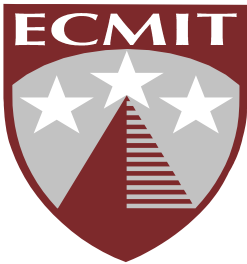




**Student Handbook  
2006 – 2007**





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## FOREWORD

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The Student Handbook provides information to help you as student of Emirates College for Management & Information Technology (ECMIT). This handbook is intended as a codification of existing student policies, regulations, and procedures and it has been approved by the Board of Governors. The regulations in this handbook apply to all students enrolled at ECMIT whether they are full-time or part-time students. Any student who accepts admission to study at the College thereby agrees to be bound by these policies and regulations.

You will find most of the policies, regulations, and procedures of the College either contained here in their entirety or referenced. Those which are not totally included because of their length or because they are peripheral to the rights and responsibilities of the student can be found in other ECMIT publications. The following documents are general sources of information that may be of use to the student: the Academic Catalog, and the policy manuals of the Academic Support units of ECMIT. You are urged to be familiar with the contents of this handbook and to keep it at hand for ready reference. **Ignorance of a policy or regulation will not be considered an excuse for failure to observe it.**

The Student Handbook is updated annually to ensure compliance with the College's rules and regulations and with the guidelines of the Ministry of Higher Education. Therefore, the programs, policies, statements, and/or procedures contained herein are subject to change by the College without prior notice. It is the responsibility of the Manager for Student Development to maintain an updated copy to which students may refer.

The responsibility for distributing information about changes rests with the Office of Student Development and questions regarding content should be addressed to the Manager for Student Development.

## Academic Calendar

### Spring Semester - 2006

January 14, 2006	Classes begin for the second semester students
January 26, 2006	Last day to add a course for students
February 2, 2006	Last day to drop a course for students
February 9, 2006	Last day to withdraw from a class without financial penalty
March 4-8, 2006	Mid-term Exam week for students
April 6, 2006	Last day to withdraw from a class with financial penalty
April 22-26, 2006	Final Exam week for students
April 26, 2006	Semester End date
April 30, 2006	Grades published for students
May 6, 2006	Last day to appeal a grade

### Summer Semester – 2006

June 10, 2006	Summer Semester 2006 starts
June 15 <sup>th</sup> 2006	Last day to add a course
June 19 <sup>th</sup> 2006	Last day to drop a course
June 22 <sup>nd</sup> 2006	Last day to withdraw from a class w/o financial penalty
July 4 <sup>th</sup> – 6 <sup>th</sup> 2006	Midterm Exam Week
July 19 <sup>th</sup> 2006	Last day to withdraw from a class with financial penalty
July 29 <sup>th</sup> – 31 <sup>st</sup> 2006	Final Exam Week
July 31 <sup>st</sup> 2006	Semester End Date
August 5 <sup>th</sup> 2006	Grades published for summer semester 2006
August 11 <sup>th</sup> 2006	Last day to appeal a grade for summer semester

### Fall Semester - 2006

September 16 <sup>th</sup> 2006	Fall semester starts for all
September 16 <sup>th</sup> 2006	Classes begin for Fall 2006 semester
September 28 <sup>th</sup> 2006	Last day to add a course
October 4 <sup>th</sup> 2006	Last day to drop a course
October 11 <sup>th</sup> 2006	Last day to withdraw from a class w/o financial penalty
November 4 <sup>th</sup> – 6 <sup>th</sup> 2006	Midterm Exam Week
December 7 <sup>th</sup> 2006	Last day to withdraw from a class with financial penalty
December 23 <sup>rd</sup> – 26 <sup>th</sup> 2006	Final Exam Week
December 31 <sup>st</sup> 2006	Semester End Date
January 3 <sup>rd</sup> 2007	Grades published for Fall semester 2006
January 9 <sup>th</sup> 2007	Last day to appeal a grade for Fall semester

<sup>1</sup> Approximate Dates Only– Subject to confirmation by the Ministry.

## **Ministry Of Higher Education Recognition**

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Emirates College for Management and Information Technology, located in the University Building, Al Nahda, Dubai, and its academic program is recognized by the Ministry of Higher Education and Scientific Research of the United Arab Emirates to award the Associate of Science Degree in Interdisciplinary Studies.

## **Aims and Philosophy**

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The principle aim of ECMIT is to prepare students for successful transfer to baccalaureate-level institutions by creating an atmosphere in which they are exposed to intellectual challenges and where they learn to develop and fulfill themselves. Although ECMIT stresses professional excellence, there are other qualities that the College also embraces and encourages such as stimulation of thought, development of personality, character, and ethical conduct.

## **Vision of the Future**

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Emirates College for Management & Information Technology (ECMIT) will be a premier, licensed and accredited two-year institution of higher education which is recognized, respected, and valued in the region for its accessibility and affordability to high quality transfer and career-oriented educational programs and services.

## **Current Purpose Statement**

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ECMIT is a private, two-year college offering a high quality Associate of Science degree in Interdisciplinary Studies that is accessible, convenient and affordable for students who vary in age, background, and ability. This degree program builds on a sound sequence of coursework in general education and also offers students the opportunity to customize their lower division studies according to their personal interests and needs, especially in the areas of business and information technology. A central educational goal of ECMIT is to prepare students for transfer to baccalaureate-level institutions as well as for entry-level positions in the work force.

