American University in Kosovo

UNDERGRADUATE
Academic Bulletin
2010-2011

LIVING DOCUMENT STATEMENT

The American University in Kosovo (AUK) is a young, evolving, institution of higher education. As both the University and the student body grow, changes will naturally occur to policy and procedures to better serve the changing needs of the AUK community.

Since the content of this document is dynamic, updates will be shown at the time of change on the online version during the course of the normal academic year. Updates to the printed version of this document will be made only at the annual update and reprinting.

For information on the most recent policies and procedures, please refer to the online version of this document at: http://www.aukonline.org/bulletin.php. In cases of conflict between the information contained in the printed version of this document and its online equivalent, the information in the online version will take precedence over that in the paper Bulletin.

Because the Rochester Institute of Technology (RIT) administers the academic program for AUK, the controlling policies and procedures on all academic issues are those of RIT. This Bulletin is based on those academic policies, but may present them in an abbreviated form. For clarification, please check the original source on the RIT web site at: http://www.rit.edu/upub/pdfs/Undergrad_Bulletin.pdf.

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About this Bulletin

The academic programs, course curricula, policies, and standards described in the *Undergraduate Academic Bulletin* are in effect for students admitted to AUK within the 2010-2011 academic year. The purpose of this bulletin is to provide students with a comprehensive source of information to use in planning their undergraduate education.

The AUK *Undergraduate Academic Bulletin* does not constitute a contract between the university and its students on either a collective or individual basis. It represents AUK's best academic, social, and financial planning at the time of publication. Course and curriculum changes; modification of tuition, fees, or other charges; plus unforeseen changes in other aspects of AUK sometimes occur after the bulletin has been printed, but before the changes can be incorporated in a later edition. Thus, the American University in Kosovo does not assume a contractual obligation with its students for the contents of this *Undergraduate Academic Bulletin*.

Accreditation

The RIT undergraduate program at AUK is accredited by the Middle States Commission on Higher Education through our partnership with the Rochester Institute of Technology.

For more information concerning undergraduate study at AUK, contact:

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www.aukonline.org/admissions.php

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AUK 2010 - 2011 Academic Calendar

The administration reserves the right to make alterations to this calendar at its discretion. All alterations will be communicated to the AUK community in a timely manner by means of the AUK website. In particular, holiday dates may be subject to change.

FALL QUARTER (20101)

Date:	Event:	Closures
Aug. 11–Sep. 6	Fall Registration	
Saturday, September 4	New Student orientation	
Monday, September 6	Classes begin	
Thursday, 9 September	Eid-Al-Fitr - Bajram	AUK closed
Friday, 10 September	Bajram make-up course (follow a Thursday schedule)	
Sunday, 12 September	Last date to ADD/DROP courses	
Friday, October 8	Dean's List reception for Spring 2009/3 students	
Friday, October 29	Last date to withdraw with a "W" grade	
Friday, November 12	Last day of classes	
Monday, November 15 – Friday, November 19	Final exams week	
Sunday, November 21– Sunday, November 28	Fall break	

WINTER QUARTER (20102)

Date:	Event:	Closures
Oct. 19–Nov. 29	Winter Registration	
Monday, November 29	Classes begin	
Sunday, December 5	Last date to ADD/DROP courses	
Friday, December 17	Last day of classes before Winter Break	
Sunday, December 19 - Sunday, January 2, 2010	Winter break	RIT / AUK (limited hours)
Monday, January 3	Classes resume	
Friday, January 14	Dean's List reception for Fall (evening event)	
Friday, February 4	Last date to withdraw with a "W" grade	
Thursday, 17 February	The Independence Day of Republic of Kosovo	AUK closed
Friday, February 18	Make-up course (follow a Thursday schedule)	

Monday, February 21 – Friday, February 25	Final exams week	
Sunday , February 27–Sunday, March 6	Spring break	

SPRING QUARTER (20103)

Date:	Event:	Closures
Jan. 25–Mar. 7	Spring Registration	
Monday, March 7	Classes begin	
Sunday, March 13	Last date to ADD/DROP courses	
Friday, April 1	Dean's List reception for Winter	
Monday, April 4	Easter Monday	AUK closed
Friday, April 8	Easter Make-up courses	
Saturday, April 9	Constitution Day of Republic of Kosovo	AUK closed
Friday, April 29	Last date to withdraw with a "W" grade	
Friday, May 13	Last day of classes	
Monday, May 16 –Friday, May 20	Final exams week	
Friday, May 20 –Saturday, May 21	RIT Commencement	
Sunday, May 22 –Sunday, June 5	Summer break	
Thursday, 26 May	AUK, Evening Commencement	
Monday, May 30	US-Memorial Day	RIT closed

SUMMER QUARTER (20104)

Note. A limited range of intensive and or full-term courses will be offered during the summer quarter based on student demand and the availability of faculty.

Date:	Event:	Closures
Monday, June 6	Classes begin	
Sunday, June 12	Last date to ADD/DROP courses	
Monday, July 4	US-Independence Day	RIT, AUK closed
Friday, July 8	Make up classes (follow a Monday schedule)	
Friday, July 29	Last date to withdraw with a "W" grade	
Friday, August 12	Last day of classes	
Monday, August 15 - Thursday, August 18	Final exams week	

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1 Admissions/Undergraduate Program

1.1 Undergraduate Admission

Prospective students should contact the **American University in Kosovo** Undergraduate Admissions Office at +381 (038) 680 680 or www.aukonline.org/admissions.php for detailed information about procedures, requirements, costs, scholarships and financial aid, and requirements.

1.2 Transfer Admission

Students of other colleges and universities who wish to transfer to AUK should contact the **American University in Kosovo** Undergraduate Admissions Office at +381 (038) 680 680 or www.aukonline.org/admissions.php for information.

1.3 Transfer Credits

For both AUK students who wish to apply course credit earned outside of AUK toward their degree, and for new students who are transferring from another college or university, the existing policies and procedures for transfer credit are established and governed by the RIT Office of Admissions. Consideration will be given if the credit being considered for transfer is from:

- An accredited college or university located outside of the Balkans region

- A regional institution that is associated with an accredited college or university located outside of the Balkans region

For additional details on the existing policies and procedures for transfer credit established by the RIT Office of Admissions, see: http://www.rit.edu/transfer.html

Students who wish to transfer course credit from an accredited college or university located in or near the Balkans region (such as the University of Prishtina or the University of Tirana) should be aware that several restrictions apply regarding the number and type of credits that can be transferred and applied toward degrees offered through AUK:

- A maximum of 28 credits can be transferred and applied toward the completion of the degree. Usually, only general education course credits will be accepted. (General education courses are those that are not professional in nature, but contribute to the intellectual growth of the student.)

- No credit for English language courses will be accepted.

- Course credits that AUK deems to be professional in nature will be accepted on a case-by-case basis. These include, but are not limited to, courses in areas such as information technology, business management, and public policy. In general, only entry level professional course credits will be considered.

- No course credits will be transferred from a regional non-accredited institution.

To make inquiries or receive clarification on the credit transfer policy, please contact Academic Services.

1.4 Graduation Requirements

To earn any degree from AUK, 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 degrees. In general, students should expect to satisfy the following requirements before they can graduate from AUK:

Completion of Academic Curricula

I. 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 AUK.

II. The curriculum in effect at the time of admission into a program will normally be the curriculum that must be completed in order to graduate. Occasionally, with departmental approval, course substitutions and other minor curricular modifications may occur.

Grade Point Average Standard

I. Successful candidates for an undergraduate degree must have a program cumulative grade point average of at least 2.0.

II. Graduation honors are conferred bachelor's degree recipients who achieve a 3.40 or higher program cumulative GPA.

1.5   Registration and Course Actions

1.5.1   Course Registration

To be officially registered at AUK, a student must be academically eligible, have been properly enrolled in a course, and have made the appropriate financial commitment. The registration process is simple and can be accomplished on-line from any computer. Announcements are made for the proper time during which your particular class year (Freshman, Sophomore, Junior, or Senior) is permitted to register for the next quarter. Freshmen are given their course schedule for the first academic quarter.

Please be advised that AUK reserves the right to alter any of its courses or to cancel a class due to low registration at any time.

For some classes, AUK may restrict enrollment to particular groups of students (for example, students in specific year groups or students who have already satisfied course prerequisites).

IN ORDER TO REGISTER FOR FIVE CLASSES:

- Students who would like to register for a fifth class must meet with their advisor at least ONE WEEK prior to the registration period. Students who fail to do so will not be able to take a fifth course.
- Students who have a GPA of 3.2 or less CAN NOT register for five courses in one quarter.

Most courses have restrictions regarding class size and availability of professors. Some electives may not be open every quarter. Students are strongly encouraged to seek out academic advice and plan their academic careers carefully.

1.5.2 Directions for Online Registration

Use this URL to access the RIT Student Information System webpage,
https://infocenter.rit.edu/

1. Click on **Student Info System** in the top left box on the screen

Students

SIS and related services require the use of an RIT Computer Account, University Id, and/or PIN.

- Student Info System

- Tiger Tracks Degree Audit
- Unmet Needs
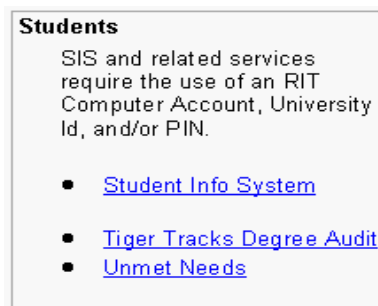
2. A new box will appear and you need to enter your RIT DCE username and password;

    Note: If you're using the SIS for the first time, it will ask you for your date of birth

3. On the next screen, enter your RIT UID (example XXX 00 XXXX) without the dashes;

4. On the next screen, enter your 6-number PIN. (If this is your first time accessing SIS, you will be asked to choose a PIN and then be required to re-enter your PIN.);

5. On the next screen, select the first option, Register for Classes:

Register for Classes
Academic Information
Financial Information
Address Information
Housing Selection Information
Miscellaneous
Financial Aid Information

6. Using the lower-half of the screen, Add a Class, use Method 1 to register for your courses by entering the course and section number and clicking the box <Add a new course>. If you make a mistake after adding a course, you can drop it by selecting it and then clicking the box <Drop class>

1.5.3 Add/Drop

There are two methods for changing your schedule after you register. Both methods have specific time restrictions.

Add/Drop:

Add/Drop is available in the first five working days of the quarter. During this five-day period, you can change your schedule by either adding or dropping a class. No record of this appears on your transcript. However, you must obtain the signature/approval of the professor teaching any class that is closed and you wish to add.

Add/Drop forms are available in Academic Services.

REMEMBER

- Not attending a class does not constitute an official drop. You could end up getting a failing grade for a course you did not think you were in!

- Attending a class does not mean you are officially registered for it unless you have successfully completed the online registration and submitted the required form if necessary.

Before you drop one course in order to take a different course, be sure that you have obtained permission from the professor whose course you wish to join. There may not be room in that course section and your schedule may prohibit you from taking a different section. Also, make sure there are no conflicts with any other courses you have already registered for.

1.6 Repeating Courses

An undergraduate student may repeat a course to raise the grade. If you repeat a course, the last grade earned will replace the previous one. The previous class will remain on your permanent record, but instead of a grade, the notation "retaken" will appear. Only the grade of the last course taken will be used in the computation of the GPA. 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.

Students must have permission from Student Services in order to retake a class. In

addition, you must obtain and submit the appropriate form from Student Services; otherwise, you may receive *BOTH* grades, with the lower one negatively affecting your grade point average.

Students, who have been certified with a degree, cannot retake courses.

1.7 Withdrawal from Courses

A student may withdraw from a course up to the end of the eighth week of the quarter. A grade of "W" will be assigned and this "W" will be retained on the student's permanent academic record. [For policies about withdrawal from the university and tuition refunds, look in this bulletin under the section, **Financial Information- Refund Policy**.]

1.7.1 Impact of Multiple Withdrawals

- Starting Fall Quarter 2010, students can withdraw from courses at any time before the 8th week of class. Please refer to the Withdrawal and Refund Policy for additional information.
- All withdrawals are marked W on student academic transcripts.
- An accumulation of Ws can have a negative effect on your acceptance into graduate programs.
- Consult your advisor and instructor before withdrawing from courses.

1.7.2 Impact on Withdrawals on Scholarships and Financial Aid

Starting in the academic quarter of 20083, the following conditions apply to all students who receive any form of scholarship, financial aid, or tuition reduction assistance directly from the American University in Kosovo, (AUK). The following conditions do not apply to any form of scholarship or aid award received from a third party institution or private individual.

- If at any point during a student's enrollment at AUK, the student accrues one (1) "W" on the official RIT transcript as a result of withdrawing from a course, the student's scholarship or aid award will remain unaffected. Furthermore, the student will remain eligible to apply for any future aid programs offered by AUK.

- If at any point during a student's enrollment at AUK the student accrues two (2) "Ws" on his or her official RIT transcript as a result of withdrawing from multiple courses, the student's scholarship or aid award will be decreased by exactly half the original amount awarded for the remainder of the student's

enrollment at AUK. Furthermore, the student will forfeit his or her eligibility to apply for any future aid programs offered by AUK. However, if the student is the recipient of a multi-year scholarship award, the student will continue to receive funding (reduced by half) as stipulated in the original award for subsequent years.

- If at any point during a student's enrollment at AUK the student accrues three (3) "Ws" on his or her official RIT transcript as a result of withdrawing from multiple courses, the student's scholarship or aid award will be terminated and he or she will no longer receive any financial support from AUK. Furthermore, the student will forfeit his or her eligibility to apply for any future aid programs offered by AUK.

1.7.3 Leave of Absence

A student who is having serious problems (whether medical, family, or employment) to the extent that it interferes with his or her ability to function as a student may request a Leave of Absence. An official Institute Withdrawal or Leave of Absence Form must be submitted to Academic Services. Documentation may be required to support the claim and the decision will be made by the Director of Academic Affairs, in consultation with Academic Services. Under certain conditions, some partial refund of tuition may be available. (See Financial Information in this Bulletin)

1.7.4 University-Initiated Medical Leave

In some cases, AUK may place a student on Medical Leave. Such a University-initiated Medical Leave will be used only in circumstances where a student is deemed unable to function successfully at AUK as a result of medical, psychological, or related personal situations and is unable or unwilling to request a Leave of Absence. The Medical Leave is intended to provide students with time to resolve their circumstances in a satisfactory manner without seriously undermining their ability to successfully complete their academic programs and without compromising the safety and welfare of the AUK community.

A Medical Leave can be granted for no more than five (5) consecutive quarters (eight (8) for part-time students) including summer. If the conditions are not achieved or complied with in this time period, the student will have to reapply for admission in accordance with the Institute's readmission procedures. In some extraordinary cases, stipulated conditions may be attached to the Medical Leave that would extend the period of the leave beyond five/eight quarters. University-Initiated Medical Leave will be imposed by the Director of Academic Affairs (or his/her designee) only after appropriate discussion with the necessary AUK parties and discussion with the student and in appropriate circumstances- the student's family.

1.8 The Grading System

AUK uses a single-letter grading system. All grades are determined and issued by the faculty in accordance with the particular standards of each course. Individual professors will inform you of any deviations from this system for specific courses. Instructors have the responsibility of stating in their syllabus the standards and grading practices of each course.

AUK uses the A - F letter grade system for grades along with a quarterly and a cumulative GPA (grade point average). Letter grades generally correspond to the following Grade Points:

A = 4 Grade Points (Excellent)
B = 3 Grade Points (Good)
C = 2 Grade Points (Satisfactory)
D = 1 Grade Points (Minimum Passing)
F = 0 Grade Points (Failure)
I = Incomplete
W = Withdrawn

"I" grades are considered "temporary" and will revert to a grade of "F" unless changed by the professor within a quarter.

Here is an example of a quarterly GPA calculation:

Course Name	Credit Hours	Grade	Points	Total points
Math/ Business	4	B	3	12
Marketing	4	C	2	8
Computers	2	B	3	6
English	4	C	2	8
TOTALS			**14**	**34**

Quarter GPA = (total points / total credits) = 34/14 = 2.43

Grade Percentages
The RIT grade percentages used by most instructors at AUK are as follows:

A	90% or greater
B	80% or greater
C	70% or greater
D	60% or greater
F	59% or less

The rounding of averages remains in the instructor's judgment.

1.8.1 Academic Probation/Academic Suspension

Conditions for Academic Probation/Suspension: All students at AUK 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 Academic Services, under the direction of the Director of Academic Affairs, at the end of each quarter; once the action is made, it may be changed or revoked only by the Director of Academic Affairs. The Grade Point Average (GPA) standards that must be met are as follows:

Program (Subplan) Quarterly GPA = grade average of all courses taken in a term that are applicable to a student's degree requirements.

Cumulative GPA = grade average of all course work taken as an undergraduate.

Academic Probation

A student will be placed on probation if his or her program (Subplan) quarterly grade point average falls below 2.0 (a C average) or if his or her cumulative grade point average falls below 2.0. To be removed from probation, the student must raise both averages to at least a 2.0.

Students on a second probation will be put on academic contracts by their academic advisors. While on probation contracts, students are not allowed to take more than 12 credit hours.

Academic Suspension

1. Any student who is on probation and who is not removed from probation in the two succeeding periods of study (quarters) in which credit is earned, will be suspended.

2. 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 quarter to be removed from probation before suspension.

3. Any student whose program quarterly grade point average falls below 1.00 will be suspended.

4. Students who have been readmitted to their original program after having been suspended, and then go on probation, will be suspended.

Suspended students generally must wait at least one year before applying for re-admission into an AUK degree program. Students have the right to appeal their suspension by writing a letter to the Director of Academic Affairs directly. While suspended, a student may not enroll in any AUK course work, unless the suspension is waived by the Director of Academic Affairs, and then he or she may be limited to taking courses on a non-matriculating basis.

1.8.2 Conditional Academic Contracts:

Students who have been suspended may appeal to the Director of Academic Affairs to have the suspension temporarily waived and to be placed on a "Conditional Academic Contract." Conditional contracts will be awarded to students who can demonstrate (with the appropriate documentation) that:

- Extended illness or other hardship has caused their academic performance to be sub-standard;

- A general trend of improvement in their academic performance over time exists; and/or

- The desire and capability of meeting the expectations of the Conditional Contract Terms is demonstrated.

