



ACM

كلية الشرق الأوسط الأمريكية

American College of The Middle East

In Affiliation With

PURDUE

UNIVERSITY

STUDENT MANUAL

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ACADEMIC MANUAL

ACM Mission

ACM is a two year college that provides applied higher education programs. ACM targets those students whose practical & applied talents are superior to their Academic Ones. Therefore ACM's mission revolves around capitalizing on such talent, as an alternative means of learning, and as a source of enhancing self confidence & positive attitude. In addition to transforming these applied & practical talents into specific skills & knowledge that can be used in the graduate's career & personal life.

Educational Philosophy

The ACM understands that prospective students arrive with widely varying skills and learning capabilities. Hence, the college is committed to applying multiple methods of teaching and providing students with practical learning opportunities. The students are exposed to a Holistic Learning Experience in a Learner Centered Approach. (In this approach, the students have the ability to learn conventionally while applying what they learn through carefully designed curricula and internships). The students will also experience character growth by participating in professional clubs and ACM's extracurricular life to develop skills they need for success.

Academic Programs

ACM is offering two academic programs which are:

1. Business Administration

Diploma in Business Administration with any of the following concentrations:

- I. Financial Services
- II. Accounting
- III. Marketing
- IV. Human Resources Management

2. Information Technology

Diploma in Computer Network Systems

Academic Curriculum

BUSINESS ADMINISTRATION

Code	Number	Title	CREDITS	Pre-Requisite
FIRST YEAR - FIRST SEMESTER				
MAT	100	Introduction to Math	3	
ENL	100	English for Academic Studies	3	
ICT	100	Introduction to IT and Computing Essentials	3	
BUS	100	Academic, Character and Skills Development I	3	
			12	
FIRST YEAR - SECOND SEMESTER				
ACT	200	Financial Accounting	3	
BUS	250	Business Organization & Management	3	
ECO	200	Economics for Managers	3	
MKT	210	Principles of Marketing Management	3	
MAT	150	Math for Business	3	
			15	
FIRST YEAR - SUMMER SEMESTER				
FIN	200	Managerial Finance (For Financial Services Students)	3	
			3	
SECOND YEAR - FIRST SEMESTER				
BUS	210	Project Course (first and second semester)	6	
FIN	200	Managerial Finance	3	ECO200,ACT200
ENL	120	Speech Communication	3	ENL100
		Concentration 1	3	
		Concentration 2	3	
			18	
SECOND YEAR - SECOND SEMESTER				
BUS	210	Project Course (first and second semester)	0	
		Humanities Elective	3	
ENL	110	English Composition	3	ENL100
BUS	201	Career Planning	3	
		Concentration 3	3	
		Concentration 4	3	
			15	
DIPLOMA ACQUIRED			60	

INFORMATION TECHNOLOGY

Code	Number	Title	CREDITS	Pre-Requisite
FIRST YEAR - FIRST SEMESTER				
MAT	100	Introduction to Math	3	
ENL	100	English for Academic Studies	3	
ICT	100	Introduction to IT and Computing Essentials	3	
BUS	100	Academic, Character and Skills Development I	3	
CNS	176	Information Technology Architecture	3	
			15	
FIRST YEAR - SECOND SEMESTER				
MAT	150	Math for Business	3	
CNS	240	Data Communications & Networking	3	CNS 176
CNS	180	Introduction to Systems Development	3	ICT100
CNS	155	Introduction to Programming	3	
ENL	120	Speech Communication	3	
			15	
FIRST YEAR - THIRD SEMESTER (Summer 1)				
INT	200	Internship A	0	
			0	
SECOND YEAR - FIRST SEMESTER				
MAT	175	Calculus	3	
CNS	260	Wireless networking fundamentals	3	CNS240
BUS	250	Business Organization & Management	3	
CNS	272	Database Fundamentals	3	CNS155
CNS	280	Systems Analysis and Design	3	CNS180
CNS	200	Career Planning - CNS	3	
			18	
SECOND YEAR - SECOND SEMESTER				
CNS	295	Object Oriented Programming	3	CNS155,CNS272
CNS	242	System Administration	3	CNS 240
CNS	261	Wireless Security and Management	3	CNS 260
STA	200	Introduction to Statistical Methods	3	MAT150
SOC	100	Humanities elective	3	
ENL	110	English Composition	3	
			18	
DIPLOMA ACQUIRED			66	

Graduation Process

Students need to fulfill their graduation requirements in order to receive their ACM Diploma as follows:

