

Regulations, Policies and Procedures

These Academic policies are largely common for both the Deree US degree and the Open University validated award. Differences are pointed out in relevant sections.

The term “the College” refers to Deree - The American College of Greece; “the University” refers to the Open University, UK “Course” designates a unit or module of study and “program” refers to the courses taken by a student in fulfilling the requirements of the academic award for which they registered. “Faculty” indicates academic staff, and “staff” non-academic staff. The term “re-enrollment” refers to a student taking a course that they have previously withdrawn from prior to an assessment having taken place. The term “resi” refers to the re-assessment of a student after an initial failure in one or more assessment components of a course; a “retake” refers to the opportunity to repeat a course (with attendance) if a student has failed a resit. Resits are administered on The American College of Greece campus premises only.

Any change to these regulations must be considered and endorsed initially by the Committee on Academic Standards and Policies (CASP) and then by the Academic Council and the Deree Faculty Assembly. Agreed changes will require the approval of the Open University, UK (for regulations pertaining to validated courses and programs) and the Deree Faculty Assembly. The Faculty Assembly also approves all proposed changes that refer to the programs leading to the Deree US degree.

Any changes to the academic regulations are normally introduced at the start of an academic year. In exceptional circumstances, it may be necessary to introduce a change during that same year. In such circumstances, the students affected by the proposed change will be consulted, and the Committee on Academic Standards and Policies (CASP) and the Academic Council must satisfy themselves that students will not be disadvantaged by the change. Occasionally a program may require a variation from these regulations. In such a case, the required variation concerning a validated course or program must be specifically approved by the Open University at the initial validation or subsequent revalidation of the program.

All student petitions for exemption must be submitted to CASP unless otherwise provided for in these regulations.

In the US system of education, the cumulative index (CI) is the average of all the grades of all semesters of study.

Students are in good academic standing when their CI is 2.00 and above.

Admissions

Deree - ACG follows a rolling admissions enrollment process and applications for admission are accepted throughout the year. Recommended application deadlines are as follows:

Fall Semester	June 15
Spring Semester	December 1
Summer Session I	April 1
Summer Term	April 1
Summer Session II	May 1

Deree’s admissions process is selective. Each application is assessed on its individual merits and qualities.

All applications and supporting materials are retained by the Office of Admissions. All materials are kept on file under conditions of security and strict confidence, and in accordance with the provisions of Regulation (EC) 2016/679 of the European Parliament and of the Council (“General Data Protection Regulation”) and the Greek legislation on the protection of personal data (Law 4624/2019), as in effect from at any given time (the “Personal Data Legislation”). If an admitted applicant is not registered they remain active for one year before their materials are destroyed.

Applicants can exercise the rights provided by the Personal Data Legislation, subject to the terms and conditions thereof, and in particular the following: right of access, rectification, restriction of processing, objection, erasure, as well as the right to data portability. If data subjects have any queries in relation to the protection of their personal data or wish to exercise their legal rights in relation thereto, they can contact the Data Protection Officer of The American College of Greece at dpo@acg.edu.

Please note that if any of the documents submitted with an application are not in English or Greek, they must be accompanied by certified English or Greek translations. Applicants should ensure that their application contains both the original documents and certified translations, or legally certified copies of such documents.

There is no application fee.

The Admissions Process

To qualify for admission to the academic programs of the College, applicants must demonstrate that they possess the appropriate qualifications to enable them to be successful in the program of their choice. Candidates are evaluated based on their academic performance, proficiency in English, and overall student profile (ie, letter of recommendation, personal statement, personal interview, extracurricular activities and work experience).

All applicants must possess a secondary education completion certificate, such as a Greek High School Apolyterion, an International Baccalaureate Diploma, a French Baccalaureate, a German Abitur’ or an equivalent secondary education completion certificate as defined in the NAFSA Guide to World Education Systems, or must have passed at least eight IGCSE/GCSE/GCE subjects. Applicants who have completed their secondary education in a school in Greece that does not award an Apolyterion must possess a secondary education completion certificate from one of the schools that are officially recognized by the Greek Ministry of Education.

Moreover, the standard minimum average grade entry requirement shown on the secondary education completion certificate as defined above is the following: 14/20 in the Greek Apolyterion, an overall average grade of 2.5/4.0 in a US curriculum school, 24 and above in the International Baccalaureate or the equivalent of any other educational grading system. Applicants whose grades are between 12/20 and 13.99/20 on a Greek Apolyterion or who have the equivalent grades in a secondary education completion certificate as defined above may be admitted to the College on a provisional basis.

Students admitted on a provisional basis will be required to fulfill the following conditions in order to be allowed to continue on their selected major after the completion of one academic year after their acceptance to Deree.

- Students must meet with an assigned advisor at the Academic Advising Office at least twice every month or whenever the advisor thinks it is necessary. The assigned advisor will monitor the student progress very closely and may require that they seek academic help through the Student Academic Support Services.
- The number of courses students will be allowed to register for will be determined by their English Language Placement (see “Evidence of Proficiency in English” section). However, in no case will they be allowed to register for a total of more than two courses if placed in EAP 1002 or for more than four courses if placed in WP 1010. Students with provisional status who are placed in EAP 1000, EAP 1001 must first complete their English for Academic Purpose courses before they begin taking college-level courses along with EAP 1002.
- Students who have successfully completed only the EAP sequence during their first academic year will be able to continue.
- Students must achieve a minimum cumulative average (CI) of at least 2.0 after one academic year.
- After the completion of one academic year on provisional status, students’ performance will be reviewed by the Committee on Academic Standards and Policies (CASP), which will decide on student progression and/or new conditions.
- Students with provisional status are subject to the College probation policy (see “Academic Probation” section).

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The following is required for all freshmen applicants:

1. Completed application form
2. Personal statement
3. Letter of recommendation from an academic teacher or professor
4. Official secondary school transcript(s) and diploma(s)
5. Certified copy of the state identity card or a valid passport for non-Greek citizens (and residence permit, if applicable)
6. Evidence of proficiency in English.

Candidates will attend an interview with a designated College representative after all application material has been submitted. The interview will consist of a discussion of the candidate's academic and other achievements for the purposes of candidate assessment. The Admissions decision will be communicated to the candidate within 10 working days following the interview.

Evidence of Proficiency in English

All applicants must demonstrate proficiency in the English language either by taking the College's English Placement Test (Oxford Online Placement Test) or by submitting any evidence derived from one of the following tests.

Pearson Test of Academic English (PTE Academic): 58 or greater
Michigan State University Certificate of Language Proficiency (MSU-CELP)
Michigan Proficiency Certificate
Cambridge Proficiency Certificate
Cambridge Advanced English (CAE) with Grade A only
International Baccalaureate Diploma
IELTS: (academic) 6.5 or above
SAT: 450 or above
ACT: 18 or above
TOEFL (paper based): 567 or above
TOEFL (computer based): 227 or above
TOEFL (internet based): 87 or above
GCE higher level English: Grade C or greater
Oxford Online Placement Test: 99 or above*

*Certificate Minor students who do not meet the language requirements can be conditionally admitted and begin taking for-credit courses if they meet the following criteria:

- high school (lyceum) diploma above 18
- student academic index (counselor's interview assessment) above 80
- minimum score of 97 in the Oxford Online English Language Placement test

Such provisionally admitted students can register for their second semester only if they have a first semester grade point average of at least 3.0. Otherwise, they must take and pass the Oxford Placement test with a score of 99 or above.

Applicants presenting a TOEFL score should arrange to have the test results sent directly to the Office of Admissions by the Educational Testing Service (ETS). The College's Institution Code Number is 0925. TOEFL scores are valid for two years.

Students may also qualify to take WP 1010 by submitting evidence of fluency based on graduation from an English-language secondary school or program.

The above listed grades qualify the student for placement directly into WP 1010. Applicants who do not qualify for WP 1010 but who otherwise show academic promise are required to follow the English for Academic Purposes Program (see section "Academic Writing").

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Registering for the Placement Tests (English and Mathematics)

The English Language Placement Test

Upon submission of their application to the Office of Admissions, students who have not demonstrated proficiency in English, will also register for the College's English Placement Test. The test is free of charge.

The College uses an online placement test, designed to measure test takers' ability to communicate at different levels of English language proficiency in accordance with the Common European Framework of Reference (CEFR).

The results of the test, which are placed in the student's folder, determine which English course students will be required to take and they are not communicated externally.

The Mathematics Placement Test and waivers

New students who need to enroll in *MA 1008 College Algebra* must take a placement test. The placement test is offered on specified dates before the beginning of each semester or session. Students may take the test more than once, but only on the test dates available during the same semester/session. Students who do not pass the placement test will have to enroll in *MA 1004 Intermediate Algebra* and complete it successfully before registering in *MA 1008 College Algebra*.

Students who believe they may have the verifiable knowledge to waive MA 1004 Intermediate Algebra and possibly MA 1008 College Algebra will need to provide the necessary evidence (eg grades in mathematics in the Panhellenic Exams, International Baccalaureate, SAT, ACT, AP, GCSE, IGCSE, GCE) to the Validation Office for evaluation.

Panhellenic Math Exam

A student with a score of at least 10/20* waives MA 1022 while a student with a score of at least 13/20* waives both MA 1022 and MA 1008.

** Subject to future revision.*

International Baccalaureate (IB) Math Exam

Math IB has four Levels: (i) Math Studies, (ii) Standard Level, (iii) High Level and (iv) Further Math.

- (i) Math Studies (IB): A student with a score of at least 6/7 waives MA 1022.
- (ii) Standard Level (IB): A student with a score of at least 5/7 waives MA 1022, while a student with a score of at least 6/7 waives both MA 1022 and MA 1008.
- (iii) High Level (IB): A student with a score of at least 4/7 waives MA 1022, while a student with a score of at least 5/7 waives both MA 1022 and MA 1008.
- (iv) Further Math (IB): A student with a score of at least 4/7 waives MA 1022, while a student with a score of at least 5/7 waives both MA 1022 and MA 1008.

American College Testing (ACT) Math Exam

A student with a score of at least 20 waives MA 1022 while a student with a score of at least 23 waives both MA 1022 and MA 1008.

Scholastic Assessment Test (SAT) Math Exam

A student with a score of at least 24 waives MA 1022 while a student with a score of at least 26 waives both MA 1022 and MA 1008.

Student Visas and Residence Permit

In accordance with Greek law, citizens of countries that are not members of the European Union or parties to the Schengen Agreement who wish to study in Greece must obtain a student visa or residence permit before enrolling at the College. Please note that you will not be able to enroll as a student at Deree - ACG until you have a valid student visa or residence permit.

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The International Student Services (ISS) Office can provide information and paperwork for the issuance of the student visa upon request. Applicants for admission are advised to verify the specific requirements for nationals of their country through the local Greek consular authorities. In order to remain in Greece, students who have valid student visas must then seek a residence permit. The College will provide assistance in obtaining your residence permit.

All students (no matter when their visa expires) should apply for a residence permit **within 3 months from their arrival date**. Failing to apply within this period would automatically lead to a visa hold for the next semester, thus not being able to register.

Concurrent enrollment is **mandatory**. Students should not skip a semester of classes and should have a good academic standing throughout the duration of their studies.

It is the student's responsibility to attend the information session at Orientation and visit the ISS office at the beginning of their semester at ACG in order to start the process, check their emails and follow each step of the process on time.

Permanent Records

The Office of Admissions creates files for students when they apply for admission to Deree. In the course of the students' studies, their files are updated with documents and official records indicating their status at any given time. As long as a student is enrolled at Deree - ACG, the file remains in the registrar's active records. Following graduation, these files are kept in storage for one year after the student completes their studies. The files are kept in accordance with the provisions of the applicable legislation on personal data, namely, the Regulation (EU) 2016/679 of the European Parliament and of the Council (General Data Protection Regulation) as well as the applicable Greek legislation regarding the current protection of personal data.

