THE GEORGE WASHINGTON UNIVERSITY
WASHINGTON, DC

الجامعة الأهلية
AHLIA UNIVERSITY
BAHRAIN





STUDENT GUIDEBOOK FOR THE GW M.S. PROGRAM IN ENGINEERING MANAGEMENT AT AHLIA UNIVERSITY

AT AHLIA UNIVERSITY, KINGDOM OF BAHRAIN

CONTENTS

The George Washington University	2
Strategic Partnership with Ahlia University	3
The curriculum of MSEM Program	3
GW Management of MSEM Program	6
Student Rights and Obligations	6
Student's Lifecycle	7
GW Rules and Regulations	10
AU Facilities and Services	15

Dear MSEM Student,

It is our pleasure to welcome you to the Master of Science in Engineering Management (MSEM) Program offered by The George Washington University (GW), USA, at Ahlia University (AU), Kingdom of Bahrain. We understand the difference you want to make in your life and your career. We challenge our students to look ahead and prepare them to lead the way through innovative programs. GW and AU can help you reach beyond your ambition. With a program designed specifically for the busy adult professional, GW and AU offer the MSEM Program at a convenient location in the Kingdom of Bahrain. The MSEM Program is offered by the Engineering Management and Systems Engineering Off-Campus Programs Office (EMSE-OCP) at GW which also offers other graduate education programs that are designed to develop leaders for technically oriented organizations and prepare them for the future.

The most sought-after engineering and business professionals today have earned combined management and technology credentials. In today's fast-paced world of technology-driven changes, a well-educated technical professional with a management background is invaluable. Employers seek engineers, scientists, and business professionals who can lead the process of change, and who can apply the power of technology to the management of their organizations. The MSEM program teaches employees of engineering, business, and technical organizations to complement technical knowledge with managerial skills.

Inspired by the values of its founding president, AU provides for you not just a university education but opportunities for personal as well as academic growth. It is committed to graduating generations of distinguished scholars in their professional fields, with high ethical values and leadership capabilities. You can now take pride in being a part of the top private University in the Kingdom of Bahrain.

This Student Guidebook presents a summary of the important regulations and procedures concerning the GW MSEM Program, in addition to other general guidance which we hope will assist students to make their university life smooth and enjoyable. We would like to encourage you to be aware of all important policies, procedures, rules, and regulations of GW and AU. Please make yourself familiar with the different means of communication including GW and AU various websites which can provide you with any relevant, necessary, and up-to-date information.

Please note that every member of the GW EMSE-OCP Office as well as AU’s academic and administrative staff will be more than happy to assist you with your aspirations and provide you with the guidance and support needed. Hence don’t hesitate to seek their help!

We wish you success in your academic endeavors in the MSEM Program.

1. The George Washington University

The George Washington University (GW) is a prestigious research university and the largest institution of higher education in Washington, D.C. It was chartered in 1821 by an Act of Congress and has since graduated thousands of alumni from around the world. GW currently hosts over 20,000 undergraduate and postgraduate students across its three main campuses and offers hundreds of undergraduate, master's, doctoral, and certificate programs across ten colleges and schools.

The School of Engineering and Applied Science (SEAS) is one of these colleges and contains six academic departments offering over 45 programs. The Engineering Management and Systems Engineering (EMSE) department is the largest department within SEAS and offers some of the oldest and largest engineering management and systems engineering programs in the United States, with over a thousand students currently enrolled. The EMSE Off-campus Programs (EMSE-OCP) Office offers the same EMSE programs as those offered on campus in both off-campus on-site and online formats. The EMSE-OCP Office has established partnerships with major organizations around the world to offer on-site programs to working professionals, which have been in high demand since 1999. GW is accredited by the Middle States Commission on Higher Education and its SEAS programs are of high quality and endorsed by the education world.

