



**The American University of Armenia**

**Student Handbook  
2009-2010**



## AMERICAN UNIVERSITY OF ARMENIA 2009-2010 STUDENT HANDBOOK

Welcome to the American University of Armenia! This handbook is a guide for new and returning students. It consolidates information from many sources on topics ranging from academic processes to University services. It is designed to supplement the catalog, the Student Code of Ethics, and other sources of information. Students should consult the on-line version of the AUA Catalog for the most up-to-date version of AUA policies and procedures.

This handbook is neither a contract nor an offer of a contract. The information it contains was accurate at the time of publication. Fees, deadlines, academic requirements, courses, degree programs, and other matters described in this brochure may change without notice. It is the students responsibility to read and understand all information in this handbook.

### **ACADEMICS**

#### ***Registration***

Students must register with the Office of the Registrar each quarter until completion of all requirements for the degree or certificate. Students may not register until all applicable fees have been paid. Students receiving financial assistance must check with the Office of the Registrar to ensure proper payment or waiver of fees. If tuition fees are not paid by the deadline set by the Office of the Registrar, the student may be denied admission to classes and may lose other privileges accorded to students in good standing.

Registered students may cancel their registration and receive reimbursement for paid fees during the first two weeks of classes for ten-week classes (or 20% of instruction time for shorter courses). After this deadline, students who wish to withdraw will forfeit paid tuition fees. For exceptional cases, students may petition their Dean in writing and explain any particular circumstance that may warrant a deviation from this rule.

Students who do not register for classes during the published registration period will be charged a late registration fee of 25,000 AMD. Those waiting to register for some administrative reason beyond their control (grade appeals, course approvals, etc.) will not be charged. Students who have to be out of town during registration should see the Registrar BEFORE registration to apply for an exception from the late fee and approval to register late.

#### ***Coursework and Unit Load***

Courses are assigned a unit value. One course unit normally represents 500 minutes of student-based work per quarter, including class attendance, laboratory, or research. Full-time students must carry a full course load for each quarter during which they are enrolled in an AUA graduate program. Each school or college sets its own norms regarding the full course load for any given quarter. A course load that is outside this norm requires prior approval from the Dean. Students taking such an exceptional course load will be charged a proportionate tuition.

AUA programs are intended for full-time study, graduate students must get permission from their academic program to attend part-time course.

#### ***Writing Course***

All newly admitted students are required to register and pay for the University Writing course prior to their first quarter of study at AUA. This course is offered just prior to beginning of the Fall Quarter each year for new students.

### ***Drop/Add***

Any student may petition to add or drop one or more courses from his or her registered course schedule during the permitted time frame. A student must add or drop courses within the first 2 weeks of a quarter. In the case of courses lasting less than 10 weeks, a student must add or drop a course before 20% of the class for the given course has transpired. The petition must be approved by each course instructor and the student's academic or certificate program. If the course is offered by an academic or certificate program other than the program in which the student is enrolled, approval by the program offering the course is required in addition to approval from the student's own program. Any change in a student's registered course schedule after the allotted time frame has lapsed may be granted only for good cause as decided by the student's academic or certificate program.

#### Academic Consequences:

Changing the course schedule may have academic consequences. Students are expected to maintain the number of units per quarter as required his or her academic or certificate program. Failing to complete the required units may impede the timely completion of study. Students are responsible for making sure that all academic program requirements are met.

If a student drops a course during the permitted time frame, the course will not appear on the student's transcript. If a student drops a course after the permitted time frame, the transcript will reflect that the student withdrew from the course. When the course was dropped late and for good cause, the grade "W" (withdrawal) will be recorded. "W" carries no unit value.

#### Tuition Consequences:

Changing a registered course schedule may have tuition consequences. Changes may result in a student's unit load for the quarter being either above or below the acceptable unit load designated by the academic program. If the student's unit load goes above the designated range, then additional tuition is charged based on the credit hour policy. If the student's unit load goes below the designated range, then the student is entitled to reimbursement on tuition paid only if the petition was processed during the permitted time frame.

#### Financial Aid Consequences:

Students granted financial aid awards are expected to maintain a full course load as set by his or her academic or certificate program. Students who fail to maintain a full course load may forfeit a portion or all of their financial aid depending on the financial aid program.

### ***The Quarter System***

The graduate program at AUA is normally offered during three academic quarters: fall, winter and spring. The summer term is used as needed by academic programs for both required and elective courses.

#### Grades

The work of graduate students at AUA is evaluated on the basis of letter grades as follows: A (excellent), B (satisfactory), C (minimum passing level), D (unsatisfactory), I (incomplete), F (fail), P (pass). For individual studies or seminars, students may be evaluated on the basis of the following: S (satisfactory) and U (unsatisfactory) or P (pass) and (F) Fail. The grades of A, B, and C may be modified by "plus" (+) or "minus" (-) suffixes reflecting the strength of the grade. A grade of D has no such modification.

Grade points per letter are assigned as follows: A=4, B=3, C=2, D=1, F=0. When attached to the grades A, B, C, "plus" grades carry three-tenths of a grade point *more* per unit, and "minus" grades three-tenths of a grade point *less* per unit. A+ carries 4.0 grade points. A student's cumulative grade point average is computed on a scale of 4.0 and is based on courses taken at AUA. Grades of A, B, C, D, and F are used in determining the cumulative grade point average. Grades of P, S and U carry no grade point and are excluded from all grade point computations; however, students receive course credit for grades of P and S. An "I" grade carries no grade point and students do not receive course credit until completion of all necessary coursework and assignment of a grade. Students receiving a grade of "I" must duly complete the requirements of the course, or repeat the course, within one year from the time the grade was assigned. If students fail to earn credit for such a course, they will receive an F grade.

