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NOTICE TO STUDENTS

The 2016-2017 Student Handbook contains a review of the rules and procedures of RIT Dubai with which students are expected to be familiar. Included are the college-wide requirements for Bachelors & Masters degrees. Also included here is information on a number of the services, programs, and organizations that have been created to bring assistance and enrichment to a student’s experience.

Review of academic, financial, and other considerations leads to changes in the policies, rules, and regulations applicable to students. The Office of the President therefore reserves the right to make changes at any time. These changes may affect such matters as tuition and all other fees, courses, degrees and programs offered (including the modification or possible elimination of degrees and programs), degree and other academic requirements, academic policies, rules pertaining to student conduct and discipline, fields or areas of concentration, and other rules and regulations applicable to students.

This handbook was compiled and organized by the Office of Institutional Effectiveness and is largely based on the RIT (New York) Student Handbook. The policies contained in this publication are drawn from many sources within the Institute. Complete academic policy information is available in the Policies and Procedures Manual. Students with specific academic policy questions should consult their academic department or advisor. While every effort has been made to ensure that this book is accurate and up to date, it may include typographical or other errors. Changes are periodically made to this publication and will be incorporated in new editions.
PRESIDENT’S MESSAGE

It is my pleasure to welcome you to the 2017-18 academic year at RIT Dubai. This is our eighth year in Dubai following the tradition of our 185-year history at Rochester Institute of Technology to provide top quality education to our students. RIT Dubai is a university with a vision to be a premier provider of career-focused higher education in the Middle East and Southeast Asia. You, our students, are going to be part of making this vision come true. We welcome you to a new and exciting learning environment in Dubai dedicated to training the future professionals and leaders in business, engineering, technology, service and innovation.

This September we will be welcoming our seventh cohort of undergraduate students to study at RIT Dubai. Our students together with the faculty and administration will help to build this truly unique university. I am confident that you will find your experience at RIT Dubai enriching, exciting, and productive. With access to leading faculty, innovative degree programs, extensive resources and the latest learning technology, RIT Dubai students will be well prepared to enter into their chosen professions to compete and lead in the global market.

RIT Dubai is committed to fulfilling only the highest standards for higher education; equal to those set by the world-renowned Rochester Institute of Technology (RIT) in the state of New York. Degrees and diplomas granted by RIT are recognized and well-acclaimed all over the world and the programs offered at RIT Dubai campus are the same high technology-based programs that are currently offered on its main campus in Rochester, New York. Moreover, RIT’s own faculty members bring their valuable knowledge and experience to Dubai to empower innovative thinking that can be applied in practical settings.

RIT Dubai is dedicated to the development of students’ competencies in engineering, business, computing and information technology, and leadership as well as their successful integration into a global society.

I personally wish you the best in your academic studies and life experiences at RIT Dubai and we all look forward to your contributions to this great institution and to society.

Thank you for giving us an opportunity to help you grow and explore!
Fall Semester (2171)

September 4-5: New Student Orientation
September 6 (Wednesday): Day, evening, and online classes begin. First day of the 7-Day Add/Drop period
September 12 (Tuesday): Last day of the 7-Day Add/Drop period
September 13 (Wednesday): First day to drop from classes with a grade of "W"
September 22 (Friday): Al Hijri - Islamic New Year *
September 28: Co-op registration deadline
November 16 (Thursday): Last day to drop from classes with a grade of "W"
November 30: Institute closed - No classes - Martyr’s Day & Prophet Mohammad’s Birthday *
December 2-3: Institute closed - No classes - UAE National Day
December 4: Day, evening and online classes resume (UTR schedule is followed)
December 14: Last day of classes
December 17-21: Final exams
December 27 (Wednesday): Final grades due
December 22 - January 20: Break between Fall and Spring semesters
January 1: Institute closed - Christmas
January 1: Institute closed - New Year

Spring Semester (2175)

January 17-18: New Student Orientation
January 21: Day, evening and online classes begin. First day of the 7-Day Add/Drop period
January 28 (Sunday): Last day of 7-day Add/Drop period
January 29 (Monday): First day to drop from classes with a grade of "W"
February 15: Co-op registration deadline
March 25-29: No classes - Spring Break - RIT Dubai offices open
April 1 (Sunday): Day, evening and online classes resume
April 13 (Friday): Prophet Mohammad’s Ascension *
April 12 (Thursday): Last day to drop from classes with a grade of "W"
May 3 (Thursday): Last day of classes
May 6 - 10: Final exams
May 13 (Sunday): Finals grades due by Midnight NY time
May 21 (Monday): Convocation and Commencement ceremony (Tentative)

Summer Semester (2178)

May 15 (Tuesday): Day, evening, and online classes begin. First day of the 3-Day Add/Drop period
May 17 (Thursday): Last day of 3-day Add/Drop period
May 18 (Friday): First day to drop from classes with a grade of "W"
June 5 (Tuesday): Co-op registration deadline
June 7 (Thursday): Last day to drop from classes with a grade of "W"
June 14 - 17: Institute closed - No classes - Eid Al Fitr *
June 21 (Thursday): Last day of classes
June 24 (Sunday): Final exams
June 27 (Wednesday): Final grades due

* Note: Public holidays will be observed according to UAE announcements. Some holidays are subject to change depending on the sighting of the moon for Islamic holidays.
STUDENT’S RIGHTS AND RESPONSIBILITIES

STUDENT RIGHTS

All Students can expect the Student Code to be administered in a caring, sensitive and supportive manner, and to be treated with dignity and respect by all persons involved in the conduct process. The Student Code will allow Complainants to utilize the Student conduct process unimpeded, free from intimidation and harassment, while maintaining the rights of the Accused. All Students have the following rights:

1. As citizens of the community at large, including but not limited to:
   1. The right to be free in their persons, living quarters, papers, and effects against unwarranted searches and seizures;
   2. The right to remain silent and to be provided with basic due process in disciplinary proceedings;
   3. The right to privacy (in accordance with the Family Educational Rights and Privacy Act) regarding access to and disclosure of Student records; and
   4. The right to freedom of association.

2. Freedom of inquiry, and expression, along with the right to participate in university governance and to maintain a Student press free from censorship.

3. To be informed of any risks involved in acting as human subjects for research activities conducted through RIT.

4. To receive information pertaining to the Student Code and appropriate referrals for information on the criminal process, where applicable.

5. To receive access to and information pertaining to available counseling assistance.

6. To receive access to assistance throughout the Student conduct process, including the ability to utilize the RIT Advocacy Program.

7. To have access to all information presented during any hearing held in accordance with the provisions of the Student Code, including information and testimony from witnesses.

8. To be informed, in writing, of the results of any hearing held in accordance with the provisions of the Student Code.

STUDENT RESPONSIBILITIES

As members of the RIT Dubai community, students are expected to abide by all policies and procedures set forth in RIT Dubai’s Policies and Procedures Manual. Moreover, students are expected to behave in a manner indicative of respect for both UAE laws and cultural customs of the region.
Student Resources
ACADEMIC SUPPORT CENTER

The mission of the ASC Support Center at RIT Dubai is to assist and empower students to achieve academic success. The Academic Support Center assists students in developing the academic skills necessary for them to become engaged and independent by offering free one-on-one tutoring services to all undergraduate students. The center is open daily during the work week from 8 AM to 5 PM. Students may use the posted schedule to see available tutors or schedule an appointment.

Subjects offered by the Academic Support Center include:

- College Algebra
- Precalculus
- Calculus I
- Calculus II
- Differential Equations
- College Physics I
- College Physics II
- University Physics I
- University Physics II
- Circuits I
- English/TOEFL
- French
- Spanish

More information about the tutoring center can be found on the RIT Dubai website, at: https://www.rit.edu/dubai/academics/tutoring.

ACADEMIC ADVISING

Academic Advising at RIT Dubai

RIT Dubai views academic advising as an essential component of the undergraduate experience. Students are assigned a faculty adviser and a professional staff adviser to assist with academic, social and professional needs. Academic advising begins with an orientation at the start of the academic year and continues through a series of meetings each semester. Beginning in Fall 2015, a pilot program for mandatory advising will be implemented; details of which will be communicated to students via email.

RIT Dubai Advising Goal

The purpose of academic advising is to support students towards degree completion. Our goal at RIT Dubai is to enable students to derive the greatest possible benefit from their RIT Dubai experience by adapting a student-centered advising approach with a focus on relationship building between the student, academic advisor, and the University. A successful advising relationship is dependent on an understanding of the student’s responsibilities as well as the advisor’s commitment to each student.

Student Responsibilities

Students are ultimately responsible for their degree completion. Students should make sure they are aware of their degree requirements and that the course(s) they take meet those requirements. If the student has any questions concerning their degree requirements and/or their progression towards graduating from RIT Dubai, they should seek advice from their academic advisor.

Students should be fully aware of important dates and deadlines during each academic semester and calendar year. These include:

- Add/drop deadlines
- Withdrawal policy and deadline
- First and last day of classes
- Final Exam week

Although advisors are available for support in communicating with faculty and may even serve as advocates for students, students are primarily responsible for communicating with their instructors regarding any issues pertaining to a specific course, including grade discrepancies, assignment clarification, and class absences.

Role of Staff Advisers

The staff adviser is responsible for implementation of the overall advising program for the department. A student should see their staff adviser if they need assistance with course scheduling, RIT registration
process, academic performance issues, transfer credit or life at RIT Dubai, and degree completion requirements. Staff advisers can advise students on details related to semester conversion, and can help make sure that they have the right combination of math, science, and liberal arts courses in accordance with their individual academic plan (IAP). On the other hand, staff advisers are not in a position to provide technical advice on specific courses, or how those courses may relate to your professional career opportunities.

**Role of Faculty Advisers**

Every student is expected to see his/her faculty adviser for assistance with course selection, co-ops, course content or career choices. Faculty advisor can help put some professional perspectives to academic studies. In particular, the faculty adviser can help the student select the appropriate technical electives and options that will help them achieve the personal and professional goals that the student has established for themselves. The faculties advisers have been through the courses you are taking, and may be able to suggest study skills and approaches to help you be successful. The faculty adviser can share perspective on what has helped them to be successful, and some of the things that other students have done to succeed in their courses. The faculty adviser may be able to serve as a professional reference for students as they look for your first co-op, and apply for full time positions as they near graduation.

Faculties are available during posted office hours and by appointment to discuss student advising questions.

The student, faculty adviser and their staff adviser are an important team. As the student go through their program of study, starting on the first day of orientation, and all the way through to graduation (and beyond) the advisers are here to help. The table below provides some guidance on where to go for help with specific kinds of issues.

<table>
<thead>
<tr>
<th>Staff Advisors</th>
<th>Faculty Advisors</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prepare and update IAPs an answer questions related to the semesters.</td>
<td>Approve study plan</td>
</tr>
<tr>
<td>Advise students on course scheduling</td>
<td>Provide students with advice on course content &amp; selection of appropriate technical electives</td>
</tr>
<tr>
<td>Oversee registration/add/drop/withdrawal</td>
<td>Advise students on career development and employment opportunities (co-op &amp; fulltime)</td>
</tr>
<tr>
<td>Orient students on pre-requisites and co-requisites requirements</td>
<td>Approve eligibility to start co-op / Approve co-op reports &amp; credits</td>
</tr>
<tr>
<td>Track academic performance issues</td>
<td>Mentor and guide students</td>
</tr>
<tr>
<td>Process transfer credits</td>
<td>Evaluate transfer cases</td>
</tr>
<tr>
<td>Advise students on GenEd courses and requirements</td>
<td>Serve as students’ professional references</td>
</tr>
<tr>
<td>Oversee degree completion checklist</td>
<td></td>
</tr>
</tbody>
</table>

**Policies on Academic Advising:**

1. Every student advisor has the responsibility for a core academic advising system consisting of academic advising and selected faculty advisors.

2. The academic advisor is appointed by the President and responsibilities are delegated for the quality of academic advising available to students. Each academic advisor develops an academic advising handbook for the University.

3. During student orientation periods, each of the academic & faculty advisors are responsible for at least one meeting each with freshmen and new transfers. By this time every RIT Dubai undergraduate student should have been given the name an location of an academic advisor.

4. Every faculty member is obligated, though not necessarily assigned, to advise competently as a condition of employment. Academic advising, where assigned, is considered part of a faculty member's normal responsibilities.
5. The monitoring of student academic progress during an academic semester is the responsibility of the academic & faculty advisor. A student is required to secure faculty advisor approval for official withdrawal from classes. For information on refund, please refer: REFUND POLICIES AND PROCEDURES.

6. Academic & Faculty advisors have access to the files & grades of their student advisees through the online student management system called SIS (Student Information system).

7. A student should be able to confer with the academic & faculty advisor on a regular basis as needed, and be required to do so at least once per semester.

Transcripts
A student’s official academic record is maintained by the RIT Office of the Registrar at NY. RIT maintains a single academic transcript reflecting all courses taken while an RIT Dubai student.

For the student’s protection, no requests can be taken over the phone as the student’s signature is required for the release of the record. All requests for transcripts must be in writing (by mail, fax, or email) and should include the student’s full name (or name used while at RIT Dubai), student University identification number (UID), dates of attendance, and signature to assure proper identification of the record requested. There is no fee for the processing and mailing of transcripts. Transcripts are usually prepared within one week once the request is received, after they are mailed from New York.

Under no circumstances will a partial transcript be issued, nor will a transcript be issued to a student who is indebted to RIT Dubai. Transcripts issued directly to a student will be stamped with the following statement: “This unofficial transcript has been issued directly to the student.” RIT Dubai does not provide copies of other institutions’ transcripts.

Transcripts from high schools and universities that have been received in support of admission applications and/or transfer credit evaluation will not be reissued by RIT Dubai. Co-op and Career Placement Services.

COOPERATIVE EDUCATION & CAREER SERVICES

The Office of the Cooperative Education and Career Services works closely with the government and private sectors as well as RIT alumni in the U.A.E and the region to promote interaction between potential employers and RIT students. The Cooperative Education and Career Services Office works to ensure resources and opportunities for fulltime and co-op employment opportunities are available to students. Additionally, the Office work closely with the respective team in Rochester to tap on the working relationships that were established over the years with more than 1900 employers, many of which have a global presence, to offer our co-op and graduate students more employment opportunities.

Cooperative Education:
The Office of the Cooperative Education and Career Services will manage all aspects of co-op education and interactions between students, advisors, and employers. The Office will also be responsible for identifying new and appropriate organizations to serve as co-op employer.

Cooperative education (co-op) gives students the opportunity to apply in the workplace what they learn in the classroom, and brings to the classroom what they learn in the workplace and therefore considers cooperative work experience as an integral part of the undergraduate education at RIT Dubai.

The philosophy of the co-op program is to integrate on-the-job work experience with in-the-classroom academic experience to achieve a more well-rounded education. Co-op gives you many valuable opportunities. You will be able to undertake various career options, which will help you make long-term decisions. Students gain valuable expertise in areas such as oral and written communication, working in a team, and technical skills. Your co-ops will also provide networking opportunities which will give you an advantage when looking for a permanent position after graduation.

Students late in their second year or in their third year will start alternate periods of study on campus with periods of co-op employment. The Co-op for students at RIT Dubai will follow the same Policies, procedures & Regulations of their corresponding program at RIT NY. (http://www.rit.edu/emcs/oce/). In general, students must be in a good academic standing and have successfully completed a set of courses required by their program to be eligible to start the 1st co-op. The duration of the co-op education depends on the program and can be completed in a combination of single and double-blocks. In engineering programs, students
must complete a minimum of 48 weeks of cooperative education, while in business students must complete 15 weeks. Please speak with your academic advisors/staff of career services for details.

RIT Dubai is committed to providing strong advising to students in order to maximize their ability to find co-op opportunities. To help facilitate co-op job search, the office of career and co-op services will help students prepare for the co-op job search and maintain active relationships with employers for job postings.

Career Services:

- **Job Search Advisement**
  We are available to meet on a one-to-one basis with students and alumni on career and employment matters. These sessions are critical to developing individual job search plans and addressing the many questions and issues that arise during the job search process. Send us an email on expcad@rit.edu to make an appointment

- **Job Development**
  We work hard to maintain and expand our working relationships with employers in order to create co-op job opportunities and to list job openings for our graduating students and alumni. These opportunities are accessible through our office and are sent out on your RIT email account.

- **Workshops/Info Sessions**
  We prepare co-op and graduating students for their job search through courses, workshops and orientations. Topics include: finding a co-op position, job search strategies, resume writing, cover letter writing, interviewing techniques, dress for success, use of social media, how to work a career fair, on the job success, and much more. Please contact our office for workshop schedule.

LIBRARIES

In addition to hosting a physical on-campus library space for students, RIT provides its Dubai campus with access to electronic resources, such as databases, journals, articles, eBooks, standards, patents and dissertations which are available through the Wallace library at the main campus.

STUDY ROOMS

Study rooms are located on the 1st floor Library and 2nd floor Tutoring Center. These rooms are intended for use by 1 to 4 students and are available all hours that the Library or Tutoring Center is open.

Study rooms can be reserved online using the Study Room Reservation System. This system displays room availability, allows you to reserve a room and track your reservations. A valid RIT username and password are required to reserve a room. For questions on study room reservations, contact the Circulation Desk by phone at +971 4 371 2046 or email at librarydubai@rit.edu.

COMPUTER LABORATORIES

There are two computer labs at RIT Dubai located in rooms 105B and 125 and are equipped with 18 and 28 desktop computers, respectively. These computer labs are available for students to do their projects and assignments all time during the week (including weekends and after hours till 11:00PM), except for few time slots where the labs are reserved by instructors to teach courses that require access to computer facilities during the lecture’s duration. MS Products and other programs available in these facilities. Most software packages used by students are under site or Network license and installed on all computers throughout the college. All computers have access to the Internet.

GYM & OTHER RECREATIONAL FACILITIES

RIT Dubai is equipped with two recreational areas that include the fitness center and the courts facility. The state of the art fitness center includes treadmills, cross trainers, stair climbers and recumbent bikes. It also includes a multipurpose cable machine, free weights, two-tier barbell rack and adjustable benches. The fitness center is open from 6:00 am – 8:00 pm. Student Assistants are assigned by the Student Services department to monitor the fitness center. The locker room opposite the fitness center includes multiple shower stalls and lockers for temporary storage.
The outdoor multipurpose courts facility includes tennis, basketball and volleyball courts and is equipped with 12 flood lights for night time playing. The courts facility is fenced from all four sides for safety. Schedule of timings for the multipurpose course facility will be communicated at the beginning of each semester.

STUDENT HOUSING

RIT Dubai students will be housed in the Dubai Silicon Oasis Student Accommodation. Opened in the Fall 2016 semester, the accommodation is approximately a 5 minute drive from campus. Students wishing to apply for student housing must fill out the appropriate forms which are available on the RIT Dubai website or through the Student Services department. Information regarding move in and move out dates for each semester will be communicated by the Student Service department.

Housing Information (Dubai Silicon Oasis Student Accommodation)
The housing fees for academic year 2016-2017 are as follows:

- **Single room** for the academic year (9 months) - **45,000AED**
- **Double room** for the academic year (9 months) - **24,000AED**

This cost includes round-trip transportation to campus in addition to malls and the Rashidiya metro station. The cost does not include room cleaning and linen care. The student housing buildings are gender segregated and specific building allocations are based on student enrollment.

Housing Facilities:
- Furnished with beds, study table, chair, lamp, shelf, built-in wardrobes
- Bathroom in each room
- 24/7 security
- Free Wi-Fi
- Gymnasium
- Social areas
- Dining facility
- Coin-operated laundry services
- Cleaning service for an additional fee

HEALTH SERVICES

RIT Dubai requires that all students studying at RIT Dubai carry medical insurance at all times. Insurance may be obtained through RIT Dubai, or through family or personal policies. This policy was identified as a means to protect a family’s investment should unexpected medical issues arise.

**Who needs Insurance?**
- Full-time, degree-seeking undergraduates are required to possess health insurance comparable to the University sponsored plan.
- International undergraduates or students on RIT Dubai VISA will be automatically enrolled in the University-sponsored plan

If students want to voluntarily enroll in the University-sponsored program they may do so with the annual charge appearing on their university billing statement.

For students who already possess insurance or are sponsored by their parents RIT Dubai makes it mandatory to collects students’ health insurance information. Students who do not provide their insurance information or take no action as per the deadline date will be automatically enrolled in and billed for the University sponsored plan.

For cancellation after the billing date a premium amount will be deducted.

PARKING AND TRANSPORTATION

**Parking:**
There is parking at the Techno Point building for RIT Dubai students. There is also onsite parking available for students who live in the Dubai Silicon Oasis student housing.

**Transportation:**
The Student Services Office oversees transportation for students to various regions in Dubai and Sharjah. You must submit the Transportation Form if you wish to sign up for transportation. You will be charged for
transportation on a semester-basis. There are fixed pick up and drop off points. To stop using the transport service, you must email the Student Services Office.

<table>
<thead>
<tr>
<th>Route Details</th>
<th>Per Semester (AED)</th>
<th>Per Year (2 Semesters - AED)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sharjah – round trip</td>
<td>3,000</td>
<td>6,000</td>
</tr>
<tr>
<td>Sharjah – one way</td>
<td>2,100</td>
<td>4,200</td>
</tr>
<tr>
<td>Ibn Batuta/ JLT/ MOE/Sports City/ Motor City – Round Trip</td>
<td>2,750</td>
<td>5,500</td>
</tr>
<tr>
<td>Ibn Batuta/ JLT/ MOE/Sports City/ Motor City – One Way</td>
<td>1,925</td>
<td>3,850</td>
</tr>
<tr>
<td>Karama/ Bur Dubai – Round Trip</td>
<td>2,150</td>
<td>4,300</td>
</tr>
<tr>
<td>Karama/ Bur Dubai – One Way</td>
<td>1,505</td>
<td>3,010</td>
</tr>
<tr>
<td>Rashidiya/ Mirdif – Round Trip</td>
<td>1,800</td>
<td>3,600</td>
</tr>
<tr>
<td>Rashidiya/ Mirdif – One Way</td>
<td>1,260</td>
<td>2,520</td>
</tr>
<tr>
<td>DSO – Round Trip</td>
<td>1,125</td>
<td>2,250</td>
</tr>
<tr>
<td>DSO – One Way</td>
<td>788</td>
<td>1,575</td>
</tr>
<tr>
<td>AbuDhabi – Round Trip</td>
<td>5,000</td>
<td>10,000</td>
</tr>
<tr>
<td>Ajman – Round Trip</td>
<td>3,400</td>
<td>6,800</td>
</tr>
</tbody>
</table>

- One payment per semester; at the start of the semester. Transport fees are non-refundable
- One Way fees are calculated at 70% of Round Trip.
- Fixed Stops at each location
- Students who wish to stop using transport service must email Kelly Gosa, Assistant Director of Student Life at klgcad@rit.edu
- All fees are subject to change

**ATHLETICS**

At RIT Dubai we recognize the importance of sports to student life. We encourage our students to be active in sports as it will also help students not only gain vital experience and skills, but students engaged in athletics and sports have the opportunity to develop their leadership skills, work in a team and learn that regular practice and dedication leads to success. The Student Services Department provides a wide range of quality sports and recreational opportunities in an organized and safe environment. Good training and dedicated, professional coaches are key elements of the programs that we provide. Tryouts for athletics teams take place the first week of every semester.