1. Student has to finish the required credit of the major
2. Students needs to have a Cumulative GPA of 2.00 and above
3. Students should pass all of their required courses
4. Students should pass 12 credits of concentration courses within the same field
5. Student should complete all needed requirements within five years from the starting date including EPP

Grading System

The Grading system for undergraduate program in ACM is distributed as follows:

Grading System	
Grade	Quality Points
A	4
A-	3.67
B+	3.33
B	3.00
B-	2.67
C+	2.33
C	2.00
C-	1.67
D+	1.33
D	1.00
F	0.00

Class Standing

The class standing is the academic level of the students which is considered according to number of completed credit hours as follows:

Class Standing	Completed Credit Hours
Freshman	0 to less than 30
Sophomore	30 to 60 or more

Academic Standing

Students should be recognized according to the following academic standing categories:

1. Students who complete one academic semester (not including summer) with a semester GPA of 3.50 and above and do not have any grade of “I”, “W”, “NP”, “D”, or “F” will be listed in the “Dean’s List”
2. Students who complete one academic semester (not including summer) with a semester GPA of 2.00 and above will have a “Good Standing”
3. Students who complete one academic semester (not including summer) with a semester GPA less than 2.00 will be under “Probation”
4. Any student, who obtains a GPA below 1.0 for 2 consecutive semesters, will be permanently dismissed from ACM.

Course Evaluation

The evaluation period of courses at the ACM is the last two weeks of the semester. Evaluation will be based on course organization, grading, course materials, delivery methods, instructor/student relationship, instructor’s knowledge of the material and learning outcomes.

1. Students will evaluate the course and the instructor electronically using the learning management program “Moodle”.
2. A lab will be reserved according to a certain schedule for students to enter their evaluation and comments.

Internship Program

The internship at the ACM is an essential component in applied student learning. Since the ACM is a career, “hands-on” educational provider, the internship experience enhances learning by giving the student an opportunity to apply skills learned and promotes student readiness for future career placement. The following is the criteria for successful completion of internships at the ACM:

1. The student must complete 200 internship work hours at an approved organization during the attendance at the ACM.
2. Securing an internship in the discipline of study at an ACM approved organization in both private and public sectors.
3. An ACM supervisor will be allocated to each student to coordinate the internship program with the organization.
4. The internship will be assessed as follows:
 - a. The student will provide the supervisor with an approved progress report (each worth 20% of total grade) to be filled by the employer after every week (40 hours) of completed work.
 - b. A weekly meeting with the ACM supervisor will take place to assess the progress report.
 - c. At the conclusion of the entire internship, the student will provide the supervisor an approved evaluation (designed by ACM), to be completed by the employer.

Academic Courses Description

Course	Credits	Description
General Education Courses		
ICT 100 Introduction to IT and Computing Essentials	3	IT & Computing Essentials is an introduction to computing and its ability from a user's perspective. Students gain hands-on skills with applications such as desktop and file management; word processing; spreadsheets; presentation graphics; electronic mail; personal information management; and internet browsing, searching, and publishing
BUS 100 Academic, Character and Skills Development I	3	This course is an introduction to and survey of the field of business. Exposure to the different functional areas of business will be stressed. Focus will be on the individual development of the student in the regard not only to future professional employment but also to his or her educational planning. The course is also designed to help students improve their college grades by learning to study more efficiently and effectively. Students will deal with improving study habits, such as time scheduling, attitudes, and specific study skills, such as note-taking, listening, test-taking, memory techniques, and reading skills.
BUS 201 Career Planning	3	This course uses workshops and lectures involving students in the decision-making process for career planning. Visiting lectures discuss career opportunities in their fields. Emphasis is on future academic planning, internships, exploring careers, search strategy, interviewing, career progression, and other career and academic issues.
ENL 100 English for Academic Studies	3	This course is designed to support students in their transition from sheltered English language instruction to content-rich college and university courses. It is based on a widely-used process approach to writing, which demands considerable reading, writing, and interaction among students. All writing and discussion are done in English, in order to maximize opportunities for developing fluency in both formal and informal uses of the language in academic settings.
ENL 110 English Composition	3	This course is designed to help students build confidence in their abilities to create, interpret, and evaluate texts in all types of media; to develop knowledge and inspire new ideas through writing; understand, evaluate, and organize ideas; understand what it means to write in different academic contexts; articulate, develop and support a topic through first-hand and archival research; and to become an effective writer who can respond credibly and accurately to a variety of writing situations.
ENL 120 Speech Communication	3	Speech communication is a contemporary course in the ancient and practical art of rhetoric. The focus of the course is public speaking. It is a course designed to help students recognize situations in which speech can impact outcomes and decision making in a community. It helps students gain confidence in speaking and preparing appropriate content for speeches.

