earn a semester 2.0 GPA and 24 credit hours while on Academic Probation
- Losing his/her connection with the University (failing to register for courses; failing to contact academic advisor and major department within first 6 weeks of the semester)
- Failing to register for courses (with the exception of students on Academic Leave) or pay tuition fees. Students who fail to complete online registration by the end of the Add/Drop period, and/or those who have not paid their tuition fees for the current semester will be dismissed from the University at the beginning of the third month of each semester
- A student who fails a repeated course after re-admission will be dismissed from the University without the right to be re-admitted.

*There is an exception to the GPA requirement for first-year students after their first semester. These students will not be dismissed; instead, all first year students with GPAs below 2.0 after the first semester will be placed on Academic Probation. First year students who are placed on probation and fail to earn a 2.0 GPA and 24 credit hours for freshmen during the second semester will be dismissed from the University, *without the right to apply for readmission*. Exceptions to this policy may be made under special circumstances, for example, students may receive special permission to apply for readmission from the Dean.

D. Academic Probation

Continuing students (sophomores, juniors, and seniors) whose overall GPAs are below 2.0 (but above 1.75) will be placed on Academic Probation. Continuing students who are placed on probation and fail to earn a 2.0 GPA and 24 credit hours during the subsequent semester may be dismissed from the University, *with the right to apply for readmission*.

If a student's semester GPA is less than 1.75, it is the decision of the Dean to determine student status (academic probation or dismissal).

The Registrar's Office will issue probation orders based on the results of the previous semester and also issue notification letters for each students. Departments are responsible for distribution of letters to students. During the student's probationary period, he or she will not be permitted to enroll in more than 30 credits.

A student on probation will not be allowed to participate in any University-sponsored extracurricular activities. Additionally, students on probation are prohibited from auditing courses.

For more on AUCA's academic probation policies, see <https://auca.kg/en/academicrecoveryprogram/>.

E. Dismissal Procedures

After analyzing all student transcripts, each Dean/Division Chair will submit a report outlining the dismissal of students whose cumulative GPAs are below 1.75.

Upon the approval of the report, the Registrar's Office will issue the dismissal orders and notification letters. Dismissal orders for academic reasons must be issued by the Registrar's Office within 6 weeks of the completion of the exam period.

Students who have been dismissed will be notified of the decision as soon as possible, typically immediately following the issuance of the order. Divisions are responsible for distribution of notification letters to students. A student has the right to appeal his or her dismissal. The appeal should be submitted within 10 days of the official notification of dismissal.

Dismissal for academic reasons will be completed after final grades are submitted. If dismissed, the student will be given an academic certificate in accordance with the format approved by the Ministry of Education of the Kyrgyz Republic

F. Readmission

Domestic and international students may be readmitted to the University, provided they meet all AUCA academic standards and other requirements. A student has the right to be re-admitted to the University no earlier than a year after an academic dismissal. A recommendation from the Dean is required. Students who are dismissed twice due to poor academic performance will not be considered for readmission.

To be considered for readmission, the student must submit an application to the Dean, which includes signatures from the Dean, Financial Officer, Librarian and Registrar. Students must demonstrate that the circumstances that led to their leave have been satisfactorily addressed and that they are ready to resume their studies.

Readmission procedures must be completed by the end of the Add/Drop Period. Readmitted students must sign new contracts for the payment of tuition fees. Class standing (freshman, sophomore, junior, or senior level) of the readmitted student will be decided by the Dean based on a transcript analysis.

IX. Transfer Policy

A student who wishes to transfer to AUCA from another higher education institution must submit an AUCA application and a complete transcript of all academic work completed at the other institution(s). The maximum number of transferred credits that may be applied to a student's major at AUCA is 30, and only courses which match the degree offerings at AUCA will be considered for transfer. Only courses with a grade of C or higher (in the letter-grade system) or 3 or higher (in the former Soviet numerical system) will be accepted for transfer. Grades for courses not taken at AUCA will not apply to the student's GPA at AUCA. Prospective transfer students should consult the General Academic Regulations section and/or contact the AUCA Admissions Office for more information. The Registrar's Office is responsible for determining which courses, and how many credits, may be transferred into AUCA.

High school graduates or students currently enrolled in an undergraduate degree-seeking program at another college/university can be admitted to university as visiting students. Visiting Students may apply and become an AUCA undergraduate full-time student. All earned credits, grades and GPA of the AUCA visiting student can be transferred to the undergraduate level once he/she is admitted to AUCA. The Dean may dismiss a student for poor academic performance or non-academic misconduct.

X. Study Abroad

A. General

As one of the leading institutions in Central Asia, AUCA maintains partnerships with a number of other prestigious universities in the US, Europe and Asia. Such cooperation provides AUCA students with an opportunity to immerse themselves in cultures, learn a new language, and experience student life in a different university. AUCA views study abroad as an invaluable part of student's undergraduate education, and encourages students to explore the possibilities of earning degree credit while studying in another country.

Our partnership with Bard College allows six students per semester to travel to the United States. In addition, AUCA students regularly study at our partner universities worldwide.

B. Admission

Sophomores and juniors with good academic standing are eligible to participate in a study abroad program. Each semester AUCA will nominate students to participate in the exchange program. In order to be considered for a nomination, interested students should submit the following documents to the International Office:

- Statement of Purpose
- Resume
- Two recommendation letters from professors
- Transcript
- Study Plan

Once the applications are reviewed, two students will be nominated for a specific exchange program per semester. Some exchange programs select one student per semester or per year.

All full time undergraduate students are eligible to apply to participate in the exchange program if they:

- Completed at least one year of full time study towards undergraduate degree at AUCA.
- Will not start their studies in host institutions in their 4th year
- Have the status of "active" students at AUCA.
- Have a GPA of at least 2.5. Certain AUCA partner schools require a higher GPA. The eligibility to participate is contingent upon each partner school's minimum GPA designation. Students must verify the minimum GPA requirement for the relevant program at the AUCA office coordinating the exchange program.
- Meet the specific requirements outlined by the partner institution where the student is applying.
- Have not been nominated as an Undergraduate Exchange Student to another program undertaken by AUCA and its partner institutions at the time of application submission.
- Have not previously participated more than one time in an Undergraduate Student Exchange Program organized by AUCA and its partner institutions.

- Have not previously declined the nomination to spend an Undergraduate Student Exchange Semester at one of AUCA partner institutions.
- Do not have outstanding debts to the Finance Office, Library or any other AUCA offices or Faculty Departments.
- Have not violated AUCA academic and non-academic code of student conduct

C. Tuition and fees

While partaking in an exchange program, the student is subject to the tuition fees of their home university. The student is responsible for all other expenses, such as Room and Board, insurance, visa and travel costs.

D. Credit transfer

Generally, study abroad credits are transferred as “General credits” or “Electives”. In order to count credits towards your major you need to first consult with your academic advisor and Dean. AUCA will consider your credits only if you received a grade “C” or higher. Your study abroad grades will not be calculated into your GPA at AUCA.

Students interested in exchange opportunities at AUCA partner universities are encouraged to start planning for this experience at least one or two semesters in advance. Students should research available courses at the AUCA partner university and then speak with the relevant Dean(s) at AUCA to determine if the courses will be approved for transfer. Students applying for semester exchanges shall be nominated by AUCA Study Abroad Committee. Students nominated for exchange to one of AUCA partner universities will be placed on Study Abroad for a maximum of one semester from AUCA. The student should complete a check-list issued by International Student Office. While abroad, students should maintain contact with their academic advisor and International Student Coordinator.

While partaking in an exchange program, the student is subject to the tuition fees of their home university. The student is responsible for all other expenses, such as Room and Board, insurance, visa and travel costs.

A list of AUCA partner universities is available at <http://www.auca.kg/en/cdcexchanges/>

For details on transferring credits from Bard College, see https://auca.kg/en/tansfer_credits_bard/

For the full study abroad policy, see https://auca.kg/en/auca_exchangepolicy/.

For study abroad opportunities managed by your School, see the attached appendix (if applicable).

XI. AUCA Campus

A. Library

The AUCA Library, located on the third floor of the AUCA campus, plays a crucial role in the informational support of the educational process and research at the University. The library collection consists of 70,000 volumes ranging from textbooks, manuals and periodicals to a wide range of audio and video resources.

The Library provides on-campus and off-campus access to information and resources to students through its online electronic catalog and online databases. The Universal ID Card will be used to print, copy and borrow books.

Most of the books in the Library collection are available for loan until the end of the current semester. Reference books, rare and valuable volumes are given out only for 1 night and should be returned to the Library by 9:30 the next morning. Books from the Core Collection are loaned for the period from 1 to 3 days. Periodicals and multimedia resources (DVDs, VHS tapes, and CDs) cannot be taken out of the Library.