## **Institutional Goals and Objectives**

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In fulfilling its purpose, the college has the following major goals and related objectives:

### **Goal 1**

**Provide post-secondary educational opportunity for traditional and non-traditional students.**

### ***Objectives***

Offer an evening and day program designed to accommodate working adults as well as traditional students

Offer remedial courses for students who are academically under-prepared in English and Mathematics

- a. Keep the fee structure affordable and offer a flexible payment plan
- b. Welcome and support part-time as well as full-time students
- c. Offer a substantial set of courses in the summer to permit year-long study
- d. Engage local area high schools and businesses to create awareness of post-secondary educational opportunities at ECMIT

- e. Align admission and placement standards and beginning coursework with the academic preparation of prospective students

## **Goal 2**

**Offer a broad and comprehensive Associate of Science (AS) degree with a major in Interdisciplinary Studies.**

### ***Objectives***

- a. Offer an AS degree that includes a sound sequence of required studies in general education consisting of at least 30 credit hours.
- b. Offer an AS degree that includes substantial elective coursework which provides students with the flexibility to customize their lower division studies according to their personal interests and needs, especially in the areas of business and information technology.
- c. Offer a curriculum that is consistent with U.A.E., American, and British standards and practice in higher education.

## **Goal 3**

**Enable students to achieve easy transfer of credit to baccalaureate-level institutions.**

### ***Objectives***

Secure and maintain all appropriate MOHE licensures and accreditations  
Offer a curriculum that is consistent with U.A.E., American, and British standards and practices of higher education  
Establish articulation agreements with four-year colleges in the U.A.E. and internationally  
Create and maintain an effective advising system which assists students with their elective educational decisions and career choices  
Design programs, policies, and procedures to facilitate transfer of credit

## **Goal 4**

**Contribute to U.A.E.'s economic development by providing opportunities for the educational advancement of the populace.**

### ***Objectives***

Respond to a need for more licensed and accredited junior colleges in the U.A.E.  
Offer a program of study that contains opportunities for students to obtain broad, current and practical knowledge, skills, and values  
Offer elective study in areas important to the nation's economic development such as business and information technology

## **Goal 5**

**Maintain a high level of quality in the students' overall educational experience and in all aspects of the institution's operations.**

## ***Objectives***

- a. Employ a well-qualified teaching faculty
- b. Provide quality facilities and educational support resources (computer technology and library resources)
- c. Maintain a state-of-the-art technology infrastructure in support of instruction and operations
- d. Create a campus culture that is student-oriented and which promotes strong personal concern for the welfare, development and success of all students
- e. Secure and maintain all appropriate MOHE licensures and accreditations

## **Standards of Student Conduct Policy**

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This policy is applicable to all students enrolled in Emirates College for Management & Information Technology. This policy is used in order that students be afforded equal protection and that all practices and actions be applied equally and in a nondiscriminatory manner.

### ***General Statement***

Emirates College for Management & Information Technology is composed of individuals interacting with others for the mutual benefit of all, thereby developing a culture with standards of conduct and distinguishable aims. The College is 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 of students attending Emirates College for Management & Information Technology to retain their individualism, personal freedom, autonomy, and dignity, while respecting at the same time the rights of others. Students attending the College 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 enrol, neither lose their personal freedom or rights, nor do they escape the duties of a legal UAE resident or citizen while enjoying significant educational opportunities at Emirates College for Management & Information Technology. Students have a responsibility to themselves, to their fellow students, to the laws of the UAE, and to policies of the College in which, by their own choice, they enrol. 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 college 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 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

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1. The obligation to be fully acquainted with published rules, regulations, and policies of the College and to comply with them in the interest of maintaining an orderly and productive College 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

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

1. Academic cheating and plagiarism of any kind.
2. Furnishing false information to the College or filing or making known false charges against the College and/or a member of its faculty or staff.
3. Destruction, damage, unauthorized possession, or misuse of College property, including Library and laboratory materials and equipment, or of private property on the campus.
4. Forgery, alteration, unauthorized possession, or misuse of College documents, records, or identification cards.
5. Physical or verbal abuse of another person in the College community. Any verbal threat or abuse or physical action against any College employee and/or student is considered sufficient grounds for suspension from the College, subject to a disciplinary hearing.
6. Any act considered offensive and /or unauthorized by UAE law;
7. Use, distribution, or possession of “alcoholic beverages” “dangerous drugs” or “controlled substances”, while on College property or at any authorized activity sponsored by or for any College-related organization, whether on or off campus.
8. Disorderly conduct which inhibits or interferes with the educational responsibility of the College community or which disrupts the administrative or service functions of the College to include social-educational activities.
9. Actions which violate Federal law and/or the laws of the Emirate of Dubai.
10. Malfeasance or misuse of elected or appointed office in a student organization, or endangering its members, or the welfare of the College community.
11. Incurable or persistently irresponsible behavior.
12. Gambling on campus or on College property.
13. Possession of any “weapon that can lead to an injury or cause death” on campus or on College property or at any activity sponsored by the College or in any vehicle owned by the College
14. Personality problems which disrupt teaching with detrimental effects upon other students.
15. Any disruption of on-going educational activities of the College which warrants disciplinary action.
16. Sexual harassment of an employee, student, or applicant for a position or program at the College, or retaliation against a person for complaining of sexual harassment or for cooperating in a investigation of alleged sexual harassment.

### *Disciplinary Action*

Any one or more of the following disciplinary actions may be imposed by the College:

1. Admonition and warning.
2. Loss of privileges
  - a. Removal from elective or appointive 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 College rule during the disciplinary action will result in automatic suspension.
4. Suspension from the College for a definite period of time.
5. Expulsion from the College.

### **Policy on Scholastic Dishonesty**

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Teachers are expected to maintain the good reputation and the integrity of Emirates College for Management & Information Technology and of their own profession by guarding against scholastic dishonesty in students.

Students are expected to maintain the integrity of the College 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 Emirates College for Management & Information Technology is that students do their own work. Meeting this requirement means avoiding plagiarism, collusion, and cheating.

#### *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.

#### *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**

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If a teacher 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 work an F.
2. Give the work a zero.
3. Drop the student with a WF even 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 College.
6. 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.

## **Policy on Student Dismissal from Class**

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It is the prerogative of the instructor whether or not to withdraw a student who has given evidence of non-performance, non-attendance, consistently poor performance, or consistently poor attendance. The teacher may dismiss a student for such reasons and record a grade of 'F' or 'WF' as the teacher deems appropriate, in light of the student's record and in keeping with the teacher's rules, procedures, or guidelines.

