



American University of Phnom Penh

**STUDENT HANDBOOK
Fall 2016-Spring 2017
Effective Date August 1, 2016**

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A. Purpose of the Student Handbook

This Handbook is designed to help you in planning your academic goals at AUPP. It is designed to inform you of academic requirements for graduation, procedures used to register for classes, services offered at the university, and your duties and obligations as a student at AUPP. This Handbook is not intended to replace the AUPP University Catalog.

A copy of the AUPP University Catalog is available on-line at www.aupp.edu.kh. The AUPP University Catalog explains all requirements and can introduce you to majors and minors offered by the University. You should refer to the published Academic Calendar for important dates and deadlines. The Academic Calendar is available from the Registrar or on-line at www.aupp.edu.kh.

This Handbook also offers information on how to best work with your academic advisor in planning your courses. It is important that you seek advice at the beginning of your college career and whenever you need it. Faculty advisors are assigned for all students and you are required to meet with your faculty advisor at regular intervals throughout the year. The assistance of a faculty advisor will ensure that you select the right courses to meet degree requirements for both general education and for your major and minor. Your faculty advisor will also help determine your best options for graduate and professional schools or career opportunities, and give you valuable advice on your academic choices.

This Handbook also contains information on important activities that occur outside of the classroom, including, but not limited to the use of campus facilities (library, computer lab, learning center), student services, university sponsored clubs, field trips and general policies affecting you as a student at AUPP.

We welcome you to the American University of Phnom Penh and hope that this Handbook helps you through the details of completing your degree while learning and enjoying your time as a student.

Nothing is Automatic

You, the student, must initiate all adds, drops, and changes in your course schedule, changes in your major, corrections to your transcript and your application to graduate.

B. Welcome Remarks

Welcome to American University of Phnom Penh.

American University Phnom Penh (AUPP) is the leader in American and western university education in Cambodia. AUPP is committed to excellence in higher education. We offer American accepted and accredited Bachelor Degrees in several academic areas. AUPP is offering dual degrees in certain majors. We offer scholarships, financial aid, deferred payment plans and loans. We will do all we can to help you thrive here. You will receive the same high quality education you would receive at any university in the United States.

We are excited that you have decided to attend American University Phnom Penh. AUPP is working to become a great academic university in Cambodia and throughout Southeast Asia. Many professors have their doctorate degrees and have taught at leading universities in the United States and throughout the world.

AUPP is known for excellence in academics, community service and global interaction. Students receive a balanced approach to education that teaches them to analyze, take action and contribute to Cambodia and the world. We provide American college education to a broad community of Cambodian, Asian and world-wide learners. Students participate in seminars with guest speakers from around the world. They also learn to pursue creative endeavors,

sports, clubs and student life activities. An AUPP education prepares our students for personal growth and leadership development. New technology-enhanced learning equipment gives AUPP students a competitive advantage in Asian and world marketplaces. We are teaching today's students to be tomorrow's leaders.

AUPP Philosophy Regarding Students and Their Development

AUPP is a community in which the curriculum and co-curriculum are oriented to educating the whole student. Faculty, staff, and administrators are committed to implementing policies and practices that promote the holistic development of students. This commitment is grounded in the philosophy that students who participate in college life advance academically, personally, and professionally. Students who participate in co-curricular activities and build relationships within the college environment are more likely to be retained and to graduate.

At AUPP, student learning and development are promoted inside and outside of the classroom. In addition to rigorous academics, meaningful out-of-classroom learning opportunities further AUPP's mission of developing critical thinkers and socially responsible leaders. Student involvement as part of the college experience enhances students' learning and preparation for successful lives.

The Student Affairs and faculty members provide opportunities for student involvement. AUPP offers a variety of clubs, service-learning projects, student government leadership opportunities, internships, fieldtrips, career counseling, scholarship assistance, and a speaker series to engage students in deep learning. Student-led clubs, programs, and service projects are highly encouraged and supported. Student involvement enables students to gain knowledge and new skills and abilities. Activities will take place in the AUPP Center for Student Involvement, on the AUPP Campus, and at off-campus locations

C. Vision, Mission, Values

Vision

American University of Phnom Penh is a leading academic center of excellence in Cambodia, and Asia. We educate today's students to be tomorrow's leaders.

Mission

American University of Phnom Penh is a private, English language higher education institution in Cambodia. AUPP offers high quality, American-style education, grounded in the culture of Cambodia and Asia. We teach students social responsibility, life-long learning, and academic and professional excellence. We require students to be critical thinkers, innovators, and ethical leaders who will make significant contributions to the world.

Values

To achieve its Vision and fulfill its Mission, American University of Phnom Penh values the following:

Academic Freedom is achieved by upholding the spirit of free and critical thought and inquiry. We promote understanding and tolerance of a diversity of beliefs and we foster the open exchange of ideas and knowledge;

Continuous Improvement and Accountability are achieved by being committed to continuous quality improvement through reflection and assessment. We adhere to high ethical standards, being efficient, effective, accountable and proactive in our undertakings. AUPP is committed to democratic governance, transparent decision-making, and participation of stakeholders in the development of the institution;

Diversity, Equity and Cultural Heritage are part of each class and we recognize the contributions made collectively by diverse populations to the quality of university life and the global society. AUPP seeks to treat all individuals with dignity, fairness, tolerance and respect, appreciating diversity of concepts, opinions, customs, perspectives, traditions and experiences;

Excellence is found in our commitment to the highest standards of academic performance in programs and services, and through the development of collaborative partnerships;

Leadership and Integrity are achieved by upholding the highest professional and ethical standards;

Life-long Learning is instilled in our graduates by providing opportunities for professional development in the community both during and after their course work;

Social Responsibility is at the core of our classes and included in the many ways we prepare students for global challenges.

