

AUI-S



THE AMERICAN UNIVERSITY OF IRAQ
SULAIMANI

ACADEMIC CATALOG



THE AMERICAN UNIVERSITY OF IRAQ-SULAIMANI



AUI-S

THE AMERICAN UNIVERSITY OF IRAQ-SULAIMANI

- SULAIMANI -

TABLE OF CONTENTS

PHILOSOPHY OF THE INSTITUTION	4
THE VISION	4
MISSION/PURPOSE STATEMENT	Error!
Bookmark not defined.	
ACADEMIC PROGRAMS	5
DEGREES	Error!
Bookmark not defined.	
Program Goals	6
ACADEMIC POLICIES & PROCEDURES	9
ADMISSIONS	9
Regular Full Admission	9
Bookmark not defined.	Error!
Bookmark not defined.	Error!
REGISTRATION	11
Late Registration	12
Registration Discrepancies	12
Add/Drop	12
Withdrawal from Course(s)	12
Withdrawal from Semester / University	13
Change of Schedule	13
CLASSIFICATION OF STUDENTS	13
COURSE LOAD	14
INDIVIDUALIZED STUDY	14
ATTENDANCE	15
TARDINESS	15
SEMESTER SCORES	Error!
Bookmark not defined.	
Calculation of GPA	15
Grade Calculation	Error!
Bookmark not defined.	
Appealing Grades	16
GRADE FORGIVENESS	16
PROCEDURES FOR SUBMITTING AN ACADEMIC COMPLAINT / GRIEVANCE	17
INCOMPLETE COURSEWORK	18
RE-SITTING A MISSED EXAMINATION	19
GOOD ACADEMIC STANDING	19
ACADEMIC PROBATION	19
ACADEMIC SUSPENSION	19
Bookmark not defined.	Error!
Bookmark not defined.	Error!
ACADEMIC HONORS	19
ACADEMIC ADVISING	20
AUXILIARY PROVISION	20
ACADEMIC INSTRUCTION	20

GRADUATION REQUIREMENTS	21
Associate's, Baccalaurea and Postgraduate Degrees	21
DEGREE CONFERRAL	22
STUDENT'S PERMANENT RECORD	22
ACADEMIC TRANSCRIPTS	22
POLICY ON RELEASE OF STUDENT RECORDS	23
CHANGE OF NAME & ADDRESS	23
TRANSFER TO OTHER COLLEGES & UNIVERSITIES	23
COSTS AND FINANCIAL AID	Error!
Bookmark not defined.	
COSTS	Error!
Bookmark not defined.	
FINANCIAL AID	27
COMMUNICATION	Error!
Bookmark not defined.	
NON DISCRIMINATION STATEMENT	28
HARASSMENT POLICY	Error!
Bookmark not defined.	
POLICY ON SMOKING	Error!
Bookmark not defined.	
VISITORS	Error!
Bookmark not defined.	
STUDENT SERVICES	Error!
Bookmark not defined.	
NEW STUDENT ORIENTATION	29
STUDENT COUNSELING	Error!
Bookmark not defined.	
Peer Tutoring	29
CAREER PLANNING AND PLACEMENT SERVICES	30
STUDENT ACTIVITIES	31
HEALTH SERVICES	Error!
Bookmark not defined.	
On site Nurse	Error!
Bookmark not defined.	
Urgent Care Services:	32
THE LIBRARY	32
Library Textbooks Services Policy	33
INFORMATION TECHNOLOGY RESOURCES	33
ALUMNI ASSOCIATION	35
PHILOSOPHY ON STUDENT CONDUCT	35
COURSE DESCRIPTIONS	40



THE AMERICAN UNIVERSITY OF IRAQ - SULAIMANI

The American University of Iraq - Sulaimani (AUI-S) is a private, non-profit institution of higher education using the American Carnegie model. AUI-S is located in the city of Sulaimani, Kurdistan Region, Republic of Iraq. The University is licensed by the Kurdistan Ministry of Higher Education & Scientific Research of the Republic of Iraq. AUI-S offers degree programs at the master's level, as well as postgraduate diplomas, baccalaureate degrees and the associate degree.

PHILOSOPHY OF THE INSTITUTION

THE VISION

To be the foremost educational institution in the development of future leaders in all fields, so as to promote and preserve a peaceful and democratic Iraq with liberty and prosperity for all its citizens and for the entire region.

THE MISSION

1. To promote the development and prosperity of Iraq through the careful study of modern commerce, economics, business and public administration.
2. To lead the transformation of Iraq into a liberal and democratic society, through an understanding of the ideals of freedom and democracy.
3. To promote harmonious interaction among the future leaders of Iraq of different ethnic and religious backgrounds.
4. To be the higher education institution of choice for the finest students of Iraq.
5. To cooperate with business and industry in order to create sponsorship and scholarship opportunities and subsequent employment for graduates.
6. To enrich teaching and research programs through cooperative projects and exchange programs with universities in the USA and elsewhere.

TEACHING PHILOSOPHY

The American University of Iraq - Sulaimani distinguishes itself through its philosophy of teaching and learning.

Its two mottos are Carpe Diem et Lux (Seize the Day and Enlightenment). At AUI-S, students are charged with taking responsibility for their own learning and the completion of their study programs (CARPE DIEM), while working with their Lecturers and Professors to acquire the knowledge and skills necessary both for leadership and a productive life in the international community of university-educated professionals (LUX). AUI-S faculty are charged to facilitate each individual student's learning by encouraging student inquiry and providing guidance to the student in his/her individual quest for knowledge and understanding. AUI-S faculty encourage active student participation in each class session, challenge student ideas, and expect students to challenge the materials presented in the course lectures and discussions. AUI-S faculty bring to the classroom their academic and professional expertise, as well as the desire to assist students to become masters of their own learning. Ultimately, however, it is the AUI-S student who must formulate and articulate his/her own views orally and in writing, and support those opinions with information generated through classroom study and guided, but independent, study and research.

ACADEMIC PROGRAMS

AUI-S offers degree programs leading to the, Bachelor of Business Administration (BBA), Bachelor of Science (BS), Associate of Arts & Sciences (AAS), and Master of Business Administration (MBA). The MBA has two different Major options: International Management & Leadership, as well as Management & IT. The University also offers a postgraduate diploma in Management. The master's and postgraduate diploma programs have been designed for mid-career professionals who are seeking to upgrade their knowledge and skills in areas applicable to their current and planned future careers. The BBA offers a Major in Management & Policy Studies. The BS offers a Major in Computer Systems & IT. Each undergraduate student, in addition to pursuing a Major, must select one Minor. The Minors offered at AUI-S are Business Administration, Management, Marketing, Finance, Accounting, Economics, Management Information System, and IT. All of the AUI-S baccalaureate degrees provide students with a solid liberal arts foundation for the Majors and Minors in a wide range of career-oriented areas. AUI-S

provides a program leading to an Associate of Arts & Sciences degree in Liberal Arts for students who complete the University Requirements in the Liberal Arts.

At this time AUI-S does not take transfer credits towards its associate or baccalaureate degrees, but does accept up to 15 postgraduate transfer credits towards its MBA from other licensed and/or accredited institutions if the courses are 80% or more comparable in content to the AUI-S course and the earned grade is 3.0/4.0 or higher. The University may in the future accept in transfer undergraduate credits if the courses are 80% or more comparable in content to the AUI-S course and the earned grade is 2.0/4.0 or higher.

ENGLISH PREPARATION PROGRAMS

English Writing Program & Language Institute (Ewpli)

English is the official language of The American University of Iraq – Sulaimani. AUI-S offers all of its degree and diploma programs in the English language. As such, the AUI-S EWPLI program serves to support the academic mission and administrative functions of the University. The EWPLI offers courses both for degree and non-degree students. Details about the English Writing Program & Language Institute are found in the most recent edition of the EWPLI brochure which is available from the Office of Admissions & Registration.

UNDERGRADUATE DEGREES

Associate Of Arts & Sciences (AAS)

All of the AUI-S degree/diploma programs prepare students for a career in a variety of fields with the knowledge, communication skills, critical thinking ability, and technical competencies required in the modern workplace. The Associate of Arts & Science (A.A.S.) in Liberal Arts is a 60 semester credit hour, two-year degree that provides a degree-completion program in the liberal arts and sciences, and accommodates both the student whose needs are satisfied by an A.A.S. degree and the student who may wish to pursue study beyond the associate's degree level.

Program Goals

After completing this program, students should be able to:

- Communicate effectively in oral and written English,
- Use fundamental quantitative and computer skills,

- Appreciate creative and philosophical expressions of the human condition,
- Understand social institutions in their historical context, and
- Demonstrate analytical thinking and thoughtful criticism.

Degree Requirements

The Associate of Arts & Sciences consists of a minimum of 60 semester credit hours, with a cumulative grade point average of at least 2.0, 15 or more of which must be earned at AUI-S with a cumulative grade point average of at least 2.0.

INSERT AAS IN LIBERAL ARTS STUDY PLAN

Bachelor Of Business Administration (BBA)

The BBA in Management & Policy Studies is a 129 semester credit hour, four-year degree that offers a sound sequence of required studies in general education consisting of 42 semester credits and includes substantial management and business coursework. The curriculum provides students both with the solid foundation in the liberal arts and sciences, and a strong applied management and general business Major for entry into the workforce as well as postgraduate study. Graduates of this program may find career opportunities in a variety of business fields requiring advanced English language, critical thinking and business skills.

Program Goals

After completing this program, students should be able to:

- Communicate effectively in oral and written English,
- Use fundamental quantitative and computer skills,
- Appreciate creative and philosophical expressions of the human condition,
- Understand social institutions in their historical context,
- Demonstrate analytical thinking and thoughtful criticism, and
- Demonstrate a broad-based understanding of management and general business administration concepts and practices appropriate for college graduates in entry level positions.