MAT 100 Introduction to Math	3	This is an introductory mathematics course designed for students who must acquire fundamental skills to advance in college/ university mathematics courses. Students taking this course will review the basic arithmetic skills: Sets of real numbers and their properties, operations with whole numbers, signed numbers, fractions, decimals, percents, ratios, proportions, exponents, radicals, operations with algebraic expressions, factoring, equations, inequalities and various real life business applications.
MAT 150 Math for Business	3	Introductory Business Math is a pre-calculus course with a finance section slanted towards a business program. The applications are business-related. Equations, inequalities, absolute value, polynomial functions, matrices, applications to business.

Business Core Courses		
BUS 210 Project Course (with internship component)	6	This course introduces students to real life business situation by forming a company and practicing different roles within the framework of the company. While considering traditional management activities and issues, the dynamic nature of today's organizations will be integrated. Hands-on supervision skills will be introduced and practiced. Operational and action planning will be introduced and how to execute tasks effectively and efficiently. Students will be grouped according to their major concentration at the college. Specific technical skills pertaining to the field of specialty of each student will be introduced and practiced. Organizational concepts will be introduced and practiced like team work, and practicing high professional ethical values.
BUS 250 Business Organization & Management	3	The course introduces students to both management theory and practice. While considering traditional management activities and issues, the dynamic nature of today's organizations in the areas of customer services, globalization, ethics, diversity, technology and innovation will be integrated. The manager's role, and how it has changed over time, will be discussed. Managerial skills and functions, key theories and approaches to management, environmental influences, culture, ethics and social responsibility, the importance of strategic planning, the structure of organizations, and the importance of leadership in the world of business will be discussed.
FIN 200 Managerial Finance	3	The class covers a comprehensive discussion of investments, consumer credit, insurance and retirement issues. The goal is to show how these components are interconnected in order to create a complete picture of financial health of an individual.
ACT 200 Financial Accounting	3	The objectives of the course are to help students: (1) understand what is in financial statements and what the statements say about a business, (2) identify the business activities that caused the amounts that appear on the statements, and (3) understand how, when, and at what amount the effects of manager and employee actions will appear in the statements.

MKT 210 Principles of Marketing Management	3	The aim of this course is to provide a rigorous and comprehensive introduction to contemporary marketing practice. The specific objectives of the course include the following: To introduce students to the concepts and terminology of modern marketing management; to train students to analyze complex business situations and to teach students the tools used by marketing managers. In addition this course will improve professional skills of presentation and concise writing; and to offer experience working in a team.
ECO 200 Economics for Managers	3	Economics is the study of decision making under conditions of scarcity. This course looks at the behavior of the individual consumer and firm and their interaction with the government. The second half of the course studies the macro economy and focuses on the causes of inflation, unemployment, and interest rate changes. The international economy also will be studied.

Business Concentration Courses

• FINANCIAL SERVICES

FIN 210 Survey of Financial Services	3	This course covers the products and services found in the financial industry. Topics explored include financial planning, products and services, mortgages for consumers, debt management and personal borrowing, savings and investments, and customer services.
FIN220 Money and Banking Services	3	The course explores the economics of money, monetary systems, and investments in the global economy. The course covers the origin of money and the banking industry, financial asset markets, the role of central banks, and the effects of various monetary policies.
FIN 230 Introduction to Investment Analysis	3	This course examines investment alternatives relevant to the individual and/or family-unit investor. It also explores operations of the markets in which securities are traded, theory and application of security valuation, portfolio construction, capital markets, and performance evaluation. Additional topics include fixed income securities, common stocks, options, investment companies, and other popular investment alternatives.
FIN 240 Introduction to Financial Planning	3	Financial planning principles and practice. The course utilizes a case study approach toward financial planning for upper- and middle-income households.
FIN 250 Financial Institutions and Markets	3	This course is an introduction to financial markets and management of financial institutions. Students will learn about determinants of interest rates, and measurement of financial risk. There is concentration on the management of depository firms such as banks and savings and loans.
FIN 260 Risk Management & Insurance Services	3	The primary focus of this introductory course is on evaluating life, health, retirement, property, and liability exposures to loss and analyzing the alternative methods for managing these risks. Methods of decision making under conditions of uncertainty are emphasized.