If you have questions about the Library, you may speak with the Library Director or Librarians. All library-related information and access to the online library catalog and databases are available at <http://library.auca.kg>

B. Computer labs

Computer labs are available for student use.

AUCA computer laboratories opening hours:

During study hours: Monday – Friday from 7.55 to 21.50. Saturday-Sunday from 10:00 to 17:00.

During examinations: Monday – Friday from 7:55 to 21.50. Saturday-Sunday from 9:00 to 21:50.

All computer labs are equipped with scanners.

Printing: Each student can print out 250 pages per one academic year free of charge. To fill up a personal balance with more pages, students need to pay for extra pages in the payment office or use the AUCA payment terminal.

C. Department of Information Technology and Computer Use

All AUCA students, including those in the New Generation Academy, can become users of computer resources and services of the University (computer labs, personal profile, Internet, etc.).

AUCA students can use the AUCA Wi-Fi network, which covers the entire campus. To get more detailed information about settings for AUCA Wi-Fi, please use <http://it.auca.kg>.

To get an access to computer resources and services, each student must use his/her personal network account. The Department of Information Technology (IT) automatically generates network username and password for each user, as well as username and password for email. Usernames cannot be changed. Student can get data concerning network and email accounts at his/her division office or at the Academic Computing and User Services office.

It is important to use computer resources and services properly for the benefit of all students and faculty.

D. Dining

There is a cafeteria on the main floor of the first building. Cafes are located on the 2nd, 3rd and 4th floors. The Universal ID will be used to make on-campus purchases, such as in the dining halls and campus store. Cash is not accepted.

E. Security

AUCA Security Service is a University Division responsible for providing complex safety services for students, faculty and staff in cooperation with other University Divisions. All students, staff and faculty are required to show their Universal ID's to the security officers every time they enter AUCA. This is necessary to provide a secure environment at the university, as well as to decrease the risk of unauthorized personnel entering the University.

The Security Officers have the right to inspect the Universal ID of any and all entrants to the university, and to conduct a personal examination, which includes checking baggage, if one presents an actual or potential danger to others. In case you have forgotten or lost your Universal ID, you will be able to sign in using the Security Services Journal at the entrance of the University, after confirmation of your identity by the office manager of your division. In case you lose your Universal ID, please contact the Dean of the Student Life Office and pay the fine to get a duplicate.

Visitors such as family, friends or companions should be met by you at the entrance. The purpose of your guest's visit should be explained to the Security officers, your guest should present an ID (passport, driver's license, etc.), and should register in the Security Services journal. Only then will your guest be able to enter into the University with you. Visitors are allowed to enter the University strictly up until 18:00.

AUCA Security Service has no responsibility for the safety of your personal belongings left in the building. Be very careful with leaving unattended items of value, such as laptops and mobile phones.

In case of emergency or any other dangerous situations on campus, AUCA will inform you about the situation via e-mail and by SMS to your mobile phone. If you have any questions regarding the Security Service, please contact [Bekbolot Abdylidabekov](#), Senior Specialist of AUCA Security Service, by e-mail at abdylidabekov_b@auca.kg, by internal telephone at extension 221, or locally at 66-11-18.

Please remember that you are constantly under the surveillance of the AUCA security cameras. Drinking alcohol and smoking is prohibited in the University buildings and grounds. It is also forbidden to enter the University with:

1. All kinds of weapons (fire, cold, gas, air)
2. Poisons
3. Explosives
4. Flammable substances
5. Narcotic substances
6. Combustible mixtures

We hope for your understanding and cooperation. Please remember that all measures that the security services undertake are primarily to serve YOUR interests. Your safety and security is of the utmost importance to us.

F. Medical

The University provides medical consultation and treatment for minor conditions for all students, as well as free, confidential psychological counseling. For more serious conditions, referrals will be provided. The Medical Offices consist of a Therapist, Nurse, Physiotherapist, and Psychologist. In appropriate situations, the Medical Office may refer faculty or staff to an outside doctor. The Medical Office is located in Room T13, is available by phone at ext. 280.

For further information, including hours and additional contact information, see <https://auca.kg/en/medical/>

For more information on psychological services, see <https://auca.kg/en/psychologist/> and https://auca.kg/en/psychological_services/

G. Parking

Parking on the west of AUCA's building is free for all visitors, students, faculty and staff of AUCA. However, parking on the east side of AUCA's building requires a parking permit. Owners of cars parked without parking permits will be penalized in the amount of 1500 KGS.

Parking permits can be received at the Shared Service Center (room #244).

Costs of the parking permits are listed below:

- 6500 KGS for one year (12 months);
- 3500 KGS for 6 months;
- 650 KGS for 1 month.

For more, contact the Shared Service Center at service@auca.kg.

XII. Information for International Students

Dear International Student,

Welcome to the American University of Central Asia! We hope that your experience here will be both valuable and enjoyable. The information below will help you to get to know the city and the general rules concerning international residents in our country.

A. Registration and Visa Processing

To receive visa support from the University, international students are required to take 24 or more credits per semester.

1. All international students are required to obtain either a registration document or visa depending on their citizenship. In some cases both registration and a visa are required.
2. Please check in with the Students Visa and Registration Coordinator within 2 days of arriving in Bishkek to obtain information regarding visa extension and/or registration. You should present your passport with the Kyrgyz stamp in it which indicates your arrival date. Please note that if you do not register on time, you will have to pay a fine.
3. IMPORTANT! Students from Kyrgyz Oblasts (e.g. Osh, Naryn, Talas) must also register through Students Visa and Registration Coordinator.
4. IMPORTANT! International students should NOT apply for tourist, private or religious visas before traveling to the Kyrgyz Republic. Neither should a student obtain the above mentioned visas upon arrival at the Consular Point of the Manas International Airport. These visas cannot be extended or renewed to the “student” category.
5. Citizens of the following countries must be registered, but do not require a visa: Azerbaijan, Armenia, Georgia, Moldova, Belarus, The Russian Federation, Tajikistan, Kazakhstan, Malaysia (non-visa entry for 90 days), Turkey (non-visa entry for 90 days), Ukraine (non-visa entry for 90 days), Uzbekistan (non-visa entry for 60 days), Mongolia (non-visa entry for 90 days), and the Philippines (non-visa entry for 30 days).
6. Citizens of all other countries require a visa for studying. Please check in with the Students Visa and Registration Coordinator to obtain more information on visas.
7. All international students are strongly advised to always carry with them the photocopies of their passport information page, current visa and registration stamp. Though it is rare, government officials may ask for documents at any time.
8. To arrange for a new visa or to register, please visit the Students Visa and Registration Coordinator. Please be aware that if you do not have a valid visa in Bishkek, you will have to pay a fine (up to 20,000 KGS). After one fine you will be deported. For any further information concerning the visa and registration process, please contact the Student Visa and Registration Coordinator or visit <https://www.auca.kg/en/intl visa/>.

B. Rules of Living in Rented Apartments

1. When you arrive and check in with the Students’ Visa Registration Coordinator, you can obtain information regarding searching for and renting an apartment in Bishkek.
2. International calls made by students must be paid by each student who will receive a bill from the Telecom Company. Payments for public utilities, gas, and electricity should be agreed with the owner of the apartment.
3. Be careful with the furniture and facilities in the apartment. For example, close faucets tightly so the neighbors do not get flooded. In case the furniture, faucets, and other facilities become damaged because of student negligence, the student(s) will be required to pay for or perform any necessary repairs or renovations.

4. Respect your roommates, including their private property. Do not be noisy while listening to music and use a music player with headphones if possible. Do not make unnecessary noise while socializing and keep noise to a minimum after 10 p.m.
5. Whenever you change apartments, you must inform the Coordinator of International students of your new address.
6. IMPORTANT! A student has the right to live in his/her current apartment until the end of the paid month. You may find more information and help in the Advising and Career Center (contact the office-manager of the Advising and Career Center).

C. Safety

Bishkek is far safer than most large western cities. However, petty street crime does occur. The best advice is to be careful at night and always be aware of your surroundings. It is best not to walk at night, especially alone. Try to avoid badly lit or dark places. Take a taxi when possible. There are official taxi services that you can call at telephone numbers (0312) 57-9999, 154, 152, 156, 188, 182, and 166. If you have been attacked or robbed, or you feel that your life is in danger, please contact the local police at 102. It

D. Local Police

According to the Kyrgyz Republic legislature, Kyrgyz police officers (militia) must display their identification number or other ID after stopping you for any reason. If there is more than one officer, ask for each of the identification cards. Carefully and completely write down the name and identification number, and ascertain which office they work for. If they refuse to provide identification, you do not have to submit to any of their demands, and it is quite likely they are not official militia and are simply trying to take advantage of you. Only the police have the right to ask to examine documents.