D. Academic Calendar

Fall 2016 (Returning Students) August 20, 2016 - January 3, 2017

AUGUST

M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Week

1

SEPTEMBER

M	T	W	T	F	S	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

OCTOBER

M	T	W	T	F	S	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

NOVEMBER

M	T	W	T	F	S	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

DECEMBER

M	T	W	T	F	S	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

JANUARY

M	T	W	T	F	S	S
					1	
2	3					

Important Dates

Aug 20: Fall 2016 Semester start (returning students)

Aug 24: New Faculty Orientation

Aug 25: Faculty Professional Activity Workshop

Aug 26: Student Orientation (Afternoon)

Aug 26: Last day for 100% tuition refund / Last day to register for Fall Semester

Aug 29: First day of instruction

Sep 2: Last day to add /drop courses

Sep 9: Last day for 80% tuition refund

Sep 16: Last day for course withdrawal - no record on transcript

Sep 23: Last day for 40% tuition refund

Sep 24: Constitutional Day

Sep 30 - Oct 2: Pchum Ben Holiday

Oct 14: Last day to withdraw - W on transcript (Withdrawal in Wk 8 will have WF)

Oct 15: Commemoration day of King's father, Norodom Sihanouk

Oct 16 Last day for potential graduates to apply for graduation

Oct 29: Coronation Day King Norodom Sihamoni

Oct 31: Student Census (Official enrolment count)

Nov 1-4: Advising week (normal classes with enhanced advising activities)

Nov 9: Independence Day

Nov 13-15: Water Festival

Dec 16: Last day of instruction

Dec 19-22: Final Exams

Dec 23: Final grades due

Dec 25: Christmas Day

Dec 31 - Jan 1: International New Year

Dec 23 - Jan 4: Winter Break (Faculty and Students)

Fall 2016 semester end (Returning students)

Fall 2016 (New Students) September 27, 2016 -January 3, 2017

SEPTEMBER

Week

M	T	W	T	F	S	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Sep 27: Fall 2016 semester start (New Students)

Sep 29: Last day for 100% tuition refund

Sep 30 - Oct 2: Pchum Ben Holiday

OCTOBER

M	T	W	T	F	S	S
					1	2
3	4	5	6	7	8	9 1
10	11	12	13	14	15	16 2
17	18	19	20	21	22	23 3
24	25	26	27	28	29	30 4
31						5

Oct 3: First day of instruction

Oct 7: Last day to add / courses

Oct 14: Last day for 80% tuition refund

Oct 15: Commemoration day of King's father, Norodom Sihanouk

Oct 21: Last day for course withdrawal -no record on transcript

Oct 28: Last day for 40% tuition refund

Oct 29: Coronation Day King Norodom Sihamoni

Oct 31: Student Census (Official enrolment count)

NOVEMBER

M	T	W	T	F	S	S
	1	2	3	4	5	6
7	8	9	10	11	12	13 6
14	15	16	17	18	19	20 7
21	22	23	24	25	26	27 8
28	29	30				9

Nov 5-10: Advising week (normal classes with enhanced advising activities)

Nov 9: Independence Day

Nov 13-15: Water Festival

Nov 18: Last day to withdraw - W on transcript (Withdrawal in Wk 8 will have WF)

DECEMBER

M	T	W	T	F	S	S
			1	2	3	4
5	6	7	8	9	10	11 10
12	13	14	15	16	17	18 11
19	20	21	22	23	24	25 12
26	27	28	29	30	31	

Dec 22: Last day of instruction

Dec 28-30: Final Exams

Dec 25: Christmas Day

Dec 31 - Jan 1: International New Year

Dec 23 - Jan 4: Winter Break (Faculty and Students)

JANUARY

M	T	W	T	F	S	S
						1
2	3					

Jan 3: Fall 2016 semester end (New students)

Spring 2017: January 4 -May 12, 2017

Week

JANUARY

M	T	W	T	F	S	S
		4	5	6	7	8
9	10	11	12	13	14	15 1
16	17	18	19	20	21	22 2
23	24	25	26	27	28	29 3
30	31					4

Jan 4: Spring 2017 semester start

Jan 5: Final grades due (for new started on Oct 3, 2016)

Jan 6: Last day to register / Last day for 100% tuition refund

Jan 7: Victory over Genocide Day

Jan 9: First day of instruction

Jan 13: Last day to add /drop courses

Jan 20: Last day for 80% tuition refund

Jan 27: Last day for course withdrawal -no record on transcript

FEBRUARY

M	T	W	T	F	S	S
		1	2	3	4	5
6	7	8	9	10	11	12 5
13	14	15	16	17	18	19 6
20	21	22	23	24	25	26 7
27	28					8

Feb 3: Last day for 40% tuition refund

Feb 6: Student Census (Official enrolment count)

Feb 24: Last day to withdraw - W on transcript (Withdrawal from Wk8 will have W)

MARCH

M	T	W	T	F	S	S
		1	2	3	4	5
6	7	8	9	10	11	12 9
13	14	15	16	17	18	19 10
20	21	22	23	24	25	26 11
27	28	29	30	31		12

Mar 8: International Women's Day

Mar 13-17: Advising week (normal classes with enhanced advising activities)