• **MARKETING**

MKT 220 Customer Relations & Services	3	A course that provides insight into the structure and working of customer relations management and its role in business government agency. Analysis of how consumer needs, complaints, and education are handled. Customer relation's management in the real world and techniques used in managing customer relations toward the goal of maximizing customer satisfaction.
MKT 230 Advertising & Promotion	3	Students will be introduced to the full range of concepts associated with Integrated Marketing Communications. This will include topics such as advertising, media selection, public relations, and event management, packaging and sales promotion. Information will be framed and presented from the perspective of a Marketing Director.
MKT 240 Practical Marketing Skills and Tools	3	This course is a practical, approach to applying marketing strategies in a real-world context. Students will be led through the entire marketing planning process, including conducting a market audit; developing a strategy, preparing a marketing plan, managing the supply chain and implementing the plan in the marketing mix.
MKT 280 Retailing & Merchandising	3	This course examines current issues in the retail industry and applies principles for evaluating customer needs and choosing products related to those needs. It covers retail practices and the management of retail organizations.
MKT 260 Professional Selling	3	An introduction to relationship selling, with emphasis on the knowledge and skills needed for working in long term partnerships with business customer retention, power / influence strategies, consultative selling, and ethical considerations. Case studies are discussed. Students receive hands-on experience through participation in an account management simulation and role-playing situations.
MKT 270 New Product Development	3	This course provides an overview of the new product development process. Targeting positioning and product decisions are also covered. The second half of the course completes the marketing mix and covers various market testing and product launch issues.

• **HUMAN RESOURCES MANAGEMENT**

HRM 210 Human Resource Management	3	Analysis and discussion of case problems concerning typical leadership and personnel situations that impact upon the supervisor/ manager. Emphasis directed toward development of attitude, philosophy, analytical ability, and problem-solving skills within the working environment.
HRM 220 Techniques of Employee Selection & Recruitment	3	This course is an applications-oriented study of key concepts in staffing organizations, including principles and issues in conducting job analysis; preparing job descriptions/ specifications; and screening/ selecting employees. Special emphasis is placed on the design, validation, and operation of high-volume staffing systems.
HRM 230 Personnel and Labor Law	3	A study of the common law and statutory law affecting union-management relations, with emphasis on current labor legislation including wage-an-hour legislation, workmen's compensation, Occupational Health and Safety Acts and social security laws.

HRM 240 Training & Development	3	The principles, practices, and methods of employee training are examined in this course. Students are introduced to systematic training program design, development, and evaluation. Emphasis is placed on the supervisor as a trainer.
HRM 250 Compensation and Benefits	3	This course covers the planning and the implementation of a total compensation system, including job analysis, job evaluation, salary survey and analysis, benefits and development of a structured pay system. The course also includes behavioral implications and legal compliance issues.
HRM 260 Performance Management Systems	3	An application-oriented simulation of developing a compensation and benefits program, including the study of staffing and appraising employee performance.

• **ACCOUNTING**

ACT 210 Managerial Accounting	3	The course serves as an introduction to management's internal use of accounting information for decision making, production management, product costing, motivating and evaluating performance, and budgeting.
ACT 220 Accounting Software Applications	3	This course utilizes integrated accounting software package(s) to demonstrate computerized accounting practices. The general ledger will be integrated with accounts receivable, accounts payable, and other accounting modules.
ACT 230 Cost Accounting	3	This course is a continuation of Intermediate Accounting. It examines additional problems in financial reporting, including long-term assets, liabilities, owners' equity, and income taxes, earnings per share, leases, and pensions.
ACT 240 Book keeping	3	This courses for students who have a need for general knowledge of the field. Intended as a quick overview of basic accounting and bookkeeping, this course is recommended for students who intend to manage small operations, become self-employed, or work in small corporate departments.
ACT 250 Intermediate Accounting	3	The course explores financial reporting for interested external parties. Emphasis is placed on asset valuation, income measurement, and preparation of financial statements, and on appreciation of discretion available to preparers.
ACT 260 Financial Statement Analysis	3	The course introduces students to issues of how investors and creditors use accounting numbers to make their investment and credit decisions.
ACT 270 Payroll Accounting	3	This course explores payroll accounting practices including payroll, fringe benefits, and the payroll-related accounts that a typical company will report on its income statement and balance sheet. Students will learn about accounting for salaries, wages, bonuses & commissions to employees, overtime pay, payroll taxes and costs and other employer paid benefits.