If they attempt to take you away from a crowd or search your belongings, you may exercise your right to have two witnesses present. Normally, if you show that you know your rights and refuse to be pushed around, the militia will back down and will no longer bother you.

The police may stop and ask for your passport. The best advice if stopped by the police is to show what documents you have. Please be aware that some police may take offense to foreigners speaking Russian. If you can communicate in Kyrgyz, that may be better.

If you have any problems and need assistance, you can turn to the Student Coordinator.

E. Student Housing

The AUCA International Dormitory is a gathering place for the exchange of ideas and cultures. It also offers a safe and secure place for students to live and study. The AUCA International Dormitory welcomes up to 140 students each year and provides all needed facilities for students' residence.

The dormitory is located in the 6th Microdistrict, a residential area of Bishkek close to movie theaters, bowling, shopping, and the new AUCA Campus. The AUCA International Dormitory is equipped with modern security system, HD cameras, electronic locking system, and fire security systems. Students have full-time access to

wireless connections, laundry, study area, computer class, television, air conditioning systems, common space, kitchen, and a beautiful courtyard. The rooms are divided by doubles, triples and quadruples; the quantity of residents of the room is connected to the room size.

The dormitory administration practices a Cultural Mix policy, which means that residents are placed together with representatives of different cultures and nations in order to initiate the development of language skills and the integration of international students to AUCA and Kyrgyz communities.

Floor Resident Assistants are there to help students, to make orientation programs, discuss and address students' concerns and problems, both individually and in groups, assist in up-to-date activities and provide medical referrals. All concerns and questions can be addressed to RAs and Dormitory coordinator.

Full-time international students, especially freshmen and students of the Preparatory Program are encouraged to live in the Dormitory to help them adjust to life in Bishkek and the demands of an AUCA education. Scholarship-recipients whose housing fee is covered by Donors need to clarify the terms of the housing grants with the Grants Office.

For more information, including pricing and payment information, see <https://auca.kg/en/dormitory/>.

XIII. Financial Information

A. Tuition

Tuition payment of full-time students, part-time students, visiting program students, payment for individual classes of music, other individual classes, and extra credits are established by an official AUCA order for each academic year and must be paid prior to registration for courses.

For more information on tuition and costs for the current academic year, please see https://www.auca.kg/en/costs_scholarships_and_financial_aid/

General Terms of Tuition Payment

Freshmen shall make a non-refundable deposit within 10 days of recommendation for admission as a partial payment towards tuition. Students pay the balance of tuition for the first semester by the beginning of classes and the balance for the second semester before registration for spring classes.

An individual payment schedule may be arranged for students who are not able to pay the full tuition before registration for spring classes in any given academic year. For more information please see the Financial Aid Section - Payment Schedule, at <https://www.auca.kg/en/p14253954/>.

The University may charge fines for violation of the internal rules, as well as other fees for additional services if the Student/Guarantor gives his/her consent for such services.

The University has the right not to allow the Student to take final exams and/or state exams in case of student debt.

Part-time students are students in courses worth up to 24 credits for the term. Part-time students pay per each credit hour. Visiting students also pay per each credit hour.

There is a separate fee for all students (full time, part time and visiting) that must be paid for individual classes of music such as piano, komuz, singing, etc. The fee is paid in addition to regular tuition of a student.

Students who studied at AUCA for 8 semesters as a full-time student must pay for each credit hour in the 9th semester.

B. Scholarships and Financial Aid

AUCA offers a generous financial aid program, which provides merit- and need-based scholarships to qualified students. It is expected that more than 90% of students from Kyrgyzstan and CIS countries will receive financial aid during 2015-16 academic year. The average real tuition in 2014-15 for citizens of Kyrgyzstan and CIS countries was 2850 USD. The average financial aid was 2700 USD.

C. Payment of Tuition Fees

AUCA uses a cashless payment form. All payments for tuition and other payments are accepted in through AUCA's accounts in the University's partner banks or through AUCA payment terminal. A list of AUCA partner banks can be found at https://www.auca.kg/en/costs_scholarships_and_financial_aid/.

For more on tuition and financial aid, including scholarships and awards, financial planning, forms and tuition transfer, see https://www.auca.kg/en/costs_scholarships_and_financial_aid/.

XIV. Effective Students

A. Reading Efficiently

Most courses include reading lists of essential and supplementary material. Determining which items are must-reads and which are ancillary and budgeting your time accordingly will help you get a handle on reading assignments. Research studies show that people who read well are more likely to do well academically in their classes, and on standardized tests for graduate and professional school (e.g, MCAT, LSAT, GMAT, and GRE).

Reading Efficiently:

- For every textbook, book, or article that you are assigned, think about the purpose of the reading in relation to the course as a whole.
- Consider the role of the reading material in your class. Is it the essential source of information? Is it included to provide background? Serve as a reference? Serve as supplemental information?
- Why did the professor assign the reading material? How does the professor use it in the course? Is the material discussed thoroughly in lecture or only occasionally mentioned? How does the material coordinate with other aspects of the course, such as problem sets, paper assignments, course packs, etc.?

Reading Effectively:

A large part of reading is predicting. The more you can predict while you are reading, the easier it will be. Try the following strategies to acquaint you with the material and help you make predictions.

- Read the table of contents, cover, and intro blurb to see how information is organized and what will be covered.
- Read the preface, introduction, or forward to learn the author's purpose for writing.
- Examine the layout of a chapter to locate headers, review sections, study questions, etc.
- Decide how the format of the text should guide your study strategies for the course.
- Before you begin, anticipate what you need to do with the material in the future and choose a reading strategy to suit this goal (e.g., you may opt to simply skim supplementary material).
- Read the beginning of the assignment carefully to help you predict and read the rest of the assignment faster.
- Create a simple, graphic representation of the information. Chart, diagram, or draw relationships or systems to show connections among concepts.
- Reduce each paragraph to a word or phrase and write it in the margin. Turn these key words/phrases into a study outline after reading the material.
- Underline important information after reading the entire assignment.
- Make a list of specific questions you need answered as you read. Re-read portions you had trouble remembering.

B. Classroom and Homework

Academic success doesn't come easily. The first few weeks may feel stressful, but calm reflection and the knowledge that others have felt exactly like you will let you survive and then succeed in your academic career. Here are a few tips:

- Constantly work hard and go the extra mile, and invest in your studies. It is the foundation for success in your career and future.
- Get to know your professors, recitation, and lab instructors through their office hours. Use them to guide your activities and give you feedback.
- Review your syllabus, readings, and notes to stay on top of the material.
- Know what to learn and learn it well.
- Take good notes. The better the notes, the better your chances are of doing well at exam time. Don't try to write everything down that the instructor says, but listen for key phrases and main points. If possible, take notes in outline form and leave wide margins to organize your notes so that it is easier to review and read later on. Also, take notes as you read and highlight key points to get the most out of your reading assignments. Participate actively.
- Use class meetings as an opportunity to test your ideas, express your opinions and discuss with others. Think about points that may arise before the class meets and review the previous assigned reading for important topics and questions. Being prepared helps ease anxiety. Ask questions if you need clarification on a point. However, don't dominate class discussions. Know when to step forward, and when to step back. Listening and having respect for others' opinions is equally important.

C. Exam Preparation and Test-Taking Skills.

- Reviewing your notes regularly is key to making exam preparation easier and avoiding test anxiety.
- Try to predict what will be on the test and prepare answers for those questions. You should also ask the instructor what material will be covered and the test format, multiple choice, essay questions, etc.
- Create learning aids such as flashcards for key points that you want to memorize.
- Discuss the material with others in your class and vary studying alone and in groups.
- Remember to take short breaks when studying to avoid mental exhaustion.
- During the exam, look over everything before answering questions. Budget your time. Read the test questions carefully and highlight important words or phrases. Save the more difficult questions until last. With multiple-choice questions, read all of the choices first before answering.

D. Making Time for Healthy Living

Learning to manage your time will allow you to accomplish personal and academic goals. You can start by adopting some basic organizational techniques, considering and weighing your priorities, and setting realistic and manageable goals. Whether you are compulsive about small organizational details or must have flexibility in scheduling, there is a time management solution for you.