Conditional contracts are awarded at the discretion of the Director of Academic Affairs, in consultation with Academic Services. Failure to meet any of the contract conditions results in immediate suspension from the University without any tuition reimbursement.
Contact Academic Services for the appropriate procedure.

Please note: Academic Warning and Academic Suspension are related to your GPA, which summarizes your academic performance.

1.8.3 Dean's List

The Dean's List is a public acknowledgement of a student's exceptional scholastic performance. Students are placed on the Dean's List if they meet the following set of criteria:

- the student's quarterly GPA is at least equal to a 3.40 or higher;

- the student does not have any grades of "Incomplete," "F," or "D" (including any non-credit but required course);
- the student has registered for, and completed, at least 12 quarter credit hours per quarter; and
- the student is not on probation due to a low cumulative grade point average in his or her principal field of study.

1.8.4 Final Exam Policy

For all courses other than those taught online, professors will be present at AUK and available for questions from the students for at least 24 hours after they have published the final course grade to the students. If you have any questions about your final exam or final grade, you should ask them at this time. Professors (not AUK administration) make the final decision about your grade, so if you wish to discuss your grade with your professor, this is the time to do so.

1.8.5 Participation in Commencement

Commencement is a celebration for students who have completed all requirements for graduation. The student's academic advising office determines whether students have completed all requirements and clears the student for graduation and participation in Commencement. If a student needs 12 or more additional credits to complete requirements for graduation, the advising office cannot allow the student to participate in Commencement. The diploma will not be awarded until the final course is completed successfully and recorded.

A degree candidate who, due to extenuating circumstances, cannot participate in the graduation ceremony held at the end of the last semester of enrollment may petition the Academic Services Office to participate in the next graduation ceremony held the following year.

1.8.6 Attendance: Faculty and Student Responsibilities

1. A student may have no more than three unexcused absences in a given course before their grade is affected. Each unexcused absence after three will lower the student's course grade by one letter grade. This is mandatory.
2. Absences -for whatever reason- do not relieve students of their responsibility to fulfill normal course requirements. It is the student's responsibility to make arrangements to obtain missed information and assignments.

3.   Instructors are responsible for excusing (or not excusing) students for class, allowing (or not allowing) make-ups or alternate dates for tests and classes. AUK will inform instructors about events (recruitment drives, media events, co-op interviews) for which students may <u>request</u> an excuse from classes, but the final decision to grant an excuse will remain the instructor's. AUK will support the faculty member's class policy in regard to testing and attendance.
4.   Non-attendance does not constitute an official withdrawal and may result in a failing grade.
5.   Class hours are comprised of 50-minute teaching blocks. Faculty and students are expected to begin and end class and breaks on time.

2 Undergraduate Program/Curriculum

Students must complete their general education requirements along with the subplan requirements in order to receive their degree.

Foundations Program

The Foundations program is an intensive study course in English and mathematics. It provides selected applicants who were not admitted to the undergraduate program at AUK the opportunity to acquire the skills necessary to meet our TOEFL and math standards. Admission to the Foundations program is by invitation only.

Foundations consist of two courses of study: a ten week course and a twenty week course.

Details:	10 Week Program:	20 Week Program:
English Course:	7 hours per week in the fall term (70 hours in total)	7 hours per week in the fall and winter term (140 hours in total)
Math Course:	6 hours per week in the fall term (60 hours in total)	6 hours per week in the fall term (60 hours in total)

2.1   General Education Requirements

The general education program is the liberal arts part of your degree. This distinguishes a college degree from a career training program. It encourages broad educational experiences and provides the opportunity for students to explore their interests. Equaling about one-third of the total credits required for the baccalaureate degree, it provides for the development of transferable skills which apply to all career choices. The particular skills emphasized include communication, research methods, critical thinking and analyzing and synthesizing information. Students should expect their general education program to:

1. Contribute to their competency in university-level academic skills,
2. Provide for exploration of subjects outside a student's major and minor and demonstrate the interrelatedness of traditional disciplines,
3. Develop and extend their capacity for inquiry and critical judgment,
4. Promote their involvement in the examination of human values,
5. Afford a realistic appreciation of the lives of people from cultures and situations other than their own.

General education courses are offered at all levels of the undergraduate experience, including the junior and senior years. All students are encouraged to work closely with their academic adviser to select the most appropriate general education program and to assure that the basic requirements have been met.

2.2   The Professional Subplan Core courses

These courses are selected to give a broad understanding of the topics you choose after completing the first two years.

2.3 Bachelor of Science Degree in Applied Arts and Science

The Bachelor of Applied Science (B.S.) is a terminal Bachelor's degree with a technical foundation. It is primarily a mobility degree for students who wish to upgrade their skills and credentials or to qualify them to take on greater responsibilities or seek advancement or entrepreneurial success, at a higher level than their technical training alone allows. The degree is awarded upon satisfactory completion of a minimum of 182 credits.

General Education Core (48 QH)		Professional Core (42 QH)	
Course:	**Credits:**	**Course:**	**Credits:**
Math/Science (20)		Computer/Technology (4)	
Contemporary Science-Chemistry	4	Managing Media Presentations	4
Contemporary Science-Biology	4		
College Math for Business I	4	Professional Subplan	
College Math for Business II	4	Co-op	0
Statistics I	4	Introduction to Comparative Politics	4
Advertising Principles	4	Statistics II	4
Communications		Principles Marketing	4
Communicating in Business	4	Global Forces and Trends	4
Creative Critical Thinking	4	Research Techniques	4
Liberal Arts		Principles of Macroeconomics	4
Writing		Global Literature	4
Writing Seminar	4		
Written Argument	4		
Arts of Expression	4		
Humanities		Wellness	
Fine Arts: Visual Arts	4	First Year Enrichment	2
History: Modern Europe	4		
Behavioral and Social Science			
Principles of Microeconomics	4		
Cultural Anthropology	4		
Other (Remedial)			
Basic Writing	4		
Math Thought and Processes	4		

2.4 Subplans

A subplan is a cohesive set of **nine** upper-level courses (36 quarter credit hours) approved by the faculty for use in meeting AUK's Professional Education Requirements. Subplans may be disciplinary or interdisciplinary, and some may require prerequisite course work. AUK offers subplans in 4 areas of study. Students are required to complete **two** subplabns and **one** minor in order to receive a degree.

A complete list of subplans, including course requirements, follows:

2.4.1 Subplan: Economics and Statistics (36 Credits)

The economics subplan emphasizes the quantitative analytical approach to dealing with economic problems in both the public and private sectors, providing students with marketable skills and the intellectual foundation for career growth. We prepare students by developing communication, computer, and management skills in addition to economic reasoning and quantitative abilities. Students in the program are involved in a wide variety of management and analytical positions, both during co-op and after graduation.

Courses:

- Public Finance
- Monetary Analysis and Policy
- Economics of Less Developed Countries
- Natural Resource Economics
- Commodity market Analysis
- Applied Econometrics
- Statistics II
- International Trade and Finance
- Benefit-Cost Analysis
- Industrial Economics
- Economics of Human Resources

2.4.2 Subplan: Management (36 Credits)

The management subplan prepares students for management and specialist careers in a variety of enterprises and organizations. Through this focused area of study, students develop the skills and concepts needed to become effective leaders, ethical decision-makers, and creative innovators. The management curriculum provides both depth and flexibility in its offerings so that students can maximize their educational experience.

Courses:

- Global Standards
- Financial Accounting
- Managerial Accounting
- Principles of Marketing
- Introduction to Project Management

- Introduction to Logistics Management
- Organization and Management
- International Project Finance
- Human Resources Administration
- New Venture Development

2.4.3 Subplan: Media and Graphic Communication (36 Credits)

The Media and Graphic Communication subplan educates students to be designers who make valuable contributions to their professions, communicate effectively, maintain a lifelong attitude of inquiry, and make a positive impact on society. Programs, faculty, and students form an inquisitive and dynamic educational community in which creativity, critical thinking, innovative problem solving, aesthetic understanding, cross-disciplinary study, professionalism, and social responsibility are explored, cultivated, and promoted.

Courses:
- Introduction to Multimedia
- Designing for Print and Web
- Layout Design for Print
- Effective Web Design I
- Effective Web Design II
- Photo Imaging with Computers I
- Photo Imaging with Computers II
- On Camera! On Mike!
- Advertising Principles
- Vector Illustration

2.4.4 Subplan: Public Policy (40 Credits)

The public policy program explores the intersection of public policy, technology, and our natural world. The program provides students with an opportunity to integrate their interests in science, technology, government, economics, and other social science fields. The subplan combines an understanding of these fields with the analytical tools needed to study the impact of public policy on society. Through the program, students acquire policy analysis skills, with particular attention to analyzing policies that emerge in a technology-based society.

Courses:

- Foundations of Public Policy
- Policy Analysis I
- Introduction to Qualitative Policy Analysis
- Energy Policy
- Science and Technology
- Politics and Public Policy
- Applied Econometrics
- Environmental Policy
- International Political Economy

2.4.5 Subplan: Information Technology (36 Credits)

The information technology subplan emphasizes the basics of both applied informatics and web development. The web has become the ubiquitous communication medium. Therefore knowledge of how the web works and how to effectively develop dynamic websites has value to students enrolled in many subplan areas and with different career goals. Upon completing this subplan, students will have the broad range of skills and understanding necessary to design and build a basic, but complete, web presence in your selected area of interest such as your major, or hobby. Students will also gain an understanding of how to use multimedia and create systems that allow the subject matter expert to leverage available information. The courses in this subplan are applied and focus on hands-on learning, including projects that will be beneficial outside of the university setting.

Courses:

- Introduction to Multimedia
- Programming for IT I
- Programming for IT II
- Computer Systems Fundamentals
- SOHO Networking
- Database Basics
- Web Client Side Programming
- Web Server Side Programming
- Website Design and Implementation

2.5   Minors

AUK offers students a number of academic minors to complement and enhance their undergraduate studies. Students often choose a minor to develop personal or professional interests beyond their chosen degree program. Minors require the completion of **five** (5) upper-level courses (20 quarter credit hours) in a designated area. This section of the Undergraduate Academic Bulletin lists course requirements established for the approved minors offered by AUK.

At AUK, a minor is defined as a thematically related set of courses consisting of no less than 20 quarter credit hours, taken from a discipline or an interdisciplinary area distinct from the student's major program of study. Completion of a minor results in a formal designation on a student's academic transcript upon graduation from AUK.

Currently there are 3 minors offered at AUK. Students are required to complete one minor in order to graduate. Minors completed in designated areas within the College of Liberal Arts may be used to fulfill a portion of the university's general education requirements.

Students must sign up for a minor and complete the Minor Authorization form. Failure to complete this form will result in the student not being certified for the minor and the minor not being listed on the student's official record.

2.5.1   Minor: Economics (24 Credits)

An economics minor provides a systemic analysis of economic issues through the study of the allocation of scarce resources into production and the distribution of production among the members of society.

Required Courses:
- Principles of Microeconomics
- Principles of Macroeconomics

Plus any 3 of the following courses:
- Public Finance
- Natural Resource Economics
- Benefit-Cost Analysis
- Monetary Analysis and Policy

Plus any 1 of the following:
- Applied Econometrics
- Economic Forecasting

2.5.2 Minor: Legal studies (20 Credits)

The minor in legal studies is for students interested in the study of law and legal institutions and in the relationship of law to other aspects of society and culture. Law extends throughout contemporary political, social, and economic systems, playing an important role in shaping the conduct of life for both individuals and institutions. It is important for students to understand the forces that shape law, the way laws have been used and understood by a variety of people in differing historical circumstances, and the consequences of law for contemporary life. Political, sociological, historical, and philosophical approaches to legal phenomena are included in the course of study. Recognizing the critical role that law plays in societies, the minor in legal studies is designed to guide students to courses that will deepen and expand their understanding of law as practiced, especially its influence on social and economic institutions.

Required course:
- Law and Society

Plus 4 of the following:
- Philosophy of Law
- Constitutional Law
- International Law & Organizations
- Human Rights and Global Perspectives
- Fundamentals of Legal Research

2.5.3 Minor: Public Policy (20 Credits)

The purpose of this minor is to provide students with a foundation in the field of public policy and allow them to make connections between public policy and other fields of study. This minor explores contemporary public policy issues, especially those connected to the science and technology fields. This minor underscores the role of public policy in science and technology-based problems. Through the minor, students obtain a deeper understanding of what public policy is and how it is integrated within a number of specific contexts.

Required Courses:
- Foundations of Public Policy
- Capstone

Plus any 3 of the following courses:
- Energy Policy
- Science and Technology Policy

- Politics and Public Policy
- Environmental Policy
- Values and Public Policy
- Information & Communication Policy
- Introduction to Qualitative Analysis

2.5.4 Minor: International Relations (20 Credits)

This minor exposes students to the fundamental concepts and approaches of international relations. Issues of conflict, cooperation, continuity and change are explained through a variety of subjects and cases.

Required Courses:
- International Relations

Plus any 5 of the following courses:
- Strategy and Diplomacy: Europe
- Politics in Developing Countries
- Human Rights / Global Perspective
- International Law and Organizations
- War and the State
- Terrorism and Political Violence
- International Political Economy
- Global Politics and the Environment

2.6 Co-op Career Programs

2.6.1 What is Career Education?

The educational philosophy of the American University in Kosovo is based on the RIT model of Career Education. This means that students don not gain only theoretical knowledge, but also engage in hands-on experiential learning in a real-world environment.

2.6.2 What is a Co-op?

A Co-op is a cooperative education work experience in a private or governmental organization in Kosovo or abroad. It is a paid professional experience of 400 hours which must be completed within 3 months (full-time students) or 6 months (part-time students). The Co-op must be a qualitative learning experience related

to the student's career interests and should provide new challenges and opportunities.

Each AUK student must complete one Co-op during the freshman and sophomore years and one Co-op during the junior and senior years in order to be eligible for the Bachelor Degree. Students who already have a full-time job can request that their employment be considered for fulfillment of the Co-op requirement.

2.7   Undergraduate Advising

Every AUK student has an assigned advisor at RIT's Center for Multidisciplinary Studies (CMS), the division of RIT that Administers the AUK programs. If you are not aware of whom your advisor is, check with Academic Services. The following information is provided by the CMS advisors.

2.7.1   Advisors and the Advisor Guarantee

Our mission:
Our goal at is to enable students to derive the greatest possible benefit from their educational experience by making academic advising a continuous, active process involving the student, advisor, and institute.

2.7.2   Why Contact your Advisor?

Upon entering the RIT Academic Program at AUK, each student is assigned an advisor from the RIT campus in the USA or the onsite advisors in Kosovo. Contact us if you have questions about:
- Dropping or withdrawing from a course.
- Calculating your GPA.
- Transferring credit.
- Determining how many classes you have left in your degree.
- Substituting one course for another course that you have taken or would like to take.
- Seeking information and advice about any other issue related to your academic course of study.

Advisor Response Time:
Our academic advising role is to act as a mentor and advocate for you, as well as help you successfully complete your degree requirements. To that end, we are committed to responding to you in a timely and effective manner. We commit to the following response times:

- Phone Calls - 2 Business Days
- Email – 2 Business Days
- Letters of Recommendation – 10 Business Days

Who We Are:

Albina Balidemaj

Abby Berner

Michelle Firnstein

Donna McGowan-Smith

Dewey Lawrence

How to Read your Plan of Study

The Bachelor's Degrees (BS) is broken down into two main areas of study: general education courses (left hand side) and the professional subplan area (right hand side).

The main column headings of your plan of study worksheet are defined below to give you an understanding of how the worksheet is laid out.

Term: Indicates the quarter you have taken a course. Fall term ends in '1', winter term ends in '2', spring term ends in '3', and summer term ends in '4'. For example, this fall will be shown as '20071' or '071'.

Grade: Your grade is indicated in this column. Only grades of 'D' or higher count toward degree completion

QH: 'QH' stands for 'Quarter Hours'. The number of QH's per course indicates how many hours (approximately) you will be in the classroom. For example, a '4 QH' course equals about 40 hours in the classroom.

Course Title: Defines the course and also supplies you with the course number.

UL/LL: UL/LL stands for 'upper level' or 'lower level'. An 'upper level' course is considered to be a more rigorous course than a 'lower level' course. Most courses taken in the first two years are 'lower level' and most courses in a BS degree are 'upper level'.

GENERAL EDUCATION CORE (52 QH)

COURSE TITLE	TERM	GRADE	QH	UL/LL
Math (8 QH)				
College Mth for Bus I 0692-211			4	LL
Statistics I 0692-311			4	LL
Computer (4 QH)				
Mg Media Present. 0688-366			4	UL
Science (12 QH)				
CS: Biology 0692-231			4	LL
CS: Chemistry 0692-232			4	LL
CS: Physics 0692-233			4	LL
Communications Requirement (4 QH)				
Comm in Business 0688-325			4	UL
Liberal Arts (8 QH)				
Writing 0502-227			4	LL
LA Elective 05XX-XXX			4	LL
Humanities Electives (8 QH)				
Fine Arts: Visual Arts 0505-213			4	LL
History: Mod Europe 0507-302			4	LL
Behavioral/Social Science Electives (8 QH)				
Prin of Microecon 0511-211			4	LL
Prin of Macroecon 0511-402			4	LL

PROFESSIONAL CORE (38 QH)

COURSE TITLE	TERM	GRADE	QH	UL/LL
Concentration: Management & Entrepreneurship				
Global Standards 0619-320			4	LL
Franchising 0619-506			4	UL
ST: Int'l Comm. 0688-398			4	UL
New Venture Dev 0681-221			4	LL
Sm Bus Mgmt 0681-222			4	LL
Intro to Comp. App. 0688-398			4	LL
Financial Accounting 0680-201			4	LL
Org & Management 0681-205			4	LL
Marketing 0681-361			4	UL
Practicum Lab: NVD 0681-398			2	LL
Co-op				
Co-op 0697-499				

Notes:

- 0681-223 Sm Bus Mkt replaced w/ST: Intro to Comp Apps 0688-398 (2005)
- Liberal Arts elective to replace 0504-226 Writing and Lit II (2005)

Advisor _____ Date _____ Advisory Committee Chair _____ Date _____

NEW CURRICULUM - 2005

2.8   Curricular and Co-Curricular Resources

2.8.1   Academic Support Center

The Academic Support Center (ASC) is devoted to providing academic assistance for students enrolled at AUK. The primary focus of the ASC is on developing English writing and/or math skills. The ASC also provides special writing workshops.