Transfer Students Admission Procedure

Applicants who have started their college studies elsewhere and intend to become candidates for a degree at Deree - ACG are required to submit the following.

1. Completed application form
2. Personal statement
3. Letter of recommendation from an academic teacher/professor
4. Official College/University transcript or transcript with a catalog (if applying for transfer credits). Transfer students who have completed fewer than 30 credit hours must also submit an official secondary school transcript or transcripts and diploma (see "Admission with Credit" section).
5. Certified copy of the state identity card or a valid passport for non-Greek citizens (and residence permit, if applicable)
6. Evidence of proficiency in English. Non-native speakers of English who have not completed 30 semester credit hours or the quarter system equivalent (three quarters) and who do not have a secondary school diploma from a school where the language of instruction is English must meet the English language admissions requirement (see "Evidence of Proficiency in English" section).

Candidates will attend an interview with a designated College representative after all application material has been submitted. The purpose of the interview is to assess the applicant's academic and other achievements. The admissions decision will be communicated to the candidate no more than 10 working days after the interview.

Transfer students who have completed courses at an accredited non-US based post-secondary institution must have a cumulative index (CI) or overall Grade Point Average (GPA) of 2.5 or above. Transfer students who have completed courses at an accredited US post-secondary institution must have a cumulative index (CI) or overall Grade Point Average (GPA) of 2.75 or above. Transfer students must contact the Academic Advising Office and the Validation Office after they are admitted to the College.

There is no application fee.

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Non-Degree Students

A student's status is determined on the basis of eligibility for, or intention to pursue, a degree at Deree - ACG. A degree student is one who is working toward a degree; a non-degree student is one who is not working toward a degree.

The following are required for all non-degree applicants:

1. Completed application form
2. Personal statement
3. Official secondary school transcript(s) and diploma(s) or official College/University transcript(s)
4. Certified copy of the state identity card or a valid passport for non-Greek citizens (and residence permit, if applicable)
5. Evidence of proficiency in English (see section "Evidence of Proficiency in English")

Candidates will attend an interview with a designated College representative after all application material has been submitted. The purpose of the interview is to assess the candidate's academic and other achievements. The admissions decision will be communicated to the candidate no more than 10 working days after the interview.

If a non-degree student should subsequently decide to pursue a degree at the College, they must request a change of status at the Academic Advising Office. The student will be eligible to follow the Deree US degree. No more than 32 US academic credits earned while the student's status was non-degree may be applied toward the US degree unless special permission is granted by the respective academic dean and CASP. If the student wishes, and is eligible, to pursue a Deree US degree and an Open University validated award, they must follow all rules in effect at the time they become a degree student. Please note that a student may change status from non-degree to degree or vice versa only once and only with regard to the Deree US degree program.

Non-degree students who become degree students must follow the degree programs in effect at the time they become degree students.

Students pursuing degrees at other accredited institutions who wish to take courses at Deree - ACG and transfer the credits back to their home institutions may enroll as non-degree students. They should submit their application form with the required tuition fee(s) to the Office of Admissions. They should also submit a transcript from an accredited institution as evidence of being in good academic standing.

Non-degree students must observe all College academic requirements, including prerequisites and course levels.

Pre-Collegiate Program

Every summer, students ages 16-19 are offered the unique opportunity of taking a College course at Deree - ACG as non-degree students.

The Pre-Collegiate Summer Program, which takes place during Summer Session II, offers students a variety of college level courses to choose from. Upon successful completion of a course, they can earn academic credit toward a future bachelor's degree. During their participation in the program, they can take advantage of all benefits enjoyed by Deree students, including access to the library and use of the athletic facilities.

Students who decide to earn a bachelor's degree at Deree may be eligible for Merit Scholarships.

The following are required for all pre-collegiate program applicants:

1. Completed pre-collegiate application form
2. Personal statement
3. Official secondary school transcript(s)
4. Certified copy of the state identity card
5. Evidence of proficiency in English (see "Evidence of Proficiency in English" section)

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Candidates will attend an interview with a designated College representative after all application material has been submitted. The purpose of the interview is to assess the candidate's academic and other achievements. The admissions decision will be communicated to the candidate no more than 10 working days after the interview.

If a student who has completed the pre-collegiate program wishes to enroll at Deree - The American College of Greece, after receiving the Lyceum Apolyterion, then they need to apply to be readmitted from the pre-collegiate program and follow the admissions process for degree-seeking students (see "Admissions Process" section).

Application Process Timeline

Applicants submit their applications either online or directly in person. The application process timeline is as follows:

1. Application is received - applicant receives a response within two working days with information on the application documents they need to submit
2. All application documents are received - applicant receives an interview notification within two working days. The interview can be face-to-face or via phone/Skype. The interview is a 30-minute question-and-answer session conducted to assess an applicant's profile through a discussion on their academic and non-academic achievements)
3. Interview has been conducted - applicant receives the admissions decision no later than 10 working days after the interview. During peak admissions registration periods (July - September for the Fall Semester), when applicants may submit their application and supporting application documents in person, the interview and the communication of the admissions decision can occur on the same working day.

During peak admissions registration periods (July - September for the Fall Semester), where applicants may submit their application and supporting application documents in person, the interview and the communication of the admissions decision could be done on the same working day.

Special Arrangements

Applicants who are experiencing challenges within the educational setting and require assistance should inform their admissions counselor, who then informs the educational psychologist. The education psychologist meets with the applicant to evaluate any learning difficulties and determine remediation to alleviate problems and enhance learning. The educational psychologist also offers psycho-educational intervention, coordination, and referral to other professionals. All services are provided confidentially and free of charge.

Applicant Grievance Procedure

The purpose of the Applicant Grievance Procedure is to ensure openness and fairness for both applicants and the admissions staff. It is an opportunity for applicants to raise matters of concern and for the College to resolve complaints about the admissions process.

General Principles

- Any individual who has submitted an application for undergraduate or graduate studies can use the Applicant Grievance Procedure, which explains how they can make a complaint about the admission process.
- Deree - ACG ensures that all grievances are handled promptly, fairly and with procedural consistency. Deree - ACG does not discriminate against any applicant who makes a complaint. All grievances are dealt with confidentially.
- Every effort is made to resolve an applicant's grievance amicably and to the satisfaction of all concerned without the necessity of a formal complaint. Applicants whose grievances cannot be resolved informally or who wish to appeal an admissions decision should follow the procedure for a formal complaint or appeal.

Procedure for formal complaint / appeal

- All grievances must be addressed on an individual basis to the dean of admissions (contact details are available at www.acg.edu).

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- All grievances must be submitted in writing. Candidates should, clearly state their complaint and provide specific facts to support their claim. They should also include their full name and contact information.
- An applicant can submit a grievance for up to 10 working days of the action they are complaining about.
- The dean acknowledges receipt of the complaint and investigates it with relevant staff and any relevant third party, and issues a final response within 14 working days.
- If the applicant is dissatisfied with the dean's decision and wishes to pursue the matter further, they can submit a formal appeal to the senior vice president, whose decision is final.

Dual Degree Programs

All degree-seeking students entering Deree - The American College of Greece will be required to register for both the US, NECHE-accredited, bachelor's degree, and the European - UK award validated by the Open University.

The following students may be exempted from this rule:

- a) Students pursuing parallel studies at a Greek university or TEI.
- b) Transfer students who have transferred 92 US credits or more applicable to their program.
- c) Readmitted students who have interrupted their studies before 2010.

Students who wish to be considered for an exemption must petition the Committee on Academic Standards and Policies through the Student Success Center no later than one month after their initial registration at Deree.

Admitted students with special needs for whom the educational psychologist recommends significant accommodations can request exemption from completing the OU-validated award or opt out of the OU-validated award and a Deree degree only.

The purpose of the latter an exemption is to provide accommodations not easily available within the framework of OU program requirements. The application process must be initiated by the student, who submits all supporting documentation to the College educational psychologist.

All the following steps must be completed before a decision is reached:

- a. Submission of application by the student on a Standard Petition Form with all supporting documentation attached
- b. Evaluation by the educational psychologist
- c. Approval of eligibility by the Disability and Learning Differences Committee
- d. Submission of a letter by the student's academic advisor recommending the student be exempted and complete a special program
- e. Approval by the department head of the student's academic area (major). Such approval must be accompanied by a detailed report on how the US Deree degree (eg, replacement of courses or other special arrangements) can accommodate the student's needs while ensuring that program learning outcomes are met.
- f. Approval by the Committee on Academic Standards and Policies
- g. Approval by the chief academic officer

After the chief academic officer approves the request, the student will be required to meet the specific program requirements as approved and meet all other graduation requirements to be awarded the US Deree degree in the selected and approved major(s).

Undergraduate study at Deree - ACG requires four years (eight regular terms) of continuous and mandatory attendance.

The Deree US program requires that students complete 121 US credits to earn a bachelor's degree. The Open University validated programs require that students complete 360 UK credits to earn an honors bachelor's award (one US credit = five UK credits.) These 360 credits correspond to a total of 24 courses which are evenly distributed

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across three levels: 4, 5 and 6 (8 courses at each level.) Although direct comparisons are difficult to make between UK or US credits and the European Credit Transfer and Accumulation System (ECTS), at any given level, 15 UK credits or 3 US credits are roughly equivalent to 7.5 ECTS credits.

Advanced Placement

Advanced placement may be attained by successfully meeting any of the following standards:

1. For subjects passed at the GCE 'A' level (except in languages) with a minimum grade of C: up to 6 US credits per subject for the equivalent Deree - ACG courses (applicable only toward the Deree US degree).
2. For subjects passed in the International Baccalaureate higher level (except in languages) with a grade of 4 or better: up to 6 US credits per subject for the equivalent Deree - ACG courses (applicable only toward the Deree US degree).
3. For certain standard external examinations taken before entering the College, up to 32 US credit hours:
 - a. For subjects passed in the US Advanced Placement Program of the US College Examination Board (except in languages) with a grade of 4 or better: up to 6 US credits per subject for the equivalent Deree - ACG courses which are not included in the student's Open University validated program.
 - b. For the College-Level Examination Program (CLEP-Subject Examinations): up to 6 credits for the equivalent Deree - ACG courses not included in an Open University validated program, with a minimum score of 50.

Students who wish receive credits for advanced placement must contact the Academic Advising Office and the Validation Office before they first register at Deree - The American College of Greece.

Admission with Credit

Subject to the requirements set out above, students may be admitted with exemption from certain elements of a program and with credit towards a Deree US degree, and/or an Open University UK validated award.

The College's decision on exemption shall be governed in all cases by an evaluation of:

- the student's previous learning to determine the maximum amount of credit that they could be awarded at levels 4 and 5 and/or toward the Deree US degree;
- the extent to which they have already met the learning outcomes for the courses from which exemption is sought.

Credit with exemption may be obtained in three ways:

Credit Transfer

Students who have completed all or part of the requirements of a degree validated by a UK university may be granted credit towards a program leading to the Deree US degree and/or an Open University award. Any student wishing to be considered on this basis for credit with exemption must supply the College with evidence of the qualification(s) that they have obtained. This evidence will normally take the form of an award certificate (if applicable), transcript, and details of the syllabus for the student's previous program.

Courses (including online courses) will be accepted for credit if they appear on an accredited higher education institution's transcript (even if they were taken while the student was in high school).

Lower-level courses can be approved for course credit summarily by the Validation Office, usually on the basis of course descriptions, and do not require evaluation by department faculty or syllabi unless they pertain to OU-validated courses. Courses that require additional clarification may be sent for departmental evaluation, where a syllabus may also be needed.