### ***Grade Appeals***

Within 3 days of being notified of any specific grade (exam, assignment or course grade), a student may appeal the grade by discussing the matter with the instructor who issued the grade. Within 3 days of an instructor's response, or if the instructor has not responded, the student may appeal the matter in writing to the dean. The dean shall confer with the instructor and the student. The dean shall then render a final decision in writing on the appeal within 5 days from receiving the appeal. A grade may **only** be changed for the following two (2) reasons:

1. **A mathematical error**
2. **Misapplication of a grading standard previously announced in the syllabus.**

### ***Incomplete Grades***

An incomplete grade is only awarded when a student is unable to complete a quarter based on a documented illness or immediately family emergency. An "I" will be placed as the grade, with specific instructions from the instructor as to how this "I" will be removed. The "I" must be removed by the end of the next quarter. If the "I" is awarded in a course which is a prerequisite for another course, the second course cannot be taken until the "I" has been removed. No student will be allowed to graduate with an "I" on their transcript.

### ***Repetition of Courses***

Students must repeat courses in which they received a grade of D or F. When a student repeats a course in which s/he received a D or F, degree credit will be given only once, and only the most recently earned grade will be used to calculate the student's cumulative grade point average. Students who receive a grade of C+, C or C- have the option to repeat the course. All repeated courses carry tuition and must be taken within two years of starting the degree program.

### ***Final Examinations***

All final examinations shall be held during the final examination period on the University calendar unless a prior agreement has been reached between a professor and the Dean of the college, school, or department. Regular class sessions may be used for quizzes or mid-term examinations, but not for final examinations.

Faculty and students will be notified of the final examination schedule at the beginning of each quarter. The scheduling of any final examination outside of the specified period requires approval of the appropriate Dean.

### ***Supplemental Courses***

No supplementary courses in a program may be taken by a student who has already graduated from that program, unless the student has the prior permission of the Dean.

### ***Transfer of Credit***

An AUA student may petition to transfer to AUA up to 4 graduate level credits for a course completed at another recognized institution of higher learning, subject to the following conditions:

- That the student earned a passing grade in the course for which transfer credit is requested, no credit is allowed for academic courses based on a Pass/Fail (P/F) evaluation.
- That the student submits an official transcript from the institution at which the credit was earned, showing the grade and number of units awarded for the course in question; and
- That the student provides evidence that the credits s/he is requesting to transfer to AUA will not be utilized to fulfill a program or degree requirement at another institution.

An applicant from another university who wishes to transfer his/her earned credits towards an AUA degree may be allowed to transfer one course with the approval of the Dean of the College. Transfer credits count toward degree completion, but are not included in the students GPA calculation.

### ***Transfer credit with Advanced Standing***

An AUA degree student is allowed to transfer the equivalent of up to 4 AUA credits. However, the academic program may approve the awarding of additional credits of advanced standing based on the results of waiver examinations given by the program to the student.

The total of transfer and advanced standing credits shall not normally exceed 30% of the total credits required for the degree/certificate

### ***Residency at AUA***

All requirements for any AUA certificate or degree are to be completed while a student is enrolled and in residence (i.e., present and participating in classes) at AUA.

### ***Transfer from One AUA Program to Another***

Normally, once admitted to an AUA degree program, a student may not transfer his or her degree objective to another AUA degree program. Students who were admitted but have subsequently taken a short-term withdrawal from AUA are also subject to the above restriction. Exceptions to this policy may be requested by petition to the Admissions Committee.

### **Academic Standing**

Based on his/her performance, a student at AUA is classified as: in good academic standing, on probationary status, or subject to dismissal. A student is considered to be in good academic standing if he/she has a cumulative grade point average of at least 3.0.

### ***Probation and Dismissal***

Students whose cumulative grade point average falls below 3.0 at the end of any quarter will be placed on academic probation. A student on academic probation who does not achieve a cumulative quarter grade point average of 3.0 or higher in the following quarter will be subject to dismissal. A maximum of two consecutive probations is allowed.

The University's Academic Probation Policy is expressed in the following chart:

<b>Determination of Student Academic Status at the End of Each Quarter</b>		
<b>If the student is:</b>	<b>And gets a GPA of:</b>	<b>The student will be:</b>
In good academic standing	Cumulative GPA 3.0 or above	In good academic standing
In good academic standing	Cumulative GPA < 3.0	On academic probation
On academic probation	Cumulative GPA 3.0 or above	In good academic standing
On academic probation	Cumulative GPA < 3.0	Subject to Dismissal

At the end of each quarter, the Office of the Registrar reviews the records of all registered students. Those students whose records indicate a GPA less than 3.0 are reported to the Dean, the resident head (if the Dean is not resident in Yerevan), and the Provost.

(1) Automatic Notification of Students not Currently on Probation. The Office of the Registrar notifies students who are entering probationary status in writing and explains the consequences of not obtaining good academic standing, and sends a report listing the students on probation to the Dean, or Dean's designee, in the respective program.

(2) Notification of Deans about Students Currently on Probation. For students already on probation, the Office of the Registrar notifies Deans about students who have not obtained good academic standing and who are, therefore, subject to dismissal.

