



كلية الشرق الأوسط الأمريكية

American College of The Middle East

عندما تكون

المهارات العملية هي الأقوى

In Affiliation With

PURDUE
UNIVERSITY

STUDENT HANDBOOK

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ACADEMIC MANUAL

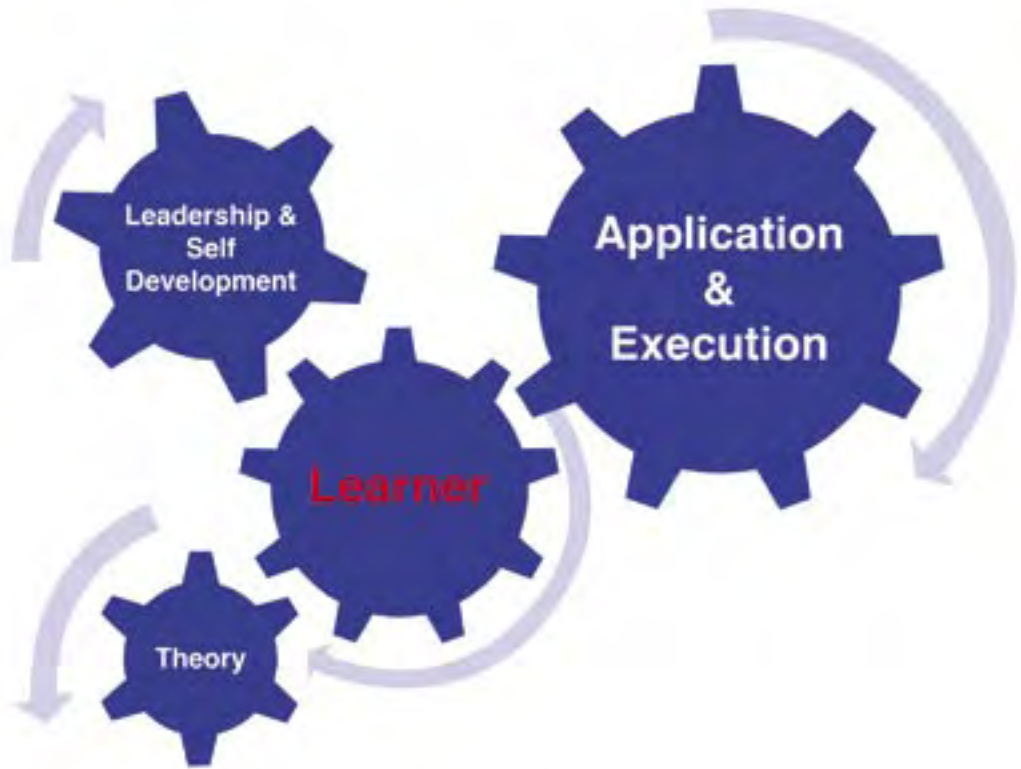
ACM Mission

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

Educational Philosophy

ACM understands that prospective students arrive with widely varying skills and learning capabilities. Hence, the college is committed to apply multiple methods of learning and provide students with practical learning opportunities. The students are exposed to a holistic learning experience in a "Learner Centered Approach". In this approach, the students learn and apply what they are learning through carefully designed curricula and internships. The students also experience self and leadership development by participating in professional clubs and ACM's extracurricular life. ACM's curriculum highly reflects its educational philosophy. The curriculum is composed of three compatible and integrated components aiming at providing the student with a holistic learning experience. The components are: The Theoretical & Intellectual Component, The Practical & Application Component and The Leadership & Self Development Component.

1. **The Theoretical & Intellectual Component** aims at providing the students with an academic foundation. This component is delivered by the conventional way of using classroom teaching and lectures.
2. **The Practical & Application Component** aims at developing the students' know-how and equipping them with solid execution and practical skills. This component is delivered through labs, projects, workshops, and internships.
3. **The Leadership & Self Development Component** aims at developing behavioral, interpersonal and organizational skills in addition to positive attitudes of the students. This component is delivered through students' participation in ACM clubs and extracurricular activities that cover scientific, artistic, sport, and social domains. The students enjoy the learning process and become productive as they are engaged in activities related to their interests, hobbies and talents. The students learn how to organize club events, how to interact with fellow students, how to do constructive work in a group and how to appreciate achievement.



Academic Programs

ACM offers the following diplomas:

1. Diploma in Business Administration with any of the following concentrations:
 - a. Financial Services
 - b. Accounting
 - c. Marketing
 - d. Human Resources Management
2. Diploma in Computer Network Systems
3. Diploma in Information Technology
4. Diploma in Electrical Engineering Technology

Grading System

Grade	Quality Points
A	4.00
A-	3.67
B+	3.33
B	3.00
B-	2.67
C+	2.33
C	2.00
C-	1.67
D+	1.33
D	1.00
F	0.00
AF	0.00

Grade P/NP: Some courses are offered for pass/no pass (P/NP) grading only.

Grade I: An official “Incomplete” signifies that a majority of the work in a course has been completed, but the student is unable to complete the course for serious and compelling reasons.

Grade W: An official “Withdrawal” indicates that the student dropped the course after the end of the add/drop period.

- A “W” is recorded into the student record but does not count towards the students’ courses completed.
- A “W” does not count when calculating GPA.

Grade AF: Signifies that the student was administratively withdrawn with an F grade. This grade is computed as an F grade when calculating the GPA.

GPA and CGPA Calculation

GPA is the weighted average of grades earned which summarizes the academic performance of a student in one semester.

- CGPA (Cumulative GPA) is the weighted average of grades earned by a student in all his/her semesters at ACM.
- All courses taken by a student at ACM – except those whose grades were replaced following a course repeat – will be included in the calculation of the grade point average.
- An easy to use GPA and Cumulative GPA calculator can be found on our website.

Class Standing

Class Standing	Completed Credit Hours
Freshman	0-30
Sophomore	31 and above

Academic Probation and Dismissal

Class Standing	Completed Credit Hours	Minimum Cumulative GPA Level for Probation
Freshman	0-15	1.5
Freshman	16-30	1.7
Sophomore	31-45	1.9
Sophomore	46 and more	2.0

To remain in good academic standing, a student must maintain the minimum Cumulative GPA level for probation as indicated in the above table. Failure to do so will lead the student to be placed on academic probation, with the following consequences:

- The student may not register for more than 12 credits in the following semester.
- In case of two consecutive academic probations, the student will be subject to dismissal from ACM.

Academic probation will be removed from the student's record at the end of the semester when the student attains the minimum Cumulative GPA level as indicated in the above table.

Honor's List

Each semester ACM will recognize outstanding scholastic achievement of its students by listing them on the Honor's List.

Criteria for Honor's List

- Semester GPA of 3.5 and above
- Being a full time student
- Not having a grade AF, or F in any course

Criteria for Graduation with Honors

- Completing all requirements with a cumulative GPA of 3.5 and above
- Carrying a full-time course load throughout the enrollment period

Graduation Requirements

1. Successful completion of all required courses within five years from the starting date
 2. A minimum Cumulative GPA of 2.00
 3. Successful completion of 12 credits of concentration within the same field
- Students expecting to graduate must complete the Graduation & Clearance Form.

