



# **STUDENT HANDBOOK**

**LAST UPDATED: NOVEMBER 16, 2008**

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## **INTRODUCTION**

At its early stages and for decades to come, PMU strives to establish a positive and constructive campus climate and culture. This culture greatly affects the institution's growth and development, and is gradually built by the university community. A key part of such culture is determined by the expectations PMU places upon its students. PMU students are actually expected to conduct themselves in a manner consistent with the campus rules and regulations. They are fully aware of their rights and responsibilities towards the PMU community, and behave accordingly. The atmosphere thus created aims at graduating responsible citizens, who have primarily comprehended the communities they are expected to lead in the future.

Attendance at PMU is a privilege extended to the student. By joining the university, the student agrees to abide by the expectations of its community. These are made known through the academic and behavioral regulations adopted by PMU, embraced by the campus community, and applied consistently. It is through the consistent application of these regulations that the campus culture is solidified and the academic pursuits are allowed to flourish.

## **STUDENT RIGHTS AND RESPONSIBILITIES**

### **Statement of Student Rights**

The university is a community of scholars in which the ideals of freedom of inquiry, freedom of thought, freedom of expression, and freedom of the individual are sustained. It is committed to preserving the exercise of any right guaranteed to individuals by the laws of the Kingdom of Saudi Arabia. However, the exercise and preservation of these freedoms and rights require a respect for the rights of all in the community to enjoy them to the same extent. The following is a statement of the rights afforded to students at PMU:

- The student has the right to participate in his or her own education in an environment free from discrimination and harassment
- The student has the right to instruction from competent and qualified faculty and to engage in scholarly academic discourse with them
- The student has the right to be treated in a civil manner by faculty, staff, and other students
- The student has the right to reasonable privacy of his or her academic records and reasonable access to those records

### **Statement of Student Responsibilities**

The opportunity to attend PMU is a privilege which carries certain obligations. The university is a community where members are respected and provided with benefits. With those benefits come responsibilities to preserve the community and to pursue self-development. The following is a list of responsibilities that students at PMU are expected to accept:

- The student is expected to comply with the Code of Student Conduct and to respect the authority of PMU officials
- The student is expected to be truthful in all his or her interactions at the university
- The student is expected to respect the rights of others in the campus community
- The student is expected to be responsible for his or her own education by attending class, respecting academic requirements and deadlines, meeting financial obligations to the university, and by completing assigned academic work in a satisfactory manner
- The student is expected to dress in a manner consistent with the dress code adopted by the university
- The student is responsible for knowing and following the academic rules and regulations of the university, including the requirements for graduation
- Students will be issued a university *Identification Card* which should be carried at all times while on campus. This ID card is necessary for all financial transactions, entrance into secure student-only areas, and for borrowing books from the university library. Other university offices may also require the ID for use of materials and facilities

## ACADEMIC SUPPORT AND ASSISTANCE

### Academic Advising

Academic advising is an essential element of the educational process. Therefore, PMU will require advisor-student conferences at least once per semester.

Students are assigned academic advisors who help them in selecting their course of study and in planning their schedules. Advisors also approve students' schedules each semester. However, students are responsible for selecting their courses, meeting course prerequisites, and adhering to university policies and procedures. The advisor's role is to assist the student in obtaining a well-balanced education and in interpreting university policies and procedures. Students may also consult faculty, department or program chairs, program coordinators, and deans.

### Learning Enrichment Services

In addition to information services and resources traditionally associated with a campus library, the PMU Learning Resources Center provides learning enrichment services to ensure the student success in the university's learning-centered approach to education.

- Academic support services for both males and females
- Collaboration among professional staff, faculty, and students to deliver tutoring and other academic support services
- Non-credit classes that focus on mastery of learning skills

- Specialized support centers in mathematics, reading, and writing
- Peer tutoring to build learning skills, leadership skills, and teamwork
- A diagnostic program to identify students' needs for developing learning skills and to propose appropriate assistance

## **STUDENT SERVICES**

Employees of PMU are committed to assisting the students in any way they can. Students are encouraged to become active members of the campus community and to participate in the program and activities provided. Opportunities for enjoying a wide variety of activities come in many forms such as joining clubs and organizations, which is an efficient way to meet new and people and live new experiences on campus.

Student services are taken care of by three departments these are:

### **The Department of Campus Life**

The department offers a variety of programs and services that are intentionally designed to complement and enhance the student's educational experience at PMU. While students sharpen their intellectual skills in the classroom programs in campus life are design to complement classroom learning through experiences, group work, and activities. Theses programs also provide a variety of opportunities for PMU students to develop additional skills in their six core competencies.

The primary goals of the Department of Campus Life, therefore, include providing programs to orient new students to the university, providing opportunities for student involvement and leadership, developing programs to develop lifelong recreational skills, providing a safe, orderly and positive campus climate, and eventually developing a safe and supportive residential community.

### **The Department of Career Services**

The department exists primarily to assist students with the transition from education to work. Secondly, the department works with graduates who need assistance in job transitions. The Career Services staff develops relationships on and off campus with students, faculty and staff, along with employers and community resources. Through these relationships, Career Services staff serves the constituents and establish the liaisons essential for effective service. Setting up Career Services as a distinct and separate function on campus sets PMU apart from the majority of other local university options.

### **Department of Health care and Counseling Services**

The department provides compassionate care, promotes each student's ability to seek appropriate care and treatment in both mental and physical health, respond to emergencies, and educates students toward balanced physical and mental health and wellness. The department maintains a Health Care and Counseling Center that provides an environment designed to help students reach their potential as persons, by encouraging their spiritual, academic, social growth.

For more information, please link to the PMU website on [www.pmu.edu.sa](http://www.pmu.edu.sa)

## **FINANCIAL ASSISTANCE AND SCHOLARSHIPS**

Financial Assistance in the form of scholarships and summer work programs are available on a limited basis to students who have excellent academic potential.

### **PMU Scholarships**

PMU Scholarships are awarded through institutional funds. To qualify for a PMU Scholarship, recipients must:

- Hold a General Secondary Education Certificate with an average of 95% or above for Saudi applicants, or 98% for non-Saudi applicants
- Demonstrate financial need that would make PMU otherwise unaffordable
- Meet all admissions requirements
- Document distinguished intellectual and academic performance
- Possess a record of good conduct
- Achieve high performance on a personal interview

Scholarship recipients will be selected by members of a committee appointed by the Vice-Rector for Student Affairs and the Vice Rector of Academic Affairs.