The University represents the below teams of sports:
- Football (Mens)
- Basketball (Mixed)
- Cricket (Mens)
- Tennis (Mixed)
- Volleyball (Mixed)
- MMA (Mixed)

**STUDY ABROAD**

RIT Dubai students have the opportunity to study abroad in our main campus in Rochester, NY, USA or any of RIT’s Global Campuses.

**Global Scholars Program (previously “Study Abroad in New York”)**

RIT Dubai students may apply to the Global Scholars Program to study for 1 or 2 terms at our main campus in Rochester, NY. Students will live in RIT housing, eat in the dining halls, and take classes alongside the main campus students. This is a great opportunity for students to experience life on a US university campus, as well as see first-hand the world-class university that we are a part of!

Please note:

1. Students may participate in the Global Scholars Program for up to 2 terms.
2. Undergraduate students must complete at least 2 semesters full-time at RIT; Graduate students must complete at least 1 semester at RIT.

3. Students must be in Good Standing to apply (Undergrad: 2.0 cum GPA; Grad: 3.0 cum GPA)

4. BS Mechanical Engineering Students must have a 3.0 cum GPA and have completed MECE 203 Strength of Materials and MECE 210 Fluid Mechanics

If you are interested in the Global Scholars Program, please attend a Global Scholars Information Session or visit our website at http://www.rit.edu/dubai/academics/study-abroad. Then make an appointment to discuss your interest with your Academic Advisor.
Student Code of Conduct
STUDENT CODE OF CONDUCT

EXPECTATIONS FOR COMMUNITY BEHAVIOR

- RIT Dubai is a learning community where time, energy and resources are directed toward learning and personal development.
- Members of the community live and work together to foster their own learning, as well as the learning of others, both in and outside the classroom.
- Within the community, members hold themselves and each other to high standards of personal integrity and responsibility.
- Individual members continually strive to exceed their personal best in academic performance and the development of interpersonal and professional skills and attributes.
- As a member of the community, each person continually conducts himself/herself in a manner that reflects thoughtful, civil, sober and considerate behavior.
- As a member of the community, each person respects the dignity of all persons and acts to protect and safeguard the wellbeing and property of others.
- As a member of the community, each individual contributes to the continued advancement and support of the community, personally challenging behavior that is contrary to the welfare of others.
- Members of the community create a campus culture that values diversity and discourages bigotry, while striving to learn from individual differences.

OFFICIAL CODE OF CONDUCT OF DUBAI

As referenced below, per The Official Code of Conduct of Dubai as declared by The Executive Council of the Government of Dubai:

- **Dress Code:** Proper dress consistent with the UAE culture is expected at all times while students are on premise. Men and Women are expected to remain covered from shoulder at least to the knees. Moreover, clothing for both men and women “shall not indecently expose parts of the body, be transparent or display obscene or offensive pictures and slogans”.
- **Public Displays of Affection:** In adherence to local customs and culture, students are expected to refrain from displays of affection at all times while on premise.
- **Smoking:** Consistent with public health regulations of U.A.E, smoking or carrying of lighted cigars, cigarettes, pipes, or any other form of smoking object is prohibited in any indoor area at RIT Dubai, including but not limited to classrooms, offices, laboratories, dining facilities, lunch rooms, vending areas, break rooms, vestibules, and loading docks. Furthermore, smoking is prohibited in all areas of the buildings which house classroom facilities. Smoking is limited to designated smoking areas.
- **Alcohol:** Alcohol consumption shall be confined to areas designated by UAE law such as licensed restaurants and venues. The possession and consumption of alcohol is strictly prohibited on the RIT Dubai campus.
- **Drugs:** “Holding, consuming, buying or selling any kind of drug” regardless of quantity is considered a crime in the UAE. The possession and consumption of drugs is strictly prohibited on the RIT Dubai campus.

Students found in violation of the aforementioned prohibited conduct will be subject to disciplinary sanctions and behavior may reported to necessary law enforcement agencies as required. The full text of the Official Code of Conduct of Dubai as published by the Dubai Executive Council can be found in Appendix A.
A. Introduction

An orderly environment promoting freedom of expression and inquiry is essential to the academic community. Society and educators alike have long recognized the desirability of academic institutions being fairly autonomous within the society, but this autonomy carries with it certain rights and responsibilities for students, faculty and administrators; likewise, the university community is not a haven from the laws, mores, and contemporary issues of the external society. When the boundaries between appropriate and inappropriate actions or behaviors are crossed, there need to be well-established procedures within the university community for dealing with the misconduct. If such a system of internal rights, responsibilities, and corrective action is at all times grounded in principles of reasonableness and fairness for all concerned, the system itself will promote the educational process and enhance the highest aims of the academic community.

Universities no longer operate with an in loco parentis relationship between the institution and its students where administrators determined the students’ “best interests” while students relied on the administration to protect them from the consequences of their actions. Today the university is expected by students, their families, and an increasingly litigious and regulated society to provide for the reasonable security and wellbeing of its students as well as expected to hold its students accountable for their actions as adults.

Within this social context, RIT Dubai has adopted the following principles to govern its internal student conduct processes for responding to student misconduct:

1. Students are adults who are responsible for the consequences of their actions. An academic institution can and should discipline a student who violates institutional rules, particularly when the student’s conduct interferes with the safety or rights of other members of the institutional community (including fellow students, faculty, staff and visitors to the campus). On the other hand, students are responsible for using common sense and prudence in looking after their own safety and the safety of their property. The institution can try earnestly to maintain a safe campus, but it cannot guarantee students that they will be safe in all circumstances, particularly at parties which do not comply with RIT Dubai policies or when their own actions put them at risk (as with use of alcohol and drugs).

2. The academic institution is not a microcosm of the general community; it is a special purpose community and only activities related to the achievement of its educational purposes are proper to the community.

3. Academic institutions are neither law-enforcement agencies nor sanctuaries from the law. Criminal and civil law still apply within the academic community. In addition, the institution has the authority to establish further policies and rules to discipline students who break these policies and rules. Where the interests of the academic institution and the members of the institutional community are involved, the special authority of the institution will be asserted. In short, the students neither relinquish civil rights nor acquire additional rights by virtue of being within an academic community; they do, however, take on additional responsibilities.

4. Except for violations of civil or criminal law, the internal affairs of the educational institution are best handled by the institution itself without resort to outside intervention. There can be no guarantee that outside agencies will not choose to intervene on their own, or that a victim of a crime will not request the involvement of outside law enforcement.

Violations at the Institution can be of two types:

1. **Non Academic:**
   Students who are accused of violating RIT Dubai non-academic policies and procedures are subject to adjudication by the RIT Dubai President’s Office. Student misconduct cases (examples of misconduct could be aggressive behavior or sexual harassment) are resolved through hearings held by the RIT Dubai designated Student Conduct Officer, appointed by the President of RIT Dubai. Any member of the RIT Dubai community may file a complaint against any student for misconduct. The complaint would be reviewed by the Department head and be referred to the Student Conduct Officer for a hearing if deemed appropriate.
2. **Academic:**
   As a university, RIT Dubai is committed to the pursuit of knowledge and the free exchange of ideas. In such an intellectual climate, it is fundamentally imperative that all members of this academic community behave in the highest ethical fashion possible, in the manner by which they produce, share, and exchange this information. In the case of students, Academic honesty demands that at all times student work be the work of that individual student, and that any information which a student uses in a work submitted for evaluation be properly documented. Any violation of these basic standards constitutes a breach of Academic Honesty and hence becomes Academic Dishonesty.

B. **Proscribed Conduct**

**General Applicability**
Generally, RIT Dubai jurisdiction and discipline will be applied to student conduct that occurs:

- On Institute premises or
- During the course of off-campus activities related to RIT Dubai, or
- Which violates federal, state or local laws on or off the RIT Dubai campus, or
- Which adversely affects the Institute community and/or the pursuit by the Institute of its educational mission.

Those subject to jurisdiction and discipline under this policy include:

- All persons taking courses at RIT Dubai, both full-time and part-time, graduate and undergraduate students.
- Individuals who are not officially enrolled during a particular term but who have a continuing relationship with the Institute, including those on co-op, are considered students.
- All those who reside in Institute housing, students whose guests violate RIT Dubai policy and standards (students are responsible for the behavior of their visitors, guests or family members)
- Student organizations and their officers

The Vice President of Academic Affairs or his/her delegated representative will decide when the Institute should press civil or criminal charges against a student.

If a student is charged only with an off-campus violation of federal, state, or local laws:

- RIT Dubai disciplinary action may be taken and sanctions imposed.
- Interim suspension or restrictions may be imposed even before the student has been found guilty in a court of law.

Proceedings under the RIT Dubai Student Conduct Process may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus.

The Institute will cooperate fully with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators. Individual students, faculty and staff, acting in their personal capacities, remain free to interact with governmental representatives as they deem appropriate.

**Non Academic Violation**
Any student/organization found to have committed the following prohibited conduct will be subject to disciplinary sanctions:

1. **ENDANGERING BEHAVIOR:**
   Conduct that threatens or endangers the health and/or safety of a person(s);

2. **FRAUD:**
   All forms of dishonesty including cheating, plagiarism, knowingly furnishing false information to the Institute, and forgery, alteration or use of Institute documents or instruments of identification with intent to defraud;

3. **INAPPROPRIATE BEHAVIOR:**
   Unreasonable disruption or obstruction of teaching, research, administration, disciplinary proceedings, or other Institute activities;
4. HARASSMENT:
Abuse, threats, intimidation, assault, coercion and/or conduct, by physical, verbal, signed, written, photographic or electronic means, which threatens or endangers any person on RIT Dubai premises or at Institute sponsored or supervised functions;

5. SEXUAL MISCONDUCT:
All forms of sexual misconduct, including any form of unwanted sexual contact; "unwanted" means against a person’s wishes or without consent, including those instances in which the individual is unable to give consent because of unconsciousness, sleep, impairment, or intoxication due to alcohol or other drugs;

6. THEFT/VANDALISM:
Attempted or actual theft of, damage to, or unauthorized possession or alteration of either RIT Dubai property, or the property of a member of the Institute community or other personal or public property;

7. FAILURE TO COMPLY:
Failure to comply with directions of RIT Dubai officials or law enforcement officers acting in performance of their duties; obstruction of the performance of these duties or failure to identify oneself to these persons when requested to do so;

8. VIOLATION OF RIT DUBAI POLICIES:
Violation of published RIT Dubai policies, rules, and regulations including, but not limited to:
- RIT Dubai Policy Prohibiting Discrimination and Harassment,
- RIT Dubai Alcohol and Drug Policy,
- RIT Dubai Code of Conduct for Computer and Network Use,
- RIT Dubai Academic Regulations,
- Academic Responsibility Policy

9. OFF CAMPUS BEHAVIOR:
Any off-campus conduct which RIT Dubai deems demonstrates disregard for the rights of others;

10. HAZING:
Any intentional or reckless act; occurring on or off the campus of RIT Dubai; by one person alone or acting with others; directed against an RIT Dubai student; that endangers the mental or physical health or safety of that RIT Dubai student; and is reasonably believed by that RIT Dubai student as being for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization whose members are or include students at RIT Dubai or other universities. For the purposes of this section, the term "organization" includes, but is not limited to, any Greek organization, athletic team or other RIT Dubai-recognized student organization.

The term “hazing” as defined here includes, but is not limited to:
- Physical brutality, such as whipping, beating, striking, branding, electronic shocking, or placement of a harmful substance on the body;
- Other physical activity, such as sleep deprivation, exposure to the elements, confinement in a small space, physical bondage, calisthenics, –road trips‖ or taking a student to an outlying area and dropping him/her off, compulsory servitude or other activity that subjects the student to an unreasonable risk of harm or that may adversely affect the mental or physical health or safety of the student;
- Consumption of food, water, other liquid, alcoholic beverage, drug, or other substance which subjects the student to an unreasonable risk of harm or which otherwise may adversely affect the mental or physical health or safety of the student;
- Activity that creates an unreasonable risk of causing severe psychological shock or public humiliation to the student;
- Activity that induces, causes or requires the student to perform a duty or task which involves a violation of local, state or federal laws, or the RIT Dubai Code of Conduct; and
Any misuse of authority by virtue of one’s class rank, organizational position, longevity in the organization and/or leadership role.

Failure to report such activities to an appropriate university official (DSO Security, Vice President of Academic Affairs) is additional, independent grounds for violation under this section. Students who report hazing activities to an appropriate university official on a timely basis will not be subject to penalty for this failure to report through the RIT Dubai Student Conduct process. Such immunity shall only pertain to the charge of failure to report, and not an independent allegation of hazing.

Any organization that violates this section may also be subject to discipline under the Student Code of Conduct separate from those involving individual students.

11. Fire/Fire Safety:
   Setting a fire, causing a false fire alarm, or causing an unreasonable situation that creates a fire safety hazard;

12. Unauthorized Entry/Duplication:
   Unauthorized possession, duplication or use of keys to any Institute premises or unauthorized entry to or use of Institute premises;

13. Violation of the Law:
   Violation of federal, state or local law on Institute premises or at Institute sponsored or supervised activities;

14. Weapon Possession:
   Illegal or unauthorized possession of firearms, explosives, other weapons or dangerous chemicals on Institute premises;

15. Disruption of RIT Dubai Events/Traffic:
   Intentional obstruction of or dangerous interference with the free flow of pedestrian or vehicular traffic on Institute premises or at Institute sponsored or supervised functions; intentionally leading or inciting others to disrupt scheduled and/or normal activities of others within any campus building or area;

16. Disorderly Conduct:
   Conduct which is disruptive, lewd or indecent and breaches the peace of the community, regardless of intent;

17. RIT Dubai Organization Violation:
   For student organizations and their members, violation of the provisions of the regulations or agreement governing the organization’s relationship with RIT Dubai; and

18. Obstruction of RIT Dubai Student Conduct Process:
   Abuse of the RIT Dubai Student Conduct Process including, but not limited to:
   • Failure to obey a request to appear by a student conduct body or Institute official;
   • Falsification, distortion or misrepresentation of information or charges before a student conduct body or Institute official;
   • Disruption or interferences with the orderly conduct of a student conduct proceeding, including attempting to discourage an individual’s proper participation in or use of the student conduct system;
   • Attempting to influence the impartiality of a member of a student conduct body prior to and/or during the course of the student conduct proceeding; and
   • Failure to comply with the sanction imposed by a student conduct body or Institute officials.

19. Stalking:
   Stalking occurs when a person engages in a course of conduct directed at a specific individual that is likely to cause such individual to have a reasonable fear of harm to his or her physical or
emotional health, safety or property. Such conduct may include, but is not limited to: repeatedly engaging in unwanted contact or communication (including, but not limited to, face-to-face communication, telephone calls or messages, electronic mail, written letters, gifts, or threatening or obscene gestures); surveillance; following; trespassing; or vandalism.

20. Gambling: Possession of gambling devices, operation of lotteries and/or the promotion of gambling is prohibited.

Academic Dishonesty

1. Charges of Student Academic Misconduct:
   - In as much as these charges will involve a specific course, the course instructor is responsible for assembling evidence and making an initial determination of appropriate action to be taken, up to and including failing the student in the course.
   - The instructor shall then meet informally with the student to discuss the action the faculty member deems appropriate to be taken in the matter.
   - If the student believes the faculty member’s action is unjust, the faculty member will arrange to meet jointly with the student and with the faculty member’s immediate supervisor. The faculty fills out the Student Academic Integrity Violation (SAIV) to report the conclusion.
   - If the matter cannot be resolved among the student, faculty member and supervisor OR if this is not the first Academic Dishonesty incident for the student, then the case and all relevant evidence will be sent to the Academic Conduct Committee for judgment.
   - The faculty member or the faculty member’s immediate supervisor may also refer the case to the Academic Conduct Committee if it is felt that the alleged misconduct warrants action more severe than failure in the course. In hearing the case, the Academic Conduct Committee can make recommendations to the Vice President of Academic Affairs of the college for further action including academic suspension or dismissal from the Institute; dismissal from the Institute can finally be implemented only with the concurrence of the president of the Institute.
   - The final faculty and/or Academic Conduct Committee decision is sent to the VPAA for ratification and filing. The student can appeal to the president within 5 days from notification of the final decision.

2. Charges of Faculty Academic Misconduct:
   - If a student believes a faculty member's treatment in a course has been unfair, it is the student's responsibility to meet with the faculty member to discuss the matter.
   - If the matter cannot be resolved, the student and the faculty member will meet with the faculty member's immediate supervisor in an attempt to settle the issue.
   - If the student remains unreconciled, the case may be submitted in writing, along with copies of all material relevant to the issue, to the Academic Conduct Committee for their judgment.

C. Student Conduct Hearings: Formal and Informal Conduct Hearings

Charge and Initial Decision to Pursue Disciplinary Process

- Formal Student Conduct Hearings
  Student misconduct cases are resolved through hearings held by the designated Student Conduct Officer. Generally, the Student Conduct Officer will be designated by the president on an incident bases. Formal student conduct hearings are recorded and decisions may be appealed to the President (see Section IV)

- Informal Student Conduct Hearings
  Administrators and other Institute officials may also hold informal hearings regarding less serious policy violations and impose appropriate sanctions. Informal hearings generally follow the procedures of a formal hearing; however, they are not recorded. In all such instances, students
may appeal the informal decision rendered to the designated Student Conduct Officer by using the appeal procedures listed in see Section IV. The decision rendered by the designated Student Conduct Officer is then final.

Complaints of Misconduct
Any member of the Institute community may file a complaint against any student for misconduct. A complaint concerning non-academic conduct matters is normally made directly to the Office of the president. The designated Student Conduct Officer will conduct an initial review as is appropriate to determine if the charges appear to have merit and/or require further investigation and a student conduct hearing. The designated Student Conduct Officer will decide whether the case should be handled by another RIT Dubai administrator or through the formal student conduct hearing process.

Notification Process

1. Notice of Allegations
Any student accused of non-academic misconduct at RIT Dubai will be asked to meet with the designated Student Conduct Officer and will be informed of the fact that a complaint has been filed against him/her, and be given the date, time and place of the student conduct hearing. The student will be sent a written or electronic notice with the allegations brought forth by a complainant(s).

The notice shall describe the misconduct of which the student is being charged, and specify the RIT Dubai rule or regulation upon which the charges are being based. The written notice of the hearing shall include the names of individuals expected to be present at the hearing.

2. Scheduling
The hearing will be arranged expeditiously after the student receives notice of the complaint. All hearings will be conducted in private.

3. Hearing Procedures
   a) All hearings will be conducted in private.
   b) The designated Student Conduct Officer will read aloud all material evidence that has been submitted regarding the allegation of misconduct.
   c) The student will then have the opportunity to refute or explain the material evidence or add information regarding the allegation.
   d) The designated Student Conduct Officer will then ask questions regarding the information shared by the student. The student may choose to remain silent, not answer any questions or not make any statements.
   e) The accused student and the designated Student Conduct Officer each have the privilege of bringing in witnesses and questioning the witnesses regarding the allegations of misconduct. No character witnesses will be permitted.
   f) All procedural questions will be decided in the sole discretion of the designated Student Conduct Officer. The designated Student Conduct Officer may decide to adjourn the hearing for a reasonable period of time.
   g) The accused student cannot be found to be responsible for the charges solely for the reason of failure to answer the charges or appear at the hearing; in such cases, evidence to support the charges may be presented and considered and a determination made and a sanction imposed based on the evidence. However, any member of the RIT Dubai community may be sanctioned for failure to attend a formal student conduct hearing after receiving a written or electronic request to appear at the hearing.
   h) Following questions, explanations and discussions, the student may be asked to leave the room so the designated Student Conduct Officer can determine the outcome of the hearing. The designated Student Conduct Officer will then inform the student of the decision.
   i) Within seven (7) working days of the hearing the accused student will be sent a written
notice of the decision and any sanction imposed including the process by which the student can appeal.

j) A recommendation is made to the Vice President of Academic and Student Affairs for disciplinary violations. A copy of the decision letter will be placed in the student’s educational file at RIT Dubai.

k) An appeal of the decision must be filed with the President of RIT Dubai within 5 days of the date of the mailing of the sanction letter.

l) Once the sanction is final (i.e., after the decision in an appeal or after the time to appeal has passed), the designated Student Conduct Officer is responsible for arranging for the sanction to be carried out and monitoring the sanction if appropriate. If the designated Student Conduct Officer believes it is appropriate, Interim Suspension or Restrictions may be imposed during the time of an appeal or until the time to appeal has passed.

D. Appeals Non-Academic Conduct

Grounds for appeal are listed below. The letter of appeal must be submitted to the President, within five (5) business days of the mailing of the decision notice by the designated Student Conduct Officer. The decision concerning the appeal will be mailed to the accused student within seven (7) business days after the President hearing is conducted and a recommendation is made to the Vice President of Academic and Student Affairs for disciplinary violations.

**Grounds for Appeal are:**

- To determine whether the decision making process and hearing was conducted fairly in light of the charges and evidence presented and in accordance to the RIT Dubai Student Conduct Process.
- To determine whether the decision reached was based upon substantial evidence.
- To determine whether the sanction imposed was appropriate for the violation which the student was found to have committed.
- To consider new evidence which was not brought out in the original hearing and which is sufficient for a reasonable person to alter the decision.
- To determine whether the designated Student Conduct Officer was biased or otherwise not able to consider the case objectively.

**Procedures for Appeals:**

1. An accused student can file a written appeal based upon one or more of the grounds listed above to the President within five (5) business days of the mailing of the conduct decision notice.

2. The designated Student Conduct Officer will be informed of the appeal and also file a letter with the President explaining the rationale for the decision rendered.