COMPUTER NETWORK SYSTEM

CNS 200 Career Planning – CNS	3	This course uses workshops and lectures involving students in the decision-making process for career planning. Visiting lectures discuss career opportunities in their fields. Emphasis is on future academic planning, internships, exploring careers, search strategy, interviewing, career progression, and other career and academic issues.
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CNS 155 Introduction to Programming	3	This course introduces fundamental computer programming concepts. Topics include: problem-solving and algorithm development, programming standards, variables, data types, operators, decisions, repetitive structures, modularity, arrays, sequential files, user interface construction, software testing and debugging, all within an object oriented programming framework. The concepts and skills learned in this course are transferable to a wide variety of contemporary programming languages and software development tools.
CNS 176 Information Technology Architecture	3	A conceptual and technological survey of information technology architectures inclusive of operating systems, network operating systems, distributed systems architectures, distributed application architectures. Interoperability between these architectural components is explored. Current technology and trends in each architectural element are reviewed.
CNS 180 Introduction to Systems Development	3	The course introduces information systems development. Topics include types of information systems, system development, database management systems, and problem solving. Students will read/ create UML, ERD, and data, processes, and logic. Labs emphasize modeling and SQL/ QBE querying to prepare students for later systems, programming, and database classes. Given user requirements students will design, construct, and test a personal computer information system.
CNS 240 Data Communication & Networking	3	This course provides a comprehensive introduction to data communications and networks. Topics include communication standards and concepts, protocols, the Open Systems Interconnect (OSI) model, point-to-point communication, and local area networks. Business issues from both provider and user perspectives are discussed. Current technology and trends in each architectural element are reviewed.
CNS 242 System Administration	3	This course provides a comprehensive introduction to system administration. Topics include authentication and authorization, directory services, system management and system security. Emphasis is placed on enterprise level systems.
CNS 260 Wireless Networking Fundamentals	3	This course includes wireless networking. Topics include fundamental wireless communication concepts, wireless local area networks (LANs), and cellular systems. Wireless specific protocol elements are addressed in typical application environments. Data communications in multiple wireless environments is emphasized. In the laboratory section, students implement wireless solutions and integrate them into wired LAN environments.
CNS 261 Wireless Network Security and Management	3	A look at current methods of securing and managing wireless networks. As security concerns grow due to the proliferation of wireless networks, the means of keeping them secure has become increasingly important. This course looks at current security issues of wireless networks, as well as the many facets of managing these networks.
CNS 272 Database Fundamentals	3	A study of relational database concepts. These concepts include data design, modeling, and normalization; the uses of Structured Query Languages (SQL) to define, manipulate, and test the database developers must handle.

CNS 280 System Analysis & Design	3	This is a systems analysis & design course for future information technology professionals. This course presents an overview of the approaches used by today's information system developers to discover and model the requirements, to construct an acceptable design to implement a successful system solution. Course emphasis focuses on tools and techniques that the programmer or analyst uses to develop information systems. Object-oriented tools and the Unified Modeling Language (UML) will be used for describing objects, use cases, actors, structured scenarios, hierarchies, dependencies, message flows, state transition, and user interfaces. Emphasis is also placed on the use of an object-oriented CASE tool. In addition, such as fact-finding, communications, project management, and cost-benefit analysis.
CNS 295 Object Oriented Programming	3	This course focuses on using object-oriented programming languages in the development of modern, business applications. Topics include object-oriented design, encapsulation, object interfaces, inheritance, aggregation, abstract classes, polymorphism, data structures, and exception handling.
STA 200 Introduction to Statistical Methods	3	Introduction to business statistics relates the use of statistics to facilitating managerial decision-making. Topics include descriptive statistics, probability models, estimation, hypothesis testing, and regression analysis.

ELECTIVE COURSES

BUS 240 Professional Work Values in Islam	3	This course will address Business from an Islamic perspective. The course will debate and instigate - using critical thinking approaches - the existence or non-existence of differences and similarities between current business practices and Islamic business practices. The course will highlight such differences and similarities – if any. The course will clearly highlight Islamic values and ethics and their application in business context and practices. Islamic core belief and values will be linked and applied to real business situations including the pillars of Iman (faith) and the pillars of Islam. The course will highlight current Islamic business practices being used in current industries. The various roles of Muslim businesses and Muslim business professionals towards the society, the various industries, and the larger global economy – all will be addressed in this course. The course will also relate to historical contribution of Islam to Business. As well, contemporary issues and challenges will be addressed.
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PSY 100 Introduction to Psychology	3	This course will provide students with a broad introduction to the field of psychology, one of the social sciences. Among the topics covered will be: gathering data on the causes and correlates of behavior, key figures in psychology and their theories, examples of research findings from the major subareas of the field, and using psychological knowledge to improve the quality of our lives. This survey of psychology will acquaint students with the major concepts and terminology of the discipline and give students a better understanding of self and others.
SOC 100 Introduction to Sociology	3	This course will provide students with an overview of the sociological approach. Major theoretical concepts and methodologies will be examined and illustrated with a wide variety of classic as well as recent empirical studies. Some of the topics we'll look at include: culture; causes and consequences of social inequality (race and ethnic relations; gender relations); and social definitions of deviant behavior.