As a testament to the high market needs for the EMSE programs, the EMSE-OCP Office has offered these programs to locations outside of the Foggy Bottom Campus since 1999; e.g., at the GW Graduate Education Center in Arlington, VA, the GW Hampton Roads Center in Newport News, VA, and many other corporate and government sites such as:

- ***Government Agencies:***
  Missile Defense Agency, National Geospatial/Intelligence Agency,
  U.S. Army Corps of Engineers

- **National Companies:**
  Huntington Ingalls Industries, Leidos Inc., Lockheed Martin Corporation, Noblis,
  Raytheon Company

- **International:**
  Ahlia University, Bahrain

2. Strategic Partnership with Ahlia University

Ahlia University (AU) is the first licensed private university in Bahrain, established in 2001. It aims to provide high-quality academic programs and graduate students who can play a leading role in the development of their societies and countries and establish itself as a Center of research and learning. In 2009, AU signed a Memorandum of Agreement (MOA) with The George Washington (GW) School of Engineering and Applied Science (SEAS), allowing the EMSE Department via the EMSE-OCP Office to offer the Master of Science in Engineering Management (MSEM) Program at AU. The M.S. degree focuses on Engineering and Technology Management, and its accreditation by the Middle States Commission on Higher Education (MSCHE) ensures its high level of quality. The collaboration between AU and GW aims to meet the unmet demand in the region for the skills and knowledge of engineering management, creating a talent pool of future engineering managers.

3. The curriculum of MSEM Program

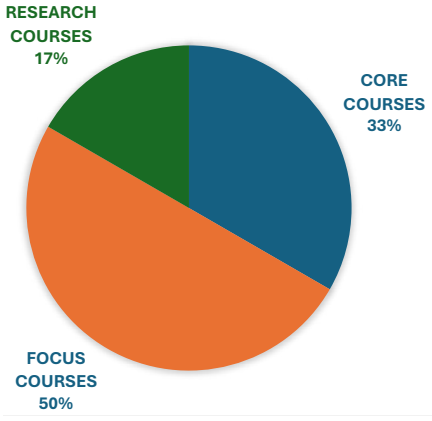
Students admitted to the GW Master of Science in Engineering Management program offered at Ahlia University follow the same curriculum as students at the main GW campus and receive an identical degree upon completion.

The MSEM curriculum is designed to develop leaders in technically oriented organizations, providing a technical-based alternative to traditional business degrees such as the MBA. Coursework taken as part of this degree prepares students for certification exams such as the Project Management Professional (PMP) offered by the Project Management Institute.

The MSEM program consists of 12 courses totaling 36 American semester credit-hours (144 NQF credits). This includes 4 core courses (12 credits), 6 focus courses (18 credits), and 2 research-focused courses (6 credits) including a capstone project. Additionally, students may be required to take a deficiency course in quantitative methods based on their educational background at the undergraduate level.

3.1 Program Structure

Course Title	NO. OF CREDIT-HOURS	NO. OF COURSES
FOUNDATION COURSES* (IF REQUIRED)	3	1
CORE COURSES	12	4
FOCUS COURSES	18	6
RESEARCH COURSES	6	2
TOTAL	36	12



* EMSE 4197 (Foundation Course) must be completed with a B- or better and will be counted as the 13th course towards the degree program.

3.2 Study Plan

MSEM - FOUNDATION * (3 CREDITS)

Course	Code	Course Title	Lec.	Lab.	Cre.	Prerequisite
EMSE	4197	Special Topics: Quantitative Methods in Engineering Management	6	0	3	
					3	

MSEM - FIRST YEAR (24 CREDITS)

First Semester

Course	Code	Course Title	Lec.	Lab.	Cre.	Prerequisite
EMSE	6001	The Management of Technical Organizations	6	0	3	
EMSE	6020	Decision Making with Uncertainty	6	0	3	
EMSE	6410	Survey of Finance and Engineering Economics	6	0	3	
EMSE	XXXX	Focus Course I in EMSE**	X	X	3	
					12	

Second Semester

Course	Code	Course Title	Lec.	Lab.	Cre.	Prerequisite
EMSE	6801	Systems Engineering I	6	0	3	
EMSE	6995	Research Methods for Engineering Management	6	0	3	
EMSE	XXXX	Focus Course II in EMSE**	x	x	3	
EMSE	XXXX	Focus Course III in EMSE**	x	x	3	
					12	

MSEM - SECOND YEAR (12 CREDITS)

First Semester

Course	Code	Course Title	Lec.	Lab.	Cre.	Prerequisite
EMSE	6099	Problems in Engineering Management and Systems Engineering	6	0	3	
EMSE	XXXX	Focus Course IV in EMSE**	X	X	3	
EMSE	XXXX	Focus Course V in EMSE**	X	X	3	
EMSE	XXXX	Focus Course VI in EMSE**	X	X	3	
					12	