## **Attendance**

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We expect students to come to all classes and participate in all class activity. Students are required to attend a minimum of 80% 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 Division Chair of such in writing, and must make arrangements with the lecturer for catching up on material missed.

## **Tardiness**

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Half absences will be recorded for students who come late to class by more than 5 minutes. Classes start at 8:30 in the morning and 7:00 in the evening. Gates to the student entrance close 5 minutes after start of class. Students coming in after the gates are closed will not be allowed in for class.

Students are expected to return from the 15-minute break between classes on time. Penalty for tardiness following the break is left to the discretion of the instructor. 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 normally stated on the course syllabus.

## **Academic Integrity**

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ECMIT has chosen as its primary objective "quality undergraduate education." Commitment to this objective must include an obligation by all members of the College community to promote and protect the highest standards of integrity in study, instruction, and evaluation. Dishonesty or unethical behavior does not belong at an institution dedicated to the promotion of knowledge and learning. Integrity of the academic process requires fair and impartial evaluation by faculty and honest academic conduct by students. To this end, students are expected to conduct themselves at a high level of responsibility while fulfilling requirements of their course of study. It is the corresponding responsibility of faculty to make clear to students those standards by which students will be evaluated and those resources permissible for use by students in a given course.

Academic integrity presumes that all work submitted as part of academic requirements is the product of the student submitting it unless credit is given with proper footnoting and bibliographic techniques, or as prescribed by the course instructor. When a student makes use of concepts or words from an outside source, whether in the form of a direct quotation or of paraphrase, credit must be given to the original source for each idea by footnote or other technique acceptable to the instructor. Failure to make such an acknowledgment constitutes

plagiarism. Instructors are responsible for providing students with an explanation of the freedom they may exercise in collaboration with other students or in use of outside sources, including the student's own work prepared and submitted for another course, during group study sessions, and in take-home examinations. Any doubts, on the part of students, about what constitutes academic dishonesty should be discussed with and will be resolved by the course instructor.

Cheating, plagiarizing, or otherwise falsifying results of study is prohibited. These policies apply not only to examinations, but also to all work handed in, such as papers, reports, solutions to problems, tapes, films, and computer programs, unless excepted by the instructor. Violations of academic integrity are cause for disciplinary actions imposed by the appropriate faculty member and/or Division Chair. Any instance of flagrant academic dishonesty, as determined by the instructor of the course in compliance with the established policy of the department through which the course is offered, can result in the student's dismissal from the class and the assignment of a failing grade of 'F' for the course or even expulsion from the College.

### **Policy on Smoking**

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The College is a smoke-free facility. Smoking is restricted to outdoor areas in only those locations providing ash receptacles. Smoking is not permitted outside the entryway to any building.

### **Policy Relating to Discrimination & Harassment**

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On campus, ECMIT provides its students with a secure environment for learning. The College stands for the provision of equal opportunities in education and employment and we will not condone any behavior that is in any way discriminatory or that constitutes harassment on the grounds of race, belief, color, national origin, religion, age, gender, or disability.

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, gender, or disability with the 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.

### **Admissions Policy**

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#### *Regular Full Admission*

To be fully admitted as a first-time college freshman or as a transfer student, the applicant must have graduated with a U.A.E. Secondary Certificate or its equivalent with a sufficiently strong academic record, especially in English and mathematics. Specifically, the minimum requirements for regular full admission include:

1. A completed and signed application for admission.
2. An official transcript of a U.A.E. Secondary School Certificate or its equivalent showing an average of 55% without having failed any subject, as well as satisfactory achievement in English and Mathematics in accordance with accepted international academic standards.
3. Passing scores on the placement exams for English and Mathematics.
4. For transfer applicants, good standing at the last college attended and official transcripts from all colleges and universities previously attended showing sufficient academic achievement or potential to succeed at ECMIT.

5. A written essay about the applicant's educational aspirations and the role that ECMIT will play in facilitating the applicant's personal and professional interests.

### *Provisional Admission*

First-time freshman and transfer applicants whose records of past academic achievements fall below the minimum requirements of regular full admission, but whose accomplishments show sufficient promise for success at ECMIT as judged by the Manager of the Office of Admissions may be granted provisional admission.

The criteria for being granted provisional admission is as under:

1. The applicant must have passed all subjects with the minimum required grades as specified by the relevant examining body.
2. The applicant must have achieved at least 50% in either English or Mathematics **OR** he or she should have achieved a passing average of 55% in the qualifying exam.

Provisional admission requires that the new student first complete all non-credit remedial course requirements in English and Mathematics in the first semester at ECMIT. After completion of the remedial coursework with a pass of 60% or above, the student will be allowed to attempt a maximum of nine semester credit hours of collegiate level courses and his performance on these courses will be monitored. The student will be limited to a maximum of nine semester hours of coursework each semester until a semester grade-point average of 2.0 is achieved, demonstrating the ability of the student to succeed at ECMIT. Subsequently, the student will be allowed to attempt the full-time study load and will be reclassified as a 'regular fully admitted' student.

### *Transfer of Credit*

Transfer credit may be accepted at the discretion of ECMIT following an examination of a student's academic transcript and supporting course descriptions from an officially recognized or accredited institution of higher education. Transfer credit will be awarded for coursework which commonly satisfies general education requirements and elective areas of study which are appropriate for ECMIT's A.S. degree program in Interdisciplinary Studies. The student must have earned a grade of C or better in an acceptable course before it is transferred to ECMIT. 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 ECMIT. A maximum of 30 semester credits of transfer work can be applied toward program completion of the 60 semester credit A.S. degree program. Transfer courses may be used to satisfy specific ECMIT program requirements when ECMIT has determined that the two courses are substantially equivalent, even though course titles and descriptions may differ to a limited extent.