REGISTRATION MANUAL

Confidentiality of information

ACM makes every endeavor to keep information contained in the student's record confidential and out of the hands of those who would use it for other than legitimate purposes. All members of the faculty, administration and staff must respect information about students which they acquire in the course of their work.

The custody of student records is vested in the Registrar. As such, the Registrar has the responsibility and authority to grant or deny access to student records, consistent with this policy. All matters pertaining to the interpretation of this policy should be referred to the Registrar.

The Policy pertains to that student information which is generally defined as the "Student's Educational Record". This definition is not limited to that information which is contained on the student's Transcript, but includes all information which is collected for the purposes of admission, registration and academic performance as required by the ACM. The policy applies to all versions of that record, whether in computerized databases, or hard-copy files, and to all offices where that record may be stored, whether collected by that office or duplicated from the Registrar's official record.

Rules for Dropping/ Adding/ Withdrawal of Courses

If the student wants to drop, withdraw or add a certain course(s), he/ she should follow the following process:

Student should fill the needed forms available at the "SIC" during the allowed period as follows:

1. Drop: During the Drop/ Add period (7 working days from semester start date).
 - Student's credit hours should not be less than 12 credits (exception has to be approved by the Chief Learning Officer).
2. Add: During the Add/ Drop period (7 working days from semester start date).
 - Student's credit hours should not exceed 18 credits if the student is in "good standing".
 - Students who are in the Dean's List can take a maximum of 21 credits.
 - If student is on "probation" then student can register for a maximum of 12 credits.
3. Withdraw: After the Drop/ Add period till the end of the 12th week of the semester.
 - Student's credit hours should not be less than 12 credits (exception has to be approved by the Chief Learning Officer).

Attendance Policy

A student will be given a verbal warning or issued a warning letter on any of the following actions:

Attendance Policy

Warning letters will be issued for students according to the table below:

Warning Type	Courses conducted Once a week	Courses conducted twice a week	Courses conducted 3 times or more a week	EPP Program (Each Level)
1 st warning letter	After 1 absence	After 2 absences	After 3 absences	After 5 absences
2 nd warning letter with a counseling session	After 3 absences	After 3 absences	After 5 absences	After 7 absences
Withdrawing Automatically from the course with W grade	Upon the 4 th absence	Upon the 5 th absence	Upon the 7 th absence	Upon the 9 th absence

- All absences are considered equal. There is no such thing as an excused absence. In special cases the student might submit an appeal to the Student Affairs Committee (SA).
- A tardy arrival is defined as arriving more than ten (10) minutes after class has started.
- Every three (3) tardy arrivals will be counted as one (1) absence.
- Students are responsible for making up any course work missed due to absence.

Rules for Course Repetition

Repetition of courses and limit on replacement of grades

1. Students may request a course repetition for certain cases such as: failing, grade improvements, or graduation.
2. Students who earned a C+ or above in a course cannot repeat this course.
3. Students who are repeating certain course(s) for GPA improvement can repeat the course(s) only once.
4. Students who are repeating certain courses(s) due to failing or graduation can repeat the course(s) as many times as sufficient for student.
5. Student's latest attempt will be taken into consideration even if the grade was less than the earlier attempt.
6. Repeated course will show in the student transcript as grade "R" in the semesters that it was taken in, as well as the recorded grade.

Transfer between majors

If the student wants to transfer from one major to another within the college, he/ she should follow the following process:

- The student should not have completed more than 30 credits in order for him/ her to change the major.
- The student must have a minimum GPA of 2.0.
- The student must submit a change of major request form in the “SIC”.
- Based on the above, the Chief Learning Officer or Department Head of program will determine whether to accept or reject the student’s request.
- Change of major is reflected in the following semester.

Rules for Postponed Exams

1. A postponed exam occurs when a student misses the final exam.
2. The student result will be shown as “I”, for an incomplete, during the semester completed.
3. The student needs to inform the Student Information Center (SIC) and submit in writing the reason for absence. (The SIC will provide the form to the student).
4. If student does not inform SIC one week after exams, the final exam grade automatically converts to 0%.
5. The Student Affairs Committee (SA) will review the case.
 - If the reason is approved then the student has to retake the missed exam within one week of decision.
 - If the student retakes the exam, the final exam grade will be documented.
 - If the student did not retake the exam, the final exam grade converts to 0%.
 - If the reason of absence is rejected then the grade will be converted to 0%.