LIST OF FOCUS COURSES

Course	Code	Course Title	Lec.	Lab.	Cre.	Prerequisite
EMSE	6005	Organizational Behavior for the Engineering Manager	6	0	3	
EMSE	6026	Technical Enterprises	6	0	3	
EMSE	6035	Marketing Analytics	6	0	3	
EMSE	6505	Knowledge Management I	6	0	3	
EMSE	6770	Techniques of Risk Analysis and Management	6	0	3	
EMSE	6790	Logistics Planning	6	0	3	
EMSE	6820	Program and Project Management	6	0	3	
EMSE	6850	Quantitative Models in Systems Engineering	6	0	3	
EMSE	6992	Negotiation & Conflict Resolution	6	0	3	

4. GW Management of MSEM Program

The MSEM Program offered at AU is managed directly by the GW Management of the EMSE-OCP consisting of

1. Prof. Thomas Mazzuchi, Chairperson of the EMSE Department,
2. Prof. Shahram Sarkani, Faculty Adviser and Academic Director of EMSE Off-campus Programs.

The Master of Science in Engineering Management (MSEM) program offered at Ahlia University (AU) is managed directly by the GW Management of the EMSEOCP, which consists of Prof. Thomas Mazzuchi and Prof. Shahram Sarkani. They closely oversee all aspects of the delivery of the program and coordinate with AU through various means such as the GW Engineering Management and Systems Engineering Off-campus Programs (GW EMSE-OCP) Board, direct communication with the top management of AU, and regular visits to AU. The EMSE Program Committee at AU manages the daily operations of the program with final approval from the GW Management at the EMSE-OCP Office. The Chairperson of the EMSE Program Committee is the official point of contact at AU and stays in direct contact with the GW management and the official point of contact at the EMSE-OCP Office. Through these collaborations and monitoring, GW Management ensures the high quality of the programs.

5. Student Rights and Obligations

The statement highlights the importance of building a strong relationship between students and academic staff at GW and AU.

It emphasizes that students must take full responsibility for their actions and behavior within the university and understand and comply with university rules and regulations.

It also stresses the need to avoid offending the feelings of others and maintain mutual respect for fellow students, as well as respecting the rights and privacy of others.

Furthermore, students are encouraged to raise concerns at an early stage and seek to resolve them through the appropriate University channels. Finally, students are expected to maintain the University’s good reputation and image at all times.

Student Behavior and Conduct

The behavior and conduct of students have a significant impact on their academic careers and relationships with faculty and fellow students. Ahlia University follows the University of Bahrain students' code of conduct as per HEC directives. Violations of the code of conduct include actions such as disabling lectures, cheating, plagiarism, insulting faculty/staff/students, violating the dress code, and damaging university facilities. Students who violate the policy will be investigated and penalized accordingly. More information on the code of conduct policy can be found in the relevant policy document.

6. Student's Lifecycle

6.1 Application and Admission Procedure

The process for applying to the M.S. Program in EM at Ahlia University involves submitting various documents to the Admissions Office, including official transcripts, a resume/CV, identification cards and passport, and other required documents.

The application is then reviewed by the Chairperson of the EMSE Program Committee, and if the applicant satisfies all requirements, a preliminary admission letter will be issued.

The applicant must provide a sponsorship letter or pay registration fees as proof of commitment before submitting the whole application to the EMSE-OCP Office.

The GW EMSE-OCP Office will carefully review the application, and applicants must meet the current entrance requirements of the GW SEAS, including grades of C or better in two college calculus courses, or take a specific course in place of these prerequisites.

Final admission decisions are made by the EMSE-OCP Office, and if approved, a GW admission letter will be issued and sent to the POC at Ahlia University.

The student will be informed about the admission decision and any admission conditions and will be asked to complete enrollment in the program and register for appropriate courses following the registration procedure.

6.2 GW Continuous Enrolment Policy

It is the GW Policy that all EMSE students are expected to enroll in at least one course in every session/quarter or apply for a leave of absence. Failure to be continuously enrolled in coursework or on leave of absence will require students to reapply for the program.

6.3 Course Registration

The EMSE Program Committee ensures that courses are offered quarterly according to the plan and schedule approved by GW. At least three weeks before the beginning of each session, two courses will be opened for each cohort, and students will be encouraged to register for all courses offered for their cohort before the start of the session. Students must complete their registration and pay their tuition fees in full at most three days before the session's start, and the EMSE Program Committee will manage and supervise the whole procedure in collaboration with the Registration Office at Ahlia University. Three days before classes begin, the POC at Ahlia University will send the final class rosters to the EMSE-OCP Office to officially register the students in the GW systems.