3. The President will review the letter written by the student, the designated Student Conduct Officer, and RIT Dubai rules and regulations and determine whether the appeal will be granted, denied or the original decision will be altered. The President may choose to meet with the student and designated Student Conduct Officer to hear oral statements regarding the case.

4. The President will send a letter to the student appealing with the final decision within seven (7) business days of receiving the appeal letter.

5. The decision of the President of RIT Dubai will be final.

E. Academic Appeals

The faculty member or the student may appeal the findings of the Academic Conduct Committee to the President. The President will hear appeals, made to him by the faculty member or by the student, of the findings made by the Academic Conduct Committee. The desire and basis for the appeal must be submitted within five (5) school days following the mailing of the Academic Conduct Committee’s findings. An appeal shall be limited to a review of the record of the initial hearing, supporting
documentation, and/or the finding on the following grounds:

1. Bias of one or more of the Academic Conduct Committee members.

2. To determine whether the decision-making process and/or hearing was conducted fairly in light of the charges and evidence presented.

3. To determine whether the sanction(s) imposed was (were) appropriate for the violation committed.

4. To consider new evidence not brought out in the initial hearing and which would be sufficient for a reasonable person to alter the decision.

In an appeal before the President, the President will make a decision based solely upon the written appeal and any associated with the hearings of the Academic Conduct Committee and the on the grounds set forth above. Appeals are normally conducted in private. At the request of either of the parties involved, and at the discretion of the President, the appeal may be open to other members of the Institute community. Admission of any person to the appeal hearing will be at the discretion of the President. A decision concerning the appeal will be mailed to the faculty member, student, and Vice President of Academic Affairs within fourteen (14) school days of the close of the hearing.

The President may recommend that the original sanctions be reduced, dismissed, or upheld; send the case back to the initiating Academic Conduct Committee for either rehearing or a reconsideration of sanctions; or refer the case to the Vice President of Academic Affairs with specific recommendations for resolving process errors. The decision rendered by the President is final.
Academic Policies

Refers to:
Section 3 & Section 5
of RIT Dubai’s
Policies & Procedures Manual
ACADEMIC POLICIES

ACADEMIC CALENDAR, CLASSIFICATION, AND HONORS POLICY (POLICY 3.1.1 IN PNP)

Purpose
This policy governs the Academic Calendar, classification of students and the manner in which academic honors will be determined.

A. Academic Calendar
RIT Dubai currently runs on the semester system. Under the semester system, the academic year is made up of two semesters, and two optional intersessions:

- **Required Semesters**
  1. Fall (August-December)
  2. Spring (January-May)

- **Optional Intersessions**
  1. Winter (January)
  2. Summer (End of May-July)

A semester lasts for 16 weeks, with 15 weeks of class meetings and one week of final exams. A schedule of final exams is emailed to all students in the middle of each semester. Usually there is at least 2 weeks of vacation between semesters.

RIT Dubai calendar generally aligns with RIT’s academic and administrative calendar with the exception of recognizing UAE statutory holidays, rather than US holidays. Exact start and end dates for each semester as well as important dates and events throughout the year are listed on the RIT Dubai Academic Calendar which can be found on our website.

B. Student Classification
A matriculated undergraduate student’s year level is determined by the number of credit hours the student has earned, on the scale below. (This does not include course work in progress).

<table>
<thead>
<tr>
<th>Year Level</th>
<th>4-Year Program</th>
<th>5-Year Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>0-26 Credit Hours</td>
<td>0-26 Credit Hours</td>
</tr>
<tr>
<td>2</td>
<td>27-55 Credit Hours</td>
<td>27-55 Credit Hours</td>
</tr>
<tr>
<td>3</td>
<td>56-84 Credit Hours</td>
<td>56-75 Credit Hours</td>
</tr>
<tr>
<td>4</td>
<td>85+ Credit Hours</td>
<td>76-95 Credit Hours</td>
</tr>
<tr>
<td>5</td>
<td>--</td>
<td>95+ Credit Hours</td>
</tr>
</tbody>
</table>

RIT Dubai classifies students as follows:

1. Active Students
This status refers to a student who is currently in process of applying for acceptance or reapplying (from inactive or non-matriculated status) for acceptance to the Institute is currently matriculated in a program of study, or is a non-matriculated student taking courses in the current semester.

2. Discontinued Students
This status refers to active students who will be classified as inactive if there is no registration activity during the semester specified in the acceptance procedure, if the student shows no registration activity in two succeeding academic semesters (eight succeeding semesters for part-time students), if the student has graduated in a normally terminal program or if the student officially withdraws from the Institute.

3. Matriculated Students
This status applies to students who have been formally accepted as degree candidates through the Office of Admissions and are registered for courses.
4. **Non-Matriculated Students**
   This status refers to students who are not candidates for a certificate, diploma or degree of the Institute and are taking courses for their own benefit on a space-available basis. Courses taken by students in a non-matriculated status may, or may not, be applied to a program, once admission as a degree matriculant has been attained.

5. **Full-Time Students**
   A full-time student is a matriculated or non-matriculated student carrying 12 or more credit hours per semester for undergraduate students or 9 credit hours or more for graduate students.

6. **Part-Time Students**
   A part-time student is a matriculated or non-matriculated student carrying fewer than 12 credit hours per semester.

C. **Credit Hours**
   Credit hours typically, but do not always, correspond to the number of contact hours for each course. For example, a 4-credit course will typically meet for 4 hours per week, usually in two 2-hour blocks, each for 15 weeks. A 2-credit course generally meets once a week for two hours.

   A full-time course load is between 12-18 credits. Students taking less than 12 credits are considered part-time. Any student taking more than 18 credit hours per semester must have the permission of the advisor and VP of Academic and Student Affairs. Additional tuition will be charged for more than 18 credits at the current credit hour rate.

D. **Academic Honors**
   1. **Dean’s List**
      By action of the college concerned, full-time degree-seeking undergraduate students will be placed on the Dean’s List if their term GPA is greater than or equal to 3.40; they do not have any grades of “Incomplete”, “D” or “F”, (including wellness and any other non-credit but required courses); and they have registered for, and completed, at least 12 credit hours.

      Degree-seeking undergraduate students who students who maintain less than 12 credit hours in each term in which they are enrolled during the academic year may qualify for Dean’s List if they have completed at least 9 credit hours during the academic year (fall, intersession, spring, and summer term). Courses used to calculate GPA for Dean’s List must have a cumulative GPA equal to or greater than 3.40 without grades of “Incomplete” “D” or “F” and without being placed on probation. The Dean’s List evaluation will occur at the end of the summer term or in the degree certification term. Placement on Dean’s List is noted on the student’s official transcript.

      The GPA calculation will be carried out to two decimal places. Rounding will be done by adding .005 to the unrounded results and truncating after the second decimal place.

   2. **Graduation Honors**
      Degree honors are applicable to undergraduate students only.

      Honors posted to the academic record will be based upon the student’s cumulative grade point average upon completion of the degree requirements. The registrar will post honors to the student’s academic record and they will be reflected on the official transcript. The numerical criteria for graduation with honors are as follows.

      summa cum laude - 3.80 cumulative GPA
      magna cum laude - 3.60 cumulative GPA
      cum laude - 3.40 cumulative GPA

      Honors reported for inclusion in the Commencement Book must be based on a minimum of 30 credit hours earned, and the student’s cumulative GPA. In addition, the Commencement Book will only reflect honors earned by the end of the fall term.

      The GPA calculation will be carried out to two decimal places. Rounding will be done by adding .005 to the unrounded results and truncating after the second decimal place.
The VPAA may, in extraordinary circumstances, act to grant graduation with honors to students who do not meet all the criteria listed. A copy of the notice of exception, with reason, is to be sent to the registrar to become part of the student's academic record.

**CREDIT AND PLACEMENT POLICY (POLICY 3.1.2 IN PNP)**

**Purpose**
This policy governs the determination of credits for external courses or examinations which are parallel to RIT Dubai courses.

**A. Credit by External Examination**
RIT Dubai grants credit for satisfactory scores on examinations covering objectives and contents parallel to the RIT Dubai courses for which students seek credit. Usually these are Advanced Placement (AP), International Baccalaureate (IB) or College-Level Examination Program (CLEP).

1. **Advanced Placement:**
RIT Dubai recognizes that many students earn advanced standing through Advanced Placement (AP) examinations. The minimum required score and the manner in which credits are applied depend upon a student’s exam score and choice of academic program. No credit is awarded for scores of 1 or 2 on AP Exams. Advanced Placement credits may be applied in fulfillment of general education, program requirements, and/or minor requirements. Students may need to complete additional course work in order to fulfill all specific program requirements. Students should consult with their adviser for additional details. The policy covering the awarding of credit for Advanced Placement examinations is reviewed annually and may be subject to change.

2. **International Baccalaureate:**
RIT Dubai recognizes that many students earn advanced standing through International Baccalaureate (IB) examinations. The minimum required score and the manner in which credits are applied depend upon a student’s exam score and choice of academic program. International Baccalaureate credits may be applied in fulfillment of general education, program requirements, and/or minor requirements. Students may need to complete additional course work in order to fulfill all specific program requirements. Students should consult with their adviser for additional details. The policy covering the awarding of credit for International Baccalaureate examinations is reviewed annually and may be subject to change.

3. **College Level Examination Program:**
The College Level Examination Program (CLEP) is a nationwide system of credit by examination offered by the College Board. Any person entering college, presently attending college, or out of college may take CLEP examinations and seek credit by submitting the test results to RIT Dubai for evaluation. Credit recommendations for CLEP vary depending on the subject and examination results.

**B. Transfer Credits**
Any student with previous undergraduate or graduate level work may petition for transfer credit. Transfer credit is granted by the academic departments for course work that is related to the student’s intended program, if it is completed at an accredited college or university.

The grades for transferred courses are not figured into a student's RIT Dubai GPA and are not counted towards residency requirements. The credit is, however, included in the total count towards the degree requirements.

1. **Undergraduate Transfer Credit**
For undergraduate transfer credit, usually a grade of C or better is required for transfer credit to be awarded. The number of transferable credit hours that can be awarded for undergraduates cannot exceed 50% of the credit hours required for the degree.

2. **Graduate Transfer Credit**
Credits from only 2 Graduate Courses can be transferred into RIT Dubai. Additionally, credits can only be transferred for courses relevant to the degree that provide equivalent learning outcomes.
and in which the student earned a grade of B (3.0 on a 4.0 scale) or better. Waived courses will be recorded for graduate students on an individual course basis. [Waived courses are those eliminated from the list of requirements that a graduate student must take to graduate.]

COOP AND INTERNSHIP POLICY (POLICY 3.1.3 IN PNP)

Purpose
Co-op is short for co-operative education, and is a program in which students gain real-life work experience. The student will be paid for the job, but more importantly will gain on-the-job experience that is valuable when as a student graduates and begins to search for a full-time position. To help students facilitate job searches, the RIT Dubai Office of Co-op and Career Services will help them prepare for the co-op job search and maintains active relationships with many employers for job postings and on-campus recruiting activities, including career fairs.

As Co-ops are an integral part of RIT Dubai’s degree programs, this policy governs the requirements for Co-ops and internships of each department.

C. General University Policy of Coop

Every student must meet the following eligibility requirements in order to participate in co-op. These are general requirements for all students; however students must work closely with their cooperative education coordinator to ensure that they meet any college- or major-specific requirements and are aware of major-specific logistics, deadlines and required paperwork.

1) Satisfactorily complete the requirements and deadlines set by the University and your specific co-op program.

2) It is very important that students register for co-op during the semester prior to the one when you plan to be on co-op. Students must register for co-op through the coop coordinator. Every coop must be approved by the co-op coordinator before a student may accept the position. The university reserves the right to refuse coop experience from students who have not formally registered and received approval for their coop.

3) Upon completion of the coop program, students must submit a coop evaluation filled by their employers.

D. College Specific Coop Policy

1) Saunders College of Business

A Saunders College of Business undergraduate student must have a co-op experience based on the policies outlined below:

- One semester of full-time employment (35 to 40 hours a week for 16 weeks)  
- OR
- Two summer terms (8 Weeks each) of full-time employment.
- With Director of Student Services approval, a study abroad experience may be used to satisfy a maximum of one summer term of co-op experience.

2) Golisano College of Computing and Information Sciences

A Golisano College of Computing and Information Sciences student requires 3 quarters of co-op experience. To be eligible for co-op, student must have:

- Completed a minimum of 68 credits, with at least 24 credits of ANSA/ISF courses.
- Transfer students must attend at least one quarter (most do two or three quarters) of classes at RIT Dubai before they are eligible for their first co-op.

3) Kate Gleason College of Engineering

A Kate Gleason College undergraduate student must have a co-op experience based on the policies outlined below:

- A minimum of 2 semesters and 2 summers of cooperative education, integrated throughout the academic course of study, is required.
- Co-op experiences are approved through the co-op office or through the department.
REGISTRATION AND SCHEDULE CHANGE POLICY (POLICY 3.1.4 IN PNP)

Purpose
This policy governs processes and procedures relating to registration and schedule changes.

A. Admission of Students to Class
It is the responsibility of the student to enroll in classes during the designated registration periods, using the Student Information System (SIS). Prior to the registration period, students are responsible for ensuring that any holds that may have been placed on their accounts have been resolved and removed so that access to the registration system is permitted.

Using SIS, faculty can access official class rosters for each course they are teaching, in any given term. Class rosters indicate those students who have been properly registered for the class. Students whose names do not appear on the class roster are not formally registered for the course. Without formal registration, students are not permitted to attend the course beyond the add/drop period.

B. Undergraduate Registration
Degree-seeking undergraduate students may register for undergraduate courses (100-500 level) that are approved for the academic plan(s) for which they are enrolled. To gain enrollment, students must also demonstrate successful completion of any pre-requisite work. When seeking registration into courses not typically associated with enrolled academic plan(s), the approval of the department offering the course is necessary. Exceptions to this are as follows:

1. Degree-seeking undergraduate students are allowed to take graduate courses (600-900 level) provided these courses fit into the schedule for the baccalaureate degree and are approved by both the home department and the department offering the course.

2. Degree-seeking undergraduate students enrolled in a baccalaureate/master's combination program will be allowed to take graduate courses (600-900 level) that are approved for the academic plans for which they are enrolled.

3. Non-degree-seeking undergraduate students will be allowed to take graduate courses (600-900 level) with the approval of their primary academic department and with the knowledge that the course work completed while a non-degree student may or may not apply to any given baccalaureate or graduate program. Decisions regarding the application of the course work to a degree program are at the sole discretion of the head of the academic department in which the student intends to enroll.

C. Graduate Registration
Degree-seeking graduate students may register for graduate courses (600-900 level) that are approved for the academic plan(s) for which they are enrolled. When registering for graduate courses outside the home department not typically associated with enrolled academic plan(s), the approval of the department offering the course is necessary. Exceptions to this are as follows:

1. Non-degree-seeking (undergraduate or graduate) students will be allowed to take graduate courses (600-900 level) with the approval of the department offering the course and with the knowledge that the course work completed while a non-degree-seeking student may not apply to any given baccalaureate or graduate program.

2. Degree-seeking and non-degree-seeking graduate students may register for undergraduate (100-500 level) courses with the understanding that these courses are not applicable to graduate programs.

D. Adding and Dropping Courses
The add/drop period is the first seven (7) calendar days, excluding Sundays and holidays, of the full fall and spring terms. The add/drop period for other academic sessions is determined based on the length of the course and posted on the Registrar's Office website. In extenuating circumstances in which a student requests to be added or dropped from a class outside of the established add/drop period, the student must submit a completed Add/Drop/Audit form, with all required signatures, to the Registrar's Office.
E. Add/Drop and Withdrawal Policy for Graduate Courses That Start in Off Semester Cycles
This policy concerns graduate courses that are conducted in an off cycle format. For example, a course that starts in November of the fall term in a blended format where the first few weeks are online that precede a one week in-class segment. The following applies to these courses.

- There will be a one week add/drop period at the start of the course. For example, a course that starts in November of the Fall term with a two week online segment will have the first week of this segment as the add/drop period.

- If the course has an in-class segment, then the withdraw deadline is 50% of the in-class days regardless of hours covered each day. For example, if the in-class segment of the course starts on a Sunday and it is concluded the following Saturday with an off day on Friday, then the withdraw deadline is at the end of the third day on Tuesday. If the course does not have an in-class segment, then the withdraw deadline is 4/5th of the course duration.

- This policy applies to those that register late into the course without any modifications.

GRADING, EVALUATION AND ACADEMIC PROGRESS POLICY (POLICY 3.1.5 IN PNP)

Purpose
This policy governs RIT Dubai’s Grading and Evaluation processes in addition to delineating expectations for student Academic Progress.

A. Grades
1. Statement of Standard
At the commencement of the course, and as appropriate throughout the course, it is the instructor’s responsibility to:

   1. Define criteria for evaluation.
   2. State the process for converting the professor’s evaluation criteria to the RIT grading system.

B. Definitions
1. For each credit hour earned the following number of quality points will be awarded based upon the grade received, and will be calculated in the grade point averages:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
<th>Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent</td>
<td>4.00</td>
</tr>
<tr>
<td>A-</td>
<td></td>
<td>3.67</td>
</tr>
<tr>
<td>B+</td>
<td></td>
<td>3.33</td>
</tr>
<tr>
<td>B</td>
<td>Above Average</td>
<td>3.00</td>
</tr>
<tr>
<td>B-</td>
<td></td>
<td>2.67</td>
</tr>
<tr>
<td>C+</td>
<td></td>
<td>2.33</td>
</tr>
<tr>
<td>C</td>
<td>Satisfactory</td>
<td>2.00</td>
</tr>
<tr>
<td>C-</td>
<td></td>
<td>1.67</td>
</tr>
<tr>
<td>D</td>
<td>Minimum Passing Grade</td>
<td>1.00</td>
</tr>
<tr>
<td>F</td>
<td>Failure</td>
<td>0.00</td>
</tr>
</tbody>
</table>

An “F” grade does not count toward residency requirements at the undergraduate level.
"C-" grades and below do not count toward the fulfillment of program requirements for a graduate degree.

2. Additional grades and notations that may be found on a student term record or transcript are shown below.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Blank</td>
<td>Blank - that is, the grade has not yet been assigned or no grade is expected.</td>
</tr>
<tr>
<td>R</td>
<td>Registered - a permanent grade used in graduate coursework indicating that a student has registered for a given course but has yet to meet the total requirements for the course or has continuing requirements to be met. The grade is given in graduate thesis work. Completion of this work will be noted by having the approved/accepted thesis or dissertation title, as received by the registrar from the department, added to the student's permanent record. Full tuition is charged for these courses. &quot;R&quot; graded courses are allowed in the calculation of the residency requirement for graduate programs; however, they do not affect GPA calculations. A student may receive a grade of &quot;U&quot; or &quot;I&quot; in a given term of an &quot;R&quot; graded course. A &quot;U&quot; grade in this case carries no credit and the course must be repeated.</td>
</tr>
<tr>
<td>W</td>
<td>Withdrawn - a grade that indicates an official course withdrawal has been processed. See policy D05.IV.</td>
</tr>
<tr>
<td>S</td>
<td>Satisfactory - (undergraduate) - A satisfactory grade may only apply to acceptable completion of cooperative work experience, internships, courses bearing course numbers of 099 or below, and study abroad courses offered by affiliated programs. With the exception of study abroad, such courses do not count toward residency requirements, earn credit hours or affect grade point average calculations. In the case of study abroad courses, credits covered by the &quot;S&quot; grade will count toward residency requirements and will earn credit hours. The &quot;S&quot; grade will not affect grade point average. Satisfactory (graduate) - A satisfactory grade at the graduate level may only apply to seminar, cooperative work experience, and internship courses where programs have determined that a traditional alpha system letter grade is inappropriate. An &quot;S&quot; grade at the graduate level carries no quality points and therefore does not enter into a GPA calculation. A student may receive a grade of &quot;U&quot; or &quot;I&quot; in an &quot;S&quot; graded course. In this case, a &quot;U&quot; grade carries no credit and the course must be repeated. No more than 15% of a program's degree credits may be &quot;S&quot; graded courses. The college's Curriculum Committee must approve the use of an &quot;S&quot; grade in a course.</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete - When an instructor observes conditions beyond the control of a student such that the student is unable to complete course requirements in the given term or session, the instructor may assign an Incomplete notation (&quot;I&quot;) to a student. The instructor determines and advises the student of the due date, not to exceed two terms including summer session but excluding intersession, by which the student must complete course requirements. If the registrar has not received a &quot;Change of Grade&quot; form from the professor after two terms including summer session but excluding intersession, then the Incomplete becomes an &quot;F&quot; grade or a &quot;U&quot; grade if the &quot;I&quot; was associated with an &quot;R&quot; or &quot;S&quot; graded graduate course. An extension of time may be granted at the discretion of the instructor. Credit</td>
</tr>
</tbody>
</table>
hours are not earned and the GPA is not affected until a permanent grade
is assigned.
If there are extenuating circumstances which render an instructor unable to
assign a grade or evaluate a student's work and assign a grade to replace
an "Incomplete" notation, the head of the academic unit in which the
course was taught will select an instructor to act in the place of the original
instructor. After appropriate evaluation of the student's work, that instructor
will assign a grade in place of the "Incomplete" notation.

**Unsatisfactory (graduate)** - a permanent grade used in certain graduate
coursework indicating that a student made unsatisfactory progress towards
completing the course requirements. No credit hours are earned for a “U”
grade and the “U” grade does not affect the calculation of quality points
or GPA. A “U” grade in an “R” or “S” graded course carries no credit and
the course must be repeated.

**Waived courses** - those courses eliminated from the list of requirements that
a student must take to graduate. For undergraduate students, only physical
education courses and cooperative work experience may be waived
because of previously completed experience.
For graduate students, required courses may be waived because of
previously completed academic work but in no case shall the resulting
graduate program requirements be reduced below 30 semester credit
hours. In addition, waiver credit for graduate courses can be applied only
towards required courses and not towards elective courses. The process of
waiving courses and thereby reducing graduate program requirements is
not to be confused with the process of substituting specific courses for
published requirements with an equal number of credit hours, thus retaining
the total number of credit hours in the specified program. The total
combined amount of credit applied through external (non-RIT) transfer
credit, waived courses, and credit by competency may not exceed 20% of
the total credits in the graduate program as noted in the graduate
catalog.