Degree Requirements

The Bachelor of Business Administration in Management & Policy Studies consists of a minimum of 129 semester credit hours, 30 or more of which must be earned at AUI-S, with a cumulative grade point average of at least 2.0.

INSERT BBA IN MANAGEMENT & POLICY STUDIES STUDY PLAN

Bachelor Of Science (BS)

The BS in Computer Systems & Information Technology is a 129 semester credit hour, four-year degree that offers a sound sequence of required studies in general education consisting of 42 semester credits and includes substantial computer science and IT coursework. The curriculum provides students both with the solid foundation in the liberal arts and sciences, and an applied computing and information technology Major for entry into the workforce as well as postgraduate study. Graduates of this program may find career opportunities in a variety of business fields requiring advanced English language, critical thinking and IT skills.

Program Goals

After completing this program, students should be able to:

- Communicate effectively in oral and written English,
- Use fundamental quantitative and computer skills,
- Appreciate creative and philosophical expressions of the human condition,
- Understand social institutions in their historical context,
- Demonstrate analytical thinking and thoughtful criticism, and
- Demonstrate a broad-based understanding of and ability to practice computer systems and IT concepts and practices appropriate for college graduates in entry level positions.

Degree Requirements

The Bachelor of Science in Computer Systems & IT consists of a minimum of 129 semester credit hours, 30 or more of which must be earned at AUI-S, with a cumulative grade point average of at least 2.0.

INSERT BBA IN COMPUTER SYSTEMS & IT STUDY PLAN

Minors (Undergraduate)

All undergraduate students at AUI-S must complete the requirements for their baccalaureate Major and at least one Minor. A Minor is a secondary area of emphasis that helps students develop additional knowledge in an area related to their Major, or a completely different area that broadens students knowledge in a field or discipline distinct from the Major.

Minor Requirements

The AUI-S Minor consists of a minimum of 18 semester credit hours, all of which must be earned at AUI-S, with a cumulative grade point average of at least 2.0.

INSERT MINORS STUDY PLAN

POSTGRADUATE DEGREES

Master Of Business Administration (MBA)

The MBA in International Management & Leadership and the MBA in Management & IT are 34 semester credit hour, postgraduate degrees that offer a sound sequence of required studies in international management and business administration, as well as management and IT. The curriculum provides students with the solid foundation in theory, but uses a thorough case analysis approach to critically analyzing the topics presented in each of the 17 two-credit courses. Students are admitted into the MBA programs based upon successful undergraduate education and a strong, mid-career background in business, government, education or other area of work endeavor. Graduates of these programs may find career advancement opportunities in a variety of business fields requiring advanced English language, critical thinking and advanced business skills.

Program Goals

After completing this program, students should be able to:

- Communicate effectively in oral and written English,
- Use fundamental quantitative and computer skills,
- Appreciate creative and philosophical expressions of the human condition,
- Understand social institutions in their historical context,
- Demonstrate analytical thinking and thoughtful criticism,

- Demonstrate a broad-based understanding of management and general business administration concepts and practices appropriate for college graduates in entry level positions, and
- Demonstrate a solid foundation in the analysis of business-related problems and their analysis.

Degree Requirements

The Master of Business Administration consists of a minimum of 34 semester credit hours, 19 or more of which must be earned at AUI-S (or an AUI-S partner institution), with a cumulative grade point average of at least 3.0. Students completing at least nine of the MBA courses at AUI-S (or an AUI-S partner institution) will be awarded a Postgraduate Diploma in Management. Currently, AUI-S has an agreement with The German International University – Furtwangen (GIU-F) such that students who earn the AUI-S MBA will receive a second diploma from GIU-F.

INSERT MBA IN INTERNATIONAL MANAGEMENT & LEADERSHIP and the MBA IN MANAGEMENT & IT STUDY PLANS

CONTINUING EDUCATION Management Training Institute

The American University of Iraq – Sulaimani offers a range of customized certificate, non-credit education and training programs in English, business, accounting, economics, auditing, finance, management, marketing, customer service and other related areas.

ACADEMIC POLICIES & PROCEDURES

ADMISSIONS

The Admissions Committee of The American University of Iraq – Sulaimani formulates all admissions policies and recommends them to the Provost and the Chancellor for approval by the Board of Regents & Trustees. The standards employed are consistent with those adopted by leading accredited universities and colleges in the United States of America.

UNDERGRADUATE ADMISSION

To be fully admitted as a first-time college freshman, the applicant must have graduated with a Kurdistan, Iraqi or

comparable Secondary School Completion Certificate or its equivalent with a sufficiently strong academic record (70% or higher). Specifically, the minimum requirements for regular full admission include:

1. A completed and signed application for admission,
2. An official transcript of a Secondary School Completion Certificate or its equivalent showing an average of 70%,
3. Letter of application written by the applicant articulating in his/her own words why the student wishes to attend AUI-S and the applicant's educational and career goals. The letter should be in English, if possible,
4. A photocopy of the student's passport photo and signature (finger print) pages or ID, and
5. Four passport sized photos.

Details about Admissions & Registration are found in the most recent edition of the Admissions brochure which is available from the Office of Admissions & Registration.

POSTGRADUATE ADMISSION

To be fully admitted as a postgraduate student, the applicant must have graduated with a postsecondary diploma or baccalaureate degree or its equivalent with a sufficiently strong academic record (70% or higher). Specifically, the minimum requirements for regular full admission include:

1. A completed and signed application for admission,
2. An official transcript of all colleges and universities attended,
3. Letter of application written by the applicant, in English, articulating in his/her own words why the student wishes to attend AUI-S and the applicant's educational and career goals,
4. A photocopy of the student's passport photo and signature (finger print) pages or ID
5. Four passport sized photos, and
6. For MBA students, a current CV that includes the applicant's employment record and a letter of certification from current employer of the applicant's current employment status.

Details about Admissions & Registration are found in the most recent edition of the Admissions brochure which is available from the Office of Admissions & Registration.

Postgraduate Transfer of Credit

Postgraduate transfer credit may be accepted at the discretion of AUI-S following an examination of a student's official academic transcript and supporting course descriptions from an officially recognized or accredited institution of higher education. Transfer credit will be awarded for postgraduate coursework which commonly satisfies 80% of the AUI-S syllabus requirements for comparable courses. The student must have earned a grade of 3.0/4.0 or better in an acceptable course before it is transferred to AUI-S. Duplicate credit for a given course will not be accepted or used to satisfy degree requirements.

Not all courses accepted for transfer will automatically count toward the completion of degree requirements at AUI-S. A maximum of 15 semester credits of transfer work can be applied toward program completion of the 34 semester credit MBA degree program. Courses taken at partner institutions will count as resident credits for calculating credit hours, but the grade will still appear as "T" for Transfer. Transfer courses may be used to satisfy specific AUI-S program requirements when AUI-S has determined that the two courses are substantially equivalent, even though course titles and descriptions may differ to a limited extent.

NON-DEGREE SEEKING STUDENTS

Non-degree seeking students may enroll in non-credit EWPLI and Management Training Institute courses to upgrade employment and English language skills or for personal interest and enjoyment. These individuals must complete an application for admission. Non-degree seeking students wishing to enroll in an EWPLI English course are required to complete the AUI-S Placement Test or submit TOEFL or equivalent scores that are less than three years old. Non-degree seeking students wishing to matriculate as degree candidates must meet the AUI-S admission requirement.

LATE ADMISSION/PLACEMENT TESTING

Application for admission and EWPLI testing is necessary within the dates specified in the academic calendar for regular admission and placement testing. Students will not be admitted to the University or allowed to take the EWPLI placement test within one week of the start of

classes. A Late Admission/Placement Test fee of \$100 will be imposed on all students who apply and test after the last date of the regular admission time period.

All admission policies and policies regarding academic dismissal, suspension and re-admissions of students are stated in the AUI-S Student Handbook which is given to each student at the time of enrollment at The American University of Iraq - Sulaimani. All these policies are consistent with the academic policies of the institution. Clearly defined policies regarding undergraduate academic status are provided in The American University of Iraq - Sulaimani Student Handbook.

REGISTRATION

Students are scheduled into classes on a one-to-one basis through their Academic Advisor or a Registrar's Office Advisor. The student must apply for registration on the prescribed form stating the subjects to be studied during the next semester. Registration and pre-registration take place each semester, and each request form for registration and pre-registration should be signed by the student and the Advisor with a copy placed into the student's file in the Office of the Registrar. Ultimately the student is responsible for selecting the schedule of classes to be taken, but the Advisor helps the student take the courses required to complete the general education, Major and Minor requirements. The last date for registration is posted by the Registrar. Registration will not be considered complete until the tuition and fees, and all other dues, to date have been settled. Students will not receive credits for courses in which they are not registered. Inquiries regarding registration should be directed to the Office of the Registrar. A full-time undergraduate load may vary between 12-18 credit hours per semester. Students may take up to 21 semester hour credits in a given semester if their cumulative GPA is 3.0 or higher and they have the written permission on their registration form from the Registrar, respective Dean and Provost.

LATE REGISTRATION

Registration is necessary within the dates specified on the academic calendar. Students will not be admitted to a course after the first week of class. A Late Registration fee of \$100 will be charged to all students who register after the last date.

REGISTRATION DISCREPANCIES

If a student finds that he or she is not listed in the official class list or if a student's schedule does not reflect the class being attended he or she should report to the Office of the Registrar immediately in order to clarify and/or rectify the discrepancies. Only the Registrar's Office is authorized to make changes in a student's registration status.

ADD/DROP

Students may make course changes without financial penalty during the Add/Drop period for each semester or the summer term's, which is the first week of the semester to add a course and the first two weeks of the semester to drop a course (see Academic Calendar for summer term). Adding or dropping of courses is not allowed outside this period, and there are no refunds for classes dropped after the end of the Add/Drop period. Each Add/Drop form requires a processing fee of US \$10. Courses may not be added or dropped with the permission of the student's Academic Advisor or one of the Registrar's Office Advisors.