Students will be eligible for the scholarship as long as they remain enrolled at PMU, maintain a required GPA, and are not guilty of misconduct. Students who falsify their application will be disqualified immediately.

### **Sponsored Scholars Program**

The Sponsored Scholars Program is funded through partnerships with the surrounding business community and provides a means to connect the private sector with talented students who may later become excellent employees.

To qualify for the Sponsored Scholars Program recipients must:

- Hold a High School Certificate (awarded in the past 3 years) with an average of 90% or above
- Demonstrate financial need that would make PMU otherwise unaffordable
- Meet all admissions requirements
- Document distinguished intellectual and academic performance
- Possess a record of good conduct
- Receive high performance marks on a personal essay

- Meet the sponsor's designated criteria

The Scholarship Committee will evaluate the applicants and make recommendations to sponsors, who will make the final decision.

Students will be eligible for the sponsored scholarship as long as they remain enrolled at PMU, maintain a required GPA, and are not guilty of misconduct. Students who falsify their application will be disqualified immediately.

## **ACADEMIC REGULATIONS**

### **Academic Calendar**

The Registrar publishes and distributes the annual academic calendar which includes dates for registrations, adding and dropping courses, payment of fees, holidays, final exams, commencement and other important dates. The calendar consists of two 15-week semesters. The first semester begins in mid-September. The start date of the second semester varies, according to holiday schedules during the first semester. Typically, however, the end of the academic year occurs in mid-June.

It is the responsibility of each student to consult this calendar and conform to all deadlines.

### **Schedule of Classes**

At least two months prior to the beginning of an academic term, the Registrar prepares and makes available to students a Schedule of Classes. The Schedule of Classes contains a list of courses offered, times and places at which each course is offered, registration instructions, dates and locations for registration and fee payments, instructions for dropping and adding a class or withdrawal from the university, schedules and locations of final exams and other information pertinent to the registration process.

### **Students and Student Guidelines**

#### **Student Academic Load**

A student admitted to and enrolled in a degree program usually registers for 15 to 19 credits each semester. The required minimum load for all students is 12 credits per semester, and the maximum load is 20 credits per semester. Under special circumstances, a student with a cumulative GPA of 3.25 or better may secure the permission of his or her dean to register for up to 22 credits in any one semester.

The minimum graduation requirements for a bachelor's degree vary from 120 to 139 credits depending on the program of study. The degree programs have been designed to be completed in four years. However, some students may require additional time.

### **Time Limit on Duration of Study**

Students must complete all degree requirements within eight years of admission to PMU as an undergraduate student. The eight-year period includes leave time from the university. A student in good academic standing is allowed no more than two consecutive semesters of leave. A student who leaves the university for more than two consecutive semesters must submit a new application for admission to the Office of Admissions.

### **Grading System**

The grade point average (GPA) is computed on a four-point scale. The following grading system is used at PMU:

A+	4.00 grade points
A	3.75 grade points
B+	3.50 grade points
B	3.00 grade points
C+	2.50 grade points
C	2.00 grade points
D+	1.50 grade points
D	1.00 grade points
F	0 grade points

WF\* 0 grade points

\*Administrative Withdrawal Fail

Grades not calculated in the grade point average are:

I	Incomplete
IP	In Progress
AU	Audit
EX	Exempt; no credit
TR	Transfer; credit counted
W	Withdrawal
N	No grade
P	Pass; credit counted
AW	Administrative Withdrawal

The student's GPA is calculated in the following manner:

The numerical value of each letter grade earned is multiplied by the number of credit hours course is worth. This yields a figure known as "quality points." The sum of the

student's quality points is divided by the total number of credit hours. The final figure is the GPA.

### **University Guidelines for Lateness and Attendance**

Attendance and participation in all class, studio, workshop, and laboratory sessions are essential to the process of education at PMU. Students benefit from the lectures and discussions with their instructors and fellow students. Lateness or absence hinders progress for the individual and the class and affects the student's grade.

A regular student should attend all classes and laboratory sessions. A student may be discontinued from a course and denied entrance to the final examination if his or her attendance is less than 85% of classes and lab sessions assigned to each course during the semester. A student who is denied entrance to an examination due to excessive absences will be considered as having failed that course.

University guidelines for lateness and attendance are as follows:

- The specific application of the attendance guidelines is at the instructor's discretion
- In the event a student misses 15% of the sessions in a class for any reason, the instructor may initiate withdrawal of the student from the course
- If the withdrawal is initiated before the end of the tenth week of class, a grade of W is entered on the student's record. This grade is not calculated in the GPA
- If the withdrawal is initiated after the tenth week of class, a grade of WF is entered on the student's record and is calculated in the GPA
- In order to encourage student attendance and to minimize withdrawals, instructors are to keep attendance records and to draw students' attention to attendance requirements
- Instructors need not give substitute assignments or examinations to students who miss classes
- Three occasions of lateness count as one absence. Lateness is defined by the individual instructor.

### **Examinations**

Final and common examination schedules are published by the Office of the Registrar in advance of examination week. If a student is scheduled for more than two examinations in one day or has a time conflict with common examinations, then the student must report to the Office of the Registrar by an announced deadline to make the necessary adjustments.

### **Academic Courses**

#### **Course Value**

All courses are valued in credits. Normally, each credit represents 50 minutes of class instruction or 120 to 180 minutes of laboratory experience per week for the

semester. A three semester credit hour course typically meets for three 50 minute sessions per week. A four semester credit hour course typically meets for three 50 minute sessions plus one 120-to-180 minute laboratory session.

### **Class Periods**

Except for laboratory, workshop, and specialized design and studio courses, classes ordinarily meet three days per week in 50-minute sessions or two days per week in 75-minute sessions. The university operates on a five-day schedule from Saturday through Wednesday. The university is closed for the weekend on Thursday and Friday with the exception of certain Executive MBA courses, which are offered on Thursdays. The university also may be open on Thursdays during examination periods.

Independent reading or research courses, study projects, internships, and similar kinds of study opportunities meet according to the special arrangements of the college, department or faculty members concerned.

Courses are offered at the discretion of the department. Students should check with the respective academic departments for information on when courses will be offered.