ACADEMIC CURRICULUM

Diploma in Business Administration

Degree Requirements

Concentration: Financial Services

Core Courses	Credits	Pre-requisites	General Education Courses	Credits	Pre-requisites
ACT 200	3		Communication & Critical Thinking		
ECO 200	3		ENL 100	3	English for Academic Studies
BUS 250	3		ENL 110	3	English Composition
MKT 210	3		ENL 120	3	Speech Communication
FIN 200	3	ACT 200, ECO 200	BUS 100	3	Academic, Character & Skills Development
BUS 210	6	FIN 200	BUS 201	3	Career Planning
Total Credits Required	21		Math and Technology		
			MAT 100	3	Introduction to Mathematics
Concentration Courses (Select 12 credits)	Credits	Pre-requisites	Credits	3	MAT 100
FIN 210	3	FIN 200	ICT 100	3	Introduction to IT & Computing Essentials
FIN 220	3	FIN 200	Humanities and Social Sciences (Select 3 credits)		
FIN 230	3	FIN 200	PSY 100	3	Introduction to Psychology
FIN 240	3	FIN 200	SOC 100	3	Introduction to Sociology
FIN 250	3	FIN 200	Total Credits Required	27	
FIN 260	3	FIN 200			
Total Credits Required	12		Total Credits Required – Diploma Completed	60	

Diploma in Business Administration Degree Requirements

Concentration: Accounting

Core Courses	Credits	Pre-requisites	General Education Courses	Credits	Pre-requisites
ACT 200	3		Communication & Critical Thinking		
ECO 200	3		ENL 100	3	English for Academic Studies
BUS 250	3		ENL 110	3	English Composition
MKT 210	3		ENL 120	3	Speech Communication
FIN 200	3	ACT 200, ECO 200	BUS 100	3	Academic, Character & Skills Development
BUS 210	6	ACT 200	BUS 201	3	Career Planning
Total Credits Required	21		Math and Technology		
			MAT 100	3	Introduction to Mathematics
Concentration Courses (Select 12 credits)	Credits	Pre-requisites	Credits	Pre-requisites	
ACT 210	3	ACT 200	ICT 100	3	Introduction to IT & Computing Essentials
ACT 220	3	ACT 200	Humanities & Social Sciences (Select 3 credits)		
ACT 240	3	ACT 200	PSY 100	3	Introduction to Psychology
ACT 250	3	ACT 200	SOC 100	3	Introduction to Sociology
ACT 260	3	ACT 200	Total Credits Required	27	
ACT 270	3	ACT 200			
ACT 280	3	ACT 200			
Total Credits Required	12		Total Credits Required – Diploma Completed	60	

Diploma in Business Administration Degree Requirements

Concentration: Marketing

Core Courses	Credits	Pre-requisites	General Education Courses	Credits	Pre-requisites
ACT 200	3		Communication & Critical Thinking		
ECO 200	3		ENL 100	3	English for Academic Studies
BUS 250	3		ENL 110	3	English Composition
MKT 210	3		ENL 120	3	Speech Communication
FIN 200	3	ACT 200, ECO 200	BUS 100	3	Academic, Character & Skills Development
BUS 210	6	MKT 210	BUS 201	3	Career Planning
Total Credits Required	21		Math and Technology		
			MAT 100	3	Introduction to Mathematics
Concentration Courses (Select 12 credits)	Credits	Pre-requisites	MAT 150	3	Mathematics for Business
MKT 220	3	MKT 210	ICT 100	3	Introduction to IT & Computing Essentials
MKT 230	3	MKT 210	Humanities and Social Sciences (Select 3 credits)		
MKT 240	3	MKT 210	PSY 100	3	Introduction to Psychology
MKT 260	3	MKT 210	SOC 100	3	Introduction to Sociology
MKT 270	3	MKT 210	Total Credits Required	27	
MKT 280	3	MKT 210			
Total Credits Required	12		Total Credits Required – Diploma Completed	60	

Diploma in Business Administration Degree Requirements

Concentration: Human Resource Management

Core Courses	Credits	Pre-requisites	General Education Courses	Credits	Pre-requisites
ACT 200	3		Communication & Critical Thinking		
ECO 200	3		ENL 100 English for Academic Studies	3	
BUS 250	3		ENL 110 English Composition	3	ENL 100
MKT 210	3		ENL 120 Speech Communication	3	ENL 100
FIN 200	3	ACT 200, ECO 200	BUS 100 Academic, Character & Skills Development	3	
BUS 210	6	BUS 250	BUS 201 Career Planning	3	
Total Credits Required	21		Math and Technology		
			MAT 100 Introduction to Mathematics	3	
Concentration Courses (Select 12 credits)	Credits	Pre-requisites	Credits	Pre-requisites	Credits
HRM 200	3	BUS 250	MAT 150 Mathematics for Business	3	MAT 100
			ICT 100 Introduction to IT & Computing Essentials	3	
HRM 210	3	BUS 250	Humanities & Social Sciences (Select 3 credits)		
HRM 220	3	BUS 250	PSY 100 Introduction to Psychology	3	
HRM 240	3	BUS 250	SOC 100 Introduction to Sociology	3	
HRM 250	3	BUS 250	Total Credits Required	27	
HRM 260	3	BUS 250			
Total Credits Required	12				
			Total Credits Required – Diploma Completed	60	

Diploma in Computer Network Systems

Degree Requirements

Core Courses	Credits	Pre-requisites	General Education Courses	Credits	Pre-requisites
ICT 100	3		Communication & Critical Thinking		
BUS 250	3		ENL 100	3	English for Academic Studies
CNS 155	3		ENL 110	3	English Composition
CNS 180	3	ICT 100	ENL 120	3	Speech Communication
CNS 176	3		BUS 100	3	Academic, Character & Skills Development
CNS 200	3		Math		
INT 200	0		MAT 100	3	Introduction to Mathematics
Total Credits Required	18		MAT 150	3	Mathematics for Business
			MAT 175	3	Calculus for Business
Concentration Courses	Credits	Pre-requisites	STA 100	3	Introduction to Statistical Methods
CNS 240	3	CNS 176	Humanities & Social Sciences (Select 3 credits)		
CNS 242	3	CNS 240	PSY 100	3	Introduction to Psychology
CNS 260	3	CNS 240	SOC 100	3	Introduction to Sociology
CNS 261	3	CNS 260	Total Credits Required	27	
CNS 272	3	CNS 155			
CNS 280	3	CNS 180			
CNS 295	3	CNS 155, CNS 272			
Total Credits Required	21		Total Credits Required – Diploma Completed	66	

Diploma in Information Technology

Degree Requirements

Core Courses	Degree Requirements		Credits	Pre-requisites	General Education Courses		Credits	Pre-requisites	
					Communication & Critical Thinking				
ICT 100	Introduction to IT and Computing Essentials		3						
BUS 250	Business Organization and Management	ENL 100	3		English for Academic Studies	3			
CNS 155	Introduction to Programming	ENL 110	3		English Composition	3		ENL 100	
CNS 180	Introduction to Systems Development	ENL 120	3	ICT 100	Speech Communication	3		ENL 100	
CNS 176	Information Technology Architecture	BUS 100	3		Academic, Character and Skills Development	3			
CNS 200	Career Planning - CNS	Math	3						
INT 200	Internship	MAT 100	0		Introduction to Mathematics	3			
Total Credits Required		MAT 150	18		Mathematics for Business	3		MAT 100	
Concentration Courses		MAT 175			Calculus for Business	3		MAT 150	
CNS 240	Data Communications and Networking	STA 100	3	CNS 176	Introduction to Statistical Methods	3		MAT 150	
CNS 242	System Administration	Humanities and Social Sciences (Select 3 credits)	3	CNS 240					
CNS 272	Database Fundamentals	PSY 100	3		Introduction to Psychology	3			
CNS 280	Systems Analysis and Design	SOC 100	3	CNS 155	Introduction to Sociology	3			
CNS 295	Object Oriented Programming	Total Credits Required	3	CNS 180		27			
CNIT 255	Internet Programming	CNS 155, CNS 272	3	CNS 155, CNS 272					
ACT 200	Financial Accounting	CNS 155	3	CNS 155					
Total Credits Required			21						
Total Credits Required – Diploma Completed							66		