### *Credit Earned Through Standardized Examinations*

The College will accept credit for specified levels of achievement on institutionally approved standardized examinations. Such credit by examination will be treated as transfer credit. The College rule gives the following criteria for minimum acceptable levels: for CLEP and DANTES, results in the 50th percentile; for the ACT-PEP, a standard score of 45; for the Advanced Placement exam, a score of 3. A maximum of three semester hours can be accepted from each general CLEP exam, and 3 semester hours from each Advanced Placement exam. Further information, including a list of CLEP and DANTES exams that count as the equivalent of the college's core curriculum courses is made available upon request to any student. No more than 15 credits earned through standardized examinations can be applied towards the Emirates College for Management & Information Technology A.S degree.

## What is a Credit Hour

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A 'semester credit hour' is a commonly recognized and accepted standard for measuring collegiate course work earned in a semester system. The number of credit hours assigned to a course is defined by the number of hours spent by the student per week in class and out of class preparation. One credit hour is usually assigned for three hours of student work per week over a 15-week period. The three hours of student work minimally comprise one hour of lecture and two hours of student homework or three hours of laboratory work. All courses at ECMIT have been assigned three credit hours.

## Registration

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Students are scheduled into classes on a one-to-one basis through their Advisor. Registration and pre-registration take place each semester. The student must apply for registration on the prescribed form stating the subjects to be studied during the semester. The last date for registration is posted by the registrar. Registration will not be considered complete until the course fees due and all other dues till 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 Registrar's office.

### *Late Registration*

Registration is necessary within the dates specified on the academic calendar. Students will not be admitted to a course after the 1st week of class. A late registration fine of AED 100 will be imposed on all students who register after the last date.

### *Academic 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. He or she discusses professional goal setting, answers questions about academic programs, registers students for classes and makes referral to College and off-campus resources as needed.

## Add/Drop

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Students may make course changes without financial penalty during each term's Add/Drop period, which is the first week of the semester to add a course and the first two weeks of the semester to drop a course. 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 AED 10/-.Courses may be added or dropped with the permission of the student's Course Advisor.

## Withdrawal from Course(s)

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There is no academic penalty for withdrawing from courses prior to the 11th week of a course (in a 15-week course) or prior to the 4th week of the course (in a 7-week course). In these cases, the letter W will be noted in the student's file alongside the course. The student's quality point average (CGPA) 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 after the 11th or 4th week, 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. A score of 'WP' shall have no influence on the grade point average, but a score of 'WF' shall count as an 'F' (0.0 grade point). Thus, the decision of timing 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 a special 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 handed to the Registrar's office on time.

Aside from voluntary withdrawal from a course as set out above, a lecturer might require a student to withdraw from a course as a result of harmful conduct or failure to complete assignments. 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.

### **Change of Schedule or Courses**

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Students making changes that affect their full-time status should first check with the Manager for Administration and Business Services 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 that is available in the Registrar's office, before doing so. 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 division chairperson is required for changing sections.

### **Semester Scores**

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At the end of each semester, lecturers give a final score to each student.

<b>Score</b>	<b>Range</b>	<b>Level of Achievement</b>	<b>Grade Points (Hours Credited)</b>
A	93+	Excellent	4.00
A-	90-92	Excellent	3.67
B+	87-89	Good	3.33
B	83-86	Good	3.00
B-	80-82	Good	2.67
C+	77-79	Satisfactory	2.33
C	73-76	Satisfactory	2.00
C-	70-72	Satisfactory	1.67
D+	67-69	Pass	1.33
D	63-66	Pass	1.00
D-	60-62	Pass	0.67
F	0-59	Fail	0.00
I*		Incomplete	Not Computed
WP*		Withdrawal/Pass	Not Computed
WF*		Withdrawal/Fail	0.00
W*		Withdrawal	Not Computed

### **Calculation of GPA**

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A cumulative GPA is calculated for all attempted credit courses completed to date at ECMIT, by dividing the total number of quality points earned by the total number of credits attempted. The grade earned in an attempted course determines the number of quality points earned per credit hour of the course.

## Incomplete Coursework

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A lecturer may award a score of 'I' (Incomplete) during the penultimate class 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 score of 'I' (Incomplete) may only be awarded if the student has the possibility of passing the course anyway.

A lecturer who awards a score 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 in to the lecturer.

Responsibility for handing the material required to complete the course in to the lecturer falls on **the student**. If the work is not completed within eight weeks of the last day of the semester, the student's score in the course will automatically be changed to **Fail (F)**.

## Re-Sitting a Missed Examination

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If circumstances beyond the student's control cause the student to miss taking a scheduled exam, the lecturer of the course 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.

## Course Load

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The maximum accepted course load for students in a 15-week semester is 15 credit hours. Students with a CGPA of at least 3.0 may enroll for a maximum of 18 credit hours in a semester by seeking prior written permission from the Manager of Advising and Registration. Except in extraordinary situations, a student will not be allowed to attempt more than 18 credits hours in a semester. A student seeking to take more than 18 credit hours in a semester must make a petition to the Manager of Advising and Registration one semester before he or she wants to take the additional course load. Approval for course loads larger than the stated maximums may be given by the Manager of Advising and Registration in exceptional situations and when the student has a CGPA of 3.25 or higher. However, the additional course load approved will not exceed 21 credit hours in a semester.

## Appealing Scoring

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A student has a period of only fifteen days from the date of publication of the scores to appeal to the lecturer regarding the score. **No appeal will be accepted after such date.**

The student must fill out a grade appeal form and submit it to the Registrar's Office. If the student is dissatisfied with the results of the appeal, he or she must make an academic complaint.

