

**Classification:** Student Affairs

**Approving Authority:** [must be part of the University Executive]

**Responsible Authority:** Vice President of Enrollment Services and Student Affairs

**Implementing Authority:** Enrollment Services and Student Affairs

**Effective Date:** December 2025

**Review Date:** November 2028

## ***Student Non-Discrimination Policy and Procedures***

### **1.0 Purpose**

- 1.1 The American University of Iraq-Baghdad) is committed to providing an educational environment that is free from discrimination, harassment, and retaliation. The University prohibits discrimination against students or applicants for admission based on race, color, national origin, ethnicity, religion, sex, age, or disability. Negative discrimination and harassment are inconsistent with the values of the University and will not be tolerated in any academic, extracurricular, or administrative setting.

### **2.0 Scope**

- 2.1 This policy applies to:
- 2.1.1 All enrolled students and applicants for admission.
  - 2.1.2 All University-sponsored programs and activities, both on and off campus.
  - 2.1.3 Interactions with faculty, staff, other students, contractors, and visitors.

### **3.0 Definitions**

- 3.1 Prohibited Conduct:
- 3.1.1 Discrimination – Unfair or unequal treatment of a student based on a protected characteristic.
  - 3.1.2 Harassment – Unwelcome verbal, physical, or visual conduct that creates a hostile or offensive environment based on a protected status.
  - 3.1.3 Retaliation – Adverse actions taken against a student for reporting discrimination, filing a complaint, or participating in an investigation.

### **4.0 Procedures**

- 4.1 Reporting Procedures  
Students who believe they have experienced discrimination, harassment, or retaliation may file a complaint through the office of Student Affairs.
- 4.2 Reporting Timeline  
Complaints should be made as soon as possible following the incident, but no later than 30 days after the occurrence.
- 4.3 Investigation Process
  - 4.3.1 Initial Review – The Student Affairs Office will review the complaint within five (5) business days to determine whether the policy applies.
  - 4.3.2 Notice of Investigation – Both the complainant and respondent will be informed of the allegations and procedures.
  - 4.3.3 Fact-Finding – Interviews, document review, and collection of evidence will be conducted by the Student Affairs Office in consultation with relevant functions, e.g., BWE, Wellness Office.
  - 4.3.4 Findings – A written determination will be issued within sixty (60) calendar days, unless extended for good cause and forwarded to the Vice President (Enrollment Services and Student Affairs).

- 4.3.5 Outcome & Remedies – If a violation is found, remedies may include a verbal/written warning, counseling referrals, suspension, or dismissal.
- 4.4 Confidentiality  
The University will make every effort to protect the privacy of individuals involved in discrimination complaints. Confidentiality, however, cannot always be guaranteed when it conflicts with the University's obligation to investigate and address policy violations.
- 4.5 Appeals  
Either party may appeal the outcome of an investigation within ten (10) business days on the grounds of:
  - 4.5.1 Procedural error,
  - 4.5.2 New evidence, or
  - 4.5.3 Disproportionate sanctions.Appeals will be reviewed by the Vice President (Enrollment Services and Student Affairs). In the event that the complaint is against the Vice President (Enrollment Services and Student Affairs), the investigation process and appeal will be initiated by the University President.
- 4.6 Education and Prevention
  - 4.6.1 Annual training on non-discrimination and harassment is required for all students, faculty, and staff.
  - 4.6.2 Orientation programs include sessions on student rights and responsibilities.
  - 4.6.3 The University sponsors workshops and events that promote diversity, equity, and inclusion.

## **Related Policies and Documents**

### **Approval Signatures**

Signature of Policy Owner: \_\_\_\_\_  
Date: \_\_\_\_\_

Signature of Project Chair: \_\_\_\_\_  
Date: \_\_\_\_\_

Signature of President: \_\_\_\_\_  
Date: \_\_\_\_\_