The ASC is located on the fourth floor of the main AUK building near the main conference room. For hours of operation, please check the notice on the door in any given quarter.

2.9   Activities

2.9.1   Student Government

Student Government is a self-governing organization of and for the students of AUK. The Student Government works to improve the quality of student life at AUK and serves as the instrument through which the student body may collectively influence decisions about student activities, roles, curriculum, and other interests.

Since Student Government represents the interests of AUK students, all students enrolled at AUK are members of this organization. There are two representative bodies: The Executive Committee (four members), and the Student Senate (four members). Members of the Executive Committee are elected by the student body. The President and Vice President appoint the Student Senate. For more information see the Student Government webpage.

2.9.2   Friday Forum

This series is a regular feature of the University and open to the general public. Prime ministers, political party leaders, the President of the Kosovo Assembly, policy analysts, diplomats, poets, authors, business leaders, and media personalities have all addressed our students and faculty.

This exchange enriches student understanding of events and issues that affect their lives and gives them an opportunity to interact with experts from different areas.

2.10 Libraries

2.10.1 Irwin Metzger Memorial Library

The beautiful Irwin Metzger Memorial Library was made possible through a series of significant grants from the United States Embassy in Prishtina, Kosovo. The library opened on February 21, 2007 and underwent renovations to significantly enlarge the space in the spring of 2009.

The library is a uniquely designed space, providing a quiet study room, a casual reading space, and a glass enclosed group study area- all in an attractive environment, conducive to study.
For Library Rules and Policies, please see Section VI: Policies at AUK

2.10.2 RIT Wally Library

The Rochester Institute of Technology is known for the high quality of its library resources. Its complete, on-line capability is available to AUK students. Through your RIT account, you can search for books, articles, and explore 217 databases at any time on the Internet – from home or school. The Wally Library mission is to support the instructional and research needs of all members of the RIT community. It is possible to get customized assistance for research strategy, selection, accessing, and using resources. Students can contact the Wally Library Coordinator for Distance Learning at http://ill.rit.edu.

2.11 Educational Records

2.11.1 Confidentiality and Access

Because our programs are provided and managed by RIT, their policy regarding educational records is the controlling one and is subject to the Buckley Amendment, (The Family Educational Rights and Privacy Act or 1974). For a complete review of that policy, please check the RIT web site at http://www.rit.edu/academicaffairs/policiesmanual/sectionD/D15.html)

AUK students have the right to inspect, review and challenge the accuracy of their official educational records. Students are also accorded the right to receive a formal hearing if dissatisfied with responses to questions regarding the content of the record.

AUK policy ensures that only proper use is made of such records. Therefore, with the exception of copies made for internal use (those provided to faculty and staff who have a legitimate need to know their contents), in most cases no copy of a student's academic record (transcript) or other nonpublic information from student records will be released to anyone (this includes parents and/or legal guardians) without the student's written authorization. The determination of those who have a "legitimate need to know" (e.g., academic advisers, government officials with lawful subpoenas, etc.) is controlled by the Buckley Amendment and will be made by the person responsible for the maintenance of the record. This determination will be made carefully, in order to respect the student whose record is involved. If an employer, for example, requests a transcript, he or she will have to obtain a written request from the current or former student.

2.11.2 Transcripts

All requests for transcripts must be in writing to the Academic Services office and should include the student's full name (or name used while at AUK), student identification number, dates of attendance, and signature to assure proper identification of the record requested. Transcripts are usually prepared and available within one week after the request is received. Students can access their unofficial transcripts online.

Under no circumstances will a partial transcript be issued, nor will a transcript be issued to a student who is indebted to AUK. Transcripts issued directly to a student will be stamped with the following: "This official transcript issued directly to the student." Transcripts from high schools and universities that have been received in support of admission applications and/or transfer credit evaluation will not be re-issued by AUK.

3   Expectations for Community Behavior

AUK 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.
- As a member of the community, each person must conduct 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 well being 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.

3.1   AUK Honor Code

All AUK students are held to the same high standard of the AUK Honor Code. Essentially, this Code is a signed commitment that you, as an AUK student, will not only abide by the rules and policies that shape the university environment, but that you will not tolerate anyone who does.

Facilitating Proscribed Behavior

Facilitating proscribed behavior – especially academic dishonesty – is intentionally or knowingly helping or attempting to help another to violate any rule or policy of the University.

Facilitation through Apathy

Facilitation through apathy means having knowledge of proscribed behavior, including academic dishonesty, and **not** reporting it to the professor/administration. This is considered just as dishonest as any other activity defined in this section.

3.2 Student Rights and Responsibilities

3.2.1 Student Bill of Rights

A. The AUK Student Bill of Rights guarantees to all students:

1. Retention of their rights as citizens of the community at large.

2. Protection in the classroom of freedom of expression and protection against improper academic evaluation.

3. Protection of their rights to privacy (in accordance with the Buckley Amendment and Family Educational Rights and Privacy Act) regarding access to and disclosure of student records.

4. Protection of their rights in student activities to freedom of association, inquiry, and expression, along with the right to participate in university governance and to maintain a student press free from censorship.

5. The right to be free in their persons, living quarters, papers, and effects against unwarranted searches and seizures.

6. The right to remain silent and to be provided with basic due process in disciplinary proceedings.

7. The right to be informed of any risks involved in acting as human subjects for research activities and also the pertinent details of any sponsored research conducted through AUK, including the existence of any restricted components.

3.3 Proscribed Conduct

A. General Applicability

Generally, AUK jurisdiction and discipline will be applied to student conduct which occurs on University premises or during the course of off-campus activities related to AUK, or which adversely affects the University community and/or the pursuit by the University of its Educational Mission.

Students subject to jurisdiction and discipline include all persons taking courses or training at AUK, both full-time and part-time, both graduate and undergraduate. All those who are not officially enrolled during a particular term but who have a

continuing relationship with the University, including those on co-op, are considered students. Students are responsible for the behavior of their visitors, guests or family members and can be personally sanctioned for the violation of AUK policies, rules and regulations by those individuals. Student organizations and their officers are also expected to conform to AUK policies, rules and regulations; organizations and their officers can be sanctioned for failure of the organizations to do so.

Disciplinary actions for most infractions are limited to social and academic sanctions. But AUK may initiate civil or criminal proceedings against a student in a case where such unusual action is warranted by the circumstances. Any such action will be determined by the AUK President, in consultation with the Director of Academic Affairs.

If a student is charged only with an off-campus violation of civil laws, but not with any violation of AUK policies, rules and regulations, AUK disciplinary action may still be taken and sanctions imposed for serious misconduct which demonstrates disregard for the rights of others, or which adversely affects the AUK community and/or the pursuit of its objectives. In such cases, interim suspension or restrictions may be imposed even before the student has been found guilty in a court of law.

If a student is charged by civil authorities with a violation of the law, the University will cooperate fully with law enforcement and other agencies. If the alleged offense is also the subject of a proceeding under the AUK Student Conduct Process, AUK may advise off-campus authorities of the existence of the AUK Student Conduct Process and of how such matters will be handled internally within the University community.

B. AUK Conduct Code

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, and knowingly furnishing false information to the University, and forgery, alteration or use of University documents or instruments of identification with intent to defraud.

3. **INAPPROPRIATE BEHAVIOR:** Unreasonable disruption or obstruction of teaching, research, administration, disciplinary proceedings, or other University 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 AUK premises or at University sponsored or supervised functions.

5. **SEXUAL MISCONDUCT:** All forms of sexual misconduct, including any form of unwanted sexual contact. "Unwanted" is defined as being 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 AUK property, or the property of a member of the University community or other personal or public property.

7. **FAILURE TO COMPLY:** Failure to comply with directions of AUK 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 AUK POLICIES:** Violation of published AUK policies, rules, and regulations including, but not limited to, the Student Bill of Rights, the Policy Prohibiting Discrimination and Harassment, the Alcohol and Drug Policy, Parking and Traffic Regulations, the Code of Conduct for Computer and Network Use, Academic Regulations, the Policy on Academic Dishonesty, the Smoking Policy, and other published University policies, rules and regulations including those related to entry into and/or use of University rooms, buildings, and facilities.

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

10. **HAZING:** Hazing is defined as any action or situation which recklessly or intentionally endangers physical or mental health, or involves the forced consumption of alcohol or drugs for the purpose of initiation into or affiliation with any organization, as well as any action intended to subject a member of the AUK community to emotional or physical harm.

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 University premises or unauthorized entry to or use of University premises.

13. **VIOLATION OF THE LAW:** Violation of civil law on University premises or at University sponsored or supervised activities.

14. **WEAPON POSSESSION:** Illegal or unauthorized possession of firearms, explosives, other weapons or dangerous chemicals on University premises.

15. **DISRUPTION OF AUK EVENTS/TRAFFIC:** Intentional obstruction of or dangerous interference with the free flow of pedestrian or vehicular traffic on University premises or at University-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. **AUK ORGANIZATION VIOLATION:** For student organizations and their members, violation of the provisions of the regulations or agreement governing the organization's relationship with AUK.

18. **OBSTRUCTION OF AUK STUDENT CONDUCT PROCESS:** Abuse of the AUK Student Conduct Process including, but not limited to:

    a. Failure to obey a request to appear by the AUK Conduct Committee or University official;

    b. Falsification, distortion or misrepresentation of information or charges before a the AUK Conduct Committee or University official;

    c. Disruption or interference 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;

    d. 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

e. Failure to comply with the sanction imposed by the AUK Conduct Committee or University 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.

All registered students at AUK will be provided a copy of the AUK Undergraduate Bulletin which includes the *Student Rights and Responsibilities* section. This information is also available on the AUK Web site.

3.4   Student Conduct Process

An orderly environment promoting freedom of expression and inquiry is essential to the academic community. However, 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 needs to be well-established procedures within the university community for dealing with the misconduct.

A. Students are adults who are responsible for the consequences of their actions.

B. 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.

C. 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. Students neither relinquish civil rights nor acquire additional rights by virtue of being within an academic community; they do, however, take on additional responsibilities.

D. Except for violations of civil or criminal law, the internal affairs of the educational institution is best handled by the institution itself without resort

to outside intervention. However, if a student is suspected of criminal behavior, outside agencies may choose to intervene on their own.

E. If a student is charged with, or convicted of an off-campus violation of the law, the University may become involved if this action affects the student's academic performance or if the behavior demonstrates disregard for the rights of others which might result in on-campus behavior which is harmful to others.

3.5 Academic Dishonesty

If a faculty member judges a student to be guilty of some form of academic dishonesty, the student may be given a failing grade for that piece of work or for the course, depending upon the severity of the misconduct. If the student believes the action by the instructor to be incorrect, unjust, or the penalty too severe, the student may:

Request a meeting with the instructor. The instructor shall meet informally with the student to discuss the action that he or she has taken.

Request a meeting with the Director of Academic Affairs. If the student still believes the faculty member's action is incorrect, unjust, or the penalty too severe, both student and instructor shall meet with the Director of Academic Affairs on the matter.

Request a Hearing Before the AUK Conduct Committee. If the matter cannot be resolved by a meeting with the AUK Director of Academic Affairs, then the case and all relevant evidence will be sent to the AUK Conduct Committee for judgment.

The faculty member or the Academic Director may also refer the case to the AUK Conduct Committee if it is felt that the alleged misconduct warrants action more severe than failure in the course.

3.6 Charges of Academic Unfairness by Faculty

If a student believes a faculty member's treatment in a course has been unfair, the procedures in this matter are the same as those in the section on Charges of Academic Dishonesty.

If a hearing before the AUK Conduct Committee is held, the same rules and procedure as in all other matters will be used.

If the AUK Conduct Committee finds in favor of the faculty member, the student's case is dismissed, and/or the faculty member's action upheld, and/or additional appropriate actions are recommended to the Director of Academic Affairs.

If the committee finds in favor of the student, appropriate recommendations will be made to the Director of Academic Affairs and the faculty member.

No one, except the faculty member in question, has the right to change a previously assigned grade. However, in the event that the original charge was one of cheating, plagiarism or other academic dishonesty, the faculty member is bound to eliminate any impact of such charge on the student's grade. Although specific recommendations on the grade to be assigned are not binding upon the faculty member, faculty members have a moral obligation to respond in the highest professional manner to collegial recommendations. Such a response by faculty is essential if AUK is to preserve without abuse the principle of equal fairness for faculty and students, as well as the principle of professional responsibility of faculty as the sole evaluator of student performance.

3.7   AUK Conduct Committee

A. Title: AUK Conduct Committee

B. Purpose: To serve the entire University as a body to receive requests for a hearing regarding both academic and non-academic misconduct referred to them by members of the AUK community, to provide a fair hearing for the parties, make decisions, and impose sanctions when appropriate.

C. Membership: Members shall be four (4) in number and consist of three (3) faculty members, and (1) student member. In addition, there will be one (1) faculty alternate. The faculty alternate will be kept informed of issues in any matter before the Committee, may attend hearings, and will be available to serve as a full, voting member if a faculty member is not able to attend a hearing. As continuity and experience are valued in this committee, faculty members serve for a full academic year and are eligible to continue beyond that at the discretion of the Director of Academic Affairs.   Each year, the Director of Academic Affairs will review the membership and determine if new members are appropriate. New members will be elected by majority vote of the faculty. The student member shall serve for three consecutive quarters (fall, winter, and spring) and shall be any member of AUK student government, excluding the President, and be chosen by a majority vote of the AUK student government. The board will chose among themselves to appoint one member as chair. The position of chair will be restricted to a faculty member.

D. Sessions: The board will convene whenever a request for a hearing is presented, but only during the academic quarters and not during any school recess period. The chair will convene the sessions by mutual agreement with the other members.

E. Recusals: Board members will be recused in the event of any conflict of interest. Any faculty board member making a request will be automatically recused. Should the student member be involved in the activity described in the request he or she will be recused and replaced by a student member appointed by the AUK Student Government. The chair will recuse any board member should he or she determine that a conflict of interest exists. Each board member is charged with the responsibility to report any conflict of interest he or she believes to exist to the chair.

3.7.1 Conduct Committee Processes

DISCIPLINARY AND ACADEMIC DISHONESTY HEARINGS

A. Charge and Initial Decision to Pursue Student Conduct Hearings:

Both academic dishonesty and student misconduct cases are resolved through hearings held by the AUK Conduct Committee. In all such instances, students may appeal to the AUK President by using the appeal procedures listed in the APPEALS section, below.

Most academic dishonesty cases do not reach the AUK Conduct Committee. Only when the matter cannot be resolved, or when the nature of the dishonesty is so serious that it is felt that a full hearing is necessary, will these matters be handled at the Conduct Committee level.

B. Complaints of Misconduct: Any member of the University community may file a complaint against any student for misconduct. A complaint concerning academic conduct matters is normally made to the Director of Academic Affairs, although complaints also can be made directly to the AUK Conduct Committee. The complaint, in written form, will be submitted to the Chair of the AUK Conduct Committee, who will conduct an initial review as appropriate to determine if the charges appear to have merit and/or require further investigation and a student conduct hearing.

C. Notification of Complaint: An accused student will be asked to meet with the Chair of the AUK Conduct Committee and will be informed of the fact that a complaint has been filed against him or her. The hearing procedure will be described and the student directed to the AUK Undergraduate Bulletin section on the Students Bill of Rights and the Hearing and Appeals procedure.

1. **Advocates**: The student will be informed that he or she has the right to bring to the hearing an advocate chosen from among the AUK faculty, staff or student body who is not a lawyer. Advocates can actively participate in the formal hearing process.

2. **Hearing Participants**: The Chair of the AUK Conduct Committee determines and facilitates the process to be followed in a hearing and decides whether other persons should be present.

3. **Recording of the hearing:** The hearing will be recorded. The student will be informed of the recording upon entry into the hearing. This recording of the hearing is the property of AUK, but accused students may request a copy of it by submitting a written request to the Chair of the AUK Conduct Committee and will receive a copy within one week after the request has been made. The recording of the hearing will be kept in storage in the event the accused requests an appeal; at that time, the tape recording will be submitted to the President of AUK for use during the appeal process. The recording will be destroyed either after the appeal date has passed, or at the discretion of the AUK President.

D. Notification Process:

1. **Notice of Allegations:** The student will be sent written or electronic notice of the allegations brought forth as a complaint. The notice shall describe the misconduct of which the student is being charged, and specify the University's policy, rule, or regulation upon which the charges are based.

The written notice of charges shall include the names of individuals expected to be present at the hearing. Additional witness names may be forwarded as the case is developed. In the Notice, the student will be informed that he or she may request that certain witnesses be called to the hearing. If, in the opinion of the Chair, these witnesses have relevant information to the issue at hearing, a summons of the witnesses will be issued. The student must present the names of any proposed witnesses at least three days prior to the hearing.

2. **Scheduling**: The hearing will be arranged expeditiously after the student receives the notice of allegations. All hearings will be conducted in private. At hearings involving more than one accused student, the Chair of the AUK Conduct Committee, at his or her discretion, may permit the hearings concerning each individual student to be conducted separately.

E. Procedure of the Hearing:

1. The Chair of the AUK Conduct Committee will inform the student that the hearing is being recorded**.**

2. The Chair will review with the student a copy of the "Student Bill of Rights" and ask the student to sign it, acknowledging that it has been reviewed and understood.

3. The Chair will read aloud the charges and note all of the materials or evidence submitted by witnesses, or others.

4. The complaining party will testify about the alleged incident and will respond to questions from the Committee and the accused student, or the advocate, on the facts as presented and any material or evidence that has been submitted in support of the complaint.

    a. Other witnesses or technical advisors (as requested by the Committee or the accused) will testify and be questioned by the Committee and/or the accused student.

    b. After the testimony of the complainant and the other witnesses, the student will have an opportunity to refute or explain the materials or evidence or add information. The Chair and other Committee members present will ask the student questions and discuss the case.

    c. The student may choose to remain silent, to not answer any questions and to not make any statements, or the student (and his or her advocate) may choose to participate in the discussion.