**X Grade** - Assigned for successful completion of various assessments as
defined in Policy. “X” grade has three purposes:
• indicate credit by exam (undergraduate),
• indicate credit for non-traditional learning (undergraduate), and
• indicate Credit by Competency (graduate)

“X” graded courses do not count toward the residency requirement and do
not affect GPA calculations. Credit hours are included as hours earned.
For graduate students, the total combined amount of credit applied
through external (non-RIT) transfer credit, waived courses, and credit by
competency may not exceed 20% of the total credits in the graduate
program as noted in the graduate catalog. Exceptions to the maximum
credit by exam for graduate programs can be granted by the Graduate
Council in unusual circumstances upon appeal from the dean of the
college involved. For programs housed outside the college structure, the
approval of the director of the academic unit is required.

**Audit** - indicates a student has officially registered for the course for no
credit. Courses available for audit are at the discretion of the college or
academic unit. With permission of the instructor, the student may elect to
take examinations and do course assignments. Audited courses do not
count toward the residency or other degree requirements. Credit hours are
not earned and GPA calculations are not affected.
A student may register for audit any time during the official registration
period for the term. However, a student may not change from audit to
credit or credit to audit after the official add/drop period (first seven
calendar days, excluding Sundays and holidays, of the full fall, and spring terms and summer session.). Changes from audit to credit must be accompanied by full payment of tuition. Excluding audit courses, degree-seeking undergraduate students enrolling for 12 or more credit hours or graduate students enrolling for 9 or more credit hours may take any additional hours for audit at no incremental charge provided the total hours do not exceed 18 credit hours. Excluding audit courses, undergraduate students enrolled for less than 12 credit hours or graduate students enrolled for less than 9 credit hours may take any additional hours for audit at a charge of one-half the normally assessed tuition rate.

3. Comprehensive Graduate Examination Grades. A comprehensive graduate examination is a required, zero-credit, capstone experience in some graduate programs. The examination is administered outside of a specific course but within a graduate degree program. The outcome of the examination is reported on a student’s transcript for informational purposes only. Policies on retaking the exam are the prerogative of the specific graduate program. If a program allows a student to retake an exam, grades for all attempts are reported on transcripts. Comprehensive graduate examination outcomes do not affect the calculation of a GPA.

<table>
<thead>
<tr>
<th>Outcome</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>P</td>
<td>Pass - A permanent grade indicating successful completion of a comprehensive examination.</td>
</tr>
<tr>
<td>F</td>
<td>Fail - A permanent grade indicating unsuccessful completion of a comprehensive examination.</td>
</tr>
<tr>
<td>T</td>
<td>Attempted - The examination was unsuccessfully attempted.</td>
</tr>
</tbody>
</table>

C. Grade Exclusion for Undergraduate Change of Program

After consulting with their new academic unit, degree-seeking undergraduate students who have changed their academic major to another undergraduate major have the ability to formally request to exclude grades for courses not required by the major. Final decisions regarding which courses will be accepted for Grade Exclusion rests with the new academic unit.

Exclusions require consultation and approval of the student’s primary academic department. An academic unit that wishes to exclude grades from courses that total more than 18 credits must have the approval of the senior associate provost.

All grades will remain on official and unofficial transcripts with a notation indicating that the grade is excluded from the GPA statistics. Exclusion of grades impacts both term and cumulative grade point averages (see section VII. below).

Students may request from their academic department to include grades that have previously been excluded.

Grades for courses that were part of an earlier completed and certified program (certificate, diploma, associate or bachelor’s degree) are not eligible for exclusion.

No grade exclusions or re-inclusions may occur once a degree has been certified for completion.

D. Course Withdrawal

Students are strongly advised to consult with their academic advisor and instructor before they withdraw any courses. A student may not use the drop with a grade of “W” option to avoid charges of academic dishonesty or after the instructor has officially submitted the final grade.
Prior to the end of the twelfth week of fall or spring term, a "W" will be assigned upon the student’s online request. Students are strongly advised to consult with their academic advisor and instructor before they withdraw from any courses. In processing the request, the student, course instructor, advisor and the home program or department head will be notified via e-mail.

After the twelfth week and up to the last official class day of fall or spring term, a “W” will be assigned only with the approval and written signatures of the student, course instructor, the home program or department head, and the dean from the student’s home college. For a student whose program is housed outside the college structure, the approval of the director or director’s designee of the student’s academic unit is required.

In all other academic sessions and for courses offered in time frames different from standard terms, course withdrawal is available upon the student’s request until 80% of the session or course as determined by the Registrar’s Office has been completed. After this point and up to the last official class day, a "W" will be assigned only with the approval and written signatures of the student, course instructor, the home program or department head, and the dean from the student’s home college. For a student whose program is housed outside the college structure, the approval of the director or director’s designee of the student’s academic unit is required.

In unusual situations, a “W” may be granted after the last official class day. Such an extraordinary request is administered through the Provost’s Office, in consultation with (if possible) the student, course instructor, home program or department head, and dean from the student’s home college. For a student whose program is housed outside the college structure, the approval of the director or director’s designee of the student’s academic unit is required.

While a “W” will appear on the student’s transcript, it carries no credit and does not affect GPA.

When a student chooses to drop a course with a grade of “W”, full tuition is charged. Courses with a “W” assigned do not count toward the residency requirement.

E. Changing Grades

Once a grade has been officially reported by an instructor, it is normally not the right of any person to change this grade unless an actual error has been made in computing or recording it. If an error has been made, the instructor must complete the Change of Grade/Extension or Incomplete Form and the completed form must be approved by the head of the department in which the instructor teaches. When approved by both of these individuals, the form is to be forwarded to the Registrar’s Office. There is an appeal procedure for disputed grades.

If there are extenuating circumstances which render an instructor unable to assume his or her responsibilities, or is unavailable to participate in appeal procedures about grades, the head of the department where the course was taught will select an instructor to represent the deceased or otherwise unavailable instructor in such appeal procedures.

In extraordinary circumstances and at his or her discretion, the provost may, without violating the student’s right to confidentiality and after consultation with the instructor and the dean of the college in which the course was taken, settle special cases of an appeal of an assigned grade by administratively removing a student’s name from an official course roster and removing the student’s assigned grade from the student’s official transcript. The provost will inform the instructor of this action and, if giving such information does not violate the student’s right to confidentiality, explain the reason for it. The registrar will annually inform the Academic Senate of the number of such administrative actions in the course of the year.

F. Repeating Courses to Raise Grades

Undergraduate Students

An undergraduate student may repeat a course to raise a grade. If a student repeats a course, the last grade will stand as final even if the last grade earned is lower than the grade previously earned.

Courses taken at other institutions cannot be considered as repeats. Credit earned by examination/experience cannot be used to repeat previous course work. This process only applies to coursework in undergraduate programs.
**Graduate Students**

For graduate students, approval from the dean or dean’s designee of the student’s home academic unit is required for any graduate courses a student wishes to take a second time. For a student whose program is housed outside the college structure, the approval of the director or director’s designee of the student’s academic unit is required.

If permission to take a course a second time is granted:

1. The grades of all courses attempted will count in calculating the graduate cumulative grade point average.

2. A graduate program grade point average manually calculated by the academic unit is used for degree certification and must be at least 3.00 ("B" average) as a graduation requirement. All academic program course attempts are included in this calculation.

**G. Grade Point Average**

There will be two methods of grade point average calculation for undergraduate and graduate students that appear on grade reports and transcripts.

There will be two methods of grade point average calculation for undergraduate and graduate students that appear on grade reports and transcripts.

1. University – Term
2. University – Cumulative

Note: A yearly GPA will be calculated for part-time undergraduate students to be used for dean’s list calculations. University averages will reflect all RIT credit bearing course work completed.

In addition to the university requirements, individual colleges and/or programs may define more rigorous requirements for maintaining good academic standing. This information must be approved by the dean, clearly defined within published college policy, communicated in the university bulletin, and communicated to the Provost’s Office. For programs housed outside the college structure, the approval of the director of the academic unit is required.

The term grade point average reflects a single term of academic activity.

The cumulative grade point average reflects the sum total of course work completed at RIT and will be updated each term the student is in attendance.

Note: For graduate students, a program grade point average is manually calculated by the academic unit, used for degree certification and reflects course work completed at RIT applicable to graduation in a student’s current academic graduate program. The current academic program refers to the university and college degree course requirements specified by the degree granting college and noted in the graduate catalog. The program grade point average must be least 3.00 ("B" average) as a graduation requirement. All academic program course attempts are included in this calculation.

All GPA calculations will be carried out to two decimal places. Rounding will be done by adding .005 to the unrounded results and truncating after the second decimal place.

For undergraduates, in the case of a repeated or excluded course, the student’s permanent academic record will show a notation indicating the course has been repeated or excluded from both GPA calculations. The notation will not affect previously posted academic actions (such as probation or suspension).

A student who completes undergraduate studies at the university and then engages in graduate study will begin a new graduate cumulative GPA when re-classified as a graduate student.

**H. Academic Probation and Suspension Policy**

All matriculated students at RIT Dubai are expected to meet or exceed certain minimal academic standards. Failure to do so will result in being placed on academic probation or suspension. All such
actions are taken by the Vice President for Academic Affairs at the end of each semester; once the action is made, it may be changed or revoked only by the Vice President for Academic Affairs.

Students may petition for reconsideration of probation or suspension should the removal of an incomplete grade (I) raise the program grade point average above those stated below.

**Undergraduate Policy**

Three grade point averages (GPAs) are calculated and used for undergraduate students:

1. **University GPA** – reflects all course work completed at RIT
2. **Program GPA** – reflects course work completed at RIT applicable to graduation in a student’s current academic program. The current academic program refers to university and college degree course requirements specified by the degree granting college and noted in the university catalog.
3. **Principal Field of Study GPA** – reflects course work completed in a student’s specialized field of study.

An undergraduate student will be placed on probation if his or her program semester grade point average falls below 2.0 (a C average) or if his or her grade point average in the principal field of study (based upon at least 20 credit hours attempted in the principal field at RIT Dubai) falls below 2.0. To be removed from probation, the student must raise both averages to at least a 2.0. Any student who is on probation, as given above, and who is not removed from probation in the two succeeding periods of study in which credit is earned will be suspended.

Any student who has been placed on probation after having been removed from probation and whose program cumulative grade point average is below 2.0 will be suspended. Any student who has been placed on probation after having been removed from probation and whose program cumulative grade point average is 2.0 or above will be granted one semester to be removed from probation before suspension.

Any student whose program semester grade point average falls below 1.00 will be suspended. Students who have been readmitted to the original program after having been suspended and then go on probation will be suspended.

Suspended students generally must wait at least one year before reapplying for admission into an RIT degree program. While suspended, a student may not enroll in any RIT course work, unless the suspension is waived by the appropriate academic authority. Then he or she may be limited to taking courses on a non-matriculated basis.

**Graduate Policy**

Each degree-seeking graduate student will generate two different grade point averages (GPAs):

1. **University GPA** – reflects all course work completed at RIT
2. **Program GPA** – reflects course work completed at RIT applicable to graduation in a student’s current academic program. The current academic program refers to university and college degree course requirements specified by the degree granting college and noted in the university catalog.

Any degree-seeking graduate student, whose program GPA falls below a 3.00 after 12 semester credit hours or subsequently, will be placed on probation.

Students placed on probation who fail to raise their program cumulative grade point average to 3.00 within 12 semester credit hours will be suspended from the graduate program.

Should it be necessary to suspend a graduate student for academic reasons, the student must apply for readmission through graduate admissions.
I. Leave of Absence and University Withdrawal

A full-time student may withdraw from all courses in a semester by taking a Leave of Absence or withdrawing from RIT Dubai (institute withdrawal).

A Leave of Absence should be filed by students who are withdrawing from all classes in a semester, but who intend to return to RIT Dubai within five semesters. This will commonly be done for students facing illness or needing personal leave.

An Institute Withdrawal should be filed by students who are withdrawing from all classes in a semester, and do not intend to return to RIT Dubai. Students must apply for readmission if they wish to return to RIT Dubai.

GRADUATION POLICY (POLICY 3.1.6 IN PNP)

Purpose
To earn any academic credential from RIT, students must satisfy a number of requirements. Graduation requirements may vary significantly from program to program, and all students should seek out and use the academic advising resources within their colleges. This policy governs the general stipulations for graduation.

A. Diplomas and Degree Certification

A student who completed the requirement for a degree can apply for graduation through the Academic advising office here at RIT Dubai. The Academic advisors will inform the department at NY stating he/she has met the requirements for graduation. The department after verification will inform the Registrar's Office at the end of each semester of those students who are expected to complete all degree requirements and graduate. Included in the information will be the list for the commencement book in accordance with the procedures of the Commencement Committee.

The Registrar's Office will be responsible for ordering diplomas and degrees.

The date to be used as the date of requirement completion is the Saturday following the last day upon which there is academic activity in that semester. In the instance wherein a student departs from the university prior to completion of degree requirements and subsequently satisfies these requirements by submission of thesis/dissertation and transfer credit, the date of requirements completion shall be the last day of the semester during which either thesis/dissertation, "co-op" report, removal of incomplete grades, or transfer credit is accepted.

Students who are expected to graduate at the end of the fall or spring semester will be included in the spring commencement program.

The Registrar's Office will then send the diplomas to the academic advisors here at RIT Dubai. The Academic advising will release diplomas to the students upon receipt of No dues certification from the various departments after all financial obligations are met. The Registrar's Office will also enter completion of the degree requirements and the degree awarded as part of the student's academic record.

B. Requirements for Undergraduate Degrees

In general, students should expect to satisfy the following requirements before they can graduate with a bachelor's degree from RIT:

1. Completion of Academic Curricula
   • Students must satisfactorily complete all of the courses in their academic program. General education requirements and specific course requirements for each program are identified in the following pages. This bulletin and careful consultation with an academic adviser provide the best resources for planning academic programs at RIT.
   • Program curricula may include several types of courses, including cooperative education, field experience, practicum, thesis and research, and wellness. Most RIT students will need to satisfy a wellness requirement, and many academic programs require one or more semesters of experiential learning, including cooperative education or internships.
The curriculum in effect at the time of admission into a program will normally be the curriculum one must complete in order to graduate. Occasionally, with departmental approval, course substitutions and other minor curricular modifications may occur. Although there is no time limit within which students must complete their course requirements, the curriculum under which a student is certified to graduate must be no more than seven years old.

2. Grade Point Average Standard
Successful candidates for an undergraduate degree, diploma, or certificate must have a program cumulative grade point average of at least 2.0.

3. Residency and Minimum Earned Hours
At least 50% of the credit hours used toward a degree program must be earned by successfully completing RIT courses. Credit earned through transfer, credit by exam/experience, College-Level Examination Program (CLEP), Advanced Placement (AP), International Baccalaureate (IB), or audits are excluded from these residency calculations.

RIT Dubai academic programs vary as to the total number of credit hours required; however, under no circumstances will a student be allowed to graduate with a bachelor’s degree with fewer than 120 cumulative earned hours. This is in line with the U.A.E National Qualifications Framework which states that all bachelor’s degrees require a minimum of 120 semester credits (or equivalent). Cumulative earned hours include RIT courses, transfer credit, credit by exam/experience, CLEP, AP, and IB credits.

4. Demonstration of Writing Skills
Students must demonstrate, to the satisfaction of the Vice President for Academic Affairs that they have the writing skills needed for successful entry into their chosen careers. Each academic department determines the criteria and standards for evaluating abilities.

5. Full Payment of All Financial Obligations to RIT Dubai
Refer to Section F of Policy 3.1.7 (Academic Responsibility Policy) for more information.

6. The General Education Requirement
All undergraduate students, regardless of chosen major, must complete the general education requirement of at least 90 credits.

7. Transfer Credit
Refer to section B.1 of Policy 3.1.2 (Credit and Placement Policy) for more information.

C. Requirements for Graduate Degrees
To earn a master’s degree from RIT Dubai, graduate students must satisfy the following requirements:

1. Completion of Academic Curricula
Students must complete all required courses of the university and the college. Normally, the student should complete requirements within seven years of the time of initial registration for graduate study. Extensions of the seven-year rule may be granted through a petition to the dean of Graduate Studies who decides on behalf of the Graduate Council. In cases of unusual complexity, the dean of Graduate Studies may refer the matter to the Graduate Council for review. The dean of Graduate Studies will report annually to the Graduate Council, including all decisions for extensions. Students can apply through the dean of the college offering the master’s program. Students may appeal any decisions of the dean of Graduate Studies to the Graduate Council.

2. Grade Point Average Standard
Graduate students must have program cumulative grade point average of 3.00 (a “B” average) or higher to receive a master’s level degree.

3. Residency and Minimum Earned Hours
A minimum of 30 semester credit hours is required for the master’s degree, of which at least 30 semester credit hours of graduate level course work and research (courses numbered 700-900) are required to be earned in residence at the university.
4. **Full Payment of All Financial Obligations to RIT Dubai**
   Refer to section F of Policy 3.1.7 (Academic Responsibility Policy) for more information.

5. **Capstone (As Required)**
   Each degree granting program shall reserve the prerogative to require a thesis when appropriate. The thesis requirement may be waived and replaced by other appropriate research or comparable professional achievement as an integral part of the graduate program.

   An "R" (registered) grade is given to indicate that a student has registered for graduate thesis or dissertation work for a graduate paper. The student has yet to meet the total requirements for the course or has continuing requirements to be met. Completion of work represented by the "R" will be noted by having the approved thesis/dissertation title, as received by the Registrar from the program, recorded on the student’s official transcript using the words “Thesis Accepted/Dissertation Accepted.” "R" graded courses are allowed in the calculation of the residency requirement for graduate programs.

   The graduate learning experience at RIT Dubai is focused, concentrating on the conceptual structure and organization of knowledge in the chosen subject — an understanding that is essential to accept and lead technological change in the professions. They also build an educational base for additional learning and for generating new knowledge and insights through research.

   The programs themselves are centered in fields that combine both theoretical knowledge and practical applications, especially those with a proven need in the marketplace. Many programs require a thesis or project, and encourage other avenues for professional experience, such as optional or required cooperative education or an internship. Students often use employers as primary sources for research and special projects. This application approach attracts faculty who value problem-solving skills in students. Whether a thesis, project, or professional portfolio is required of them, our students are encouraged to incorporate both independent study and experiential learning into their programs. Thesis topics often relate directly to situational concerns, rather than theoretical discourse. Graduate students also may assist in undergraduate education, such as in laboratories.

6. **Transfer Credit**
   Refer to section B.2 of Policy 3.1.2 (Credit and Placement Policy) for more information.

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**ACADEMIC RESPONSIBILITY POLICY (POLICY 3.1.7 IN PNP)**

**Purpose**

This policy governs requirements and expectations relative to academic conduct at Rochester Institute of Technology Dubai.

**A. Student Conduct**

Students enrolled at RIT Dubai are expected to maintain high standards of honor both morally and academically. To this end, students are bound by RIT Dubai’s policies, rules and regulations as included in the Student Handbook and other publications, and are also expected to respect the rights and privileges of others.

1. **Expectations for Community Behavior**

   RIT Dubai is a learning community where time, energy and resources are directed toward learning and personal development. Members of the RIT Dubai community:

   - Live and work together to foster their own learning, as well as the learning of others, both in and outside the classroom.

   - Hold themselves and each other to high standards of personal integrity and responsibility. Individual members continually strive to exceed their personal best in academic performance and the development of interpersonal and professional skills and attributes.
• Continually conduct themselves in a manner that reflects thoughtful, civil, and considerate behavior.
• Respect the dignity of all persons and acts to protect and safeguard the well-being and property of others.
• Contribute to the continued advancement and support of the community, personally challenging behavior that is contrary to the welfare of others.
• Create a campus culture that values diversity and discourages bigotry, while striving to learn from individual differences.

2. Academic Conduct

As a university, RIT Dubai is committed to the pursuit of knowledge and the free exchange of ideas. In such an intellectual climate it is fundamentally imperative that all members of this academic community behave in the highest ethical fashion possible in the manner by which they produce, share, and exchange this information. In the case of students, Academic Honesty demands that at all times student work be the work of that individual student, and that any information which a student uses in a work submitted for evaluation be properly documented. Any violation of these basic standards constitutes a breach of Academic Honesty and hence becomes Academic Dishonesty.

Any act of Academic Dishonesty will incur the following possible consequences. After notifying and presenting the student with evidence of such misconduct, the instructor has the full prerogative to assign an “F” for the offense, or to assign an “F” for the entire course. The instructor will inform and, if possible, meet with the student concerning the decision reached on the “F” for the offense, or the “F” for the entire course. A student may be brought before the Academic Conduct Committee of RIT Dubai and may face academic suspension or dismissal from the Institute. A student who receives a grade of F for an act of an alleged academic dishonesty without being brought before the Academic Conduct Committee might have the right to bring his case to the said committee.

Academic Dishonesty falls into three basic categories:

1. Cheating: Cheating is any form of fraudulent or deceptive academic act, including falsifying of data, possessing, providing, or using unapproved materials, sources, or tools for a work submitted for faculty evaluation.

2. Duplicate Submission: Duplicate submission is the submitting of the same or similar work for credit in more than one course without prior approval of the instructors for those same courses.

3. Plagiarism: Plagiarism is the representation of others’ ideas as one’s own without giving proper credit to the original author or authors. Plagiarism occurs when a student copies direct phrases from a text (e.g., books, journals and internet) and does not provide quotation marks or paraphrases or summarizes those ideas without giving credit to the author or authors. In all cases, if such information is not properly and accurately documented with appropriate credit given, then the student is guilty of plagiarism.

Consequences of Academic Dishonesty

Any act of Academic Dishonesty will incur the following possible consequences:

As per RIT Dubai’s academic honesty policy, when academic dishonesty is detected, faculty must determine whether the incident is the first for the student involved. In case of a repeat offense, the case is sent to the Academic Conduct Committee, however if it is the first incident of academic dishonesty, the faculty member determines the consequence and fills a Student Academic Integrity Violation (SAIV) report. If the matter can be resolved with the faculty, then the student signs the SAIV form and the VPPA applies the consequences and inputs the incident in the student’s file. When a case is submitted to the Academic Conduct Committee, the committee is charged with making recommendations to the VPAA who then has final authority over course of action to be taken. In all circumstances, a student has 5 days to appeal to the President.

Figure 1 on the following page depicts RIT Dubai’s process for handling violations of academic integrity.
B. Syllabi and Textbooks
1. A course syllabus and textbooks or an equivalent are required for all courses. Instructors must distribute course syllabi to all enrolled students by the end of the first week of each semester or summer session.