(3) Optional Referral by Department to Curriculum Committee. The Dean and the academic program may decide to appeal to the Curriculum Committee **when there is an exceptional circumstance that may warrant probationary status to be extended by one quarter.** Upon receipt of the academic program's appeal, the Curriculum Committee must within three working days decide whether to accept or deny the recommendation for an additional quarter of probation and send its decision to the Dean, the Provost, and the Registrar.

(4) Report of Dean to Registrar regarding Student Status. The Dean must within three working days of receipt of information from the Office of the Registrar notify the Registrar that the student is dismissed or that an appeal is being made to the Curriculum Committee because an exceptional circumstance exists that has affected the student's performance.

(5) Final Notification to Student on Probationary Status. The Office of the Registrar notifies students already on probationary status in writing that they are now in good academic standing, have been dismissed, or are permitted one last opportunity to obtain good academic standing by the Curriculum Committee because of exceptional circumstances.

***Conditional Admission***

Students admitted conditionally are considered to be on probation for their first quarter of studies and may be dismissed after the first quarter.

<b>Determination of Student Academic Status at the End of the First Quarter</b>	
<b>If the student gets a GPA of:</b>	<b>The student will be:</b>
Cumulative GPA 3.0 or above	In good academic standing
Cumulative GPA < 3.0	Subject to Dismissal

(1) Quarter 1 Performance Review. At the end of the first quarter of studies, the Office of the Registrar reviews the records of all registered students who have been admitted conditionally. Those students who are not in good academic standing are reported to the Dean, the resident head (if the Dean is not resident in Yerevan) and the Provost.

(2) Optional Referral by Department to Curriculum Committee. The Dean and the academic program may decide to appeal to the Curriculum Committee **when there is an exceptional circumstance that may warrant probationary status to be extended by one quarter**. On receipt of the Program's appeal, the Curriculum Committee must within three working days decide whether to except or deny the recommendation for an additional quarter of probation and send its decision to the Dean, the Provost, and the Registrar.

(3) Report of Dean to Registrar regarding Student Status. The Dean must within three days of receipt of information from the Office of the Registrar notify the Registrar that the student is dismissed or that an appeal is being made to the Curriculum Committee because an exceptional circumstance exists that has affected the student's performance.

(4) Notification to Student on Conditional Status. The Office of the Registrar notifies conditional students after their first quarter of studies in writing that they are now in good academic standing, have been dismissed, or are permitted one last opportunity to obtain good academic standing by the Curriculum Committee because of exceptional circumstances.

(5) Students admitted on a conditional basis because of English proficiency are required to take a remedial English course prior to the writing course required by all newly admitted. This course is graded on a Pass/Fail basis.

***Dismissal from Program based on Academic Performance***

The following are subject to dismissal from the University:

- A student who does not complete degree or certificate requirements within three years.
- A student on academic probation or admitted conditionally who fails to achieve Good Academic Standing within one quarter.

A student who has been dismissed from his/her program for academic deficiencies is eligible to apply for readmission to the same or other programs after one calendar year.

At the end of the quarter which renders a student subject to dismissal (and before the beginning

of the following quarter), the Registrar shall notify the Dean and Provost of the student's status, so that appropriate action may be taken to notify the student or refer the dismissal to the Curriculum Committee for Review. Upon final decision of dismissal, the Registrar shall notify the student of dismissal.

All students have the right to appeal academic or administrative decisions that terminate their enrollment in a degree program. In case of dismissal, students may appeal once, in writing, by filing an appeal addressed to the Dean of the Program. The appeal must be filed with the Registrar's Office so that a copy can be placed in the students' permanent record before being forwarded to the appropriate Dean for review.

#### ***Standing within one quarter***

A student who has been dismissed from his/her program for academic deficiencies is eligible to apply for readmission to the same or other programs after one calendar year.

At the end of the quarter which renders a student subject to dismissal (and before the beginning of the following quarter), the Registrar shall notify the Dean and provost of the student's status, so that appropriate action may be taken to notify the student or refer the dismissal to the Curriculum Committee for Review. Upon final decision of dismissal, the Registrar shall notify the student of dismissal.

All students have the right to appeal academic or administrative decisions that terminate their enrollment in a degree program. In case of dismissal, students may appeal once within one (1) week of receiving the decision, in writing, by filing an appeal addressed to the Dean of the Program. The appeal must be filed with the Registrar's Office so that a copy can be placed in the students' permanent record before being forwarded to the appropriate Dean for review.

#### ***Dismissal from the University for Academic Dishonesty***

Failure to adhere to academic honesty as outlined in the Student Code of Ethics may result in dismissal from the University. The decision to dismiss a student from the University for academic dishonesty may be appealed in accordance to the procedure provided by Student Code of Ethics.

### **Withdrawal and Readmission**

A student may petition for withdrawal from the University only once during the time he/she is enrolled at AUA. Special cases may be allowed only after a written appeal explaining why special treatment is justified and the approval of the Provost is obtained. A student withdrawing from the University while on academic probation will remain on academic probation if he/she reapplies. All policies regarding probation and dismissal will apply.

#### ***Readmission to the University***

A student who has withdrawn from the University and wishes to return must petition to the academic program for readmission. All petitions for readmission must be submitted to the Dean of the relevant College, School, or Department through the Office of the Registrar so that a copy can be placed in the student's permanent record.

Petitions for readmission must be filed at least three weeks before the start of the term for which readmission is requested. ***Readmission of a student properly authorized to withdraw from the University is not automatic.*** The student will be considered for readmission based on the availability of space and courses during the term for which readmission is requested.