WITHDRAWAL FROM COURSE(S)

There is no academic penalty for withdrawing from courses up to two weeks before the last day of class. In these cases, the letter 'W' will be noted in the student's file alongside the course. The student's quality grade point average (GPA) will not be affected. However, if a student withdraws after the 2nd week, he or she will have to pay the full amount for repeating the course whenever he/she decides to take the course again.

If a student withdraws from a course within two weeks of the last day of class, he or she shall be given a mark of 'WP' or 'WF', which shall mean that the student would have achieved either a pass or fail score at the date on which he or she withdrew from the course. The grades of 'WP' and 'WF' shall have no influence on the grade point average, but are a permanent record of their academic activity. Thus, the decision on timing of the withdrawal from a course is important if it should become apparent to the student that he or she is failing the course.

A student leaving a course must fill out the Withdrawal form, failing which, it will be assumed that the student is continuing in the course and will be graded as per the academic policies. The form must be signed by the student

and his/her Academic Advisor or Registrar's Office Advisor, and hand delivered to the Office of the Registrar within the required time frames.

Aside from voluntary withdrawal from a course as set out above, the instructor-of-record might require a student to withdraw from a course as a result of harmful conduct or failure to complete assignments or lack of attendance. As in the case of voluntary withdrawal, a mark of 'W', 'WP', or 'WF' shall be awarded in accordance with the date of withdrawal and the student's achievement.

WITHDRAWAL FROM THE SEMESTER/ UNIVERSITY

A student who wishes to withdraw from the academic program for a semester or leave the University must indicate this intent by filling out the Withdrawal form and submitting it to the Registrar's Office. If the student wishes to have a transcript showing the academic work completed up to the date of withdrawal, he or she must fill out the Transcript Request form and pay the applicable fee. Transcripts, grade reports or other official documents will be released to the student only after all financial obligations have been met.

If the student does not enroll for classes for two consecutive semesters, without the written permission of the Registrar, he or she will be withdrawn from his or her selected program of study. To continue the program, the student will have to re-activate enrollment by filling out the Enrollment Re-activation form.

CHANGE OF SCHEDULE

Students making changes that affect their full-time status should first check with the Office of the Rektor for Finance & Administration to determine the financial effect of such changes.

A student who wishes to change his or her class schedule must fill out a Change of Schedule form, available in the Registrar's Office, before proceeding. Schedule changes from one section to another of the same course are made routinely during the first week of class, after which written permission from the faculty member and appropriate department head is required for changing sections.

CLASSIFICATION OF STUDENTS

A student's level of standing is based upon the number of credit hours completed. A student with fewer than 30 credit hours is a Freshman; A student with 31 – 60 credit hours is a Sophomore. A student with 61–90 credit hours is a Junior. A student with 90+ credit hours is a Senior.

A full-time student is one who takes twelve or more credits in a semester. A part-time student is one who takes fewer than twelve credits in a semester.

COURSE LOAD

The maximum accepted course load for students in a 15+-week semester is 18 credit hours. Students with a CGPA of at least 3.0 may enroll for a maximum of 21 credit hours in a semester by seeking prior written permission from the Registrar, respective Dean and Provost.

INDIVIDUALIZED STUDY

Individualized Study is defined as a course of study taken outside regular classroom hours and supervised by one or more cooperating instructors. Regular college credit is given, and regular tuition is charged. Two distinct types of Individualized Study are recognized.

An existing required course, which because of schedule conflicts cannot be taken in a regular classroom situation, may be taken as individualized study. This course will follow the same outline as that being used by the regular class and will be supervised by the instructor currently teaching the course. Students must get permission for this work from the instructor involved as well as from the respective department head before the course begins. The student (and the instructor-of-record) should meet for the same amount of time as the scheduled course.

A course designed by a student to meet specific academic needs may be undertaken under the following conditions:

- Elective credits only will be given, with the number of credits (not to exceed 3).
- The course work must be approved and supervised by no fewer than two or more than three instructors or college resource people.
- The student must submit a written outline of the proposed course to the instructor-of-record who will

be the primary supervisor and the department head before registration for the semester during which the work will be completed. This course outline must include:

- Course title and description,
- Goals to be achieved,
- Methods of measuring achievement,
- Names of instructors who have agreed to supervise,
- Method of evaluation to be used,
- Number of credits to be granted,
- Approximate number of hours per week to be spent on project, and
- Reason(s) for requesting independent study in lieu of existing elective course(s).

An instructor who has been asked to supervise such a study project must submit the project to the department head for approval not later than three weeks before registration. Students opting for credit through any of the two types of Individualized Study are minimally required to have a CGPA of at least 3.0.

ATTENDANCE

Students are expected to attend all classes and participate in all class activity. Students are required to attend a minimum of 80% (per course) of all classes for every course. Students who do not fulfill this requirement endanger their academic success. The teaching staff is under an obligation to check attendance and to report absences. There are special forms for dealing with excessive absences. If the cause of absence is illness, accident, or a similar event, the student must notify the instructors and the respective department head of such in writing, and must make arrangements with the lecturer for catching up on missed material. However, an absence is still an absence.

TARDINESS

Partial absences will be recorded for students who come to class five minutes or more late.

Students are expected to return from the 15-minute breaks on time during extended classes. Penalty for tardiness following the break is the same as for arriving late. The instructor will be responsible for informing students about the tardiness policy on the first day of class.

The policy for handing in projects late is to be determined by the instructor and is also stated on the course syllabus.

GRADING SYSTEM

Grading Scale Definitions

3.5-4.0 = Superior = A (90-100%)

3.0-3.4 = Good = B (80-89%)

2.0-2.9 = Satisfactory = C (70-79%)

1.0-1.9 = Passing = D (60-69%)

0.0-0.9 = Failing = F (No Credit - Below 60%)

Calculation Of GPA

A cumulative Grade Point Average (CGPA) is calculated for all attempted credit courses completed to date at AUI-S, by dividing the total number of grade points earned by the total number of credits attempted. The grade earned in an attempted course determines the number of grade points earned per credit hour of the course.

TESTING PHILOSOPHY

Because AUI-S values critical thinking and analytical skills, most tests and examinations will be open book/open notes/open computer. However, students still are expected to do their own work. The University discourages the use of multiple choice, true-false, and multiple choice answers in favor of test questions that require students' understanding of the material that has been taught and learned such that students can give a thoughtful and reflective answer that demonstrates their understanding of the issue and possible answers.

APPEALING SCORING

A student has a period of only fifteen working days from the date of publication of the test grades to appeal to the instructor-of-record regarding the score. No appeal will be accepted after such date. Students must fill-in a grade appeal form and submit it to the Registrar's Office. Grade appeal carries a financial penalty (\$50) if made on unsubstantiated grounds. If the student is dissatisfied with the results of the appeal, he or she must make a written academic complaint to the Provost within ten working days of being notified of the results of the initial appeal.

GRADE FORGIVENESS

The Grade Forgiveness Policy at AUI-S allows a student to repeat a course in which he or she earns a grade of 1.9 or lower generally only once after the first attempt.

Additional attempts require the written permission of the Provost. When a course is repeated only the final grade will be included in the Cumulative Grade Point Average (CGPA) calculation. Credits can be earned and documented on the transcript only once even if the student repeats the course.

There is no maximum number of courses that a student can repeat under the «Grade Forgiveness Policy.» A student who desires to improve his/her grade will be required to fill out the «Grade Forgiveness Request» form and submit it to the Office of the Registrar two weeks prior to the registration period for the semester in which he/she wishes to re-attempt the course.

Students applying for a Grade Forgiveness are subject to the following conditions and requirements:

1. Students who receive a grade of 1.9 or lower (2.9 or lower for graduate courses) may repeat the course to improve the overall grade point average. Generally, a course may be repeated only once with grade forgiveness applied. The Grade Forgiveness Policy will not be applied to courses for which a grade of 2.0 or higher was ever earned (3.0 for graduate courses). Additional courses that are not eligible for grade forgiveness include courses for which a grade of W was the only grade awarded, or courses that currently are incomplete (I grade).
2. Under this policy, only the last grade earned, whether higher or lower than the original grade, will be calculated in the grade point average for the purposes of continuance, graduation, calculation of GPA, and/or any other purpose. All grades will remain on the student's permanent record, but the record of a previous grade in the course will be marked to indicate that the course has been repeated. Academic suspensions will not be removed from student transcripts and Dean's List status will not be added after grade forgiveness is applied to the student record in cases where the grade point average is improved sufficiently to change the student's status for the semester in question. Students may, however, remove themselves from financial aid probation by repeating a course and raising the CGPA.
3. Students may request application of grade forgiveness for as many courses as eligible. In each case, a Grade Forgiveness Request form (available at the Office of

Advising and Registration) must be completed and submitted to the Office of the Registrar two-weeks prior to registering to repeat the course. Registration for the course should be done during the regular registration period for each semester. All registration policies as stated in this catalog apply to registering to repeat a course for grade forgiveness.

4. The Grade Forgiveness Policy applies only to repeats of the same course (same number, same title, same credit value, and, for topic courses, same subtitle and same credit value). Exceptions will be made only where the course numbers changes and the change is documented in the Catalog and approved for grade forgiveness by the Registrar.
5. The Grade Forgiveness Policy will not be extended to courses originally taken elsewhere. In addition, courses repeated at other institutions will not be used to forgive low AUI-S course grades.
6. Students may not be able to repeat a course in the following cases: enrollment is restricted; the student no longer qualifies for admission to a course; the prerequisites are enforced; major or sequence requirements have been changed; or the curriculum has been revised. In such cases, the decision of the Registrar, in consultation with the appropriate academic department, will prevail. Exceptions are granted only in rare instances. In any course or program where enrollment demand exceeds the resources to offer sufficient openings or sections to meet that demand, the academic unit may give registration priority to students taking the course for the first time.
7. In cases where the student wishes to repeat a course in which a grade of 2.0 or higher was awarded the student may enroll only as an audit student without credit or testing or grade. The course will count only one time toward graduation certification and degree completion.
8. Students must pay for every course repeated. The prevalent tuition and fees per credit will apply to all courses repeated under this policy. Students receiving financial aid should consult with the Office of Financial Aid to determine how use of this policy may affect financial aid status.