5. The accused student, the advocate, and the Chair of the AUK Conduct Committee have the privilege of bringing in witnesses, as indicated in section D.1., and questioning the witnesses of others.

    a. The AUK Student Conduct Process is not a court of law and legal rules of evidence and procedure do not apply. The Chair of the AUK Conduct Committee will determine at his or her sole discretion the range of testimony permitted from witnesses and items of information which will be considered, based on principles of fundamental relevance and fairness.

6. If the Chair of the AUK Conduct Committee determines that a witness or complainant may be emotionally harmed by giving evidence in the presence

of the accused student, he or she may make other arrangements (such as use of a screen or of videotaping) to allow the testimony while not depriving the accused student of access to the evidence.

7. All procedural questions will be decided at the sole discretion of the Chair of the AUK Conduct Committee. The Chair may decide to adjourn the hearing for a reasonable period of time.

8. The accused student cannot be found responsible for the charges solely on the basis 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 AUK community may be sanctioned for failure to comply with a written or electronic request to appear at the hearing.

9. Following questions, explanations and discussion, the student and the advocate will leave the room while the Chair and other Committee members present discuss the appropriate resolution of the case including appropriate sanctions, if any. The determination will be made on the basis of whether there is a preponderance of evidence that the accused student violated University policy, rules or procedures. The accused student may be found responsible for other infractions based on the same incident.

10. The student and his or her advocate will then be asked to rejoin the hearing and be informed by the Chair of the AUK Conduct Committee of the determination. If the determination is that the student violated the policies, rules or regulations of the University, the sanction will be discussed.

    a. If, in the judgment of the Chair, and in consultation with the Committee, it is determined that additional time or information is required to reach a fair decision, the hearing may be temporarily suspended for the necessary period. The student and his or her advocate will be informed of the temporary suspension and given a date and time to return.

11. Upon completion of the hearing, the accused will be sent written notice of the Findings and Sanctions within seven (7) days of the hearing. The student will be reminded of the process by which he or she can appeal.

12. The complainant(s) will be informed of the decision of the hearing, and the sanction, if any, imposed on the accused student in all cases involving physical injury, threat, intimidation or force, including sexual misconduct, assault or abuse, of the complainant.

13. An appeal must be filed within ten (10) days of the date of the mailing or email of the sanction letter. (See Appeals.)

14. There shall be a single record of an AUK student conduct hearing and this record shall be the property of the University.

15. Once the decision is final (i.e., after the decision in an appeal or after the time to appeal has passed), the President of AUK, or his /her appointee, is responsible for arranging for the sanction to be carried out and monitoring the sanction if appropriate. If the Chair of the AUK Conduct Committee 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.

SEXUAL MISCONDUCT CASES (the accused is a student)

A. The Process
When a case of sexual misconduct or assault is reported, and the accused is a student(s), the following procedure pertains.

1. The Chair of the AUK Conduct Committee will review the documentation provided and determine whether the case should be processed through the student conduct system or outside law enforcement agency.

2. The Chair of the AUK Conduct Committee will contact the complainant and will refer the complainant to an advocate chosen from among the AUK faculty or staff. The advocate will meet with that person to discuss student conduct procedures, advocacy, counseling options and the option of reporting the incident to an outside law enforcement agency. The advocate can accompany the complainant to the hearing and offer general support throughout the process if the complainant desires his/her participation.

3. The Chair of the AUK Conduct Committee will meet with the accused and discuss the complaint, documented student conduct procedures, counseling options and will refer the accused student to an advocate chosen from among the AUK faculty or staff. The advocate can accompany the accused student to the hearing and offer general support throughout the process if the accused desires the advocate's participation. The Chair of the AUK Conduct Committee may also set interim restrictions/suspension at this time.

4. The advocate for the complainant will meet with the complainant to discuss the case, the student conduct process and options.

5. The advocate for the accused will meet with that student to discuss the case, the student conduct process and options.

6. The hearing will follow the procedures set forth in Section V.B. of the AUK Student Conduct Process.

7. When the hearing is completed and the decision shared with the accused, the advocate for the complainant is informed of the decision. The Chair of the AUK Conduct Committee or the advocate will contact the victim or complainant and inform him or her of the outcome.

For additional information on Sexual Misconduct Cases and for the rights and expectations of a complainant, please see the RIT web site.

If the accused is an AUK employee, faculty, or staff member, the case will he handled by procedures set forth in the AUK Policy Prohibiting Discrimination and Harassment.

3.7.2 Appeals

A. Appeals to the President of AUK

The letter of appeal must be submitted to the President of AUK, within ten (10) days of the mailing or emailing of the Findings and Sanctions notice by the Chair of the AUK Conduct Committee. A decision concerning the appeal will be mailed to the accused student within fourteen (14) days of the receipt of the appeal letter. Decisions of the President of AUK are final in cases concerning all sanctions for non-academic violations. In those cases concerning academic dishonesty or student charges of academic unfairness by a member of the faculty, a second level of Appeal can be made to the Director of RIT's Center for Multidisciplinary Studies by either the student or faculty member. Such second level Appeals must follow the same rules and time restrictions as first level Appeals.

B. Grounds

Except as required to explain the basis of new evidence, an appeal 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 AUK 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 hearing body was biased or otherwise not able to consider the case objectively.

C. Procedure

1) An appeal must be filed in writing to the President of AUK within ten (10) days of the mailing of the decision notice. The appeal must state which grounds set forth in section B are the basis for the appeal and the evidence or reasons supporting this position.

2) The accused student has the right to be assisted by an advocate from among the AUK faculty, staff, or student body

3) The student filing the appeal and his/her advocate, will be informed of the time and date to appear in front of the President of AUK and present the grounds for the appeal. The student will generally be given a time limit of twenty (20) minutes for this presentation.

4) The Chair of the AUK Conduct Committee who made the original jurisdiction decision will then respond to the appeal and give the rationale for the decision and sanction determined.

5) After evaluating the Appeal, the President may take one of the following actions.

In Disciplinary Decisions:

1) Grant or deny the appeal. If an appeal is granted, the President of AUK may reduce or dismiss the sanction rendered at the hearing.
2) Request an appearance of any individual involved in the case and postpone making a decision until that person is heard

3) Remand the case back to the Chair of the AUK Conduct Committee for a second hearing.

4) Act as the AUK Conduct Committee and hear the case as an original jurisdiction at later date if there is a determination that the original process was so flawed that justice would be best served by the President hearing the case. In a new hearing, the President will follow a hearing procedure which is substantially the same as the procedure described in the AUK Student Conduct Process.

In Academic Misconduct:

Grant or deny the appeal: In appeals granted involving academic misconduct, the President of AUK will either refer the case back to the Director of Academic Affairs with recommendations for resolving any procedural errors, or refer the case to the Director of RIT's Center for Multidisciplinary Studies with recommendations. In academic misconduct appeals, the President of AUK will not make substantive judgments regarding the academic issues in question.

1) Appeals are normally conducted in private. At the request of the accused student, and subject to the discretion of the President of AUK, the appeal may be open to other members of the University community, but such others shall not be permitted to participate in the appeal.

2) If the Appeal is before the Director of RIT's Center for Multidisciplinary Studies, he or she will make the decision based solely upon the written appeal, the recording of the original hearing, the record, and the submitted written material unless he or she determines, at his or her sole discretion, to hear oral statements by or ask questions of those involved. A letter of appeal must be submitted to the Director of RIT's Center for Multidisciplinary Studies within ten (10) days of the mailing of the decision notice by the President of AUK. A decision concerning the appeal will be mailed to the accused student within fourteen (14) days of the receipt of the appeal letter. The decision rendered is then final.

3) In making determinations on the appeal, either the President of AUK or the Director of RIT's Center for Multidisciplinary Studies, as the case may be, will not substitute their judgment for the judgment of the AUK Conduct Committee. The original determination will be reviewed only on the grounds set forth in section B (Grounds).

4) The President of AUK or the Director of RIT's Center for Multidisciplinary Studies can choose to reduce the sanction(s) without requiring reconsideration, but may not impose additional or harsher sanctions.

3.8   Warnings and Sanctions

All of the sanctions (including disciplinary expulsion) may be imposed by the AUK Conduct Committee. All such sanctions (but not Warnings) may be appealed pursuant to the appeal procedures in Section VI.

A. Disciplinary Warnings

The following disciplinary warnings may be imposed upon students/organizations by AUK academic or administrative officials; such warnings are not subject to appeal:

> **Admonition:** An oral statement to a student informing him/her that he/she has violated or is violating University policies, rules, or regulations.

> **Warning:** Written notice to a student that continued or further violations of any University policy, rule, or regulation within a specific period of time (not to exceed one [1] calendar year) may result in more severe disciplinary action.

B. Disciplinary Sanctions

The following disciplinary sanctions may be imposed on students/organizations:

> **Disciplinary Probation:** Exclusion from use of specified University facilities or from participation in certain privileged or extracurricular University activities and/or requirement to fulfill certain conditions as specified in the probation notice, plus notification that violation of any University policy, rule or regulation during the term of the disciplinary probation status will result in more severe sanctions. Disciplinary probation generally is not imposed for more than one (1) calendar year.

> **Deferred Disciplinary Suspension:**   The imposition of disciplinary suspension may be deferred subject to such conditions as are specified in the sanction letter.

> **Disciplinary Suspension:** Exclusion from classes and/or other privileges and activities as set forth in the suspension notice for a definite period of time, generally not to exceed two (2) calendar years.

> **Disciplinary Dismissal**: Exclusion from classes and/or other privileges and activities as set forth in the dismissal notice for an indefinite period of time

with specific requirements needed to be fulfilled before readmission will be considered.

Disciplinary Expulsion: Termination of student status. Under normal circumstances, re-admission is not possible.

C. Disciplinary Conditions

The following disciplinary conditions may be imposed on students/organizations:

Discretionary Actions: Work assignments, community service, and other related sanctions including, but not limited to:

a) Letter of apology
b) Essay or research paper on assigned topic
c) Participation in an educational group or class
d) Program presentations
e) Mandated counseling session
f) Loss of privileges
g) Substance abuse education and/or evaluation

Bar against Registration: This sanction may apply to a student who fails to pay a debt owed to the University, fails to comply with or submit to disciplinary procedures or in other appropriate circumstances. It may be applied in situations where there is a need to resolve a pending disciplinary charge, even in the case of an individual who is not currently a student.

Withholding of Records: Students who fail to pay a debt owed to the University may have transcripts, degrees and other records withheld until the debt is paid. Grade reports will not be withheld.

Organizational Restriction: Loss, by a student group or organization, of certain or all privileges, including AUK recognition, for a period of time or permanently.

Disciplinary suspension or expulsion from the University will most likely occur when a student or organization has been found responsible for one or more, but not limited to, the following behaviors:

a) Permitting or engaging in hazing
b) Setting fires or intentionally causing a false fire alarm
c) Possession of or threats involving weapons or explosives
d) Possession or sale of illegal drugs

e) Physical abuse, violence, sexual assault or threats directed toward anyone in the AUK community
f) Computer misconduct
g) Repeated violations of the AUK Code of Conduct
h) Theft

D. **Interim Suspension or Restrictions:**

In serious cases, the President of AUK may impose interim suspension from the University or such other interim restrictions as he or she in good faith believes are advisable to protect the University community, the preservation of University property. Interim suspension or restrictions also may be imposed when a student is arrested by an outside law enforcement agency on charges that indicate that the student's presence on campus might create a security risk to The University community or property. An interim suspension or other interim restrictions may be imposed before, during or after the hearing and during the appeal process.

A student subject to interim suspension or restrictions will receive written notice of the suspension or restrictions imposed.

3.9 Appeals/Warnings and Sanctions

The faculty member or the student may appeal the findings of the AUK Academic Conduct Committee following the appeals process in the Student Conduct Process, Appeals Section.

3.10 Records of Academic Dishonesty

Instances of academic dishonesty are required by University policy to be recorded in the student's file.

Process

1) After the course instructor has made an initial determination of appropriate action to be taken, he or she will meet with the student, informing him or her of the action to be taken.
2) If the student accepts this action, the instructor records the instance in writing, places the record in a sealed envelope, initials over the seal, and delivers the record to Academic Services to be placed in the student's file.

3) If the student does not accept the action and the matter is ultimately resolved by the AUK Academic Director, or by the AUK Academic Conduct Committee, or by the Appeals process, the envelope will be placed in the student's file if the student does not prevail. If the student is exonerated, then no record is kept.

Retention of Records:

Sealed envelopes will be retained until the student receives a Baccalaureate Degree, transfers to another institution, or is otherwise terminated from enrollment.

Review of Records:

Each quarter during registration, Academic Services will review student files for sealed envelopes. Files that contain 3 or more sealed envelopes will be referred to the Director of Academic Affairs for determination of the student's possible expulsion for flagrant academic dishonesty.

Expulsion for Flagrant Academic Dishonesty

When a student is found to have committed three or more instances of academic dishonesty, the student will be subject to expulsion. The student's record will be reviewed by the Director of Academic Affairs and, in consultation with the President of AUK, will make the following decisions:

a) Expel the student.
b) Suspend the student for one (1) year. If this action is taken, the records of academic dishonesty will remain in the students file and the file will be flagged. Any instance of academic dishonesty after the student is reinstated will result in automatic expulsion.
c) Place the student on probation. If this action is taken, the records of academic dishonesty will remain in the student's file and the file will be flagged. Any further instance of academic dishonesty will result in automatic expulsion.
d) Remand the matter to the AUK Conduct Committee for a hearing. The AUK Conduct Committee will make one of the decisions outlined in sections A-C above.
e) Appeals: Appeals will follow the same process as outlined in Student Conduct Process, Appeals.

4 Financial Information

4.1 Aid

Individuals who do not receive Excellence or Hometown Awards may qualify for financial aid based on need and/or merit. Financial Aid applications can be made by students for any year of their education, whether they have applied before or not – so long as they meet all the qualifications. Applications are available from AUK (by email or download as described below) and must be hand delivered to the university campus in hard copy. Dates to submit, plus additional information, is available on the AUK Web site.

Only applications received within the prescribed period will be considered.
You must be a full-time student to receive financial aid; all benefits will end if full-time status is not maintained or if you violate the withdrawal guidelines.

4.2 AUK Family Tuition Reduction Plan

The purpose of this plan is to ease the financial burden of families that are sending more than one student to the university.

Whenever two or more dependents from the same family are in attendance at the University as full-time undergraduate students in the same quarter, a special Family Tuition Reduction policy will apply. Each student will receive a 10% discount on the total tuition charges.

In order to apply for this discount you must complete the Family Tuition Reduction Form. This form can be found on the Web Site under the Financial Office.

4.3 Preferred Student Loans

As a result of a special agreement with the Kosovo local banks, AUK students may apply for a low-interest student loan through the University. For more information, visit the Financial Office on campus.

4.4   Scholarships

All AUK Scholarships are awarded at the time of admission and are continued through the student's four-year program if the student maintains a 3.4 GPA and a full-time program of study at all times (12 credit hours minimum per quarter). AUK scholarships may be reduced or cancelled based on the number of withdrawals from classes, however. (See 1.7 Withdrawals from Courses)

There are four scholarship programs and one Essay Award:

The Scholars of Excellence Awards – based in Kosovo on entrance scores, or in the US, on the standard ACT or SAT scores

The Excellence in English Scholarship - awarded to students who demonstrate exceptional English proficiency.

The Excellence in Math Scholarship - awarded to students for outstanding math proficiency.

Private Scholarships – such as the CAMI Family Scholarship

My Hometown Student Scholarship – available in selected municipalities around Kosovo

Minority Community Scholarships – funded by USAID

Outstanding Essay Award - awarded to the best application essay submitted each year. This is a one-time only award.

Only incoming students can qualify for these scholarships.

4.5   Multiple Scholarships

Where a student receives one or more scholarships (from AUK and/or external sources), and those scholarships are dedicated to the payment of AUK tuition fees, a student is not entitled to receive any cash payment if the total of these scholarships exceeds 100% of AUK's annual fees. However, any balance of scholarship awards in excess of 100% of a year's fees may be applied to other debts owed to AUK.

4.6   Tuition and Fees for Academic Year 2010/2011

4.6.1   How to Pay your Tuition

Tuition for students in Kosovo is paid directly to the

> AUK Application and Tuition Account at the Raiffeisen Bank,
>
> Account Number: 1501001003342712.
>
> The student must then return the proof of payment to the Financial Office at AUK.

Outside Kosovo, payment can be made to:

> Raiffeisen Bank Kosovo
>
> Prishtina, Kosovo
>
> SWIFT code: RBKORS22
>
> IBAN 1501001003342712
>
> Account Name: AUK Application and Tuition

Students cannot register or attend class until the Financial Office receives proof of payment.

Tuition and payment for full-time students are as follows:

For Full Payment

Full-time Student Tuition is EUR 5,800 for the entire year. Payment is due by August 15. Full-time students may take from 12 to 20 credits in each quarter if approved by their Advisor. Or,

Installment Plans:

Two-Payment Plan: Two equal payments of EUR 2,950. The first installment is due on August 15. The second installment of EUR 2,950 is due on November 15. This is a yearly total of EUR 5,900.

Three-Payment Plan: Three equal payments of EUR 1,984. Payments are due on August 15, November 15, and February 15. This is a yearly total of EUR 5,952.

Part-Time Student Tuition is EUR 200 per credit hour. Students taking fewer than 12 credits per quarter should take advantage of the per-credit-hour payment option.

The university reserves the right to change its prices and pricing policies without prior notice. Students will not receive their diplomas or transcripts until full payment has been made.

4.6.2 Tuition Payment and Procedures

The Financial Office is responsible for student billing and cash collection. In addition to collecting and posting payments on student's accounts, the Financial Office oversees installment payment plans, financial aid refunds, and the collection of past due tuition.

All students must complete a Tuition Payment Plan Selection form and return it to the Financial Office by email to financialoffice@aukonline.org in order to be **invoiced**. You cannot pay your tuition until this form is received by the Finance Office. The invoice can be found on the AUK website.

Due dates are clearly designated on the Tuition Invoice statement and on our website. Failure to pay the amount due or arrange an optional payment plan by the due date will result in a **late payment fee of EUR 200.**

4.6.3 Withdrawal and Refund Policy

The acceptable reasons for withdrawal with full refund during the quarter are:

1. **Active military service:** A student called to active military service during the first eight weeks of the term may receive a full tuition refund. If called after the eighth week, he or she may elect to complete the course by making special arrangements with both the instructor and department or may withdraw and receive a full tuition refund. If he or she withdraws, the course must be repeated at a later date.
2. **Academic reasons:** Students sometimes register before grades for the previous quarter are available. If such a student later finds that he or she is subject to academic suspension or has failed prerequisites, the student will be given a full refund upon withdrawal.
3. **Part-time students:** If part-time students drop a course during the official drop/add period (first six days of classes in any quarter), they may contact the Student Financial Office for a full refund for the course dropped.