2. Instructors may reserve the right to require every student enrolled in their course to possess textbooks, equipment, supplies, etc. necessary for the implementation of the course.

C. Double Major Policy
The purpose of a double major is to broaden a student’s college education. New York State Education Department degree requirements state that related courses in the major can constitute no fewer than 90 credit hours and liberal arts and sciences requirements constitute no fewer than 90 credit hours for a BS degree. Based on this framework, a double major consists of the major and liberal arts and sciences of one program along with the major courses of a second program. Students may fulfill requirements of each major using the same coursework. Therefore, in order to ensure the integrity of both majors, there must be at least 28 credits of unique and non-overlapping coursework in each major, exclusive of electives. In cases where the majors do not have 28 unique and non-overlapping credit hours, students must take enough additional course credits in either or both majors to meet the 28 credit minimum.

A Double Major differs from a Dual Degree in that the student receives only one diploma with both majors listed on it. Both degree programs of a Double Major must be of the same type (i.e., both BS degrees or both BFA degrees). The double major will be the same type as the two component majors. With a Dual Degree, students receive a diploma from each degree program.

D. Independent Study Policy
Independent study is executed under a specific set of rules with guidance and direction from a sponsoring faculty member. Students earn a predetermined number of credits for independent study. Independent study is guided by the following expectations:
1. Independent study is to be regarded as any other course in matters of registration and grading.

2. Each college of the university must establish the total number of credits that a student may earn through independent study in a given term from that college.

3. Each department must establish the total number of credits that a student may earn through independent study toward degree requirements.

4. Before a student is allowed to take an independent study, a faculty sponsor should carefully consider the past performance of the student in regular courses and other indicators of the student's ability to successfully complete the independent study.

5. In all cases of independent study, after consultation with the sponsoring faculty member, the student will submit a written proposal to the sponsoring faculty member.

6. The department head should determine the application of the course used as an independent study to degree requirements. In most cases, an independent study should be taken as an elective.

7. An independent study must carry a specific number of credits. This number is to be agreed upon between the student and the sponsoring faculty member before the initiation of the independent study.

8. The proposed content of the independent study must be approved by the sponsoring faculty member and other administrators as outlined in the sponsoring college’s guidelines for independent study.

9. There must be a well-defined evaluation of the student's work at the conclusion of the independent study. The sponsoring faculty member, after consultation with the student, may involve one or more other persons (faculty members, outside experts, and in some cases, even senior students) in the final evaluation of the independent study work.

E. Minors Policy

A minor at RIT is a related set of academic courses consisting of no fewer than 15 semester credit hours leading to a formal designation on a student's baccalaureate transcript. The purpose of the minor is both to broaden a student's college education and deepen it in an area outside the student's major program. A minor may be related to and complement a student's major, or it may be in a completely different academic/professional area. It is the responsibility of the academic unit proposing a minor and the unit's curriculum committee to indicate any home programs for which the minor is not a broadening experience. In most cases, minors shall consist of a minimum of two upper division courses to provide reasonable breadth and depth within the minor.

Program Minors are subject to the following Institutional Parameters:

1. Minors may be discipline-based or interdisciplinary

2. Only matriculated students may enroll in a minor

3. At least nine semester credit hours of the minor must consist of courses not required by the student's home program.

4. Students may pursue multiple minors. A minimum of nine semester credit hours must be designated towards each minor; these courses may not be counted towards other minors.

5. The residency requirement for a minor is a minimum of nine semester credit hours consisting of RIT courses (excluding "X" graded courses).

6. Posting of the minor on the student's academic transcript requires a minimum GPA of 2.0 in each of the minor courses.
7. Minors may not be added to the student's academic record after the granting of the bachelor's degree.

F. Financial Obligations
1. All financial obligations to RIT Dubai must be satisfactorily settled before a degree or transcript shall be issued, including but not limited to charges on student accounts such as library dues, tuition fees, housing fees, etc.

2. If required it is the student’s responsibility to be able to show proof that all financial obligations have been met.

G. Change of Major
Program change implies any change in an active student’s program, department or college. All program changes (i.e., college, department and program) will become effective in the first six days of class in a given semester. Changes requested after this time will be effective in the ensuing semester. All changes must finally be processed through the Registrar's Office. The procedures are as follows:

1. Change of Major within a Department
   This type of change will be accomplished by the student in consultation with adviser, with certification by the department and with notification to the Registrar's Office on the Change of Major Application.

2. Change of Major to Another College or Department
   The student initiates the application, in consultation with their advisor, on a "Change of Major Application." With clearance from the "home" department (housing the student’s current program), the request is forwarded to the "new" department (housing the "new" program) with the student's records. The "new" department will inform the “home” department of the decision. If the decision is positive, a reevaluation of transfer credit is conducted, the student’s advisor is notified, and the “new” department retains the student’s records. The Registrar's Office is notified through its copy of the Change of Major Application Form.

POLICY ON EXAMINATION REGULATION (POLICY 3.1.7.1 IN PNP)

Purpose
Members of the RIT Dubai community are expected to maintain high standards of honor, both morally and academically. As such, it is the shared responsibility of faculty and students to maintain the integrity of the educational experience at RIT Dubai. In an effort to implement a process for fair and reasonable evaluation of all students’ academic performance, and maintain the high quality and value of an RIT Dubai education, this policy establishes institutional-level regulations governing the administration of all RIT Dubai examinations.

A. General Examination Guidelines
   - Only one student may be seated at each table or desk. In addition, proctors may move any student to another desk or table in the examination room at any time before or during an examination.
   - It is the responsibility of faculty to provide students with scratch paper if necessary. Students must write their names on all sheets of scratch paper and submit them along with their exams. Any students found taking scratch paper out of the examination room will be in violation of academic integrity policy. (Policy 3.1.7)

B. Prohibited Materials
   Any student caught bringing prohibited materials into an exam will be subject to academic misconduct policies.

Notes and Other Prohibited Materials
1. Students must store their bags either under their seats or at the front of the exam room.
2. Unless otherwise specified on the exam instructions, the following prohibited items must be stored in students’ bags, and bags must be closed:
   a. Books
   b. Writing paper
   c. Notes
   d. Electronic and Smart Devices (including electronic dictionaries)
   e. Any form of stored or recorded information
3. The use of electronic calculators is not permitted in any examination unless specified by the course instructor, in which case students may only use a calculator provided that it is silent and free of text storage and communicational capabilities.

4. Students may not access prohibited materials until they have submitted their exams and left the examination room.

**Mobile Phones, Smart Watches, and Other Electronic Devices**

Students are not permitted to bring electronic and smart devices – including mobile phones, smart watches or tablet devices – into the exam unless they are switched off and placed in their bags.

Any student caught with any accessible electronic device in their immediate possession or presence will be presumed to have committed an act of academic dishonesty and asked to leave the exam, regardless of whether any direct use of such device is witnessed.

**C. Consequences for Violation of Exam Regulations**

A student found committing any act of academic dishonesty or behavior deemed contradictory to RIT Dubai’s student conduct expectations and regulations set forth in this policy, will without exception receive a zero for the exam grade and the incident will be reported and processed per RIT Dubai’s policies relating to violations of academic integrity.

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**POLICY ON REPEATING COURSES (POLICY 3.1.8 IN PNP)**

**Purpose**

This policy governs the stipulations whereby students may repeat courses.

**A. Undergraduate Students**

An undergraduate student may repeat a course to raise a grade. If a student repeats a course, the last grade will stand as final. Courses taken at other institutions may not be considered as repeats. Credit earned by examination/experience may not be used to repeat previous course work.

**B. Graduate Students**

For graduate students, the grades of all courses attempted will count in calculating the program cumulative grade point average. This program cumulative grade point average must average at least 3.00 (“B” average) as a graduation requirement. The dean of the college or his or her designee must approve all applications for graduate courses a student wishes to take a second time.

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**POLICY ON STUDENT RECORDS (POLICY 3.1.9 IN PNP)**

**Purpose**

Given that RIT Dubai is the official custodian of student transcripts, enrollment records, and records of academic standing, this policy has been established to govern the process whereby educational records are released.

**C. Definitions**

A student is defined as any person currently enrolled or who has ever been enrolled in a course at RIT Dubai. No distinction is made between part-time and full-time students. Thus, any person who has ever registered for a course at RIT Dubai has rights concerning access to and confidentiality of their educational records under this policy. Persons who applied for admission but never actually attended RIT Dubai as enrolled students are not covered by this policy.

Educational Records are defined as records, files, documents, and other materials which

1. Contain information directly related to a student
2. Are maintained by RIT Dubai

Several categories of materials are specifically excluded from the definition of an educational record and are not accessible to students. These are:

- Personal notes of faculty and administrators which are not available to any third party except to a substitute instructor (grade books, notes, etc.)
Employment Records

Records of physicians, psychiatrists, psychologists, or any other professionals or paraprofessionals used in the treatment of students are not available to anyone except those persons providing the treatment. These records can, however, be viewed by an outside physician or qualified professional of the student’s choice. Records about attendance (as opposed to content) can be shared with individuals.

D. Access to Educational Records

All students, regardless of age, have a right under this policy of access to and confidentiality of their educational records. The parents (or guardian) of a dependent student have the same rights of access to the records of the student, regardless of the student’s age. The parents (or guardian) of a nondependent student are not permitted access without the student’s written consent. Except in unusual situations, RIT Dubai will not initiate the release of any information or records to parents and expects students to keep their parents informed to whatever degree the individual students and parents deem appropriate.

Students will be permitted full access to review their educational records, as defined above, within forty-five (45) days of their written requests to do so. Departments may charge for the "release" of student records. In most cases the charge is made only for the duplication of records if requested. No charge is made for the viewing of records.

E. Confidentiality of Educational Records

1. Directory Information

Directory information may be released by RIT Dubai. Any student not wishing any one or more items of the below information released must inform the Office of the Registrar to this effect in writing and such information concerning that student will not be released to anyone after receipt of the notice. RIT Dubai cannot be selective. If a student makes a request that information not be released, it will not be released even to someone who is a close friend or family member (except parents of dependent students). Directory information includes:

- Name
- Program
- Local Address
- Home Address
- Local Telephone Number
- Place of Birth
- Dates of Attendance at RIT Dubai
- Degrees and Awards of Honors Received
- Most Recent Previous Educational Institution attended by the Student

2. Release of Restricted Information

In most cases, student educational records are considered restricted information and may be viewed by the individual student to whom they pertain, but will not be released to a third party without written release from the student specifying which records are to be released, and to whom. Copies of transcripts, grade reports, and academic advising reports are included in this category. There are eight circumstances under which the Institute may release educational records without the written consent of the student:

- In compliance with judicial orders or lawful subpoenas, but a good faith attempt will be undertaken to notify the student of such lawful order or subpoena before the records are released.
- To internal RIT Dubai instructors or officials (including in some limited instances student office workers) who have been determined by RIT Dubai to have a legitimate educational interest in the records, and who give assurance that the records will be used in an ethical and professional manner.
- To parents of a dependent student.
- In cases of emergency where information is necessary or will assist in protecting the health or safety of the student or other persons.
- To officials of schools in which a student seeks enrollment or intends to enroll, but the student will be notified of the release, receive a copy of the records if s/he so desires, and have an opportunity for a hearing to challenge the records before they are released.
In connection with a student’s application for or receipt of financial aid.
To authorized federal or state educational authorities in compliance with state or federal laws.
To accrediting agencies and organizations conducting studies relating to testing, student aid programs or improving instruction, provided the records released do not permit personal identification of students or their parents and the information is destroyed when no longer needed for the specific study for which it was released.

Restricted Information Includes:

- Social Security Number or National Identity Number
- Birth date
- Courses Elected
- Schedule of Elected Courses
- Grades or other academic evaluations, i.e., GPA, number of credits earned
- Transcript
- Other information not specified as “Directory Information”

If RIT Dubai intends to release information about a student without the student’s prior consent to someone outside RIT Dubai (other than to the parent or guardian of a dependent student), RIT Dubai will make a good faith attempt to notify the student prior to the release of the record in order to give the student an opportunity to object to the proposed release.

Educational records of a student will not otherwise be released by RIT Dubai without written consent from the student specifying which records are to be released and to whom. A copy of the records released will also be sent to the student upon request, provided they are materials s/he has the right to see under this policy. There are, however, several exceptions contained in this policy.

Access to or release of educational records will be logged. Besides names and dates, this log must also list the specific justifying interest of each person or agency which obtained access to the records. A student has the right to review the log.

Third parties to whom records are released with student consent will be notified in writing by RIT Dubai that any further release of materials from these records without written authorization from the student is prohibited by law.

3. Student Email Addresses
Distribution of email addresses is limited to officials of RIT Dubai for purposes of legitimate university related business.

If RIT Dubai has contracted with an external person or company for appropriate university related business activities, the person or company must verify that there will not be a redistribution or release of email information provided to them by RIT Dubai for any purpose other than that contracted for or without the advance approval of RIT Dubai.

Questions regarding this policy may be directed to the Office of the Registrar.

4. Privileged Information
Students are specifically denied access to two kinds of materials within their educational records under the law:

- Parental financial records provided in conjunction with applications for financial aid.
- Confidential letters of recommendation placed in the educational records of the student for which they have chosen to waive their rights of access. A student, however, will be given upon request a list of all names of persons making recommendations which are contained within his/her educational records.

F. Records Destructions
The Institute may destroy materials contained in a student’s educational records, if not precluded by law, unless a student (or parent of a dependent student) has requested access to the educational records prior to the destruction. Once a legitimate request of access to records has been received, the Institute will not destroy any materials contained within the educational records until such access has been
granted or a determination by RIT Dubai’s legal counsel has been made that access to the records is not required under this policy or the law.

G. **Students Rights to Correct Records and Challenge their Release to Others**

RIT Dubai will not only permit students access to their educational records, but will also respond to reasonable requests for explanations and interpretations of these records. If a student is unable to resolve disputes or concerns over his/her records in an informal manner, s/he will be afforded the opportunity for a hearing to challenge any materials contained within the educational records, to request correction or deletion of any inaccurate, misleading, or inappropriate data contained within the records, and to insert any written explanation concerning the contents of the educational records deemed appropriate by the student (except where involving faculty grades where a formal grade grievance policy is available). Such hearings will be conducted by an administrative official of the department whose records are in question; the hearing officer, however, must not be an administrative official who has a direct interest in the outcome of the hearing.

Such hearings are for the sole purpose of guaranteeing the accuracy of records and could not, for example, be used by a student as an opportunity to challenge a grade given to him, but only to verify that a grade was given and accurately recorded in the records. The student will be informed in writing of the decision reached by the hearing officer. Decisions concerning academic records can be appealed to the Vice President for Academic Affairs. Decisions concerning student discipline, housing, health service, counseling or other records can be appealed to the Vice President for Academic Affairs.

H. **Notification of Policies**

RIT Dubai will inform students on an annual basis of their rights of access to and confidentiality of their educational records, and the policies governing access to and release of information from these files. This information will be published in the schedule of courses and distributed each semester of each academic year.

I. **Location of Records**

RIT Dubai has compiled a complete listing of all departments that maintain records on students, along with the policies governing access to and release of materials from these records. Each department that maintains student files at RIT Dubai has a complete listing of the policies governing the files maintained, including a specific description of the types of records kept, the office where the records are kept, the identity of the person responsible for the records, those persons who have access to the records, the policies governing access to and release of information from the records, the procedures for challenging any materials kept in the records, and the kinds of "Directory Information" that might be released from these records. The following types of records are maintained at RIT Dubai:

1. **Registrar:**
   The Office of the Registrar maintains the official academic records of all students, past or present. These records contain only academic information and are kept in file folders, computer files, and on microfilm. Records consist of all application and admission materials (letters of recommendation, transcripts from previous schools, educational services test scores, etc.), permanent records of courses of study, grades, credits and degrees received at RIT Dubai, and personal data (permanent address, next of kin's address, social security number, date of birth, dates of attendance, current address and telephone number etc.). Students are granted access to these records, except for confidential letters of recommendation. Materials are released upon written request of the student; a fee is charged for preparation and release of an official transcript.

2. **Admissions:**
   The Admissions Office maintains no files on RIT Dubai students. Records on individuals who applied for admission but never enrolled are not accessible to the applicant through RIT Dubai; admission records of enrolled students are transferred to the Registrar's Office upon payment of an admissions deposit.

**UNDECLARED STUDIES PROGRAM POLICY (POLICY 3.1.10 IN PNP)**

**Purpose**
This policy governs the Undeclared Studies Program at RIT Dubai as per the requirements adopted by the University in accordance to UAE Ministry of Higher Education Standards.

**A. Introduction**
The Undeclared Studies Program may be offered by the Department of Academic Affairs for students who do not meet admission criteria to a specific program but demonstrate potential that they will within some allotted time.

Students in Undeclared Studies program are subject to continuous Academic Audit whereby Academic Advisors will guide them to achieve the program criteria.

B. Expectations
Students in the Undeclared Studies program are allotted 24 credits during which time they must successfully achieve Good Standing status.

- Students failing to achieve Good Standing status after the allotted time period are subject to dismissal.
- A student who successfully achieves Good Standing status within the allotted time period is allowed to transfer into a degree program major, subject to internal transfer and admission criteria set by the program.
- It is the student’s responsibility to ensure successful completion of admission criteria required by the desired major. Meeting these criteria however does not guarantee admission or readmission into a program. It is important for students that are admitted to this category to understand the challenge and risk associated with it.
- Thereafter the student’s status is determined on the same basis as that of a student who was admitted in good standing.

SCHOLARSHIP POLICIES (POLICY 3.1.11 IN PNP)

Purpose
The purpose of this policy is to govern the basis whereby scholarship may be allotted to qualifying students.

A. Academic Scholarship
Once accepted, RIT Dubai reviews a student’s files to deem whether he/she qualifies for scholarships. In general, students do let us know if they are in need for scholarships and the admissions department makes note on our “Summary Form” on each applicant’s folder. Once a student’s application is complete and is accepted then the file is sent for review based on the following:

1. Academic Performance – The admissions office reviews each student assuming the students have achieved good academic performance during their high school or bachelor degree depending on the degree they have applied for at RIT Dubai.

   If the student has applied for the Bachelor degree, then RIT Dubai will review the students last 3 years of high school, such as Grade 10, 11 & 12. The subjects typically reviewed are Science subjects, Math, English. Along with this the overall GPA of each year and overall at the end of their high school education are also reviewed.
   
   If the student has applied for the Master’s degree, then RIT Dubai will review the students four year degree by reviewing individual courses and overall grade point average.

When measuring undergraduate academic performance the admission office reviews all curriculums such as British/American.

- British Curriculum:
  To qualify for scholarships, the student is reviewed for his/her O, AS and/or A level grades. The student must have a grade of “B” or above within certain courses depending on the program they have applied to whether it is Engineering, Computing or Business.

- Other Curriculums:
  For Scholarships, we determine if the student applied to a technical program just as Engineering or computing then we review the sciences and math courses. If a student is applying to non-technical such as Marketing or Management then we review the Math,
English, Economics, IT courses completed. Generally RIT, reviews scholarships based on a “B” grade or above.

2. **English Proficiency** – we review if the student has completed their TOEFL or IELTS exam. RIT Dubai requires a TOEFL IBT score of 79 minimum, 550 Paper based or IELTS score of 6.5 to qualify. At times, a student will not meet this requirement, we motivate them to take English courses then retake the exam once again to then be considered for scholarships.

3. We also require an Essay Statement of all students who are applying. The essay statement is generally comprised of 500 words, in which the student has to write on a word document, typed. There are set of topics/questions that are posted on the application for the students to choose from. This helps us gauge the students writing technique and the ability to focus on the topic of the essay.

4. **External Examination** – SAT is another exam that is reviewed. It is not required by international students but it is recommended. If we do get a student that has completed their SAT score, then we review all three parts: Reading, Writing and Math. We like to see an average of 500 or above on each part of the SAT depending on the major they have applied for at RIT Dubai.

5. **Extracurricular Activities/Awards/Reference Letters** – Often students will show awards received multiple activities they have been involved in and reference letters from their professors or high school teachers within their school/university. We do not require these as part of the scholarship review, but if received then we shall add it and keep as additional credentials for review.

6. **Current Academic Review** – we have reviewed current students that are attending RIT Dubai by reviewing their current academic performance once they become a student within RIT Dubai to determine if their scholarship can be increased based on their academic performance during their academics at RIT Dubai. We generally review students that have maintained a GPA of 3.0 or above to be considered for scholarships.

The scholarship primarily weights on the review of the academic performance, TOEFL/IELTS, essay statement, SAT and other documents could play a role in exceeding the scholarship. Once a student received any academic scholarships, the student will need to maintain a grade point average (GPA) of 3.0 or higher to maintain the scholarship. The admissions department reviews all current students from semester to semester.

**B. Work-Study Scholarship**

RIT Dubai students can be awarded additional scholarships such as a “Work Study Scholarship Program”. This type of scholarship is measured, apart from the academic scholarship requirements taking into account their Extra Curricular activities, Awards won in competitions, community work, references from the students high school teachers, “A” level courses depending on grades, in need of financial need, having siblings attending RIT Dubai, showing GPA improvement while studying at RIT Dubai, specific department within RIT Dubai in need of Teaching Assistants to help in the lab, admissions department working as a “Tour Guide” for new students, working in the library or bookstore, etc.

The “Work Study Scholarship” can range in percentage from 5% to 20% maximum. The student is expected to work for that many hours, as the percentage they receive, as part of the work study. For example, if a student receives 5% then he/she is expected to work 5 hours in a given department. The Work Study Scholarship is reviewed and awarded by the scholarship committee which consists of the Admissions Director, Associate Vice President of Academic Affairs, and President.

Once the Work Study Scholarship is awarded, the student must maintain a minimum of a 3.0 GPA throughout the semester. The student’s performance will be reviewed by the admissions department as a GPA report is sent by the Academic Advisors at the end of each semester. In addition, the department in which the student works for must provide a recommendation overview on the student’s work overview. The Work Study Scholarship can be continued to the next semester once the student shows a continuous GPA of 3.0 or above and has good recommendation per the department he/she worked.

The scholarship is reviewed each semester by the Director of Admissions, Vice President of Academic Affairs and the President of RIT Dubai. A particular department can request for RIT Dubai students to work within the department as needed. Students working during the academic calendar from September until
May will get “Work Study” scholarships per their academic performance as measured by the Admissions department.