## Grade Forgiveness

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The Grade Forgiveness Policy at ECMIT allows a student to repeat a course in which he or she earns a grade of "D+" or lower only once after the first attempt. In such cases, only the final

grade will be included in the cumulative Grade Point Average (CGPA) calculation. The maximum number of units that a student can repeat under the "Grade Forgiveness Policy" is limited to three. 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 Manager for Advising and Registration two weeks before the registration period starts 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 D+ or lower (grades of D+, D, D-, F, and WF) may repeat the course to improve the overall grade point average. 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 C or higher was ever earned. 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, 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.
3. Students may request application of grade forgiveness for no more than three different courses. In each case, a Grade Forgiveness Request Form (available at the Office of Advising and Registration) must be completed and submitted to the Manager for Advising and Registration 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 handbook 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 number changes and the change is documented in the Catalog and approved for grade forgiveness by the Manager of Advising and Registration.
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 ECMIT courses.
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 Manager for Advising and Registration 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. Students who have graduated may not use the provisions of this policy to repeat for forgiveness a course taken prior to the date of graduation. Once the Associate of Science in Interdisciplinary Studies degree has been awarded, a student may not raise the grade point average by repeating a course taken as a student at ECMIT.
8. In cases where the student repeats a course in which a grade of C or better was awarded, all grades received, including the original grade, and all hours earned will be used for calculation

of grade point averages. The course will count only one time toward graduation certification and degree completion.

9. Students must pay for every course repeated. The prevalent tuition fee per credit will apply to all courses repeated under this policy. Students receiving financial aid should consult with the Office of Administration and Business Services to determine how use of this policy may affect financial aid status.

## **Student Grievance and Appeals**

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A student grievance and appeals policy, applicable to all students of Emirates College for Management & Information Technology, is used to provide reasonable assurance that all practices and actions are pertinent and realistic and are applied in a nondiscriminatory manner. The policy is designed to help maintain good student relations, to handle grievances efficiently at the level closest to the problem, and to establish a problem-solving academic and non-academic environment with full student participation.

*Confidentiality:* All grievances and complaints are confidential.

*Reprisal:*

A student may enter a complaint or grievance without fear of interference, retaliation, or harassment from faculty or administration.

*Processing a Complaint:*

A complaint, which is not processed through the grievance procedure, must be informally presented to the source of the problem for discussion and consideration. In the case of a complaint about an instructor, for example, each point of complaint must first be aired with that instructor before the rest of the process may be followed.

If not satisfactorily resolved at that level, the complaint must be submitted by the student in writing to the next highest level of supervision as listed on the current Emirates College for Management & Information Technology Organizational Chart, which may be obtained in the Office of the Manager of Student Development and other offices on the campus. The decision at this level is final.

**A. Non-Academic Grievance:** Using the appropriate form, which may be obtained from the Office of the Manager of Student Development, the grievant shall address only one (1) subject in any one (1) grievance. A written grievance shall contain a clear and concise statement of the grievance, referring to the actual policy that is alleged to have been violated, the date the incident took place, the issue involved, and the remedy sought. The following steps shall be followed in an effort to reconcile a grievance.

- *Step One:* The grievant shall discuss the nature of the grievance with the source of the problem within five (5) working days after the date of the grievant's awareness of the occurrence. The faculty or staff member concerned will verbally inform the aggrieved party of a decision on the problem within five (5) working days.
- *Step Two:* The grievant, if dissatisfied with the decision, may appeal to the next higher level of supervision in writing within five (5) working days following the Step One decision. A written decision shall then be made by this supervisor within five (5) working days following the receipt of the grievant's written statement.
- *Step Three:* If the grievant remains dissatisfied after Step Three, the grievant may then appeal, within five (5) working days of the receipt of the Step Two decision to the Student Grievance Committee through The Office of the Manager of Student Development. The Committee shall hold hearings, assure due process, determine the facts, produce a record, and make a written recommendation to the appropriate Division Head.

- *Step Four:* An appeal to a Step Three decision may be made by the grievant in writing within five (5) working days to the President, Emirates College for Management & Information Technology. The President or a representative of the President's Office shall review the case and a meeting with the aggrieved party may take place. The President shall provide a written decision within seven (7) working days after receiving the appeal.
- *Time Limits:* If the grievant fails to meet the time limits at any step, the grievance is automatically considered dropped; if the administration or College 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 President, Emirates College for Management & Information Technology, upon written request.

**B. General Academic Grievance:** A student general academic grievance is any dissatisfaction or feelings of injustice a student or prospective student may have while associated with Emirates College for Management & Information Technology. A grievance may result from any academic disagreement .

The grievant is encouraged to resolve problems where they arise and with the parties involved. Only when the problems cannot be solved informally in conference with the teacher or staff member should the student resort to the formal grievance procedure. At this point the student should seek the advice of the Manager of Student Development about the proper procedure.

A student who has an academic grievance may take the following action:

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 Division Chair.
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) days after the decision, the student completes the appropriate form, available in the departmental office or the Office of the Manager of Student Development, and presents it to the Division Chair for review.
3. The Division Chair has five (5) days to investigate and reach a decision. Any decision or conclusion reached by the Division Chair in respect of one or other of the parties must be noted in writing and copies are to be provided to both the student and the lecturer.
4. The student then has five (5) working days to appeal the case to the Vice President of Academic Affairs 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 Vice President of Academic Affairs or to the person appointed to act on his or her behalf. The decision of the Vice President of Academic Affairs 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 Vice President of Academic Affairs' office may be appealed to the Student Grievances Committee within five (5) working days. In any hearing, no matter at what level, the parties may adduce 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 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 College 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 President, Emirates College for Management & Information Technology, upon written request.

### **Good Academic Standing**

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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 ECMIT. A cumulative GPA of 2.0 or higher is required for graduation.

### **Academic Probation**

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A 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.

### **Academic Suspension**

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A student who begins the semester on academic probation and whose cumulative GPA at the end of that semester is not at least 1.5 after 18 attempted semester credits or at least 1.7 after 33 attempted semester credits or at least 1.9 after 48 attempted semester credits will be academically suspended from registering at ECMIT for at least one semester.