PROCEDURES FOR SUBMITTING AN ACADEMIC GRIEVANCE

1. The student must discuss the matter with the relevant faculty or staff member involved within one month after the occurrence of the event giving rise to the grievance. After that, the student may approach the department head.
2. The decision of the faculty or staff member should be made within five (5) working days of the conference/discussion with the student. That decision will be final unless within five (5) additional working days after the decision, the student completes the appropriate form, available in the departmental office or the Office of the Registrar, and presents it to the respective Dean for review.
3. The department head has five (5) working days to investigate and reach a decision. Any decision or conclusion reached by the department head with respect to one or another of the parties must be noted in writing and copies are to be provided both to the student and the instructor of record.
4. The student then has five (5) working days to appeal the case to the Provost or his or her designee, who will review the grievance for matters of policy and procedure only. All parties must receive a copy of the appeal prior to the date of its being submitted to the Provost or to the person appointed to act on his or her behalf. The decision of the Provost or the person appointed to act on his or her behalf shall be made within five (5) working days.
5. Any decision made by the Provost may be appealed to the Student Grievances Committee within five (5) working days. In any hearing, no matter at what level, the parties may present evidence, may cross-examine and may view all evidence prior to the hearing.
6. All decisions in a hearing of the Student Grievances Committee shall be given in writing, and a copy shall be presented to all of the parties involved. The reasons for coming to the final decision must be included in writing in the document. The decision reached on the matter by the Student Grievance Committee will be final and binding upon all.

Time Limits: If the grievant fails to meet the time limits at any step, the grievance is automatically considered dropped; if the University personnel, at any step, fail to

meet the time limits, the grievance is automatically advanced to the next step. Extension of time limits for any step may be authorized through the Chancellor of The American University of Iraq - Sulaimani, upon written request.

INCOMPLETE COURSEWORK

An instructor may award a grade of I (incomplete) during the last two weeks of classes of a semester, in accordance with the following procedures:

1. Where the reason for non-completion of the course is illness, accident, etc., the appropriate certificates must be provided by the student and be attached to the application for an Incomplete.
2. A grade of I (incomplete) may only be awarded if the student has the possibility of passing the course anyway.

An instructor who awards a grade of 'I' (incomplete) shall write a memorandum to the student, and shall send a copy of it to the Registrar to be filed in the student's personal file. The memorandum shall set out the reasons for granting the score, the work that needs to be done to complete the course, and the manner of handing the work into the instructor. Responsibility for handing the material required to complete the course falls on the student. If the work is not completed within eight days of the first day of the start of classes for the following regular semester, the student's score in the course will automatically be changed to Fail (F). Should the instructor not be available to complete the grading process, the department head and/or Provost will complete the process if the student submits the work required to complete the course.

RE-SITTING A MISSED EXAMINATION

If circumstances beyond the student's control cause the student to miss taking a scheduled exam, the instructor will permit the student to re-sit the missed examination if sufficient evidence and documentation are provided attesting to the student's inability to take the exam as originally scheduled. The student is expected to re-sit a missed exam within two weeks of the originally scheduled test.

GOOD ACADEMIC STANDING

A student will be considered to be in good academic standing if he/she maintains at least a 2.0 cumulative grade point average for all degree-credit courses attempted at AUI-S (3.0 for graduate students). A cumulative GPA of

2.0 or higher is required for graduation (3.0 for postgraduate degrees, 2.5 for postgraduate diplomas).

ACADEMIC PROBATION

An undergraduate student whose cumulative GPA falls below 2.0 will be placed on academic probation and will remain on probation until his/her cumulative GPA improves to at least 2.0 or he/she is academically suspended or dismissed. A graduate student who's CGPA remains below 3.0 for two semesters will be put on academic probation.

MANDATORY ACADEMIC SUPERVISION

A student who begins the semester on Academic Probation and whose Cumulative GPA at the end of that semester is not at least 2.0 will be placed under mandatory academic supervision and must repeat courses consistent with the forgiveness policy and procedures until the CGPA is 2.0 or higher.

ACADEMIC HONORS Provost's List & Dean's List

Full-time students earning a Semester GPA of 3.5 or better with no course grade below a 3.0 will be named to the Dean's List. Full-time students earning a Semester GPA of 4.0 will be named to the Provost's List.

Graduation Honors

Cum Laude honors are given to graduating students with the following Cumulative Grade Point Averages (CGPA):

Summa Cum Laude:	3.80 average
Magna Cum Laude:	3.65 average
Cum Laude:	3.50 average

ACADEMIC COUNSELING & ADVISING

Every student is assigned an Academic Advisor for the duration of his or her degree program. The Advisor assists the students in selecting courses for each semester. In addition, the Advisor is available to the student on a daily drop-in or appointment basis. The Academic Advisor discusses professional goal setting, answers questions about academic programs, registers students for classes and makes referral to College and off-campus resources as needed. Registrar's Office Advisors are available to students for whom no Academic Advisor has as yet been assigned or under circumstances where the students' Academic Advisor is not available.

Students also can meet the Student Counselor for academic and personal problems. The Counselor works in collaboration with the teaching faculty and is informed of students' unsatisfactory academic status; reports either of excessive absences; or poor academic performance. The Counselor also is trained to work with students, like an Academic Advisor, for other than personal concerns such as change of major; withdrawal from a course; transfer of credits; and career development.

AUXILIARY COUNSELING PROVISION

Students who encounter personal difficulties during their studies may make an application to the academic counselor for individual assistance with the Student Counselor for up to two weeks of special assistance. However, the Student Counselor service is not intended as a long-term therapy option for students who need such treatment.

ACADEMIC INSTRUCTION

Instructors for each course will hand out on the first day of classes standard course syllabi which detail the following aspects of the course: goals, objectives, requirements, nature of course content, methods of evaluation and grading, course specific policies etc. Instructors understand the need to accommodate the varying capabilities of their students and attain the academic goals of their courses. Methods of instruction differ accordingly, predicated on such factors as the academic level of the course being taught; the constraints of the academic discipline; the size of the class; the amount of content that must be covered the balance of theory to practice; the appropriateness of using technological resources, and the teaching philosophy of the individual instructor. Some courses must, by their very nature, be taught primarily through lectures; these include the large sections of courses taught in the Freshman Year. But instructors of these sections ensure that the methods of instruction are stimulating to the students and conducive to learning. Most make use of several teaching aids: they may use handouts, invite guest lecturers, play music, show films, use power-point presentations and/or assign web pages to outline important concepts, engage students in debate, break sessions up into shorter sections of different activities, and etc.

GRADUATION REQUIREMENTS

Associate Of Arts & Sciences Degree

To be eligible for an Associate of Arts & Sciences in Liberal Arts, students must meet all of the following requirements:

- Earn at least 60 credit hours, 30 of which must be earned at The American University of Iraq – Sulaimani,
- Achieve an overall Cumulative GPA of at least 2.0 in courses completed at The American University of Iraq – Sulaimani,
- Satisfactorily complete all courses in the University Requirements, and
- Complete an “Intent to Graduate” form prior to enrolling for classes in the semester where the student expects to earn the AAS.

Baccalaureate Degrees

To be eligible for the BBA and BS degrees, students must meet all of the following requirements:

- Earn at least 129 credit hours, the last 30 of which must be earned at The American University of Iraq – Sulaimani,
- Achieve an overall Cumulative GPA of at least 2.0 in courses completed at The American University of Iraq – Sulaimani,
- Satisfactorily complete all courses in the University Requirements, Major and at least one Minor, and
- Complete an “Intent to Graduate” form prior to enrolling for classes in the semester where the student expects to earn the degree.

Postgraduate Degrees

To be eligible for the MBA degree, students must meet all of the following requirements:

- Earn at least 34 credit hours, the last 19 of which must be earned at The American University of Iraq – Sulaimani,
- Achieve an overall Cumulative GPA of at least 3.0 in courses completed at the The American University of Iraq – Sulaimani (the Postgraduate Diploma in Management only requires the completion of 19 credits with a CGPA of 2.5),
- Satisfactorily complete all required courses in the degree program, and

- Complete an “Intent to Graduate” form prior to enrolling for classes in the semester where the student expects to earn the degree.

DEGREE CONFERRAL

Students who have fulfilled all of the academic requirements of the program and have settled all of their monetary and administrative obligations with AUI-S will receive a student copy of their academic transcript together with an official degree/diploma certificate from the University. This will occur only after all grades and relevant material for graduation has been provided to the Office of the Registrar of The American University of Iraq - Sulaimani.

STUDENTS’ PERMANENT RECORDS

Students’ permanent records at AUI-S includes: basic identification information on the student; a listing of all coursework accepted by AUI-S for transfer; a semester-by-semester listing of all AUI-S courses attempted and completed; all grades, credits, and grade point averages earned each semester; any necessary notations concerning academic probation, suspension, or dismissal; and a notation of degree completion for a graduated student. The student record is considered to be permanent in that it will be kept as an active record in perpetuity and will never be disposed of by the institution. It is the permanent and official record of all grades, credits, and certificates earned by the student at AUI-S.

ACADEMIC TRANSCRIPTS

An official transcript is a copy of the student’s permanent record, printed on an AUI-S transcript form, bearing the official seal or stamp of The American University of Iraq - Sulaimani and mailed directly to the individual who needs official confirmation of the student’s academic achievements at AUI-S. Official transcripts are typically sent to a college or university, a state authority, an employer, or an organization providing financial aid. Students may request a copy of the official transcript be sent directly to them. This should be done using a Transcript Request form. The copy of the official transcript given directly to students will be marked as a ‘Student Copy’.