### **Course Descriptions and Syllabi**

The course syllabus will be prepared by faculty and made available to students by the individual course instructor, department, or program offices. Syllabi will include course goals and objectives, content and topics, instructional material and resources, the method of evaluation, the meeting time and place, credit hours, and prerequisites.

## **Academic Probation**

### **Placement on Probation**

Students will be placed on academic probation at the end of any semester in which their grade point average (GPA) is below 2.0. Students on probation have one semester in which to achieve a non-cumulative GPA of 2.0 or higher. (Non-cumulative GPA is defined as a single-semester GPA.) If they do so in their subsequent semester, they are removed from academic probation. Failure to do so results in dismissal from the university

### **Removal of Probation and Dismissal**

Probation will be removed at the end of any semester in which the student attains a cumulative GPA of 2.0. (Cumulative GPA is defined as the total grade point average for all semesters since entering the university.) A student will be dismissed if he or she fails to remove his/her probation by the end of the third semester on probation. Actions involving academic probation and dismissal are entered on the student's permanent record.

## **Reinstatement**

Students who left PMU not in good standing and have been out of the university for no more than two semesters may submit a written request for reinstatement to the Office of the Registrar. The request should outline activities since leaving PMU that contribute to the student's academic development. Courses taken at another institution during this interim period are not transferable.

Students who have been out of the university for more than two semesters must submit a new application for admission to the Office of Admissions. Dismissed students may also be considered for reinstatement.

## **STUDENT RECORDS**

### **Student Responsibility**

Students are responsible for their behavior, academic or otherwise, at PMU. The university expects the students to behave as mature members of the academic community and adhere to the highest standards of personal and academic integrity. Students should keep their own records of all transactions with the university. It is also recommended that students keep copies of all materials submitted in fulfillment of course work.

### **Permanent Record**

A permanent record, reflecting academic achievement, is maintained in the Office of the Registrar for each student who registers at the university.

### **Students' Privacy Rights**

Students have the right to:

- Inspect and review information contained in their educational records. The university is not required to provide (or allow the making of) copies of these documents
- Request changes or updates to their personal data
- Consent to disclosure, within the extent of KSA laws, personally identifiable information from education records

### **Documentation**

All transcripts and other documents from other institutions become the property of PMU and, as such, are under the control of the Office of the Registrar. The university is not required to provide (or allow the making of) copies of these documents. Transcripts submitted to PMU for admission or credit transfer become the property of PMU and can not be returned to the student or forwarded to other institutions.

### **Transcripts**

Students may obtain transcripts of their academic records from the Office of the Registrar. Transcripts will only be released with a signed request from the student

concerned. The university will issue only complete transcripts, not parts of the student record. The university will not make copies of transcripts on file from other colleges or universities.

### **Names on Diplomas and Degrees**

The names of PMU students on diplomas and degrees will be spelled in English exactly as they appear on the student's passport or identity card. If a name on a passport or an identity card does not appear in English, then the spelling of the name will be printed according to personal preference of the student concerned.

### **University Honors and Awards**

#### **Dean's List**

The Office of the Registrar will issue a dean's list of honor students at the end of each semester. To be placed on the dean's list, a student must:

- Have registered for and completed a minimum of 15 hours in the semester
- Have at least a semester 3.5 GPA
- Be in good academic standing
- Have no failing grades in any of his/her courses during that semester
- Have no incomplete grades
- Have no disciplinary action against him/her

#### **Graduation Honors**

PMU will grant Latin honors at graduation. To be eligible for graduation honors, students must have completed at least 60 credits required for their degree in residence at PMU and have achieved the requisite GPA. These are First Honors: 3.90 GPA; Second Honors: 3.70-3.89 GPA; Third Honors: 3.50-3.69 GPA. Honors are listed in the commencement program and on the student's diploma and permanent record.

### **Financial Record**

The financial record is the student's complete record of financial transactions with the university. This includes:

- Billings and payments of fees, scholarships or financial awards
- Accounts payable
- Other fees or fines assigned by the university

Campus Officials may access this record only on a "need to know" basis and will keep this information confidential. No information from this record may be released outside the College without the written consent of the student or their guardian. A copy of the financial record may be provided to a student or his/her guardian at their request.

## **Student Life Record**

The Student Life record consists of two parts, both of which are maintained by the Vice Rector for Student Affairs.

### **Conduct Record**

This record is created only in the event that a student is reported to have committed a violation of College rules. It includes:

- The information related to the violation including who made the charge
- Written evidence and testimony
- Disposition of the case and sanctions which were applied

Campus officials may access this record only on a "need to know" basis and will keep this information confidential. The Vice Rector for Student Affairs will be responsible for determining who on the campus will have access to the student conduct record. No information from this record may be released outside the university without the written consent of the student or his or her parent or guardian. Upon written request by a government official, the Rector may release a conduct record and provide a copy of the release to the student. A copy of the conduct record may be provided to a student or his or her parent or guardian at their request.

### **Activities Record**

A student may elect to establish an optional co-curricular activities record with the Vice Rector for Student Affairs. This record would document his/her involvement in:

- University organizations and activities
- Leadership positions
- Volunteer service to groups and/or the university
- Other out-of-class activities

The student may submit any or all activities and can determine the contents of the record. The Vice Rector for Student Affairs will determine who on the campus will have access to this record, and officials will keep this information confidential. The record may not be released without the permission of the student or the student's family.

## **CODE OF STUDENT CONDUCT**

### **Acquaintance with Policies, Rules, and Regulations.**

Each student at PMU is expected to be fully acquainted with and comply with all published policies, rules, and regulations of the university. Copies of these various policies and regulations are available on PMU Web site and at various offices on campus.

### **Student Misconduct**

Each student is expected to act in a manner consistent with the university's function as an educational institution. This includes any off campus conduct which is likely to have an adverse affect on the university or on the educational process. No student or group of students acting in concert may willfully violate the following rules. All disciplinary reports and records for students will be maintained by the Director of Campus Life while the student is enrolled in the university. The university will develop and implement a policy concerning the retention of records for students who have left the university.