APRIL

M	T	W	T	F	S	S
3	4	5	6	7	8	9 13
10	11	12	13	14	15	16 14
17	18	19	20	21	22	23 15
24	25	26	27	28	29	30 16

April 13-15 Khmer New Year

Apr 28: Last day of class

MAY

M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14

May 1-5: Final Exams

May 10: Final grades due (Faculty)

May 12: Final grade release (students)

May 12: Spring 2017 semester end

May 13 - 15: King Norodom Sihamoni's Birthday

Summer 2017: May 16 -August 31, 2017

MAY

week

M	T	W	T	F	S	S	
15	16	17	18	19	20	21	1
22	23	24	25	26	27	28	2
29	30	31					3

May 12: Last day to register

May 12: Last day for 100% tuition refund

May 15: Summer 2017 semester start

May 16: First day of instruction

May 19: Last day to add /drop courses

May 26: Last day for 80% tuition refund

Jun 2: Last day for course withdrawal -no record on transcript

Jun 9: Last day for 40% tuition refund

June 18: Queen Norodom Monineath Sihanouk's birthday

Jun 30: Last day to withdraw - W on transcript (Withdrawal from week 8 will have WF on transcript)

JUNE

M	T	W	T	F	S	S	
			1	2	3	4	
5	6	7	8	9	10	11	4
12	13	14	15	16	17	18	5
19	20	21	22	23	24	25	6
26	27	28	29	30			7

JULY

M	T	W	T	F	S	S	
3	4	5	6	7	8	9	8
10	11	12	13	14	15	16	9
17	18	19	20	21	22	23	10
24	25	26	27	28	29	30	11
31							12

July 4: USA Independence Day

AUGUST

M	T	W	T	F	S	S	
	1	2	3	4	5	6	
7	8	9	10	11	12	13	13
14	15	16	17	18	19	20	14
21	22	23	24	25	26	27	15
28	29	30	31				16

Aug 29: Last day of instruction

Aug 30: Final Exams

Aug 31: Final grades due & release.

Aug 31: Summer 2017 semester end

May 16-18: Commencement is expected to take place during this week. The date is subject to confirmation.

Public and Religious Holidays (Campus Closed)

		Incl weekends	Excl weekends
Sep 24 (Sat)	Constitutional Day	1	0
Sep 30 - Oct 2 (Fri, Sat, Sun)	Pchum Ben Holiday	3	1
Oct 15 (Sat)	Commemoration day of King's father, Norodom Sihanouk	1	0
Oct 29, 2016 (Sat)	King Norodom Sihamoni's Coronation Day	1	0
Nov 9, 2016 (Wed)	Independence Day	1	1
Nov 13-15, 2016 (Sun)	Water Festival	3	2
Dec 25, 2016 (Sat)	Christmas day	1	0
Dec 31 - Jan 01, 2017 (Sat, Sun)	International New Year Day	2	0
Jan 07, 2017 (Sat)	Victory over Genocide Day	1	0
Mar 8, 2017 (Wed)	International Women's Day	1	1
Apr 13-15, 2017 (Thurs, Fri, Sat)	Khmer New Year	4	1
May 13 - 15 (Fri, Sat, Sun)	King Norodom Sihamoni's Birthday	3	1
June 18, 2017 (Sun)	Queen Norodom Monineath Sihanouk's birthday	1	
July 4, 2017 (Tues)	Independence Day (USA)	1	1
		24	8

E. Admissions and Academic Standards

AUPP promotes academic rigor and upholds admission based upon merit. Applicants must have graduated from high school or the equivalent and must demonstrate English ability through an English proficiency test administered by AUPP.

The minimum requirements for admission to AUPP are evidence of a high school record and English proficiency as noted below:

1. High School Record

For students graduating from a high school that requires them to take the Cambodian National Examination:
-A provisional high school diploma

For students graduating from Northbridge International School, the International School of Phnom Penh, the British International School of Phnom Penh, Logos International School, Home of English, Hope International School; CIA First International School, East West International School and ZAMAN International School.
-A high school diploma

For students graduating from a high school outside of Cambodia or a school in Cambodia that does not require them to take the National Exam other than schools listed above.
-A high school diploma certified by the Accreditation Committee of Cambodia

For students who have completed IGCSE
-A grade of C or higher on five or more subjects, at least one of which is English or English as a Second Language.
-An original IGCSE statement of results is accepted as evidence of successful completion of the subject tests. Results must be confirmed with official certificates when they are issued.

2. English Proficiency

One of the following scores is required for direct admission to collegiate programs:

- IELTS (Academic Module) overall band 6.0 and above, or
- TOEFL iBT 65 and above

Students who meet the minimum English proficiency requirements will be admitted to AUPP. Students who do not meet the standards required will complete University-administered English Language assessments.

Students who do not meet the minimum criteria for admission to AUPP may be conditionally admitted and placed in the intensive English Preparatory Program.

3. English Language Placement

All applicants who do not meet the English proficiency requirements listed above must take an English proficiency test administered by the University. Results of this test will determine whether the student goes into the English preparatory program or the collegiate program.

It is recommended that applicants who have not previously taken a TOEFL or IELTS test should take the AUPP placement test, as the cost is significantly lower than the TOEFL or IELTS. There is a non-refundable USD 15 fee for the English proficiency test, paid at the time of testing.