### **Readmission of Academically Suspended Students**

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A suspended student may apply to the Manager of Advising & Registration for a one-time readmission by submitting a letter detailing his/her activities since the suspension took effect and providing a rationale for why the student believes his/her academic performance will improve in the future. If the Manager of Advising & Registration is convinced of the student's potential to succeed, a one-time readmission will be granted for an upcoming semester's registration. Readmitted students will be reinstated on academic probation.

### **Final Academic Dismissal**

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If after a one-time readmission, a student who is on academic probation at the beginning of a semester completes that semester with a cumulative GPA that is not at least 1.5 after 18 attempted semester credits or at least 1.7 after 33 attempted semester credits, or at least 1.9 after 48 attempted semester credits, that student will receive a final academic dismissal and will not be readmitted to ECMIT in the future.

### **Requirements for Completion of Studies**

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In order to be entitled to receive a degree, the following requirements must be fulfilled:

1. Attainment of at least 60 credit hours, of which at least 30 were earned at ECMIT, for an associate degree.
2. Students must have a grade point average of more than 2.0 in order to receive a diploma.
3. Students must complete all requirements of the study program.
4. Students must complete an "Intent to Graduate" form.

### **Degree Conferral**

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A student who has fulfilled all of the academic requirements of the program and has settled all of his/her monetary and administrative obligations with ECMIT will receive a student copy of his/her academic transcript together with an official degree certificate of the College. This will

occur only after all scores and relevant material for graduation have been provided to the Office of Advising and Registration of Emirates College for Management & Information Technology.

### **Academic Transcripts**

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An official transcript is a copy of the student's permanent record, printed on ECMIT's transcript form, bearing the official seal or stamp of Emirates College for Management & Information Technology and mailed directly to the individual who needs official confirmation of the student's academic achievements at ECMIT. Official transcripts are typically sent to a college or university, a state authority, an employer, or to an organization providing financial aid. Students may request a copy of the official transcript to 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'.

### **Student's Permanent Record**

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Each student's permanent record at ECMIT includes: basic identification information of the student; a listing of all coursework accepted by ECMIT for transfer; a semester-by-semester listing of all ECMIT 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. This 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 diplomas earned by the student at ECMIT.

### **Policy on Release of Student Records**

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With the exception of authorized personnel at ECMIT 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.

### **FINANCIAL AID**

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ECMIT recognizes the financial investment students and families make when enrolling in college and takes a personal approach to helping them plan to meet the costs of attending college. Financial aid is given on the following bases: Merit and/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 Administration and Business Services Manager.

A financial aid committee meets regularly to decide on these applications. Their decisions are final and binding and are conveyed in writing to the students.

### **Student Activities and Services**

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The Office of Student Development in collaboration with Student Government will serve as the coordinating agent for all student-related campus activities and make this information available to the entire campus community. The student activities program will complement the academic program. It will enhance the overall educational experience of students by expanding their horizons outside the classroom through the development of, exposure to, and participation in social, cultural, intellectual, recreational, and governance programs. These activities are planned and implemented with cooperation and collaboration of students, faculty, and staff.

Student activities not only provide an invigorating change of pace from coursework, they also help to develop warm friendships and valuable contacts that could last for years. ECMIT plans to have a variety of organizations and clubs for student membership that offer activities that benefit students. These organizations will fit a wide range of interests and will include the Cricket Club, Badminton Club, intramural football and basketball teams, the college's music band The Live Wire, the Drama Club, the Literary Club, the Book Club and the Environment Club. Special campus events will include cultural programs, art exhibitions, environmental activities, poetry recitals, theater plays, debates, quiz programs, and sporting events.

Other anticipated student activities involve the roles of "Admissions Ambassadors," where current ECMIT students will represent the College serving as hosts for campus events, and "Orientation Leaders," where current students will help new students become familiar with the college. Others may serve as "Peer Tutors" and work with fellow students requiring help with their course work.

The Office of Student Development will maintain ultimate control over student organizations and their activities, and will make decisions concerning the types of initiatives (e.g., ECMIT sponsored functions, fund-raising events, any group-sponsored event) in which they may engage. ECMIT will expect all student organizations to follow appropriate codes of conduct in accordance with institutional policy, e.g., smoking on and around campus area, orderly assembly during their meetings, etc. The following are the activities administered by the Office of Student Development.

### *New Student Orientation*

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

The primary purpose of a College orientation program is to help students understand the nature of the College, the educational opportunities available to them, the values and functions of the College community, and the central objective of the College as an academic enterprise. It is also intended to permit students to participate in the testing program; to participate in academic advisement; and to inform them about matters relating to student registration, campus activities, and other aspects of College life. The Manager, Student Development shall plan and direct all College orientation programs. Prospective students attending an orientation program are subject to the rules and regulations governing student discipline and conduct set out in the manual.

### *Peer Tutoring Program*

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.

### *Tutor Selection*

Students are encouraged to apply for the Peer Tutoring program. The faculty members of various divisions are also requested to nominate Peer Tutors. Interested students are given a copy of the Peer Tutor Guidelines and are asked to fill out an application. The Manager holds interviews of the students. All students who are committed to upholding the Peer Tutor Guidelines and are in good academic standing are selected as Peer Tutors.

### *Tutor Training*

All Peer Tutors are required to attend a Peer Educator Training. Training consists of the following topics:

- Caring and Helping Within Limits

- Listening Skills
- Educational Programs
- Responding and Referral Skills
- Role Modeling

### *Tutor Compensation*

Peer Tutors will be paid on an hourly basis for the time that they spend working at the program.

### *Tutor Guidelines*

1. Attend the Peer Tutor training. We will try to accommodate schedules as best as we can; however, being a Peer Tutor requires some time commitment as well as flexibility.
2. Tutors will contact their tutees and see to their concerns, Tutors will contact their tutees (through phone, e-mail, notes, etc.) once they have been assigned to coach for a particular subject.
3. This means that Tutors will be responsible for encouraging their tutees to be regular and help them in understanding the subject.
4. Tutors will work a minimum of 10 hours per semester.
5. Tutors are to be seen as leaders on campus. Therefore, it is crucial that Tutors conduct themselves as role models and follow the standards set out for them through Peer Tutor training.