FALSIFICATION OF RECORDS BY STUDENTS

All instances of alleged falsification of University records (admission, registration, records, placement, etc.) shall be reported to the Office of Admissions & Records. The Registrar shall review the evidence and notify the student of the alleged infraction. The student shall be given an opportunity to reply, in writing, to the charges. All materials shall be referred to the Committee on Record Falsification to be comprised of the Registrar, Director of Admissions and the Provost.

The Committee shall review the evidence and any reply from the student. If it is determined that the infraction took place, the Committee shall impose an appropriate penalty, up to and including dismissal from the University. Entering the University using falsified or misleading documents or intentionally omitting documents can lead to dismissal or degree revocation.

AUI-S may dismiss immediately any student who deliberately falsifies documents he/she submits to the University. In addition, the AUI-S may suspend the student for whatever length of time deemed appropriate. The University also reserves the right to initiate legal proceedings against the student.

An appeal may be made by the student to the Chancellor, within ten working days of a decision by the Committee, whose decision shall be final.

POLICY ON RELEASE OF STUDENT RECORDS

With the exception of authorized personnel at AUI-S who will have access to courses completed and grades earned by the student in order to fulfill their administrative responsibilities and assist students with registration, advisement, degree completion and career direction, no one shall have access to, nor will the institution disclose, any information from a student’s permanent academic record without the written consent of the concerned student.

CHANGE OF ADDRESS

It is the responsibility of the student to contact the Office of the Registrar immediately in the event of any address, email or name change. The information will then be disseminated to all the concerned departments.

TRANSFER TO OTHER COLLEGES & UNIVERSITIES

Among AUI-S' goals is the provision of an academic program that will give successful graduates a wide array of options for transfer into a range of education systems in the United States of America. Many universities around the world accept The American University of Iraq - Sulaimani credits. However, as with any transfer situation, the decision to transfer particular course credits is made by the receiving institution, and not by The American University of Iraq - Sulaimani. The Registrar at The American University of Iraq - Sulaimani can advise students, on the basis of past experience, regarding the transfer of credits to a given institution. Students making transcript requests will have to clear all financial obligations before their transcripts are released.

COSTS

AUI-S is committed to providing students with an opportunity to pursue a high quality post-secondary qualification that is affordable and offers a flexible payment plan. In order to be consistent with this policy AUI-S strives to keep its tuition and fees competitive with other international American universities, and thereby affordable to students from most economic backgrounds.

TUITION & FEES

Undergraduate Students

AUI-S admits only full time undergraduate students, and the Tuition and Fees are as follows for the 2007-08 academic year:

Tuition: \$4,500/semester

Books: \$400/semester

Fees: \$100/semester

(computer lab, IDs, English placement testing)

Total: \$5,000/semester*

* A tuition deposit of \$200 required of new students is included. Supplies, housing, board, and transportation are not included.

Graduate Students

Tuition (per course): \$1050

Book Fees (per course): depends on course. Any English courses that are required cost extra.

17 courses (2 credit hours per course) must be completed in order to obtain a Graduate Degree.

FEES

The following fees apply at AUI-S:

Late admissions/late English placement test	\$100
Late registration fee	\$100
Repeat English placement test	\$50
Late tuition payment	\$50/week
Unsubstantiated grade appeal	\$50
ID replacement	\$25
Add/drop form	\$10

The AUI-S Board of Regents & Trustees reserves the right to change tuition and fee levels with six months notice.

PAYMENT PLANS

All payments are due by 4:00 PM on the designated day. There is a \$50/week fee for missing the payment deadlines. A student not physically present in Sulaimani who wishes to pay by bank transfer will be required to fill-out an authorization form provided by the Finance Department.

Undergraduate Students

AUI-S offers two options for undergraduate students to complete the payment of their tuition and fees.

Payment Plan 1- One Time Payment Plan

Under this payment option, the student pays the full tuition and fees for the coming Semester in cash at the Finance Office or by bank transfer via written authorization. In this case, 100% of tuition and fees for the semester is due by the established deadline.

Payment Plan 2- AUI-S Sequenced Payment Plan

This plan is designed in order to make it easier for students to complete his/her tuition payments over time. The student pays each installment in cash at the Finance Office or by bank transfer via written authorization. The Uni-

versity provides the following payment schedule for each Semester. Each payment is scheduled approximately one month apart.

Payment Schedule

Payment Amount

Payment 1	\$2,000 + \$100 processing fee
Payment 2	\$1,500 + \$100 processing fee
Payment 3	\$1,500 + \$100 processing fee

Because of the added costs of handling additional payments, there is a (non-refundable) \$100 processing fee for each payment when the student pays on the Sequenced Payment Plan as opposed to the One Time Payment Plan.

There is no sequenced payment plan for the Summer Term, students must pay the full cost of their summer courses at one time by the established deadline.

Graduate Students

Graduate courses are taught in intensive periods of one week. The full cost for each course must be paid by the established date, scheduled not later than one week before the first day of the course.

Some students are required to take non-credit English preparation courses before the credit course. The full cost of each preparation course must be paid by the established date, scheduled not later than three days before the first day of the preparation course.

All AUI-S payment plans may be subject to change.

TUITION REFUND POLICY

All fees at AUI-S are non-refundable. Tuition refunds are governed by the following regulations and will be processed within fifteen days of the request. Where a student is asked to withdraw from AUI-S as the result of a disciplinary action, unused tuition and fees will not be refunded. A credit and financial audit will be done for each student at the time the student leaves the University. Any amount found paid in excess of what was due to AUI-S, will be refunded in full to the student through a cheque payment.

Undergraduate Students

In the event that an undergraduate student withdraws or is dismissed from classes during the Fall and Spring Semesters, refunds of tuition will be calculated according to the following schedule:

Schedule	Refund
During the First two weeks* (Add/Drop weeks)	100%**
During the third week	75%
During the fourth week	50%
After fourth week	0%

* The first 10 days of classes.

** 100% with the exception of the tuition deposit of US \$200 for new students and all other fees, which are non-refundable.

The above table does not apply to the Summer Term. Students will receive a full refund if they withdraw or are dismissed during the first four days of classes (the add/drop week). Afterwards they shall receive no refund.

Graduate Students

Graduate student refunds are allowed only if requested eight days prior to the beginning of a course. In the event that a student withdraws from an MBA course, refunds of tuition will be calculated according to the following schedule:

Schedule	Refund
Greater than 7 PRIOR to First Day of Course	100%*
Up to 7 days PRIOR to First Day of Course	0%

* 100% with the exception of the tuition deposit of US \$200 for new students and all other fees, which are non-refundable.

REPEATING A COURSE

If a student repeats a course, either due to withdrawal or failure, he/ she must pay the full course tuition and fees at the time of registration.

DROPPING A COURSE

When a student drops a course, with the Registrar's approval, before the course drop deadline for the semester, the tuition and fees for the course will be credited to a

later semester or reimbursed according to the refund and reimbursement schedule. A course drop form must be completed by the student and approved by the Registrar.

OUTSTANDING BALANCES

A student must clear all financial obligations in a timely manner. A student cannot register for classes until all outstanding balances are cleared. Payments will be credited toward outstanding balances before being applied to current registration charges. Grades, diplomas and certification letters will not be issued for students who have not met their financial obligations. Transferring and/or graduating students will not receive their transcripts and/or degrees until such time as all financial obligations are cleared. Transcript requests from students transferring out of AUI-S will not be processed until such time that all financial obligations are cleared.

SCHOLARSHIPS & FINANCIAL AID

Financial aid is given on the basis of merit or need. Students requesting financial aid need to fill out the Financial Aid Request form and submit it along with all supporting documents to the Office of Admission and Registration. Students should see the Office of Admission and Registration for details on the availability and requirements of scholarships at AUI-S.

The Financial Aid Committee meets regularly to decide on these applications. Their decisions are final and binding and are conveyed in writing to the students.

COMMUNICATION & INFORMATION

AUI-S stresses that open communication among the faculty, staff and all students is essential. Students are encouraged to address their initial questions and concerns to the faculty or staff member directly involved. However, if at any time a student feels that further discussion is required, he or she is welcome to make an appointment with the appropriate member of the University:

Accounting Office

- Tuition and fee issues

Office of Human Resources

- Visa issues
- Issues regarding disciplinary action taken against students

Office of the Registrar

- Registration for classes
- Transfer to other institutions
- Credit evaluation from other institutions
- Transcript requests
- Adding/Dropping classes or from the University
- Changing Majors or Minors
- Errors in grade reports and transcripts and other official documents
- Submission of all forms: grade appeal, course withdrawal, change of major, registration etc.

Department Heads

- Curriculum delivery methodology issues
- Delivery-related academic issues or faculty-related issues
- Course and/or syllabus issues
- Academic and career advising

Academic Advisors / Office of the Registrar Advisors

- Course advising for all students

Director of IT

- IT related issues
- Use of the computer lab facilities
- Assistance in using IT and other audio/visual aids in classroom presentations
- ERP Access and Usage

Librarians

- Textbooks
- Use of library facilities
- Research assistance

Most forms needed by students are available at the Reception desk or with the Office of the Registrar. Some forms are to be obtained only from certain offices. After filling-in the form, the student is required to submit the form to the concerned department.

NON-DISCRIMINATION POLICY

The American University of Iraq - Sulaimani affirms its commitment to providing equal opportunity in education and employment for qualified persons. The University admits students and hires employees of any race, creed, color, belief, national origin, religion, age, or gender, and does not discriminate in the administration of its educational and admissions policies, employment practices, athletic, and other programs.

HARASSMENT POLICY

It is especially important that the University campus provide students, faculty, staff and visitors with a secure environment for learning and working. The University stands for the provision of equal opportunities in education and employment and will not condone any unwanted behavior that is in any way discriminatory or that constitutes harassment on the grounds of race, creed, color, belief, national origin, religion, age, or gender.