4. International Baccalaureate (IB) Program

AUPP recognizes academic work completed under the International Baccalaureate (IB) program. Students who complete the requirements for an IB Diploma with scores of 5 or higher on standard and higher level examinations may be awarded up to 30 units collegiate credit at AUPP.

Students who have not completed the requirements for an IB Diploma may only receive credit for scores of 5 or higher on higher level examinations; students may receive six (6) units for scores of 6 or 7 and three (3) units for a score of 5. Credits are only awarded on the receipt of the official International Baccalaureate transcript, and with the approval of the VPASA.

Once academic credit has been awarded, the VPASA, in consultation with the student and an academic advisor or the Admissions Office, will determine the equivalent AUPP courses to be credited.

5. Conditional Admission for Students Not Able to Submit All Application Materials

Students who are unable to submit all materials at the time of application may receive conditional admission. Students who fail to submit missing materials within the first semester are required to meet with the VPASA for a determination for continuance at AUPP or withdrawal from the university.

6. Transfer Applicants

Transfer applicants must meet the same standards as entering first-year students. Transfer students must submit the same documentation as entering first-year students and must also submit additional material as below by the application deadline.

- Name and address of all schools and colleges previously attended
- Official transcripts of all work completed
- A syllabus for each course completed for which transfer credit is being sought

Transfer credit for work completed at other universities will be limited to:

- Courses completed with a grade of C or higher
- Academic work similar to an AUPP course
- A maximum of 60 credit hours

F. Selecting a Major

Students are required to file a Declaration of Major form early in their academic career at AUPP. AUPP integrates courses for major study with its general education/liberal studies courses over a four year period. Students are required to declare a major on admission to the university. This is done to better plan for the integration of general education courses with a proposed major field.

Students may change their major at any time after declaration. A student who decides to declare or change a major must complete and return the Change of Major form obtained from the Registrar.

Students granted a scholarship for a specific major must obtain the permission of the VPASA prior to changing their major.

G. Career Advising

Academic advising and career planning intertwine. Student Affairs and Faculty Advisors engage students in self-reflection and knowledge construction surrounding life/career decision making as part of AUPP's seamless and integrated approach to student career development. Advising interactions create space for students to gain self-awareness promoting goal directed behavior. Student Affairs and Faculty advisors help advisees develop decision making skills such as identifying options, identifying resources, verifying information, and comparing alternatives. Faculty advisors with the assistance of Student Affairs and the Registrar guide students to information sources enabling them to select satisfying majors and construct plans that incorporate the advisee's chosen major, electives, internship, and co-curriculum experiences to realize future possibilities.

H. Tuition

The following information applies to new students enrolling in the 2016-2017 academic year. Tuition must be Paid prior to registering for classes. Approval is required for any exceptions.

7. Full-Time Students

Full-time students are defined as students taking 12 or more credit units of collegiate study per semester. Regular Fall and Spring tuition for full-time students is USD 4,500 per semester or USD 9,000 each academic year (two semesters). Summer tuition is set by the Board of Trustees on a per unit basis proportional to tuition payment.

8. Part-Time Students

Students who register for fewer than 12 credits are defined as part-time students. Tuition for students taking less than 12 units in a semester is per unit proportional to tuition payment.

After four years of studies, students earn a Bachelor's degree from AUPP. If the student plans to earn another degree from AUPP partner universities in the U.S., he/ she may enroll in the dual degree program from the beginning of the third year. For those students who enroll in the Fort Hays State University dual degree program, an additional one-time 2,000 USD fee applies to cover the administrative costs.

I. Scholarships, Financial Aid, and Loans

AUPP has several scholarship, financial aid and loan programs:

9. Scholarships

Students who achieve grade A from the National High School Exam receive USD 4,500 scholarship, and pay USD 4,500 each academic year for the entire four-year Bachelor degree program including the English preparatory program. Students who enroll in a dual degree program may be subject to additional fees.

Students who achieve grade B from the National High School Exam receive USD 3,000 scholarship, and pay USD 6,000 each academic year for the entire four-year Bachelor degree program including the English preparatory program. Students who enroll in a dual degree program may be subject to additional fees.

Students enrolling in B.A. in English are not eligible for scholarships, but they will receive \$5000 in financial aid.

Students with outstanding academic records from international schools are eligible for scholarship considerations on a case by case basis.

Students retain their scholarship for the entire course of study at AUPP in the Fall, Spring or Summer semester, including for the English Preparatory Program. The student must maintain a grade point average equivalent to a B grade (GPA of 3.00 or higher) each semester. With the exception of the Summer Semester, students on scholarship are normally required to take a full load of not less than 15 credits. Scholarship students whose grade point average falls below 3.00 in any one semester will be placed on warning for termination of the scholarship. A student will need to achieve a grade point average of at least 3.00 the following semester and have a cumulative GPA sufficient to make an overall 3.00 or higher to retain the scholarship. The Board of Trustees has the authority to make exceptions in extenuating circumstances.

Scholarship awards may not be transferred, deferred or cashed.

10. Financial Aid

Students who achieve grade C, D and E from National High School Exam receive USD 2,000 financial aid from the AUPP Foundation, and pay 7,000 USD each academic year for the entire four-year Bachelor degree program, including for the English preparatory program.

Students enrolled in the Business, Law and Architecture dual degree majors will be ineligible for 2,000 USD financial aids in their last two years of education. This means students pay 9,000 USD for their third and fourth year.