A student must petition to return from withdrawal within three academic years to be eligible for readmission; otherwise, the student will be considered to have permanently withdrawn.

#### ***Dismissal Resulting from Failure to Register or Withdraw***

Failure to register for the required courses and to obtain formal permission to withdraw from the University will constitute automatic dismissal from the University. The student may re-apply for

admission after one calendar year. This penalty does not apply to those students who have returned from withdrawal and do not need to take classes during certain quarters.

### ***Permanent Withdrawal***

Any student who fails to return from withdrawal within three academic years shall be considered permanently withdrawn from the University. Such student is eligible to re-apply for admission to the academic program from which the withdrawal was taken; however, the student may have to re-start the academic program or re-take specific courses as determined appropriate by the academic program.

## **Degree or Certificate Requirements**

### ***Graduation Requirements***

Colleges and programs set their own subject requirements for their degree or certificate. Students must complete all published course requirements and must maintain a minimum cumulative grade point average of 3.0 in order to graduate. Students cannot graduate if their transcripts have a D or F grade. Degrees or certificates are awarded once a year.

### ***Time Allowed to Complete Requirements***

Full-time students have a maximum of nine quarters in which to complete all published requirements for their degree/certificate. If they do not finish in that period, the appropriate College will terminate the candidacy of students after their candidacy has lapsed beyond the nine-quarter limit. Part-time students must consult with the Dean of their program to establish the schedule for their studies.

## **OFFICE OF THE REGISTRAR**

The Office of the Registrar is responsible for the admission of new students, the registration procedures for all admitted student along with student services. It is the place to come if you have any questions about policies, procedures or activities. All students are invited to visit the Registrar's Office for any aspect of their educational needs.

### ***Information and Academic Services***

Information on the following may be obtained from the Office of the Registrar:

- Admission requirements and procedures
- Academic programs
- Registration, tuition fee and other payments, financial assistance
- Course and graduation requirements
- General policies and procedures
- Students' rights and responsibilities
- Withdrawal, dismissal, and readmission procedures and policies
- Transcripts, certificates, diplomas, and letter(s) of standing,
- Standardized tests and their availability in Armenia
- Institutional Test of English as a Foreign Language
- Commencement exercises
- Financial Assistance Programs

In order to facilitate student requests, the following forms are available:

- Application form
- Request for document (transcript, letter(s) of standing, etc.)
- Withdrawal from degree programs and certificate programs
- Course registration form
- Course add/drop form
- Financial assistance forms for loans, deferred payments, and tuition assistance.

### ***Student Records***

Students have the following rights regarding records maintained by the Registrar's Office:

(1) *The right to inspect and review his/her own records within 15 working days of the day the University receives a written request for access. Letters of Recommendation are not available for inspection or review.* Students should submit to the Registrar written requests that identify the record(s) they wish to inspect. The Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected.

(2) *The right to request an amendment of information in the student's records that the student believes is inaccurate or misleading.* Students may make written requests asking the University to amend a record that they believe is inaccurate or misleading. They should write to the Registrar, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the University decides not to amend the records, as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided when the student is notified of the right to a hearing.

(3) *The right to consent to disclosures of personally identifiable information contained in the student's education records, except as stated below.* One exception, which permits disclosure without consent, is to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic, research, and health-care position, and a party with whom the University has contracted (such as an attorney, auditor, or collection agent). A school official has legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility. Upon request, the University discloses educational records without consent to officials of another educational institution in which a student seeks or intends to enroll. The University is obligated to disclose information to law enforcement officers who receive proper legal authorization to obtain such information.

(4) *The right to file a complaint, subject to the laws of Armenia, with appropriate legal authorities in Armenia.*

## **FINANCIAL INFORMATION**

### ***Financial Support***

The Ministry and the government of Armenia provide in-kind and logistical support to the operation of the University. The Armenian government has granted the University the six-story building in central Yerevan where the University is currently located.

The University receives major financial support for its operations from the Armenian General Benevolent Union (AGBU), a non-profit corporation established in 1906, with branches worldwide, to preserve and promote the Armenian identity and heritage through educational, cultural, and humanitarian programs. The University also receives contributions from the Lincy Foundation, the United States Government and other government agencies, other private foundations, and individual philanthropists.

AUA has received major funding for capital improvements from the U.S. Agency for International Development. The U.S. Information Agency has provided grants both for capital improvement and special academic programs.

### ***Tuition and Fees***

Applicants should consider carefully the financing of their education at AUA from the time of their admission to the completion of their degree. *Please note that fees are subject to change from year to year; however, students in degree programs sign a contract with AUA upon enrollment which establishes tuition for the duration of the contract. Check with the Registrar's Office for the latest tuition schedule.* All fees are to be paid in Armenian Drams (AMD).

The tuition fee for students in Degree Programs in 2009 is:

Citizens and long-term residents (with 10-year visa) of Armenia: 960,000 AMD per year or 320,000 AMD per quarter

Foreign students: 3,300,000 AMD per year or 1,100,000 AMD per quarter.

The university will base its assessment of tuition on these definitions of time status.

- Full-time students will pay a flat fee. Full-time enrollment is defined as 12-18 credit hours per quarter. The exception to this is the Law Department, where full-time enrollment is defined as 8 credit hours per quarter.
- Part-time students will be assessed a per credit fee, calculated as the flat fee divided by the average full-time number of credits (12 credits)
- Students taking more than prescribed number of units per quarter in their program will be assessed a per unit fee for additional units (the fee will be waived when it is required by the program for normal progress).