Tips for Success:

- Spend time planning and organizing. Using time to think and plan is time well spent. Being organized saves time trying to find information. Organize in a way that makes sense to you. For example, create data repositories for each of your courses. This could be as simple as creating a folder for a class, and then putting any information related to that class in that folder.
- Get a handle on the big picture. Do you have a large research paper or project due the last week of the semester? Semester-long planning is a good method to look ahead and avoid missing important deadlines. Develop a semester calendar noting when papers are due and when tests are scheduled. Use the calendar in this handbook to begin the habit. Also note any other significant dates or events in your personal life such as trips, family/ friend visits, concerts, etc. Having everything in one place allows you to plan and prevent potentially stressful weeks.
- Set goals. Goals give you direction and a way to spend your time. Set SMART goals (specific, measurable, achievable, realistic and timely). You should include goals which you have set for the semester and the tasks that will enable you to accomplish these goals.
- Make every effort to prioritize. The trick to prioritizing is to isolate and identify the important tasks with long-term, goal-related implications. Work towards reducing the urgent things that have short-term consequences so you'll have time for your important priorities. Do weekly and daily scheduling. Include all known time commitments, allowing time for required readings, quiz and exam preparation, community involvement, socializing, exercise, relaxation, and sleep. One way is to use a running to-do list.
- Emphasize and maintain a healthy amount of sleep, which provides the mental and physical energy needed to be productive and tackle your various commitments. Allow for flexibility and plan for the unexpected. Allow time for interruptions and distractions. Things inevitably come up that you weren't expecting. Leave

room in your calendar so that you can move things around a little when needed. When you expect to be interrupted, schedule routine tasks. Save or make larger blocks of time for your priorities.

- Ask yourself, “What is the most important thing I can be doing with my time right now?” to help you get back on track. Be realistic in scheduling. If you aren’t, you’ll fall into the trap of not sticking to your schedule. For example, you should consider studying for a certain length of time and then rewarding yourself for a certain period of time. Know your biological prime time. Are you a morning person or a night owl? Planning to use that time of the day for your priorities is effective time management.
- Conquer Procrastination. Break down overwhelming jobs into smaller manageable parts and schedule a limited time to work on them. By doing a little at a time, eventually you’ll reach a point where you’ll want to finish. The sooner you start, the more quickly you can get it done. Also, try to avoid getting bogged down in unnecessary details. Paying excessive attention to detail, for some, can be a form of procrastination.

E. Available Resources

Know and use the resources provided by AUCA. If you need tutoring in Math, Writing or Microeconomics, visit the Writing and Academic Resource Center (WARC). All tutoring services are free, and the center is open Monday through Saturday. For more, see <https://auca.kg/en/nt/>. Reach out to your professors, recitation, lab instructors, and academic department for support as well. If you encounter difficulty, seek help early during the semester to avoid problems later.

For academic resources on topics including: The Fundamentals of Conducting Research, Professional Communication Techniques, Source Citations and Credibility, Applying to Graduate Schools, and more, see <https://auca.kg/en/studres/>.

XV. Student Rights and Responsibilities

A. Individual Rights

The following are academic rights of AUCA students:

- A student has the responsibility to take appropriate advantage of the educational opportunities presented by the University, to participate in the learning process in a serious and conscientious manner, and to respect the rights of other members of the University community with regard to academic affairs.
- A student has the right to have classes conducted in accordance with the following provisions of the Student Handbook:
 - A faculty member is responsible for informing students about the purposes of course and grading system, which shall not contradict the AUCA grading system.
 - A faculty member will plan and regulate class time with an awareness of its value for every student and will hold classes regularly, with no late appearances or unattended classes by the faculty member allowed.
 - A faculty member will hold office hours in order to help students should they have any questions.

- A faculty member will strive to develop among students respect for others and their opinions by demonstrating his or her own respect for each student as an individual, regardless of ethnicity, sex, national origin, religion, age, disability, or veteran status.
- At the same time, a faculty member has the right not to be falsely accused of violating this code. If the accuser makes an accusation, which, after investigation, is deemed to have been filed with the intent to cause harm, the person filing the complaint may be held accountable for his or her acts.
- In the classroom, a student has the freedom to raise relevant issues pertaining to classroom discussion, to offer reasonable doubts about data presented, and to express alternative opinions to those being discussed without concern for any academic penalty.
- A student has the right to expect that a faculty member will be sensitive to the student's personal or political beliefs expressed in a private manner in connection with course work. Furthermore, a student has the right to expect that a faculty member in a classroom situation will not disclose the student's grades or class standing without the student's permission.

The following are general rights held by all AUCA students:

- A student has the right to exercise his or her rights as a citizen of the Kyrgyz Republic or, if a foreign student, according to the legislation of the Kyrgyz Republic for foreign citizens.
- AUCA believes that all students should be free to exercise their constitutional rights and responsibilities without interference or fear of University disciplinary action for such activity.
- A student has the right to obtain a clear statement of basic rights and responsibilities concerning academic and personal conduct.
- Students have the right to participate in the formulation of American University policies which directly affect them by serving as members of the Student Senate. In exercising this right, students may access appropriate information, express their views, and have their views considered.
- Every student has the right and the opportunity to take part in the conduct of student affairs, directly or through freely chosen representatives, to vote, and to be elected at genuine periodic elections which are to be held by secret ballot guaranteeing the free expression of the will of the electors.
- A student has the right to form, join, and participate in groups or organizations which promote the common interests of students.
- A student who files a complaint under the provisions of this Code or who is charged under this Code may be present during those parts of a proceeding at which witnesses provide evidence.
- A student who is participating in a hearing at which evidence may be submitted is entitled to request that the University make a good faith attempt to compel the attendance of witnesses requested, the timely production and submission of all documents, and a timely decision. An individual is not entitled to be present during discussion of the merits of the case by those adjudicating the case during the deliberation part of the proceeding.
- A student has the right not to be falsely accused of violating this code. Knowingly filing a false or malicious complaint is a violation of academic policy for which the Complainant may be held accountable. All complaints must be made in good faith. "Good faith" is defined to mean that, while the Complainant does not have to be right about accusations brought, he or she does have to reasonably believe that the information provided is true.

B. Student Records

A student has the right to access his/her educational records maintained by the University, subject to the rules and regulations available in the University Registrar's Office. A student has the right to review his or her education records and to obtain an interpretation of the records or to challenge the accuracy of the records, subject to the rules and regulations stated in the American University.

To be useful, students' records must be accurate and complete. Students should direct any questions they have about the accuracy of records to the person in charge of the office where the records are kept.

A student has the right to have his or her education records maintained on a confidential basis by the University.

Access to the student's educational record, without the student's approval, may be given only to:

- The student's parents upon whom the student is financially dependent.
- Officers of relevant government agencies, including the Ministry of Internal Affairs, the Ministry of Education and Science, and Kyrgyz National Security Service in accordance with Kyrgyz Republic legislation and only by a special request.
- Research project groups, whose aim is the improvement of instructional and testing norms (only within the guarantees of the research group of confidentiality and anonymity of the students), with the approval of the Dean.

C. Freedom of Speech, Assembly and Expression on the territory of the University

American University considers the freedom of inquiry, assembly, and discussion to be essential to a student's educational development and believes that this broad principle is a cornerstone of education in a democracy. The University therefore recognizes the rights of all students to engage in discussion, to express thoughts and opinions, and to assemble, speak, write, or publish on any subject in accordance with the laws of the Kyrgyz Republic and the rules expressed in the Honor Code and elsewhere within this Student Handbook. These rights are more fully realized when students accept and respect each other's rights to these same freedoms of expression.

For their programs, student groups on the campus may freely select persons they wish to invite as guest speakers or performers. There are no restrictions on the point of view expressed by speakers other than those restricted under the laws of the Kyrgyz Republic, which includes prohibition of hate speech against any group. The invitation to outside speakers does not imply approval or sponsorship of their views by the University nor by the groups inviting them.

The University will at all times seek to assure student and faculty groups about the opportunity to meet and to hear and to exchange ideas and views, however controversial, but it does not license and will not tolerate what is illegal according to laws of the Kyrgyz Republic.

Students are free to engage in peaceful and orderly protests, demonstrations, and picketing which do not disrupt the functions of the University, subject to appropriate regulations concerning time, place, and manner

(American University of Central Asia announces its territory closed for any political actions). If a student believes that the rights to peacefully protest, demonstrate, and picket are being restricted in an inappropriate manner by another student or an office of the University, the student may file a complaint with the Dean of Students Life, for investigation and mediation.

Students who want to distribute announcements (posters, flyers, etc.) on the territory of the University may do so only by prior approval of the Dean of Student Life. The criteria for confirmation of such announcements are that it should NOT be of religious, commercial, political content, infringing other people's ethnical or racial identity, and so forth. If one believes that the rights to distribute are being restricted in an inappropriate manner, he or she may file a complaint to the Dean.

D. Freedom from Discrimination

Students at American University are expected to enter into a social contract to respect the rights and dignity of other students. Under this policy, the University will not exclude any person from participation in its programs or activities on the basis of arbitrary considerations such as age, color, disability, ethnicity, gender, marital status, national origin, ethnicity, religion, or sexual orientation. Students may file a complaint under this policy with the Dean of Students, or may follow the reporting procedures identified below.