Diploma in Electrical Engineering Technology

Degree Requirements

Core Courses	Credits	Pre-requisites	General Education Courses	Credits	Pre-requisites
ICT 100	3	Introduction to IT and Computing Essentials	Communication & Critical Thinking		
ECET 107	4	Introduction to Circuit Analysis I + LAB	ENL 100	3	English for Academic Studies
ECET 109	3	Digital Fundamentals + LAB	ENL 110	3	English Composition
ECET 159	3	Digital Applications	ENL 220	3	English Language in Professional Contexts
ECET 207	4	AC Electronics Circuit Analysis + LAB	Math and Technology		
ECET 209	4	Introduction to Microcontrollers + LAB	MAT 125	3	Calculus I
ECET 231	4	Electrical Power Control + LAB	MAT 250	4	Calculus II
ECET 257	4	Power and RF Electronics + LAB	MAT 260	3	Calculus III
ECET 297	3	Electronic System Design	PHY100, ECE255		
ECE 255	4	Electronic Circuit Analysis and Design + LAB	STA 220	3	Probability and Statistics
ENG 200	3	Computer Programming for Engineering + LAB	Total Credits Required	22	
PHY 100	4	Physics: Mechanics and Statistics + LAB			
INT 210	0	Internship			
Total Credits Required	43		Total Credits Required – Diploma Completed	65	

Course Descriptions

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

ENL 220 English Language in Professional Contexts	3	This course will connect the academic work that the students have completed in their previous English language courses, with the professional worlds in which they will soon be communicating. It provides a transition between the English language skills (reading, writing, speaking, and listening) students have learned and practiced in previous courses and the creation of highly specialized projects and documents in their professional fields. This course will also involve the study, description and analysis of real-world examples of English language documents and artifacts from business and engineering with the goal of familiarizing students with the uses of English language in their chosen future professions.
MAT 100 Introduction to Math	3	This is an introductory mathematics course designed for students who must acquire fundamental skills to advance in college/college mathematics courses. Students taking this course will review the basic arithmetic skills: sets of real numbers and their properties, operations with whole numbers, signed numbers, fractions, decimals, percents, ratios, proportions, exponents, radicals, operations with algebraic expressions, factoring, equations, inequalities and various real life business applications.
MAT 125 Calculus I	3	This course covers functions (linear, quadratic, exponential, logarithmic), complex numbers, derivative and its application (Maxima, minima) and introduction to integration.
MAT 150 Math for Business	3	Introductory Business Math is a pre-calculus course with a finance section slanted towards a business program. The applications are business-related. Equations, inequalities, absolute value, polynomial functions, matrices, applications to business.
MAT 175 Calculus for Business	3	This course is a survey of differential and integral calculus. It includes differential calculus with applications to management and economics.
MAT 250 Calculus II	4	This course covers transcendental functions, techniques of integration, applications of the integral, improper integrals, complex numbers, sequences and series.
MAT 260 Calculus III	3	Vector functions, functions of two or more variables, partial derivatives (including applications), quadratic surfaces, multiple integration and vector calculus including Green's Theorem, Curl and Divergence, surface integrals, and Stoke's Theorem.
STA 100 Introduction to Statistical Methods	3	An introduction to probability and statistics. Probability and probability distributions. Mathematical expectation. Functions of random variables. Introduction to statistical inference. Correlation, regression, and non-parametric methods.
STA 220 Probability and Statistics	3	This course is an introduction to probability and statistics. It includes: Probability and probability distributions, mathematical expectation, functions of random variables, introduction to statistical inference, correlation, regression and non-parametric methods.
PSY 100 Introduction to Psychology	3	This course will provide students with a broad introduction to the field of psychology, one of the social sciences. Among the topics covered will be: gathering data on the causes and correlates of behavior, key figures in psychology and their theories, examples of research findings from the major subareas of the field and using psychological knowledge to improve the quality of our lives. This survey of psychology will acquaint students with the major concepts and terminology of the discipline and give students a better understanding of self and others.

SOC 100 Introduction to Sociology	3	This course will provide students with an overview of the sociological approach. Major theoretical concepts and methodologies will be examined and illustrated with a wide variety of classic as well as recent empirical studies. Some of the topics covered include: the influence of society on love and death; causes and consequences of social inequality and social definitions of deviant behavior.
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BUSINESS CORE COURSES

BUS 210 Project Course (with internship component)	6	This course introduces students to real life business situation by forming a company and practicing different roles within the framework of the company. While considering traditional management activities and issues, the dynamic nature of today's organizations will be integrated. Hands-on supervision skills will be introduced and practiced. Operational and action planning will be introduced and how to execute tasks effectively and efficiently. Students will be grouped according to their major concentration at the college. Specific technical skills pertaining to the field of specialty of each student will be introduced and practiced. Organizational concepts will be introduced and practiced like team work, and practicing high professional ethical values.
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BUS 250 Business Organization & Management	3	The course introduces students to both management theory and practice. While considering traditional management activities and issues, the dynamic nature of today's organizations in the areas of customer services, globalization, ethics, diversity, technology and innovation will be integrated. The manager's role, and how it has changed over time, will be discussed. Managerial skills and functions, key theories and approaches to management, environmental influences, culture, ethics and social responsibility, the importance of strategic planning, the structure of organizations and the importance of leadership in the world of business will be discussed.
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FIN 200 Managerial Finance	3	The class covers a comprehensive discussion of investments, consumer credit, insurance and retirement issues. The goal is to show how these components are interconnected in order to create a complete picture of financial health of an individual
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ACT 200 Financial Accounting	3	The objectives of the course are to help students: (1) understand what is in financial statements and what the statements say about a business, (2) identify the business activities that caused the amounts that appear on the statements, and (3) understand how, when, and at what amount the effects of manager and employee actions will appear in the statements.
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MKT 210 Principles of Marketing Management	3	The aim of this course is to provide a rigorous and comprehensive introduction to contemporary marketing practice. The specific objectives of the course include the following: to introduce students to the concepts and terminology of modern marketing management; to train students to analyze complex business situations and to teach students the tools used by marketing managers. In addition, this course will improve professional skills of presentation and concise writing and offer the experience of working in a team.
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ECO 200 Economics for Manager	3	Economics is the study of decision making under conditions of scarcity. This course looks at the behavior of the individual consumer and firm and their interaction with the government. The second half of the course studies the macroeconomy and focuses on the causes of inflation, unemployment, and interest rate changes. The international economy will also be studied.
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BUSINESS CONCENTRATION COURSES

FINANCIAL SERVICES

FIN 210 Survey of Financial Services	3	This course covers the products and services found in the financial industry. Topics explored include financial planning, products and services, mortgages of consumers, debt management and personal borrowing, savings and customer services.
FIN 220 Money & Banking Services	3	The course explores the economics of money, monetary systems, and investments in the global economy. The course covers the origin of money and the banking industry, financial asset markets, the role of central banks and the effects of various monetary policies.
FIN 230 Introduction to Investment Analysis	3	This course examines investment alternatives relevant to the individual and/or family-unit investor. It also explores operations of the markets in which securities are traded, theory and application of security valuation, portfolio construction, capital markets and performance evaluation. Additional topics include fixed income securities, common stocks, options, investment companies and other popular investment alternatives.
FIN 240 Introduction to Financial Planning	3	Financial planning principles and practice. The course utilizes a case study approach toward financial planning for upper-and middle-income households.
FIN 250 Financial Institutions and Markets	3	This course is an introduction to financial markets and management of financial institutions. Students will learn about determinants of interest rates and measurement of financial risk. There is concentration on the management of depository firms; such as, banks, savings and loans.
FIN 260 Risk Management & Insurance Services	3	The primary focus of this introductory course is on evaluating life, health, retirement, property and liability exposures to loss and analyzing the alternative methods for managing these risks. Methods of decision making under conditions of uncertainty are emphasized.