### *Students Seeking Tutoring*

Students seeking tutoring should contact either the concerned faculty member or the Student Development Department.

### *Records*

Files are maintained in the Student Development Department for Tutors, Tutees and the services provided.

### *Health Services*

Health services exist primarily to maintain the optimum physical and emotional health of students. Toward that end, ECMIT provides information on health prevention and information through workshops and information sessions provided by professional counselors who are invited to the campus.

The Manager of Student Development is responsible for all counseling, health promotion, and wellness education programs of the college.

### *Onsite Nurse*

The college has a male nurse, Mr. Muralee Nair, available on campus who can provide treatment for non-severe medical emergencies. Mr. Nair's office is the first office on the left side of the first floor. He will be available for consultation during 09:00 – 14:00 and 19:00 – 21:00, Saturday to Wednesday.

### *Urgent Care Services*

In case of a medical emergency that cannot be treated on campus, the nearby medical facility (*NMC Specialty Hospital and Zulekha Hospital* in close vicinity of the college) 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 college official may provide escort service on campus when a sudden illness or injury occurs.

## **Student Council**

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- The Student Council has as its primary purpose to serve as a recognized forum for student opinion. The Student Council is elected by the student body annually.
- The Student Council shall operate within the laws of the United Arab Emirates (UAE) and follow the procedures established and/or adopted by Emirates College for Management & Information Technology.

### *Activities*

The activities of the Student Council include, but are not limited to the following:

- Assist the Emirates College for Management & Information Technology in identifying the interests, programs, and goals of the majority of students.
- Communicating to the Emirates College for Management & Information Technology those interests, programs and goals which are of interest to the majority of students; and
- Assist the Emirates College for Management & Information Technology in providing students with programs to meet students' needs.

### *Elections*

The elections are conducted according to the Election Code of the Student Council. The code is included in Student Council Constitution.

### *Student Organizations/Clubs*

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

ECMIT 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.

No organization/Club or group may be registered if the actions or activities of the organization/Club or group, in the opinion of the President, Student Council and/or the Manager of Student Development, are inimical to the educational purpose and work of the College.

## **Activities and Sports**

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### *Student Activities*

The Student Development Office provides opportunities for development 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.

Student Council Committees assist in the planning, selection, and evaluations of student cultural, educational, and social entertainment in the Emirates College for Management & Information Technology campus.

### *Recreation and Sports*

Recreation at Emirates College for Management & Information Technology involves an individualized approach to recreation, which allows students to participate for fun and fitness.

Facilities at ECMIT for recreational use by students include:

- Table Tennis Courts
- Indoor Basketball Practicing Area
- Badminton Court
- Indoor Playing Nets for Cricket

The Sports program at The Emirates College for Management & Information Technology provides structured, competitive and non-competitive sport opportunities for men, women, and co-ed teams.

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.

Competitions include the following sports:

- Football
- Table Tennis
- Bowling
- Volleyball
- Basketball
- Cricket
- Badminton

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

### *Student Counseling*

Student counseling is provided to help students resolve personal concerns and acquire the skills, attitudes, abilities, and insight that will enable them to meet the challenges of student life. The transitions and stresses of life affect all students to a greater or lesser degree and may require the help of a qualified professional.

Counselors are available to provide services to a wide range of concerns in a trusting and confidential setting. The Student Development Office provides a list of professional counselors in the greater Dubai vicinity if students need or request outside or additional counseling.

Faculty and staff are reminded throughout the year of the student counseling services provided by The Student Development Office. Students are often referred by a member of the faculty or staff for counseling when academic difficulties appear to be related to personal issues. However, all students are seen on a voluntary basis, and are never required to attend counseling sessions.

Students are also referred by others who have had positive experiences in utilizing the student counseling services offered by the Student Development Office.

The Student Development Office, sometimes in conjunction with the Academic Advising Office offers counseling services to all currently enrolled students at the Emirates College for Management & Information Technology.

### *Student Counseling Services Provided*

1. Individual counseling is offered in a confidential setting to assist students in achieving personal and educational goals. Some common issues that students may deal with in counseling are:
  - Decision-making
  - Procrastination

- Communication difficulties
  - Self-Esteem
  - Interpersonal conflicts
  - Stress management
  - Personal relationships
  - Physical/emotional abuse
  - Anxiety
  - Depression
  - Other areas of personal concern may also be explored in counseling.
2. Relaxation Training, as a part of stress management, is available to students who want instruction and supervision in the use of these techniques.
  3. Referrals for psychiatric evaluations are available through the Student Development Office when a student needs additional assistance.
  4. Enrichment Courses can be planned to meet the needs and preferences of students. Available courses may include:
    - Stress Management
    - Improved Interpersonal Relationships
    - Assertiveness Training
    - Study Skills
    - Skills and Attitudes

#### *Student Counseling Services Not Provided*

1. Student counseling services are not provided for treatment for substance abuse or serious chronic psychiatric disorders. Individuals requesting such treatment will be referred to Professional services.
2. Student counseling services are not provided for psychological, psychiatric or disability evaluations. Individuals needing evaluations, assessments should employ the services of professionals in the community.

#### *Confidentiality*

In order to maintain feelings of trust and safety, student counseling visits are considered confidential.

#### *Auxiliary Provision*

A student who encounters difficulties during his or her studies may make an application to the academic counselor for individual treatment.

#### *Appointment Procedures*

Currently enrolled students at the Emirates College for Management & Information Technology may call or come by The Student Development Office or the Academic Advising Office to schedule an appointment. Every effort will be made to schedule an appointment at the earliest time available and at the student's convenience. Students may visit the office with or without an appointment, but an appointment is recommended.