6.4 Student Attendance

The policy states that attendance will be taken by instructors in every class during weekends. If a student misses one class, they will receive a warning, and if they miss more than two classes, they will be withdrawn from the course. Students are required to provide a written explanation to the instructor for any absence.

6.5 Problems in Engineering Management & Systems Engineering (Capstone Project)

The agreement states that the Capstone Project approved by the GW EMSE-OCP Board at Ahlia University will be implemented.

The Capstone Project is a course (EMSE 6099) in Engineering Management and Systems Engineering, designed for master's candidates in the department, typically taken during the last semester of their program.

In the Capstone project, students work in small groups on a real-world problem proposed by students and approved by the instructor.

The project requires students to develop the teamwork necessary to carry out the project, manage timelines and resources, and communicate progress and results.

At the end of the project, students submit a final report outlining their approach, methods, and tools used, and results achieved. The report must also identify the knowledge employed from previous courses.

The Capstone project is an essential part of the EMSE 6099 course, preparing students for future careers in engineering management and systems engineering.

6.6 Students Records, Graduation and Certification

The agreement between GW and Ahlia University outlines the process for issuing student ID numbers and keeping track of student records in both universities.

Both universities will keep track of student information and academic progress, but the records are confidential and may not be released without the student's written consent.

Only GW's EMSE-OCP Office and Office of the Registrar will issue official transcripts and certifications, which must be reviewed by the student's department, school, and the university itself to ensure that the student has met all requirements for the degree.

Upon issuance of the certificates, Ahlia University will work on the authentication of the certificates from the Bahraini Embassy and the US State Department in preparation for the endorsement of the certificates by HEC.

Graduates are encouraged to attend the GW Commencement and Ahlia University will arrange an annual graduation ceremony in the Kingdom of Bahrain for all graduates of the Program.

6.7 Challenge of Grade

The MSEM Program management ensures that every student has the right to challenge their final course grade and have access to a fair mechanism to address their concerns regarding course performance efficiently.
The deadline for challenging a final grade is at the end of the session/quarter after the grade was awarded, excluding summer sessions. An ad-hoc committee consisting of three faculty members, including the course instructor, may investigate any challenge of grade to ensure an objective investigation.

Procedure

1. Students should seek an acceptable resolution through a discussion with the instructor of the course. This discussion must be initiated within one month of the posting of the course grade.
2. If a satisfactory resolution is not reached, the student should seek an acceptable resolution through a discussion with the Chairperson of the EMSE Program Committee.
3. If a satisfactory resolution is not reached, the student should file and submit (before the deadline for Challenging a Final Grade as defined above) a completed Challenge of Final Grade Form to the Directorate of Admission and Registration and pay any stipulated fees – this date is the start of the process.
4. The Directorate of Admission and Registration will forward the Challenge of Final Grade Form to the Dean of the College housing the MSEM Program as well as the Chairperson of the EMSE Program Committee.
5. The POC (the Chairperson of the EMSE Program Committee) will submit the request to the POC at the GW EMSE-OCP Office for information and seek approval to continue implementing this procedure.
6. Upon approval of the EMSE-OCP Office, the College Dean, in coordination with the Chairperson of the EMSE Program Committee, will appoint an ad-hoc Challenge of Grade Committee consisting of three faculty members who may include the instructor of the course to review the challenged grade.
7. The Challenge of Final Grade Committee will review the student's answers and the marking of the final exam based on the key solution or the marking rubrics provided by the instructor.
8. The committee will decide to raise the grade, lower the grade or keep the student's grade unchanged, based on the evidence and information obtained during the review.
9. The committee will submit a summary report including its final decision to the Dean of the college and the Chairperson of the Program within one week of the date that the student submitted the Challenge of Final Grade Form.
10. The Chairperson of the Program will inform the POC at GW EMSE-OCP Office about the result of the Challenge of Grade Procedure and the committee's final decision. If required and upon approval of the EMSE-OCP Office, the student grade will be modified in GW Registrar's System.
11. The result of the Challenge of Final Grade will be also entered in the ADREG system at Ahlia University and the student's record will be updated by the Dean in collaboration with the Chairperson of the Program.
12. The Chairperson of the Program will inform the student about the final result of the Challenge of Grade.