Grade Appeal Policy

All steps need to be followed in chronological order for the Academic Affairs Committee (AAC) to consider the grade appeal. If not, the appeal is null and void and the grade is binding.

1. The student will fill out a form and complete it with attachment of (2) two pages containing all the details of his/ her appeal.
2. Tangible evidence of discrepancy should be provided (e.g. exams, quizzes, research papers, projects, syllabus, all grading materials, etc.)
3. The student must submit all documents to the SIC ten working days from the start of the following semester.
4. The Academic Affairs Committee (AAC) will review the case and evaluate the grading procedures for the course in terms of the criteria presented by the faculty member and the grading of such criteria.

5. The committee's decision consists of two choices:

- No grade change, or;
- Change of grade to be higher, never lower than the student received.

Semester Freezing

When student apply to freeze a certain semester he/ she should follow this process:

- Student can request to freeze a certain semester any time during the semester
- Student can freeze maximum two consecutive semesters
- Student should provide the reason of freezing with all supportive documents
- Student should fill a reactivation form before rejoining
- All semester courses will have to be repeated upon reactivation

College Withdrawal

If the student wants to withdraw permanently from the college he/ she should complete the following process:

- Student should collect the needed form in the SIC (Student Information Center)
- Student should fill the form with all needed information and the reason for withdrawal and to be signed by the student and by the parent
- The form should be signed by the Academic Director and will be signed by the registrar for processing
- Student should submit the student ID card to the SIC officer

STUDENT CODE OF CONDUCT

Code of Conduct

This code of conduct is devised for the safety and benefit of all those who are at the ACM, which includes visitors and those who study and work on the premises. Further, this code is a formalization of the basic principles of decency, manners and common sense that are binding on all who enter the ACM premises.

The Student Affairs Committee (SA) is the official body that will administer the Student Code of Conduct. The purpose of the committee is to evaluate, review and make decisions regarding student behavioral cases at the ACM.

Terminology Defined

Academic dishonesty or misconduct is defined as any type of cheating that occurs in the context of a formal academic exercise. Such behavior only serves to compromise the overall integrity and effectiveness of the programs offered at the ACM.

Cheating is defined as any act of lying, deceiving, defrauding, or tricking others to create an unfair advantage to further one's self-interests. Participants in this behavior, whether they are providing or receiving an unfair advantage, are deemed to be cheating.

Plagiarism is the appropriation and reproduction of words, ideas, or other intellectual property that is not of one's own making. The acquisition of such property is intended to further one's self-interests and is disseminated without the acknowledgment of the original source.

Non-academic misconduct includes behavior that disrupts the academic process, the unauthorized entry onto ACM premises, the unauthorized use of ACM resources, the abuse of ACM resources, discriminatory behavior leveled at member of the administration, faculty, staff, and student body, and the purposeful harassment of any of these individuals.

Harassment is offensive behavior that persistently threatens or torments someone.

Dishonesty is an act of violating the trust of another through the use of lies, deceit, or other forms of subterfuge.

- I. **Academic misconduct** – Students committing academic offenses on the ACM premises will be subject to disciplinary action.

A. Cheating

1. The use of inappropriate written or verbal assistance, including that obtained from another student during examinations, assignments or projects are said to be cheating.
2. The unauthorized possession or use of examination or course-related materials during an exam is also considered cheating, especially if these materials were obtained in advance of the exam in question.
3. Plagiarism, which is defined as the following:
 - a. Presenting the work of another as one's own.
 - b. Copying text from (websites, books, journals) without indicating the original source
 - c. Using graphics, video and other material without the permission of the author or the publisher and without proper acknowledgment of the source
 - d. Obtaining packaged information, foreign language translation or completed papers from an online source and submitting such material as one's own

- B. Disruption of classroom activities** – Students who disrupt or obstruct the normal education process or any activity at the ACM including the purposeful disruption of classroom activities, library sessions by behavior such as excessive talking in class, excessive noise, fighting.