Specific examples of misconduct for which a student or students may be subject to disciplinary action include, but are not limited to:

- Commission of an act which would violate the laws of the Kingdom of Saudi Arabia
- Violation of any university rule, policy, order, or regulation
- Failure to comply with the direction of a university official acting in the performance of his or her duties
- Failure to respond to an official summons to appear at the office of a university official within the designated time
- Failure to meet financial obligations to the university
- Engaging in conduct that significantly endangers the health or safety or other persons, including members of the university community or visitors on the campus
- Stealing, destroying, defacing, damaging, or misusing university property
- Stealing, destroying, defacing, damaging, or misusing property belonging to another member of the university community
- Forging, altering, or misusing university documents, forms, or records
- Unauthorized entry into a university building or facility, or the unauthorized possession of university building access control devices
- Use of university buildings, facilities, equipment, or resources for unauthorized purposes
- Giving a false or fictitious address to a university official
- Making false alarms or reports where the person knowingly initiates, communicates, or circulates a report of a present, past, or future emergency that is known to be false or baseless and that would: (1) ordinarily cause action by an

official or unit organized to respond to such emergencies, (2) place a person in fear of imminent serious bodily injury, or (3) prevent or interrupt the occupation of a building, room, or other facility

- Harassment by which the individual intentionally threatens, in person, by telephone, electronically, in writing, or by other means, to take unlawful action against a faculty member, staff member, a currently enrolled student, or prospective students and by this action intentionally, knowingly, or recklessly annoys or alarms the recipient or intends to annoy or alarm the recipient
- Violation of any campus residential living facility
- Disorderly conduct on university-owned or university-controlled property or at a university-sponsored or supervised function that inhibits or interferes with the educational responsibility of the university
- Intentional engaging in a disruptive activity or disrupting a lawful assembly on the university campus
- Violation of any university policy relating to electronic network facilities such as campus computer networks and the Internet
- Engaging in any form of academic dishonesty (See section VIII.K., Academic Dishonesty and Integrity, for details)
- Any attempt to commit any of the prohibited acts

## **General Campus Regulations**

### **Disruptive Conduct**

Students may not engage in conduct that intentionally disrupts or obstructs teaching, research, administration, disciplinary procedures, freedom of movement, and other lawful activities on the campus. Disorderly, indecent, or obscene conduct/expression either in or on college owned/college controlled property or at college sponsored functions, intentionally/recklessly interfering with college sponsored activities/events, is also forbidden. Range of sanctions: from disciplinary warning through expulsion. Criminal prosecution is also possible.

### **Physical, verbal, or written abuse**

The physical, verbal, or written abuse of any person on university property or at university-sponsored events, or conduct that threatens or endangers the health or safety of another is prohibited. Range of sanctions for violation: disciplinary warning to disciplinary suspension.

### **Classroom Etiquette**

Concentration, focus, participation and good listening skills create an environment conducive to the learning experience. Therefore, students are encouraged to demonstrate proper etiquette in the classroom by respecting the rights of others. Common courtesies would begin with being on time for each class as well as leaving

at the appropriate time. Mobile phones must be switched off during classes. Also, eating and drinking could be a distraction to others and is therefore prohibited. Although participation and positive interaction is encouraged, excessive talking is to be avoided. Finally, tidiness is essential to the well being of all students.

## **Harassment**

PMU prohibits the intentional harassment of one person by another in such a way as to interfere with that person's personal or academic pursuits. This includes creating a hostile, abusive, coercive, or intimidating environment; any act of domination or humiliation; and/or demeaning or degrading one's character, i.e., racial, sexual, ethnic, religious, etc. This also includes prohibiting the use of telephones to include cell phones cameras for harassment, intimidation, or any other behaviors that interfere with the rights of individuals, whether on or off-campus. Range of sanction: from reprimand through expulsion.

Harassment of members of the university's faculty or staff is a special concern. Intentionally harassing or intimidating members of the Campus Security, Maintenance, and others through verbal harassment, verbal abuse, physical intimidation, or any other behavior which interferes with a staff member's ability to perform his/her duties, or which interferes with a staff member's rights to personal dignity is prohibited. Range of sanction: from reprimand through expulsion.

Incidents of harassment by members of the student body will be subject to disciplinary procedures. These cases are handled directly by the Vice Rector for Students Affairs.

### Definition of Gender Harassment

For purposes of interpretation, gender harassment shall be defined as any unwanted or unwelcome gender conduct such as: derogatory or suggestive comments, physical conduct or propositions backed by implied threats of losing, raising, or lowering work or academic status and/or forces gender relations.

Examples of unwanted or unwelcome gender conduct include, but are not limited to the following:

- Verbal behavior that may include: suggestive comments, insults, derogatory jokes about gender specific traits.
- Nonverbal behavior that may include: suggestive or insulting sounds, leering, whistling, and obscene gestures.
- It is asserted that unwelcome gender advances, whether verbal or physical, are prohibited when any one or more of the following may result:
- A submission to such advances is either an explicit or implicit condition of a person's employment or education.
- Submissions to rejection of the advance affect the job or educational standing person holds.

- The conduct substantially interferes with the employee's or student's work performance or creates an intimidating, hostile, or offensive educational or work environment.

The general policies and procedures for reporting incidents of gender harassment shall be as follows:

1. All complaints must be submitted in writing to the appropriate Investigator. The complaint shall include a statement explaining the situation.
2. The identity of all parties involved and all material gathered will be treated as confidential information. Information will be shared only with those people who are involved in the complaint and only as necessary.
3. All complaints presented to an officer of the university shall also be filed with the Vice Rector of Academic affairs or the university's designee.

### **Confidentiality**

All communications from the time the complaint is filed are to be considered confidential. All individuals involved in the process of hearing a complaint of gender harassment are required to refrain from discussing the contents of the case with anyone. The confidentiality of the proceedings is of utmost importance to all the parties involved.

Information regarding gender harassment cases will not be released publicly, unless it is deemed necessary and appropriate by the Rector. If information is released, the names of all parties involved will remain confidential.

### **Response to University Officials**

It's a student's responsibility to respond immediately to any official request from a university employee. This includes requests for interviews, identification, and other reasonable directives by a college official or faculty member in the authorized performance of his/her duties.

In addition, it is unacceptable to lie or provide false information to a university official. Range of sanction: from apology through disciplinary suspension.