7. GW Rules and Regulations

This passage outlines regulations that students at GW must adhere to, including compliance with school requirements and regulations, as well as reapplication and readmission under current regulations if a student withdraws or is suspended. It also warns against making false statements or concealing information, as this can result in cancellation of registration or dismissal from the university.

7.1 Registration

The text summarizes that individuals who want to register for courses must be formally admitted to the university or be continuing students in good standing. Students are not allowed to register concurrently in this university and another institution without the prior permission of the advising office of the school in which they are registered. Also, students must meet all their financial obligations before their registration can be completed. Only students with valid registration are allowed to attend classes and earn course credit.

7.2 GW Grades and Grading System

Grades are made available/accessible to students through the website of the Office of the Registrar at GW after the close of each session/quarter. Similarly, copies of the final grades can be accessed also through the AdReg System at Ahlia University. Grading System

The following GW grading system is used for graduate students: A, Excellent; B, Good; C, Satisfactory; F, Fail; other grades that may be assigned are A−, B+, B−, C+, and C−. Symbols that may appear include AU, Audit; I, Incomplete; IPG, In Progress; W, Authorized Withdrawal; Z, Unauthorized Withdrawal; CR, Credit; NC, No Credit.

Unauthorized Withdrawal: The symbol of Z is assigned when students are registered for a course that they have not attended or have attended only briefly, and in which they have done no graded work. The symbol of Z is not a grade but an administrative notation.
Except for courses that specifically state that repetition for credit is permitted, a candidate for the MSEM Program may not repeat a course in which a grade of C− or better was received, unless required to do so by the EMSE Department at GW. A written statement, indicating that the student is required to repeat the course, must be submitted to the student's advising office at GW by the appropriate Chairperson of the EMSE Department.

Incompletes: At the option of the course instructor, the symbol of I (Incomplete) may be recorded if a student, for reasons beyond his or her control, is unable to complete the work of the course and if the instructor is informed of and approves such reasons before the date when grades must be reported. The symbol I may be recorded only if the student's prior performance and class attendance in the course have been satisfactory. Any course in which a student fails to complete the work of the course and does not provide the instructor with a satisfactory explanation before the date when grades must be turned in will be graded F. If acceptable reasons are later presented, the instructor may initiate an appropriate change of grade in coordination with the Chairperson of the EMSE Program Committee.

The passage discusses the rules and procedures related to an incomplete (I) grade in a course at GW (George Washington) or its equivalent elsewhere, and specifically how it impacts Engineering

Management and Systems Engineering students. Although an I may remain on the record for up to a year, the instructor should set a shorter period for making up the uncompleted work. An I cannot be removed by simply retaking the course, and if not removed within a year or by graduation, it automatically becomes an F. If the work for the course is completed, the instructor must submit a grade change form to the relevant program committees and the registrar's office.

The Grade-Point Average

The following credit values are used in computing the graduate grade-point average at GW: A, 4.0; A-, 3.7; B+, 3.3; B, 3.0; B−, 2.7; C+, 2.3; C, 2.0; C−, 1.7; and F, 0. Quality points are computed based on the credit value for each credit taken. Quality points divided by the number of credits for which the student has registered as a degree-seeking student equals the GPA. Both quality points and credits used in this calculation are based on the student's record in GW. Although credit value for a course in which a grade of F is earned appears on the transcript to calculate the grade-point average, no academic credit is awarded. In the case of a student who is allowed to repeat a course, the first grade received remains on the student's record and is included in the grade-point average. Courses marked AU, CR/NC, I, IPG, W, or Z are not considered in determining the average; however, once a final grade is recorded for a course originally marked I, the grade will be considered in that determination. Except for Consortium courses, grades in courses taken at other institutions are not considered in computing the grade-point average.

7.3 GW Graduation and Scholarship Requirements

To meet GW graduation requirements, courses specified in the MSEM student's Educational Planner through the GW Degree MAP must be completed with a minimum GPA of 3.0. This is in addition to the requirements specified for graduation under GW regulations. Courses specified upon admission as deficiency or prerequisite courses (such as EMSE 4197) do not form part of the MSEM Program of Study. Students who receive two grades of F or three grades below B− are barred from further enrollment in graduate courses and will not be readmitted as a degree candidate. Students may not repeat for credit a course in which they have received a grade of C− or above unless required to do so by the Chairperson of the EMSE Department.