MARKETING

MKT 220 Customer Relations & Services	3	A course that provides insight into the structure and working of customer relations management and its role in business government agency. Analysis of how consumer needs, complaints and education are handled. Customer relations management in the real world and techniques used in managing customer relations towards the goal of maximizing customer satisfaction.
MKT 230 Advertising & Promotion	3	Students will be introduced to the full range concepts associated with Integrated Marketing Communications. This will include topics; such as, advertising, media selection, public relations and event management, packaging and sales promotion. Information will be framed and presented from the perspective of a Marketing Director.
MKT 240 Practical Marketing Skills and Tools	3	This course is a practical approach to applying marketing strategies in a real-world context. Students will be led through the entire marketing planning process, including conducting a market audit; developing a strategy, preparing a marketing plan, managing the supply chain and implementing the plan in the marketing mix.
MKT 280 Retailing & Merchandising	3	This course examines current issues in the retail industry and applies principles for evaluating customer needs and choosing products related to those needs. It covers retail practices and the management of retail organizations.

MKT 260 Professional Selling	3	An introduction to relationship selling, with emphasis on the knowledge and skills needed for working in long-term partnerships with business customers. Topics include negotiation, building trust, managing customer retention, power/influence strategies, consultative selling and ethical considerations. Case studies are discussed. Students receive hands-on experience through participation in an account management simulation and role playing situations.
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MKT 270 New Product Development	3	This course provides an overview of the new product development process. Targeting positioning and product decisions are also covered. The second half of the course completes the marketing mix and covers various market testing and product launch issues.
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HUMAN RESOURCE MANAGEMENT

HRM 200 Organizational Behavior	3	This course investigates the impact that individuals, groups, and organizational structure have on behavior within organizations for the purpose of applying such knowledge toward improving an organization's effectiveness. Attention is given to such topics as motivation, leadership, group processes, organizational structure, technological innovation and conflict management. Emphasis is placed on developing management skills and application of organizational behavior theories.
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HRM 210 Human Resource Management	3	Analysis and discussion of case problems concerning typical leadership and personnel situations that impact upon the supervisor/manager. Emphasis directed towards development of attitude, philosophy, analytical ability and problem-solving skills within the working environment.
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HRM 220 Techniques of Employee Selection & Recruitment	3	This course is an applications-oriented study of key concepts in staffing organizations, including principles and issues in conducting job analysis; preparing job descriptions/specifications and screening/selecting employees. Special emphasis is placed on the design, validation and operation of high-volume staffing systems.
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HRM 240 Training & Development	3	The principles, practices, and methods of employee training are examined in this course. Students are introduced to systematic training program design, development and evaluation. Emphasis is placed on the supervisor as a trainer.
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HRM 250 Compensation & Benefits	3	This course covers the planning and the implementation of a total compensation system, including job analysis, job evaluation, salary survey and analysis, benefits and development of a structured pay system. The course also includes behavioral implications and legal compliance issues.
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HRM 260 Performance Management Systems	3	An application-oriented simulation of developing a compensation and benefits program, including the study of staffing and appraising employee performance.
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ACCOUNTING

ACT 210 Managerial Accounting	3	The course serves as an introduction to management's internal use of accounting information for decision making, production management, product costing, motivating and evaluating performance and budgeting.
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ACT 220 Accounting Software Applications	3	This course utilizes integrated accounting software package(s) to demonstrate computerized accounting practices. The general ledger will be integrated with accounts receivable, accounts payable and other accounting modules.
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ACT 240 Intermediate Accounting I	3	The course explores financial reporting for interested external parties. Emphasis is placed on asset valuation, income measurement and preparation of financial statements and on appreciation of discretion available to preparers.
ACT 250 Book Keeping	3	This course is for students who have a need for general knowledge of the field. Intended as a quick overview of basic accounting and bookkeeping, this course is recommended for students who intend to manage small operations, become self-employed or work in small corporate departments.
ACT 260 Financial Statement Analysis	3	The course introduces students to issue of how investors and creditors use accounting numbers to make their investment and credit decisions.
ACT 270 Payroll Accounting	3	This course explores payroll accounting practices including payroll, fringe benefits and the payroll-related accounts that a typical company will report on its income statement and balance sheet. Students will learn about accounting for salaries, wages, bonuses & commissions to employees, overtime pay, payroll taxes and costs and other employer paid benefits.
ACT 280 Intermediate Accounting II	3	This course is a continuation of Intermediate Accounting. It examines additional problems in financial reporting, including long-term assets, liabilities, owners' equity and income taxes, earnings per share, leases and pensions.

IT AND COMPUTER NETWORK SYSTEMS COURSES

CNS 200 Career Planning – CNS	3	Workshops and lectures involving students in the decision-making process for career planning. Visiting lecturers discuss career opportunities in their fields. Emphasis is on future academic planning, internships, exploring careers, search strategy, interviewing, career progression and other career and academic issues.
CNS 155 Introduction to Programming	3	This course introduces fundamental computer programming concepts. Topics include: problem solving and algorithm development, programming standards, variables, data types, operators, decisions, repetitive structures, modularity, arrays, sequential files, user interface construction, software testing and debugging, all within an object oriented programming framework. The concepts and skills learned in this course are transferable to a wide variety of contemporary programming languages and software development tools.
CNS 176 Information Technology Architecture	3	A conceptual and technological survey of information technology architectures inclusive of operating systems, network operating systems, distributed systems architectures and distributed application architectures. Interoperability between these architectural components is explored. Current technology and trends in each architectural element is reviewed.
CNS 180 Introduction to Systems Development	3	The course introduces information systems development. Topics include types of information systems, system development, database management systems, and problem solving. Students will read/ create UML, ERD, and data, processes and logic. Labs emphasize modeling and SQL/ QBE querying to prepare students for later systems, programming and database classes. Given user requirements students will design, construct and test a personal computer information system.

CNS 240 Data Communication & Networking	3	This course provides a comprehensive introduction to data communications and networks. Topics include communication standards and concepts, protocols, the Open Systems Interconnect (OSI) model, point-to-point communication and local area networks. Business issues from both provider and user perspectives are discussed. Current technology and trends in each architectural element are reviewed.
CNS 242 System Administration	3	This course provides a comprehensive introduction to system administration. Topics include authentication and authorization, directory services, system management and system security. Emphasis is placed on enterprise level systems.
CNS 260 Wireless Networking Fundamentals	3	This course includes wireless networking. Topics include fundamental wireless communication concepts, wireless local area networks (LANs), and cellular systems. Wireless specific protocol elements are addressed in typical application environments. Data communications in multiple wireless environments is emphasized. In the laboratory section, students implement wireless solutions and integrate them into wired LAN environments.
CNS 261 Wireless Network Security & Management	3	A look at current methods of securing and managing wireless networks. As security concerns grow due to the proliferation of wireless networks, the means of keeping them secure has become increasingly important. This course looks at current security issues of wireless networks, as well as the many facets of managing these networks.
CNS 272 Database Fundamentals	3	A study of relational database concepts. These concepts include data design, modeling, and normalization; the uses of Structured Query Languages (SQL) to define, manipulate, and test the database developers must handle.
CNS 280 System Analysis & Design	3	This is a systems analysis and design course for future information technology professionals. This course presents an overview of the approaches used by today's information system developers to discover and model the requirements, then construct an acceptable design to implement a successful system solution. Course emphasis focuses on tools and techniques that the programmer or analyst uses to develop information systems. Object-oriented tools and the Unified Modeling Language (UML) will be used for describing objects, use cases, actors, structured scenarios, hierarchies, dependencies, message flows, state transition and user interfaces. Emphasis is also placed on the use of an object-oriented CASE tool. In addition, such as fact-finding, communications, project management and cost-benefit analysis.
CNS 295 Object Oriented Programming	3	This course focuses on using object-oriented programming languages in the development of modern business applications. Topics include object-oriented design, encapsulation, object interfaces, inheritance, aggregation, abstract classes, polymorphism, data structures and exception handling.
INT 200 Internship		The Internship guides students towards a specific career and to form direct connections with companies that they are interested in for future full time employment. In addition, it gives the students the opportunity to apply skills learned and exposes them to functional areas in a company's operations.