### **Sign Posting**

All signs posted on campus must comply with the following policies and be approved by the Campus Life Office. Any signs that do not comply or have not been approved may be removed. Signs at PMU should not:

- Contain statements that are offensive or insensitive to any religious, ethnic, age or gender group.
- Promote the violation of university policy or laws of the Kingdom of Saudi Arabia.
- Be posted in a manner, which damages the surfaces to which they are attached.
- Obstruct exit signs, doors, and directional signs, building signs, fire alarm boxes,

railings, fire extinguishers or any other safety equipment.

Violations of these policies can result in restriction or termination of an individual's or an organization's posting privileges.

### **Solicitation**

Solicitation on or in any area of the university without written permission from the Student Life Office is prohibited. Door to door sales or solicitation in the residence halls is prohibited at any time. Range of sanction: from reprimand through disciplinary probation.

### **Traffic Regulations**

#### Parking

Driving and parking a car on campus is a privilege, not a right. Students who have vehicles are expected to know and follow the college's rules and regulations regarding driving and parking.

#### Vehicle Registration

All vehicles parked on campus must be registered with the Communications/Information Center and properly display a valid parking permit. Enrolled students can obtain a permit from the Information Center.

#### Disabled Vehicles

Students with a disabled vehicle should contact the Campus Security immediately. Failure to report a disabled vehicle is not an acceptable excuse or grounds for appealing a citation.

- Speed limit: The speed limit on PMU roads is 30 km/h.  
Fines/Penalties

The following lists the fines/penalties for each parking and traffic violation:

1. Violations of a "Handicapped Parking" space – SAR150.00
2. Parking on a sidewalk or grass area – SAR100.00
3. Failure to register a vehicle or going the wrong way on a one-way street – SAR100.00
4. All other violations – SAR 50.00

Unpaid fines can result in a student's transcript being withheld or registration privileges suspended for the next semester. Excessive parking or traffic violations can also result in revocation of campus parking privileges and/or the towing of a vehicle at the owner's expense.

#### Appealing a Parking or Traffic Violation

Students wishing to appeal a parking or traffic ticket must contact the person who issued the ticket within 48 hours of receiving the citation. If a meeting with this individual does not prove satisfactory, the student can appeal to the Campus Security.

## **Theft**

PMU does not condone theft from or malicious misuse of university owned/university controlled property or the property of any member/guest of the college community. Anyone who appropriates another person's property without his/her express permission will be sanctioned. Range of sanction: from restitution through expulsion.

## **Tobacco Use**

The use of all tobacco products, including those defined as "smokeless", is prohibited in all campus buildings except in specially designated areas. Entrances and the immediate space around the entrances of buildings (including areas underneath overhangs) are considered to be a part of each campus building. Those choosing to smoke or use tobacco products at the entrances to buildings are subject to violations of this policy. Use of tobacco products in all common areas (lobbies, hallways, bathrooms) is strictly prohibited. Use of tobacco products of any kind in any other areas within university buildings (including residence halls) is expressly prohibited. Violators may be subject to disciplinary action, which may include monetary fines.

## **Female Dress Code**

- PMU community members are expected to observe the cultural norms of the society.
- Clothing should be modest and should not draw attention to aspects of the body.
- Clothing can include slacks, pant suits and skirts, which are conservative in design and color.
- Tops should not allow cleavage or upper arms to be seen and should be long enough to cover the hips.
- Skirts should be long enough to cover the knee
- The wearing of exaggerated accessories is discouraged
- Abaya and hair cover have to be worn at the gates of the Women's Campus.
- The cultural and religious traditions of each faculty member will always be respected.

## **University Property**

PMU does not condone damage to or malicious misuse of university owned/university controlled property or the property of any member/guest of the university community. The use of force to open the main door of a building is considered vandalism. Students found doing this may be subject to this policy as well as costs associated with repair. Range of sanction: from restitution through expulsion.

## Reporting Policy Violations

All disciplinary matters, except in unusual situations, should begin with the filing of a written Incident Report. An Incident Report can be completed and submitted by any person encountering a policy violation, whether they are a student or university employee. Use of a written report is intended to give the person submitting the report time to think through the situation, recall all the pertinent details and record them for future reference.

## Disclaimer

The university cannot and does not assume responsibility for personal accident, injury, or illness sustained by students, faculty, guests, or visitors, nor for any damage, theft, or loss of any property belonging to students, faculty, guest, visitors, or others. All incidents involving loss of personal property should be reported to Campus Security. The university strongly encourages students to contact an insurance carrier of their choice to ensure protection against any harm or loss to person or property.

## Safety Regulations

### Fire Safety

Policies dealing with fire safety are literally "life and death" matters. Everyone at PMU must take the policies regarding this area with the utmost seriousness. Anyone violating these policies is subject to possible prosecution from both the college and local authorities. In addition, individuals can be legally liable for other civil and criminal negligence should a fire or other related problem occurs.

Certain doors are designated for "Emergency Exit Only." These doors are clearly identified, and are to be used only in cases of a true emergency, such as a fire, fire drill, tornado, etc. Students who violate the "emergency exit only" restriction will be subject to disciplinary action, including a monetary fine of not less than SAR 200.00.

Fire safety equipment, including extinguishers, exit signs, fire doors, and smoke alarms should be in working order at all times. Tampering with these safety devices is a violation of state law and can endanger lives and property. Individuals found to be responsible for such actions as pulling fire alarms, dispensing fire extinguishers, and disabling smoke detectors will be dealt with severely, including possible criminal prosecution. Campus sanctions for pulling fire alarms and improper use of fire extinguishers include a minimum SAR 1500.00 fine.

Whenever a fire alarm or emergency exit alarm sounds in a residence hall, all persons occupying a building must immediately exit. The residence hall staff will check to ensure that all occupants and guests have exited the building. Anyone not properly vacating a building after the sounding of an alarm will be subject to a SAR 200.00 fine.

### **Unauthorized entry**

Unauthorized entry or use of university facilities (including residence halls and/or resident rooms, building roof tops, either via forced entry or other means), the reproduction or unauthorized use of college keys, unauthorized accessing, destruction of, or interference with computer programs, computer data bases, computer files, or computerized information stored in college computer systems is prohibited. The use of force to open the main door of a building is considered vandalism. Students found doing this may be subject to this policy as well as costs associated with repair. Range of sanction: from disciplinary warning through expulsion.

Missing lost, or damaged library items will be charged at the replacement cost of the item plus a SAR 100.00 processing fee. Failure to return items or make restitution can result in a student's transcripts being withheld or registration privileges suspended for the next semester. This also applies to library fines.