For students enrolling in B.A. in English, the AUPP Foundation will award USD 5,000 financial aid, and students pay USD 4,000 each academic year in the entire four-year Bachelor degree program. Students receiving financial aid for the English major may change to other majors provided they repay the relevant amount of financial aid of USD 1,500 each semester previously undertaken. Students who enroll in a major other than English and subsequently change to English are not entitled to receive a refund or tuition fee credit. Students enrolling in B.A. in English are not eligible for scholarships.

11. Loan Program

In addition to Scholarship and Financial Aid, students who demonstrate financial need can seek a loan up to USD 2,000 each academic year, or USD 1,000 each semester. The loan interest is 5% per annum. Students who accept loans may work at AUPP to pay off interest accrued while enrolled as full-time students.

Loans also cover the cost of study in the English preparatory program.

J. Deferred Payment Plan

A deferred payment plan is available for students unable to pay the tuition at the start of a semester. The student must submit an application to the Vice President for Finance and Administration (VPFA) for approval. The cost for this service is an additional USD 100 administrative fee each semester.

The schedule for payment is:

- 40% of the total tuition fees prior to registration for the semester;
- 30% of the total tuition fees within 50 calendar days of the start of classes;
- 30% of the total tuition fees plus the additional charge prior to the start of the final examination period.

Students who qualify for this plan must pay the tuition fees in full, even if they withdraw from the University after the tuition refund period. Students will not receive grades until semester tuition and fees are paid.

The payment schedule in the 2016-17 academic year is as follows:

Fall 2016 (Continuing Students)	
August 26, 2016	40% of the total tuition fees
October 18, 2016	30% of the total tuition fees.
December 16, 2016	30% of the total tuition fees
Fall 2016 (New Students)	
September 29, 2016	40% of the total tuition fees
November 22, 2016	30% of the total tuition fees.
December 27, 2016	30% of the total tuition fees
Spring 2017	
January 6, 2017	40% of the total tuition fees

February 25, 2017	30% of the total tuition fees.
April 28, 2017	30% of the total tuition fees
Summer 2017	
May 15, 2017	40% of the total tuition fees
July 6, 2017	30% of the total tuition fees.
August 29	30% of the total tuition fees

K. Tuition Refund Policy

Full-time students who withdraw from classes and become part-time students before the first day of instruction in a semester are eligible for a refund of 100% of tuition paid.

Full-time students who withdraw from classes and become part-time students during the first two weeks of instruction are eligible for a refund of 80% of tuition paid.

Full-time students who withdraw from classes and become part-time students after the first two weeks of instruction and before the end of the fourth week of instruction are eligible for a refund of 40% of tuition paid.

Full-time students who withdraw from classes and become part-time students after the end of the fourth week of instruction are not eligible for a refund.

To be eligible for a refund, students must submit the University Withdrawal form to the Office of the Registrar. The date received by the Registrar will be used to determine the amount of refund.

Tuition refund cut off dates are for standard 15-week courses. For courses that are shorter in length, the tuition refund period will be pro-rated.

Tuition Fee Refund dates cut-off dates in the 2016-17 academic year are as follows:

Fall 2016 (Continuing Students)	
August 26	Last day for 100% tuition refund.
September 9	Last day for 80% tuition refund.
September 23	Last day for 40% tuition refund.
Fall 2016 (New Students)	
September 29	Last day for 100% tuition refund
October 13	Last day for 80% tuition refund.
October 28	Last day for 40% tuition refund.
Spring 2017	
January 6	Last day for 100% tuition refund.
January 20	Last day for 80% tuition refund.
February 3	Last day for 40% tuition refund.
Summer 2017	
May 12	Last day for 100% tuition refund.
May 26	Last day for 80% tuition refund.

L. Other Fees

Application and Placement Test Fee

All applicants pay a one-time, non-refundable application fee of USD 25 and additional USD 15 for AUPP English Language Placement Test. Students who have IELTS (Academic Module) overall band 6.0 or equivalent TOEFL score pay only USD25

Course Material Download Fee

Some instructors may assign copyright material for class use. If such material is under a single-user-use copyright limitation, students registered in the class will be charged for the cost to download the materials. This fee will be charged at the time of registration. Faculty should note all such fees in the course syllabus and students will be notified of the fee by the Registrar.

Graduation Fee

A fee of USD 50 will be charged to each student scheduled to graduate. This fee must be paid prior to participation in Commencement and prior to the release of the final transcript and/or diploma.

Overload Fee

Students taking a course overload will be assessed a fee proportional to the tuition payment per unit for each unit beyond 15. (except First Year Experience Seminar and Labs).

Transcript Fee

Official transcripts (stamped and sealed by the Registrar) may be obtained by a student for USD 10 for each copy. Official transcripts that are mailed internationally cost USD 75 each. Students should be aware that some institutions do not accept hand-carried transcripts as official, and will only accept transcripts that have been certified and delivered by the Registrar.

Certified Diploma Copies

A photocopy of a diploma copy can be issued upon request. The fee for this service is USD 5. This copy will be authenticated and certified by the Registrar. AUPP does not retain copies of diplomas, and therefore, the original diploma or a clear photocopy must be presented to the Registrar for authentication.

Diploma Duplicates

Duplicate AUPP diplomas can be produced upon request for a fee of USD 10 for each duplicate. Such duplicates will be marked as 'COPY'.

Student Printing

All AUPP students are given a print quota. Once depleted, a student must 'top-up' their account through the Office of Finance.