Students that wish to work over the summer can get paid accordingly at a rate of 15 AED per hour. Once the student is assigned to a particular department, this department then creates a “Time Sheet” and a “Student Contract” to be completed and signed by the department head, the student working and a final signature by the Interim/President, then sent to the finance department for payroll processing.

**FINAL EXAMINATIONS POLICY (POLICY 3.1.12 IN PNP)**

**Purpose**
The purpose of this policy is to stipulate the circumstances and procedures whereby scheduling changes can be requested for Final Examinations.

**A. General Policy**
If the method of student evaluation includes a formal final examination, this exam must be scheduled during exam week as specified in the university calendar. Instructors should make clear in their syllabi whether they are giving a final exam, or if they are planning an appropriate educational activity for the exam week. Instructors will notify their college scheduling officer to include their course in the final examination schedule.

The Registrar's Office will provide the final examination schedule no later than the seventh week of each term, and make it available to the entire RIT community. Instructors may not change the official date and time of the exam. In extraordinary circumstances, instructors may request their department head for a change in time. The department head will work with the college scheduling officer in an attempt to change the time of the exam. The decision of the department head shall be final.

In case of conflict where the student has two finals scheduled at the same time, service course examinations will take precedence over home department examinations. If both examinations are service course examinations, the class with the larger enrollment will have precedence.

In the case of conflict where the student has UAE Army Reserve Training scheduled at the same time as final exams, it is the student’s responsibility to inform the department chair and request a solution, prior to the deadline stated in this policy.

Students have the right (if they wish) not to take three or more final exams in one day. In a case where the student does have three or more finals scheduled on the same day, service course examinations will take precedence over home department course examinations. If two or more of the examinations are in the home department, the department head will resolve the issue. If two or more examinations are service course examinations, the class with the larger enrollment will have precedence over the others.

In all cases by the last day of the 10th week of classes during fall or spring term or in the case of summer term or other sessions less than 16 weeks by the last day of 2/3 of the session, the student should submit a written request for rescheduling to the head of the home department, with a copy to the instructor being asked to provide the rescheduled examination. By the last day of the 12th week of classes the department head will, after consultation with the parties involved, notify the student of the date of the rescheduled examination. The decision of the department head shall be considered to be final. Please note that any rescheduling requests made after the deadline will not be entertained.

If the instructor chooses not to give a formal final examination, it is the expectation that the instructor will treat the exam week as a full component of the academic term. During this exam week, appropriate educational activities should be scheduled, including the opportunity for students to benefit from the instructor's professional counsel.

**FINAL COURSE GRADE DISPUTES (POLICY 3.1.13 IN PNP)**

**Purpose**
The purpose of this policy is to stipulate the circumstances and procedures whereby Final Course Grades may be disputed and amended.
A. Introduction

Policy procedures related to student grade disputes can be informed by the following practices:

- The presumption that the instructor will evaluate a student's work based on individual student merit.
- An instructor's evaluation of student work is authoritative.
- A process exists for students to appeal the perception of unfair academic evaluation.
- The appeal process protects the prerogative of instructors and the rights of students to an appeal.
- The review of a student final course grade dispute should be by the instructor using the procedures delineated henceforth.

B. Final Course Grade Dispute Committee

The Final Course Grade Dispute Committee shall hear cases involving unresolved final course grade disputes. The Final Course Grade Dispute Committee shall consist of three faculty members and may be part of the same pool of instructors who sit on the Academic Conduct Committee. The VPAA will appoint instructors to the ad hoc committee on a case-by-case basis provided that they are not directly or indirectly involved in the specific case. Instructors should recuse themselves based on case involvement or bias and alternates will be appointed. The student bringing the case to the Committee may also provide justification to request an alternate member of the Committee, based on case involvement or bias.

If a final course grade dispute is the result of an alleged breach of academic integrity, the Academic Conduct Committee shall hear the case first. The Final Course Grade Dispute Committee may then be called upon to evaluate whether or not a grade change is warranted.

Should any question arise as to the nature of a dispute or the committee to hear the case, the VPAA shall be consulted for guidance.

C. Procedures for Handling Final Course Grade Disputes

i. Students may appeal a final course grade by following the procedures outlined below:

1. For final course grades, the appeal must be filed by the student with the instructor and copied to the instructor's academic unit head by the end of week four (4) of the next term (excluding summer and intersession) of the final course grade being posted.
2. If a final course grade appeal is not filed by the end of week four (4) of the next term (excluding summer and intersession) following the posting of the final course grade, the original grade stands and no further appeal will be granted.

ii. If a student disputes an instructor's decision regarding a final course grade, the student must submit the dispute to the instructor in writing and then arrange a meeting with the instructor to discuss the issue.

iii. If a meeting between the student and the instructor does not result in a mutual agreement, the student will arrange a meeting with the instructor and the instructor's department chair.

iv. If a meeting between the student, instructor, and instructor's department chair does not result in a mutual agreement, the student will arrange a meeting with those parties and the VPAA to resolve the dispute.

v. If the matter continues to be unresolved, the VPAA, in consultation with the instructor and the student, will convene the Final Course Grade Dispute Committee.

D. Procedures for Handling Final Course Grade Disputes

i. Notification of Hearing Date: Both the student and the instructor will be provided with written notice of the date, place, and time that the case will be heard by the Final Course Grade Dispute Committee at least seven (7) business days prior to the hearing.

ii. Notice of Dispute: The student and instructor will be sent written notice (email is acceptable) of the dispute brought forth by a complaint at least seven (7) business days prior to the scheduled hearing. The notice will include:

1. A description of the dispute.
2. The names of individuals expected to be present at the hearing.
3. A copy of the policy or link to the online version of this policy as well as the university’s grading policy.
iii. **Advocates:** The student will be informed that he or she has a right to bring to the hearing an advocate from among the RIT faculty, staff, or student body who is not a practicing lawyer. Advocates can actively participate in the formal hearing process.

iv. **Lawyers:** Practicing lawyers are not permitted to participate in the Final Grade Dispute process as a representative of the student or the instructor.

v. **Parents/Guardians:** Parents/guardians are not permitted to participate in or be present during the Final Grade Dispute process unless the involved student is under the age of 18. In those instances, the parent/guardian can observe the hearing process and give their son or daughter quiet counsel.

vi. **Hearing Participants:** The designated chair facilitates the hearing process and only participants involved in a particular case may be present (including the VPAA). Other persons who might be present at the hearing include the instructor, and appropriate access services providers if necessary.

vii. **Recording of the hearing:** All final course grade dispute committee hearings are recorded upon request made at the time of filing. Recordings may be audio or video depending on the needs of the participants. Recordings are saved only until the time for appeal has passed.

There shall be a single record of a final course grade dispute committee hearing and this record shall be the property of the university. Students may request to listen to or view a copy of the recording or read a copy of the transcript (if the student is deaf/hard of hearing) by submitting a written request to the VPAA.

viii. All hearings will be conducted in private.

ix. The designated Final Course Grade Dispute Committee chair will inform the participants that the hearing is being recorded.

x. Each grade dispute party will have fifteen (15) minutes to describe their situation and their individual perspectives. The individual filing the grievance will present first.

xi. Time will be allotted for questions from the committee immediately after each party presents.

xii. Each party will have an opportunity for five (5) minutes of closing remarks after the question and answer period.

xiii. The final course grade dispute process is not a court of law and legal rules of evidence and procedure do not apply. The chair of the Final Course Grade Dispute Committee will determine at his or her sole discretion the range of testimony permitted by witnesses and items of information that will be considered based on principles of fundamental relevance and fairness.

xiv. At hearings involving more than one student, the VPAA, at his or her discretion, may permit hearings concerning each student to be conducted separately or simultaneously.

xv. All procedural questions will be decided at the discretion of the Final Course Grade Dispute Committee chair and VPAA and she/he may decide to adjourn the hearing for a reasonable period of time, if warranted.

xvi. If the student fails to appear at the hearing, the Final Course Grade Dispute Committee will review the evidence to support the assigned grade and make a determination based on the evidence.

xvii. Following questions, explanations, discussion, and closing statements, all participants will be dismissed and the Final Course Grade Dispute Committee will deliberate privately.

xviii. At the conclusion of the final course grade dispute hearing, the committee chair will provide written notification of the committee’s recommendation to the instructor, the student, and the student’s Academic Department within seven (7) business days of the hearing.
xix. If the Final Course Grade Dispute Committee, through its inquiries and deliberations, determines that compelling reasons exist to change the grade, it will request that the instructor make the change, providing the instructor with a written explanation of its reasons. If the instructor accepts the written explanation of the committee, he or she will change the grade within fourteen (14) business days. Should the instructor decline, within fourteen (14) business days he or she shall provide a rationale to the VPAA. The VPAA shall inform all parties.

xx. Once the recommendation has been made to the instructor and the instructor has made a decision, the case considered closed and may not be appealed further.

xxi. The instructor is the only one who can change a grade unless extenuating circumstances exist. Such extenuating circumstances may occur when an instructor member is no longer available to participate in a grade dispute hearing or other extreme circumstances as determined by the VPAA, Grade Dispute Committee or the Department Chair. In such cases, the Final Course Grade Dispute Committee, after considering the issue and upon concluding that it would be unjust to allow the original grade to stand, may then recommend to the academic Department Chair that the grade be changed. Within fourteen business days, the academic Department Chair, upon the written recommendation of the Final Course Grade Dispute Committee and with concurrence from the VPAA, shall have the authority to change a grade when the assigning instructor is not available due to extenuating circumstances.

xxii. Upon conclusion of the college hearing, all documentation regarding the hearing will be submitted to the VPAA’s Office of the student’s home department and stored for a period of six years.

UNDERGRADUATE ATTENDANCE POLICY (POLICY 3.1.14 IN PNP)

A. Student Responsibilities
   - It is the responsibility of all students to attend their scheduled classes regularly and punctually in order to promote their progress and to maintain conditions conducive to effective learning.
   - Absences, for whatever reason, do not relieve students of their responsibility for fulfilling normal requirements in any course. In particular, it is the student’s responsibility to make individual arrangements in advance of missing class due to personal obligations such as religious holidays, job interviews, athletic contests, etc., in order that he or she may meet his or her obligations without penalty for missing class.
   - Non-attendance does not constitute an official withdrawal and may result in a failing grade.
   - A student is not required to file excuses for absences unless expected to do so by the instructor.
   - In those sponsored programs which require class attendance of students, it is the student’s responsibility to request weekly verification of attendance. In such programs the faculty are expected to honor such requests.

B. Instructor Responsibilities
   - Instructors are not required to maintain formal attendance records of students in their classes. As cases of serious absences become known, the student’s advisor or department should be notified.
   - Each instructor is required to review their class lists every term and report non-attending students to the Office of the Registrar.
   - In those sponsored programs which require class attendance of students, it is the student’s responsibility to request weekly verification of attendance. In such programs the faculty are expected to honor such requests.
   - Instructors have the right to introduce a limit for the maximum number of absences (30%) after which the faculty reserves the right to fail the student. Instructors, who are exercising this right must take attendance starting from the first day of classes and ending on the last day of classes. Additionally, they have to explicitly mention this policy in the syllabus and communicate it with the students from day one. Moreover, they must issue written warnings if the student absences exceed 20%.

C. Expulsion of Students from Class
   An instructor may expel a student from class for no more than one class session. If the instructor wishes to exclude the student for a longer period, a recommendation must be made in writing to the head of the department in which the course is offered. The written recommendation must include all supporting
information. Appeal of a sustained expulsion for longer than one class session can be made by the student.

ADMISSIONS POLICIES (SUBSECTION 3.3 OF PNP)

UNDERGRADUATE ADMISSIONS POLICY

Purpose
This policy governs undergraduate admission at RIT Dubai as per the requirements adopted by the University in accordance to UAE Ministry of Higher Education Standards.

A. Introduction

RIT Dubai bases its admissions decisions upon the academic qualifications of applicants. RIT Dubai will admit men and women, veterans and persons with disabilities, individuals of any race, creed, religion, color, national or ethnic origin, age, marital status, gender identity, or gender expression in compliance with all appropriate UAE legislation. The standards for admission depend upon the particular program being considered; the underlying principle for acceptance, though, is a demonstration of ability to complete the desired program successfully.

All applications are processed through the Office of Admissions. The applicant's folder will include an RIT Dubai application, previous college or secondary school records, applicable test scores, recommendations (if required) and other documents that may support admission of the candidate. The Admissions Office notifies all applicants of admission or rejection.

If a previously admitted and registered student has become inactive (has not completed a course in two semesters) or has withdrawn from RIT Dubai, Institute policy requires the student to reapply for admission.

RIT Dubai reserves the right, and the applicant acknowledges the University’s right, to deny admission to any student at any time for any reason deemed sufficient.

B. Undergraduate Admission Requirements

The bachelor’s degree programs offered at RIT Dubai are rigorous US university undergraduate degree programs that require a solid academic foundation in college preparatory courses. The programs are taught in English and applicants are required to have basic competency in English language. All students applying for admission must hold or be currently completing a US high school diploma, or equivalent.

While all the programs at RIT Dubai are designed to offer a broad base of academic courses and practical experience, the high school preparation that is expected for each program may differ. For example, a strong background in mathematics and science is expected for engineering programs. Students who do not have the prerequisites for a particular major may be considered for conditional admissions and be required to successfully complete prerequisite courses before acceptance into the major.

There are 3 levels of admission as follows:

1. Full Admission

   Student fully meets standard admission requirements (as indicated below) and is admitted to a bachelor’s degree program at RIT Dubai.

   Requirements for Full Admission:
   
   - High school diploma with 70% or higher GPA in a rigorous college-prep high school program.
   - Official TOEFL score minimum of 550 paper based, 79 IBT, 213 computer based, or IELTS score minimum of 6.5.
   - Well written personal statement of educational objectives.
2. Conditional Admission

Student does not satisfy all required standards for full admission to the degree program, but demonstrates that he/she has the potential to meet these standards within 1 – 2 semesters at RIT Dubai.

Conditions may include but are not limited to:

- Intensive English Courses
- Remedial mathematics or science courses
- Academic advising, tutoring, or support

Requirements for conditional admission:

- High School diploma with 65% or higher GPA in strong high school program that includes some required coursework as listed in #1 above.
- TOEFL score minimum of 520 paper-based, 68 IBT, 190 computer based, or IELTS score minimum of 5.5.
- Acceptable personal statement written by applicant of educational objectives preferred.

3. Undergraduate Transfer Admission

Application for transfer admission is reviewed when received, and a notification letter is normally mailed four to six weeks after the application is completed. A transfer credit evaluation is completed as part of the application process. Transfer credit, is granted by the academic departments for course work that is related to the student’s intended program, if it is completed at an accredited college or university. Transfer students admitted into RIT Dubai are categorized and subject to the conditions as follows:

1. **Good Standing (2.0 Above GPA) and must be eligible to return to their current institution.**

   A student is in good standing if the student’s cumulative GPA is 2.00 or higher on a 4.0 scale. Students in this category have not been suspended or dismissed from their current institution.

   A transfer student admitted in good standing is governed by the policies set forth under Academic Standing and Progress Policy.

2. **Not in Good Standing (2.0 Below GPA) and must be eligible to return to their current institution.**

   Students who are not in good standing (Cumulative GPA of 2.0 or below on a 4.0 scale) and have not been suspended or dismissed from their current institution are permitted to transfer only to a program in a field different from the one from which the student is transferring. As a result, transfer students who are not in good standing at the time of application may be admitted into the Undeclared Studies Program.

   Note: Students who have been dismissed from their current institution may only apply to RIT Dubai as an incoming Freshman student, subject to approval of the admissions committee.

   A transfer student admitted into the Undeclared Studies Program is subject to the policies set forth under the Undeclared Studies Academic Standing and Progress Policy.

*Note: The following guidelines apply to all transfer students:

- Must have TOEFL/IELTS requirements met within one semester.
- Must show high school documents and attestation completed within one semester.
- Must show original transcript for review of transcript.
- Must complete 50% of curriculum at RIT Dubai.
  - Note: 15 of the last 30 credits must be completed at one of the RIT campuses.
- Must show course description matching university courses and curriculum outcome
- Must present proof of Academic Standing at current institution.

*Note: Transfer of Credits
- Credits can only be transferred for courses relevant to the degree that provide equivalent learning outcomes and in which the student earned a grade of C (2.0 on a 4.0 scale) or better.

C. Undergraduate Admissions Procedure

To apply for admission, students submit the following to RIT Dubai:

- Online application form
- Non-refundable AED 200 Application Fee
- High School transcript including course grades and final results
- University transcripts (if applicable)
- Exam scores, if applicable (may include SAT or ACT, O-Levels, A-Levels, or other relevant exam results)
- English language exam results (TOEFL or IELTS)
- 500-word Application Essay

The RIT Dubai admissions process operates on a rolling basis – that is, once an applicant’s file is complete, the Admissions Committee will meet to review the application and notify the applicant of the admissions decision within three weeks.

The admissions process is a personal one and the Admissions Committee reviews each application based on the specific preparation and experiences of each individual student. Students will be considered for admissions based on high school performance, appropriateness of courses for the program of interest, demonstrated motivation and success, and English language proficiency.

GRADUATE ADMISSIONS POLICY

Purpose
This policy governs graduate admission at RIT Dubai as per the requirements adopted by the University in accordance to UAE Ministry of Education – Higher Education Affairs Standards.

A. Introduction
The Rochester Institute of Technology bases its admissions decisions upon the academic qualifications of applicants. RIT Dubai will admit men and women, veterans and persons with disabilities, individuals of any race, creed, religion, color, national or ethnic origin, age, marital status, gender identity, or gender expression in compliance with all appropriate UAE legislation. The standards for admission depend upon the particular program being considered; the underlying principle for acceptance, though, is a demonstration of ability to complete the desired program successfully.

All applications are processed through the Office of Admissions. The applicant’s folder will include an RIT Dubai application, previous college or secondary school records, applicable test scores, recommendations (if required) and other documents that may support admission of the candidate. The Admissions Office notifies all applicants of admission or rejection.

If a previously admitted and registered student has become inactive (has not completed a course in two semesters) or has withdrawn from RIT Dubai, Institute policy requires the student to reapply for admission.
B. Graduate Admission Requirements

1. GPA Requirements
Admission decisions for graduate applicants are made by the department or college offering the program upon receipt of a completed application folder from the Office of Admissions.

The basic entry requirements for graduate degree candidates include the completion of a baccalaureate degree and whatever other evidence of the applicant's potential to complete graduate studies that may be required by the particular college.

2. English Proficiency Requirements (May vary with individual programs)
A TOEFL score of 550 (MBA program admission requires a TOEFL score of 580 or equivalent), IELTS score of 6.5, or the equivalent of another standardized test is required of all students admitted to the graduate program with the following exceptions:

- A native speaker of English who has completed his/her undergraduate education in an English medium institution in a country where English is the official language.

- A student admitted to and graduated from an English medium institution that can provide evidence of acquiring a TOEFL score of 500 or its equivalent upon admission to the undergraduate program.

3. Mature Entry Admissions
RIT Dubai may admit mature students that do not meet the CGPA requirement but has at least five (5) years lap since the baccalaureate degree was obtained, provided he/she meets the English proficiency requirements and has worked in his field of specialty.

4. Graduate Transfer Admission
A student seeking Graduate transfer admissions must have a GPA of 3.0 and above to be considered for admission.

*Note: The following guidelines apply to all Graduate transfer students:

- Must have TOEFL/IELTS requirements met within one semester.

- Only 2 Graduate Credits can be transferred into RIT Dubai

- TOEFL/IELTS requirements must have been met.

- Properly attested transcript of Bachelor Degree coursework must be submitted.

- Course Description matching RIT curriculum outcome must be submitted.

5. Readmission of Graduate Student
Readmission of Graduate Students is stipulated by the following guidelines.

- Students who leave a program with a GPA of 3.0 or better (in good standing) and return to that program within two years of the time their last course was completed will be readmitted to that program upon reapplication.

- Students who leave a program with a GPA of 3.0 or better and return to that program more than two years after the last course was completed must meet current admission standards upon reapplication. The program of study shall be subject to review and will be rewritten. Previous waiver and/or transfer credit may be lost, and program deficiencies may need to be made up.

- Students who leave a program with a GPA below 3.0 must meet current admission standards upon reapplication. Readmission is based on all information, including previous graduate level work. Program requirements in effect at the time of reapplication apply. Previous waiver and/or transfer credit may be lost, and program deficiencies may need to be made up.

- Each department has the responsibility, upon a student’s readmission, of determining which previous courses, if any, are applicable toward the degree.
In all cases, students must complete the program within seven years of the date of the oldest course counted toward their program. This does not apply to prerequisites, Bridge Program courses in Computer Science, or similar requirements in other departments.

**RIT DUBAI HONOR CODE (POLICY 5.1.1 IN PNP)**

**Purpose**

Integrity and strong moral character are valued and expected within and outside of the RIT Dubai community. This policy sets forth the honor code governing the RIT Dubai community.

**A. Honor Code**

As members of the RIT Dubai campus community, including students, trustees, faculty, staff, and administrators, we will:

- Demonstrate civility, respect, decency and sensitivity towards our fellow members of the RIT Dubai community, and recognize that all individuals at this university are part of the larger RIT Dubai family, and as such are entitled to that support and mutual respect which they deserve.
- Conduct ourselves with the highest standards of moral and ethical behavior. Such behavior includes taking responsibility for our own personal choices, decisions and academic and professional work.
- Affirm through the daily demonstration of these ideals that RIT Dubai is a university devoted to the pursuit of knowledge and a free exchange of ideas in an open and respectful climate.

The following policies that are included in this document are part of the RIT Dubai Honor Code:

- Expectations for Community Behavior
- Policy Prohibiting Discrimination and Harassment

The Honor Code encompasses other RIT Dubai policies and procedures which can be found in the PnP and include:

- Diversity Statement
- Code of Conduct for Computer and Network Use (PnP Section 6: Information Technology)
- Academic Honesty Policy (PnP Section 5: Student Affairs)
- Student Conduct Policy (PnP Section 5: Student Affairs)

**STUDENT GRIEVANCE POLICY (POLICY 5.1.2 IN PNP)**

**Purpose**

The purpose of this policy is to determine the basis and process of student grievances.

**A. Grievances to the Institute Grievances Board**

The Institute Grievances Board will hear cases derived from decisions made by RIT Dubai officials or employees (normally such cases involve student grievances stemming from other than academic or disciplinary decisions). A faculty member may also Grievance academic cases which were initially decided upon by an Academic Conduct Committee. Decisions rendered by the designated Student Conduct Officer resulting in a sanction of Disciplinary Probation can be submitted for administrative review to the Vice President for Academic Affairs (VPAA).