Harassment is a type of discrimination. It is defined as an act or verbal expression intended against a person's race, belief, color, national origin, religion, age, or gender with the deliberate aim of interfering with the ability of that person to find employment or study, or with the aim of frightening or creating a threatening or harmful environment. Any person engaging in discrimination or harassment as defined above will be subject to disciplinary measures, up to and including dismissal from the University.

SMOKING POLICY

The University buildings and vehicles are smoke-free. Smoking is restricted to outdoor areas in only those locations providing ash receptacles. Smoking is not permitted outside the entryway to any building or within any AUI-S vehicle.

VISITORS TO THE UNIVERSITY

Unless approved by the Chancellor, Provost or Rektor, visitors are not permitted in the classroom and non-instructional areas of the campus facilities, or in the student areas. Visitors to the campus are not allowed past the reception areas without official escort.

STUDENT SERVICES

NEW STUDENT ORIENTATION

Student orientation programs are designed to aid new, freshmen, transfer, and nontraditional students in adjusting to the academic and social life of the University.

The primary purpose of the University orientation program is to help students understand the nature of the University; the educational opportunities available to them; the values and functions of the University community; and the central objective of the University as an academic enterprise. It is also intended to permit students to participate in the English language testing program; to participate in academic advisement; and to inform students about matters relating to student registration, campus activities, and other aspects of university life.

Prospective students attending an orientation program are subject to the rules and regulations governing student discipline and conduct as set out in the Student Handbook and this catalog.

PEER TUTORING

The Peer Tutoring Program utilizes student tutors to assist new students in making a successful transition to academic and student life. Peer Tutors are successful students who share their personal college experiences and strategies to promote the success of new students and even other students who require academic help. They offer support, friendship, assistance in obtaining answers to questions, and assistance in utilizing college resources. Opportunities are available throughout the year for students to interact with one another and with their Peer Tutors.

CAREER PLANNING & PLACEMENT SERVICES

Career Services are designed to educate, prepare, and assist students and alumni as they pursue career development and the job search process in the world of work. The Student Development Office serves as a place for employers to advertise job openings, help arrange internships, and for students to access this information.

Students have various ways of learning about career services. Presentations are available covering topics such as

career planning, resume preparation, and interviewing techniques.

Career resources are made available throughout the year. Students may be referred through faculty, staff, or other students. All currently enrolled students are eligible to use the career services offered. Career services provided by the Student Development Office include:

- a. Resume Development – Advising and resource information is available on how to write a resume and cover letter.
- b. Workshops/Seminars – Seminars and workshops are conducted to acquaint students with the job market, career planning, resume preparation and interviewing techniques. Workshops are offered throughout the year to meet the needs of students.
- c. Campus Interviews – Companies can schedule on-campus interviews with students. Students are notified of the interviews by The Student Development Office.
- d. Employment Listings – Job openings are received from companies in the region. These listings are posted on major bulletin boards on the AUI-S campus and in the Student Development area.
- e. Employment Listing Notification Service – Students may register with The Student Development Office and be notified when openings that fit their profile are received.
- f. Career Resources – Current literature and books on career planning, occupations, and the job search are made available in the Student Development office, and the Library.
- g. Résumé banks consisting of résumés of the alumni are kept on file in the Student Development office and will be available to employers upon request. Potential employers should contact the Office of Student Development with a complete listing of their requirements.

STUDENT ACTIVITIES

The American University of Iraq - Sulaimani encourages students to expand their horizons outside the classroom by participating in student activities. Simply put, The American University of Iraq - Sulaimani offers the student a first-rate education that empowers him/her for lifelong success.

Student Activities such as participating in student activities or taking an active role in community services, or excursions and parties, help the student break loose from the day-to-day routine of in-class studies. Student activities not only provide an invigorating change of pace from the coursework, but also help to develop warm friendships and valuable contacts that could last for years.

The Student Development Office provides opportunities for support of student interests, which empower students both academically and socially. The needs and desires of students are the basis for the types of activities presented at the institution.

These activities allow students to acquire skills, which enhance their personal growth through their involvement in planning activities and programs, establishing interpersonal relationships and developing leadership qualities.

The Student Council Committees assists in the planning, selection, and evaluations of student cultural, educational, and social entertainment on The American University of Iraq - Sulaimani campus.

AUI-S encourages the students to setup organizations/clubs, emphasizing that participating in organizations/clubs is an effective means of establishing interpersonal relationships, developing leadership skills, and generally enhancing the value of their academic program.

AUI-S encourages student advocacy, within the limits necessary to accommodate academic needs and ensure public safety, and welcomes its students' involvement with the cultural and social issues of the day.

Recreation involves taking an individualized approach, which allows students to participate for fun and fitness. Facilities at AUI-S for recreational use by students include:

1. Men's intercollegiate football
2. Women's jogging
3. The sports program at AUI-S provides structured, competitive and non-competitive sporting opportunities for men and women. An individual's playing ability is not considered as important as his or her desire to enter the true spirit of competition and good sportsmanship.

Other sports may be added in the future for a complete athletic and competitive experience.

URGENT CARE SERVICES

In case of a medical emergency that cannot be treated on campus, a nearby medical facility in close vicinity of the University) would be contacted. Students will bear the cost of any professional service or emergency treatment. In addition, the cost of hospitalization or treatment in the emergency room or as an outpatient is the responsibility of the student. A University official may provide escort service on campus when a sudden illness or injury occurs.

THE LIBRARY

AUI-S's Library is a central information resource center on the campus which uses print, non-print, and electronic resources to satisfy the needs of students and faculty members in the educational program. A free book-lending service is available to all students, faculty, and staff. In addition to books, the Library also subscribes to major English, Kurdish and Arabic newspapers, as well as periodicals. The Library provides access to additional information through the Internet.

The future Library is fully automated. The future Library Information and Management Systems will provide a complete range of functions packaged in discrete modules. All the library materials are classified according to Dewey Decimal Classification System and catalogued according to Anglo American Cataloguing Rules. The automated system will provide wide range of searching facilities for the students such as searching by author, by subject, or by title. It gives students the opportunity to browse, search its catalogue, and retrieve information related to their study and academic projects.

Different services are provided by the librarians and include reference service where the librarians provide research assistant to students, and referral services are available where the librarians provide useful URLs and links to faculty and students. Librarians also provide links to e-books and companion websites for textbooks.

An orientation program is provided by the librarians for new students each semester to instruct and teach all new users how to obtain assistance, access bibliographic infor-

mation, and locate materials. Apart from the instruction given during the orientation sessions, the librarians also provide, on an as-needed basis, one-on-one training and assistance to students on how to access and locate information in all available formats.

The Library has computer workstations to be used for Internet research and other academic needs of the faculty, staff, and students.

The librarians work cooperatively with faculty, staff, and students to ensure effective utilization of all the resources available in that information resource center. They promote student information literacy by focusing on helping students learn to use print and electronic tools to locate research materials in all formats. These formats include circulating books, reference books, periodicals, compact discs, computer software, and videocassettes.

To allow access to more information than what is available in the Library, The American University of Iraq - Sulaimani will establish interlibrary loan agreements with other libraries.

Students will have more than 40 hours of access to the Library in a week. The Library will be open six days per week from 9:00 AM to 9:00 PM, Saturday through Wednesday, and from 9:00 AM to 2:00 PM on Thursday.

It is mandatory for all students enrolled with AUI-S to purchase the textbooks for the courses in which they have registered. Students can place orders for these books through Textbook Services in the Library.

LIBRARY TEXTBOOKS SERVICES POLICY

- Textbooks for undergraduate students should be ordered through Textbook Services using the Textbook Order Form from the AUI-S Library. The form is also available online from the AUI-S Virtual Library Link.
- Faculty through their department heads are requested to place orders in advance of the time that the material is needed. A minimum of eight weeks is needed for most orders, though this can vary significantly if any titles are out of stock at the publisher or with the book suppliers.

- If there is any change in the prescribed textbook, the head of the respective department should inform the Librarian as early as possible because timely notification of textbook changes and timely placement of orders for new textbooks can save substantial amount of money.
- Rush orders to fill textbook shortages may be placed by the instructor with the Librarian over the phone or by email.
- Students are required to pay for all textbooks at the time of registration for the semester. Undergraduate students pay for their textbooks as a part of their tuition & fee payment.

INFORMATION TECHNOLOGY RESOURCES

The Office of Information Technology (OIT) at The American University of Iraq - Sulaimani provides resources, computing and networking mechanisms, and services to individual students, faculty, administration, and staff in order to facilitate learning, instruction, research, creative activities, public service, and the day-to-day work of the organization.

AUI-S engages in a continuous process to manage and upgrade the computer laboratories as necessary to sustain a reasonably current level of hardware and software through the directives of the OIT.

As advancements are made in the field of Information Technology (IT), the University will continuously review and update its curriculum to ensure adequate infusion of information technology into the curriculum.

Classrooms and lecture halls are equipped to conduct presentations and seminars with workstations with a projector and pre-installed software needed for presentations like PowerPoint.

IT resources and facilities are provided to students and faculty of the institution, as well as to the administration staff. The facilities and resources are used to:

- support student learning on local PCs, local servers, and the World Wide Web,
- serve as technical liaisons for projects assigned in some computer classes, and
- provide audio-visual(AV) services to a variety of projection and other AV services and equipment.

Access privileges to the IT resources and facilities are denied, restricted, or revoked for anyone for any of the following activities:

- Attempting to read, copy, alter or destroy another person's data files or software without permission,
- To gain unauthorized access to another person's computer, whether local or off-campus,
- Attempting to decode passwords or access control information,
- Attempting to circumvent or subvert network security measures,
- Engaging in any activity that might be purposefully harmful to networked systems or to any information stored thereon including, but not limited to, creating or propagating viruses, disrupting services, damaging files or making unauthorized modifications to institutional data,
- Making or using illegal copies of copyrighted software, storing such copies on institutional systems, or transmitting them over institutional networks,
- Using the campus network or campus computers in a manner that violates the principals of academic honesty or appropriate behavior. In order to detect activity that violates access privileges, to maintain system and network security, and to manage network resources efficiently, IT Services reserves the right to copy and examine any file or other information resident on institutional systems, allegedly related to unacceptable use, monitor access activity, and monitor individual student accounts.