Recognition of Prior Certificated Learning (RPCL)

Credit may also be granted to students who have completed an assessed program offered by a higher education institution that is not validated by a UK university, such as a regionally accredited US institution. Any student wishing to be considered for RPCL must supply the College with evidence of the qualification(s) that they have obtained. This evidence will normally take the form of an award certificate (if applicable) and transcript, and details of the syllabus that she or he had followed. In addition, the College will need to establish to its own satisfaction the standard of achievement required for the qualification obtained by the student, and the reliability of the quality assurance

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procedures used by the student's previous institution. The College reserves the right to undertake its own assessment of the student's prior learning by setting one or more waiver examinations with credit.

Recognition of Prior Experiential Learning (Waiver Examinations) (RPEL)

Exemption (with credit) may be granted for learning that has been achieved outside the formal education and training system, or for learning that cannot be verified by the procedures set out in the "RPCL" section. In these cases, students are required to sit one or more waiver examinations with credit. The mode of assessment to be adopted for a waiver examination is proposed by the faculty with responsibility for the course(s) from which exemption is being sought. In cases of performance courses such as in art, theatre, dance, and music, the waiver examination with credit must include a portfolio of work and/or an audition.

Once the application for RPEL via an examination is approved, a fee of 90 Euros per credit hour to be assessed will be charged to the student. Each student is limited to 12 credit hours of RPEL credit.

Other RPCL/RPEL Policies

Students can only be exempted from (or granted credit for) a maximum of 36 US (180 UK) credits for credit transfer (see "RPCL" section) comprising no more than 24 US (120 UK) credits at Level 4 and 12 US (60 UK) credits at Level 5. Students cannot be exempted from (or granted credit for) courses at level 6.

The relevant department head(s) or area coordinator(s) are responsible for the approval of claims for credit with exemption. Approval should not be given without prior consultation with the Advising Office and the Validation Office. The Validation Office maintains a record of all claims that have been approved, and it is responsible for informing the registrar. The Advising Office and the student can view the outcome of a claim through the College student management software.

Transfer credits are not granted toward College-wide English course requirements for courses taken at a college/university where the language of instruction is not English. Transfer credit is not given for foreign language courses in a student's native language except in literature.

Diagnostic examinations are mandatory for foreign languages and are given to all registered students. Credit is not awarded for RPEL in foreign languages. Students are placed appropriately into foreign language courses according to the results of the examinations.

Grades are not assigned to credits awarded under the procedures described in this section. For transfer courses students must have earned a minimum grade which is equivalent to a "C" in the Deree grading scale (see "Grades" section).

Credit by Assessment for Professional Experience

Credit by assessment may be earned for experiential learning (professional experience) by experienced professionals* who wish to begin or complete their studies. Such credit may fulfill up to 36 US credits required for a degree.

No credit by assessment can be awarded for Level 6 courses.

No credit by assessment can be awarded for more than four Level 5 courses.

The method of assessment, the number of credits to be earned and the course(s) for which experiential credit will be given will be decided by the relevant academic department(s) depending on the disciplines for which credit has been requested. The academic department of the student's declared major will report the results of the assessment to the relevant school dean for approval. The Office of the Dean will send the final approved evaluation to the Registrar's Office.

Once the application is approved, a fee of 90 Euros per credit hour to be assessed will be charged to the student.

*Students must submit an application in order to take advantage of the Credit by Assessment program. The application includes an updated resume and a statement that describes knowledge and skills gained through experience-based learning and how they relate directly to course(s) for which credit requested. Students may also submit certificates of training, work samples, and other documents appropriate as evidence of equivalent to college learning.

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Evaluation of Transfer Credits Process

The transfer credit process begins immediately after the student's first registration and only after the student has submitted both the official transcript(s) and the course syllabi or descriptions of substantial length from official publications of the institution. Course syllabi may be required for a better evaluation of the student's completed prior academic work. All submitted documents not in English or Greek must be accompanied by certified English or Greek translations and must be submitted to the Validation Office before the end of the student's first semester. The assessment process of the student's prior academic work will be completed no later than two months (excluding vacation period) after the student has submitted a complete folder of the required documents as stated above.

Students cannot be granted credit (or be exempted from) courses at Level 6 and/or for more than four courses (ie 12 US credits or 60 UK credits) at Level 5. All transfer credit requests are handled by the Validation Office. All final decisions on transfer credit are made by the academic departments.

Parallel Studies (Degree Seeking Students)

Degree-seeking students who are attending another accredited higher education institution during the time they are enrolled at Deree - ACG must abide by the "Admission with Credit" section. Parallel studies degree-seeking students may request from the academic departments and via the Validation Office approval (pre-authorization) of courses they wish to take at another accredited institution of higher education in parallel with their studies at Deree. However, regardless of credits transferred, these students must meet the residency requirement of Deree (see "Residency Requirement" section).

Certificate Minor Program

Students or graduates of accredited institutions who do not want to follow a Deree major, may complete a Certificate Minor program. Those students must complete all the requirements of one of the Minors offered at Deree in order to be awarded a Certificate. (See also section Minor). Students who follow the Certificate Minor program are non-degree students.

Deree students or graduates may follow a minor as part of their degree. The minor will be printed on their transcripts.

Academic Advising

All students are assigned an academic advisor responsible for assisting them in gaining the greatest benefit from their educational experience at the College. Good academic advising is a vital part of the learning process and an integral part of the basic teaching function of the College.

Academic Advising gives students the opportunity to become acquainted with rules and regulations concerning Deree - ACG and Open University. Effective academic advising provides specific aid to students in considering and completing academic programs, but it goes beyond mere course scheduling; it includes planning, decision making, implementation, and evaluation of academic, personal, and career-related matters.

The College assigns all entering freshmen an advisor from the Academic Advising Office; these students along with continuing Deree students who have less than 51 credits are required to consult every semester with their academic advisor in order to be able to register for the upcoming semester/session.

Thereafter (more than 50 credits), the advising program is faculty-based and fosters personal contact between students and faculty. Department heads, assistant department Heads and area coordinators act as educational consultants. Students, however, who have more than 50 credits but are on academic probation (CI less than 2.00) are still required to make an appointment each semester with their advisor from the Academic Advising Office.

Students must consult with their advisor regularly and discuss their schedules each semester and session. The College expects that students will follow their advisor's guidance; otherwise they will potentially risk not having fulfilled their programs' requirements by the desired date of graduation.

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One must bear in mind that advisors never make decisions for students. Their overriding objective is to assist students in developing the maturity required to make their own choices and to be responsible for the consequences of those choices.

Residency Requirement

All students seeking a Deree US degree, regardless of number of credits accumulated through advanced placement, transfer, parallel studies, (see "Parallel Studies" section), or semester/year abroad, must meet Deree's residency requirement by completing at least 36 US (180 UK) credits (beyond the introductory 1000-level courses) from the area of concentration (at least four Level 5 courses and eight Level 6 courses) of their major(s) at Deree - ACG. Moreover, students must complete the capstone course(s) of their major(s) at Deree - ACG and complete their last 30 US credits at Deree - ACG.

Full-Time and Part-Time Students and Student Course Load

For academic purposes all students are assigned either full-time or part-time status. A full-time student is one who registers for at least 12 US credit hours per semester, a part-time student is one who registers for 11 or fewer US credit hours. Students who want to take more than five courses per semester for credit or non-credit must have completed a minimum of 30 US credit hours with a cumulative index (CI) of 3.00 or above. In any event, students may not register for more than six courses and no more than four of these should be toward their validated award in any given semester. In addition, students should not register for more than two courses in summer sessions, of which no more than one course should be toward their validated program. Students should not register for more than 120 UK credits toward their validated award in any given academic year.

Students are strongly urged to plan their schedules with their advisors appropriately if they wish to fulfill the requirements of their major within an optimum period of time.

Student Classification

In the programs leading to the Deree US degree, students are classified according to the number of US credits accumulated as follows: freshman, 0-29; sophomore, 30-59; junior, 60-89; senior, 90 and above. This classification does not apply toward the Open University validated award where student classification relates to Levels 4, 5 and 6 (see "Credit Structure and Award" section).

Academic Writing

The College has established certain requirements in English language proficiency to ensure that students are adequately equipped linguistically to pursue college-level studies. All students must abide by the College's policy regarding placement in English language and writing. For specific information on English proficiency credentials, see "Evidence of Proficiency in English" section.

All students are required to take WP 1010 Introduction to Academic Writing as soon as they qualify for it and to complete the Writing Program sequence WP 1010, WP 1111, and WP 1212 without interruption. In case of withdrawal from one of those required courses, the course must be taken the following term.

Students who do not qualify for WP 1010 are required to follow the English for Academic Purposes Program (EAPP) by enrolling in EAP 1000, EAP 1001, or EAP 1002 (all bearing non-graduation credit), depending on the student's level of English. Students enrolled in EAP 1001 and EAP 1002 may take up to two other courses concurrently after securing the approval of an advisor from the Academic Advising Office. Students may not take EAP 1000, EAP 1001, or EAP 1002 more than twice.

Students who do not satisfactorily complete an EAPP course after registering for it a second time will be dismissed from the College. They will be readmitted to the College only if their score on any one of the English language test accepted by Deree (see "Evidence of Proficiency in English") qualifies them for direct admission into WP 1010, and

Academic Policies Governing the Deree US Degree

if their readmission is approved by the Committee on Academic Standards and Policies. Those students may also retake the College English Language Placement Test no sooner than one semester after their second EAPP course failure and only once every six months.

Non-graduation credits for preparatory courses (EAP 1000, EAP 1001, EAP 1002) are not transferable to a Deree degree.

Dean’s List (applicable toward the Deree US degree only)

Full-time degree seeking students who attain high academic standing in any semester through a GPA of 3.4 or above are placed on the Dean’s List, which is noted on the students transcript, for that particular semester.

Academic Probation (applicable to the US Deree degree only)

If a student’s CI remains below 2.00 for more than two consecutive semesters and sessions, at the end of this period the student’s record will be examined by the Committee on Academic Standards and Policies (CASP). The student will be dismissed for at least one semester and session unless their performance has been affected by mitigating circumstances. A dismissed student may be readmitted only once in order to raise their CI to at least 2.00. CASP will determine whether the student can be readmitted as well as the conditions for readmission to the US Deree degree.

If a student is required to withdraw from an Open University validated award but their CI is at least 2.00, they may continue toward the Deree US degree provided that they will fulfill all the requirements of that degree. All Deree students need to have attained a CI of at least 2.00 in order to be awarded a US Deree degree.

The probation policy applies fully to those students who have been admitted on a provisional basis.

CASP will examine the academic record of students on probation who return from a period of deferral of studies and set conditions for the continuation of their studies or their dismissal.

Students are in good academic standing when their CI is 2.00 and above.

Credit Structure and Awards

Students receive academic credit for the achievement of the learning outcomes of a course. A credit value, specified in terms of the number of credits, is assigned to each course. In the UK system, the basic unit of credit relates to 10 hours of notional learning time. Notional learning time is defined as the reasonable measure of the time it would take a learner, adequately supported, to achieve the learning outcome of the activity; it includes instructional hours, and the time spent in assessment and independent study.

In the US system, one credit hour is roughly equivalent to one hour of instruction per week for 14 weeks (or about 700 minutes). Most courses carry three credit hours. Some courses, however, may require additional work, such as laboratory sessions, tutorials, internships, recitation sessions, or field trips. In the College’s curriculum, one US credit equals five UK credits.

For the purpose of the Open University validated award, (program) courses are distributed into levels 4, 5 and 6. Although these levels do not apply toward the Deree US degree, these courses simultaneously fulfill Deree US degree requirements. However, all programs leading to the Deree US degrees have additional credit requirements.