E. Anti-Harassment Policies

Introduction

1. **The policy is intended to meet the following articles of the State Law of the Kyrgyz Republic: articles 16, 18, 127, 128, 135, 136, and 138 2.**
2. AUCA is committed to an educational and work environment in which all individuals are treated with respect and dignity. According to this policy, any harassment towards faculty, students, staff or non-employees will not be tolerated. It is also the policy of AUCA that retaliation against any person who has filed a complaint of harassment or who has assisted or participated in any manner in the investigation and resolution of a complaint of harassment is prohibited and subject to disciplinary action.
3. The aims of the University as reflected in this Policy are to:
 - a. Promote a positive environment in which people are treated fairly and with respect;
 - b. Make it clear that harassment is unacceptable and that all members of the University have a role to play in creating an environment free from harassment;
 - c. Provide a framework of support for staff and students who feel they have been subject to harassment; and
 - d. Provide a mechanism by which complaints can wherever possible be addressed in a timely way.
4. Those in positions of authority, such as heads of division, heads of department, VPs and their equivalents, have formal responsibilities under this Policy and are expected to familiarize themselves with the Policy and Procedures on appointment. All heads of department and equivalent, and all other managers, have a duty to implement this Policy and to make every effort to ensure that harassment

and victimization do not occur in the areas of work for which they are responsible and, that if they do occur, any concerns are investigated promptly and effectively.¹

5. All members of the University community have the right to expect professional behavior from others, and a corresponding responsibility to behave professionally towards others. All members of the University community have a personal responsibility for complying with this Policy and Procedure and must comply with and demonstrate active commitment to this Policy by:
 - a. Treating others with dignity and respect.
 - b. Discouraging any form of harassment by making it clear that such behavior is unacceptable.
 - c. Supporting any member of the University who feels they have been subject to harassment, including supporting them to make a formal complaint if appropriate. Definitions
6. A person subjects another to harassment where s/he engages in unwanted and unwarranted conduct that has the purpose or effect of:
 - a. Violating another person's dignity; or
 - b. Creating an intimidating, hostile, degrading, humiliating or offensive environment for another person.

The recipient does not need to have explicitly stated that the behavior was unwanted.

7. Freedom of speech and academic freedom are protected by law though these rights must be exercised within the law. Vigorous academic debate will not amount to harassment when it is conducted respectfully and without violating the dignity of others or creating an intimidating, hostile, degrading, humiliating or offensive environment for them.

The signposts of harassment can be divided into the following four main groups

- a. Intimidation, which includes personalization, generalization, overcriticism, personal attacks, and aggressive communication.
 - b. Blocking, which comprises over-controlling, limiting access to information, limiting access to resources, overloading with work, manipulating with assignments?
 - c. Isolation, which refers to spreading rumors, ganging up, creating administrative obstacles; and obstacles for networking, and cutting access to development resources³
 - d. Humiliation includes stealing credit for work done, giving assignments below qualification level, assigning overly complicated tasks, inconsistent treatment, being unavailable.
8. Bullying is a form of harassment and may be characterized as offensive, intimidating, malicious or insulting behavior, or misuse of power through means intended to undermine, humiliate, denigrate or injure the recipient.
9. The University seeks to protect any member of the University community from victimization, which is a form of misconduct that may itself result in a disciplinary process. The University will regard as victimization any instance where a person is subjected to detrimental treatment because s/he has, in good faith:

¹ Adopted from University of Oxford, <https://www.admin.ox.ac.uk/eop/harassmentadvice/policyandprocedure/>

- a. Made an allegation of harassment;
 - b. Indicated an intention to make such an allegation;
 - c. Assisted or supported another person in bringing forward such an allegation;
 - d. Participated in an investigation of a complaint;
 - e. Participated in any disciplinary hearing arising from an investigation;
 - f. Taken any other steps in connection with this Policy and Procedure; or
 - g. Is suspected of having done so. Behaviors
10. Harassment may involve repeated forms of unwanted and unwarranted behavior, but a one-off incident can also amount to harassment.
11. The intentions of the alleged harasser are not always determinative of whether harassment has taken place. The perception of the complainant and the extent to which that perception is in all the circumstances reasonable will also be relevant.
12. Being under the influence of alcohol drugs or otherwise intoxicated is not an excuse for harassment.
13. Harassment can take a variety of forms:
- a. Through individual behavior.
 - b. Face to face, either verbally or physically.
 - c. Through other forms of communication, including but not limited to, written communications and communications via any form of electronic media or mobile communications device
 - d. Directly to the person concerned, or to a third party.
 - e. Through a prevailing workplace or study environment which creates a culture which tolerates harassment or bullying, for example the telling of homophobic or racist jokes.
14. Examples of behavior that may amount to harassment under this Policy include (but are not limited to) the following:
- a. Unwanted physical contact, ranging from an invasion of space to an assault, including all forms of sexual harassment, including:
 - i. inappropriate body language;
 - ii. sexually explicit remarks or innuendoes; or
 - iii. unwanted sexual advances and touching.
 - b. Offensive comments or body language, including insults, jokes or gestures and malicious rumors open hostility, verbal or physical threats.
 - c. Insulting, abusive, embarrassing or patronizing behavior or comments, humiliating, intimidating, and/or demeaning criticism.
 - d. Persistently shouting at, insulting, threatening, disparaging or intimidating an individual.
 - e. Constantly criticizing an individual without providing constructive support to address any performance concerns.
 - f. Persistently overloading an individual with work that s/he cannot reasonably be expected to complete.
 - g. Posting offensive comments on electronic media, including using mobile communication devices.
 - h. Threatening to disclose, or disclosing, a person's sexuality or disability to others without their permission.

- i. Deliberately using the wrong name or pronoun in relation to a transgender person, or persistently referring to their gender identity history.
 - j. Isolation from normal work or study place, conversations, or social events.
 - k. Publishing, circulating or displaying pornographic, racist, homophobic, sexually suggestive or otherwise offensive pictures or other materials.
15. Stalking² may also be a form of harassment and may be characterized by any of the following repeated and unwanted behaviors:
- a. Following a person;
 - b. Contacting, or attempting to contact, a person by any means;
 - c. Publishing any statement or other material:
 - i. Relating or purporting to relate to a person, or
 - ii. Purporting to originate from a person;
 - d. Monitoring the use by a person of the internet, email or any other form of electronic communication;
 - e. Loitering in any place (whether public or private);
 - f. Interfering with any property in the possession of a person; or
 - g. Watching or spying on a person including through the use of CCTV or electronic surveillance.
- Application of the Policy
16. Harassment is a serious offence. Any member of the University community who feels s/he has been subject to harassment can make a complaint via the appropriate Procedure:
- a. See Appendix A for the Procedure in relation to complaints about staff.
 - b. See Appendix B for the Procedure in relation to complaints about students.
 - c. See Appendix C for Supporting Staff and Students that have experienced sexual assault.
 - d. See Appendix D for the Action Plan
17. When a criminal offense may have been committed, the relevant harassment Procedure may not be appropriate. These cases will include, but not be limited to, serious assault or threat of serious assault, including sexual assault. Student members can seek advice from the Director of Students' Office and /or approach the police directly. Staff members can seek advice from the Director of Human Resources and/or "Stalking" means a malicious course of conduct where the person intends to place or knows or reasonably should have known the conduct would place another in reasonable fear for his/her health, safety approach the police directly. Further guidance on dealing with cases of sexual assault or sexual violence is available at Guidance on handling cases of sexual assault or sexual violence.
18. Incidents of harassment that occur within the college environment will normally be dealt with under appropriate AUCA procedures, while reflecting the principles of this Policy.
19. Any member of the University community who feels s/he has been subject to harassment can apply to H.R. Officer for support. Other sources of help and advice can be found at: www.auca.kg.
20. If a complainant is deemed to have known or to have reasonably been expected to know that a complaint was unfounded, the allegation of harassment may be judged to be vexatious or malicious, and disciplinary action may be taken against them. No action will be taken if a complaint which proves to be unfounded is judged to have been made in good faith.