ALUMNI ASSOCIATION

Each student who will graduate from The American University of Iraq - Sulaimani will be a member of The American University of Iraq - Sulaimani Alumni Association. This organization will be the central form of networking,

keeping students in touch with each other and the University no matter where they are. Whether an alumnus is looking for a job, wants to renew contacts with former acquaintances, or wants to update knowledge and skills in a particular subject area, alumni will want to be members of the Association in order to have access to essential resources.

PHILOSOPHY ON STUDENT CONDUCT

The University endeavors to create a physical and intellectual environment in which every student can develop and realize his or her potential through guidance, understanding, and preparation to function professionally in the greater global community. AUI-S believes in a humanitarian approach to discipline conducive to academic pursuits. However, the University acknowledges its responsibility for the protection of personal and institutional rights and property is a primary focus of the disciplinary process.

Therefore, the administration reserves the right to develop any policy or take any action deemed appropriate to maintain the safety and well being of any or all students. Policies and procedures on offences related to persons, property, campus operations, and welfare, health or safety, as well as academic honesty are found in this catalog and in the Student Handbook, and must be read by all students.

The Student Conduct Policy is designed to inform the student of the University's requirements and of the student's rights. The Policy is an attempt to protect the freedom of the individual while protecting the essential needs of the University. Freedom of the individual means, inter alia, personal responsibility. Thus, when a student chooses to study at The American University of Iraq - Sulaimani, he or she accepts the Student Conduct Policy, which is intended to advance the good of the institution and all of the people in and around it.

Standards of Student Conduct Policy: This policy is applicable to all students enrolled at The American University of Iraq - Sulaimani. This policy has been established in order for students to be afforded equal protection, and that all practices and actions be applied equally and in a nondiscriminatory manner.

General Statement: The American University of Iraq - Sulaimani is comprised of individuals interacting with each other for the mutual benefit of all, thereby developing a culture with standards of conduct and distinguishable aims. The University operates as a system based on the concept of freedom of choice that creates the educational and cultural conditions for the full development of students and members of the community.

It is the right and responsibility of students attending The American University of Iraq - Sulaimani to retain their individualism, personal freedom, autonomy, and dignity, while respecting, at the same time, the rights of others. Students attending the University should be provided with the opportunity to learn, to develop to their fullest potential, and to grow as individuals. All students are individuals and display different abilities, skills, interests, appreciations, attitudes, beliefs, and values.

Therefore, students who enroll at AUI-S neither lose their personal freedom or rights, nor do they escape the duties of a legal resident or citizen in Sulaimani while enjoying the significant educational opportunities at The American University of Iraq - Sulaimani. Students have a responsibility to themselves, to their fellow students, to the laws of the city, region and state, and to policies of the University in which, by their own choice, they enroll. Student rights and responsibilities include but are not limited to:

Student Rights:

1. The right to exercise the privileges of a legal resident in a university setting.
2. The right to inquire about and to recommend improvements in policies, regulations, and procedures affecting the welfare of the students. This right is best exercised to the fullest use of the appropriate facilities provided through the Office of the Provost and/or the Student Development Office or other campus organizations.
3. The right to counsel, to a fair hearing, and to an appeal when a disciplinary action is applied to the student as an individual or as a group member.

Student Obligations and Responsibilities:

1. The obligation to be fully acquainted with published rules, regulations, and policies of the University and

to comply with them in the interest of maintaining an orderly and productive academic community.

2. The obligation to follow the tenets of common decency and acceptable behavior commensurate with the aspiration implied by a college education.
3. The obligation to respect the rights and property of others.

Discipline: The following are types of misconduct which, if established to be factual, will result in appropriate disciplinary action:

1. Academic cheating and plagiarism of any kind.
2. Furnishing false information to the University, or filing or making known false charges against the University and/or a member of its faculty, staff or another student.
3. Destruction, damage, unauthorized possession, or misuse of University property, including Library and laboratory materials and equipment, or of private property on the campus.
4. Forgery, alteration, unauthorized possession, or misuse of University documents, records, or identification cards.
5. Physical or verbal abuse of another person in the University community. Any verbal threat or abuse or physical action against any University employee and/or student is considered sufficient grounds for suspension from the University, subject to a disciplinary hearing.
6. Any act considered a violation of law.
7. Use, distribution, or possession of «alcoholic beverages», «dangerous drugs», or «controlled substances», while on University property or at any authorized activity sponsored by or for any University-related organization, whether on or off campus.
8. Disorderly conduct which inhibits or interferes with the educational responsibility of the University community or which disrupts the administrative or service functions of the University to include social-educational activities.
9. Actions which violate Federal law and/or the laws of the Kurdistan Region and the Governorate of Sulaimani.
10. Malfeasance or misuse of elected or appointed office in a student organization, or endangering its members, or the welfare of the University community.
11. Incurable or persistently irresponsible behavior.

12. Gambling on campus or on University property.
13. Possession of any «weapon that can lead to an injury or cause death» on campus or on University property or at any activity sponsored by the University or in any vehicle owned or leased by the University
14. Personality problems which disrupt teaching with detrimental effects upon other students.
15. Any disruption of on-going educational activities of the University which warrants disciplinary action.
16. Unwanted advances of a sexual nature towards an employee, student, or applicant for a position or program at the University, or retaliation against a person for complaining of sexual harassment.

Disciplinary Action: Any one or more of the following disciplinary actions may be imposed by the University:

1. Admonition and oral or written warning.
2. Loss of privileges:
 - a. Removal from elective or appointed office.
 - b. Loss of such other privileges which may be consistent with the offense committed and the rehabilitation of the student.
3. Disciplinary probation with or without loss of designated privileges for a specified period of time. The violation of the terms of disciplinary probation or the infraction of any University rule during the disciplinary action will result in automatic suspension.
4. Suspension from the University for a definite period of time.
5. Expulsion from the University.
6. Legal action on the part of the University.

The Policy of The American University of Iraq - Sulaimani on Scholastic Dishonesty: Instructors are expected to maintain the good reputation and the integrity of The American University of Iraq - Sulaimani and of their own profession by guarding against scholastic dishonesty in students.

Students are expected to maintain the integrity of the University by avoiding dishonesty in their own behavior and by expecting honest behavior from their fellow students. One of the requirements for passing the courses students take at The American University of Iraq - Sulaimani is that students do their own work. Meeting this requirement means avoiding plagiarism, collusion, and cheating. Students are encouraged, actually required, to

critically analyze the materials presented in their courses. As such, most courses will use an open-book approach to testing to encourage students to reach a higher level of thinking and analysis of their learning. However, the student must always present his or her own knowledge in their examinations and papers, not the work of others.

Students Must Not Plagiarize: Plagiarism occurs when a student takes another's words or ideas and uses them as if they were the student's own. This can happen in three (3) ways:

1. A student copies another's words without using quotation marks and without giving the source.
2. A student puts another's ideas into the student's words but does not give the source.
3. A student duplicates another's structure of thought or organization of ideas but does not give the source.

Students Must Not Commit Collusion: Collusion occurs when someone else writes all or any part of a student's paper or examination.

Students Must Not Cheat: Cheating includes, but is not limited to, a student looking at another's work or using unauthorized materials during a test or written assignment.

Penalties for Dishonest Behavior: If an instructor has reasonable grounds upon which to conclude that a student has plagiarized, committed collusion, or cheated, the teacher may choose one or more of the following options:

1. Give the assignment an F.
2. Give the assignment a zero.
3. Drop the student during the automatic W period.
4. Give the student an F for the course.
5. Institute other disciplinary action against the student which may lead to the student's suspension or dismissal from the University.

The degree of presumed intent to commit an act of scholastic dishonesty will be a factor in the instructor's choice from among the penalties listed above.

Verification: If the student denies dishonesty, the student must reconstruct or reproduce the work in a way agreeable

to and under the supervision of the teacher, to prove that no dishonesty has occurred.

If the student declines the opportunity to reconstruct or reproduce the work, the matter is ended, and the teacher may impose one or more of the penalties listed above. If the student produces what he or she believes constitutes proof that the work is indeed his or her own work, and the teacher disagrees, the student may file a grievance through the Office of the Provost.

The Policy of The American University of Iraq - Sulaimani on Student Dismissal from Class: It is the prerogative of the instructor whether or not to withdraw a student who has given evidence of nonperformance, nonattendance, consistently poor performance, or consistently poor attendance. The instructor may dismiss a student for such reasons and record a grade of F as the instructor deems appropriate, in light of the student's record and in keeping with the instructor's rules, procedures or guidelines.

The provisions of the Standards of Student Conduct apply to all members of the University community, and in any place in which employees act on behalf of the College.

Students are encouraged to share personal experiences while participating in classroom discussions. However, students must be aware that should he or she disclose to any The American University of Iraq - Sulaimani faculty member, staff or students information that may cause harm to themselves or others. Faculty members, staff and students are required to report such information to the Office of the Rektor, Office of the Provost or Office of the Chancellor.

COURSE DESCRIPTIONS

UNDERGRADUATE COURSES

ENG 101

English Composition I

3 Credits

Prerequisite: TOEFL 550

This course is a first level college English course designed for students who are entering their degree program. A major component of the course will be the further development of written skills. However, the integrated approach means the skills of listening, speaking and reading will also be developed, leading to the strengthening of general aspects of grammar. The following items will also be features of the course:

- Vocabulary development.
- Principles and skills of independent work and thought.
- Use of technology, particularly the computer.