The programs validated by the Open University comprise courses generating credit at Levels 4, 5 and 6. Levels are conceived progressively, with increasing demands being placed upon learners as they undertake learning at higher levels. The College has adopted generic credit level descriptors as guidance for the design, delivery and assessment of courses.

Learning accredited at each level will reflect the student’s ability to:

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Level 4

Develop a rigorous approach to the acquisition of a broad knowledge base; employ a range of specialised skills; evaluate information using it to plan and develop investigative strategies and to determine solutions to a variety of unpredictable problems; operate in a range of varied and specific contexts taking responsibility for the nature and quality of outputs.

Level 5

Generate ideas through the analysis of concepts at an abstract level with a command of specialised skills and the formulation of responses to well defined and abstract problems; analyse and evaluate information; exercise significant judgement across a broad range of functions; accept responsibility for determining and achieving personal and/or group outcomes.

Level 6

Critically review, consolidate and extend a systematic and coherent body of knowledge utilising specialised skills across an area of study; critically evaluate new concepts and evidence from a range of sources; transfer and apply diagnostic and creative skills and exercise significant judgment in a range of situations; accept accountability for determining and achieving personal and/or group outcomes.

The Open University awards offered by the College are Honours awards. In addition, exit awards are offered: Ordinary degrees leading to the BSc Ordinary and BA Ordinary Awards, the Diploma of Higher Education (DipHE) and the Certificate of Higher Education (Cert HE).

** Exit awards are not progress awards; they are awarded to students who find themselves unable to complete the requirements of an Honours award.*

The credit requirements for each of these awards are as follows:

BA/BSc (Hons)	360 credits comprising 120 at Level 6, 120 at Level 5 and 120 at Level 4.
BA/BSc	300 credits, of which a minimum 60 should be at Level 6 with the remainder comprising 120 credits at Level 4 and 120 at Level 5.
Dip HE	240 credits comprising 120 at Level 5 and 120 at Level 4.
Cert HE	120 credits at Level 4.

Deree - ACG awards US Bachelor of Science (BSc) and Bachelor of Arts (BA) degrees upon successful completion of the particular requirements of a program comprising 121 US credits.

Course Level and Number System

All courses are one-semester courses and are assigned a four-digit number. In non-Open University validated courses the first digit indicates the classification of the course in relation to rigor; the second, the number of prerequisites; and the third and fourth, the registrar’s designation. Open University validated award course levels are designated where appropriate according to the “Credit Structure and Awards” section.

Non-Open University validated courses at the 1000-level are designed primarily for freshmen; 2000-level courses are designed for sophomores but may be taken by qualified freshmen; 3000-level courses are intermediate, normally open to students who have completed 1000- or 2000-level courses in the same area; 4000-level courses are upper level, open chiefly to seniors, but also to qualified juniors. These levels do not correspond to Levels 4, 5 and 6 of the Open University validated courses (see above).

Inbound study abroad students are advised to follow the following course selection advice. Level 4 courses are suitable for sophomores, juniors, and seniors. Level 5 courses are suitable for juniors, and seniors. Level 6 courses

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are suitable for advanced juniors, and seniors. Non-level-designated courses are normally open to freshmen, sophomores, juniors, and seniors.

The College may, at times, offer courses that are not included in the catalog. Such special topics courses appear in the schedule of classes with a special topic designation letter "X" added to the course rubric (eg. MGX).

The numbers following the course description indicate class hours per week in a normal semester, laboratory, internship or studio hours, and semester credit hours. Thus, 3/2/4 means three hours of class, two hours of laboratory or studio, and four US credit hours for the course. A schedule of classes is available through the student online registration interface. The specific requirements of the various disciplines are listed in the programs.

Prerequisites

Regardless of the program followed, students are not permitted to register for courses for which they have not met the prerequisites as stated in the latest College catalog, whether in the form of credits earned, credits transferred, RPCEL, RPEL (see "Admission with Credit" section) or waivers. Should a student be enrolled in a course for which they have not fulfilled the prerequisite(s), their registration for that course will be cancelled by the Registrar's Office. The number of prerequisites for a course is indicated by the second digit of the course rubric.

Directed Study

Students must consult with their advisor regularly and discuss their schedules each semester and session. The College expects that students will follow their advisor's guidance; otherwise they will potentially risk not having fulfilled their programs' requirements by the desired date of graduation. In very exceptional cases, students may register for the course they need in order to fulfill requirements in their major under directed study, which is given on an individual basis upon the agreement of a supervising instructor. The student must submit to the Registrar's Office a petition bearing the signatures of the instructor who will supervise the directed study, the advisor, and the academic dean who will closely scrutinize the justification for directed study. The credits carried must be equal to those of the course and the course material covered must be as specified in the syllabus.

At the outset of the semester or term, the instructor and student agree on a course outline which specifies scheduled meeting times, course content and deadlines for the submission of assessments. Meeting times may follow the regular semester (3hrs per week of class time), term, or session instruction schedule (10hrs per week of class time), or a combination of modes involving face-to-face meetings, online instruction or other equivalent means of instruction and learning.

The directed study is subject to the same attendance requirements as a regular course and should observe College regulations concerning submission of assessments (including the use of Turnitin). Specifically, the attendance requirements are that at least 80% of the scheduled times for face-to-face instruction, meetings, online engagement and assessments must be met.

To be eligible for directed study, students must be in good academic standing (CI > 2.0) and must have met the prerequisites for the required course.

Supervised Work Experience (Internships)

Specific programs may require supervised work experience that awards academic credit in the context of a specific course in the curriculum. The number of credits to be earned is specified by the particular program. Students must consult with their advisors in order to make internship arrangements.

Auditing

To audit a course is to attend classes without taking the course for credit. Upon the recommendation of the student's advisor, and the approval of the instructor concerned and CASP, students may register to audit courses. Auditing is

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permitted only for courses that are not part of the student's degree program. Audited courses are subject to regular tuition fees and follow the College's calendar. The designation NC (Non Credit) is entered on students records for audited courses provided the attendance requirements have been met; otherwise, a W (Withdrawal) is recorded. The same course cannot be retaken for credit.

Registration Policies

Students will register for a non-conferrable Open University award once they have achieved the prerequisites that will enable them to commence their studies at Level 4. For the purpose of initial registration this award will be BA Combined Studies. On completion of their studies at Level 4, students will transfer their registration to one of the conferrable Open University validated awards.

For an Open University award, students may remain registered with the University for a period of three years beyond the expected date of graduation. If a student wishes to complete a program of study after this date they must re-register and pay the appropriate fee. The maximum period of registration for an Open University validated award is ten years.

Students should consult with their advisers if they wish to defer their studies, withdraw from a course, or to transfer registration from one course or award (major) to another. Applications for deferral, withdrawal or transfer should then be lodged either with the Registrar's Office or the Student Success Centre. Applications are then considered by the Committee of Academic Standards and Policies (CASP). Its decisions will be governed by the following regulations:

Students are permitted to change a course within the first two days of teaching. Beyond this period, students may withdraw from a course within the first two weeks of teaching whilst retaining the right to re-enroll in the said course in the future. Changes after this deadline will only be considered in exceptional circumstances. Students shall not be permitted to withdraw from a course and then subsequently re-enroll in a course after the submission or completion of the first summative assessment for the course or courses concerned. Students are not permitted to withdraw from a course for any reason following the end of semester/term/session.

The maximum number of retakes allowed in a program leading to an Open University award is 10. If a student fails a validated course more than two times they may be required to withdraw from the OU validated award unless CASP has accepted the student's petition for mitigating circumstances. The final decision is made by the Board of Examiners. Students have the option of using some of the 10 retakes for nonvalidated courses. However, the total number of retakes allowed toward both the Deree US degree and the OU validated award is 10. When students retake a course, they are required to submit and be assessed on new assessments not used during the previous time(s) they took the course.

The decision to permit a student to transfer from one course or award to another will be governed by the enrolment limits on the course(s) to which the student wishes to transfer, the possession by the student of the necessary prerequisites (see "Appendix I - Regulations for validated awards of The Open University for institutions offering dual awards"), and an assessment of the student's ability to meet the requirements for the award for which they are registered.

If an undergraduate student is inactive for more than two consecutive semesters and wishes to return to Deree - ACG College, they will be required to apply to the Admissions Office for readmission. No deferral of studies petition is necessary if a student does not plan to register for only one semester and/or a summer session(s).

Applications for deferral of studies should be supported by evidence of relevant mitigating or extenuating circumstances (see "Academic Probation" section).

For the Open University award, the Validation Office will be responsible for notifying the University of the number and registration details of all students entering the programs that it has validated. The Validation Office will ensure that the University is also notified of any changes to a student's initial registration.

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Students may register for a maximum of 120 UK credits in each academic year. Students may not register for more than four courses validated in their program per semester. Students may not register for more than one course validated in their program per session.

A student’s maximum course load for the combined Deree US degree and Open University award (or toward the Deree US degree only) may not consist of more than five courses (up to 17 US credits) per semester and up to two courses (up to 7 US credits) per session.

Students who fall under the exception of not pursuing an Open University Award must declare their major by the time they have accumulated 50 US credits.

Students admitted on a provisional basis will be required to register according to their English Language Placement test (see “The Admissions Process” section). However, in no case can those students register in more than four courses during a semester or in no more than one during any session.

Students who decide to change their US degree major should consult with their advisor. All credits earned will be computed in the student’s grade average whether they count toward the new major or program or not; the omission of any courses or grades from their transcript is not permitted.

Semester, Session, or Year Abroad for Deree Students

Students who plan to study abroad for one or two semesters and who want to transfer credits earned abroad to Deree – ACG must secure the approval of both the department head(s) and an academic advisor of the Academic Advising Office for the course(s) they intend to take abroad one semester in advance. All students who wish to take courses abroad must submit, along with the petition, a catalog of the accredited college or university they plan to attend or details of the programs they plan to follow and, if possible, syllabi of the courses they intend to take, accompanied by certified English or Greek translations if original transcripts are in a third language.

Students who want to study abroad at an affiliated institution must have attended Deree – ACG for at least one semester, have passed WP1010 with a grade of B or equivalent (see next paragraph), have completed a minimum of 30 US credits with an overall CI of 3.0 or above, and have an exemplary discipline record. Such students are considered to be exchange students and continue to be matriculating at Deree – ACG while studying abroad.

Those interested must contact the Study Abroad Office at least a semester before they intend to begin their study abroad.

Certificate Minor students must submit to the College evidence of English proficiency that places them in WP 1010 or above (see “Evidence of Proficiency in English” section) either before they enter their second semester at Deree or before they start their study abroad program. Those students are advised to have satisfied the English language proficiency requirement before they make any arrangements for studying abroad.

Students cannot be granted credit for, or exempted from, courses at Level 6 unless a course is required in their minor. For transfer courses students must earn a minimum grade which is equivalent to a “C” in the Deree grading scale (see “Grades” section). All transfer credit requests are handled by the Validation Office.

Requirements for the US Deree Bachelor’s Degree (available to students eligible for distance learning classes)

All programs for the US Bachelor of Arts and Bachelor of Science degrees have a Liberal Education (LE) curriculum in common. The LE curriculum comprises of specially designated core and elective courses in a variety of fields. They fulfill competencies that are considered important in providing a broad educational experience to all students across all Schools. The general requirements for concentration in a program leading to a Deree US Bachelor’s degree:

Academic Policies Governing the Deree US Degree

Credit Hours

Liberal Education	43
Core Courses:	
WP 1010 Introduction to Academic Writing	3
WP 1111 Integrated Academic Writing and Ethics	3
WP 1212 Introduction to Academic Writing and Research (including WP 1212 BL)	3
Mathematics (basic statistics, college algebra, or higher)*	3
HC 2300 Professional Communication	3
CS 1070 Introduction to Information Systems or equivalent computer literacy course * (including ITC 1112 BL)	3
Any Natural Science with a lab (including PY 1000 BL)	4
Liberal Education Electives:	
LE designated course in STEM/Natural Sciences	3
LE designated courses in the Social and Behavioral Sciences (from more than one discipline)	9
LE designated courses in Humanities (from more than one discipline)	6
LE designated course in Fine and Performing Arts (including MU 1000 OL)	3
*May be fulfilled through appropriate academic evaluation	
Concentration	Up to 72
Electives	At least 6**

TOTAL: 121

**Up to three credits of Physical Education courses may be used as Electives.
All Physical Education courses are graded on a Pass/Fail basis.