### **Propping Doors**

Certain doors on campus are locked for purposes of security. Some doors are also required by fire code to remain closed except when in immediate use. The propping of any of these doors can seriously compromise the safety and security of others, and therefore cannot be tolerated. Anyone found propping one of these doors open would be subject to disciplinary action. Range of sanctions: from reprimand through disciplinary suspension. Criminal prosecution for violating fire safety codes is also possible.

### **Weapons**

The on-campus possession of firearms, hunting knives, bows and arrows, fireworks, weapons, or chemicals that are in any way harmful or explosive in nature is prohibited. In compliance with the laws of the Kingdom of Saudi Arabia the university prohibits the possession of any type of fireworks. Possession of any of these items in vehicles parked on campus is also prohibited. Range of sanction: from disciplinary warning through expulsion.

### **Computer Use Policy**

PMU's Acceptable Use Policy ("AUP") is intended to help enhance the use of PMU's Internet/Intranet (the "Net") by preventing unacceptable use. All users of PMU's Internet/Intranet services must comply with the AUP.

We support the free flow of information and ideas over the Net but we will periodically monitor the use of the Services. Similarly, we do not exercise editorial control over the content of any electronic mail transmission, newsgroup, or other material created or accessible over or through the Services. PMU may cooperate with legal authorities and/or third parties in the investigation of any suspected or alleged crime or civil wrong. The student's violation of this AUP may result in the suspension or termination of either his/her access to the Services and/or his/her PMU account or other actions as detailed in Reporting Violations of PMU's AUP.

The policies stated here shall not be regarded as all-inclusive. The absence of a specific statement prohibiting a certain activity does not mean the activity is acceptable. Any activity or use not specified in these statements that is determined to be detrimental to PMU computer system is prohibited. All users must consult with the Office of Information Technology prior to making use of the system or any account in a manner that might be considered "out of the ordinary." Failure to gain prior approval could result in being cited for a violation.

### **Violations of PMU's Acceptable Use Policy**

The following constitute violations of this AUP:

- **Network Accounts:** Using a network account, ID or password issued to another individual or allowing another individual to use your network account, id or password. Accounts are intended for the sole use of the individual for whom it was created. That user is responsible for safeguarding their ids and passwords, and is responsible for any and all usage on their assigned account.
- **Illegal Use:** To transmit any material (by email, uploading, posting, or otherwise) that, intentionally or unintentionally, violates any applicable laws of the Kingdom of Saudi Arabia, or any rules or regulations promulgated hereunder.
- **Harm to Minors:** Using the Services to harm, or attempt to harm, minors in any way.
- **Threats:** Using the Services to transmit any material (by email, uploading, posting, or otherwise) that threatens or encourages bodily harm or destruction of property.
- **Harassment:** Using the Services to transmit any material (by email, uploading, posting, or otherwise) that harasses another.
- **Fraudulent Activity:** Using the Services to making fraudulent offers to sell or buy products, items, or services, or to advance any type of financial
- **Forgery or Impersonation:** Adding, removing, or modifying identifying network header information in an effort to deceive or mislead is prohibited. Attempting to impersonate any person by using forged headers or other identifying information is prohibited.
- **Unsolicited Commercial Email/ Unsolicited Bulk Email:** Using the Services to transmit any unsolicited commercial email or unsolicited bulk email. Activities that have the effect of facilitating unsolicited commercial email or unsolicited bulk email whether or not that email is commercial in nature are prohibited.
- **Unauthorized Access:** Using the Services for creating Web Servers, ICQ servers, MP3 servers, Chat servers, etc. or any program that others can access on your machine. Using the Services to access, or to attempt to access, the accounts of others, or to penetrate, or attempt to penetrate, security measures of PMU's or another entity's computer software or hardware, electronic communications system, or telecommunications system, whether or not the intrusion results in the corruption or loss of data.

- **Copyright or Trademark Infringement:** Using the Services to transmit any material (by email, uploading, posting, or otherwise) that infringes any copyright, trademark, patent, trade secret, or other proprietary rights of any third party, including, but not limited to, the unauthorized copying of copyrighted material, the digitization and distribution of photographs from magazines, books, or other copyrighted sources, and the unauthorized transmittal of copyrighted software.
- **Collection of Personal Data:** Using the Services to collect, or attempt to collect, personal information about third parties without their knowledge or consent.
- **Reselling the Services:** Reselling the Services without PMU's authorization.
- **Network Disruptions and Unfriendly Activity:** Using the Services for any activity which adversely affects the ability of other people or systems to use PMU's Services or the Net. This includes "denial of service" (DoS) attacks against another network host or individual user. Interference with or disruption of other network users, network services, or network equipment is prohibited. It is the Member's responsibility to ensure that their network is configured in a secure manner. A student, faculty, or staff member may not, through action or inaction, allow others to use their network for illegal or inappropriate actions. A Member may not permit their network, through action or inaction, to be configured in such a way that gives a third party the capability to use their network in an illegal or inappropriate manner.
- **Long Connections and Multiple Logins:** Using a personal account for high volume or commercial use is prohibited. The Services are intended for periodic, active use of email, newsgroups, and browsing the World Wide Web. Students, faculty, and staff may stay connected so long as they are actively using that connection for the above purposes. Students, faculty, and staff may not use the Services on a standby or inactive basis in order to maintain a connection. Pinging is expressly prohibited. Accordingly, PMU maintains the right to terminate any connection following any extended period of inactivity as determined by PMU.

### **Reporting Violations of PMU's AUP**

PMU requests that anyone who believes that there is a violation of this AUP direct the information to Office of Information Technology.

If available, please provide the following information:

- The IP address used to commit the alleged violation
- The date and time of the alleged violation, including the time zone or offset from GMT
- Evidence of the alleged violation

### **Violation Procedure**

In the event a violation is determined to have taken place, specific sanctions will be administered on a case-by-case basis through consultation with either the Vice Rector for Students Affairs (all violations other than academic integrity), or the Vice Rector of Academic Affairs (academic integrity violations).

## **Violation Actions**

PMU may take any one or more of the following actions in response to complaints:

- issue written or verbal warnings
- suspend the account
- terminate the account
- expel from PMU
- Bring legal action to enjoin violations and/or to collect damages, if any, caused by violations.