M. Academic Policies and Procedures

12. Academic Advising

At the beginning of collegiate work, students will be assigned an academic advisor from among the faculty members. The assignment of a faculty advisor will be determined by the VPASA and based on the declared

major of the student. Student notification of their advisor will be the responsibility of the Registrar.

Academic advising is a crucial step in the education process. Therefore, students are expected to meet with their academic advisor at least twice each semester.

Students may elect to change their assigned advisor. A Change of Advisor form can be obtained from the Registrar's office.

13. Academic Integrity

All students, faculty and staff at AUPP are expected to abide by ethical standards, both in their conduct and in their interaction with others. Thus, AUPP expects students to understand and adhere to basic standards of academic honesty and integrity. Academic dishonesty is defined as any action or activity intended to achieve academic gain through deceit, misrepresentation, or the inappropriate use of unauthorized materials or assistance.

Engaging in academic dishonesty will be dealt with severely. Sanctions for academic dishonesty can include but not be limited to failure in a course and up to dismissal from the University. Some examples of academic dishonesty include:

Plagiarism

Plagiarism refers to summarizing, paraphrasing or directly quoting published or unpublished work of another person without acknowledging the source. This includes, but is not limited to, material found on the Internet.

Incorrect Reporting of Data

It is inappropriate to alter or falsify data for any reason; all data should report that which was observed or collected.

Destruction of Resources or the Work of Others

It is unacceptable for students to destroy or alter any University document or the work of other students, such as papers, projects, or computer accounts.

Use of Work in One Course from Another

Students must not use work completed in one course as original work in another course.

Cheating

Students should not give or receive assistance on assignments or examinations, unless directed by a faculty member. 'Cheating' includes but is not limited to:

- Use of any unauthorized assistance in taking tests or examinations;
- Using any source, human or other, to assist in completing an assignment beyond those stated by the faculty member;
- Acquiring, without permission, any test or other academic material belonging to a student, faculty or staff member.

Sanctions for Academic Dishonesty

- for the first offense, a grade of F on the assignment;
- for the second offense, a grade of F in the course;
- for the third offense, suspension for the semester; and
- for the fourth offense, dismissal from the University.

Refer to the Student Handbook for procedures addressing academic dishonesty violations.

14. Academic Records, Student Privacy

Students' academic records are maintained by the Registrar. Semester grade reports are sent to the student from the Registrar by e-mail. AUPP maintains confidentiality of student records. No student record can be released to any third party without the written consent of the student.

AUPP follows United States government requirements regarding privacy of student information, including grades. No one other than the student and appropriate AUPP employees shall have access to information that AUPP maintains about a particular student. Access by any other individual (including parents) requires the written consent of the student.

15. Academic Standing

Good Academic Standing

Students who maintain a grade point average (GPA) of 2.00 or higher for each semester and have a cumulative GPA (CGPA) of 2.00 or higher are considered to be in good academic standing. A minimum grade point average of 2.00 is required for graduation.

Academic Probation

A student whose semester grade point average falls below 2.00 in any semester or whose cumulative grade point average is below 2.00 will be placed on academic probation and is not considered to be in good academic standing. A student on academic probation remains on academic probation until both the cumulative grade point average and the most current semester grade point average are 2.00 or higher.

Students on academic probation are not eligible to hold office in any student club or organization. A student on academic probation may be subject to academic restrictions (such as a limitation on the number or kind of courses the student may take) as determined by the VPASA. A student on academic probation must meet at least once a semester with the VPASA.

Suspension and Dismissal

A student on academic probation may be suspended or dismissed from AUPP if he/she remains on academic probation for two consecutive semesters or if the student's cumulative GPA falls below the levels shown in the table below. Suspension or dismissal will be determined by the VPASA in consultation with the President, the Registrar and the Faculty Advisor.

Number of Credit hours Completed	Minimum Grade Point Average – Suspension	Minimum Grade Point Average – Dismissal
0-30 credit hours	1.50	N/A
31-60 credit hours	1.70	1.50
61-90 credit hours	1.80	1.70
91 and above	1.90	1.80

Additionally, students may be suspended for:

- Refusal to complete the conditions of probation;
- Failure to improve their overall grade point average in the semester while on probation.

Academic suspension requires that the student drop out of AUPP for one semester with a guaranteed return to the University at the end of that period. Students placed on academic suspension must confirm with the Registrar that they are returning to AUPP at the end of the suspension period. Failure to do so will result in an administrative withdrawal from AUPP. Students returning from academic suspension will be placed on a restricted course schedule and will be required to meet with their academic advisor weekly.

Academic dismissal requires that the student drop out for a minimum of two semesters. A dismissed student will be re-admitted only if the Admissions Committee is convinced that the student is likely to achieve academic success.

16. Academic Support Services

A three-level English Preparatory Program is available to bring students' skills up to a level necessary to successfully undertake collegiate academic work. Classes concentrate on integrated skills (reading, writing, listening and speaking), soft skills development and individualized learning. Successful completion of the English preparatory program allows students to enroll in collegiate courses at AUPP.

17. Academic Units, Overload, Course Numbering System

Academic Credit Units

All courses at AUPP have a credit unit value assigned to them. An academic unit is defined by the nature of the course that is offered. A unit of course credit is normally equivalent to one hour of class per week for a fifteen (15) week semester. For example, a course that meets for 3 hours per week, for a 15 week semester would have a course credit of 3 units.