Transfer students with an Associate of Arts or Associate of Science degrees completed at a US accredited institution of higher education are considered to have satisfied the LE requirements.

Transfer credits in the LE disciplines may fulfill LE requirements upon departmental approval.

Courses designated as BL or OL are not approved for students who are eligible for US Federal Financial Aid.

Requirements for the US Deree Bachelor’s Degree (offered strictly face-to-face in the classroom)
All programs for the US Bachelor of Arts and Bachelor of Science degrees have a Liberal Education (LE) curriculum in common. The LE curriculum comprises specially designated core and elective courses in a variety of fields. Those courses fulfill competencies important in providing a broad educational experience to all students across all Schools.

The general requirements for concentration in a program leading to a Deree US Bachelor’s degree:

Academic Policies Governing the Deree US Degree

	Credit Hours
Liberal Education	43
<i>Core Courses:</i>	
WP 1010 Introduction to Academic Writing	3
WP 1111 Integrated Academic Writing and Ethics	3
WP 1212 Introduction to Academic Writing and Research <i>(except WP 1212 BL)</i>	3
Mathematics (basic statistics, college algebra, or higher)*	3
HC 2300 Professional Communication	3
CS 1070 Introduction to Information Systems or equivalent computer literacy course * <i>(except ITC 1112 BL)</i>	3
Any Natural Science with a lab <i>(except PY 1000 BL)</i>	4
<i>Liberal Education Electives:</i>	
LE designated course in STEM/Natural Sciences	3
LE designated courses in the Social and Behavioral Sciences	9
<i>(from more than one discipline)</i>	
LE designated courses in Humanities	6
<i>(from more than one discipline)</i>	
LE designated course in Fine and Performing Arts <i>(except MU 1000 OL)</i>	3
<i>*May be fulfilled through appropriate academic evaluation</i>	
Concentration	Up to 72
Electives	At least 6**

TOTAL: 121

**Up to three credits of Physical Education courses may be used as Electives. All Physical Education courses are graded on a Pass/Fail basis.

Transfer students with an Associate of Arts or Associate of Science degrees completed at a US accredited institution of higher education are considered to have satisfied the LE requirements.

Transfer credits in the LE disciplines may fulfill LE requirements upon departmental approval.
Courses designated as BL or OL are not approved for students who are eligible for US Federal Financial Aid.

Student Matriculation and Original Program

For the US NECHE-accredited degree students have the right to complete their studies in accordance with the educational programs and requirements in effect at the time they were first admitted to the College. The maximum period of matriculation for a US NECHE-accredited degree is 10 years.

If the degree requirements should change during the student’s period of studies at the College, the student may choose to complete those degree requirements in effect upon entry or any other set of requirements introduced

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subsequently and prior to graduation; all the specified requirements for the particular degree chosen must be met.

Students must observe all current prerequisites for courses. Students may stay informed about current prerequisites/co-requisites of courses by consulting annually the latest on line College catalog.

Re-admitted students are required to meet the program requirements in effect of their re-admission.

Two Deree US Bachelor’s Degrees

Students may be awarded a Bachelor of Science and a Bachelor of Arts by completing all requirements for both degrees. Students who pursue a Bachelor of Arts degree and a Bachelor of Science degree for disciplines that are in the same School will receive two US degrees.

Major Requirements

Students at Deree - ACG must select one of the following types of majors:

- a. single major
- b. double major

a. Major

The minimum requirement for a major concentration is 12 courses (36 US semester hours) in a single discipline. All students required to also pursue the validated award must successfully pass the 24 courses (360 UK credits)that correspond to the UK Levels 4, 5 and 6 (see “Residency Requirement” section).

b. Double Major

Students may do a double major by completing all requirements of two majors, but must first secure the approval of the respective academic deans. The minimum requirement for a double major is 12 courses (36 US semester hours) in each of the two disciplines of the double major. Students must satisfy all requirements of both majors. (see the “Residency Requirement” section).

Minor

The College also offers the opportunity for students to select a minor. The minor requirements are specified in the discipline programs.

A minor represents basic yet significant knowledge in an area and consists of a clearly defined set of courses related to a field of study different from that of the student’s major. The requirement for the completion of a minor is a minimum of 15 US credits and a maximum of 19 US credits. To earn a minor, students must maintain a cumulative index (CI) of at least 2.00 in the courses of the minor.

Degree-seeking students, and non-degree-seeking students who enroll in courses outside of Greece as Deree study abroad students, may transfer a maximum of fifty percent of the credits required towards the completion of a minor. Other non-degree-seeking students must complete at least 15 US credits at Deree.

Transfer courses toward a minor are accepted only from accredited institutions. No grades are assigned to credits accepted for transfer. For transfer courses students must earn a minimum grade which is equivalent to a “C” in the Deree grading scale (see “Grades” and “Semester, Session or Year Abroad for Deree Students” sections).

For a minor to be recorded on a student’s transcript, at least fifty percent of the credits required for the minor must be earned from courses not required in the student’s major.

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For a minor to be recorded on a student's transcript, at least fifty percent of the credits required for the minor must be earned from courses not required in the student's major.

In addition to existing minors listed in the catalog, students may choose an interdisciplinary minor program. Such a program must comply with the general rules of the College regarding minors. Proposals for minors must be carefully designed by students in cooperation with the relevant departments, before submission to the Curriculum Committee for approval. The same procedure must be followed for a self designed major for the US degree.

Assessment Procedure

Although courses may employ assessment instruments which perform a diagnostic or formative function, credit for the completion of a course can only be obtained on the basis of one or more summative assessments. A summative assessment provides a measure of the extent to which a student has achieved the intended learning outcomes of a course.

The assessment of a student's academic performance requires a judgment of the quality of their work. In all cases, this assessment must be governed by criteria that are explicit and communicated to students.

The general grading criteria employed by the College are set out in the "Grading" section. Faculty have developed rubrics for the assessment of students, and it is the responsibility of department heads or area coordinators to ensure that these rubrics are consistent with the program specification and other documentation approved at validation.

Examination Regulations and Procedures

Student Identity

Students must bring their Deree ID card with them in the examination room. The "Checking of Student Presence Procedure" is available at myACG.

Entering and Leaving the Exam

Students who arrive late may be admitted to the exam but they will receive no additional time. Students should be allowed to enter and take the exam up until a quarter of the allotted time has passed. Students should not be allowed to leave before a quarter of the allotted time has passed.

Materials that can be taken into the exam:

Students should bring as little as possible to the examination room. Any bags, books, or notes should be placed underneath the chair. Food and drink (including coffee) are not permitted in the exam room, with the exception of clear bottles of water.

Students should bring their own pens, pencils, approved calculators, and other materials they need for the exam. Students should not expect exam proctors to supply such materials.

All exams should be written legibly in black or blue ink. Pencil may only be used for diagrams, graphs, etc. Exam answers written in pencil are not acceptable.

Exam Conduct

Students should aim to minimize any disturbance caused to other students in the exam which may affect their performance. Students who arrive late or leave early must bear in mind that their conduct may disturb others. Students should enter and leave an exam quietly.

Mobile Phones & Electronic Devices

Mobile phones and electronic devices must be switched off - not on "silent" - in clear view and placed underneath the

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chair. If students use or attempt to use their phone/electronic device during the exam it will be regarded as a disciplinary offence. Students will be held responsible if their mobile phone/electronic device rings/vibrates during the exam. Any student caught using Bluetooth or any electronic device in the exam will be asked to leave immediately and will face disciplinary action.

Student Answers/Examination Paper

All answers must be legibly written on exam paper provided by the exam proctor. Students are not permitted to write answers on the question paper. Students must clearly cross out any (rough) work that is not to be graded. If extra exam paper is needed, it will be provided by the exam proctor.

The only paper that can be used is the paper provided by the College and students should return all paper and exam materials they receive to the proctor at the end of the exam.

Return of Exam Papers

Students must put the exam question paper and all answer papers together and submit both to the exam proctor. It is not the proctor's responsibility to do this. Failing to do so will result in failure in the exam. The "Checking of Student Presence Procedure" is available at myACG.

Asking Proctors for Advice

Students who have attended the course should already be familiar with the structure and expectations of the exam. Students must read the instructions on the question paper and follow them carefully. Asking proctors for advice about how to answer exam questions is not permitted because it gives the student who asks an unfair advantage over their peers.

Student Conduct and Exam Proctor

Student conduct in the exam is at the discretion of the exam proctor and is not negotiable.

Academic Integrity

Once the exam has begun, examination conditions apply - talking or communicating with another student during the exam is not permitted. Failure to observe this requirement will be treated as a disciplinary offence. Cheating or attempting to cheat in the exam by using notes, cards, or any other form of inappropriate content will result in disciplinary action.

Use of Electronic Devices in the Classroom

Instructors have the right to ask students not to use certain electronic devices during class time. Students should always seek permission if they wish to take any photos or video in class. Generally, any recording of the lectures is not allowed unless written permission is granted by the instructor. Violation of any of these rules may lead to disciplinary action.

The Use of Cell Phones in Classes

The use of cell phones and/or similar communication devices in class is disruptive and does not facilitate the teaching and learning process. Therefore, students are not permitted to use such devices in lectures, recitation, or laboratory sessions. Students are required to turn such devices off, or put them on silent mode, while in class. Similarly, to enhance fairness in examinations, students are required to turn off and put away (out of sight) cell phones and/or other communication devices during quizzes, or during midterm and final examinations.

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The Use of Calculators During Examinations

Instructors must clearly define, in the course outline, what types of calculators are permitted during quizzes, or during midterm and final examinations.

In general, the definition of a calculator for examination purposes excludes any device that can:

- communicate with other devices
- accept external/removable memory
- store text
- produce graphics
- solve matrix equations
- be programmable

Students must not use such devices during quizzes, or during midterm or final examinations, unless clearly stated otherwise in the course outline.

Assessment, Progression and Awards

Attendance Policy

Class attendance is mandatory. Attendance and performance in class are closely correlated. Lack of attendance necessarily means that a student has not achieved the desired learning experience that course requires.

For purposes of mitigating circumstances, such as illness or other serious matters, the College allows students to miss up to 20% of class time. This applies to all courses. For certain courses instructors could take absences into account and lower a student's grade based on the marking criteria and learning outcomes of the course.

Absence from a class does not exempt a student from completing the work for that class. Students who have exceeded the 20% threshold of absences for serious mitigating circumstances will be referred by the instructor to the Registrar's Office. The registrar will in turn inform the Committee on Academic Standards and Policies (CASP) which, in the light of any evidence of extenuating circumstances supplied by the student, will decide whether the student must withdraw from the course and/or receive an F grade.

The only health-related mitigating circumstance acceptable for excusing absences beyond the maximum is hospitalization. It is the student's responsibility to be aware of the number of absences they have in each of their courses or modules.

Assessment Deadlines

Students must submit work by the deadlines set in the course outline. Where coursework is submitted late and there are no accepted extenuating circumstances it will be penalized in line with the following tariff:

Fall and Spring Semesters: Submission within 6 calendar days: a 10% reduction of the awarded grade for each calendar day late down to the 40 UK points (C grade). Submission that is more than 6 calendar days late: submission refused, grade F.