Each representative group (Academic Council, Staff Council and Student Government) shall appoint at least two (2) members to serve on the pool of the Institute Grievances Board. From this membership pool, individuals will be selected to serve on Institute Grievances Board hearings. Members will serve on the Board for two-year terms ending June 30, with the opportunity for renewal of their term. Members of the Institute Grievances Board who do not fully serve their term will be replaced by the representative group that initially selected them, completing the term.

The Institute Grievances Board consists of four (4) voting members, including one (1) student, and three (3) faculty, administrators or staff members. The Chair of the Institute Grievances Board will be appointed by the Vice President for Academic Affairs.
The decision rendered by the Vice President for Academic Affairs is final. Decisions rendered by the Institute Grievances Board involving academic violations can be Grieved by the faculty or student involved to the Provost.

B. Grounds for Grievance

Except as required to explain the basis of new evidence, a Grievance shall be limited to a review of the record of the initial decision and/or hearing and supporting documents only for one or more of the following grounds or purposes:

1. To determine whether the decision making process and/or hearing was conducted fairly in light of the charges and evidence presented and was in conformity with the RIT Dubai Student Conduct Process.

2. To determine whether the decision reached was based on substantial evidence, that is, relevant evidence that a reasonable mind would accept as adequate to support the conclusion.

3. To determine whether the sanction imposed was appropriate for the violation which the student was found to have committed.

4. To consider new evidence which was not brought out in the original hearing and which is sufficient for a reasonable person to alter the decision.

5. To determine whether the deciding administrator or hearing body was biased or otherwise not able to consider the case objectively.

C. Grievance Procedure

A Grievance must be filed in writing in the Office of the Vice President for Academic Affairs within seven (7) business days of the mailing of the decision notice. The Grievance must state which ground(s) set forth in B. Above is the basis for the Grievance and the evidence or reasons supporting this position.

The accused student has the right to be assisted by an advocate from among the RIT Dubai faculty or staff, other than a person trained as a lawyer.

The student filing the Grievance and his/her advocate, will appear in front of the Institute Grievances Board and present the grounds for the Grievance. The student will generally be given a time limit of twenty (20) minutes for this presentation.

The designated official who made the original jurisdiction decision will then respond to the Grievance and give the rationale for the decision and sanction determined.

After discussing the Grievance, the Institute Grievances Board may make the following recommendations:

1. For Non-academic Grievances: The Institute Grievances Board can recommend to the President one of the following disciplinary decisions:
   - Uphold the original decision or modify the decision rendered.
   - Request an appearance of any individual involved in the case and postpone making a recommendation until that person meets with the Institute Grievances Board.
   - Remand the case to the designated Student Conduct Officer for a hearing.

2. For Academic Grievances: The Institute Grievances Board can recommend that the Vice President of Academic Affairs grant or deny the Grievance.

In Grievances granted involving academic matters, the Institute Grievances Board will either refer the case to the Vice President for Academic Affairs with recommendations for resolving any process. Furthermore, in academic Grievances the Institute Grievances Board will not make substantive judgments regarding the academic issues in question.
Grievances are conducted in private. Admission of any person to the Grievance shall be at the discretion of the Chair of the Institute Grievances Board.

Upon reviewing the recommendation of the Institute Grievances Board, the Vice President for Academic Affairs or the President, will make the decision based solely upon the written Grievance, the recording of the original hearing and the Grievance hearing, the record, and the submitted written material unless he or she determines, in his or her sole discretion, to hear oral statements by or ask questions of those involved.

The original determination will be reviewed only on the grounds set forth in B above.

The Institute Grievances Board may not recommend, nor can the Vice President for Academic Affairs, or the President, in a case where the accused student has grieved, impose additional or harsher sanctions.

The student will receive in writing the final decision from the Vice President for Academic and Student Affairs, or the President, within seven (7) business days of the Grievance hearing.

D. Records
Access to the records of student disciplinary or student grievance cases is governed by the RIT Dubai Student Records Policy. If the student requests that the hearing be public, this request will be deemed a waiver of the student’s rights to have the records in the case remain confidential. Student Conduct records normally will be destroyed five (5) years after the last conduct violation, unless the student was expelled from the Institute or the designated Student Conduct Officer determines that the interest of RIT Dubai or the greater RIT Dubai community requires retention. Expulsions, dismissals and disciplinary suspensions are reflected on a student’s transcript for the period of time until the sanction and all conditions have been fulfilled.

The Assistant to the Vice President for Academic Affairs will report semiannually to the Vice President for Academic Affairs on the outcomes and sanctions of all disciplinary cases. The Assistant to the Vice President for Academic Affairs will report to the entire Institute community annually concerning the outcomes and sanctions of disciplinary cases, without information that could identify particular students.
Administrative Policies

Refers to:
Section 6 & Section 7
of RIT Dubai’s
Policies & Procedures Manual
ADMINISTRATIVE POLICIES

STUDENT ACCOUNTS RECEIVABLE POLICY (POLICY 4.3 IN PNP)

Purpose
The purpose of this policy is to govern the processes of Students Accounts as they relate to student billing and accounts receivables.

A. Overview
The function of Student Accounts Receivable encompasses all activities coinciding with student billing & accounts receivables. The intersection of various departments in the university facilitate effective student billing and accounts receivable activities. The Student Services Department, IT Department & the Library are at the intersection of this critical income function of the university.

B. Student Billing
A master roster enlists all the students enrolled at RIT Dubai. The Admissions office maintains this roster. Based on the master roster and the Academic report for the semester, students are billed for their tuition according to their choice of payment plan and scholarship. The finance department issues the invoices of students as per instructions from the Academic Affairs, Student Services, IT Department & the Library. It is the responsibility of each department to provide the Finance Department with dues of each student within the respective department. The Finance Department entails the complete list of dues based on the payment plan and bills students accordingly. The student invoices are sent periodically via e-mail as per payment plans of students by the Finance Department personnel. Any changes in the Billing are to be based on the consultation & confirmation of the respective department where the charges originated from.

C. Accounting for Funds Received
The Finance departments are responsible for receivables and regular follow up with students having outstanding dues. Student Accounts which have significant dues for more than 90 days after the beginning of the semester, in spite of regular e-mail and telephonic follow up will have administrative action taken against the student on a case-by-case basis. The administrative action includes in certain cases, blocking the student account until clearance of dues.

Doubtful accounts are reviewed periodically in order to assess their collectability and written off on a case-by-case basis.

D. Tuition and Fee Charges
Tuition charges are assessed based on the payment plan option elected by the student. Once consent on the payment plan is obtained, the students are billed accordingly with consideration of their scholarship amount if any.

E. Refund Policies
Full Refund
The acceptable reasons for withdrawal with full refund during the semester are:

1. Academic reasons: Students sometimes register before grades for the previous semester are available. If such a student later finds that he or she is subject to academic suspension or has failed to meet prerequisites, the student will be given a full refund upon withdrawal.

2. Part-time students: If part-time students drop a course during the official drop/add period (first six days of classes in any semester), they will be given full refund for the course dropped.

Full-time students must officially withdraw from all courses or take a leave of absence in order to be eligible for a partial tuition refund. Students must complete a leave of absence or withdrawal form, which can be initiated with their academic department. A partial refund will be made during a semester if withdrawal/leave of absence is necessitated for one of the following reasons:

1. Illness, certified by the attending physician, causing excessive absence from classes
2. Withdrawal for academic or disciplinary reasons at the request of RIT Dubai during a semester
3. Transfer by employer, making class attendance impossible
4. Withdrawal for academic, disciplinary or personal reasons at the request of the student,
   Approved by the student’s advisor and department.

**Partial Refund Schedule for Tuition**
Partial refunds will be made according to the following withdrawal schedule and percentage of tuition reduction for the classes taught based on 15 week semester:

1. During official drop/add period (first six days of classes)—100% tuition reduction.
2. From the end of the official drop/add period through the end of the second week of classes—70% tuition reduction.
3. During the third week of classes—60% tuition reduction.
4. During the fourth week of classes—50% tuition reduction.
5. During the fifth week of classes—25% tuition reduction.
6. Sixth and subsequent weeks—no tuition reduction.

**Note:** Nonattendance does not constitute an official withdrawal.

A student is not “officially withdrawn” until he or she receives a copy of the withdrawal form. The date on which a withdrawal form is properly completed will be the date of official withdrawal, used to determine the refundable amount.

No refund will be made for classes dropped after the official drop/add period unless the student is officially withdrawing from the university. Advance deposits are not refundable.

**F. Student Accounts Receivable Personnel**
The student accounts receivable personnel is responsible for various duties that involve student invoicing and collection of tuition and other receivables. The employee’s job duties include:

1. Obtain the choice of payment plan from respective students and also the list of students using student services that are to be charged for.
2. Prepare the payment plan of each individual with relevant contact details and payment options.
3. Determine the credit or/and debit items that are to be included in a payment plan according to the inputs from different departments.
4. Keep a soft copy as well as a hard copy of the form in the students file.
5. The student payment plans double as invoices which are sent via e-mail to students stating the amount due for the concerned period including previous dues if any.
6. Receive & record payments towards tuition or other services in respective payment plans.
7. If receipts are to be cancelled for any reason whatsoever, the original receipt is attached to the copy in the receipt book and the reason for cancellation is to be mentioned.
8. Regular e-mail & telephonic follow up on outstanding student accounts.

**LIBRARY POLICIES (POLICY 7.1 IN PNP)**

**Purpose**
The library at RIT Dubai provides patrons with materials, services and facilities for study and research purposes. This policy is intended to ensure that the integrity of library service is maintained by governing the conditions for access and use of materials and facilities, in addition to the penalties for violation.
Introduction to Library

RIT Dubai students have access to over 125,000 electronic books, 50,000 electronic journals and 250 databases from our main campus library in Rochester, New York. This is in addition to an onsite collection of 3,000 volumes.

The RIT Dubai library is staffed with a professional librarian and student assistants and is open approximately 60 hours per week to serve the information needs of students and faculty. A variety of study spaces exist within the library including group study rooms, large open tables, private carrels, and comfortable chairs.

When items are needed beyond what our collection holds, we can borrow materials from other libraries via Interlibrary Loan. This service is called IDS Express. Dubai students needing print materials from the collection in Rochester can obtain them via PDF (where appropriate) or via courier delivery from Rochester.

The library provides access to citation management software, librarian-created subject and course specific guides, an assignment calculator, Interlibrary Loan service, and much more.

It is the primary responsibility of the RIT Dubai Libraries to provide collections to directly support the curricular needs of Rochester Institute of Technology's career-oriented undergraduate programs. The research needs of the RIT community are served through a combination of on-site collections, electronic resources (indexes and full-text), interlibrary loan and document delivery services, including ConnectNY.

Collection development policies of the RIT Dubai Library follow those of our main library in Rochester, NY. We do not collect course textbooks. These materials are the responsibility of the student to acquire. We strive to support the curricular needs of each class taught beyond that of the course textbook.

General Description of the RIT Libraries Collection and Its Use

The subject scope of the RIT Libraries collection is broad. The collection is developed in support of the current and anticipated instructional, research and service programs of the individual colleges at RIT. The functional core areas coincide with the curriculum taught on campus or at a distance as well as general interest areas such as sports, travel, career and resume resources. The collection primarily supports undergraduate and master’s level courses (student research, faculty teaching needs) and faculty. Administrative staff also frequently draws upon the resources of the collection.

RIT Libraries Mission Statement and Goals

1. Vision
   RIT Dubai Libraries will be seen as an acknowledged resource on applying innovation in developing cultural collections and customer connections.

2. Mission
   - As an active partner in quality education, focusing on curricular support and enrichment of the academic experience, RIT Libraries will offer quality services to meet our community's needs by:
     - Providing current technologies to access onsite collections and global networks.
     - Delivering innovative instruction and responsive help services.
     - Maintaining a welcoming environment that is comfortable, secure and accessible for our community.

3. Goals
   - **Building Improvement** - Repurpose and improve the library facility to meet Academic Affairs
   - **Customize Services** - Provide customized library services that match the unique information needs of our constituencies.
   - **Assessment** - Develop assessment tools to measure library service outcomes.

Circulation Policies

**General Policies**

- All library material must be properly checked out prior to leaving the library.
All faculty, staff and students must present a valid RIT Dubai ID to check out library materials. There is no limit to the number of items you can check out.

By borrowing library material that is shared by the entire RIT community, you are responsible for:

- Returning or renewing items by their due date.
- Promptly notifying the Circulation Desk of delay/loss of books.
- Providing full payment of fines and fees owed.

## Loan Periods

### Regular Books/Items

<table>
<thead>
<tr>
<th>Loan Period</th>
<th>Renewal Limit Per Item</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undergraduate</td>
<td>3 Weeks</td>
</tr>
<tr>
<td>Graduate</td>
<td>10 Weeks</td>
</tr>
<tr>
<td>Faculty/Staff</td>
<td>End of Academic Year</td>
</tr>
</tbody>
</table>

### Reserve Books/Items

<table>
<thead>
<tr>
<th>Loan Period</th>
<th>Renewal Limit Per Item</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undergraduate</td>
<td>2 hours / 1 day</td>
</tr>
<tr>
<td>Graduate</td>
<td>2 hours / 1 day</td>
</tr>
<tr>
<td>Faculty/Staff</td>
<td>2 hours / 1 day</td>
</tr>
</tbody>
</table>

Items on reserve may be loaned out for either:

- 2 hours: For use within the library premises only.
- 1 day: Checked out and due the next working day.

The loan period for reserve items are specific to that particular item, i.e. a 2 hour reserve item may not be loaned out for 1 day and vice versa.

Reference books are for use within library premises. Students/Faculty may check out a reference book under certain circumstances ONLY after approval from the librarian.

## COMPUTER LAB POLICY (POLICY 6.8 IN PNP)

### Purpose

This policy is intended to ensure that the integrity of computer labs is maintained by governing the conditions for access and use of materials and facilities, in addition to the penalties for violation.

### A. Rules and Regulations for the Usage of Computer Labs

1. This lab may be used only by members of the RIT Dubai University community, including current students, staff, and faculty. If you wish to use a computer, but you are not a member of the RIT Dubai University community, please ask the Help Desk for assistance.

2. Please carry your RIT Dubai ID card with you while using the lab. You may be asked to present it at any time, and if you don’t have it with you, you may be asked to leave the lab.

3. You must have a valid RIT Dubai network account in order to use lab computers. You must have your student or employee ID (username & password) in order to do this.

4. You may not share your username or password with another user, and you may not use your network account to log another person into a lab computer, even if that person is a trusted friend or family member. To do is a violation of the university's policy on Acceptable Use of the Campus Computing Facilities and Network, which you agreed to abide by when you created your network account.

5. Academic work by current RIT Dubai students takes precedence over all other uses of the lab, including but not limited to non-academic games, chatting, email, or web surfing. A user engaged in
non-academic activity may be asked to give up his/her computer to allow another user to carry out legitimate academic work.

6. Equipment is first come, first served, and cannot be reserved. Please do not attempt to reserve a computer by leaving your belongings around it. If a station is left unattended for 15 minutes or more, RIT Dubai staff may log you out of the computer, move your belongings, and another user may have access to the computer.

7. Please do not leave your personal belongings unattended. RIT Dubai staffs are not responsible for lost, stolen, or moved items. It is your responsibility to keep your own property safe and secure.

8. Lost & Found items are stored for a short period of time at the Front Desk.

9. You may not install software on lab computers, including but not limited to games, ICQ or instant messengers, media players, etc. If you need a specific piece of software for academic purposes, please talk to a staff at the IT Support to find out the appropriate procedure for having it installed.

10. Please do not reconfigure computers, personalize desktops, or alter another user's files. Please do not move computers or tamper with their cables. If you have a legitimate reason for wanting to alter a computer station, please ask a staff member at the Help Desk to find out the appropriate procedure.

11. Use of the computer facilities should not hamper or interfere with the ability of other students to do academic work. Activities to be avoided include but are not limited to excessive computer volume, loud conversation or laughter, use of offensive language, viewing of offensive or explicit imagery, cell phone calls, and other disruptive behavior.

12. Be courteous to your fellow lab patrons by turning off your pager or cell phone ringer, and by taking all personal conversations and/or cell phone calls outside the lab.

13. Please do not print multiple copies using lab printers. A photocopier is available in the printing area.

14. Please do not put special paper into the paper trays of the lab printers. The wrong paper can cause printer problems. If you would like to print on special paper, please ask a staff member at the Front Desk for assistance.

15. Keep our computer lab clean! Please dispose of your own trash, and pack out any items that you brought in.

16. Food and drink are not permitted in the lab. Items can be stored at the Help Desk until you leave the lab.

17. Absolutely no alcohol, tobacco or other drugs allowed in the lab.

18. Children under 10 years of age are not permitted in the lab without adult supervision.

19. Viewing of pornography or other sexually explicit materials in the lab is not appropriate.

**NETWORKING LAB POLICY (POLICY 6.9 IN PNP)**

**Purpose**

This policy is intended to ensure that the integrity of the Networking Lab is maintained by governing the conditions for access and use of materials and facilities, in addition to the penalties for violation.

**A. Rules and Regulations for the Usage of Networking Lab**

1. Covered drink containers only are allowed in the labs.

2. No food is allowed in the labs.

3. Cell phones must be turned to vibrate and any calls must be taken outside the lab.

4. Equipment taken from the cage must be returned that day.

5. Students must have an RIT ID to borrow equipment (additional driver license required for laptops) and will be kept until equipment is returned.
6. Workstations may be reserved for 30 minutes while a meal break is taken during open lab hours. After that time, the workstation may be re-imaged.

7. Students will be required to leave the labs 30 minutes before a lab is scheduled to allow for lab preparation.

In addition, no electronic device usage is permitted during the practical examinations. Any student using those devices (that includes ringing cell phones and/or accessing phones, PDA’s, USB drives, calculators and such) during examinations will receive a zero grade for that activity, and possible course failure may result. You may be asked to leave these devices with your instructor during any visits to the restrooms during exams.

B. Lab Working Hours
The Labs are open throughout the week, during times when lab class sections are not scheduled. Schedules are posted on the Web at www.netsyslab.nssa.rit.edu as well as outside the lab doors. Equipment that you need can be checked out of the cage, as long as you have your R.I.T. ID (and possibly your driver’s license) with you. You must be registered in the netlab database before checking anything out. The lab assistants will help you get registered.

The exceptions to the open hours schedule include the end of the quarters and break weeks. At these times, the lab is closed. Additionally, during practical examination weeks the lab open hours schedule is significantly reduced. During the weeks in which practical exams are given, modifications to the lab schedule will be posted outside the lab doors.

HEALTH & SAFETY POLICIES (POLICY 7.3 IN PNP)

Purpose
RIT Dubai is committed to providing a safe and healthy work environment for all employees, students and visitors. It is our objective to work to:

- Maintain, as a minimum standard, compliance with all relevant statutes, regulations and standards of regulatory authorities representing occupational health and safety.
- Ensure that every person in RIT Dubai integrates safety and accident prevention practices into their daily activities, and that they are an integral part of planning, operations and activities.
- Promote safe working practices and awareness through training, education and the implementation of general safety policies and workplace-specific procedures.

A. Procedures and Regulations
1. Safety manuals are continuously updated and made available and accessible to all those who need them.

2. Adequate resources need to be allocated and made available to continuously implement appropriate health and safety measures.

3. RIT Dubai and DSO safety officers support, monitor and evaluate safety performance, and recommend measures to bring about improvement.

4. RIT Dubai and DSO safety officers ensure that all incidents/accidents are reported and investigated, and take action to prevent a recurrence where it is within their authority and in accordance with the incident/accident reporting procedure.

5. Safety orientation and training should be scheduled for all faculty and staff and students.

6. Contractors and suppliers and others providing a service for RIT Dubai shall, as part of their contracts, agree to comply with all relevant health and safety regulations and procedures as directed by RIT Dubai and DSO.

7. In the first lab class, students will be introduced to the safety of that lab. They should be introduced to the safety procedures that apply to the work being done; determine the potential hazards (e.g.,
physical and electrical) and appropriate safety precautions before beginning any new operation. Safety instructions should be given to students concerning the needed of the following topics:

- Laboratory design and safety
- Safety items available in the lab.
- Personal protection wears
- Compressed gases
- Introduction to fire
- Fire extinguishers- types and uses.
- Location of fire alarms and fire extinguishers outside the labs.
- Fire drill
- Mechanical and electrical hazards
- Emergency safety plan

In the subsequent laboratory session students will take a safety quiz. It will be comprehensive quiz. The students need to pass the safety quiz with minimum requirements of 75%. Otherwise the students need to repeat the quiz. The student will not be allowed to perform any experiment if he/she is not passing the requirements of the safety quiz.

8. Non-compliance with safety procedure and regulations will result in suspension from the laboratory.

9. All safety signs and equipment (fire extinguisher, goggles, first aid kits etc.) in the laboratories and RIT Dubai building have to be placed in visible places.

10. Clear Exit signs should be placed and checked regularly

11. The Emergency Phone Numbers should be made available to all faculties, staff and in all labs. These would include:
   - RIT Dubai and DSO Safety Officer
   - Security Service
   - DSO Clinic
   - Ambulance
   - Medical Team (after office hours
   - Dubai Fire Department

12. In case of emergencies a first aid clinic at the Dubai Silicon Oasis Headquarter is made available for. Mr. Alan is the first aid person to contact in case of an emergency.

13. This policy will be reviewed at intervals not greater than 3 years, and whenever there is a change of circumstances that may affect the health and safety of employees.

B. Possession of weapons/ firearms/ dangerous instruments on campus

Scope: Applies to all students, employees, and visitors to the university.

Policy: It is a violation of RIT Dubai policy to possess any weapon, firearm, or other dangerous instrument, on the premises owned or controlled by RIT Dubai.

Procedure:
Any supervisor or employee observing another individual in violation of this policy should immediately report the incident to Dubai Silicon Oasis (DSO) Security.

- DSO Security will assume responsibility for a thorough investigation of the incident.
- A report of the incident will be forwarded to the Director of Human Resources by the Director of DSO Security
- The Director of Human Resources will seek legal counsel and will render a decision regarding the status of the employee.

C. Smoking on campus

Scope: Applies to all students, employees, and visitors to the university.