## **Revisions to this Acceptable Use Policy**

PMU reserves the right to revise, amend, or modify this AUP, and our other policies and agreements at any time and in any manner.

## **Disclaimer**

By the acceptance of this AUP, the user will indemnify, defend and hold harmless PMU, its agents and employees, from any and all liabilities, damage, expense, cause of action suits, claims or judgments arising out of any activity by user, including any act or omission of user, regarding the use of PMU's computing resources or otherwise related to the subject of this policy.

## **Procedure for the Administration of Discipline**

The Director of Campus Life shall have the primary authority and responsibility for the administration of student discipline at PMU and for investigating allegations that a student has violated university rules, regulations, or specific orders issued by an administrative official of the university.

The Director of Campus Life hereinafter referred to as the "investigating officer," will investigate reports of alleged violations of university regulations. If the investigating officer determines that there is sufficient credible evidence to believe that a violation of university regulations has occurred and that a known student or group of students may have been involved in the violation, the investigating officer will prepare a formal statement of charges listing the specific alleged violations against each student involved.

During the subsequent investigation, if the student is available, the investigating officer will give the student the opportunity to explain the incident and to challenge any of the evidence presented. If the investigating officer concludes that the student has, by a preponderance of the credible evidence, violated a university regulation, the investigating officer will inform the student of the decision. The investigating officer will then assess an appropriate sanction and inform the student of the sanction to be imposed.

If the student accepts the investigating officer's decision, the student will sign a statement accepting the decision and the designated sanction becomes effective. If the student does not accept the investigating officer's decision on either the determination that the student committed the violation or on the disciplinary

sanction to be imposed, the student may request an appeal wherein the case will be reviewed by the Vice Rector for Student Affairs. The student must clearly indicate whether he or she is appealing the determination of guilt or the proposed sanction. If the student appeals the determination of guilt and the Vice Rector upholds the finding of guilt, then the Vice Rector for Student Affairs will assess the disciplinary sanction.

Written notice of the appeal must be received by the Vice Rector for Student Affairs within five class days after the decision by the investigating officer. An appeal is not simply a rehearing of the original case. It must be based on one of the following criteria:

- Whether or not the student was afforded a fair hearing. A fair hearing includes notice of the alleged misconduct and an opportunity to present evidence and to challenge evidence presented by the university
- Whether or not new evidence is to be introduced that was not available at the time of the original investigation
- Whether or not the finding of guilt was supported by the evidence, and/or
- Whether or not the sanction assessed was appropriate to the offense

Both parties, at the discretion of the Vice Rector for Student Affairs, may submit oral or written statements to support their positions. The Vice Rector of Student Affairs may uphold, reject, or modify the original decision, or order that the matter be returned to the investigating officer for reconsideration. The Vice Rector for Student Affairs shall respond to the appeal within ten business days after all documentation was received and all testimony heard, or he may postpone a decision for good cause.

The investigating officer has the burden of presenting the case on behalf of the university by going forward with the evidence and the burden of proving the charges by the greater weight of the credible evidence. The appeal shall be conducted in accordance with procedures adopted by the university that assures that both parties (the university and the accused student) the following minimal rights:

- Both parties will exchange lists of witnesses, expected witness testimony, and copies of any documents to be introduced at least five class days prior to the appeal
- Each party shall have the right to appear and present evidence in person and to be advised during the appeal by a designated representative or counsel of choice
- The appeal may proceed notwithstanding the accused student's failure to appear
- Both parties shall have the right to question witnesses. The accused student may question witnesses with the advice of a designated representative or counsel. All questions shall be limited to relevant evidence
- The hearing will be recorded (either audiotape or videotape)

### **Disciplinary Sanctions**

The investigating officer, or the Vice Rector for Student Affairs in appeal cases, shall render a decision as soon as practicable as to the guilt or innocence of the accused student and shall, if necessary, assess a sanction or sanctions including, but not

limited to:

- A verbal or written reprimand
- A requirement that the student complete a special project that may include such tasks as writing an essay, attending a special class or lecture, or attending counseling sessions. The special project may be imposed only for a definite period of time
- Cancellation of a campus housing contract
- Disciplinary probation imposed for a definite period of time. Disciplinary probation carries with it the stipulation that additional violations of university regulations during the probationary period may result in more stringent sanctions
- Prohibition from representing the university in any special or honorary role
- Removal from a student organization office or ineligibility to hold office for a specified period of time
- Withholding of a transcript or a degree
- Bar against readmission
- Denial or non-recognition of a degree
- Suspension of designated campus rights and privileges for a specified period of time, including access to campus electronic network facilities and participation in extracurricular or student activities
- Restitution for damage or misappropriation of university, student, or employee property
- Withdrawing from a course with a grade of W, F, or WF
- Failing or reduction of a grade on a test or in a course, and/or retaking of the test or course
- Suspension from the university for a specified period of time. During suspension, the student shall not attend classes or participate in any university campus activities
- Dismissal from the university. A dismissed student is not allowed to re-enroll in the university for an indefinite period of time, but may be considered for readmission at some future date
- Expulsion from the university. An expelled student is not eligible for readmission to the university at any time

### **Interim Disciplinary Action**

The Vice Rector for Student Affairs or the Rector of the university may take immediate interim disciplinary action, including suspension from the university, pending a hearing against a student for violation of a rule or regulation of the university when the continuing presence of the student poses a danger to persons or property or an ongoing threat of disrupting the academic process. The Director of Campus Life must hold the initial investigation meeting within ten class days following the imposition of the interim disciplinary action.

### **Suspended, Dismissed, and Expelled Student Restriction.**

No student who has been suspended, dismissed, or expelled for disciplinary reasons shall be permitted on the campus of the university during the period of such suspension, dismissal, or expulsion without the prior written approval of the Vice Rector for Student Affairs.

## **ACADEMIC HONESTY AND INTEGRITY**

### **Statement of Principle**

PMU expects all students to engage in all academic pursuits in a manner that is above reproach and to maintain complete academic honesty and integrity in their academic experiences both in and out of the classroom. The university may initiate disciplinary proceedings against a student accused of any form of academic dishonesty, including but not limited to cheating on an examination or other academic work, plagiarism, collusion, and/or the abuse of resource materials.