Eligibility for Graduation

The passage outlines the requirements for eligibility to graduate from the university. Degrees are awarded in January, May, and August, and to be eligible for graduation, a student must have met the admission requirements of their school, completed all scholarship, curriculum, residence, and other degree requirements, applied for graduation by the published deadline date, and be free from all University indebtedness. Enrollment is required for the semester or summer session in which the degree is conferred, and all requirements must be completed by the last day of final examinations. The minimum cumulative GPA required for graduation for graduate students is 3.0, and for Columbian College of Arts and Sciences (CCAS) graduate students, a minimum cumulative GPA of 3.0 is required in coursework counting toward the degree program.

7.4 Participation in the Commencement Ceremony

The passage states that participation in the annual May commencement ceremony is open to students who have applied to graduate in the current spring semester or who graduated in the preceding fall semester or summer session. For graduate students who need no more than 9 credits to complete their degree requirements, they may participate in the May commencement

ceremony if there is a reasonable expectation that they will obtain the needed credits during the following summer, except for doctoral candidates. The maximum of 9 credits is a strict rule and not subject to petition.

7.5 Continuous Enrollment Status

The passage describes the expectations for students once they are enrolled in a degree program. They are expected to be continuously enrolled and actively engaged in fulfilling the requirements for their degree each session of the academic year until their degree is conferred. Continuous enrollment is defined as being registered for courses through GW or engaging in approved activities such as a cooperative work semester, study abroad program, completion of outstanding work, or non-course instructional activities. This status is generally limited to one year, and if a student breaks continuous enrollment without requesting and being granted a leave of absence, they must apply for readmission and be subject to the requirements and regulations in force at the time of readmission.

7.6 Leave of Absence

The passage explains that a degree student who needs to interrupt the active pursuit of the degree can petition the EMSE-OCP Office for a leave of absence, which is generally limited to one calendar year. If a student discontinues active enrollment without being granted a leave of absence or does not return to active study at the close of the approved absence period, they must apply for readmission and be subject to current regulations and requirements. While on leave, the right to use university facilities is suspended.

7.7 Complete Withdrawal from the University

The summary is that a degree-seeking student who wants to withdraw from all courses in a given semester must complete a Complete Withdrawal Form and submit it to the Office of the Registrar. There is a deadline for complete withdrawal without academic penalty, which is the end of the tenth week of classes, and after that, a petition is required. The refund policy for withdrawn courses can be found at the Registrar's Office website. Failure to complete the withdrawal form can result in financial obligations and grades of F or notations of Z.

7.8 GW Policies and Definitions

Right to Change Rules and Programs

The University reserves the right to modify or change requirements, rules, and fees. Such regulations shall go into force whenever the proper authorities may determine. The right is reserved by the University to make changes in programs without notice whenever circumstances warrant such changes.

GW Policy on Equal Opportunity

The George Washington University prohibits discrimination on any basis prohibited by federal law, including without limitation, race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, or gender identity or expression in all programs, services, policies, and procedures of the University, including admission to education programs and employment. Inquiries about this policy and federal and local laws and regulations concerning discrimination in education and employment programs and activities may be directed to the University's Office of Equal Employment Opportunity

(dss@gwu.ed - eeo@gwu.edu) and Affirmative Action, and questions regarding protections against discrimination based on sex or disability may be directed to the Title IX Coordinator or Disability Services Coordinators respectively.

Academic Integrity

The University expects all members of the community to exhibit honesty and competence in their academic work. Members are expected to be familiar with and apply proper academic procedures, and deliberate failure to do so will be considered academic dishonesty. The University Code of Academic Integrity is available online, and violations will be prosecuted through proper University channels. The Office of Student Rights and Responsibilities can address questions about academic integrity.

Patent and Copyright Policies

Students who produce creative works or make scientific discoveries while employed or supported by the University or through substantial use of university resources are subject to the University's patent and copyright policies. See The Office of the Vice President for Research .

Human Research Requirements

Students who are planning to conduct research involving the use of human subjects (for a thesis, dissertation, journal article, poster session, etc.) must obtain Institutional Review Board (IRB) approval before collecting any data. For more information see The Office of the Vice President for Research.