Policy: Consistent with public health regulations of U.A.E, smoking or carrying of lighted cigars, cigarettes, pipes, or any other form of smoking object is prohibited in any indoor area at RIT Dubai, including but not limited
to classrooms, offices, laboratories, dining facilities, lunch rooms, vending areas, break rooms, vestibules, and loading docks. Furthermore, smoking is prohibited in all areas of the buildings which house classroom facilities.

**Enforcement:**
Complaints about compliance on Smoking should be reported to the supervisor of the area where the violation has occurred. It is the supervisor’s responsibility to rectify the situation in accordance with the public health regulations and keep written documentation regarding actions taken. Questions or assistance on interpretation of the policy should be directed to the Department of Human Resources.

**D. Health Service Requirements**
RIT Dubai policy requires that all students studying at RIT Dubai carry medical insurance at all times. Insurance may be obtained through RIT Dubai, or through family or personal policies. This policy was identified as a means to protect a family’s investment should unexpected medical issues arise.

Who needs Insurance?
- Full-time, degree-seeking undergraduates are required to possess health insurance comparable to the University sponsored plan.
- International undergraduates or students on RIT Dubai VISA will be automatically enrolled in the University-sponsored plan

If students want to voluntarily enroll in the University-sponsored program they may do so with the annual charge appearing on their university billing statement.

For students who already possess insurance or are sponsored by their parents RIT Dubai makes it mandatory to collects students’ health insurance information. Students who do not provide their insurance information or take no action as per the deadline date will be automatically enrolled in and billed for the University sponsored plan.

For cancellation after the billing date a premium amount will be deducted.

**STUDENT PUBLICATION POLICY (POLICY 5.2.1 IN PNP)**

**Policy**
Freedom of expression is importance to any academic community, as it is to a society. The right to know and the right to criticize, is fundamentally important in a free society and are basic to a free academia. As an essential preparation for the future citizens, students must learn to exercise their rights to freedom of speech and freedom of the press. RIT Dubai recognizes that students get the greatest educational benefit from scholastic journalism when they have the responsibility to exercise their rights in accord with the ethical and legal standards of professional journalists. It is RIT Dubai policy that student journalists have the right to determine the content of student media to every extent possible, in line with this policy.

**Publications:**
1. The Editors of all publications have primary responsibility for the news and editorial content of their publications.
2. Any sort of personal bias or interests must not influence the placement, writing, style or length of topics/stories.
3. Students may not publish material that is false facts that do cause harm to an individual’s or a business’s reputation in the community. If the article/news is on a public figure/official as defined below, then the university officials have the right to intervene.
   a. A public official is a person who has been elected or appointed to a public office and exercises a significant amount of state/federal authority.
   b. A public figure is a person who draws the public’s attention or is well known because of personal achievements or actions.
c. All university employees are considered public figures or public officials concerning their university-related activities.

4. Students may not publish material that is not suitable or offensive to minors. A person under the age of 18 is considered a minor. Publications are considered obscene to minors if they meet three of the requirements:

   a. The publication describes in a patently offensive way sexual conduct;
   b. The average person, finds that the material that was published when taken as a whole appeals to a minor’s prurient interest in sex;
   c. The work as a whole lacks any value.

*Note: Indecent or vulgar language is not obscene*

5. Students may not publish material that will disrupt university activities in any way.

   a. Disruption can be defined as student vandalism, protesting, or student participation in a university boycott, walkout or other related action. Materials that are racial, religious or ethnic slurs, however distasteful, are not by themselves held to be disruptive. Any kind of threats of violence, or a belief and expectation that the author of the threat has the capability and intent of carrying through on that threat, in a manner that does not allow actions other than suppression of speech to mitigate the threat. Material that stimulates heated discussion or debate does not constitute disruption.
   
   b. Mere undifferentiated fear of disturbance or disruption is not enough; university officials must be able to show substantial facts that reasonably support a forecast of likely or actual disruption.
   
   c. In determining disruption, context as well as content must be considered including past experiences in the university with similar material or with supervising students, current events influencing student attitudes and behavior, or other instances of actual or threatened disruption prior to or concurrently with distribution of the publication in question.
   
   d. University officials must protect advocates of unpopular viewpoints.
   
   e. University activities that include, but are not limited to, class work, gatherings, scheduled lunch periods, contests, concerts and plays.

Protected Speech:

University-sponsored Publication

   1. University officials may not ban or punish student expression solely because it is controversial, takes an extreme or minority opinion, is distasteful, unpopular or unpleasant, relates to sexual issues, contains the occasional use of indecent, vulgar words, endorses a candidate for student or public office, advocate illegal conduct(without proving such speech is directed toward and will actually cause imminent illegal action), or criticizes policies, practices of teachers, university officials, the university itself or any public officials. However sensitivity to the UAE culture, values and by-laws are to be strictly respected and adhered to.

   2. University officials cannot cut funding to university-sponsored media because of disagreement over student editorial policy.

Non-University-sponsored Publication*

   1. Any non-university-sponsored student publications and students who produce them are entitled to the protections as university-sponsored media under this policy. University officials may not ban the distribution of non-university-sponsored student media on university grounds, or create regulations that interfere with its effective distribution. However sensitivity to the UAE culture, values and by-laws are to be strictly respected. University officials may regulate the place, time, and method of distribution.

   2. Posting flyers or notices require permissions to be granted by the student services office before they can be put up on university bulletin boards.
3. Students who distribute material described under “Unprotected Speech” in this policy may be subject to reasonable discipline after distribution at university has occurred.

4. Media independently produced or obtained and distributed by students off university grounds and without university resources cannot be regulated or protected by this policy. The university will not be responsible for legal costs incurred by non-university publications.

5. These provisions shall not be used as protection for any student expression in violation of state values, by laws or other existing university policy prohibiting harassment or bullying, hate speech, or other illegal discriminatory expression.

*Any RIT Dubai student or student group wishing to initiate a single or serial publication under the auspices of RIT Dubai and intended for general distribution and/or faculty members (promotional brochures, programs, newsletters, open letters and petitions accepted) must seek permission from the Student Services for recognition and acceptance. If the name of RIT Dubai, either by use or implication, appears as a sponsor of a student publication, the publication must obtain approval and adhere to the policies above.
Appendix A

The Dubai Code of Conduct

As published by
The Executive Council
Government of Dubai
The Dubai Code of Conduct

The aim of this document:

This guide aims at setting the standards for social ethics and mutual respect that shall be followed by all of Dubai's citizens, residents and visitors in respect of the Emirate's culture, religion and habits.
Traditional:

Dubai's culture is rooted in Arabic and Islamic tradition

Dubai is built on foundations that are rich in history and tradition. Dubai is a forward-looking society that is equally bound to its culture and heritage. Its religion is Islam, the timeless values of which lie at the heart of Dubai's living heritage, providing strength and inspiration that touch all aspects of everyday life. Dubai holds the family as the most important institution in society and the cornerstone of societal life.

Dubai is a city that is proud and rich in its tradition, with its remarkable combination of the traditional values of the East, in terms of modesty, and the technologies of the West, in terms of development.

Dubai is keen on protecting and promoting its traditions as conveyed by Islam, as well as its Arab identity and culture. This makes Dubai a traditional and socially conservative yet progressive, open and tolerant city.

Tolerant:

Dubai has always been renowned for its tolerant outlook

Dubai has built a reputation for being open to new ideas and ways of doing things. This has enabled Dubai to become a global centre for innovation, tourism and business.

Living and working in an environment of open-mindedness and tolerance has encouraged many to have the confidence to discover their true calling in life, knowing that they will be supported and nurtured in their endeavours. This has enriched life in Dubai, just as Dubai's spirit of freedom has enriched the lives of so many individuals.

From a business point of view, the reason why so many international companies have chosen to invest in Dubai is again Dubai's pragmatic, open attitude. Thousands of companies have flourished in the Emirate's free zones and commercial centres operating to global standards of governance and efficiency.

In line with Islam's tradition of tolerance and openness, freedom of faith and practice is a reality in Dubai. This has allowed other belief systems to flourish in Dubai, a demonstration of Dubai's respect for diversity.
Sophisticated:

Dubai is a city with style and charisma

Dubai has successfully fused sophistication with charm. It has redefined the meaning of luxury with its stunning hotels, award-winning restaurants and its position as an international shopping destination.

Dubai provides an open environment where talented professionals can build their careers and entrepreneurs can create exciting opportunities on the back of world-class infrastructure and continuous government-led innovation. Tourists and residents alike can experience the finest service, state-of-the-art technology and exquisite luxury.

Dubai has also brought the meaning of sophistication to life by attracting worldwide media attention and high society, in addition to an ever-expanding list of sophisticated and stylish cultural, social, economic and sports events.

Energetic:

Dubai has an aura of vitality and a get-up-and-go spirit

Visitors are struck by the ingrained optimism and spirit of adventure and innovation that permeates through all layers of the community. To a holidaymaker, a business traveler or a resident, Dubai is a place where there is always something exciting to see and do.

This energy gives people from around the world the opportunity to make their ambitions a reality. Many artists, entrepreneurs and engineers come to Dubai to seek inspiration and new ways of looking at things.

They are also attracted by Dubai’s unique entrepreneurial spirit. Since the days of the pearl diving industry, Dubai has been a place of successful trade. Traders have therefore learnt to be skilful and shrewd, to anticipate global changes and use them to their local advantage. This can-do spirit is an important driving force that filters through the ‘open for business’ culture.
Embracing:

Dubai aims to bring together the best in people

Dubai's success is based on the vision and commitment of its leadership, the generosity and aspirations of its people and the contribution of many people from different parts of the world, many of whom have chosen to make Dubai their permanent home. This creates a blend of many cultures that coexist peacefully.

With over 150 nationalities, Dubai is a rich melting pot that provides opportunities for people to meet, discuss ideas, innovate and forge new business relationships. Dubai's streets and shopping malls are alive with numerous languages, customs and cultures.

Dubai also brings together tradition and modernity, as the past, present and future live harmoniously together, each drawing strength from the other. As such, Dubai is an international symbol of how different cultures can achieve mutual enrichment through sharing their ideas and experiences.

Therefore respect for one another's values and cultures is intrinsic to Dubai's residents who assimilate courteously into the community by adopting a spirit of tolerance.

Generous:

Dubai's doors are open to everyone

Hospitality is central to the soul of Arabian culture and is deep rooted in Arabia's history. In the past, desert travellers yearned for areas inhabited by Arabs, because the Arabs' hospitality meant that the travellers could eat and stay with their hosts for as long as they chose to. Hospitality in the desert started as a custom, and has now grown into a social grace.

Dubai has always looked outwards towards the wider world. It has welcomed traders and visitors with tolerance and compassion. In turn, it has adopted an approach to foreign affairs that is compatible with its own identity.
Visionary:

Dubai has always looked towards the future

Dubai has always played a pioneering role in encouraging its people to excel in an environment where the impossible is possible. The wisdom and perseverance of Dubai's leadership and people have transformed what was once a small fishing community into a world-class commercial capital at the heart of the Arabian Gulf.

An early example of Dubai's visionary heritage can be drawn in the 1950s from the late Sheikh Rashid bin Saeed Al Maktoum. He recognized then that Dubai's future was firmly linked to trade from overseas and that careful development of its ports would be central to its long-term success.

Today, evidence of this vision can be seen in every aspect of the Emirate's development, from embracing the latest technology, to multi-billion dollar investments in infrastructure, government services and security.

Proud:

Dignity is a cornerstone of Dubai's culture

Based on the philosophy of respecting oneself before expecting others to respect you, Dubai has always encouraged its residents to behave in a humble and courteous manner. Therefore, in every part of life, whether it is the clothes people wear, the way they talk or their general behaviour in public, self-respect is vital.

As the Gulf region and Dubai are borne out of a tribal society, the behaviour of one's friends and companions can also reflect on the way a person's dignity and self-respect are seen by others. It is therefore equally important to treat others outside this circle in a way that honours their sense of dignity and respect. Speaking calmly and courteously to others, behaving in a serious and controlled manner in public places, and always honouring your word, are important examples of demonstrating this respect for others.

It is entrenched in Arabian tradition, passed down from generation to generation, that every human being must be treated with dignity. Dubai's culture and laws are all designed to ensure that the dignity and self-respect of everyone are upheld to the highest standards, regardless of where people come from.
1. Social Ethics:

Dubai is characterised by the interaction of a large number of cultures and nationalities. However, the culture, customs and traditions of the United Arab Emirates and its people shall be respected by adopting courtesy and moderation and avoiding all types of improper behavior in the Emirate.

1.1. The symbols of the state:

It is the duty of every citizen, resident and visitor to show respect for the symbols of the United Arab Emirates' rulers, flag and national emblem. The abuse of any of those symbols is a crime punishable by law.

1.2. Decency:

An official business or business casual dress code shall be adopted by all visitors of Dubai's official government buildings as well as business buildings and office towers. Access to Dubai's official and business buildings may be denied if dress code is considered inappropriate.

In all other public places such as streets, shopping malls and restaurants, shorts and skirts shall be of appropriate length. Moreover, clothing shall not indecently expose parts of the body, be transparent, or display obscene or offensive pictures and slogans.

1.3. Beaches:

Beachgoers — men and women — shall wear conservative swimwear that is acceptable to Dubai's culture. Swimwear shall not be worn outside the beach, as decent dress is the rule in the rest of the city. Nudity is strictly forbidden in every part of the city and is liable to be punished by imprisonment or deportation.

1.4. Public displays of affection:

Displays of affection among couples — whether married or not — in public places does not fit the local customs and culture. Holding hands for a married couple is tolerated but kissing and petting are considered an offence to public decency.

Public displays of affection, as well as sexual harassment or randomly addressing women in public places is liable to be punished by imprisonment or deportation.
1.5. Dancing and music:

Loud music and dancing are forbidden in public places like parks, beaches or residential areas and must be restricted to licensed venues only.

1.6. Public facilities:

Public facilities (i.e. public parks, benches, bus stops, etc.) shall be kept in good conditions. Concerned authorities must be informed of any damages.
2. Substance abuse:

The consumption of alcohol as well as any other drug or psychotropic substance is strictly prohibited in Islam and is punishable by law. Due to the large diversity of cultures and nationalities present in Dubai, alcohol consumption is closely regulated.

2.1. Drugs:

Holding, consuming, buying or selling any kind of drug – in any quantity – as well as being tested positive to any drug by the authorities in the UAE is considered a crime.

2.2. Alcohol consumption:

Alcohol consumption shall be confined to designated areas (i.e. licensed restaurants and venues that serve alcohol to their clients). Being caught under the effect of alcohol outside these places (even in light doses) can lead to a fine or incarceration.

2.3. Driving and alcohol:

The UAE has adopted a zero-tolerance policy in terms of driving under the effect of alcohol. Being caught driving with even the smallest dose of alcohol can lead to a fine, incarceration or deportation.

2.4. Purchasing alcohol:

Buying and selling alcohol is controlled by very strict laws. Alcohol is exclusively sold by specialised licensed stores. It can only be bought by holders of an alcohol-purchasing license (this license is only attainable by non-Muslims). Buyers shall respect the local culture by carrying their alcohol in paper bags such that it cannot be seen.

2.5. Smoking:

Smoking is not allowed in government facilities, offices, malls and shops. Smoking outside designated areas is subject to fine.

2.6. Prescriptions for some medicines:

Some medicines containing psychotropic substances are forbidden in the UAE. Their holders must carry a prescription from a UAE-licensed medical doctor. Visitors shall verify that their medicines are allowed in the UAE before entering the country.
3. Driving safely:

Traffic on Dubai roads is increasingly becoming a major issue for commuters. Following simple security and courtesy rules can make the roads safer and more user-friendly. All road users shall demonstrate respect and consideration for one another.

3.1. Speeding:

Speed limits are clearly signposted and must be respected in order to ensure the general safety of all road users. Car racing is extremely dangerous and shall be avoided. Driving below speed on fast lane is also dangerous.

Most of Dubai roads are monitored by radars and fines are high.

3.2. Tailgating and lane discipline:

Driving fast behind other cars and flashing headlights at them as well as jumping from lane to lane and overtaking are dangerous practices that can lead to fines.

3.3. Safety belt:

Drivers and passengers must wear their safety belt. Not buckling up is subject to fine. Children shall be seated in the backseat.

3.4. Mobile phone:

The use of a mobile phone whilst driving is illegal. Phones must be turned off before starting the car or unless a hands-free kit or headset is available.

3.5. Police, fire trucks and ambulances:

When sirens are heard, drivers shall give way as soon as possible.

3.6. Accidents:

Drivers may not stop or reduce speed to look at a traffic accident out of curiosity, which can lead to traffic obstruction. In case of involvement in a light accident, drivers shall clear the way to avoid danger and traffic obstruction.
3.7. Parking:

Drivers shall park their cars considerately in designated areas only and must avoid parking on special needs parking spaces.

3.8. Pedestrians:

Drivers shall stop for pedestrians and respect their rights at pedestrian crossings. On the other hand, pedestrians must use the designated zebra crossings when crossing the road.

3.9. Bicycles and motorbikes:

Motorbike drivers shall carry a special driving license, wear their helmet and remain on car routes. They shall avoid speeding and reckless driving.

Cycling is considered a healthy and green way to circulate. Nevertheless, for their own safety, cyclists must commit to cycling paths. Not committing to cycling paths is subject to fine.

3.10. Weather conditions:

Drivers should be aware of the occurrence of abnormal weather conditions such as thick logs and sand storms and avoid high speeds.
4. Mutual respect:

Personal freedoms in Dubai are guaranteed to all. However, freedom stops when it endangers people's lives, health, security or liberty. Moreover, the exercise of these freedoms shall be governed by the laws of the UAE.

Islam does not differentiate between nationalities and races. Therefore, respect for cultural differences and equal treatment of people regardless of their origins is the base of the community of Dubai where security and peace prevail.

4.1. Insults:

Swearing, profanities, insults and all kinds of vulgar language are strictly forbidden in Dubai and are legally reprehensible in case of complaint. All kinds of aggressive or offensive gestures are considered a public offence and are subjected to fines or imprisonment.

4.2. Queuing:

Queuing patiently for one's turn to be served rather than pushing in ahead of others is common courtesy. Queues must be respected patiently and not jumped over. Priority shall be given to the elderly, people with special needs and pregnant women.

4.3. Loudness:

Basic rules of courtesy impose on people to respect public places' calm and quietness by avoiding loud conversations or answering their phones where it might disturb others, e.g. in movie theatres, conference rooms, quiet shops and restaurants, hospitals, etc.

4.4. Rumours:

Spreading false news, statements or rumours and malicious propaganda that disturb public security and harm public interest are serious crimes punishable by law.

4.5. Photography:

Photos of people – and especially photos of women and families – in public places shall not be taken without their permission. Taking photos of people is a sensitive issue in Dubai's local culture.
4.6. Begging and street vendors:

Begging is forbidden in all parts of Dubai. Selling any kind of goods or services without a license from the competent authorities is illegal.
5. Environment:

In the global context of climate change, it is everybody’s duty to try their best to protect environment, reducing waste and saving resources.

5.1. Resource consumption:

Considering the desert surrounding cities in the UAE and the lack of natural fresh water sources it is crucial to conserve water and avoid abusing this precious resource. It is also crucial to save energy by avoiding keeping air conditioning or other electrical appliances on when not in use.

5.2. Reducing waste:

Whenever possible, waste should be reduced through recycling. Green behaviour and the use of recycled products is encouraged.

5.3. Respect for nature:

Preservation of the marine environment: All practices that threaten the marine environment or the safety of marine life through any type of pollution are prohibited. Fishing is only allowed with a license from the competent authorities.

Preservation of the desert environment: Hunting all kinds of wild animals or birds or threatening wildlife and biodiversity is prohibited. Camping in the desert is only allowed with a license from the competent authorities.

Throwing waste and causing pollution to the desert or marine environments is subject to fine.

5.4. Pet management:

Pet owners are responsible for fixing any damage caused by their animals. They are also responsible for cleaning up any remnants their animals leave on the pavements or any other public place. Dogs are forbidden in parks and beaches; they must remain on leash in public places.

5.5. Littering and spitting:

Spitting in public and littering waste or cigarette butts in public areas are considered an offence and are subjected to fines.
6. Respect for religion:

In line with Islam’s great tradition of tolerance and openness, religious values are widely respected in the UAE. Therefore, committing blasphemy or sacrilege against any religion is considered deeply offensive. Islam being the official religion of the UAE, some simple rules shall be followed in order to show respect and avoid misunderstandings.

6.1. Prayer time:

Muslims pray five times a day. Each prayer is announced from the mosques by a call to prayer. When the call to prayer is heard, music shall be turned off in all public places and cars, and Muslims shall be allowed to perform their prayer duty.

6.2. Ramadan:

During the month of Ramadan, Muslims fast from dawn to sunset. Throughout this month, eating, drinking or smoking in public spaces during daylight is considered a public offence and is punishable by law.

6.3. Religious activities and celebrations:

Any type of religious activity – Islamic or not – is forbidden without a licence from the competent authorities.
Appendices

Appendix I: Offence and penalty table:

<table>
<thead>
<tr>
<th>Offence</th>
<th>Penalty</th>
</tr>
</thead>
<tbody>
<tr>
<td>Public display of affection</td>
<td>Warning or fine (in case of severe breach can lead to jail and/or deportation)</td>
</tr>
<tr>
<td>Alcohol consumption outside designated areas</td>
<td>Fine or jail</td>
</tr>
<tr>
<td>Buying alcohol without an alcohol licence</td>
<td>Fine or jail</td>
</tr>
<tr>
<td>Drive under the effect of alcohol or any other drug</td>
<td>Fine, jail and/or deportation – car confiscation</td>
</tr>
<tr>
<td>Drug consumption or possession</td>
<td>Fine, jail and deportation</td>
</tr>
<tr>
<td>Lack of respect for Islam's customs and symbols</td>
<td>Fine, jail and deportation</td>
</tr>
<tr>
<td>Lack of respect for other religions' customs and symbols</td>
<td>Fine or jail</td>
</tr>
<tr>
<td>Vulgar language</td>
<td>Fine or jail</td>
</tr>
<tr>
<td>Littering and spitting</td>
<td>Warning or fine</td>
</tr>
<tr>
<td>Pet fouling public areas</td>
<td>Warning or fine</td>
</tr>
<tr>
<td>Damaging public facilities</td>
<td>Fine</td>
</tr>
<tr>
<td>Respect for environment</td>
<td>Warning or fine (cf Federal Law No 24/1999 on the protection and development of environment)</td>
</tr>
</tbody>
</table>