### **Definitions**

#### **Cheating**

Includes, but is not limited to:

- Copying from another student's test paper, a laboratory report, other report, computer files, data listings, and/or programs
- Using, during an examination, materials not authorized by the person giving the test
- Using, during an examination and without authorization, a calculator programmed with formulas or course information that the student is expected to know
- Collaborating, without authorization, with another person or persons during an examination or in preparing academic work
- Knowingly, and without authorization, using, buying, selling, stealing, transporting, soliciting, copying, or possessing, in whole or in part, the contents of an unadministered test
- Substituting for another student, permitting any other student, or otherwise assisting any other person to substitute for oneself or for another student in the taking of an examination or in the preparation of academic work to be submitted for academic credit
- Bribing another person to obtain an unadministered test or information about an unadministered test
- Purchasing, or otherwise acquiring and submitting as one's own work, any research paper or other writing assignment prepared by an individual or firm. (This section does not apply to the typing of the rough and/or final versions of an assignment by a professional typist)

- Changing an answer on a test that has already been graded and then requesting a correction from the instructor
- Participating in any activity or action that affords an unfair academic advantage to the student
- Using all or part of any work developed or produced for credit in one course and submitting it for credit in another course without the instructor's approval
- Participating in acts which limit the ability of another student to perform to the best of the student's ability in a course
- Assisting another student to be academically dishonest

### **Plagiarism**

Plagiarism means the appropriation and the unacknowledged incorporation of another's work or idea into one's own work offered for academic credit. Plagiarism includes, but is not limit to:

- Failing to properly acknowledge a statement, idea, or statistic made by another individual in the body of the work
- Taking a whole section of someone else's work and placing it in the body of the student's own work without properly acknowledging the contributor
- Representing someone else's entire work as that of his or her own

### **Collusion**

Collusion means the unauthorized collaboration with another in preparing work offered for academic credit.

### **Abuse of resource materials**

This is the deliberate mutilation, destruction, concealment, theft, or alteration of materials (including library materials) provided to assist students in the mastery of course content.

### **Academic work**

This is the preparation of an essay, dissertation, thesis, report, problem, assignment, or other project that the student submits as a course requirement for a grade.

### **Disciplinary Procedures for Academic Dishonesty Cases**

All academic dishonesty cases must first be considered and reviewed by the faculty member. If the faculty member believes that an academic penalty is necessary, he or she shall assign the penalty. The faculty member shall also notify the student of his or her right to appeal the decision to the department dean and, if needed, to the Vice Rector for Academic Affairs.

At each step in the process, the student shall be entitled to written notice of the

offense and/or of the administrative decision, an opportunity to respond to the charges, and the right to an impartial disposition as to the merits of the case. After the completion of the academic process, the academic officer making the final disposition of the case may refer the matter to the Vice Rector for Student Affairs for any additional disciplinary action that may be appropriate, as in the case of flagrant or repeated violations.

In the case of flagrant or repeated violations, the Vice Rector for Student Affairs may take additional disciplinary action. The procedures for handling cases of academic dishonesty by the Vice Rector for Student Affairs shall be the same as those established for handling other campus disciplinary cases. (See Section VIII. J. 3, Procedure for the Administration of Discipline, for details.)

### **Grievance and Appeal Procedures for Students**

- It is the policy of PMU to receive, process, and resolve student grievances in a fair and prompt manner and to assure that students receive equity and justice in their association with the university
- This grievance policy and procedures are established for students for use in cases not otherwise covered by the policies of the university. Applicants for admission are also covered by these grievance procedures
- Grievances shall consist of matters of disagreement or dissatisfaction arising out of circumstances wherein the student believes that there has been an infraction, breach, or misinterpretation of a university policy, rule, or regulation. Only one subject matter may be covered in any one grievance
- Students should first attempt to resolve all disputes with the person who made the initial decision. All grievances not resolved at the appropriate lower level shall be presented in writing (Form available on website) within three class days to the Director of Campus Life and shall contain a clear and concise statement of the grievance by indicating the applicable policy, rule, or regulation that is alleged to have been violated, the date the incident took place, the person or persons involved, the issue involved, and the relief sought
- The Director of Campus Life will investigate the grievance and will notify both parties in writing of the decision within five days of the conclusion of the investigation
- Grievances not satisfactorily resolved with the Director of Campus Life may be appealed to the Vice Rector for Student Affairs. Such appeals must be submitted in writing within ten class days of the decision rendered by the Director of Campus Life. The Vice Rector for Student Affairs will review all of the evidence from the initial investigation and may conduct additional interviews as needed. A written decision will be made by the Vice Rector for Student Affairs within five days following the final meeting with the parties involved and a copy of the decision will be sent to both parties and to the Director of Campus Life
- Grievances not satisfactorily resolved with the Vice Rector for Student Affairs may be appealed to the Rector of the university. This appeal must be made within ten days following the decision by the Vice Rector for Student Affairs. The Rector will

review all of the information from previous investigations and may conduct additional interviews as needed. The decision by the Rector of the university is final and binding on all parties. A copy of the written decision will be provided to all parties involved

- Failure of a student to process his or her grievance to the next step within the specified time limit shall constitute an abandonment of the grievance
- Failure of university personnel to give an answer within the prescribed time limit authorizes the student to submit his or her grievance to the next step
- There can be an extension of the time limits in any step, if mutually agreeable
- No student shall be disciplined, penalized, or otherwise prejudiced for exercising the rights provided for in this grievance procedure

## **REVISION OF STUDENTS REGULATIONS**

PMU reserves the right to revise, amend, or modify these policies and agreements at any time and in any manner.

## **DISCLAIMER**

By the acceptance of the policies and procedures in this student hand book, the user will indemnify, defend and hold harmless PMU, its agents and employees, from any and all liabilities, damage, expense, cause of action suits, claims or judgments arising out of any activity by user, including any act or omission of user, regarding the use of PMU's campus facilities and resources or otherwise related to the subject of this policy. Further, PMU reserves the right to revise, amend or modify any or all of these policies and agreements at any time and in any manner.

Date / /

Name: .....

ID No. : .....

Major: .....

**Acknowledgement and Obligation**

I hereby acknowledge reading and comprehending the Student Handbook content. I oblige myself to take full responsibility to abide by all academic and non academic rules and regulations, and any instructions or decisions issued by PMU, all through my learning period at the university.

For this purpose of acknowledgement and obligation, I sign this letter,

Student Signature: .....