Summer Term: Submission within 4 calendar days: a 10% reduction of the awarded grade for each calendar day late down to the 40 UK points (C grade). Submission that is more than 4 calendar days late: submission refused, grade F.

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Summer Sessions: Submission within 2 calendar days: a 10% reduction of the awarded grade for each calendar day late down to the 40 UK points (C grade). Submission that is more than 2 calendar days late: submission refused, grade F.

Assessment of Students with Special Needs

For students registered for the Open University (OU) Award, the Board of Examiners may make special arrangements for the examination or assessment of students with disabilities or learning differences. These arrangements must be approved in advance of the first assessment to which they will apply.

All students, whether they are registered for both the US-accredited NECHE degree and the OU award or not, are responsible for alerting the registrar to a special need and for providing relevant evidence to document it. The registrar will pass the information on to the Committee on Disability and Learning Differences. The committee will decide on the action to be taken to accommodate a student with special needs, having ensured that there has been full consultation with faculty in the department(s) responsible for the assessment of that student. This action must be endorsed by the chair of the relevant Board of Examiners in the case of the OU validated award. Alternative methods of assessment for non-OU validated courses or programs are suggested by the Committee on Disability and Learning Differences in consultation with the instructor.

Assessment of Students with Special Needs and in Exceptional Circumstances

The Committee on Disability and Learning Differences may make special arrangements for the examination or assessment of students with disabilities or learning differences. These arrangements must be approved by both the committee and the faculty in advance of the first assessment to which they will apply.

The student is responsible for alerting the registrar to a special need and for providing relevant documentary evidence of it. The registrar will pass the information on to the Committee on Disability and Learning Differences.

The committee will decide on the action to be taken to accommodate a student with special needs, having ensured that there has been full consultation with faculty in the department(s) responsible for the assessment of that student.

If the committee and faculty teaching the course decide that the student should take an oral exam, the procedure described hereafter must be followed. The course professor will inform the student on the venue and the exact time for the oral exam at least two days before the exam. The oral exam should be on the same course material and should have at least the same duration as the scheduled test for the other students of the same course.

A second faculty member from the same academic department must be present during the oral examination, but as an observer only, not as an examiner. The student's answers on the oral exam questions will be assessed by the course professor. The oral exam must be recorded.

After completion of the oral exam, the course professor should inform the Registrar's Office the student's grade, and of the venue, date, exact time, and duration of the exam, and of the name of the second faculty member that who present during the oral examination.

Grading

Grades are reported at the end of each semester and session. The following scale of letter grades and quality point (numerical) equivalents is used toward the US bachelor's degree:

<u>Grade Descriptors</u> These descriptors outline the typical characteristics of the standard of work associated with each grade. They should be used for guidance only.	COURSE	
	LETTER GRADE	POINT GRADE
Excellent: Superior performance; a high level of critical analysis and evaluation; incisive and original; exceptionally well researched; high quality presentation; exceptional clarity of ideas; excellent coherence and logic. Trivial or very minor errors.	A	4
Very Good: Very good performance; a very good level of critical analysis and evaluation; significant originality; well researched; clarity of ideas, thoughtful and effective presentation; very coherent and logical; minor errors only.	A-	3.7
	B +	3.5
Good: A good performance; a good level of critical analysis and evaluation; some evidence of originality; reasonably well researched; ideas generally clear and coherent; some but not significant weaknesses.	B	3.0
Satisfactory: Satisfactory performance -- at least passable; acceptable level of critical analysis and evaluation; little evidence of originality; adequately researched; ideas fairly clear and coherent though some significant weaknesses.	C+	2.5
	C	2.0
Fail: Clearly below the pass standard; lacking substance, knowledge and understanding; ideas confused and incoherent; fundamental weaknesses in most areas. Fails to meet the Learning Outcomes.	F	0

UK Points	US Letter Grade
70-100	A
65-69	A-
60-64	B+
50-59	B
45-49	C+
40-44	C
0-39	F

Failure F - (no credit earned)
Examination E - (credits earned by examination)
Pass P - (credit earned)
Retake R - (Course retake for Failing Grade Replacement)
Satisfactory S - (Only for pre-collegiate courses)
Unsatisfactory U - (Only for pre-collegiate courses)
Credits transferred for the Deree US degree only TR (credit transferred)
Mitigating Circumstances MC- (no credit earned)
Non-Credit NC - (no credit earned)
Non-Report NR - (no credit earned)
Withdrawal W - (no credit earned)

Grade Recalculation for Inbound Study Abroad Non-Degree Students and Resit Opportunity

Inbound study abroad non-degree students in validated courses will have to pass all course assessments in order to pass a course. When an inbound study abroad non-degree student fails an assessment but the overall calculated grade is a passing one, the Registrar's Office will contact the student and verify whether they are able to take the resit for the failed assessment. If the student confirms in writing that they cannot take the resit but have a passing final calculated grade, the student's final grade in the course will be the minimum passing mark (40 UK points, grade C). This policy will apply only to students who have not missed any of the required course assessments.

Under certain extraordinary circumstances, inbound study abroad, non-degree seeking students may request to take a resit at their home institution. This is only available to such students if they have passed at least one of the main course assessments in the designated course, but not if the course has only one assessment, which the student has failed. The request must be received in writing by the Registrar's Office no later than 10 working days after the official publication of term/semester grades in myACG portal.

F (Failure)

The grade of F is computed in the grade-point average (GPA) and in the cumulative index (CI). A student may receive credit for a failed course only by retaking and successfully passing that course at Deree. Retakes are capped at grade C.

E (Credits earned by examination)

Please refer to "Waiver Examinations" in the "Recognition of Prior Experiential Learning" section.

P (Pass)

The grade of P has no quality-point equivalent and is not computed in the student's grade-point average or cumulative index. However, credits earned with the grade of P are included in the total number of credits earned and count toward the completion of the Deree US degree requirements. Students may petition for a Pass/Fail option for elective courses taken outside their major, but, once the option is granted, they may not revert to a letter grade. Petitions for a Pass/Fail option should be addressed to CASP no later than the first week of the semester. No Pass/

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Fail option is available in accelerated sessions or toward the Open University award. Certain courses, such as most of Physical Education courses, are graded on a Pass/Fail basis only.

R (Course Retake for Failing Grade Replacement)

The grade replacement policy allows students to retake courses at Deree for change of failing grade. Students may replace an F grade in a course by repeating and passing the same course at Deree. If a student fails a validated course more than two times they may be required to withdraw from the OU validated award, unless CASP has accepted the student's petition for mitigating circumstances. The final decision is made by the Board of Examiners. The maximum number of retakes for both degrees is 10 courses. Retakes are capped at grade C. When students retake a course, they are required to submit and be assessed on new assessments not used the previous time(s) they took the course.

S (Satisfactory)/U (Unsatisfactory)

The grades of S and U may be given for certain developmental courses that do not constitute part of degree programs.

MC (Mitigating Circumstances):

For the designation MC, please see the "Mitigating Circumstances" section.

NC (Non-Credit)

The designation NC indicates that the course was not taken for credit. The same course cannot be retaken for credit.

NR (Non-Report)

The designation NR is automatically recorded in the event final grades are not submitted by the specified deadline. The NR is automatically removed as soon as the grade is submitted by the faculty.

W (Withdrawal)

A W grade indicates that a student withdrew from a course by the date specified in the College calendar. No credit is granted.

Grade Point Average (GPA) and Cumulative Index (CI)

In the US system of education, a grade point average (GPA) is determined for each student at the end of each semester. The cumulative index (CI) is the average of all the grades of all semesters of study. Both averages are computed by multiplying the number of credit hours for each course by the quality point equivalent of the letter grade. The quality points earned for each course are then added and the sum is divided by the total number of credit hours. The credits for a course in which an F is received are included in the divisor, but no quality points are earned. Course credits by transfer are excluded from compilation of the CI at Deree - ACG. Grades reported as MC, NR, S, U, R, and NC are not computed in the average. When the MC or NR is removed, the new grade is then included in the average the semester in which the course was taken. Summer I and II grades are averaged with the grades of the Spring Semester.

Second Marking

All assessed work submitted for credit in validated courses and programs leading to Open University awards shall be subject to the process of second marking and review by External Examiners. This policy extends to all modes of assessment and, where assessed work is not in written form, every effort should be made to apply some appropriate form of moderation. For the implementation of the College's policy on second marking and External Examiners see Appendix I - Regulations for validated awards of The Open University for institutions offering dual awards. Students registered for the Open University award are assessed by the Board of Examiners (see Appendix I - Regulations for validated awards of The Open University for institutions offering dual awards). Student progress toward the US Deree degree is not assessed by a Board of Examiners.

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All decisions on grades of validated courses remain provisional until they have been ratified at a meeting of the Board of Examiners attended by the relevant external examiner(s).

Action in the Event of Failure

For each course, students must obtain a minimum of Grade C (40%) in each summative assessment to achieve a pass and obtain the credit for that course (Appendix I - *Regulations for validated awards of The Open University for institutions offering dual awards*).

For the validated award only, three courses of action are available to Boards of Examiners in the event of a student failing one or more assessed components of a course:

Students who fail one or more assessments in a course will be offered the opportunity to be reassessed in, or resit, those components. Only one resit per each assessment component is allowed in each validated course. The maximum grade a student can obtain for the reassessed component of a course is a Grade C (40% UK). If a student fails a resit, they will not receive the credit for that course. The resit policy does not apply to non-validated courses and programs.

Exceptionally, and subject to a recommendation from the Committee on Academic Standards and Policies based on evidence it has received of a student's mitigating circumstances, the Board of Examiners may grant a student a further opportunity for reassessment in a validated course. Students with mitigating/extenuating circumstances will not be subject to a capped grade of C (40% UK). The Committee on Academic Standards and Policies may grant a student further opportunity for reassessment in consultation with the instructor.

A student who has obtained a final fail grade following reassessment(s) in a course validated in their program or an F in a course that is not validated in their program (where the reassessment policy does not apply) may retake the course. The grade of such retake will be subject to a cap of a C (40% UK) grade. A student's program may not comprise more than 10 retakes (see the "Course Retake Policy" section) in total for both the validated and Deree US awards. Students retaking a course will be required to observe the College's attendance requirement (Appendix I - Regulations for validated awards of The Open University for institutions offering dual awards) and complete all the assessments for that course. Following the successful completion of a retake, the grade obtained by the student will replace the original fail grade. This option is not available to students who have already obtained credit and are seeking to improve their grade for a course. If a student withdraws from a course prior to any assessment taking place and then enrolls in that course later, the grade will not be subject to a cap. After repeating the course, the repeat grade will replace the original one. The original F, accompanied by the letter R and the replacement grade will both appear on the student's transcript, but only the replacement grade will be counted in computing the cumulative index (CI). If students withdraw from a course they are repeating for grade replacement, the original grade F assigned for the course remains. Courses transferred from other institutions and courses waived may not be repeated. Students also may not use the policy retroactively after their graduation from the former Junior College (see previous catalogs) or Deree - ACG. Successfully completed courses that are repeated over and above the 10 retakes will appear as NC automatically. Graduates who are re-admitted as non-degree students may only repeat courses as NC (ie, they may only audit courses they have passed.)

Mitigating Circumstances

The following regulations distinguish between factors or circumstances which were known to the student in advance of taking an assessment and which affect their ability to attend an examination or submit work by the published deadline (Appendix I - *Regulations for validated awards of The Open University for institutions offering dual awards*), and those which have not impaired the student's ability to attend for examination or meet a deadline for the submission of work but which may have affected his or her performance (Appendix I - *Regulations for validated awards of The Open University for institutions offering dual awards*). In all cases, it is the responsibility of the student to ensure the timely disclosure of any factors or circumstances which may affect the assessment of their learning

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and responsibility for the consideration of these factors and circumstances will lie with the Committee on Academic Standards and Policies.