**Fees may be refunded if students withdraw from enrollment within the time allowed, provided they file a "Petition to Withdraw" form by the second week of classes for ten-week courses or prior to 20% of the given course time having elapsed.** Tuition fees are not refunded if a student withdraws after 20% of the given course time has elapsed. For exceptional situations, the student must petition in writing to the Registrar stating clearly why an exception should be granted.

### ***Tuition Assistance***

The goal of the Tuition Assistance Program is that each Armenian student will receive tuition assistance according to his/her financial need. This will allow for academically gifted but economically disadvantaged students to have an equal opportunity to attend AUA.

Students may apply for additional tuition assistance once a year according to published deadlines for each program using the Scholarship and Financial Aid Application. This form is available in the Registrar's Office, and must be submitted with all required documentation.

Information provided by students will be kept anonymous and confidential, and decisions are made by the Financial Aid Committee. Information submitted will be spot checked for truthfulness, and the penalty for submitting false information will be denial or revocation of any tuition assistance and exclusion from any future tuition assistance.

Awards are made for one calendar year. Students must maintain good standing (a grade point average of at least 3.0 and be enrolled full-time in their program of studies) to continue receiving the additional tuition assistance each quarter

### ***Student Loan Program***

The University implements a need-based loan program, with the intent of fulfilling the universities goal that no qualified student will encounter financial obstacles to completing his or her education at AUA.

Any student enrolled in any degree program at AUA, who is in good academic standing and can demonstrate financial need, is eligible to apply. Newly admitted students and those admitted on a conditional basis are also eligible to apply. Loans are only available for Armenian students or students who hold a 10 year visa. The maximum amount a student can apply for is 480,000 AMD per academic year, for a total of 960,000 AMD. Students wishing to be considered for a loan must submit a Scholarship and Financial Aid Application, available in the Registrar's Office, and a 5000 AMD non-refundable application fee. Applications will be reviewed by the Financial Aid Committee, which is made up of faculty and/or academic administrators, and will be evaluated on the basis of individual merits and circumstances and a financial data gathering process. Students are encouraged to plan ahead for their financial obligations. The deadline to apply for student loans for 2009 was March 31, 2009. The deadline for 2010 is March 31 2010.

Loan funds are only applicable to AUA fees (the applicant will not directly receive any funds) and are available within the limits of available resources. Students may borrow up to a

maximum amount of 800,000 drams for the duration of their studies. This amount is subject to change based on the availability of funds.

During the course of their studies, students will begin paying back their student loan at the rate of 15000 AMD every three months. Upon graduation, students will receive a payment schedule for the repayment of their loans. The student will then have twelve months to repay the loan at no interest. After this period, a five percent yearly interest charge will be assessed. All loans must be repaid within three years.

Those students withdrawing or dismissed from AUA will be expected to begin repayment immediately and have 60 days to repay the loan. Students with outstanding debts to the university will not receive their diploma. They are also not eligible to request transcripts or letters of standing.

### ***Tuition Support Program (Work Study)***

Occasionally, departments seek to fill part-time work positions. Announcements concerning openings are sent via student email accounts. Under this program, students may seek employment (for up to twenty hours per week) within the university, normally for the duration of one quarter. Such students are not considered to be AUA employees and, therefore, are not entitled to any AUA employee benefits. The wages earned under this program are to be used exclusively to cover a portion of any outstanding tuition: students will not receive any funds to be used for any other purpose. Only students in good standing are eligible to apply under this program. Please check with the Registrar's Office for further details.

### ***Deferred Payments***

Students choosing to pay their tuition in fixed installments must submit an AUA Deferred Payment Application, available in the Registrar's Office, after paying a minimum of 35% of their tuition fee due for the quarter. The dates for these installments are fixed by the Registrar's Office and students will be expected to make equal payments under this plan. Any outstanding debt from any installment is to be paid prior to registration for the next quarter. Please check with the Registrar's Office for details.

### ***Advanced Payment***

Students may choose to make payments towards their tuition in installments before the start of a given quarter. In this case, if the student does not register for the subsequent quarter or withdraws before less than 20% of the given course's time has elapsed, the entire payment made in advance is refunded to the student.

### ***Academic Scholarships***

A number of Academic Scholarships based on merit, including Departmental Scholarships, are awarded to deserving students. Selection of recipients of privately funded scholarships is based on criteria established by the donors, while AUA sets the criteria for others.

The Vartkes and Rita Balian Scholarship was established in 1995 to recognize the best overall performance of a first year degree student. The award is made each year on the basis of established criteria that demonstrate overall academic achievement. The decision is announced during annual commencement exercises. The award is equivalent to the tuition for the recipient's second year of studies.

### ***Financial Difficulties***

Any student experiencing financial difficulties is encouraged to meet with the Registrar or the Financial Aid Coordinator. Our goal is to try to find a way to meet your financial obligations through the various financial aid programs offered by AUA.

## **STUDENT RESPONSIBILITIES**

### ***Student Code of Ethics***

It is the goal of the American University of Armenia to promote the growth of ethically responsible graduates through fostering an environment of integrity, fairness, trust, and mutual respect at AUA. The students, faculty, and administration of AUA are all collectively and individually responsible for maintaining the academic integrity of this institution. The academic conduct of each student is subject to the Student Code of Ethics and the code shall be used to govern and adjudicate all related matters.