² "Stalking" means a malicious course of conduct where the person intends to place or knows or reasonably should have known the conduct would place another in reasonable fear for his/her health, safety

21. All parties involved in a complaint (including any witnesses who may be interviewed as part of any investigation, or trade union representatives supporting any of the parties) should maintain the confidentiality of the process. Those involved in advising complainants should, where possible, seek the consent of the individual for the onward disclosure of relevant information to those with a clear need to know. Where such consent is not forthcoming, the person entrusted with the information should make it clear that, in exceptional circumstances, it may be necessary to disclose the information, taking account of the duty of care that may be owed to the individual and/or others.
22. This Policy and Procedure may be found at www.auca.kg and also at the electronic course system (e-course.auca.kg).
23. This Policy and Procedure will be subject to regular review by the President, the Faculty Senate, and the Head of the Human Resources Department

XVI. Honor Code

A. Academic Dishonesty

1. Preamble

The goals of an AUCA education include the advancement of knowledge, the pursuit of truth, the development of students, and the promotion of the common good. Free inquiry and expression are important to reach these goals. Students must exercise their freedom to learn with responsibility, to respect the intellectual rights of others within the scholarly community, and to abide by the rules and conditions which support academic freedom. The University has developed general regulations on academic conduct which encourage every student to exercise the freedom to learn with academic honesty and integrity, and every faculty member to support students' responsible conduct.

2. Definitions of Academic Dishonesty

AUCA takes seriously manifestations of academic dishonesty, which is defined as any activity which undermines the academic integrity of the University. Penalties will be imposed on any student who commits any act described in this section, according to the procedures described below.

Academic dishonesty includes, but is not limited to, the following:

- Unintentional Academic Dishonesty. Students should take care to follow their professors' instructions carefully, in order to avoid the following situations:
 - Inappropriate quoting, paraphrasing, and citing of other people's words, data, images and ideas. Papers may appear to be plagiarized if students: occasionally use the words of another scholar without quotation marks and proper reference, with the result that it appears that the words are the student's own; occasionally use the ideas of another scholar without proper reference; inadequately paraphrase the words or ideas of another scholar; or fail to include the bibliographic citation for all sources used in the process of completing the assignment.

- Self-plagiarism. It is dishonest: to hand in the same work for assignments given in more than one class, without the permission of every affected instructor; to hand in an assignment that was originally written for a class in an earlier semester, without the permission of the current instructor; or to hand in an assignment that was originally written for a high school class or for a class at another university.
- Failure to follow the letter and spirit of an assignment. Students may not skip steps for completing course assignments or alter the process of completing assignments, such as by: working in a group when instructions were given to work individually; working individually when instructions were given to work in a group; or using resources (calculators, dictionaries, reference books, the Internet, tutors, etc.) that are prohibited in the assignment instructions.
- Intentional Academic Dishonesty. This includes, but is not limited to, the following:
 - Plagiarism. This includes handing in an assignment in which substantial portions were not written by the student, regardless of whether the original source(s) is a book or article, a thesis or dissertation (published or unpublished), an Internet article, a paper purchased from a paper mill, a paper written by another student, or any other source. Also, using data, images, charts and graphs without citation is plagiarism.
 - Fabrication. Students who make up information rather than discovering it through honest research are fabricating information. This includes: falsifying or inventing data for laboratory or research reports; falsifying or inventing quotes, supporting material or bibliographic resources for an assignment; and altering data or quotes.
 - Cheating. This involves using prohibited resources during an exam, including but not limited to: cheat sheets, notes, books, Internet, instant messaging services, or other students.
 - Lying. This involves giving false information, such as to justify missing a class, not taking an examination or failing to finish an assignment by the due date.
- Serious Academic Dishonesty. This type of academic dishonesty harms the integrity of the student and the University. Serious forms of academic dishonesty include, but are not limited to, the following:
 - Buying, selling, or stealing exams or answer keys; creating a reproduction of an exam, whether electronically (digital camera, etc.) or from memory; and using a copy of the current exam or answer key to prepare for an exam.
 - Bribery, forgery or fraud, such as: offering money or favors to faculty, staff or other students in order to change a grade or to avoid doing work required by a class; altering grades or scores, such as by writing a new grade on an exam or hacking into a University computer; and having another person complete an assignment or take a test in the student's name.

3. Personal Misconduct on University Property

The University may discipline a student for the following acts of personal misconduct which occur on University property:

- Dishonest conduct including, but not limited to, false accusation of misconduct; forgery, alteration, or misuse of any university document, record, or identification; and giving to a university official information known to be false.
- Initiating or circulating a knowingly false report or warning concerning an impending bombing, fire, or other emergency or catastrophe.
- Release of access codes for the University computer and duplicating systems and other university equipment to unauthorized persons; use of an access code for a purpose other than that stated on the request for service.
- Lewd, indecent, or obscene conduct.
- Disorderly conduct, which interferes with teaching, research, administration, or other university or university-authorized activity.
- Actions, which endanger the student, the university community, or the academic process.
- Unauthorized entry, use, or occupancy of the university facilities.
- Damage or distortion of the University property or the property of other people.
- Unauthorized possession, use, manufacture, distribution, or sale of illegal fireworks, incendiary devices, or other dangerous explosives.
- Possession of firearms or other weapons on the University property contrary to law; possession or display of any firearm on the University property frequented by the public, except, in the course of an authorized activity, possession of weapons in residence halls on the University property not in violation of residence hall rules; and intentional possession on the University property of a dangerous article or substance as a potential weapon.
- Acting with violence; and aiding, encouraging, or participating in a riot.
- Sexual harassment.
- Harassment based on sexual orientation.
- Harassment based on ethnicity.
- Hazing, defined as any conduct which subjects another person, whether physically, mentally, emotionally, or psychologically, to anything that may endanger, abuse, degrade, or intimidate the person.
- Physical abuse of any person, including the following:
 - The use of physical force or violence to restrict the freedom of action or movement of another person or to endanger the health or safety of another person;
 - Physical behavior that involves an express or implied threat to interfere with an individual's personal safety, academic efforts, employment, or participation in university-sponsored extracurricular activities and causes the person to have a reasonable apprehension that such harm is about to occur; or
- Verbal abuse of another person.
- Use of "Slang fighting words", or swear words are prohibited on the territory of the University or on any activities held by the University outside of its property.
- Unauthorized possession or use of alcoholic beverages. The following actions are prohibited by AUCA:
 - Use or possession of alcoholic beverages on AUCA property, or in the course of a university activity or student organization activity, contrary to law;

- Use or conspicuous possession of alcoholic beverages during the activities outside of the University, held by students, or student's organizations or faculty members, on behalf of the University's reputation and name. (A special permit and authorized approval is required from the President of the University, or Dean, for possession of light alcoholic beverages, like Champaign, dry wine or beer).
- Unauthorized possession or use of illegal drugs. The following actions are prohibited by AUCA:
 - Use or possession of any drug or controlled substance, or of drug paraphernalia, on university property or in the course of a university activity or student organization activity, contrary to law. It is not a violation of university regulations for students to possess such drugs or controlled substances if they are possessed under the terms of a valid and legal prescription for such drugs or controlled substances.
 - Use of university facilities to manufacture, process, or distribute any drug or controlled substance contrary to law.
 - Sale, gift, or transfer of drugs, controlled substances, or drug paraphernalia to AUCA students, whether or not such sale, gift, or transfer occurs on the University property or in the course of a university activity or student organization activity.
- A violation of any criminal law of the Kyrgyz Republic concerning drug policies.

4. Personal Misconduct Not on University Property

The University may discipline a student for acts of personal misconduct that are not committed on university property if the acts arise from university activities that are being conducted off the campus, or if the misconduct undermines the security of the university community or the integrity of the educational process.

B. Student Disciplinary Procedures

1. Preamble

AUCA procedures for imposing academic and disciplinary sanctions are designed to provide students with the guarantees of due process and procedural fairness, to ensure equal protection for all students, and to provide for the imposition of similar sanctions for similar acts of misconduct. At the same time, the procedures reflect the need to be concerned about the individual student involved in a particular case. The procedures therefore provide that the imposition of disciplinary sanctions must also be based upon a consideration of all of the circumstances in a particular case, including a student's prior record of misconduct, if any.

2. Academic Misconduct

Allegations of academic misconduct may consist of two basic types:

- Academic misconduct by a student who is enrolled in a particular course and commits an act of misconduct related to that course;
- Academic misconduct by a student that is not related to a particular course in which the student is enrolled.

When a student in a course commits an act of academic misconduct related to that particular course, the instructor who is teaching the course has the authority to initiate academic misconduct proceedings against the student.

When a student commits an act of academic misconduct that is not related to a course in which the student is enrolled, the Dean or Chair in which the student is enrolled has the authority to initiate academic misconduct proceedings against the student.

3. Personal Misconduct

The Dean of Student Life has the authority to initiate disciplinary proceedings against individual students in all cases involving allegations of personal misconduct. The Dean of Student Life also has the authority to initiate disciplinary proceedings against groups of students or student organizations in any case involving allegations of misconduct.