A full-time student 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 Academic Services. A partial refund will be made during a quarter 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 AUK/RIT during a quarter.
3) Transfer by employer, making class attendance impossible, or
4) Withdrawal for academic, disciplinary, or personal reasons at the request of the student, approved by the student's adviser or department representative and the Student Financial Services Office.

4.6.4 Partial refund schedule for tuition

Partial refunds will be made according to the following withdrawal schedule and percentage of tuition reduction:

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

NOTE: NON-ATTENDANCE 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 and used to determine the refundable amount.

If the student drops his or her course load from full-time (12 or more credits) to part-time (less than 12 credits) status during the official drop/add period, he or she may contact the Student Financial Services Office for a refund based on the difference between the full-time tuition charge and the total per-credit charge for the part-time load.

No refund will be made for classes dropped after the official drop/add period unless the student is officially withdrawing from the university.

If institutional charges are reduced due to withdrawals, financial aid programs are reimbursed before a cash refund is issued to the student. The student is also responsible for any unpaid balance at the time of withdrawal. For further information or comments regarding refund policies and specific withdrawal dates, contact the Financial Office.

Note that students who believe they have exceptional circumstances and who wish to be excused from late payments or other requirements should address their appeal to Ilir Krasniqi, Chief Financial Officer of AUK.

4.6.5   Work-Study Program

Various positions are available on campus for students to earn additional funds while studying. For detailed information about currently open work-study positions, please visit the Co-op and Career Services office on campus.

5 Instructional/Informational Technology

5.1 Information Technology Services (ITS)

Information Technology Services (ITS) manages the campus computing infrastructure and provides IT support to the AUK community. They are responsible for the campus network, administrative computing, academic computing, and other technology-related services. They provide hardware, software, and network support to the entire school- that is, students, faculty, and staff.

5.2 ITS Facilities and Programs

5.2.1 Notebook Program

AUK has introduced the *Notebook Program* for every full-time undergraduate student. Each student is issued a notebook computer to use during their four-year education at AUK. There are important rules regarding these laptops, their care, use and the student's responsibility for damage or loss. Refer to the Notebook Policy Agreement you signed upon receiving your computer. NOTE: From time to time changes or additions to the Notebook Policy may be issued. You will receive these changes by email and they will be available on the AUK Web site. These changes are controlling, so be sure to note what they are.

5.3 AUK Computer Labs

All computers on the campus are the property of AUK. At present, there is one computer labs located on the first floor, room 104. Lab opening hours depend on the different classes that are scheduled to be held in that room.

5.3.1 Computer Lab Rules

All computer activity is monitored by the ET staff, including contents of personal folders. Any illegal use of the system will be reported for disciplinary action.

- Only current students may use AUK computers.
- No food or drinks of any kind are permitted.
- Viewing inappropriate web sites – such as sexually explicit or excessively violent ones - is not allowed.
- Students may listen to music only with headphones.
- Disruptive behavior, including loud talking, will not be tolerated.

- Handle with care! Report any damaged equipment, viruses, and/or malfunctioning software to the lab monitors/assistants immediately.
- Do not alter computer settings in any way or download any programs or games into your personal folder.

5.3.2 Printing

There are 4 laser printers available to students: one in the library, two on the second floor and one on the third floor. Every student has his/her own printing account. Students cover their printing costs by paying into this account in advance. The printing charge is 3.5 euro cents per page and students can make their payments at the ITS Helpdesk Center on the second floor or in the IT Office.

5.3.3 Computer Accounts

Every AUK student has two computer accounts: an AUK account and an RIT account. The AUK account is used for access to the AUK domain, e-mail, and access to AUK Students Portal-Extranet. Students are able to check their E-Mail anywhere in the world via AUK web mail (https://mail.aukonline.org/owa).

Your RIT account is more commonly known as your "extranet" account. It allows you to access RIT network resources, including electronic databases and computer-based training (CBT).

For technical support and/or any network, computer, or system failure, contact the ETS Help Desk Assistant or the ET Services Department. They are responsible for ensuring the stability and security of our network.

Once you are assigned an AUK username and password, it is very important that you remember/retain this information. If you forget it, it will take at least 24 hours to restore your RIT account. Your AUK account can be restored within the ET department (during regular working hours), within minutes, usually. You are responsible for keeping your accounts secure. Report any misuse.

5.4 AUK Computers and Network

5.4.1 Code of Conduct for Computer and Network Use

I. Introduction:

The computing, network, and information resources of the American University in Kosovo and, where applicable, the Rochester Institute of Technology, are intended to support the mission of teaching, scholarly activity, and service for the University's students, faculty and staff. Appropriate use of computing and networking facilities by members of AUK's academic community should always reflect academic honesty and good judgment in the utilization of shared resources, and observe the ethical and legal guidelines of society. This document constitutes the American University in Kosovo's policy for the proper use of all computing and network resources.

AUK's computer and network facilities provide access to a wide variety of on and off-campus resources. This privilege of access requires individual users to act in an ethical manner and as a result imposes certain responsibilities and obligations. It is the responsibility of every user to respect the rights, privacy, and intellectual property of others; respect the integrity of the resources; and abide by all local, civil, and criminal laws and regulations.

This document outlines the user privileges and responsibilities as well as the guidelines and procedures for the responsible use of the AUK computer systems and networks. It is intended to allow for the proper use and management of these facilities, provide protection of users' rights, ensure reasonable access, and provide guidelines for accountability. It applies not only to AUK computers and networks, but also to computers attached to AUK's networks in any way.

II. Definitions: To avoid ambiguity, the following definitions are supplied:

A. User:
Anyone who uses computing or network facilities.

B. Authorized University User:
An authorized user is anyone who has followed proper procedures and has been granted access to any or all of the computing or network resources of the American University in Kosovo for reasons consistent with the mission of the University, and consistent with this policy.

C. University Computing Resources:
Any computing, network, or software system donated to or purchased by the University or by a grant that is resident at the University.

D. University Network:

The network of the University comprised of the physical components such as cable, switches, telecommunications equipment, wireless hubs, routers, as well as the Internet and Internet connection points. The University network also has logical components such as IP addresses, directory services, routing, and connectivity to computing resources.

E. University Network Connections:

Any computer or device using an Internet address assigned to AUK or that is connected to a physical or wireless access point is considered to be connected to the University network.

F. Personal Computing Resources:

Personal resources are such as PCs, information appliances, networking equipment, etc., which have been purchased and are owned by an authorized University user and are connected to the University network.

G. Special Access:

Special access is access to resources on a system that could be used to alter the behavior of the system, or to access accounts on the system, either directly or indirectly. Examples are UNIX "root" or Windows "Administrator or System".

H. System Owner:

The system owner is the person with the authority to designate or use special access account privileges.

I. System or Network Administrator:

The person responsible for maintaining the authentication used by the system or network, controlling authorized use, and maintaining system and network integrity and audit trails.

J. Secure Systems:

These are any hardware or software system whose use is restricted to a subset of the community of legitimate AUK users.

III. User Privileges and Responsibilities

A. Privacy:

The University recognizes that individual privacy and security is highly valued by our society but must be balanced by the other community values and needs. Within this context, the AUK community is assured that the privacy of such personal property as written communications intended by their creator to be private

including those transmitted or preserved in paper, electronic, or other media will be protected, although it cannot be completely guaranteed.

The University also recognizes that members of the AUK community have a responsibility to cooperate with authorized searches and seizures in emergencies and in circumstances of probable cause. In such instances, including those involving AUK computer and network use, the search and/or seizure of personal property or personal communications will be executed only on the authorization of an official. Cooperation with the search or seizure of one's personal property or personal communication does not of itself imply one's own misuse or abuse of AUK computers or network; the search or seizure may be deemed necessary because of misuse or abuse elsewhere in the AUK system or in systems to which the AUK system is connected or affiliated. For example, scanning and pattern matching of incoming or outgoing email may be necessary to remove computer viruses, to locate the sources of spam, or to respond to legitimate internal or external requests for investigation. In all instances of investigation into personal computing and network use, individuals are protected to the fullest extent possible.

B. Freedom from Harassment:

The AUK Policy Prohibiting Discrimination and Harassment defines "harassment" as unwelcome "conduct, communication, or physical contact" which has the effect of either "unreasonably interfering with" another's work, activities, or participation, or of "creating an intimidating, hostile or abusive environment" for an AUK employee or student.

Members of the AUK community are assured that electronic communications that appear to have one or more of these effects are prohibited and will be investigated. This prohibition includes all obscene, defamatory, threatening, or otherwise harassing messages. Correspondingly, members of the AUK community have the obligation not to use the AUK computing systems and network in such a way as to be reasonably judged to produce one or another of the above effects, whether intentionally or unintentionally. Such alleged or real misuse is covered by the provisions of this Code of Conduct.

C. Intellectual Property:

The privilege of creating and owning intellectual property as is fully recognized by this Code of Conduct. However, where a violation of the intellectual property, or of the intellectual property rights of creators or owners beyond the AUK campus, is alleged to have occurred through student or employee misuse of the AUK computing systems and network, such alleged misuse will be investigated and, if proved, sanctioned.

For example, AUK users must not distribute copyrighted or proprietary material without written consent of the copyright holder, nor violate copyright or patent laws concerning computer software, documentation, or other tangible assets. Users should assume that any software or other electronic materials or media are copyright protected, unless the author(s) explicitly states otherwise.

D. Freedom of Expression:

In general, all members of the AUK community - students and employees alike – enjoy freedom of expression in the normal course of their activity. This freedom is both assured by numerous University policies and constrained by specific provisions of certain AUK policies, such as those noted herein this Code of Conduct. The constraints are, as in civil law, imposed only for the sake of the common good and the rights of individuals. Consequently, members of the AUK community have the responsibility to use AUK's electronic resources in ways that respect the rights of others and permit our common electronic resources to be equitably shared. Since free and civil discourse is at the heart of a university community, users should communicate in a manner that advances the cause of learning and mutual understanding. AUK reserves the right to restrict or deny access to its computing resources to those whose use of them is not consonant with the mission of the university.

E. Responsible Use of Resources:

In exchange for the privileges associated with membership in the AUK computing community, users assume the responsibility to use the community's resources in a responsible and professional manner. The following paragraphs (1-6) highlight a non-exhaustive list of specific responsibilities. Questions about the appropriateness of any use of resources should be directed to the staff of the Educational Technology Department or to the systems personnel responsible for the resource in question.

1. **Access to Secure Systems**
   a. Passwords and similar authorization information: Passwords are the primary way in which users are authenticated and allowed to use the community's computing resources. One should not disclose one's password(s) to any individual, including a faculty or staff member, unless the person is a properly authorized system administrator performing account maintenance activities for which the password is required. Similarly, one should not disclose other identifying information (e.g., PIN numbers) used to access specific system information. Authorized users are held accountable for violations of this Code of Conduct involving their accounts.

b.   Unauthorized use of resources: One must not allow others to make use of one's account(s) or network access privileges to gain access to resources to which they would otherwise be denied.

c.   Circumventing or compromising security: Users must not utilize any hardware or software in an attempt to compromise the security of any other system, whether internal or external to the AUK systems and network. Examples of prohibited activities include (but are not limited to) Trojan horses, password crackers, port security probes, network snoopers, IP spoofing, and the launching or knowing transmission of viruses or worms.

2.   Self-Protection:

Any member of the AUK community who attaches a computer to the AUK network must take measures to ensure that the computer is protected against compromise by an internal or external attack. In this context, reasonable measures include the installation and maintenance of virus detection and eradication software, care in opening e-mail message attachments, vigilance when visiting web sites and adhering to published system configuration and management standards.

3.   Commercial Activity:

No member of the AUK community may use an AUK computing account or any communications equipment that is owned or maintained by AUK to run a business or commercial service or to advertise for a commercial organization or endeavor. Use of AUK's computer systems and networks for the personal promotion of commercial goods or services is strictly prohibited. AUK employees who are engaged in professional consulting for-a-fee relationships may use AUK's computing and network resources to correspond with existing clients, but not to advertise or promote their consulting practice.

4.   Personal Use of AUK Resources:

In general, the use of AUK's computing and network resources to promote commercially related activities or events that have no direct relationship to AUK's mission is not permitted. Occasional personal use of these resources, for example, to promote a single fund-raising event or activity, to sell a used item within the AUK community, or to offer AUK colleagues the opportunity to rent an apartment may be permitted.

5.   Harmful Activities:

One must not use one's privileges as a member of the AUK computing community to cause harm to any individual or to harm any software or hardware system, whether internal or external to AUK. Examples of harmful activities, in addition to those noted elsewhere in this Code, include:

- Intentional damage
- Disabling others' computers
- Compromising security
- Disabling or corrupting software systems
- Destroying, altering, or compromising information integrity (e.g., student records, personnel information, etc.)
- E-mail spamming
- Threatening or intimidating e-mail, newsgroup postings, or web sites.
- Denial-of-service attacks (e.g., making it difficult or impossible for others to use the network effectively and efficiently).

6. **Illegal Activities:**

For the protection of the AUK computing community as a whole, it is imperative that all members refrain from any conduct that is illegal. Illegal activities that are prohibited include (but are not limited to):

- Copyright infringement, including publishing copyrighted material such as papers, software, music, musical scores, movies and artistic works. It is irrelevant whether or not any profit is made from such distribution; the mere fact of providing uncontrolled access to such material is illegal.
- Divulging information that is confidential or proprietary information.
- Misrepresentation of one's identity to gain access to systems, software, or other services to which one does not have authorized access.

IV. **AUK Rights:**

Users should be aware that their use of AUK's computing and network resources is not completely private. However, in all AUK operations discussed in the following paragraphs, individual rights of privacy will be preserved to the fullest extent possible that is compatible with the nature of the operation. As an institution, AUK retains the following rights with respect to its computing and network resources:

A. Allocation and Control of Access to Resources:

Those responsible for maintaining AUK's information technologies and resources have the right to allocate resources in ways appropriate to the achievement of AUK's overall mission. They also may control access to its information and the devices on which it is stored, manipulated and transmitted in accordance with the policies of the University, civil, and criminal law.

B. Usage Monitoring and Inspection of Files:

While AUK does not routinely monitor individual usage, the normal operation and maintenance of the University's computing and network environment require the backup and caching of data, the logging of usage data, the monitoring of usage patterns and other such activities that are necessary for maintaining network

availability and performance. AUK system and network administrators may review this data for evidence of violation of law or policy. When necessary to ensure network availability and performance, or to respond to an alleged violation of law or policy, system and network administrators may monitor the activities and inspect the files of specific users on their computers and networks.

C. System and Network Administration Access:

A system administrator may access others' files for the maintenance of network computer and storage systems. Similarly, for the maintenance or security of networks, a network administrator may access others' files and data on network devices or in transit.

D. Security Procedures:

Departments are responsible for educating the users of University-owned desktop computers and providing a reasonable level of security for sensitive information.

V. Reporting, Investigations, and Sanctions

A. Reporting Violations of this Code:

For this Code to be effective, all members of the AUK computing community must be alert to possible violations. If a member of the community suspects that another community member is abusing his or her privileges or is engaged in activities forbidden by this policy, it is that member's responsibility to report this to IT personnel. In all cases, suspected violations of this Code of Conduct should be reported. Users should retain any other information that could be helpful for investigative purposes, such as harassing e-mail messages, dates and times of unauthorized access, and header lines.

B. Investigation of Suspected Violations:

Reports of suspected violations of this Code of Conduct are investigated by the designated professional staff of the Educational Technology Services. Confirmed violations will be brought to the attention of the violators and, where a confirmed violation is serious or persists, a restriction may be imposed, temporarily or permanently, by the University. Violators of statutory law will be turned over to Campus Safety.

C. Sanctions:

AUK may impose a range of penalties on users who violate the policies regarding the usage of University computing resources. For example, AUK may suspend computer and network privileges of an individual for reasons relating to the safety and wellbeing of other members of the campus community, or relating to the preservation and integrity of University property. Access will be restored when positive conditions can be reasonably assured, unless access is to remain suspended

as a result of formal action imposed through the normal disciplinary processes of the University. Appeals will follow the normal AUK Student Conduct Process.

5.5 AUK Media Centre

The AUK Media Centre is a multimedia production facility that offers additional services for the students at the American University in Kosovo. As part of the University Library, the centre is available for use by any currently enrolled student. The Media Centre is well equipped and students can make use of different equipment including camcorders, cameras, tripods etc.

In addition, the Media Centre is also equipped with two Apple computer stations that are equipped with the latest software including the Adobe Creative Suite 4 and Final Cut Studio 7. AUK Media Centre also offers workshops and trainings for its students.

AUK Media Centre offers resources also in the following areas:

- Graphic design;
- Web design;
- Photography/ Imaging;
- Video editing;
- Audio recording;

5.5.1 AUK Media Center Services

Media Centre services goals are to enhance student's ability to further improve media-related skills. The centre also supports the faculty and staff projects:

- Photography;
- Recording/editing presentations;
- Creating marketing related materials such as brochures, billboards, flyers, and advertisements;
- Equipment loans of cameras, camcorders and tripods;
- Scanning & printing;

AUK students, staff & faculty using the facility are requested to follow Media Center policies and procedures.

I. Loan of Equipment:

- A valid ID is required to check out equipment. If another party is picking up equipment for you, the Media Center should be notified in advance. The party picking up for a borrower is required to present the borrower's I.D. as well as his/her own I.D. at the time of checkout.

- Equipment can be checked in and out of the Media Center when staff is present. Equipment is examined by the Media Center staff for both check-out and check-in.

- The borrower is responsible for all equipment checked out to him/her. Equipment should be returned in the same working condition as it was issued or the borrower is liable for damages.

- Under no circumstances should equipment in the borrower's possession be loaned to another person. All equipment transfers have to be handled through the Media Center even to the next user in line.