ITE 101

Introduction to IT Applications

3 Credits

Prerequisite: TOEFL 550

This course is a first level college IT course designed to introduce students to the fundamental concepts of computer operations. Topics include basic computer components, the relationship between hardware, operating systems and other software, data representation and number systems, application software, the use of word processing, presentation software, spreadsheets applications, networking, the internet and searching the web. The course is designed to help students learn the concepts and theory of information technology, both hardware and software, which will allow them to comfortably operate in an information society. In addition, students will work in a PC laboratory to fulfill the requirements of the practical work and will be exposed to a variety of standard PC software packages to enable them to do data analysis, professional presentations and store and retrieve information from databases.

MTH 101

College Mathematics

3 Credits

Prerequisite: TOEFL 525

This course is a first level college elementary algebra course designed for students as a review of arithmetic operations; exponents; factoring; the study of polynomials; solving equations and inequalities; graphing of functions; and applications. The course is designed to teach university students with non-technical majors some basic skills in mathematics.

MTH 102

Mathematics for Science & Technology

3 Credits

Prerequisite: TOEFL 525

This course is a first level college pre-calculus course designed for students who need an adequate foundation for calculus. Emphasis is placed on problem solving and computational skills. The utilization of computer systems will be vital in enhancing the student's mathematical perceptions and skills. Topics include the review of Basic Algebra; Functions (analysis and graphs); Exponential and Logarithmic functions; Systems of equations and inequalities; Matrices and Determinants; Sequence and Series. Also, students will be introduced to the basic concepts of linear and non-linear equations and matrices, quadratic and higher order equations and inequalities, graphs of functions and expressions, as well as in-depth analysis of trigonometry. The course is designed to teach university students with non-technical majors some basic skills in mathematics to assist them with understanding business, computer systems and IT problems and how to solve them.

POL 101

Introduction to Political Science

3 Credits

Prerequisite: TOEFL 550

This course is an introductory level social science course designed to introduce students to the field of political science and how it addresses questions of how people govern themselves through political institutions, ideas, and behavior. The course is intended to provide students with a means of engaging the broad political questions that affect their community and country. The means to accomplish this are the perspectives offered by political theory

and the insights that come from a comparative study of politics in various countries. Students look at various theories that attempt to answer these and other questions. In addition, students will examine how these questions are relevant to your own particular context.

PSY 101 **Introduction to Psychology** **3 Credits**

Prerequisite: TOEFL 550

This course is an introductory level social science course designed to introduce students to the field of psychology in its current form as the scientific study of behavior and mental processes subject to environmental influences. The scope of the course includes basic psychological concepts underlying human behavior in such areas as learning, motivation, personality and social behavior. Major topic areas presented include general psychology, including history and methods of psychology, biological bases of behavior, consciousness, development, cognition, intelligence, and abnormal psychology. The course is designed to show students that psychology is a research science.

STT 101 **General Statistics** **3 Credits**

Prerequisite: TOEFL 550

This course is a first level college statistics course designed for students to help them acquire a fundamental understanding of the significant concepts of computerized statistical and probability theorems and applied techniques, especially those concepts having contemporary applications. The course will enable students to understand basic and essential topics such as descriptive statistics, probability, estimation, hypothesis testing, and linear correlation and regression, etc. The course will focus on the importance of different types of statistics and their application in life and drawing inferences about populations. In addition, the course is designed to help students develop good understanding of the main concepts of computerized statistical and probability theorems and applied techniques, especially those concepts having contemporary applications.

UNS 101 **Introduction to University Studies** **3 Credits**

Prerequisite: TOEFL 525

This course is an introductory level course designed to help students from a wide range of backgrounds build foundations to work successfully through difficult material in lectures and textbooks. It has two general aims. First, it will aid those students who are weak in study skills. Second, it will help those students who may have adequate study skills to become more efficient and productive. Moreover, students will explore personal academic strengths and weaknesses, learning styles, and strategies for college success.

The course presents the basic techniques for college success, including skills related to classroom etiquette, taking effective notes, reading university textbooks, time management and organization, using library resources, taking tests, and researching for report writing.

POSTGRADUATE COURSES

MGT 500 **Strategic Management I** **2 Credits**

Prerequisite: TOEFL 525

This course prepares students for dealing with management terminology, management insights and tools in order to be successful both in the world of business and on a personal (career strategy) level. The course focuses on helping students learn management terminology, career strategy, industry analysis, resource-based views, and competitive advantages.

MGT 501 **Strategic Management II** **2 Credits**

Prerequisite: MGT 500

This course prepares students for dealing with management terminology, business strategies, business technology, global strategies, and multi-focused businesses. The course focuses on helping students learn management terminology, industry evolution, strategic change, competitive advantage, technology-based industries, vertical integration strategies, diversification strategies, global strategies, and managing in multi-focused businesses.

MGT 525 International Marketing 2 Credits

Prerequisite: TOEFL 525

This course prepares students for dealing with international marketing issues both in theory and practice. It builds student awareness of marketing terminology, marketing mix issues in the global context, and provides the tools to manage products and brands globally. The course focuses on helping students learn the marketing framework for addressing the 'big picture' in marketing, strategic impact of globalization, positioning, communication, pricing, and coping with global marketing issues.

MGT 530 International Management 2 Credits

Prerequisite: TOEFL 525

This course prepares students for dealing with the international business environment, and the challenges and opportunities presented to managers in consideration of the economic, cultural and political realities of the contemporary global business environment. The course focuses on helping students learn concepts related to the development of multinational corporations, the global business environment, strategy formulation, strategy implementation, and the emerging market economies.

FACULTY & ADMINISTRATION (in alpha order)

- Bergman, Britta; Regents Professor of Management & Marketing; PhD University of Oldenburg, BA University of Heidelberg.
- Cargol, Owen Francis, Regent Chancellor, CEO and Professor of Management, Post Doctorate Harvard University, EdD The Pennsylvania State University, MEd. Oregon State University, BSc. Louisiana State University.
- Cederquist Joseph, English Lecturer, BA Central Michigan University.
- Daloye, Dhasnye, Part-Time Lecturer of Psychology, MSc. Kings College London, BSc. Goldsmith's University of London.
- Fareed, Tanya, Human Resources Assistant, BA University of Sulaimani.
- Hoshyar, Naz r Ahmed, Executive Assistant, B.Sc. Al Nahrin University.
- Jaff, Raz, Administrative Assistant, BA Al Mustanseriya University.
- Jevtic, Misel, Director of Information Technology, B.Sc. University of Technology, Sydney, CCNP.
- Johnson, Janet, Part-Time English Lecturer, BA University of California, TESOL William Carey University.
- Mergrad, Cristoph, Regents Professor of Strategic Management, PhD University of Tubingen, BA University of Bonn.
- Muati, Mahmoud, Director of Human Resources and Recruitment, BA University of Damascus.
- Muhee, Aveen, Computer Lab Technician, MSc., BSc. Al Nahrain, University
- Musselman, Nathan; Prefect, Deputy to the Chancellor and Lecturer in Political Science, MA The George Washington University, BA Eastern Mennonite University.
- Nazhat, Ahmed, Director of General & Support Services, Associate Diploma, McLennan College.
- Newton, Beth, English Lecturer, MA University of Warwick, BA University of Warwick, CELTA UCLES.
- Othman, Mohammed, English Lecturer, MA The University of Oregon, BA University of Sulaimani.
- Pasha, Mohammed Ali, Bookkeeper Accountant, Diploma Institute of Technology, Baghdad.
- Prewitt, Julian, Business Lecturer, MBA Christian Brothers University, BA University of Memphis.
- Rose, Jerman, Regents Professor of Management, PhD University of Kansas, MBA, BA University of Nebraska.
- Agresto, John, Provost and Professor of Humanities, PhD Cornell University, BA Boston College.
- Ali, Azad Mohammed, Admission and Registration Assistant, BA University of Sulaimani, B.Sc. University of Sulaimani.
- Anderson, Gordon Earl, Rektor – Finance and Administration, EdD University of Arkansas, MSc. Southern Illinois University, B.Sc. Ball State University.
- Arif, Lana Adnan, Executive Assistant, B.Sc. University of Sulaimani.
- Aziz, Lawchak Rauf, Purchasing Supervisor, Diploma, Sulaimani Technical Institute.
- Baha, Ahmed, IT Desktop Technician, B.Sc. University of Technology, Baghdad, CCNA, MCP.

- Salih, Ammar, Data Network Administrator, BSc. University of Baghdad.
- Sharif, Sallahddine, Project Engineer, BSc. Salahaddin University.
- Sran, Sarbast, Part-Time lecturer of Information Technology, MSc. BSc. Vaxjo University.
- Taha, Tahseen, Public Relations Officer, MA University of Sulaimani, BA University of Sulaimani.
- Vander Toorn, Darrin, English Writing Program Coordinator, BBA Acadia University, TESL, Oxford.

BOARD OF REGENTS & TRUSTEES

Regents

Talabani, Jalal, Chairman of Board of Regents & Trustees

Cargol, Owen Francis, Chancellor & CEO

Abdul-Mahdi, Adil, Regent

Allawi, Ayad, Regent

Barzani, Nechirvan, Regent

Khalilzad, Zalmay, Regent

Trustees

Salih, Barham, President of the Board of Regents and Trustees

Agresto, John, Trustee, Provost

Ahmed, Kamaran, Trustee

Ajami, Fu>ad, Trustee

Alwash, Azzam, Trustee

Khuzai, Rajaa, Trustee

Makiya, Kanan, Trustee

Mroue, Jamil, Trustee

Muharam, Herish, Trustee

Al-Rahim, Basil, Trustee

Al-Rashed, Abdul Rahman, Trustee

Rasool, Faruk, Trustee



**THE AMERICAN UNIVERSITY OF IRAQ
SULAIMANI**

For More Admissions Information:

Call +964 (0) 53 313 4614

Fax +964 (0) 53 313 4615

Visit www.uis.org

Email admissions@uis.org

Or Visit Our Campus:

The American University of Iraq-Sulaimani

Building 2, Malik Mahmud Street 10

Industrial Area 414

Sulaimani, Iraq

T +964 (0) 53 319 2950

F +964 (0) 53 319 4951

www.uis.org