4. Acts of Academic and Personal Misconduct

When a student commits an act of academic misconduct related to a course in which the student is enrolled and also commits a separate but simultaneous act of academic misconduct unrelated to that course or an act of personal misconduct, separate academic misconduct and disciplinary proceedings may be initiated by the faculty involved and the Dean or the Dean of Student Life in accordance with these procedures. The Dean and the Dean of Student Life have the discretion, however, to handle the matter jointly or to decide that the matter should be handled by only one of the officers.

When a student commits an act of academic misconduct related to a course in which the student is enrolled and the act may also be a simultaneous act of academic misconduct unrelated to that course or an act of personal misconduct, the faculty conducting the course has the authority to initiate academic misconduct proceedings against the student after consulting with the Dean. In such cases, The Dean and the Dean of Student Life also have discretion to initiate separate disciplinary proceedings. In such cases, only the latter two have the right to apply the disciplinary sanctions, while the faculty has the right for filing a complaint only.

5. Academic Dishonesty: Procedures for Dishonesty Related to a Course

When a student has committed an act of unintentional academic dishonesty, the instructor must notify the student of the dishonesty and give the student an opportunity to respond. The instructor will check the University record in the Registrar's Office to see whether the student has committed previous violations of the Honor Code.

If the instructor concludes that the student did act dishonestly and has no previous violations on record, the instructor is authorized to impose an appropriate academic penalty. An appropriate academic penalty may include, but is not limited to, any one or a combination of the following:

- The student may be given a lowered or failing grade for the assignment or examination that was completed dishonestly.
- The student may be required to repeat or resubmit an assignment or retake an examination that was completed dishonestly.

- The student may be required to complete some additional assignment or examination, as a substitute for the assignment or examination that was completed dishonestly.

The student will write an explanation of how his or her actions constitute an act of academic dishonesty and how he or she might avoid committing the same mistake in the future. A record of the violation and penalty will be kept in the Registrar's Office.

When a faculty has determined that a student has committed an intentional act of academic dishonesty or that the student already has more than one violation on record in the Registrar's Office, the instructor will submit a description of the dishonesty to the Dean. In the case of plagiarism or fabrication, evidence of the violation shall also be included.

The student shall have the opportunity to respond to the charge of dishonesty in a meeting with the course instructor and the Dean. If the Dean or Chair determines that the academic dishonesty was unintentional, the Dean may impose an appropriate penalty. A record of the violation and penalty will be maintained in the Registrar's Office.

If the student does not attend the meeting, the Dean shall treat the academic dishonesty as intentional and submit a report.

If the Dean determines that the academic dishonesty was serious or intentional, the Dean will submit a report, together with the instructor's report and any supporting evidence. The student shall have the opportunity to respond to the charge of dishonesty in a meeting with the course instructor, the Dean, and other relevant parties. If the student does not attend the meeting, penalties may be applied in the student's absence.

If the Dean determines that the academic dishonesty was serious, the student shall be suspended from the University. The student may be considered for readmission after one academic year.

If the Dean determines that the academic dishonesty was intentional, the Dean may impose an appropriate penalty:

- The first time that a student commits an act of intentional academic dishonesty in any program, he or she will receive an F for the assignment.
- The second time that a student commits an act of intentional academic dishonesty in any program he or she will receive an "F" for the course.
- The third time that a student commits an act of intentional academic dishonesty in any program he or she will be suspended from the University. The student may be considered for readmission after one semester.
- The fourth time that a student commits an act of intentional academic dishonesty in any program he or she will be expelled from the University.

The report, supporting documents, and record of the penalty shall be kept in the student's file in the Registrar's Office, and a note of the violation and penalty shall be kept in a database. A copy of the report and penalty shall be sent to the student. Furthermore, a report describing the charge and the penalty shall be sent to the Dean of the student's major program, the Dean of Student Life, and the Director of Financial Aid Office.

The Registrar shall carry out all penalties decided on by the Dean, including assigning an “F” for the course up to expelling the student from the University.

If the student against whom an action is conducted is not satisfied with the conclusion or decision of the Dean, he or she may file a formal appeal to the Appeals Committee. The hearing of the Appeals Committee is held under the same regulations as the procedures for the hearing concerning academic dishonesty. If the problem is not resolved after involvement of the Appeals Committee, the President holds the discretion to intervene.

6. Disciplinary Procedures of Misconduct Unrelated to an Academic Misconduct

Disciplinary proceedings for an act of misconduct unrelated to academic questions include:

- A warning about a student’s misconduct filed by another student, faculty, or staff of AUCA.
- The warning shall be written and be given to the Dean of Student Life.
- After the evaluation of the warning, the Dean of Student Life makes an authorized decision as to whether a formal or informal hearing is required.

The Dean of Student Life initiates a formal disciplinary proceeding by sending a notice to the student who is the subject of the complaint. Notice must be sent to the office-manager of the division where the student is currently enrolled. The notice shall inform the student of the following:

- The offense the student is alleged to have committed by citing the relevant section of these regulations;
- The date, time, and place of the alleged offense and other relevant circumstances;
- The date, time, and place of the informal conference to discuss the alleged violation.

The student may have an advisor or other counsel present during the conference. Though the advisor or counsel is limited to the role of advising the student, he/she may not participate in presenting the case, questioning the witnesses, or making statements during the conference. The student need not answer questions and a choice to remain silent will not be taken as an admission that the student committed the alleged offence.

If the student fails to appear for the conference, the Dean of Student Life may:

- Reschedule the conference
- If the Dean of Students Life reasonably believes the failure to be without good cause, the Dean of Students may impose any of the disciplinary penalties.

A failure to appear for the hearing is in itself an act of misconduct and can cause a separate misconduct filing and hearing.

Procedures and results of the Hearing:

When the student appears as required, the Dean of Student Life shall inform the student as fully as possible of the facts alleged. The student may, but need not, make responses and explanations. If, after discussion and such further investigation as may be necessary, the Dean of Student Life determines that the violation alleged

is not supported by clear and convincing evidence, the Dean of Student Life shall dismiss the accusation and so notify the student.

If, after discussion, or if the student fails to appear, and if the Dean of Student Life believes that the violation occurred as alleged, the Dean of Student Life shall so notify the student and shall propose a penalty by means of a written notice. The student, by such notice, shall be offered the choice of either consenting to the determination and proposed penalty or of requesting a hearing before a hearing commission.

If, after the discussion, the student does not agree on the decision of the hearing, he/she may appeal through the Appeals Committee, and should also contact the Dean of Student Life. The Chair of Appeals Committee makes a decision whether to consider an appeal or not. If no written choice is received by the Dean of Student Life from the Chair of Appeals, the sanction proposed by the Dean of Student Life shall be imposed and the action shall be final.

The Dean of Student Life is authorized to impose any one or a combination of the following sanctions for acts of personal misconduct:

- Reprimand and Warning. A student may be given a reprimand accompanied by a written warning that the student may receive additional sanctions if the student engages in the same misconduct again or commits any other violation of this code.
- Disciplinary Probation. A student may be placed on disciplinary probation for a specified period of time under conditions specified in writing by the Dean of Student Life, with a warning that any violation of the conditions or any further acts of misconduct may result in additional disciplinary sanctions, including suspension or expulsion from the University. As a condition of probation, the student may be required to participate in a specific program, such as a counseling program or an alcohol education program, or to provide a specific service (such as the repair or restoration of any property damaged or taken by the student).
- Restitution. A student may be required to pay the cost of replacement or repair of any property damaged by the student. If the student fails to pay the cost or make the repairs, the student may be subjected to additional sanctions, including suspension or expulsion.
- Provision of a specific service. A student may be required to provide a specific service, such as, but not limited to: the repair or restoration of any property damaged or taken by the student
- Suspension. A student may be prohibited from participating in all aspects of university life for a specified period of time.
- Expulsion. A student may be dismissed from the University permanently.

7. Time Limitations

Time limitations that are specified in the preceding sections of this code may be extended for a reasonable period of time if an extension is justified by good cause under the totality of the circumstances. An interested party to a proceeding may make a request for an extension of a specific time limitation. A request for an extension must be submitted in writing to the person conducting the proceedings or the Chair of the Appeals Committee of the commission hearing the matter.

8. Misconduct by Student Clubs and Organizations

A complaint that a student organization has committed an act of academic or personal misconduct may be filed against the student organization, and/or against individual members of the organization. The complaint may be filed by any person.

A complaint against a student organization and/or individual members of the organization must be submitted in writing to the Dean of Student Life. The Dean of Student Life has the authority to initiate disciplinary proceedings against the organization.