Students at AUA are obligated to conduct themselves in a manner appropriate to the University's mission as an institution of higher education. Students are obligated to refrain from acts that they know, or should know, will impair the academic integrity of the University. Actions, which may be considered acceptable or normative outside of AUA, are not necessarily acceptable at AUA and shall not interfere in overall academic conduct. All shall be treated equally and be guided by the current code, which can be amended when needed.

It is the responsibility of each student to become familiar with the provisions of the Student Code of Ethics (see Appendix A). Registration is contingent on each student signing a document stating that he/she has received and is responsible for following all policies outlined in the Student Code of Ethics. The code defines different forms of academic dishonesty and how disciplinary action will be applied in cases where the code is broken.

### ***Class Attendance***

AUA's American system of education is based on student learning through participation in classroom discussions. Thus, class attendance and participation is part of the educational process at AUA and is expected of all students. AUA students are responsible for attending classes on a regular basis, taking quizzes and examinations on their scheduled days, and submitting all written work on time.

Individual faculty may determine their own policy regarding make-up examinations. Students should be aware that the right to take a make-up examination is not automatic. A student who arrives late on the day of an examination or quiz may not be allowed to make up the time lost because of lateness. Individual faculty may choose to include the student's participation in the classroom as a factor in arriving at the final course grade.

### ***Return of Borrowed Material***

All borrowed materials, including library books and financial calculators (with accompanying operating manual), must be returned by the required date each quarter. Failure to return borrowed materials or any other AUA property, or failure to pay debts owed to AUA, may result in grades of "Incomplete" for all courses in which the student is enrolled, as well as withholding of official transcripts and diploma. Students are responsible for materials that are lost, stolen, or damaged. AUA will require a student to compensate the University in the amount of 150% of the replacement cost of all lost, stolen, or damaged materials.

### ***Graduation***

Graduation ceremonies are held at the end of the spring quarter. Students must complete an "Intent to Graduate" form and pay 5000 AMD at the beginning of their last quarter, this must be signed by their Dean/Assoc Dean. This fee covers the cost of diplomas along with the maintenance of caps, gowns and hoods, and invitations. These are handed out prior to the ceremony in the Registrar Office according to a published schedule. Graduates may purchase the gowns, caps, and hoods for 20000 AMD.

All financial debts (telephone and facsimile bills, unpaid registration fees, deferred payments, etc.) to the University must be paid in full by the end of students' final quarter. Loans must be paid subject to the terms and conditions of signed contracts. All borrowed library or other materials must also be returned. Failure to pay amounts due or return University property will result in the withholding of diplomas and transcripts and no request for any document based on information in the student's file or electronic record will be accepted.

## COMPUTER SERVICES

All AUA students will be given e-mail accounts and will have the right to use the computer laboratories. Students should check their AUA email accounts regularly as important announcements and other information is sent via email.

### *Guidelines for Computer Laboratory*

Students using the laboratory are asked to be respectful of other patrons and their need to get work done. Behavior that disrupts other users can lead to removal from the laboratory and further disciplinary action if it violates the AUA Computer and the Network Appropriate Use Policy. Users should ask a laboratory instructor for help in the case of problems with any equipment. Users should never attempt to fix a computer themselves. No food or drink is allowed in the laboratory. A student ID is required to use the computers.

During busy periods, particularly near examination time and at certain peak times during the week, the laboratory may be crowded. At these times, the laboratory Instructors will maintain a waiting list on a first-come-first-served basis. Anyone using computers without checking in may have to yield their computer to waiting students.

### *Laboratory Instructors*

The laboratory instructors are at the main desk and can be expected to help with application programs, printing, and finding online help or other documentation for supported software. Laboratory instructors will not do work for students.

### *Network login names*

All AUA students are given login names for logging into the network, 3 MB mailboxes, and 3MB personal directories on fileserver UNI. Login names look like **FirstName\_LastName** and e-mail addresses are **FirstName\_LastName@edu.aua.am**. Users should not exceed the disk space limits; otherwise they will face data retrieval and printing problems. Personal directories are named **UNI\DATA\HOME\FirstName\_LastName** and are created to store assignments, homework, etc. Students' login names are used to keep records on printing and Internet traffic.

### *Printing*

All laboratory computers are connected to a laser printer. AUA provides quality paper for printing in the computer laboratories. Students can print up to 50 pages per course free of charge. For printouts exceeding the limit, students will be asked to pay 15 AMD per page. The information about the number of pages printed by each student is at: [http://ac.aua.am/SAManager/Web/Print\\_Report/](http://ac.aua.am/SAManager/Web/Print_Report/). Students are asked to pay their printing debts towards AUA when they terminate their studies at the University (graduation, withdrawal, dismissal).

### *Installing or Loading Software*

Loading Software onto laboratory computers is strictly prohibited. Any violation could lead to removal of the user from the laboratory as well as termination of access to the computer laboratory.

### *Student Files*

If students need to create a directory for their work, they may create it on Windows Desktop. It is each student's responsibility to have copies of files that he or she puts on the local drive. Any foreign files on AUA hard drives will be deleted. Neither the computer laboratory nor the laboratory instructors will be responsible for any lost files.

### *Time Limit*

A time limit will be enforced if the laboratory is very busy or if any software a student needs is installed only on a workstation that is occupied. The time limit will be set by the computer laboratory instructors.

### ***The Laboratory Computers***

When a user finishes his or her work on the assigned workstation, the computer should NOT be turned off. Computers should be left as they were found. If a workstation crashes, see the laboratory instructor for help.

### ***Clean-Up Your Workspace***

In order to keep the computer laboratory free of papers at or near the workstations, students must clean up their own litter after completing their work.