Students whose circumstances may affect (or may have affected) their ability to meet a program’s assessment requirements must submit a completed Mitigating Circumstances Extension Form together with verifiable documentation to the Registrar’s Office. This form can be completed electronically or in person and may, if necessary, be signed retroactively.

When there are factors or circumstances known to the student in advance of taking an assessment that affect their ability to attend an examination or submit work by the published deadline:

- a. the Committee on Academic Standards and Policies will consider the evidence submitted by the student;
- b. if the mitigating circumstances are accepted by the committee it will determine the extension to be granted to the student or, in the case of examinations, the date on which the student shall be assessed; in such cases the grades will not be capped at C (40% UK).
- c. for the validated award only, the chair of the Board of Examiners, the registrar and the appropriate department head/area coordinator will be informed of the committee’s decision. For students registered only for a Deree US degree, the registrar, the instructors and the relevant department head/area coordinator will be informed of the committee’s decision.

The student will have the right to apply for a further extension, or for a rescheduling of an examination, if the mitigating circumstances persist.

When factors or circumstances have not prevented a student from attending an examination or meeting a deadline for the submission of work, but may have affected their performance:

- a. the Committee on Academic Standards and Policies will review the evidence submitted by the student. For students registered for a validated award the committee will make a recommendation for consideration by the appropriate Board of Examiners; for those students who are registered only for a Deree US degree, the committee will communicate directly with the instructor and the Registrar’s Office.
- b. For students registered for a validated award, the Board of Examiners is responsible for considering what action it should take (see 6.6.1[e], Appendix I – Regulations for validated awards of The Open University for institutions offering dual awards) in the light of the recommendations of the Committee on Academic Standards and Policies.
- c. For students registered for an Open University validated award, the actions available to the Board of Examiners include: the deferral of an assessment to a later date; compensation for the failure in a course (see Appendix I – Regulations for validated awards of The Open University for institutions offering dual awards); agreement that the student should either retake the course or be reassessed with the grade achieved being recorded on the student’s transcript and therefore contributing to the classification of the award; and, exceptionally, a decision that the student be assigned a higher grade for the course or courses on which their performance has been affected. For those students who are registered for the Deree US degree only, appropriate action will be taken by the instructor upon CASP’s recommendations.

Progression Toward the Open University Validated Award

Students must complete at least 60 credits at Level 4 within the Open University validated program as well as all required prerequisites before they progress to Level 5.

Providing that a student has met the necessary prerequisites, they may progress to Level 6 courses when they have completed at least 60 UK credits at Level 5.

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Students will not be allowed to study at Level 6 before having completed and passed all their Level 4 courses.

Conferment of Open University Validated Awards

Classification of bachelor degrees will be based on the average mark across all modules within Level 6 and half of the modules in Level 5 at a ratio of 2:1 respectively.

Honours degrees are classified as:

First class	Aggregate mark of 70% or above
Upper Second class	Aggregate mark between 60% and 69%
Lower Second class	Aggregate mark between 50% and 59%
Third class	Aggregate mark between 40% and 49%

If the average achieved by a candidate is not more than one percentage point below a classification band, the board should consider the following.

Performance in work for which an award of credit for prior learning has been made is not taken into account in the calculation of the final award.

Where the final result of the classification calculation creates a mark of 0.5% or greater this will be rounded up to the next full percentage point (eg 69.5% is rounded to 70%; 59.5% to 60%; and so on). Where the calculation creates a mark below 0.5% this will be rounded down to the next full percentage point (eg 69.4% is rounded to 69%; 59.4% to 59%; and so on). For the purposes of rounding up or down, only the first decimal place is used.

The Board of Examiners will take a consensus view on the final classification to be awarded to the student. The chair of the Board of External Examiners and the external examiner(s) must in each case endorse the proposed class of award.

Credit obtained through the credit transfer, RPCL, or RPEL procedures (see Section 4, above) is excluded from the calculation to determine the classification of the degree. In such cases, the grades obtained for the remaining courses taken within the OU framework will be used for the final classification.

Applying for Graduation

When students reach their last semester/session of studies at the College, they must apply for graduation to the Student Success Center. Deadlines for the submission of applications for graduation are announced in advance.

An application for graduation not submitted by the announced deadline will be considered for the next graduation date.

Graduation Requirements

In order to graduate, students must:

- a. Complete satisfactorily the total number of credits and all other requirements set for the degree.
- b. Fulfill the residency requirement.
- c. Attain a minimum cumulative index of 2.0.

A student’s graduation with a Deree US degree will be delayed if they must resit one or more assessments in their last semester of studies.

Graduation with Distinction

The Bachelor’s degree is awarded at three levels of distinction to students who have completed at Deree – ACG at least 72 US credits out of the total number of credits required for graduation and who have obtained exceptionally high grades.

The CI is computed to include all courses completed at Deree – ACG.

Cum Laude	3.30-3.49
Magna Cum Laude	3.50-3.69
Summa Cum Laude	3.70-4.00

Faculty Recommendation for Graduation

Department heads/program coordinators and academic deans evaluate prospective graduates’ records and the registrar confirms the completion of graduation requirements. An official list of prospective graduates, as certified by the registrar, is then presented to the faculty for approval.

The faculty recommendation to graduate students certified by the registrar is obtained by a simple majority vote.

Although degrees are granted only once a year, a student who has been recommended by the faculty for graduation may obtain a certificate signed by the Registrar confirming completion of graduation requirements.

Trustees’ Approval and President’s Conferral

The president of the College presents the faculty recommendation for graduation to the College’s Board of Trustees for approval. The trustees’ approval of the faculty recommendation for graduation gives the president the authority to confer the degrees.

Grade Reports and Official Documents

At any time during the course of their studies students, active or not, may request a transcript of their progress. Each transcript is a copy of the student’s complete record, and any requests for issuing partial transcripts will be denied. When the transcript is given directly to the student or, at the student’s request, to another person, it is labeled “Unofficial”. An “Official Transcript of Record” is sent directly to schools or other authorities only at the student’s request and is not issued to the student. Upon graduation students will be able to obtain a transcript for the Deree US degree and a diploma supplement for the Open University validated award. Official transcripts, certificates and any other official document signed by the relevant Deree official is given to students in printed form only. No transmission by fax or any electronic method of official Deree documents is permitted.

Academic Offences

An academic offence (or breach of academic integrity) includes any action or behavior likely to confer an unfair advantage, whether by advantaging the alleged offender or by disadvantaging another or others. Examples of such misconduct are unauthorized use of Generative Artificial Intelligence tools, including chatbots, such as Chat GPT, and other tools, such as paraphrasers, to generate and / or rewrite material, plagiarism, collusion, cheating, impersonation, supplying false documentation, use of inadmissible material and disruptive behavior during examinations. Responsibility for reviewing breaches of academic integrity is held by the Committee on Standing and Conduct (COSC).

According to College policy all student tests and assignments are submitted through a plagiarism detection software called Turnitin.

Charges against a student for violating academic integrity may originate from any source: a faculty member, an

administrator, a fellow student, as well as External Examiners reviewing assessments for the Subject Boards. Charges are submitted in writing to the COSC chair and accompanied by any further substantiating evidence. If a member of the Committee originates the charge, the member will be recused from the decision-making process, and any other process related to the case, other than those related to the role of plaintiff/witness.

The alleged offender is informed in writing that a report has been submitted against him/her. He/She has the right within five working days of receipt of the notification to submit a written statement of facts he/she believes COSC should know and/or to request a meeting with the Chair and one committee member.

The Committee on Standing and Conduct will either itself investigate the charge or establish from its own membership a panel to conduct the investigation. In establishing whether a breach of academic integrity has occurred, the Committee (or panel) considers oral and/or written evidence supplied by the individual(s) making the charge and any other evidence deemed relevant.

For OU students in validated courses/programs only, once the Committee on Standing and Conduct has considered the allegation and reached a conclusion on whether an offence has occurred, it issues a report with a recommendation regarding the outcome for the student to the Chair of the relevant Board of Examiners. If it has been established that an offence has occurred, the Board will judge the significance of the misdemeanor and exercise its discretion as appropriate to the case. If it is established that a student has attempted to gain an unfair advantage, the examiners shall be given the authority to rule that the student has failed part or all of the assessments, and the authority to determine whether or not the student should be permitted to be reassessed.

Independently of the assessment decisions made by the Board of Examiners on offences pertaining to validated courses/programs, the Committee on Standing and Conduct is empowered to consider a wider range of sanctions that might be applied when a student is found guilty of a breach of academic integrity. The following list of sanctions is indicative and can be imposed by majority vote of the Committee:

Admonishment Letter (or Letter of Warning): The student is advised in writing that their behavior violates rules of academic integrity and that a recurrence will lead to more serious sanctions. The committee will deliberate on whether the letter should or should not appear in the student’s file permanently or for a lesser period of time.

The College does not use disciplinary notations on the student’s transcript; nor does it release information regarding academic integrity violations to other institutions or external agents. However, it reserves the right to consider any academic integrity violations when examining applications for study abroad, internships, scholarships, campus employment, or student awards, or for other internal uses for as long as the student is an active ACG student.

COSC or, on appeal, the Academic Council or Chief Academic Officer may impose additional penalties for academic misconduct affecting the sanctioned student’s ability to hold elected office in student organizations including student government and restricting other non-academic activities.

First Offence File: The student’s name and a description of the offense is recorded in the student information system, and is accessible by the chief academic officer, the academic deans, the dean of students and department heads. Second offences automatically result in a hearing.

Suspension: The student’s relationship with the College will be discontinued for a specified period of time. The student will forfeit any college-related fees .

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Dismissal: The student's relationship with the College will be terminated. The right to apply for readmission shall be denied.

COSC observes College policies on academic integrity. When a student is found guilty of a breach of academic integrity, the committee applies the sanction(s) pertinent to the offence. The COSC chair informs the student and the plaintiff of actions to be taken in writing within five working days of the formulation of the final recommendation.

Hearing

Deliberation on a second offence violation requires a hearing. A student may be called to a hearing even in the case of a first offence, depending on the severity of the charge. Once the Committee establishes that the report is complete, the Chair calls for a hearing within eight working days from the receipt of the charge. The Chair informs the student in writing of: the charge(s); the student's rights; and the fact that the student's presence is required at the hearing. The student has the right:

- to attend the hearing alone or with a member of the College community who agrees to speak for the student.
- to answer questions, present evidence and introduce witnesses from the College community for defense against the charge.
- to pose questions to witnesses from the College community.

The Chair notifies the plaintiff in writing when his/her presence is required, of the time and place of the hearing, as well as the plaintiff's rights:

- to be accompanied by a member of the College community who agrees to speak for the plaintiff.
- to introduce witnesses from the College community.
- to pose questions to the student and witnesses from the College community.

At the hearing the chair announces the purpose and the function of the committee and reads the charge(s). The chair opens the floor, inviting parties present to provide additional information and call witnesses, if they so wish. Parties present may pose questions to the student/plaintiff/witness(es). The members of the committee are then given the opportunity to ask questions of the parties present.

When the hearing is over, the chair asks all those present apart from the committee members to leave the room. Committee members then deliberate on the outcomes of the hearing. The committee arrives at a majority judgment on the case and, if necessary, recommends sanctions. If a student does not appear for a hearing and fails to notify the committee of their inability to do so, the committee rules on the case in absentia.