CNIT 255 Internet Programming	3	The course begins with simple Web programming that leverages the pre-built controls offered with .Net and moves to the development of complex, dynamic, database-driven sites. All essential concepts will be presented in lectures, and the lab meetings will give you opportunities to practice these new concepts in a supervised setting. All students are expected to use web resources to expand their knowledge beyond the classroom and share some of these newly discovered ideas with the class.
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ELECTRICAL ENGINEERING TECHNOLOGY COURSES

ECET 107 Introduction To Circuit Analysis I + LAB	4	Voltage, current, resistance, Ohm's law, Kirchhoff's current and voltage laws, resistance combinations and Thevenin's, Norton's and superposition theorems are studied and applied. DC and AC circuits are studied and utilized, with basic AC terminology described. Ideal RC coupling and filter circuits and RC switching circuits are introduced. Fundamental analog circuits with ideal or near-ideal electronic devices are utilized in the lecture and laboratory to enhance the understanding of basic circuit laws and theorems.
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ECET 109 Digital Fundamentals + LAB	3	This course introduces basic gate and flip-flop logic devices and their application in combinational and sequential digital circuits. Topics include decoders, displays, encoders, multiplexers, demultiplexers, registers and counters. Logic circuit analysis, implementation of circuits using standard IC chips or programmable logic devices, circuit testing and troubleshooting are emphasized.
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ECE 255 Electronic Circuit Analysis and Design + LAB	4	The topics covered include: modeling of microelectronic devices, basic microelectronic circuit analysis and design, physical electronics of semiconductor junction and MOS devices, relation of electrical behavior to internal physical processes, development of circuit models, and understanding the uses and limitations of various models. The course uses incremental and large-signal techniques to analyze and design bipolar and field effect transistor circuits, with examples chosen from digital circuits, single-ended and differential linear amplifiers, and other integrated circuits.
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ECET 207 AC Electronics Circuit Analysis + LAB	4	AC circuits including the j operator, phasors, reactance and impedance are studied. Circuit laws, network theorems and the fundamental concepts of Fourier analysis are applied and used in the study of topics such as passive filters, IC filters, amplifiers, resonant circuits, single-phase and three-phase circuits. Computer aided analysis of circuits is used.
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ECET 209 Introduction to Microcontrollers + LAB	4	This course is an introduction to microprocessor hardware and software, focusing on embedded control applications. Interconnections of components, peripheral devices, bus timing relationships, structured C-language programming, debugging, input/output techniques and use of PC-based software development tools are studied.
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ECET 159 Digital Applications	3	This course continues the study of combinational and sequential digital applications. The input and output characteristics of the various common logic families and the appropriate signal conditioning techniques for on/off power interfacing are discussed. Also stressed are standard logic function blocks, digital and analog signal interfacing techniques and memory devices.
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ECET 231 Electrical Power and Control + LAB	4	This course introduces magnetic materials and properties followed by analysis of transformers and power conditioning equipment, induction motors, single-phase and three-phase power systems. Motor control devices, programmable logic controllers, PLC input and output devices and power systems communications and monitoring are introduced.
ECET 257 Power and RF Electronics + LAB	4	This course is a study of the application of circuit analysis techniques to amplifiers used in power and RF electronics, including bipolar junction transistors, power MOSFETs, thyristors, RF amplifiers, phase lock loops, switching power supplies and appropriate applications. Computer-aided analysis of circuits is used.
ECET 297 Electronic System Design	3	This course introduces basic concepts in the development of an electronic product prototype. The student develops an electronic device by utilization of: electronic design automation (EDA), design for testing (DFT), surface mount technology (SMT), design for manufacturability (DFM), component characteristic selection techniques and basic failure predictions. The final prototype is presented in a written and/or oral report.
ENG 200 Computer Programming for Engineering	3	Introduction to computers and software, primitive types, strings, input, output, flow of control, classes, objects, methods, arrays, inheritance, exception handling, recursion, abstract data types, collections framework, streams and file I/O, reusable software and event-driven programming. The programming language used is Matlab.
PHY 100 Physics : Mechanics and Statics	4	This course covers the following: statics, uniform and accelerated motion, Newton's laws, circular motion, energy, momentum and conservation principles, dynamics of rotation, gravitation and planetary motion, hydrostatics and hydrodynamics, simple harmonic motion, wave motion and sound.
INT 210 Internship		The Internship guides students towards a specific career and to form direct connections with companies that they are interested in for future full time employment. In addition it gives the students the opportunity to apply skills learned and exposes them to functional areas in a company's operations.

STUDENT AFFAIRS AND COUNSELING

Mission and Objectives

The Student Affairs and Counseling Department recognizes the individual needs of students and is responsible in playing a facilitator's role in students' lives and activities at the College. They aim to maximize students' academic and personal development during their studies at ACM.

Student Affairs and Counseling - Services

To fulfill this mission our counselors are dedicated to render assistance to the ACM students through offering the following services:

- Academic Advising refers to the provision of the continuous counseling on academic matters to support, empower and aid students to make sound and reasonable academic decisions along with their educational career at the College. In particular, academic advisors are available to help students in understanding program requirements, planning their schedules, registering for courses and interpreting academic policies and procedures. Students are urged to avail themselves to this service by contacting the Student Affairs and Counseling department that will provide them with the necessary information.
- Personal Counseling services will ensure the provision of emotional understanding of students as well as offer general health and nutrition sessions to them when/if necessary. The Student Affairs and Counseling Department will provide a safe and pleasant environment to have a discussion with a dedicated counselor to talk over any concerns or problems, no matter how minor or serious, that may hinder either students' individual growth or their academic achievements.
- Career advising services will help students better identify their skills and competencies in order to maximize them in their career choices. Career counselors will assist students in making important decisions about their career path, job search and graduate studies. Students in their final year can benefit from specialist advice in areas such as interview techniques, CV writing and so on.

Department Contact Information

Student Affairs and Counseling Department communicates with students through emails and by posting information on bulletin boards and on Moodle. Students are responsible for checking their email, Moodle and bulletin boards on a daily basis to stay updated with all the information or announcements made by the College as it is the sole method of communication.

- Students are urged to seek advice and counseling directly from Student Affairs officers and counselors.
- Counselors will be available everyday from 8.00 am till 5.00 pm, except weekends.
- Office location for Student Affairs and Counseling Department is in the ACM Building, Ground Floor.

Contact e-mail account: acm.studentaffairs@acm.edu.kw

Language Policy

It is the strict policy of ACM that English is the written and spoken language in the classroom. Students are strongly encouraged to develop proficiency of their English language skills.

Library

The Library provides a welcoming and well managed facility that will encourage research and dissemination of scholarly information and ideas. It also provides information resources and services to support the instructional programs and educational goals of the College.

To achieve these goals, the Library provides a rich collection of print and electronic resources with a strong focus on course-related information literacy and reference support. The book collection contains both print and e-books in areas relating to programs offered at ACM, over 6 online databases for research, which can be accessed both on and off campus.

The Library is located in the ACM building on the ground floor and is open from Sunday through Thursday , from 8.00 am to 8.00 pm. Students can also access the AUM library that is located in the ground floor of the main building.