Name of Record

The official name of the record for a student includes the first name, middle initial/full middle name, and family name. Nicknames are not accepted. If a student wishes to change their name, they must provide satisfactory evidence of a legal basis for the change. The name on the diploma will be awarded under the official name of record at the time of graduation.

Attendance

The policy states that students can only attend classes for which they are registered, and regular attendance is expected. A student can be dropped from a course due to excessive absence. If a student is suspended, they cannot attend classes during the period of suspension. Students are responsible for completing all coursework, and any absences must be excused by the instructor before any makeup work is assigned.

Credit

This policy states that a credit hour can be defined as a certain amount of time in class, lab, or studio, and credit is only given after registration and satisfactory completion of required work. Credit used for one degree cannot be used for another degree.

Transcripts of Record

This statement explains that official transcripts of student records are available upon written request by the student or former student who has paid all outstanding charges, including student loan installments. A nominal fee is charged for each official transcript.

Unofficial copies of transcripts are also available at a nominal fee, but partial transcripts are not issued. Additionally, students can access their unofficial student records through the GWeb Information System.

Student Conduct

The "Guide to Student Rights and Responsibilities" outlines the conduct expected of students, including the Code of Student Conduct, and other policies and regulations as adopted and promulgated by appropriate University authorities. All students are subject to these regulations while attending the university, and sanctions for violation of these regulations may include permanent expulsion. Regulations or requirements applicable only to a particular program, facility, or class of students may not be published generally, but such regulations or requirements shall be published in a manner reasonably calculated to inform affected students. Copies of these documents may be obtained from the Office of the Dean of Student Affairs or from advising offices.

Right to Dismiss Students

The University reserves the right to dismiss or exclude any student from the University or any class or classes whenever deemed advisable. The Family Educational Rights and Privacy Act (FERPA) applies to institutional policies governing access to and release of student education records. The University may release directory information upon request, including name, local address, telephone number, dates of attendance, school of enrollment, field of study, enrollment status, credits earned, degrees earned, honors received, participation in university-recognized organizations and activities, and certain information related to athletic teams. A student who does not want directory information released must file a written notice to that effect with the Office of the Registrar. The full policy statement on the release of student information is available in the Guide to Student Rights and Responsibilities and on the Office of the Registrar's website.

Property Responsibility

The University is not responsible for the loss of personal property. A Lost and Found Office is maintained on campus in the University Police Department.

7.9 Student Identification Number (GWid)

George Washington University uses the GWid, a randomly assigned 9-character alphanumeric value, as the primary identifier for records about individual students. The GWid is required to use GW’s information systems and to access certain electronic resources.

7.10 Request to Amend Student Records

A student has the right to request that the University amend information in his or her record that the student believes has been inaccurately recorded. Upon receipt of a properly-written request, the University will consider the request and respond within a reasonable time not to exceed thirty days. The student will be notified in writing that the amendment has occurred or that the request is denied. A letter denying the request will state the reasons for the decision and notify the student of the right to request a hearing. The student must follow the University Procedure for Requesting an Amendment to Student Records.

8. AU Facilities and Services

8.1 Student Counselling

Ahlia University has a Student Guidance & Counselling Directorate within the Deanship of Student Affairs that provides services to help students with academic, personal, social, and psychological concerns they may face while studying at the university.

The counseling services are data-driven and are preventative and remedial in nature. Counseling services are available to students for concerns related to academic support, personal issues, adjustment to university life, questioning of choice of major, or any other confidential matter.

The core belief of the university is to respect diversity and foster unity. All students have the right to confidentiality, and the counseling services are provided in a private and secure environment. University policy, Kingdom law, and/or the Counselling Code of Ethics (ACA; 2014)..

8.2 Academic Advisor

Every student is assigned an academic advisor from the EMSE Program Committee. An academic advisor is responsible for providing accurate and complete information about a student's degree requirements and assisting with students' overall academic progress throughout their study duration.