II. Range of consequences for academic misconduct

- A. When a student is caught cheating the following actions may be imposed:
1. **A grade of F** is given on the assignment, project or examination, and the decision is documented in the student's file. The student receives a warning letter and counseled about the consequences of dishonest behavior. All counseling sessions are documented in the student's file.
 2. **The student is dismissed**, with the understanding that this decision is *permanent and uncontestable*. This termination includes the revocation of attendance and visitation privileges, and the student is not allowed to participate in ACM activities. The student is informed of this decision via written notification from the Student Information Center (SIC).
- B. When student willfully disrupts classroom activities, the following actions are imposed:
1. **A verbal warning** is issued.
 2. **A written warning** is issued. This warning is documented in the student's file and the student is counseled on the consequences of his or her behavior.
 3. **A suspension notice** is issued via written notification. This involves the termination of a student's privilege to attend the ACM for a minimum of three working days, which includes campus visitation and participation in ACM activities. Upon his or her return, the student is counseled about the consequences of disruptive behavior. It is the student's responsibility to make up any work that is missed during this absence.
 4. **A final dismissal notice** is issued via written notification. Dismissal from a program of study at the ACM includes the revocation of campus visitation rights and the right to participate in ACM activities.
- C. All disciplinary documents (warning letters, reports, etc.) are kept in the student's file.
- D. Courses of action are based on the semester in which the action is taken.

III. Non-academic misconduct

Students who commit non-academic offences on the ACM premises will be subject to disciplinary action.

A. Harassment

1. Conduct (verbal or physical) that impedes instructor, employee or student performance, intimidation, hostility, or otherwise offensive behavior – the ongoing use of aggressive, loud or vulgar speech, fighting, etc. – are all forms of harassment.
2. Threatening or intimidating behavior that continuously prevents another from attending classes is a form of harassment.

B. Dishonesty – Any act of fabrication or the supplying of false information.

Students who misuse any ACM document or transcript: altering or providing false information including personal, official, academic or medical information will be deemed dishonest (e.g. misrepresenting personal circumstances to ACM, or falsifying a signature on an official document).

C. Unauthorized use of the ACM property

1. Unauthorized occupancy of any ACM facility including the buildings, the grounds and vehicles is an act of non-academic misconduct.
2. Damaging, destroying, defacing, or tampering with ACM property or the property of any person or business on college property, includes: taking down, defacing, or otherwise damaging college-sanctioned posters, notices posted and/or the mutilation of library materials (e.g. destroying tables, computers...)
3. Students are not allowed to bring visitors to ACM campus (e.g. friends)
4. Distributing unauthorized information (e.g. political posters)

D. Theft

1. The acquisition and/or possession of personal or intellectual property that is not one's own without the express permission of the rightful owner is absolutely forbidden on these premises.
2. Taking any material from any student without prior permission or consent (e.g. taking text books etc.), is theft.

E. Smoking

The ACM buildings are smoke-free areas. Students are not allowed to smoke in the interior areas of any of the ACM facilities, e.g., hallways, toilets, elevators, emergency exits, stairwells, etc.

F. Student dress

1. Student attire must conform to local cultural norms.
2. Tops, shirts, pants should not have slogans which contradict the values of the ACM.
3. Shorts and skirts should be of appropriate length.

G. Cultural sensitivity

Individuals are expected to treat others with respect and dignity in all interpersonal communications. A respectful citizen complies with accepted social norms of behavior including one's posture, use of campus facilities, and choice of communications strategies and language, all of which should be of an appropriate and acceptable nature while present on the ACM premises.

IV. Range of actions for non-academic misconduct

- A. Students who **commit** non-academic offences on the ACM premises will be disciplined.
 - o A verbal warning is issued to a student whose behavior is deemed inappropriate.
 - o A written warning is issued to a student whose behavior is inappropriate. This warning will become part of a student's permanent file and the student will be counseled.
 - o Suspension by written notification which is the revocation of a student's right to attend the ACM for a minimum of three working days. This includes suspension from campus visitation and participation in any ACM-sanctioned activities. Upon returning, the offending student will receive counseling. It will be the student's responsibility to make up any work missed while absent.

- o Dismissal from the ACM by written notification including any campus visitation and participation in any ACM activities
- B. **Direct dismissal** (non-academic causes) – The ACM has a zero-tolerance policy toward the following behavior. Students will be summarily dismissed upon . . .
 1. Possession of any illegal substances (e.g. illegal drugs, alcohol)
 2. Possession of any dangerous weapons (e.g. knives, guns...)
 3. Possess of pornographic materials (e.g. pictures, videos...)
 4. Sexual harassment
 5. Public display of affection

V. **Dismissal procedure**

Before dismissing a student, the case will be investigated and reviewed by the Student Affairs Committee (SA).

Dismissal Appeal Process

An ACM student has the opportunity to appeal a formal dismissal from the college by filling an appeal of dismissal form available in the (SIC) Student Information Center.

January

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