Students will typically register for 15 units of classes per semester, the equivalent of 5 classes of 3 units each. However, graduation requires a minimum completion of 124 units, and thus the student will need to enroll in 4 additional units during their eight semesters of study at AUPP. This can be done through a series of one unit seminars and/or laboratories, or through an additional course taken in one or more semesters or summer. For most students, the additional four units will be completed through the required laboratories, seminars and internship in their major.

Overload

The normal course unit load in any semester is 15 to 17 units. A schedule of 18 or more units in a semester is considered an overload, and is subject to an overload fee.

First year students may not take an overload. Students with one or more outstanding "I" grades are not permitted to take an overload. Students on academic probation are not permitted to carry an overload.

A student with a cumulative GPA of at least 3.0 may take a maximum of nineteen (19) units in a semester with the permission of the academic advisor. Students who could graduate at the end of the semester are permitted to exceed the 19 unit limit and/or waive the requirement of a 3.0 GPA for that semester with the permission of the VPASA. A semester course load of 20-22 units is to be undertaken only under exceptional

circumstances. No student may enroll for more than 22 units in one semester.

Course Numbering System

Courses numbered 001-099 are pre-collegiate courses. These courses are not included in the minimum 124 units needed for graduation.

Courses numbered 100-299 are lower division courses and are usually taken in the first two years of study.

Courses numbered 300-499 are upper division courses and are usually taken in the last two years of study and typically have lower level course prerequisites.

18. Add / Drop

Add/Drop and requests to change sections begin on the first day of class each semester. It continues for one week during which a student can take any of the following actions without penalty:

- Add a course
- Drop a course
- Change a section of a course

Where a student has dropped a course during the course add/drop period, no record of the course shows on the transcript. In the 2016-17 academic year, the cut-off date for course add drop are as follows:

Fall 2016
September 2, 2016 (Continuing students)
October 7, 2016 (New students)

Spring 2017
January 13, 2017

Summer 2017
May 19, 2017

19. Bachelor of Arts Degree and Bachelor of Science Degree

AUPP offers the Bachelor of Arts degree in Law, and in Global Affairs. It offers a Bachelor of Science degree in Business, and in Information Technology Management.

AUPP uses the unit system, common in U.S. universities. Each unit is normally equivalent to 60 minutes of lecture per week for the length of the semester. Thus, for example, a course meeting three times a week (60 minutes each) would be 3 units. Likewise, a course meeting twice a week for 90 minutes each would also be 3 units. Laboratory courses require two hours of laboratory per week per semester for each unit. A two hour laboratory once a week would be equivalent of one unit. Special courses, such as the First Year Experience are treated similar to laboratory in that each unit requires two hours of class work per week.

Students are expected to spend approximately two to three hours outside of class studying for each hour (unit) in class. If the student is enrolled in 15 units of course work, there is an expectation of a minimum of 30 additional hours per week of study outside of class.

The academic year is divided into a fall semester that normally runs from September through December and a spring semester that normally runs from January to May. In addition, AUPP offers classes during the summer and may offer a summer semester as need arises.

The Bachelor of Arts degrees and Bachelor of Science degrees require the completion of at least one hundred twenty four (124) units, of which sixty two (61) are in General Education/Liberal Studies. All graduating students will earn a minor in Liberal Studies as well as a major in their chosen field. Students can also pursue an additional minor.

20. Class Attendance Policy

Students are expected to be in their seats at the beginning of the scheduled class time and remain in class until dismissed by the faculty member. Attendance is taken daily in every class.

When absences are due to situations beyond the control of the student, the VPASA will review the student's record and may assign a grade of W rather than a grade of F. The VPASA will discuss the issue with the faculty member teaching the course prior to making such a decision.

AUPP students must seek pre-approved excused absences for official AUPP activities, approved service learning trips and field trips.

If a student misses a class for any reason, they are expected to make up the work/assignments missed.

21. Class Levels

a) Pre-Collegiate

Students who are enrolled in the English preparatory program are classified as pre-collegiate students. Students must successfully complete the English preparatory program before entering the collegiate level.

b) Collegiate

First Year Student (Freshman): Students who have been admitted to the collegiate program and have successfully completed fewer than 31 units of collegiate work.

Second Year Student (Sophomore): Students who have successfully completed between 31 and 61 units of collegiate.

Third Year Student (Junior): Students who have successfully completed between 62 and 92 units of collegiate work.

Fourth Year Students (Senior): Students who have successfully completed more than 92 units of collegiate work and have not graduated.

22. Clubs

Students are able to join an existing club or to recommend the establishment of a new club. Clubs are an important aspect of co-curricular life at AUPP; they enhance teamwork, leadership and the ability to organize and present university events.

All University clubs must have a faculty advisor. It is the student responsibility to ensure that a faculty member has agreed to serve as an advisor to the club. Final approval of the faculty advisor is determined by the VPASA.

New club proposals must be approved by the President of the University. The club organizers must submit a written description of the club's purpose, a sample of its planned activities, and the acceptance and approval of the faculty advisor

Discrimination against any student is not acceptable. All students are eligible to join any AUPP approved club.

Further information about clubs is available on the University's bulletin boards or from the Coordinator, Student Affairs.

23. Communications and E-mail Policy

AUPP E-mail is the official communication mechanism at AUPP. All students are responsible for information coming through this medium. In addition, the University shall post all relevant circulars, notices, policies and other documents on the University bulletin boards. All policy changes will appear in the next issue of the Catalog, and in relevant Handbooks/Manuals. All policy changes will be posted on the AUPP website.