A student can approach an academic advisor for the following concerns:

1. Outlining a plan of studies for the upcoming semesters, reviewing and satisfying all degree requirements.
2. Resolving academic difficulties; information on how to prepare for final exams, course-related concerns, etc.
3. Clarifying university policies, regulations, programs, and procedures.
4. Reviewing academic records, and any deficiencies.
5. Assessing goals and interests, and developing a strategy for achieving academic and future career goals.
6. Assessing his/her progress and performance.
7. Any other things related to your program that you might want to discuss in a confidential manner

8.3 Students with Special Needs

Ahlia University welcomes students with special needs to any of the programs offered. Admission of students with special needs is considered by a special needs admission committee which assesses the potential of the candidates to succeed in their chosen academic program. Students with special needs are given all necessary support and guidance by Ahlia University

faculty and staff. Further, a special needs committee has been created to specifically look after the welfare of the students with special needs. Students with special needs can refer to the Directorate of Student Activities and Service and the Directorate of Student Counselling, for additional support and guidance

8.4 Ahlia University Student Information System (ADREG)

Ahlia University Student Information System (ADREG) keeps all necessary information about students and faculty. All students are given access to ADREG through their private username and password and they can access ADREG to view and confirm their registration, and academic transcript, request a challenge of grade, and request a withdrawal from a course.

Ahlia Universit ensures that all student information in ADREG is confidential and secure. Students can get their username and password from the Directorate of Admission and Registration. ADREG system can be accessed through the university website (http://www.ahlia.edu.bh) under Online Registration.

8.5 Student Inquiry/Complaint System

Ahlia University has an automated system in place to quickly and efficiently address student concerns. To submit an inquiry or complaint, students should log into the ADREG system on the university website and submit it to the Deanship of Student Affairs office.

The Student Support Officer will process the inquiry/complaint and inform the student of any decision taken. In case of any academic or non-academic complaint, students can directly contact the Deanship of Student Affairs or any directorate within it.

The university's website has in-depth rules and regulations related to academic and administrative procedures. All academic and administrative staff members are available to assist students with any problems they may face. The Deanship of Student Affairs is always ready to provide appropriate advice and guidance to students.

8.6 Student Activities

The Directorate of Student Activities at Ahlia University is responsible for providing student services such as social, cultural, and sports activities, student accommodation, internship and training, career counseling, and supporting the election of student representatives in the Student Council. Participating in these activities is important for students as they strengthen their association with the university and fellow students, develop hobbies and interests, and utilize their free time wisely.

All students have the right to participate in these activities, and the Student Council plays a major role in coordinating and deciding the types of activities.

8.7 Student Council

Ahlia University values student input and has established a Student Council, whose members are elected by their fellow students.

The Council's objectives are to develop students' personalities, leadership skills, and awareness of their rights and responsibilities, and to support student activities in various fields.

All full-time students who meet certain criteria can be nominated for the Student Council, and membership lasts for one year. The Council plays a significant role in improving communication between students and the university management and aims to create a strong bond between students and faculty/staff.

8.8 University Centres and Services

The University has various departments and centers, which provide the students with a number of academic and technical services. All students are entitled to use and benefit from these centers and services. These centers and services include:

Library

Ahlia University Library houses an extensive collection of books, journals, DVDs, and E-resources. The library offers a conducive environment for learning, with study spaces, self-service photocopying, and a wireless network. It provides access to over 2.5 million electronic journals and reference materials from 30 databases, covering Business, Management, Information Technology, Physiotherapy, Interior Design, and Public Relations. Additionally, the library provides access to over 40,000 electronic books across the disciplines taught at the University. The physical book collection currently holds over 9,000 books covering the disciplines offered at Ahlia. The databases can be accessed from outside the University with a username and password, and contact details and an email address are provided for assistance.

ICT Centre

The Information and Communication Technology Centre is responsible for delivering a secure channel of access to information and improving communication and learning processes by using the latest technological tools. The ICT Centre also offers day-to-day services through the Helpdesk (such as Moodle password.

Media Production Centre

Ahlia University Media Production Centre primarily supports students with a high-tech venue, designed to impart and refine practical skills in media production. The Media Production Centre consists of the following four units:

1. **Photography Studio**
   Provides students with powerful photographic equipment permitting highly effective image editing that produces powerful visual effects.

2. **Field Production Unit**
   Helps students in creating an in-depth case-study or documentary with technology essential to on-location video shooting, editing and production.

3. **TV Production Studio**
   HD technology provides students with a professional set-up to explore camera operation, make-up, lighting, audio and sound mixing, character generation for titling , acting, moderating, costuming and set designing.

4. **Post Production Unit**
   Transferring all footage for editing using the latest computer software, or film screening, the Post Production Unit provides a vast suite of resources necessary for students to refine their creative productions.

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