E-Learning Center

Students can access hundreds of different Business, Information Technology and Self-Development related mini courses through the E-Learning portal that will prepare them for their professional careers by providing an opportunity to enhance valuable practical skills and knowledge. E-learning courses can be perfectly integrated with regular course work as they are considered as a supplement to existing courses to enhance students' career skills.

The E-Learning Center strives to continuously develop its assistance through various interactive courses based on student needs. The latest multimedia technologies are used to deliver an interactive and highly effective learning experience. The E-Learning Center aims at becoming a focal point to ensure our students' continuous learning by leveraging technology and provision of supplementary materials for their regular course works and assignments.

All E-Learning courses can be accessed from the E-Learning labs or outside the campus at any time through ACM's student portal.

IT Services for Students

The College ensures all classrooms and labs are equipped with sophisticated computers with flexible, simple, advanced and easily accessible software programs. ACM strongly encourages student to:

- Check their College e-mail accounts on a regular basis
- Visit the ACM website (www.acm.edu.kw) often for updates and information
- Familiarize themselves with Moodle and all its useful functions

ACM Website

The ACM website provides general information about the College and courses. It is extremely useful and helpful for current students as in "My ACM" they will be able to find applications such as Banner, Moodle and the links to their course schedules, library, e-learning etc. This page assembles all necessary and supportive software programs for students.

ACM E-mail

The main method of communication with students will be using the College e-mail. They will receive any initial or follow-up information about their academic records and achievements as well as about the ACM activities in general. General notices will be posted on Moodle and also on bulletin boards around campus.

Moodle

ACM has chosen Moodle as its Learning Management System (LMS). It is a platform for collaboration between instructors and students through a virtual classroom providing learners with a rich environment of information, resources and activities that enhance the classroom experience.

The system makes it easier for students to share documents, upload assignments, see course materials, check grades etc. Besides, Moodle can be accessible from anywhere and at any time through the College website. Students will be provided with more detailed and thorough information about the functionality of Moodle during Orientation Week.

Unacceptable Usage of the Internet

Unacceptable uses of the Internet include but are not limited to:

- Using the computer to commit any form of fraud, of software, film or music piracy;
- The deliberate unauthorized access to services and facilities accessible via ACM Internet connectivity;
- Using the Internet to view or send offensive or harassing materials to others;
- Downloading commercial software or any copyright materials belonging to third parties, unless this download is covered or permitted under a commercial agreement or other such license;
- Introducing any form of any software into the College computing environment without permission.

In case any problems emerge regarding IT services please contact Library IT Support service or Student Affairs.

Healthcare and Clinic

The Clinic is located in the ACM Building on the ground floor. Qualified nurses are in charge for the following services:

1. Routine:
 - a- Basic general check-up for students and staff whenever they visit the clinic with any complaint, blood pressure, diabetes, dizziness etc.
 - b- Dispense relevant treatment for the above cases, in particular, painkillers, sore throat remedies etc.
2. Cases of Emergency or Accident:
 - a- Provide on the spot First Aid services
 - b- Host the student/staff member in the Clinic until the ambulance or their relatives arrive to the campus to take him/her to the hospital.

The Clinic is open from 7.00 am to 9.30 pm during the working days.

REGISTRATION MANUAL

The American College of the Middle East has specific rules and policies detailed in the below section. Students at ACM are expected to abide by these rules and follow the procedures detailed.

Online Registration

- After meeting with their academic advisors, students will be able to register the courses they chose online.
- Online registration period is specified in the ACM Academic Calendar

Adding and Dropping Courses

A full time student must carry a minimum course load of 12 credits per semester. Students may drop/add or withdraw courses throughout the semester within the following regulations:

Dropping or Adding Courses

- This is done during the add/drop period which is specified by ACM and indicated in the Academic Calendar.
- Students will be able to add or drop courses online.
- Courses dropped during the add/drop period will not appear on the student academic record, and the tuition fees will be adjusted according to ACM payment and refund policy.
- Students who are on the Honor's List may register a maximum of 21 credits.
- Students who are in "good standing" may register up to 18 credits.
- Students who are on "probation" may only register for a maximum of 12 credits.
- Students may only add courses that are on their major sheets and according to the proposed plan of study.
- Students who are on government grants (PUC) or any other type of grant must carry the minimum course load required by their funding agency.

Withdrawal Policy

Withdrawing a course

Students may withdraw a course/ semester by the end of the twelfth week of the semester and the fourth week in the summer. The following regulations apply:

- Students may withdraw a course after the drop/add period and until the end of the 12th week of the semester and 4th week in the summer.
- The course will be reflected on the student's record with a (W) grade, and the tuition fee will be adjusted according to the ACM payment and refund policy.
- The Student should meet with an academic advisor or a counselor.
- Students are not allowed to withdraw after the 12th week; failure to attend class will lead to an AF grade.

Withdrawing a Semester (Semester Freezing)

- A student can freeze a maximum of two consecutive semesters and as many non-consecutive semesters as needed as long as he/she graduates within a maximum of 5 years.
- In order for a student to freeze a certain semester he/she must fill out a semester freezing form available at the Student Affairs Department. The following regulations apply:
 - A student can request to freeze a certain semester within the first twelve weeks of the semester. The request must include the parent/guardian signature in the event that the student does not attain the age of legal maturity.
 - A student can freeze a maximum of two consecutive semesters (not including summer semester).
 - Upon returning to ACM, the student should fill out a reactivation form available from Student Affairs.
 - All semester courses will have to be repeated upon reactivation.
 - The courses registered for during the withdrawn semester will be reflected on the student's record with a (W) grade, and the tuition fee will be adjusted according to ACM payment and refund policy detailed below.
 - Students who are on government grants (PUC) or any other type of grant must fulfill the requirements of the granting agency when freezing a semester.

Official Withdrawal from the College

- A student desiring to withdraw voluntarily from the College must first meet with a counselor from the Student Affairs Department.
- The student must then complete the College Withdrawal Form and submit it to Student Affairs Department. The form includes reasons for withdrawal as well as the parent/guardian signature in the event that the student does not attain the age of legal maturity.
- Tuition fees will be adjusted according to ACM refund policy.
- Students who fail to register a semester or fail to fill the withdrawal form will be considered withdrawn without notice (WWN). These students may be subject to denial of restoration of their tuition fees, admission and /or scholarship.

Tardiness Policy

- Students must attend class on time.
- Students coming in any time after the class has already started will be considered late.
- Students who leave the classroom for an extended period of time will be considered as late.
- Three late instances will be counted as one absence.

Attendance Policy

- Students registered at ACM are expected to attend all classes and laboratory sessions on time.
- The instructors will record students' attendance and absences for EVERY class in the LMS (Learning Management System).

- Attendance is counted from the first day of the semester.
- Any student absent from any class or laboratory session will be held responsible for the work done and for all announcements made in the class or laboratory session.
- No absence absolves a student from the responsibility of catching up with the material presented during his/her absence.
- Absences will affect the student's grade negatively.

The attendance policy is explained in the table below:

Warning Type	Courses conducted once a week	Courses conducted twice a week	Courses conducted three times a week	EPP Program
Warning	Upon the 2 nd Absence	Upon the 4 th Absence	Upon the 6 th Absence	Upon the 8 th Absence
Automatic withdrawal from the course (AF Grade)	Upon the 3 rd Absence	Upon the 6 th Absence	Upon the 9 th Absence	Upon the 15 th Absence

Withdrawal Due to Absences

- Students will receive a warning by e-mail when they have reached the specified number of absences indicated in the above table.
- In case of excessive absences, and as indicated in the table above, students will be withdrawn automatically from their courses.
- Once the student is withdrawn, he/she may not attend class.
- The student will receive an (AF) grade.
- In special cases, once the student has been dismissed, he/she may submit an appeal to remove the dismissal.
- Appeals may only be submitted if the student has a serious or compelling reason.
- Appeals are reviewed by the Student Affairs Committee and may be accepted or rejected.
- Students may not be allowed to appeal after one week of dismissal.