## **OTHER STUDENT RESOURCES**

### ***Student Council***

As part of the greater academic community, Student Council of the American University of Armenia aims to promote general interest and welfare of the Student Body, to enhance student communication and leadership skills and to insist upon academic freedom, responsibility, and excellence.

Student Council plans a number of activities for the AUA student, including trips, English language movies, competitions, service projects, parties and other celebrations, foreign language classes, meetings, etc. Students are encouraged to participate in Student Council activities by attending activities, serving on committees, and running for office.

### ***Library***

The AUA Papazian Library supports the instructional and research programs of the university. Services provided include reference and research assistance; library instruction; access to the collections, computers, and electronic resources; instructional technology support; interlibrary loans; and reserve reading. In addition to other materials, the library serves as a depository for the collection of textbooks and other instructional materials for the educational needs of the University.

While the library is open to the public, current AUA students, faculty, and staff have first priority to borrow materials from the general collection and most restricted collections. Open hours are: 9:00 – 21:00 on weekdays and 10:00 – 18:00 on weekends.

## Appendix A

# AMERICAN UNIVERSITY OF ARMENIA STUDENT CODE OF ETHICS

### 1. PREAMBLE

The students, faculty and administration of AUA are all collectively and individually responsible for maintaining the academic integrity of this institution. This Code of Ethics governs the academic conduct of each student University-wide and it shall be used to govern and adjudicate all matters of student academic conduct to the extent it is practicable for it to do so.

Students at AUA are obligated to conduct themselves in a manner appropriate to the University's mission as an institution of higher education. Students are obligated to refrain from acts that they know, or should know, will impair the academic integrity of the University. Actions, which may be considered acceptable or normative outside of AUA, are not necessarily acceptable at AUA and shall not interfere in overall academic conduct. All shall be treated equally and be guided by the current code. This Code of Ethics may from time to time be revised and amended.

### 2. POLICY

If any provision of this document directly contradicts an ethics provision of an academic program, then the relevant provision in this document shall prevail. If this document is silent on any matter pertaining to student ethics, then the provision of the student's academic program shall prevail on that particular matter.

### 3. RIGHTS

As members of the American University of Armenia community, students enjoy the following rights:

- 3.1. Equal Opportunity in Education**  
Every student has a right to be free from discrimination based on race, religion, ethnic origin, political affiliation, age, sex, disability or sexual orientation.
- 3.2. Right to Academic Freedom**  
Students have the right to freedom of expression as defined in the University statement on academic freedom, and a right to freedom of assembly and association, as long as the exercise of such freedoms does not interfere with the effective conduct of classes, complies with University policies, the Education Contract, RA laws, and respect for the rights of others.
- 3.3. Rights Concerning Educational Process**
  - 3.3.1** While students are required to know the material presented by the instructor, students are also free to reserve and express personal judgment in a constructive manner.
  - 3.3.2** While faculty and administrators have decision making authority in educational matters, students may make suggestions in a constructive manner regarding revising and improving the educational process.
  - 3.3.3** Students have the right to be informed of grading criteria and to fair evaluation by the instructor, as well as a right to appeal a grade based on mathematical error or misapplication of grading criteria.
- 3.4. Privacy Rights**  
Students have a right to protection against unauthorized disclosure of information contained in their financial, medical, and educational records.
- 3.5. Rights Pertaining to Student Organizations**
  - 3.5.1** Students shall be free to organize and join student organizations to promote their common interests within the framework of the Student Council. Student organizations shall be free to examine and to discuss all questions of interest in accordance with RA law.
  - 3.5.2** Recognized student organizations may be afforded the privilege to use available University buildings, facilities and services in accordance with the University administrative policies and procedures.

- 3.6. Freedom from Harassment  
Students have a right to be free from any kind of harassment by any member of the University's community and have the right to apply to the Ethics and Grievance Committee for redress.
- 3.7. Due Process  
Students have a right to due process in any University proceeding against them. This includes the right to be heard, a right to review and decision by impartial persons or bodies, and a right to adequate notice.
- 3.8. Grievance Process  
Students have a right to file a grievance regarding the violation of any student right with the Ethics and Grievance Committee in accordance with its procedures.

#### 4. RESPONSIBILITIES

- 4.1. It shall be the responsibility of each student to become familiar with the provisions of this Code. Upon enrollment at AUA each student will be given a copy of the Code and will sign a form acknowledging that he/she has read, understood and agreed to follow this Code.
- 4.2. Each student is obligated to refrain from committing any act of academic dishonesty. These are acts that a student knows or under the circumstances should know impair the academic integrity of AUA, as described in detail in this Code.
- 4.3. A student who commits an act of academic dishonesty is subject to disciplinary action as described in this Code.
- 4.4. A faculty member who discovers a violation of this Code may impose the following measures:
  - 4.4.1. oral warning to the student;
  - 4.4.2. written warning to the student;
  - 4.4.3. reduction in score in the academic evaluation involved or one of its components;
  - 4.4.4. retake of the academic evaluation involved or one of its components;
  - 4.4.5. failure in the course.
- 4.5. Disciplinary measures should be applied in a timely manner, as soon as practicable after the discovery of the violation.
- 4.6. Faculty should seek, as needed, the advice of the Dean (or his/her designee) on how to handle such violations. If the student is from a different program or department, faculty members are encouraged to confer with the Dean of that program (or his/her designee) about the student.
- 4.7. In a particularly serious case (e.g., involving a repeat offense), the faculty member may recommend that the Dean request that the student be suspended or dismissed from the program. The final decision on such matters shall be made by the Vice President (or his/her designee).
- 4.8. In general, students should address their concerns regarding disciplinary measures under this Code, first to the faculty member. If the student believes that there has been a serious error in the application of the disciplinary measure, the student may discuss the matter with the Dean (or Dean's designee).
- 4.9. After appeal to the Dean (or the Dean's designee), if a student believes that the disciplinary measure relating to the violation of academic integrity or misconduct is manifestly erroneous or grossly unfair, the student may appeal to the Ethics and Grievance Committee (EGC). In general, the EGC will show deference to the faculty and dean on substantive matters and may modify a measure only if the disciplinary measure was manifestly erroneous or grossly unfair.
- 4.10. Each Program/Department shall make an annual report at the end of each academic year, summarizing on a no-names basis the violations addressed and the corresponding disciplinary measures applied during that academic year.