C. Intimate Relationships

The following provisions of the Student Handbook govern faculty relations with students:

With regard to relations with students, the term “faculty” means all those who teach and /or do research at the University such as librarians, researchers, professors, instructors, graduate and undergraduate students with teaching responsibilities (teaching assistants), visiting and part-time faculty, and other instructional personnel including coaches and advisers. “Intimate personal relations” include consensual sexual, romantic and close family relationships.

The University’s educational mission is promoted by professionalism in faculty-student relationships. Professionalism is fostered by an atmosphere of mutual trust and respect. Actions of faculty and students that harm this atmosphere undermine professionalism and hinder fulfillment of the University’s educational mission.

Trust and respect are diminished when those in positions of authority abuse or appear to abuse their power. Those who abuse their power in such context violate their duty to the University community. Faculty exercise power over students, such as in giving them praise or criticism, evaluating their work, making recommendations for their further studies or their future employment, or conferring any other benefits on them.

All amorous or sexual relationships between faculty and students are unacceptable when the faculty has any professional responsibility for the student. Such situations greatly increase the chances that the faculty will abuse his or her power and sexually exploit the student. Voluntary consent by the student in such a relationship is suspect, given the fundamentally asymmetric nature of the relationship.

Moreover, other students and faculty may be affected by such unprofessional behavior because it places the faculty in a position to favor or advance one student’s interest at the expense of others and implicitly makes obtaining benefits contingent on amorous or sexual favors.

Therefore, the University views it as a violation of the policies of the Students Handbook if faculty engages in amorous or sexual relations with students for whom they have professional responsibility, as defined below, even when both parties have consented or appear to have consented to the relationship. Such professional responsibility encompasses both instructional and non-instructional contexts.

- Relationships in the Instructional Context. A faculty member shall not have an amorous or sexual relationship, consensual or otherwise, with a student who is enrolled in a course being taught by the faculty or whose performance is being supervised or evaluated by the faculty.
- Relationships outside the Instructional Context. A faculty member should be careful to distance him or herself from any decisions that may reward or penalize a student with whom he or she has or has had an amorous or sexual relationship, even outside the instructional context, especially when the faculty and student are in the same academic program.

D. Student Business Activity

AUCA permits undergraduates to undertake modest levels of business activities on campus. Students may be required to move businesses entirely off-campus should they disrupt residential life, compromise the educational environment, or jeopardize the non-profit status of the University or the rights relating thereto.

A “business activity” is any activity carried on by a student that is intended to or does generate revenue or trade, whether or not for-profit, and is not an individual employment or independent contractor relationship.

Compliance with the following general restrictions applies to student business enterprises:

- Use of the AUCA name or logo in conjunction with a business enterprise is prohibited;
- Care must be taken to avoid excessive use of University resources, misuse of University facilities and information provided primarily for AUCA’s teaching and research missions, and activities that might jeopardize the tax-exempt status of the University or its property;
- Students must establish a means of communication with customers separate from those provided by the University for educational purposes;
- Student should refrain from soliciting business on campus. Sales activities of any nature may only take place with the permission of and at the discretion of the Dean of Student Life;
- Students may not list their dormitory address, campus mailing address or telephone number, AUCA email or Internet address, or AUCA’s website in conjunction with any business enterprise, or in any way suggest that AUCA endorses or sponsors the business.

AUCA reserves the right to restrict or control student business use of its resources, facilities, academic product, copyrighted materials, and institutional data.

E. Other

Any student in possession of stolen goods is subject to disciplinary action.

Students are requested not to engage on AUCA’s property in any activities that might annoy others, cause damage, or injure passersby.

Bicycles, roller blades, and skateboards may not be ridden in AUCA and bikes may only be parked in bike racks.

F. Student Sanctions and Complaints

AUCA has established procedures for students to follow when they believe that a member of the University community has violated any of their rights. This section establishes the procedures to be followed when a student complaint is filed against a member of the University faculty or administration. This part also specifies the procedures to be followed when student complaints are filed against University employees, students, or student organizations. Finally, this part describes the supplementary procedures that may be followed when a student has a complaint against any member of the University community, which involves discrimination or harassment based on sex, ethnicity or sexual orientation.

1. Complaints against Members of the University Faculty and Administration

- When a student believes that any of his or her rights, as defined in this Student Handbook, have been violated by a member of the University faculty or administration, the student should ordinarily attempt to resolve the matter by making an informal complaint to the person involved.
- If the problem is not resolved to the complainant's satisfaction by contacting the person involved, the student may approach the Head of the Division or Office where the alleged violator is employed.
- If the problem is not resolved to the complainant's satisfaction by contacting the Head of the Division, Program or Office where the alleged violator is employed, the student may bring a formal complaint to the Appeals Committee.
- If the problem is not resolved after complaint is made to the Appeals Committee, the Dean may be consulted about options for resolution of the problem.
- If the problem is not resolved after involvement of the Dean the President has the discretion to intervene.

Disciplinary Sanctions

Disciplinary sanctions that may be imposed for acts of misconduct by members of the academic community include any one or a combination of the following:

- A written reprimand with a warning that additional sanctions will be imposed if there is a repetition of the misconduct.
- A probationary period during which the person involved in the complaint must abide by certain specified conditions.
- Consideration of the misconduct in establishing the person's annual salary.
- Consideration of the misconduct in promotion decision concerning the employee of the University.
- Termination of employment.

The Dean may undertake further actions as per the Appeals Committee's recommendations, and:

- Reject the Committee's conclusion concerning the validity of the complaint and dismiss the complaint upon a finding that there is not clear and convincing evidence in the transcript to support the Committee's findings, or that procedural error has been committed which deprives the subject of the complaint of due process.
- Accept the Committee's conclusion concerning the validity of the complaint and impose the sanction recommended by the commission.

- Accept the Committee's conclusion concerning the validity of the complaint and impose an appropriate sanction that was not recommended by the commission.
- After the Dean has made a final decision, it is required to notify the subject of the complaint and the complaining student within seven calendar days.

2. Complaints against Other University Employees

- A student who believes that his or her rights have been violated by a University employee (other than a member of the faculty or administration), should ordinarily attempt to resolve the matter by making an informal complaint to the person involved.
- An informal complaint should be made as soon as possible after the alleged violation.
- A complaint must be initiated within seven calendar days after the student should reasonably have learned about the event, which is the basis of the complaint.
- If the student is unable to resolve the matter on an informal basis, the student may file a formal complaint against the person involved in accordance with the appeals procedures established by the University. The student may consult with his/her advisor, the Dean or the Dean of Student Life about these procedures.
- Evaluation of the complaints issued against Universities employees follow the same rules as complaints against faculty and administration.

3. Complaints against Other Students

- A student who believes that his or her rights have been violated by another student should ordinarily attempt to resolve the matter by making an informal complaint to the student involved.
- If the student is unable to resolve the matter on an informal basis, the student may file a formal complaint with the Hearing Committee under the Student Senate.
- If the resolution of the conflict will not be obtained, a student may file a formal complaint following the procedures established by the University. Student may consult his/her adviser, the Student Affairs Coordinator or the Dean of Student Life concerning these procedures.

4. Complaints against Student Organizations

- A student who believes that his or her rights have been violated by a student organization should ordinarily attempt to resolve the matter informally by discussing the matter with the person involved and the organization's adviser.
- If the student is unable to resolve the matter on an informal basis, the student may file a formal complaint in accordance with the grievance procedures established by the University for such Organizations. The student may consult with the Student Coordinator concerning these procedures.

5. Complaint by a Student Organization

- A Student Organization that believes a student, the University, or a person working for the University has violated its rights may file a formal complaint for mediation by the Dean of Student Life.

- A formal complaint must be filed by the leader of an organization.
- If a meeting with the Dean of Student Life does not resolve an informal complaint, the student organization may file a formal complaint with the Appeals Committee with the procedures established by the University.

6. Complaints Involving Discrimination or Sexual, Sexual-Orientation or Ethnic Harassment

Because of the sensitivity of allegations concerning discrimination and sexual or ethnicity harassment, a student may consult with the Student Coordinator or Dean of Student Life concerning the advisability of making an informal complaint to the person involved in the complaint.

If the student decides to file a formal complaint, the student may follow the regular procedures that the University has established for handling allegations of misconduct. If the student decides to follow these procedures, the student may obtain assistance from the Student Coordinator or the Dean of Student Life in preparing and filing the complaint.

If the resolution found by the Dean of Student Life is not satisfactory for the complainant, he/she can file a formal complaint to the Appeals Committee based on the general regulations. A student must know that in any case he/she is protected by the present legislation of the Kyrgyz Republic and can file a complaint to the civil court of the KR.

XVII. Directory of Resources

If you have questions, concerns or comments, visit <https://auca.kg/en/wgfa/> to determine which office can best assist you.

For AUCA Academic Forms, see https://auca.kg/en/reg_forms/