Medical Conditions

- Any student who has a serious medical condition which prevents him/her from attending class regularly must notify Student Affairs of his/her condition.
- The student must present a complete medical record.

Repetition of Courses

Rules for Course Repetition

- Students may repeat courses in certain cases such as: Failing, GPA improvement, or Graduation.
- It is advisable that the student first discuss the case with his/her academic advisor or counselor.
- The following regulations apply:
 - Student may repeat a course in which he/she earned C grade or below.
 - Students who are repeating certain course(s) for GPA improvement can repeat up to four course(s). Each course can be repeated only once. In this case, the student's latest attempt will be taken into consideration even if the grade was less than the earlier attempt.
 - Students who are repeating certain courses(s) due to failing can repeat the course(s) as many times as needed to pass and graduate within five years of enrollment.
 - A repeated course will be shown on the student transcript as "R" in the semesters that it was taken in, as well as the recorded grade.
 - Tuition fees will be charged for repeating courses.
 - Students who are on government grants (PUC) or any other type of grant are responsible for paying for repeated courses.

Changing Majors

Students may submit a Change of Major Form to Student Affairs if the following conditions are met:

Changing Major to Engineering

1. The student should be a graduate of science major in High School.
2. The student should have completed between 12 and 30 credits in his/her current major.
3. The student should have a Cumulative GPA of at least 2.5.
4. The student should pass MAT 150 course: "Mathematics for Business" with a minimum grade of B+.
5. The approval of the concerned Committee.
6. The College of Engineering has capacity and is accepting applicants.

Changing Major to Business or IT

1. Student should have completed between 12 and 30 credits in his/her current major.
2. Student should have a Cumulative GPA of at least 2.5.
3. The approval of the concerned Committee.
4. The College of Business/IT has capacity and is accepting applicants.

Procedure

- All change of major requests must be submitted to the Student Affairs Department in the last week of the semester (before the final exams) as indicated in the calendar.
- If the student is eligible to transfer, then the change of major will be reflected in the following semester.
- Students who are on government grants (PUC) or any other type of grant must meet the criteria for changing majors specified by their funding agency.

Missing Exams/Assignment

During the Semester

- A student who misses an exam or assignment must submit an absence form and include supporting medical document (if any) to the Student Affairs Department for consideration.
- If it is approved, the student will be given a chance to make up the grade.

Missing a Final Exam

- A student may not miss a final exam without having a major or compelling reason, such as:
 - Major accident which prevents the student from coming to College
 - Death of an immediate family member
 - Hospitalization
- The student will be awarded an (I) grade.
- The student must fill out a petition at the Student Affairs Department prior to the final exam or maximum within one week of the final exam.
- He/she must include all supporting documents.
- The petition goes to Student Affairs Committee, the committee will decide if the student will be allowed to receive a make -up exam with a full grade or 50% penalty.
- The student may make up the exam within the first 8 weeks of the subsequent semester.
- Any missed final exam without following this procedure will lead to a (zero) grade in the missed exam.

Incomplete Course Work

If a student is unable to complete a course for major or compelling reasons, so he/she may be missing an exam or an assignment. In this case, the student

- receives an (I) grade;
- submits a petition to the Student Affairs and Counseling Department with supporting documents

- If the petition is approved, the student will be allowed to make up the work missed. He/she must:
 - check the missing work with the instructor;
 - complete the work assigned within 8 weeks of the subsequent semester in which the “I” was assigned.
 - Once the instructor receives the work, the grade is automatically converted into a letter grade based on the student’s work.
 - If the student fails to complete the work within the time frame specified, he/she will receive an automatic zero for the work missed. (It is F for the course).
- If petition is rejected, the student will receive a zero grade for the work missed.

Grade Change Policy and Grade Appeal

Changing a Final Grade

If a student has valid reason to believe that she/he deserves a final grade different from the one received in a particular course, the student has the right to appeal the final grade according to the following procedure:

1. The student should first complete a Grade Discussion Form with the responsible faculty and discuss his/her concerns regarding his/her final grade. Both the student and faculty sign this form.
2. If the issue is not resolved, the student may fill out a Grade Appeal Form at the Student Affairs Department.
3. This form should be submitted anywhere between the day the student met with faculty and the eighth week of the following semester.
4. The appeal should include all supporting documents (e.g. exams, quizzes, research papers, projects, syllabus, all graded materials, etc.)
5. The appeal will be reviewed and the student will be notified of the decision.
6. The student’s final grade will be that which was most recently assigned.
7. No change of grade will be accepted after the eighth week of the following semester.

Payment Policy

1. Students will be charged for all credit hours registered in one semester.
2. Full tuition fees will be charged for repeating courses.
3. Students will buy their own books. The fees do not include the cost of books.

Payment Plan

- Tuition Fees:
 - Tuition fees are payable on the day of registration. Students have to pay the tuition fees in full upon completion of registration.

- Digital Library and Internet Subscription:
 - The digital library and internet subscription is payable on the day of registration along with tuition fees.
- Student Activity Fees:
 - Student activity fees are payable on the day of registration along with tuition fees.
- Student Loan:
 - Students may apply for a student educational loan. For further information and guidance students may contact the Student Affairs Department.

Payment of Fees

ACM accepts the following methods of payment:

1. Cheque
2. Debit Cards
3. Credit Cards
4. Cash
5. Bank Transfer

Refund Policy

Dropping Courses

Time Frame	Refund (Spring/Fall)	Refund (Summer)
During 1st week of class commencement (Add/Drop Period)	100% of dropped course fees	100% of dropped course fees
During 2nd week of class commencement	75% of dropped course fees	50% of dropped course fees
During 3rd week of class commencement	50% of dropped course fees	0% of dropped course fees
During 4th week of class commencement	25% of dropped course fees	
During 5th week of class commencement	0% of dropped course fees	

Even in exceptional cases no refund will be issued for courses dropped resulting in the student having less than 12 credits.

College Withdrawal/ Semester Freezing:

Time Frame	Refund (Spring/Fall)	Refund (Summer)
Before start of semester	100% of Tuition Fees	100% of Tuition Fees
During 1st week of class commencement (Add/Drop Period)	90% of Tuition Fees	50% of Tuition Fees
During 2nd week of class commencement	75% of Tuition Fees	0% of Tuition Fees
During 3rd week of class commencement	50% of Tuition Fees	
During 4th week of class commencement	25% of Tuition Fees	
During 5th week of class commencement	0% of Tuition Fees	

STUDENT CODE OF CONDUCT

As an institution of higher education, the American College of the Middle East places a strong emphasis on academic integrity, which includes fairness and transparency in all College academic practices. ACM also strives to maintain a genuine learning environment that promotes professional behavior and ethical values. As key stakeholders in ACM, students play a major role in committing to and promoting the practices of integrity and ethical values.

The ACM Students' Code of Conduct sets the rules for ACM students explaining more about their responsibilities, ACM values and standards and proper behavior at the College.

Any matter that may arise in the future about the process, rules or policies or any other concern not specially covered by the Student Code of Conduct shall be decided by the College's Management. Moreover the Student Code of Conduct may be extended or amended from time to time to apply to new and unanticipated situations.

College Operations Guidelines

We expect our students to be:

- Respectful to their fellow students and instructors at all times
- Responsible for their tasks, assignments and all ACM activities
- Creative and capable of innovation and expressiveness
- Committed to the community where they live and work
- Ethical through their behavior and conduct
- Determined to set their aims high and achieve their goals

Academic Activities – Assignments, Projects and Examinations

ACM students are expected to show an honest and trustworthy attitude towards doing their assignments, projects, examinations and all other tasks assigned by instructors/teachers. They should respect copy rights and avoid cheating and plagiarism while fulfilling their tasks during their College career.