#### 5. DEFINITIONS

The following definitions apply to the terminology used in this Code:

- 5.1. *Academic Integrity*  
Adherence to academic ethical principles and honesty

**5.2. Academic evaluation includes:**

- in-class examinations whether or not in writing
- laboratory reports
- take-home examinations
- research or term papers
- assignments, case studies and exercises
- any other academic work intended to evaluate a student's performance in a course

**5.3. Appropriate faculty member**

An appropriate faculty member is the instructor in whose class or under whose supervision the dispute has arisen.

**5.4. Academic dishonesty**

Any action or attempted action that may result in creating an unfair academic advantage for one's self or an unfair academic advantage or disadvantage for any other member or members of the academic community, including misrepresentation of another's work as one's own..

**5.5. Academic misconduct**

Academic misconduct is a violation of the Student Code of Ethics. Academic misconduct is defined as any deliberate action that harms the academic ethics of the University in any other way than in the forgoing definitions. Academic misconduct shall include, but is not limited to:

- 5.5.1.** removing, defacing, or deliberately keeping from other students library materials that are on reserve for specific courses;
- 5.5.2.** making material misrepresentations in the context of an academic assignment;
- 5.5.3.** fabricating or altering information or data and presenting it as legitimate;
- 5.5.4.** failing to identify yourself honestly in the context of an academic obligation;
- 5.5.5.** providing false or misleading information to an instructor or any other University official;
- 5.5.6.** sabotaging or stealing another person's assignment, book, paper, notes, experiment, project, electronic hardware or software;
- 5.5.7.** improper access to, or electronically interfering with, the property of another person or the University via computer or other means;
- 5.5.8.** obtaining a copy of an exam or assignment prior to its approved release by the instructor;
- 5.5.9.** selling, distributing, website posting, or publishing course lecture notes, handouts, readers, recordings, or other information provided by an instructor, or using them for any commercial purpose without the express permission of the instructor;
- 5.5.10.** forgery of an instructor's signature on a letter of recommendation or any other document;
- 5.5.11.** submitting an altered transcript of grades to or from another institution;
- 5.5.12.** putting one's name on another person's exam or assignment;
- 5.5.13.** altering a previously graded exam or assignment for purposes of a grade appeal or gaining points in a re-grading process.

**5.6. Cheating**

Cheating is a violation of the Student Code of Ethics. Cheating shall include but is not limited to:

- 5.6.1.** *using or referring to notes, books, devices or other sources of information during an Academic Evaluation when such use has not been expressly allowed by the faculty member who is conducting the examination;*
- 5.6.2.** *copying another student's answers on an Academic Evaluation;*
- 5.6.3.** *unauthorized conferring during an Academic Evaluation*
- 5.6.4.** *allowing another student to copy one's answers;*
- 5.6.5.** *acting as substitute for another or utilizing another as a substitute during an Academic Evaluation;*
- 5.6.6.** *preprogramming a calculator, cell phone, or other device to contain answers or other unauthorized information for exams;*
- 5.6.7.** *using unauthorized materials, prepared answers, written notes, or concealed information during an exam;*

**5.6.8.** *allowing others to do an assignment or portion of an assignment (e.g., group assignments) for you, including the use of a commercial term-paper service;*

**5.6.9.** *submission of the same assignment for more than one course without prior approval of all the instructors involved;*

**5.7. *Disciplinary Measures***

Disciplinary Measures are the action(s) taken to punish a person who committed violations of academic integrity, in particular, Depending on – and consistent with – the level of the infraction (severity of the offense), as mitigated or aggravated by circumstances and prior offenses measures that may be applied are as follows:

**5.7.1.** warning (verbal)

**5.7.2.** written warning (censure)

**5.7.3.** reduction in score

**5.7.4.** failure

**5.7.5.** suspension

**5.7.6.** dismissal

**5.8. *Member of academic community***

A member of academic community is anyone who is related to, involved in, or responsible for the academic matters of AUA.

**5.9. *Plagiarism***

Plagiarism is a violation of the Student Code of Ethics. Plagiarism consists of using the words, ideas, concepts or data of another person without proper attribution. It may exist in circumstances where the student implies that he/she is the original source of the information. Plagiarism includes both direct use and the paraphrasing of words, thoughts or concepts of another without proper attribution. It shall include, but is not limited to:

**5.9.1.** copying of passages from electronic and/or copy works of others into one's own homework, essay, term paper, or thesis without acknowledgment;

**5.9.2.** use of the views, opinions, or insights of another person without acknowledgment;

**5.9.3.** paraphrasing of another person's characteristic or original phraseology, metaphor, or other literary device without acknowledgment.