- Equipment should be returned to the Media Center on time. Reserved equipment should also be picked up on time or your reservation may be canceled. Reservations not picked up for one hour after the scheduled time will cancel out automatically in our reservation list. It is the borrower's responsibility to be aware of the Media Center's schedule. You may check equipment in earlier than the return time and you may pick up reserved equipment earlier than the reserved time if the equipment is available.

- Equipment sign-out privileges may be revoked at any time due to careless handling of equipment, repeated lateness, or abuse of Media Center policy.

II. Terms of Equipment Loan:

- Extended loans of any equipment will be allowed only with special permission from the Media Center. Reservations for extended periods or holidays will be considered on a proposal basis.

III. Reservation of Equipment:

- Borrowers wishing to reserve equipment can fill out "Equipment Borrowing" form in the Media Center (2nd Floor) during office hours.
- Telephone or e-mail requests are not accepted.
- Equipment reservations can be made at any time during Media Center hours.
- Academic utilization of equipment has priority over non-instructional use.

- All equipment must be picked-up from and returned to the Media Center Room (2nd Floor).

IV. Lost, Late or Damaged Equipment:

- The borrower is responsible for returning all equipment in the same condition as it was received.

- Damage, destruction or loss must be reported to the Media Center no later than the beginning of the next workday following knowledge of such damage, destruction or loss.

  Cameras and camcorders are due in 48 hours (2 nights) after they are checked out. Late charges of €50 per day per item apply to cameras and camcorders.

6 Policies at AUK

6.1 Alcohol and Drug Policy

AUK is a learning community. The best environment for learning occurs when the community promotes and supports healthy and responsible behavior among its members. Students are ultimately responsible for their behavior and must assume full consequences for it. This includes the responsible and legal use of alcohol. The goal of the "AUK Student Alcohol and Drug Policy" is to promote individual responsibility.

This policy applies to all student members of the AUK community and their guests. It also applies to all student activities on the AUK campus and to all AUK-sponsored events where students are present. AUK students are subject to local laws regarding alcohol and drug use. AUK will not protect individuals or groups from law enforcement by legal authorities with respect to drugs and alcohol use or abuse.

Individuals or organizations who hold private parties or sponsor private events where alcohol is served or consumed assume full personal responsibility and liability for compliance with the law and for conduct related to the consumption of alcohol by attendees, participants and guests.

I. Provisions Governing the Possession and Use of Alcohol:

A. Alcohol may not be illegally used, possessed, manufactured or exchanged on AUK owned or operated property or at AUK sponsored events.
B. Behavior which is dangerous to oneself or others and/or disturbs the learning and/or living environment in AUK operated facilities or at any AUK sponsored activity/event is strictly prohibited.

II. Provisions Governing the Possession and Use of Illegal Drugs:
AUK explicitly prohibits use, possession, sale, manufacturing or trafficking of **illegal drugs** on AUK-owned or -operated property, or at AUK-sponsored events.

III. Violations:
Students violating the AUK Student Alcohol and Drug Policy will be subject to the campus judicial process, and to the judicial actions and sanctions described in this policy. AUK students will be held responsible for the behavior of their guests. All guests or visitors to the campus must also comply with the provisions of this policy or risk removal from the campus and possible future restriction from campus property.

6.2   Attendance Policies

1) A student may have no more than three unexcused absences in a given course before his or her grade is affected. Each unexcused absence after three will lower the student's course grade by one letter grade. This is a mandatory policy.

2) Absences—for whatever reason—do not relieve students of their responsibility to fulfill normal requirements in any course. In particular, it is the student's responsibility to make arrangements to obtain missed information and assignments.

3) Instructors are responsible for excusing (or not excusing) students for class, allowing (or not allowing) make-ups or alternate dates for tests and classes. AUK will inform instructors about events (recruitment drives, media events, co-op interviews) for which students may <u>request</u> an excuse from classes, but the final decision to grant an excuse will remain the instructor's. AUK will support the faculty member's class policy in regard to testing and attendance.

4) Non-attendance does not constitute an official withdrawal and may result in a failing grade.

5) Class hours are comprised of 50-minute teaching blocks. Faculty and students are expected to begin and end class and breaks on time.

6.2.1   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 due to student misconduct, the procedures are outlined in the section on *Student Rights & Responsibilities.*

6.3   Campus Demonstrations Policy

Because the rights of free speech and lawful assembly are fundamental to the democratic process and the academic process, AUK supports the rights of all its members freely to express their views and to protest against actions and opinions with which they disagree, using peaceful and lawful means of dissent. AUK also recognizes a concurrent obligation to maintain upon its campus an atmosphere conducive to academic work and freedom and respect for the rights of all

individuals. Administration, faculty and students must cooperate in a manner which will ensure that all of these rights are protected.

For detailed information about the POLICY ON DEMONSTRATIONS ON CAMPUS, please check the complete statement on the RIT web site
http://www.rit.edu/studentaffairs/studentconduct/rr_campusdemonstrations.php

6.3.1 User Privileges and Responsibilities

A. Privacy:
The University recognizes that individual privacy and security is highly valued by our society, but must be balanced by the other community enumerated values and needs. Within this understanding, the AUK community is assured that the privacy of such personal property as written communications intended by their creator to be private including those transmitted or preserved in paper, electronic, or other media will be protected, although it cannot be completely guaranteed.

The University also recognizes that members of the AUK community have a responsibility to cooperate with authorized searches and seizures in emergencies and in circumstances of probable cause. In such instances, including those involving AUK computer and network use, the search and/or seizure of personal property or personal communications will be executed only on the authorization of an official. Cooperation with the search or seizure of one's personal property or personal communication does not of itself imply one's own misuse or abuse of AUK computers or network; the search or seizure may be deemed necessary because of misuse or abuse elsewhere in the AUK system or in systems to which the AUK system is connected or affiliated. For example, scanning and pattern matching of incoming or outgoing email may be necessary to remove computer viruses, to locate the sources of spam, or to respond to legitimate internal or external requests for investigation. In all instances of investigation into personal computing and network use, individuals are protected to the extent possible.

B. Freedom from Harassment:
The AUK Policy Prohibiting Discrimination and Harassment defines "harassment" as "unwelcome "conduct, communication, or physical contact" which has the effect of either "unreasonably interfering with" another's work, activities, or participation, or of "creating an intimidating, hostile or abusive environment" for an AUK employee or student.

Members of the AUK community are assured that electronic communications that appear to have one or more of these effects are prohibited and will be investigated. This prohibition includes all obscene, defamatory, threatening, or otherwise

harassing messages. Correspondingly, members of the AUK community have the obligation not to use the AUK computing systems and network in such a way as to be reasonably judged to produce one or another of the above effects, whether intentionally or unintentionally. Such alleged or real misuse is covered by the provisions of this Code of Conduct.

C. Intellectual Property:
The privilege of creating and owning intellectual property is fully recognized by this Code of Conduct. However, where a violation of the intellectual property, or of the intellectual property rights of creators or owners beyond the AUK campus, is alleged to have occurred through student or employee misuse of the AUK computing systems and network, such alleged misuse will be investigated and, if proved, sanctioned.

For example, AUK users must not distribute copyrighted or proprietary material without written consent of the copyright holder, nor violate copyright or patent laws concerning computer software, documentation, or other tangible assets. Users should assume that any software or other electronic materials or media are copyright protected, unless the author(s) explicitly states otherwise.

D. Freedom of Expression:
In general, all members of the AUK community - students and employees alike – enjoy freedom of expression in the normal course of their activity. This freedom is both assured by numerous University policies and constrained by specific provisions of certain AUK policies, such as those noted herein this Code of Conduct. The constraints are, as in civil law, imposed only for the sake of the common good and the rights of individuals. Consequently, members of the AUK community have the responsibility to use AUK's electronic resources in ways that respect the rights of others and permit our common electronic resources to be equitably shared. Since free and civil discourse is at the heart of a university community, users should communicate in a manner that advances the cause of learning and mutual understanding. AUK reserves the right to restrict or deny access to its computing resources to those whose use of them is not consonant with the mission of the university.

E. Responsible Use of Resources:
In exchange for the privileges associated with membership in the AUK computing community, users assume the responsibility to use the community's resources in a responsible and professional manner. The following paragraphs (1-6) highlight a non-exhaustive list of specific responsibilities. Questions about the appropriateness of any use of resources should be directed to the staff of the Educational Technology Department or to the systems personnel responsible for the resource in question.

1. Access to Secure Systems

a. Passwords and similar authorization information: Passwords are the primary way in which users are authenticated and allowed to use the community's computing resources. One should not disclose one's password(s) to any individual, including a faculty or staff member, unless the person is a properly authorized system administrator performing account maintenance activities for which the password is required. Similarly, one should not disclose other identifying information (e.g., PIN numbers) used to access specific system information. Authorized users are held accountable for violations of this Code of Conduct involving their accounts.

b. Unauthorized use of resources: One must not allow others to make use of one's account(s) or network access privileges to gain access to resources to which they would otherwise be denied.

c. Circumventing or compromising security: Users must not utilize any hardware or software in an attempt to compromise the security of any other system, whether internal or external to the AUK systems and network. Examples of prohibited activities include (but are not limited to) Trojan horses, password crackers, port security probes, network snoopers, IP spoofing, and the launching or knowing transmission of viruses or worms.

2. Self-Protection:

Any member of the AUK community who attaches a computer to the AUK network must take measures to ensure that the computer is protected against compromise by an internal or external attack. In this context, reasonable measures include the installation and maintenance of virus detection and eradication software, care in opening e-mail message attachments, vigilance when visiting web sites and adhering to published system configuration and management standards.

3. Commercial Activity:

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4. Personal Use of AUK Resources:

In general, the use of AUK's computing and network resources to promote commercially related activities or events that have no direct relationship to AUK's

mission is not permitted. Occasional personal use of these resources, for example, to promote a single fund-raising event or activity, to sell a used item within the AUK community, or to offer AUK colleagues the opportunity to rent an apartment may be permitted.

5. Harmful Activities:
One must not use one's privileges as a member of the AUK computing community to cause harm to any individual or to harm any software or hardware system, whether internal or external to AUK. Examples of harmful activities, in addition to those noted elsewhere in this Code, include:
- Intentional damage
- Disabling others' computers
- Compromising security
- Disabling or corrupting software systems
- Destroying, altering, or compromising information integrity (e.g., student records, personnel information, etc.)
- E-mail spamming
- Threatening or intimidating e-mail, newsgroup postings, or web sites.
- Denial-of-service attacks (e.g., making it difficult or impossible for others to use the network effectively and efficiently).

6. Illegal Activities:
For the protection of the AUK computing community as a whole, it is imperative that all members refrain from any conduct that is illegal. Illegal activities that are prohibited include (but are not limited to):
- Copyright infringement, including publishing copyrighted material such as papers, software, music, musical scores, movies and artistic works. It is irrelevant whether or not any profit is made from such distribution; the mere fact of providing uncontrolled access to such material is illegal.
- Divulging information that is confidential or proprietary information.
- Misrepresentation of one's identity to gain access to systems, software, or other services to which one does not have authorized access.

IV. AUK Rights:
Users should be aware that their use of AUK's computing and network resources is not completely private. However, in all AUK operations discussed in the following paragraphs, individual rights of privacy will be preserved to the fullest extent possible that is compatible with the nature of the operation. As an institution, AUK retains the following rights with respect to its computing and network resources:

A. Allocation and Control of Access to Resources:
Those responsible for maintaining AUK's information technologies and resources have the right to allocate resources in ways appropriate to the achievement of AUK's

overall mission. They also may control access to its information and the devices on which it is stored, manipulated and transmitted in accordance with the policies of the University, civil, and criminal law.

B. Usage Monitoring and Inspection of Files:

While AUK does not routinely monitor individual usage, the normal operation and maintenance of the University's computing and network environment require the backup and caching of data, the logging of usage data, the monitoring of usage patterns and other such activities that are necessary for maintaining network availability and performance. AUK system and network administrators may review this data for evidence of violation of law or policy. When necessary to ensure network availability and performance, or to respond to an alleged violation of law or policy, system and network administrators may monitor the activities and inspect the files of specific users on their computers and networks.

C. System and Network Administration Access:

A system administrator may access others' files for the maintenance of network computer and storage systems. Similarly, for the maintenance or security of networks, a network administrator may access others' files and data on network devices or in transit.

D. Security Procedures:

Departments are responsible for educating the users of University-owned desktop computers and providing a reasonable level of security for sensitive information.

V. Reporting, Investigations, and Sanctions

A. Reporting Violations of this Code:

For this Code to be effective, all members of the AUK computing community must be alert to possible violations. If a member of the community suspects that another community member is abusing his or her privileges or is engaged in activities forbidden by this policy, it is that member's responsibility to report this to IT personnel. In all cases, suspected violations of this Code of Conduct should be reported. Users should retain any other information that could be helpful for investigative purposes, such as harassing e-mail messages, dates and times of unauthorized access, and header lines.

B. Investigation of Suspected Violations:

Reports of suspected violations of this Code of Conduct are investigated by the designated professional staff of the Educational Technology Services. Confirmed violations will be brought to the attention of the violators and, where a confirmed violation is serious or persists, a restriction may be imposed, temporarily or

permanently, by the University. Violators of statutory law will be turned over to Campus Safety.

C. Sanctions:

AUK may impose a range of penalties on users who violate the policies regarding the usage of University computing resources. For example, AUK may suspend computer and network privileges of an individual for reasons relating to the safety and wellbeing of other members of the campus community, or relating to the preservation and integrity of University property. Access will be restored when positive conditions can be reasonably assured, unless access is to remain suspended as a result of formal action imposed through the normal disciplinary processes of the University. Appeals will follow the normal AUK Student Conduct Process.

6.3.2   Academic Probation/Academic Suspension

Conditions for Academic Probation/Suspension: All students at AUK 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 Academic Services, under the direction of the Director of Academic Affairs, at the end of each quarter; once the action is made, it may be changed or revoked only by the Director of Academic Affairs. The Grade Point Average (GPA) standards that must be met are as follows

Program (Subplan) Quarterly GPA = grade average of all courses taken in a term that are applicable to a student's degree requirements.

Cumulative GPA = grade average of all course work taken as an undergraduate.

Academic Probation: A student will be placed on probation if his or her program (Subplan) quarterly grade point average falls below 2.0 (a C average) or if his or her cumulative grade point average falls below 2.0. To be removed from probation, the student must raise both averages to at least a 2.0.

Students on a second probation will be put on academic contracts by their academic advisors. While on probation contracts, students are not allowed to take more than 12 credit hours.

Academic Suspension:

1. Any student who is on probation and who is not removed from probation in the two succeeding periods of study (quarters) in which credit is earned, will be suspended.

2. 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 quarter to be removed from probation before suspension.

3. Any student whose program quarterly grade point average falls below 1.00 will be suspended.

4. Students who have been readmitted to their original program after having been suspended, and then go on probation, will be suspended.

Suspended students generally must wait at least one year before applying for re-admission into an AUK degree program. While suspended, a student may not enroll in any AUK course work, unless the suspension is waived by the Director of Academic Affairs, and then he or she may be limited to taking courses on a non-matriculating basis.

6.3.3 Conditional Academic Contracts:

Students who have been suspended may appeal to the Director of Academic Affairs to have the suspension temporarily waived and to be placed on a "Conditional Academic Contract." Conditional contracts will be awarded to students who can demonstrate (with the appropriate documentation) that:

- Extended illness or other hardship has caused their academic performance to be sub-standard;

- A general trend of improvement in their academic performance over time exists; and/or

- The desire and capability of meeting the expectations of the Conditional Contract Terms is demonstrated.

Conditional contracts are awarded at the discretion of the Director of Academic Affairs, in consultation with Academic Services. Failure to meet any of the contract conditions results in immediate suspension from the University without any tuition reimbursement.
Contact Academic Services for the appropriate procedure.

Please note: Academic Warning and Academic Suspension are related to your GPA, which summarizes your academic performance.

6.3.4 Dean's List

The Dean's List is a public acknowledgement of a student's exceptional scholastic performance. Students are placed on the Dean's List if they meet the following set of criteria:

- the student's quarterly GPA is at least equal to a 3.40 or higher;
- the student does not have any grades of "Incomplete," "F," or "D" (including any non-credit but required course);
- the student has registered for, and completed, at least 12 quarter credit hours per quarter; and
- the student is not on probation due to a low cumulative grade point average in his or her principal field of study.

6.3.5 Final Exam Policy

For all courses -other than those taught online- professors will be present at AUK and available for questions from the students for at least 24 hours after they have published the final course grade to the students. If you have any questions about your final exam or final grade, you should ask them at this time. Professors (not AUK administration) make the final decision about your grade so if you wish to discuss your grade with your professor; this is the time to do so.

6.3.6 Participation in Commencement

Commencement is a celebration for students who have completed all requirements for graduation. The student's academic advising office determines whether students have completed all requirements and clears the student for graduation and participation in Commencement. If a student needs 12 additional credits or less to complete requirements for graduation, the advising office can allow the student to participate in Commencement. The diploma will not be awarded until the final course is completed successfully and recorded.

A degree candidate who due to extenuating circumstances cannot participate in the graduation ceremony held at the end of the last semester of enrollment may petition the Academic Services Office to participate in the next graduation ceremony held the following year.

6.4 Discrimination and Harassment

I. Policy

The AUK community is committed to a diverse and dynamic learning, working, and living environment. AUK will not discriminate in terms and conditions of employment, admission, and participation in programs or residential life.

AUK prohibits discrimination and harassment on campus, or at any AUK activities off campus, by its administrators, faculty, staff, students and student organizations, and external organizations and individuals in their operations with AUK.

AUK defines <u>discrimination</u> as behavior that uses age, citizenship, color, creed, culture, including deaf culture, disabilities, gender, marital status, national origin, political affiliation or preference, race, or sexual orientation as a basis for:

- Making hiring or admission decisions at AUK,
- Determining participation in programs at AUK or sponsored by AUK,
- Making decisions affecting an individual's employment or advancement, grade or academic standing, or access to any benefit or privilege at AUK, or
- Administering disciplinary processes except where distinctions are bona fide or otherwise permitted or required by law.

AUK defines <u>harassment</u> as conduct, communication, or physical contact which is unwelcome and has the purpose or effect of:
- Unreasonably interfering with an employee's or student's work, academic activities, or participation in AUK sponsored programs or events, or
- Creating an intimidating, hostile or abusive environment for an employee or student at AUK or in AUK sponsored programs or events.