Non-Academic Activities – Social Conduct and Behavior

Exhibiting appropriate conduct is very important for our image in society. All ACM students are encouraged to display and support good social behavior during course sessions and outside of classrooms that refer to a courteous approach to all staff and faculty members and fellow students as well as usage of proper language and culturally appropriate attire.

Dress Code

Students should wear culturally accepted clothes and present themselves as clean and respectable at all times and as follows:

- Tops, shirts and trousers should not have culturally unaccepted and inappropriate slogans.
- Tops, shirts, shorts and skirts should be of an appropriate length respecting the prevailing values and culture.

- Students are expected to wear smart attire at formal events or when representing the College in competition or events either on or off campus.

Non-Discrimination

ACM operates in an environment free from any form of discrimination. The College asserts the provision of equal opportunities to students and its staff members regardless of their race, color, religion, nationality, gender, ethnicity etc.

Areas of Misconduct

Academic Misconduct

Academic misconduct is any activity which may compromise the academic integrity of ACM. Academic misconduct includes but is not limited to, deceptive acts or omissions such as cheating and plagiarism.

1. Cheating is an act of lying and deception. Cheating includes, and is not limited to:
 - a. Using non-permissible oral, written or verbal assistance from another student during examinations, assignments or projects
 - b. It also refers to copying deliberately from the work of other students, notes, books or electronic devices or deliberately letting other persons copy his/her work, either entirely or in part for any types of assignments, also during quizzes and exams.
 - c. Any person involved in the above-mentioned acts is considered a cheater, even if he/she did the work and allowed others to copy it or allowed others to cheat off them in an exam.
2. Plagiarism is the adoption or reproduction of ideas or words or statements of another person without due acknowledgement. Plagiarism includes and is not limited to the following acts:
 - a. Presenting the work of another as one's own
 - b. Paraphrasing another author's work without providing a reference
 - c. Copying a text from websites, books, journals or any other electronic or paper sources without indicating the original source
 - d. Using graphics, videos or other materials without acknowledgment of the source
 - e. Obtaining packaged information, foreign language translation or a completed paper and submitting it as one's own work.

Non-Academic Misconduct

Non-Academic Misconduct is any type of misconduct not pertaining to academic matters. Non-academic misconduct includes but is not limited to:

1. Disruption of College Activities

- The disruption or obstruction of the normal education process or any activity at ACM including, but not limited to, disrupting classes and the library, by means of excessive talking in class, excessive noise, abuse and disrupting ACM events on campus and off campus.

2. Harassment

- Harassment is an offensive behavior which disrupts or upsets others. Harassment is further defined as any conduct (verbal or physical) which interferes with any instructor, employee, student or visitor that involves intimidation, hostility and/or offensive behavior (e.g. aggressive or loud speech, inappropriate/disrespectful words, fighting, use of threats etc).

3. Unauthorized Entry, Use and Abuse

- Unauthorized occupancy of any ACM facility, including but is not limited to, the physical buildings, the grounds and/or any other vehicles (e.g. using without permission of a room or a sports field)
- Damaging, destroying, defacing and/or tampering with ACM property or the property of any person or business on College property or at a College function, including but not limited to, taking down, defacing or otherwise damaging College authorized posters or posted notices and/or mutilating library materials (e.g. destroying tables or computers)
- Bringing any visitors to the ACM campus without due authorization
- Distributing unauthorized information (e.g. distributing posters without permission).

4. Theft

- Stealing or taking of any property owned by ACM (e.g. stealing library books or IT equipment)
- Taking any material from any student, faculty, staff or visitor without his/her permission

5. Offering/Presenting Any Gifts or Favors to ACM Employees

- Offering presents and favors may lead to favoritism or getting unearned special attention that would be unfair to others. In order to prevent this from happening, ACM will consider any gift or favor offered to be a bribe.

6. Violation of Non-Smoking Policy

- ACM buildings are smoke-free areas. Therefore, students are not allowed to smoke in any part of ACM's facilities (hallways, toilets, elevators, emergency exits).

7. Violation of Student Dress Code

- Noncompliance with the norms and standards, stated as "Dress Code" above in College Operations Guidelines, will be considered to be a violation of the Students Dress Code.

8. Acts or Behavior Contrary to Public Morals and Decency

9. Violation of Parking Regulations

Violation of parking regulations will be defined as the following:

- Not registering vehicle
- Parking in a wrong zone

- Parking in a no parking zone
- Improper use of a parking permit
- Blocking driveway or access area
- Exceeding speed limit (25KM/PH)
- Driving or parking on sidewalks
- Failure to follow instructions of the campus security officers

Students will be informed about the Parking rules and regulations on campus during the Orientation Week.

Sanctions for Misconduct

ACM established various sanctions for academic and non- academic misconduct. For detailed information see Table 1 for Academic Misconduct and Table 2 for Non-Academic Misconduct. The academic misconduct actions are case dependent and may or may not follow the sequence listed below.

Sanctions for Academic Misconduct

Table 1

Academic Misconduct Cases	Possible Sanctions for Academic Misconduct
Cheating and Plagiarism	The students will receive a zero grade for the exam, project, assignment or homework in which he/she committed the offence. Warning letter will be issued and delivered to the student. The student will be required to attend counseling
<ul style="list-style-type: none"> • Repeated violations may lead to dismissal of the student from the course with an AF Grade and may eventually lead to the permanent dismissal from ACM depending on the gravity of the violation. • The dismissal will be permanent including prohibition to attend classes or enter the ACM campus. 	

Sanctions for Non-Academic Misconduct

The non-academic misconduct actions are case dependent and may or may not follow the sequence listed below. ACM established the following types of sanctions to non-academic misconduct:

Table 2

Non-Academic Misconduct Cases	Types of the Sanction for Non-Academic Misconduct
Any non-academic misconduct	Warning Temporary Suspension Dismissal

- A warning is issued based on the committed misconduct act and will be kept in the student's file.
- Temporary Suspension refers to the prohibition of access to campus and participation in any ACM activities for a specified number of days. The student will be counseled upon returning for consequences of his/her behavior. It is the student's responsibility to make up any work missed during his/her absence.
- Dismissal means that the student will be dismissed from ACM. The dismissal will be permanent including prohibition to attend classes or even enter the ACM campus.

Direct Dismissal

ACM operates a ZERO TOLERANCE policy on any act or deed deemed to be as "extreme" and such acts would be subject to immediate dismissal. Such behavior includes but is not limited to the following:

1. Possessing and/or using any illegal substance (e.g. illegal drugs, alcohol, etc.)
2. Possessing and/or using any dangerous weapons (e.g. knives, guns, etc.)
3. Possession of pornography (e.g. pictures, videos, etc.)
4. Sexually oriented contact / harassment
5. Behavior that could endanger or harm students or any other staff or faculty members.

Investigation Procedure for Any Reported Incident

1. Student Affairs Department conducts a thorough investigation of the reported incident of misconduct.
2. Once all the facts have been gathered, a hearing/counseling is scheduled for the student.
3. Subject to the outcome of the hearing, the student shall appear before a panel made up of the Student Affairs Committee members.
4. In the event that the student refuses to appear before the panel after being duly notified as specified in this Handbook, the Panel shall investigate the incident in his/her absence.
5. Upon the investigation, the Student Affairs Committee meets to make a decision regarding the case.
6. Sanctions taken range from a written warning to complete dismissal and will not be subject to any appeal.
7. All dismissals are final and are not subject to any appeal.

MEMBER OF



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