## *Academic Enrichment*

Academic Enrichment service is to support students with opportunities to improve their academic and personal growth through study skill, counseling, and tutoring programs and resources. In the transitions to college life, a student may find that they need to utilize a wider variety of approaches to learning in order to reach their personal and academic goals.

The Academic Enrichment service promotes a study environment where students may find resources designed to enhance their personal and academic growth such as:

- Information on exam-preparation
- Study and test-taking strategies
- Time management
- Counseling
- Career resources

Students have various ways of learning about the Academic Enrichment throughout the year. Presentations are available during orientation. These presentations include basic information concerning services, location, and qualifications of staff.

Students are often referred by a member of the faculty or staff when academic difficulties arise.

The Academic Enrichment service helps students achieve success in their educational and personal goals by offering the following services:

### *Seminars covering topics such as:*

- Test Anxiety
- Stress Management
- Student Leadership
- Time Management
- Study Strategies
- Test-Taking Tips
- Communication
- Learning and Personality Styles

### *Learning Strategies Program:*

The goal of this program is to offer a broad range of interventions that may be used by students who are on academic probation or by those who wish to improve their academic performance. Once these areas are identified, a counsellor will aid the student in creating an individualized program that the student may use to help improve his or her academic performance. These resources may consist of:

- Specific study and learning strategies
- Individual counseling
- Peer tutoring

### *Seminars*

Sign-in sheets are kept for each seminar. Attendees may choose whether or not to sign in during the seminar. The number of attendees (including those who do not sign in) is recorded on the sign-in sheet for each seminar.

Sign-in sheets are made available to faculty members who wish to offer extra credit to their students for attending seminars.

Statistics concerning the number of people attending seminars are kept in the Student Development Office.

### *Career Services*

Career Services are 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 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 and alumni are eligible to use career services.

### *Services provided*

- Resume Development – Advising and resource information is available on how to write a resume and cover letter.
- 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.
- Campus Interviews – Companies can schedule on-campus interviews with students. Students are notified of the interviews by The Student Development Office.
- Employment Listings – Job openings are received from companies in the region. These listings are posted on major bulletin boards on the ECMIT campus and in the Student Development room.
- Employment Listing Notification Service – Students may register with The Student Development Office and be notified when openings that fit their profile are received.
- 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.
- A résumés bank consisting of Alumni résumés will be kept on file in the Student Development Office and will be made available to employers for review on request. Potential employers should contact the Office of Student Development with a complete listing of their requirements.

### *Credential Files*

Credential/ Placement files are files kept in the Student Development office. The files consist of a data sheet and resume for graduating students.

### *Student Publications*

The College newspaper, “**The Inner Circle**”, is published twice in a year and distributed without charge to students and faculty.

### *Student Publications Policies*

ECMIT supports an atmosphere of free and responsible discussion and use of media through the educational process. However, the ECMIT published and financed student publication, The Inner Circle, is required to conform to the norms of responsible journalism and avoid libelous, indecent, or harassing material. The same publication policies apply when deciding what material can be included on the Web site developed and managed by the students. The Office of Student Development will have the ultimate authority to determine the acceptability of questionable material in student publications.

### *Spiritual Facilities*

ECMIT respects the right of all students, staff, and faculty to practice their own religion of choice. Any student seeking special privileges on these grounds is required to submit an application in writing to the Manager for Student Development. ECMIT provides a special Prayer room and ablution area for Muslim staff and students.

## **Visitors**

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Unless approved by the Program Director, visitors are not permitted in the classroom, non-instructional areas of the campus facility, and in the student's area. Visitors to the campus are not allowed past the reception areas without official escort.

## **Change of Address**

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

## **Communication**

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ECMIT stresses that open communication between 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 College:

### **Manager, Office of Administration and Business Services**

- Tuition fee issues
- Visa issues
- Issues regarding disciplinary action taken against students

### **Manager, Office of Admissions and Marketing**

- Transfer to other institutions
- Credit evaluations
- CLEP / DAN TES exams

### **Manager, Office of Advising and Registration**

- Advice on course withdrawals
- Advice on changing majors

### **Registrar**

- Transcript requests
- Transfer Credit Evaluation Report
- Errors in grade reports and transcripts and other official documents
- Submission of all forms: grade appeal, course withdrawal, change of major, registration etc.

### **Division Chairs**

- Curriculum delivery methodology issues
- Delivery-related academic issues or faculty-related issues

### **Manager, Office of Student Development**

- Job placement issues
- Organizing on and off-campus extra-curricular activities

**Course Advisors**

- Course advising for all students

**Manager, Computing and Technology Services**

- IT related issues
- Software issues and Licensing
- ERP, Website & Email Administration

**Manager, Network and IT Security**

- IT related issues
- Availing of PC lab facilities
- Assistance in using IT and other audio/visual aids in classroom presentations

**Librarian**

- Textbooks
- Availing of library facilities
- Research assistance

Most forms needed by students are available at the reception. Some forms are to be obtained only from certain offices. After filling out the form, the student is required to submit the form to the concerned department.

**ECMIT Policy Violations**

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Violations of ECMIT’s policy on Academic Integrity are to be handled by the course instructor, his or her Division Head, and with the final adjudication by the VPAA. Violations of ECMIT's policies of student conduct in the areas of student activities, student government, and student life will be adjudicated by the Manager of Student Development. Violations of policies involving the property, security, resources, and funds of the institution will be adjudicated by the Manager of Administration and Business Services.

The rules and regulations at ECMIT are set according to the provisions of the Ministry of Higher Education in the U.A.E. Therefore, any changes in rules and requirements in the above institution could lead to direct / immediate changes at ECMIT.

***Please sign this document as proof of your having read all the rules and regulations stated therein and your agreement to comply with all of them. Return the signed section to the Student Development Office.***

Student Name (Please Print): \_\_\_\_\_

Student ID Number: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_



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