Appeal

Within three working days of receipt of COSC's decision, the student has the right to lodge a formal written appeal against the decision of the committee. The appeal is addressed first to the Academic Council and subsequently to the chief academic officer, and then to the president, whose decision is final.

Any COSC decision and recommendation on a case are subject to the Academic Council's approval, the Board of Examiner's ratification of grades, and the appeals process available to students. The committee recommends sanctions based on majority vote.

For offences made in validated courses/programs, OU students may appeal against the decision of the Board of Examiners in accordance with the regulations for academic appeals as outlined in the *Regulations for validated awards of The Open University for institutions offering dual awards*.

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For cases involving OU students, a final report on all the cases is prepared and submitted, via the Academic Council, to the Board of Examiners fourteen days prior to the convening of the board. For cases involving non-OU students, the report is sent to the Academic Council only. Reports include a short statement on the student's breach of academic integrity, the committee's ruling and the sanctions applied.

Students involved in the academic misconduct process should restrict communication on this process to the lines of communication and appeal indicated in this policy. Students should not attempt to contact individual members of relevant committees or other administrators or faculty about an ongoing academic misconduct case outside of the formal avenues of communication and appeal.

Academic Appeals

Students registered in a validated program may appeal a decision of the Board of Examiners. Students' rights of appeal are limited to two grounds:

- either that the candidate's performance in an assessment was adversely affected by illness or factors which they were unable, or for valid reasons unwilling, to divulge before the Board of Examiners reached its decision.
- or that there has been a material administrative error, an assessment was not conducted in accordance with the current regulations for the program or special arrangements formally agreed, or that some other material irregularity relevant to the assessment has occurred.

Disagreement with the academic judgment of a Board of Examiners in assessing the merits of an individual element of assessment does not constitute grounds for an academic appeal. Responsibility for the submission of documentary evidence in support of the appeal rests with the student.

Appeals must be submitted in writing to the registrar no later than 14 days following the publication of Examination Board results. All appeals, including requests for grade change for non-validated courses, must be submitted in writing to the registrar by the end of the second week of the following session/semester.

On receipt of the appeal, the registrar informs the department head/program coordinator and the Academic Council (through the chief academic officer) and submits to them all relevant evidence and correspondence. The academic dean undertakes an initial assessment of the validity of the appeal and advise the student accordingly. In light of this advice the student should decide whether they wish to proceed with the appeal. The student then decides to withdraw their appeal or lodge a complaint in accordance with the College's complaints procedure. Students who attended a non-validated course may appeal a final course grade within 45 days from the last day of classes for courses without a final exam or from the day of the final exam for courses with final exams. For appeals concerning grade assignment in non-validated courses, the department head/program coordinator may form a departmental committee to review the student assessment and propose to the Academic Council a decision on the grade.

In the event that the student decides to proceed with an appeal, the Academic Council will be convened no later than three weeks after receiving the student's decision to do so. The members of the Academic Council shall exclude any member of the faculty or the administration who has been involved in the assessment of the student or who is a member of the relevant Board of Examiners. For non-validated courses, the Academic Council will decide on the student's final grade and will inform the student, the professor and the academic dean.

In cases of validated courses/programs, the Academic Council will hear the appeal. The appellant may be called to appear before the council. The Academic Council may also require the chair of the Board of Examiners to appear separately before it. The appellant and the chair of the board will not be present when the subcommittee considers

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the evidence and formulates its decision. In cases of validated courses/programs, the Academic Council must inform the student and the Board of Examiners of its decision within seven days of the hearing. The student has the right to appeal the subcommittee decision, in writing, to the provost. If the appellant wishes to contest the provost's decision, they have the right to lodge an appeal with the Open University. The student will obtain contact details for the provost and the Open University from the registrar.

The Registrar's Office will keep records of outcomes for all appeals cases. The Academic Council will receive annual summary reports regarding all appeals received by the College.

Complaints Procedure

Complaints are related to specific concerns about the delivery of a course (ie, module) or a program of study, or of a related academic or non-academic service. For non-validated courses and programs complaints do not address the review of a decision made by an academic body. When appropriate, a complaint is first resolved through informal discussion with the party or office directly involved. If not resolved at this level, a formal complaint is submitted by the student to the Registrar's office no later than 14 days after the student is informed of the outcome of this discussion. Upon receipt of the complaint the registrar forwards it and all relevant documentation to the Academic Council or the dean of students.

Depending on the nature of the complaint, the academic dean or dean of students will undertake an initial assessment of the validity of the complaint and advise the student accordingly. In light of this advice, the student will decide whether they wish to proceed with the complaint.

In the event that the student decides to proceed with the complaint, the Academic Council will be convened no later than three weeks after receiving the student's decision. The Academic Council shall exclude any member of faculty or the administration who has been involved in the complaint or who is a member of the relevant Board of Examiners.

The Academic Council will hear the complaint. The appellant may be called to appear before the council. The council may also require the relevant member of the faculty or administration, or both, to appear separately before it. The appellant and any member of staff against whom the complaint has been made will not be present when the council considers the evidence and formulates its decision.

The Academic Council must inform the student and the chair of the Board of Examiners (if the complaint concerns a validated course/program) of its decision within seven days of the hearing. The student has the right to subsequently appeal to the provost against the decision of subcommittee. If the appellant wishes to contest the provost's decision for validated courses or programs, they have the right to lodge a complaint with the Open University. The student will obtain contact details for the provost and the Open University from the registrar.

The Registrar's Office will keep records of outcomes of all complaints cases. The Academic Council will receive annual summary reports regarding all complaints received by the College.

Students registered in an OU-validated award may further appeal to the Office of the Independent Adjudicator (OIA).

Academic Enrichment Programs

English for Academic Purposes Program

The English for Academic Purposes Program (EAPP) supports the educational mission of Deree by providing high-quality instruction in academic English to non-native English-speaking students who need to improve their English language skills for study at the institution. EAPP also provides English placement testing to incoming students who are non-native speakers of English. EAPP is designed to:

- provide non-native English-speaking students with the resources and opportunities to develop their reading, writing, listening and speaking skills to a level appropriate for college study.
- equip students with the academic skills needed to help them participate more fully and effectively in college courses.
- offer a well-researched curriculum that addresses the unique and diverse needs of the College's non-native English-speaking students and makes use of educational technology and academic support services.
- provide small, student-centered classes led by dedicated, professionally trained English instructors.

Writing Program

The Writing Program (WP) offers three levels of full-time courses on academic writing: WP 1010 Introduction to Academic Writing, WP 1111 Integrated Academic Writing & Ethics and WP 1212 LE Introduction to Academic Writing and Research. These courses equip students with the critical thinking, reading, writing and research skills necessary for success in an academic environment. Each writing course has a thematic focus as a vehicle to structure thinking and writing.

Students are placed in WP 1010 if they satisfy the College's requirements for proficiency in English (as described in the section "Academic Writing").

Students take all three Writing Program courses in sequence to fulfill part of their general education requirement. All courses are offered for 3 graduation credits.

The Writing Program supports the educational mission of Deree by

- providing high-quality instruction in academic writing and thinking that prepares students for the writing and critical-thinking challenges they will face in their major.
- equipping students with the critical-thinking and communication skills they need to succeed beyond college as flexible, thoughtful and confident writers.
- increasingly challenging students with reading and writing assignments that expose them to a variety of texts, writing and research activities, and disciplinary discourses.
- offering a well-researched curriculum that responds to the unique and diverse needs of the College's students and making use of educational technology and academic support services.
- providing small, student-centered classes led by dedicated, professionally trained English instructors.

International Honors Program

The Deree - ACG International Honors Program (IHP) offers motivated and academically committed honors students educational enrichment through interdisciplinary learning experiences and opportunities for independent scholarship. It seeks to develop students' intellectual and civic leadership skills through dynamic teaching and student involvement that extend beyond the classroom.

The International Honors Program offers:

- challenging and innovative General Education courses taught through the use of the most current pedagogical tools.
- faculty-student research opportunities through the Honors Thesis.
- exposure to international perspectives through study abroad.
- co-curricular activities that cultivate creativity and civic engagement, such as sustainability workshops, lecture series and film series.
- participation in a tightly knit community of high-achieving students.
- financial aid (International Honors scholarship), internship opportunities, and benefits such as early course registration.
- special cultural and academic enrichment events that promote leadership potential, such as participation in the Heritage Greece Program.
- increased career and/or graduate opportunities.

The International Honors Program seeks to produce well-educated, articulate citizens who exemplify the highest standards of academic, professional and personal achievement. It offers an enriched curriculum that integrates knowledge, sharpens academic skills and encourages active involvement in the learning process.

The International Honors Program encompasses an Honors student's undergraduate career and evolves in two stages:

- in the first stage, students benefit from taking four Honors Seminars which fulfill an equivalent number of General Education requirements.
- in the second stage, students apply the creative and intellectual skills they have acquired in the Honors Seminars to produce an Honors Thesis, the capstone requirement of the Honors Program. The Honors Thesis is also a bridge to a student's professional or academic goals beyond college.

The Teaching and Learning Center

Fulfilling the College's mission of fostering academic excellence, the Teaching and Learning Center, an instructional resource for faculty, promotes innovative approaches to student learning. The director of the Teaching and Learning Center provides support and assists in the development of effective educational material. The Teaching and Learning Center organizes frequent training sessions on pedagogy where faculty can exchange ideas and experiences related to their teaching; it encourages faculty to explore developments in teaching technologies and adopt student-centered techniques; through a dedicated Blackboard container full of material related to classroom needs, it facilitates and encourages faculty to keep up with best practices in pedagogy.

DEGREES GRANTED

Bachelor of Arts (BA),
with majors in:

- | | |
|--|-------------------|
| Art History | Music |
| Cinema Studies | Music Performance |
| Communication | Philosophy |
| Economics | Psychology |
| English | Sociology |
| Graphic Design | Theatre Arts |
| History | Visual Arts |
| International Relations and European Affairs | |

Bachelor of Science (BS),
with majors in:

- Biomedical Sciences
- Cybersecurity and Networks
- Environmental Studies
- Entrepreneurship Management
- Finance
- Human Resource Management
- Information Technology
- International Tourism and Hospitality Management
- Logistics and Supply Chain Management
- Management Information Systems
- Marketing
- Shipping Management
- Sports Management

Bachelor of Science (BS)
Business Administration, with majors in:

- Accounting and Finance
- International Business
- Operations Management

Minors in:

- | | |
|-------------------------------------|---|
| Accounting and Financial Management | Information Technology |
| Anthropology | International Business |
| Archaeology | International Financial Reporting and Auditing |
| Art History | International Relations and European Affairs |
| Biology | International Tourism and Hospitality Management (ITHM) |
| Business | Leadership and Management |
| Business Across Cultures | Logistics and Supply Chain Management |
| Business Analytics | Management and Modern Languages |
| Cinema Studies | Management Information Systems |
| Classics | Marketing |
| Communication | Modern Languages |
| Crime, Law and Justice | Modern European Literature |
| Cybersecurity | Music |
| Dance and Movement Studies | Music and Musical Theatre |
| Economics | Operations Management |
| Electronic Business | Philosophy |
| English | Project Management |
| Entrepreneurship Management | Psychology |
| Environmental Management | Shipping Management |
| Environmental Studies | Sociology |
| European and Global Affairs | Sports Coaching |
| Finance | Sports Management |
| Financial Markets Trading | Sports Marketing |
| Graphic Design | Sustainable Economics and Finance |
| Gaming Technologies | Theatre Arts |
| Healthcare Management | Tourism and Sustainability |
| History | User Experience |
| Human Resource Management | Visual Arts |

The Frances Rich School of Fine and Performing Arts

Requirements for the Bachelor of Arts Degree (BA)

Art History

Graphic Design

Music

Music Performance

Theatre Arts

Visual Arts