AUK is committed to an environment which encourages, promotes and protects free inquiry and free expression. Members of the AUK community have the right to hold, express vigorously, defend and openly promote their ideas and opinions. The AUK Policy Prohibiting Discrimination and Harassment is not intended to restrict freedom of speech or any form of artistic or visual expression.

The policy is also not intended to restrict discussion and debate in the classroom or academic forum. Protecting these values does not include protecting acts of discrimination or harassment.

Making an intentionally false charge of discrimination or harassment or retaliating against someone who has made a charge is as serious an offense as discrimination or harassment and is prohibited.

For further information on the AUK POLICY PROHIBITING DISCRIMINATION AND HARASSMENT, including definitions of terms, procedures, etc., please refer to the RIT web site:

http://www.rit.edu/studentaffairs/studentconduct/rr_discriminationharassment.php

6.5 Library Policies

Silence
Quiet is required for productive study. Everyone must show respect for those who are reading and working. No music may be played in any part of the library or outside within hearing range. No computer games will be allowed.
Note: students, especially groups who disturb others, will be asked to leave the Library.

Overdue fines and fees
If a checked-out book is not returned when due, recall fines accrue at:

1. **€ 1, 00/day** from due date;

2. **After 14 days** a student who has failed to return a book (or books) will be responsible for full payment of the cost of replacing the book (or books), including shipping charges.

No food or drinks are allowed in the Library.

Library Hours
Monday-Friday: 09.00 AM – 09.00 PM
Saturday: 09.00AM - 05.00PM
Sunday: Closed

Final Exam Weeks: During Final exam week, the library is open on weekends as follows:

Saturday: 09.00AM- 21.00PM
Sunday: 09.00AM- 05.00PM

Summer working hours:
Monday-Friday: 09.00 AM – 17.00 PM

6.6 Parking and Traffic Regulations

Parking facilities on the AUK campus are a limited resource. The privilege of parking on campus is granted to students with the understanding that future or

periodic University needs may require allocation, registration, restriction, or revocation. Violations of the AUK Student Code of Conduct may result in revocation of parking privileges when applicable.

Students and guests are to comply with the requests and instructions of the guards in all matters related to parking any vehicle on the AUK campus.

6.7 Sexual Assault Policy

Sexual assault is not only a violation of AUK policies, it is a crime. Any sexual assault should be reported immediately to AUK Administration. Immediately after an assault, the victim should seek support from others and be careful not to bathe or clean up the area or otherwise disturb or destroy evidence. AUK officials will help arrange support and counseling services for anyone who requests them and will help the victim of a sexual assault notify law enforcement authorities if that is desired.

Students or employees who are accused of sexual assault and deemed to present a danger to the University community or to the complainant may be suspended until such time as a determination on the allegation is made. The sanctions or penalties which AUK might impose for sexual assault depend on the nature and the circumstances of the offense and may range from reprimand to dismissal from the University.

6.8 Smoking Policy

This policy applies to all AUK students, faculty, staff, administration, other employees, and visitors to the University.

Policy:
Smoking or carrying of lighted cigars, cigarettes, pipes, or any other form of smoking object is prohibited in any indoor area at AUK, including but not limited to classrooms, offices, laboratories, dining facilities, break rooms, faculty apartments, and guest apartments. Furthermore, smoking is prohibited in all areas of any buildings which house classroom facilities. Exceptions to this policy are those noted below.

Smoking Areas:
AUK provides designated outdoor smoking areas, identified by affixed smoking receptacles.

7 Course Catalog

Course descriptions are listed in order by course number.
+ denotes a special topics course; course numbers may appear more than once.

ADVERTISING PRINCIPLES
Course Number: 0681 263
Credit Hours: 4
Description: Social, economic and mass communication aspects of advertising with special emphasis on the role of advertising in the marketing mix. Special topics include agency/client relationship, radio and TV ratings, history of advertising, the creative process and psycho-graphics.

APPLIED ECONOMETRICS
Course Number: 0511 457
Credit Hours: 4
Description: Provides students in the economics program with an opportunity to develop their skills in applied regression analysis. Covers the various regression models, estimation techniques, data preparation and transformation, and the interpretation of regression results. Particular emphasis on the dangers of misuse of regression techniques. Part of the economics subplan and minor.

ARTS OF EXPRESSION
Course Number: 0504 319
Credit Hours: 4
Description: The course emphasizes writing practices within or across disciplines, recognizing the role writing plays in the formation of knowledge and the framing of academic specializations. This course highlights the processes and practices of written expression and the production of research, whether in the sciences or the arts or the humanities. Faculty design specific approaches to the study of the literature of a discipline, field, or program. Students have the opportunity to develop a critical understanding of important conversations within a particular area of study. How a field or discipline is located within a larger culturally-diverse context is also highlighted. Depending on the focus of the instructor, the course will engage one or more modes of disciplinary expression(s) such as films, written texts, photographs and other images, oral history, and ethnography.

BENEFIT-COST ANALYSIS
Course Number: 0511 450
Credit Hours: 4
Description: Explores the use and abuse of benefit-cost and related analytical techniques commonly encountered in economic policy making. Many expenditure and regulatory programs of governmental agencies now are routinely evaluated in a benefit-cost or cost-effectiveness framework, and debate about policy decisions increasingly draws upon benefit-cost findings. Yet, application of benefit-cost analysis often attracts much controversy, in part because of disagreements about how to conduct such analysis and about the role that economic efficiency should play in societal decisions. Part of the economics subplan and minor.

BUSINESS ETHICS
Course Number: 0102 438
Credit Hours: 4
Description: Awareness of core principles of ethical business behavior is an essential component for effective participation in business organizations. This course develops an understanding of ethical reasoning and how it is applied to current business issues. An important focus of the course is the development of ethical leaders. Students are exposed to several ethical and moral dilemmas, which are used to guide debate and discussion of such issues as advertising, affirmative action, human resource decisions, and product liability.

CAPSTONE: PUBLIC POLICY MINOR
Course Number: 0521 460
Credit Hours: 4
Description: The overall objective of the course is to tie together the theories and applied skills learned in other Public Policy minor courses within a common analytical and theoretical framework of public policy formation and implementation. Students will apply their knowledge to a contemporary problem or issue related to science, technology, and policy. Readings, lecture, case studies, and projects will be used to highlight commonalities and dissimilarities among different policy regimes. Required for public policy minor.

COMPUTER SYSTEM FUNDAMENTALS
Course Number: 4050 350
Credit Hours: 4
Description: The course is organized around goals and activities involving computer technology familiar to most students. The examples used to illustrate topics build progressively on each other and bring the student from the basics of the PC's physical construction through the complexities of the operating system. (1016-205) Prerequisites: None

COMMUNICATING IN BUSINESS
Course Number: 0688 325
Credit Hours: 4
Description: Focuses on the development of those communication skills essential to functioning effectively in the business world. Students learn the process of analyzing communication situations and responding to them appropriately. Topics include reports, memos, letters, oral presentations and interpersonal skills.

COMMODITY MARKET ANALYSIS
Course Number: 0621 310
Credit Hours: 4
Description: An overview of the commodity futures and options market. Special emphasis is placed on the fundamental economic factors affecting agricultural and energy-based futures prices. The economic principles and policies supporting hedging and speculating strategies are analyzed. Students are introduced to technical price analysis, basis analysis and global economics of foodservice commodities.

CONSTITUTIONAL LAW
Course Number: 0513 457
Credit Hours: 4
Description: This course provides an introduction to Constitutional Law by examining the Supreme Court's attempt to resolve constitutional disputes between the federal government and the states (federalism); and between the different branches of government (the separation of powers). The course will study carefully the text of the Constitution, the intention of the founders, and the interpretation of the court in landmark cases that have defined American constitutional Law. These cases will be studied both chronologically and thematically.

COLLEGE MATH FOR BUSINESS I
Course Number: 0692 211
Credit Hours: 4
Description: An introduction to mathematical concepts and quantitative methods required in business management. Included are sets and real number system; linear, nonlinear and exponential functions; and system of equations and inequalities. Differential and integrated calculus is introduced, as well as some special topics in quantitative analysis such as linear programming and simulation.

COLLEGE MATH FOR BUSINESS II
Course Number: 0692 212
Credit Hours: 4
Description: An introduction to mathematical concepts and quantitative methods required in business management. Included are sets and real number; linear,

nonlinear and exponential functions; and system of equations and inequalities. Differential and integrated calculus is introduced, as well as some special topics in quantitative analysis such as linear programming and simulation.

CONTEMPORARY SCIENCE: BIOLOGY
Course Number: 0692 231
Credit Hours: 4
Description: An introduction to the fundamental principles of biology for non-science majors and the application of these concepts to areas of interest in our contemporary technological society. Topics discussed include the cell as a biological unit, the biogenesis-a biogenesis controversy, genetic coding and introduction to plant and animal biology. The course is presented in a lecture-demonstration format.

CONTEMPORARY SCIENCE: CHEMISTRY
Course Number: 0692 232
Credit Hours: 4
Description: An introduction to the fundamental principles of chemistry for non-science majors and the application of those concepts to areas of interest and concern in our contemporary technological society. Topics discussed include the atomic theory, chemical compounds, chemical re-actions, organic chemistry, biological chemistry and macromolecular chemistry. The course is presented in lecture-demonstration format.

CO-OP: APPLIED ARTS & SCIENCE
Course Number: 0697 499
Credit Hours: 0
Description: Each student is required to complete a minimum co-op education work assignment (400 hours) after freshman year, and then after junior year. Co-op education is defined as a full-time, paid work experience related to the student's field of study or career interests. Co-op is designed as a learning experience for the student and should emphasize real-world tasks and responsibilities that grow with the student's increased knowledge, skills, and experience.

CREATIVE CRITICAL THINKING & PROBLEM SOLVING
Course Number: 0697 441
Credit Hours: 4
Description: An interdisciplinary approach to the generation and evaluation of ideas and solutions. Includes analysis of the conditions limiting creativity and the development of a "toolkit" of strategies and techniques for discovering, inventing, and assessing new, unique and useful ideas, applications and solutions. Applicable to a range of life and work situations, from complex environmental concerns to competitive business challenges, to family disputes.

CULTURAL ANTHROPOLOGY
Course Number: 0510 210
Credit Hours: 4
Description: This course explores how human beings across the globe live and work according to different values and beliefs. Students will develop the tools for acquiring knowledge, awareness, and appreciation of cultural differences, and in turn enhance their abilities to interact across cultures. The course accomplishes these aims by examining the relationship between individuals and their communities, and the dynamics of ritual, religious, political, and social life in different parts of the world. Fulfills a Liberal Arts core social/behavioral science requirement.

DESIGN FOR PRINT AND WEB
Course Number: 0688 398
Credit Hours: 4
Description: Students use vector and bitmap imaging software to design a range of graphic projects suited to Web and print formats. Projects cover the broad range of skills and software types used in photographic imaging, layout, vector editing, digital painting and retouching, typography, prepress preparation, and Internet graphics. A collaborative project places total control of a design venture into the participants' hands, establishing appreciation for the various roles on a design team. Class discussions include copyright and current professional design topics.

DIGITAL PRINT LAYOUT
Course Number: 0688 398
Credit Hours: 4
Description: This course introduces students to digital document layout and copy editing for print, with focus on optimizing legibility and appearance. Discussion will include the value of precision layout in the production of advertising materials, training materials, and other publications; as well as the roles played by different members of the publication process. Students will gain experience with Adobe InDesign or similar layout and text formatting software, and will learn to integrate it with other text and graphics.

ECONOMIC FORECASTING
Course Number: 0511 458
Credit Hours: 4
Description: Introduction to one of the major functions contemporary economists perform economic forecasting. Students are exposed to alternative theories and the manner in which economists in both the private and public sectors use these frameworks of analysis, data and quantitative methods to generate economic forecasts. Part of the economics subplan and minor.

ECONOMICS OF LESS DEVELOPED COUNTRIES

Course Number: 0511 448

Credit Hours: 4

Description: Introduction to the economic problems of less developed countries (LDC). Students study the historical causes of underdevelopment gap between developed and underdeveloped countries and the theories and the policies aimed at accelerating the rate of growth in LDC. In addition, the role of international organizations in the economic development of LDC is discussed.

EFFECTIVE WEB DESIGN II

Course Number: 06xx xxx

Credit Hours: 4

Description: This course introduces students to dynamic web development, with an emphasis on user-centered web design. Students will learn to integrate imperatives of user-centered interface with principles of aesthetic design, to bring effective information architecture to the digital landscape.

Current tools in web development, such as XHTML, ActionScript, XML, PHP, ColdFusion, JavaScript will be discussed. Students will create simple animated graphics and web content with Adobe Flash, or other current web development software.

Prerequisite: Effective Web Design I and Design for Print and Web.

EFFECTIVE WEB DESIGN I

Course Number: 06xx xxx

Credit Hourse: 4

Description: This course introduces students to the fundamentals of static web design using xhtml, style sheets, and web graphics. After completing this course students will be able to demonstrate appropriate application of manual code, gather and organize web content, construct their own xhtml, analyze markup language, critique existing site designs, and use CSS, frames, tables, slices, and FTP to solve spatial, visual, and data problems.

Students will use Adobe Dreamweaver or other current web development software, and will learn the basic techniques, tools and processes used to construct a well-designed and effective web site while keeping the site's users in mind.

Prerequisite: Managing Media Presentations 0688-477 or equivalent, and Design for Print and Web.

ENERGY POLICY
Course Number: 0521 451
Credit Hours: 4
Description: This course provides an overview of energy resources, technologies, and policies designed to ensure clean, stable supplies of energy for the future. The course evaluates the impacts of fossil fuel, renewable energy, and hydrogen technologies on society and how public policies can be used to influence their development. The development of U.S. energy policy is of particular concern, although a global perspective will be integrated throughout the course. Part of the public policy degree program; part of the public policy subplan and minor.

ENVIRONMENTAL POLICY
Course Number: 0508 484
Credit Hours: 4
Description: This course introduces students to the environmental policy-making process. Students identify the consequences of major environmental legislation and regulations and examine the actions of both citizens and the corporate sector as they comply with these laws. They also focus on the economic and social implications and value of environmental regulation and enforcement and identify current developments in the area.

FINANCIAL ACCOUNTING
Course Number: 0680 201
Credit Hours: 4
Description: Emphasizes analyzing and recording business transactions and understanding the results of these transactions. Preparation of basic financial statements required by any business are included.

FINE ARTS: VISUAL ARTS
Course Number: 0505 213
Credit Hours: 4
Description: Students develop ability in perceiving worth in objects of art through consideration of fundamental concepts in painting, sculpture and architecture, involving analysis, interpretation and principles of aesthetics.

FIRST YEAR ENRICHMENT
Course Number: 0697 398+
Credit Hours: 2
Description: AUK's First-Year Enrichment is an academic program that supports students' scholastic and social transition from high school to college. The FYE courses, *Discovery* and *Pathways*, are instructed by professionals who are experts in student transition. Credit-bearing FYE classes focus on topics including independent

thinking and problem solving skills, ethical decision making, personal and social responsibility, and professional networking, as well as academic fundamentals such as time management, study skills, and library research methods. Classes meet once-per-week over two quarters during the first year. *Discovery* classes are composed of students from the same major, and *Pathways* classes are multidisciplinary. Additionally, *Discovery* and *Pathways* instructors provide coaching on academic, personal and social issues. This element of the FYE program sets the auk FYE program apart from other first-year programs around the country. Coaching is not counseling. Rather than being a problem-based meeting with a counselor, the goal of coaching is to provide an academic and career focused meeting with a knowledgeable expert in the area of transition who can connect students to departments or services around campus.

FOUNDATIONS OF PUBLIC POLICY
Course Number: 0521 400
Credit Hours: 4
Description: This interdisciplinary course will introduce the student to the concept of public policy, the policymaking process, the role of stakeholders and interest groups, and the basic dimensions of quantitative and qualitative policy analysis. A range of public policy issues, such as environmental policy, science and technology policy, and information and communications policy will be explored. Required for public policy subplan and minor.

GLOBAL LITERATURE
Course Number: 0504 485
Credit Hours: 4
Description: This course will consider some of the key historical forces that have been bringing the globe's inhabitants into contact with and awareness of one another. Under the auspices of cultural expression, we will examine a host of artistic and popular forms that link different parts of the global world system.

GLOBAL FORCES & TRENDS
Course Number: 0697 435
Credit Hours: 4
Description: Dealing with unpredictable futures is an ongoing challenge for every leader, manager, and individual. Whether you are making personal or organizational decisions, your success depends on your ability to envision the future with a proactive, strategic approach. The ability to analyze, adjust to, and take advantage of emerging opportunities, trends, and forces, and to integrate and connect information patterns, determines the success or failure of your decisions. In this course, methodologies and approaches such as scenario-based strategy, visual thinking, mind-mapping, mental models, strategic thinking theory, and challenging

prevailing ideas are introduced and used to examine the technical, social, economic and demographic trends and forces affecting people, organizations, and the choices they need to make.

GLOBAL STANDARDS IN THE SERVICE INDUSTRY
Course Number: 0619 320
Credit Hours: 4
Description: Globalization of commerce carries with it increasing global standards. This course examines different kinds of standards, especially those related to international trade and commerce. Students are expected to identify situations in which standards are mandated, identify the relevant standards, and then describe the applications of the appropriate standards. The course also looks at current issues and emerging trends in standards.

HISTORY: MODERN EUROPE
Course Number: 0507 312
Credit Hours: 4
Description: An exploratory journey featuring inquiries into the origins, nature, and significance of pivotal episodes in European history such as Scientific Revolution, the Enlightenment, the English, French, and Russian revolutions, Romanticism, Realism, Irrationalism, the two World Wars, the Cold War, the rise and fall of the Soviet Empire, and the European scene at the outset of the twenty-first century.

HUMAN RESOURCES MANAGEMENT
Course Number: 0619 480
Credit Hours: 4
Description: This course presents students with a complete repertoire of human resource management (HRM) issues. It addresses all the current HRM topics and is designed to enhance the student's ability to deal effectively with HRM topics. The laboratories attempt to develop conceptual thinking abilities. By emphasizing various training techniques and practices, highly skilled graduates can immediately employ one of the hospitality industry's most valuable tools training to aid in the retention and management of human resources.

INDUSTRIAL AND ORGANIZATIONAL PSYCHOLOGY
Course Number: 0514 448
Credit Hours: 4
Description: I/O Psychology provides consideration of principles as well as application of current research in industrial psychology, with particular reference to personnel selection, training, motivation, morale, performance appraisal, leadership and communication.

INFORMATION & COMMUNICATIONS POLICY
Course Number: 0521 410
Credit Hours: 4
Description: This course examines how federal and international policies are developed to influence innovation of Information and Computer Technology. In particular, the course will examine such topics as privacy, freedom of speech, intellectual property rights, access to information technology, and regulation of the Internet.

INTRODUCTION TO COMPARATIVE POLITICS
Course Number: 0513 461
Credit Hours: 4
Description: The course provides a mode of analysis for the study of political systems. Basic concepts of political science are utilized to present a descriptive and analytical examination of various political systems that can be classified as liberal democracies, post-communist, newly industrializing countries (NIC's), and Third World. Particular attention is paid to the governmental structure, current leadership and major issues of public policy of those selected political systems under review. Part of the global studies subplan and the political science minor; and may also be taken as an elective.

INTRODUCTION TO INTERNATIONAL RELATIONS
Course Number: 0513 214
Credit Hours: 4
Description: The purpose of this course is to provide basic knowledge of the field of international relations. Among the topics to be addressed are key theoretical concepts, themes and controversies in the field such as: important state and non-state actors in international politics, security, economic relations between states, levels of analysis, and schools of thought. Required course for international studies majors.

INTRODUCTION TO LOGISTICS AND TRANSPORTATION
Course Number: 0681 451
Credit Hours: 4
Description: Review of the logistics and transportation industry as part of the growing emphasis on distribution technologies. Introduces basic understandings of the function areas of logistics management and their interrelationships and how transportation and distribution plays a significant role in the success of a business.

INTRODUCTION TO PROJECT MANAGEMENT

Course Number: 0681 410

Credit Hours: 4

Description: Addresses project management from a multidisciplinary perspective, covering the fundamental nature of managing all types of projects- public, business, engineering, and information systems-as well as specific techniques required to manage projects. Topics include Project Environment, Planning, Conflict Negotiation, Budgeting, Scheduling, Resource Allocation, Monitoring & Controlling, and Project Termination. Addresses the unique and demanding role of the project manager, the challenges of cross-cultural projects, and the behavior and quantitative facets of project management. Introduces the major areas of the Project Management Body of Knowledge (PMBOK) as defined by the Project Management Institute.

INTRODUCTION TO QUALITATIVE POLICY ANALYSIS

Course Number: 0521 406

Credit Hours: 4

Description: This is a course in the practical aspects of doing theoretically informed qualitative social research. Special attention will be given to the processes by which research problems are formulated, research designs selected, data gathered and interpreted, and inferences and conclusions drawn. Through example, illustration, and application, specific research skills will be simulated using case studies. Part of the public policy subplan and minor and may also be taken as an elective.

INTERNATIONAL LAW AND ORGANIZATIONS

Course Number: 0513 487

Credit Hours: 4

Description: The study of international law and organizations is the study of international cooperation and governance. We cover a variety of theoretical and substantive topics including the theories of international law and organizations, the historical development of international organizations, how these organizations work in practice, and whether they are effective. We concentrate on the United Nations and the role and usefulness of nongovernmental organizations. Several of the substantive issues discussed are interstate violence and attempts to address humanitarian concerns, globalization, and the environment. Part of the legal studies minor; may also be taken as an elective.

INTERNATIONAL POLITICAL ECONOMY

Course Number: 0513 490

Credit Hours: 4

Description: Examines the interplay between states and markets, and the interaction of the world economy and international politics. We study the nature of political

economy, the major ideologies and approaches, and specific topics include trade, investment, debt, and financial markets and the impact of globalization on the human condition and the environment.

INTRODUCTION TO MULTIMEDIA: THE INTERNET & THE WEB
Course Number: 4002 320
Credit Hours: 4
Description: This class provides an introduction to key Internet, web, and multimedia technologies, as well as familiarity with the Macintosh computer platform. Topics covered include social communication, basic Internet applications such as SSH, SFTP, and the World Wide Web, basic digital image techniques, and web page development and publishing.
Prerequisites: Computer literacy

LAW & SOCIETY
Course Number: 0513 464
Credit Hours: 4
Description: This course provides students with a fundamental literacy about law as an immensely and ubiquitous presence in society. It focuses on the between law and other social institutions, and examines the values and interests that are expressed in law and shaped by legal structures and processes. Consensus and conflict perspectives on the law are compared and contrasted, and applied to understanding the law's impact on everyday life. This course takes an explicit interdisciplinary approach to understanding law. This course is offered for those interested in critical inquiry of law within a framework of a broad liberal arts education. Part of the legal studies minor; and may also be taken as an elective.

MANAGERIAL ACCOUNTING
Course Number: 0680-203
Credit Hours: 4
Description: The functions and uses of accounting information are presented. Emphasizes the preparation and operation of dynamic budgets and the use of accounting data for control and profit planning. (Prerequisite: 0680-201 Financial Accounting).

MANAGEMENT SCIENCE
Course Number: 0680 353
Credit Hours: 4
Description: A foundation course, which introduces mathematical model building and the use of management science in the decision-making process Mathematical techniques include linear programming, the assignment model, the transportation model, inventory control models, critical path models (PERT/CPM) and computer simulation.

MANAGING MULTIMEDIA PRESENTATIONS
Course Number: 0688 366
Credit Hours: 4
Description: An introduction to design principles and software applications for creating and organizing media presentations on technical topics. Includes principles of Web page design, the development of computer-based illustrations and electronic presentations. Covers the use of PageMill, Corel Draw, Power Point, and other software applications. Project management skills are introduced.

MONETARY ANALYSIS & POLICY
Course Number: 0511 452
Credit Hours: 4
Description: The study of monetary behavior and the role of monetary institutions in the modern economy. Includes consideration of monetary theory, the development and current characteristics of monetary institutions in the American economy and the use of the tools of monetary analysis to evaluate alternative monetary policies. Concludes with an evaluation of the neo-Keynesian and Monetarist positions.

NATURAL RESOURCE ECONOMICS
Course Number: 0511 484
Credit Hours: 4
Description: This course develops an economic perspective on one of the most important and challenging issues facing global society—the allocation, use and preservation of natural resources. Presents and discusses the methodology economists use to inform natural resource managers and policy makers. Economic thought and analysis are used to evaluate a variety of issues in this area. Concludes with a brief discussion of the interdisciplinary aspects of natural resource management.

NEW VENTURE DEVELOPMENT
Course Number: 0681 221
Credit Hours: 4
Description: The course presents factors to be considered by those interested in the ownership and management of small business enterprises. Includes who should be an entrepreneur, guidelines for starting a new business, basic legal consideration, and approaches for obtaining capital and credit.

ON CAMERA! ON MIKE!
Course Number: 0688 465
Credit Hours: 4
Description: Focuses on preparation and delivery skills for effective radio and TV appearances by non-professionals serving as spokespersons for their organizations.

Audio and video tapings of simulated interviews, press conferences and panel presentations provide opportunities for student practice and for instructor and peer critiques. Also, presents a framework for understanding the perspectives and functions of the broadcast media as well as guidelines for effective use of broadcast formats to achieve public relations or marketing goals.

PHILOSOPHY OF LAW
Course Number: 0509 446
Credit Hours: 4
Description: An introduction to philosophical analysis centering on the nature, extent and justification of law, the nature of legal thought, and the problems and theories of justice. Required course in the philosophy program. Part of the peace studies subplan; the philosophy subplan and minor; the legal studies minor; and may also be taken as an elective.

PHOTO IMAGING WITH COMPUTERS I
Course Number: 0688 381
Credit Hours: 3
Description: Students use photographic imaging software to design, correct, and layer graphic imagery. Topics include retouching, color and tonal adjsutments, custom brushes, simulating volume with layer styles, masking techniques, and smooth compositing. Students discuss and explore professional design and photographic illustration issues.

Those taking this course must have <u>successfully</u> completed Designing for Print and Web.

Prerequisite: Designing for Print and Web 0688-4xx, or department approval.

PHOTO IMAGING WITH COMPUTERS II
Course Number: 0688 382
Credit Hours: 3
Description: Students use photographic imaging software to produce graphics from composited photographic images. Topics include image correction, photographic illustration, shape and paths, file management, preparation of Web graphics, and advanced layer techniques. Students explore and discuss design and professional issues.

Those taking this course must have <u>successfully</u> completed Photo Imaging I, or equivalent.

Prerequisite: Photo Imaging with Computers and Designing for Print and Web.

POLITICS & PUBLIC POLICY
Course Number: 0513-455
Credit Hours: 4
Description: A study of the politics of the policy process covering these basic questions: How do public problems get to the agenda of government? How does government formulate policy alternatives? How does government legitimate public policy? How does government implement public policy? How does government evaluate public policy?

PRINCIPLES OF MARKETING
Course Number: 0681-361
Credit Hours: 4
Description: An introductory course in marketing that provides a better awareness of the function of marketing and how marketing relates to other areas of business. Topics include the marketing concept, developing a product strategy, behavioral aspects of consumer marketing, the marketing mix, segmentation and current marketing issues.

PRINCIPLES OF MICROECONOMICS
Course Number: 0511-211
Credit Hours: 4
Description: Microeconomics studies the workings of individual markets. That is, it examines the interaction of the demanders of goods and services with the suppliers of those goods and services. It explores how the behavior of consumers (demanders), the behavior of producers (suppliers), and the level of market competition influence market outcomes.

PRINCIPLES OF MACROECONOMICS
Course Number: 0511-402
Credit Hours: 4
Description: Macroeconomics studies aggregate economic behavior. The course begins by presenting the production possibilities model. This is followed by a discussion of basic macroeconomic concepts including inflation, unemployment and economic growth and fluctuations. The next topic is national income accounting, which is the measurement of macroeconomic variables. Following this the aggregate supply-aggregate demand framework is presented.

PROGRAMING FOR INFORMATION TECHNOLOGY I
Course number: 4002 217
Credit hours: 4
Description: This is the first course in the introductory programming sequence required for all Information Technology students. Topics include elementary data types, arithmetic and logical operations, control structures and error handling,

methods and functions, and an introduction to object-oriented programming design and implementation. Emphasis is placed on the development of problem-solving skills. Programming projects are required.
Prerequisites: Computer literacy

PROGRAMING FOR INFORMATION TECHNOLOGY I
Course number: 4002 218
Credit hours: 4
Description: This is the second course in the introductory programming sequence required for all students majoring in Information Technology. Topics include further exploration of classes and objects, programming through composition and inheritance, reusability, input/output, and object oriented design. Emphasis is placed on the development of problem-solving skills. Moderately large programming assignments are required.
Prerequisites: 4002-217

PUBLIC FINANCE
Course Number: 0511-444
Credit Hours: 4
Description: A study of the economics of the public sector. Topics include, but are not limited to: taxation and public expenditures and their effect on the allocation of resources, distribution of income, and employment; market failure; public goods; the economics of public choice; and the application of public finance principles and normative questions to public economic issues.

RELIGION AND INTERNATIONAL POLITICS
Course Number: 0513 492
Credit Hours: 4
Description: Religion has been a common element in global politics. This course will address fundamental beliefs of various religions, the use of religion to explain or justify foreign policies, the role of evolving interpretations of texts to justify war or promote peace, and how religious leaders attempt to mitigate conflict and support justice. The course will analyze the historical and contemporary roles of religious beliefs and organizations with respect to war and peace, civil conflict, national identities, the legitimacy of governments, human rights, democracy, conflict management, and conceptions of world order.

RESEARCH TECHNIQUES
Course Number: 0688 361
Credit Hours: 4
Description: This course offers exposure to and experience with electronic and traditional resources for information generation. Student assignments simulate workplace fact-finding assignments and culminate in an extended feasibility project

of the student's choice. Students work in teams and use problem-solving strategies, assess project requirements, collect data, report periodically on their progress, and formally present their results. A variety of research methodologies are introduced, including interviewing skills, developing and using questionnaires, testing procedures, review and use of literature, and blueprint and specification reading.

STATISTICS I
Course Number: 0692-311
Credit Hours: 4
Description: An introduction to the basic tools of statistical analysis used in business, including charts, frequency distribution, averages, dispersion, probability theory, sampling. Logical procedures for making business decisions under conditions of uncertainty are emphasized. Hypothesis testing including one, two and k-sample test means, proportions, regression and correlation analysis are also included.

STATISTICS II
Course Number: 0692-312
Credit Hours: 4
Description: An introduction to the basic tools of statistical analysis used in business, including charts, frequency distribution, averages, dispersion, probability theory, sampling. Logical procedures for making business decisions under conditions of uncertainty are emphasized. Hypothesis testing including one, two and k-sample test means, proportions, regression and correlation analysis are also included. (Prerequisite: 0692-212 Statistics I).

SCIENCE AND TECHNOLOGY POLICY
Course Number: 0508-441
Credit Hours: 4
Description: Examines how local, state, Federal and international policies are developed to influence innovation, the transfer of technology and industrial productivity in the United States and other selected nations.

SCRIPTING AV AND VIDEO PRESENTATION
Course Number: 0688 353
Credit Hours: 2
Description: Introduces writing and production techniques for audiovisual and video presentations. Scripting prepares students to write a specialized form of communication-dialogue that is to be spoken and heard. Instruction on enhancing the verbal message with visuals is presented. Dimensions of wording, voice characterization, sound motion and color are explored.

STRATEGIC LOGISTICS MANAGEMENT
Course Number: 0681 525
Credit Hours: 4
Description: Introduces the role of the government in the transportation industry. The evolution of past and current regulatory and promotional policies is explored. The determination and utilization of freight rates are examined. Various methods to forecast and control transportation costs also are discussed.

SURVEY AMERICAN MILITARY HISTORY
Course Number: 0640 520
Credit Hours: 4
Description: A study of American Military History from the 1700's to the present day. Discussions will show how military actions affected U.S. History; how developing technologies impacted U.S. Military doctrine, tactics and strategy; and the change of the U.S. Military from a part-time, civilian volunteer militia to a professional, full-time force. (Fills professional slot on the study plan. Need advisor approval).

TECHNICAL PROGRAMMING I
Course Number: 0618 231
Credit Hours: 4
Description: The first of a three-course sequence in developing software for the solution of technical applications. Specifically, procedure oriented programming of the C++ language will be employed to develop software solutions for engineering and scientific applications.

TRANSFER TECHNOLOGY & GLOBALIZATION
Course Number: 0515 451
Credit Hours: 4
Description: This course provides an understanding of theoretical perspectives directions, processes and consequences of transfer of technology from modern to developing societies. It also examines the diffusion of technologies, that is, the process through which they spread from their initial sources into various national and international organizations (e.g., multinational firms, factories, communities, and homes). The course also analyzes the consequences of conventional technological transfers and the need for appropriate technology for developing countries.

VECTOR ILLUSTRATION
Course Number: 06xx xxx
Credit Hours: 4
Description: This course introduces students to the use of geometric modeling software to prepare graphic materials for visual communication. Students will learn

to design illustrations for print, multimedia and the Web through hands-on experience, tutorials, projects and lectures, and will develop technical expertise in creating object- oriented graphics through line and node editing using Adobe Illustrator or current vector software. Additional topics include the role of illustration in society, critical assessment strategies for professional and non-professional illustration, output consequences including color management, file size efficiency, banding, and transparencies.
Prerequisite: Design for Print and Web, or permission of instructor.

WEB CLIENT SIDE PROGRAMMING
Course Number: 4002 536
Credit Hours: 4
Description: This course will explore the possibilities and purpose of client side scripting over the Internet. Students will learn to use both native and plug-in technologies to build interactive interfaces that are both usable and effective. Key features that will be addressed are browser compatibility, object reusability (bandwidth issues), and different scripting environments. Programming is required.

WEB GRAPHICS
Course Number: 06xx xxx
Credit Hours: 4
Description: The development of new media has placed a need on designers to tailor graphics to standards for the Internet and various output devices. The course will discuss the history and design of rollovers, slices, simple animations, and current graphic needs for the Internet and other networked communication modes. Students will use imaging software to produce graphic imagery suitable for screen view and networked circulation.

Students must have completed *at least* one photographic imaging course, and two digital design courses prior to enrolling in this course.

Prerequisite: PhotoImaging I, II and Designing for Print and Web

Prerequisites: 4002-409

WEB SERVER-SIDE PROGRAMMING
Course Number: 4002 539
Credit Hours: 4
Description: This course focuses on the server-side aspects of web application development. Topics covered include the underlying protocols and technologies of the WWW, dynamic generation of web pages, accessing database content, web services, online content management, and security. By the end of the course, students will be able to architect and develop multi-tiered dynamically generated web sites and services that incorporate server-side programming and a database back-end.

Prerequisites: 4002-409 and a two-course programming sequence.

WRITTEN ARGUMENT
Course Number: 0502-443
Credit Hours: 4
Description: All fields and professions require us to present arguments to support a point of view. So students of all subjects need to know how to make claims, provide evidence, explore underlying assumptions, and analyze counter-points. In this course, students will learn about the elements of reasoning. Students will identify the argument in a piece of writing, assess whether an argument is successful, and recognize particular means of argumentation. Students will also study the difference between argumentation and persuasion. Throughout the course students will practice both argument and persuasion in various texts that may be taken from academic, political, and scientific fields.

WRITING SEMINAR
Course Number: 0502-227
Credit Hours: 4
Description: The Writing Seminar is a one-quarter, four-credit seminar designed to develop first-year students' proficiency in critical reading, analytical writing, and critical thinking. Students will read, understand, and interpret a variety of texts representing different cultural perspectives and/or academic disciplines. Texts, chosen around a particular theme, are designed to challenge students intellectually and to stimulate writing for a variety of contexts and purposes. Through this course, students will gain experience analyzing topics critically and developing writing strategies that will be strengthened throughout their academic careers. There will be particular attention to the writing process including an emphasis on teacher-student conferencing, self-assessment, class discussion, peer review, formal and informal writing, research, and revision; small class size promotes frequent student-instructor and student-student interaction. The course also emphasizes the principles of intellectual property and academic honesty for both current academic and future professional writing.

American University in Kosovo

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