Each student will be given an AUPP e-mail address when they first register. This e-mail account will remain active while studying at AUPP and moved to an alumni group after graduation. This email account will be deleted when a student permanently withdraws from AUPP.

The policies related to the use of AUPP e-mail are listed below:

- a) Users should use the official University e-mail service only for official business (not personal use) and should not use personal e-mail services such as Yahoo, Gmail, or Hotmail unless the AUPP system is unavailable.
- b) Users should not share their passwords with anyone.
- c) Users should use discretion when forwarding emails with and should not forward Junk or SPAM e-mails.
- d) Users are only allowed to send e-mails and attachments that are consistent with cultural, political and moral values of Cambodia. Users must not send e-mails that might damage AUPP's image or reputation.
- e) E-mail messages of a confidential nature should be preceded in the e-mail Subject line with the word CONFIDENTIAL. Users are not allowed to send, forward, or distribute any e-mail messages containing confidential information as this is considered to breach Intellectual Property Rights.
- f) Users must not send, reply, forward or distribute any e-mail messages or attachments that they know contain virus attachments or malicious programs.
- g) Users are prohibited from using the University e-mail system to impersonate someone else.
- h) Users are prohibited from sending, redirecting, transferring, distributing or replying to e-mails when using another person's e-mail system.
- i) Users are not allowed to enter any changes to the electronic message content, or change the date and time, or source, or party, or the label, or any other information.
- j) Users shall not register an AUPP e-mail address with Websites for non-business purposes.
- k) Users shall not use automatic forwarding to or from external e-mail addresses.
- l) Mass e-mail communication on the AUPP network is not allowed unless authorized by AUPP management.
- m) When using e-mail on a mobile device such as a Smart Phone, the mobile device should be provided with a password lock security feature activated automatically when the device is idle.
- n) Students who breach the above may be penalized, depending on the severity of the breach.

24. Curriculum Changes

When the requirements for a major change, students have the choice to complete the program under the requirements of the Catalog in effect on the date the students declared the major or to satisfy the requirements of the new Catalog. When choosing the later Catalog, students must meet all the new requirements and must file the appropriate Catalog Selection form with the Registrar.

25. Declaring and Changing a Major

Students are required to file a Declaration of Major form early in their academic career at AUPP. AUPP integrates courses for major study with its general education/liberal studies courses over a four year period. Students are required to declare a major on admission to the university. This is done to better plan for the integration of general education courses with a proposed major field.

Students may change their major at any time after declaration. A student who decides to declare or change a major must complete and return the Change of Major form obtained from the Registrar.

Students granted a scholarship for a specific major must obtain the permission of the VPASA prior to changing their major.

26. Degree Requirements

A minimum of 124 credits is required to earn a Bachelor of Arts or a Bachelor of Science degree from AUPP. A student must complete the General Education requirements and all the requirements of a major program with a cumulative GPA of at least 2.00.

27. Exclusion from a Course

Faculty may recommend to the VPASA that a student be excluded from a course at any time for failure to comply with written or oral instructions, including, not attending classes, academic dishonesty or any form of disruptive behavior that interferes with the teaching/learning process. When such action is needed, the faculty member must inform both the student and the VPASA in writing of the reasons for such action, including actions that have been taken previous to this action. Exclusion will result in a grade of WF and be entered on the student's transcript. For purposes of computing GPA, the grade of WF is equivalent to that of F.

28. Final Examination Policy

All classes are required to give a final exam during the scheduled Final Exam Period. Final examinations are two and one half hours long and are normally held during the last week of the semester. If an examination needs to be given at an alternate time due to special circumstances, the faculty member must consult the students, and receive final approval from the VPASA. Such examinations must not conflict with any other scheduled classes of the students, and should not be held over the weekends.

The dates of final exams are found in the Academic Calendar. Specific exam times and locations are available each semester from the Registrar and will be posted on the University bulletin boards and the

29. Grading

a) Grading

AUPP uses the following grading system.

Grading System			
Grade	Percentage Range	GPA Quality Points	Description
A	93-100%	4.00	Outstanding attainment of course goals
A-	90-92%	3.67	Superior attainment of course goals
B+	87-89%	3.33	Very good attainment of course goals
B	83-86%	3.00	Good attainment of course goals
B-	80-82%	2.67	Well above average attainment of course goals
C+	77-79%	2.33	Above average attainment of course goals
C	73-76%	2.00	Average attainment of course goals
C-	70-72%	1.67	Below average attainment of course goals
D+	67-69%	1.33	Weak attainment of course goals
D	63-66%	1.00	Poor attainment of course goals
D-	60-62%	0.67	Very poor attainment of course goals
F	below 60%	0.00	Unsatisfactory attainment of course goals

The following non-traditional grades are used.

Non-traditional Grades and Notations			
I	Incomplete	0.00	A grade of Incomplete will be given at the faculty member's discretion. In order to receive a grade of I, the faculty member must verify that the student has completed a substantial portion of the coursework. The faculty member and student must both sign a statement agreeing to the work that needs to be completed. The student must complete the work in the semester immediately following the semester in which the grade of Incomplete was earned or the grade will be changed to F.
SP	Satisfactory progress	0.00	A grade of Satisfactory Progress may be given in the English preparatory program when students have made progress but have not reached the skill level necessary to move into collegiate English.

CR	Credit	0.00	A grade of Credit is given only in classes that are listed in the Catalog as CR/NC. A grade of CR is given to students who pass the course. CR grade is not used in the calculation of the grade point average.
NC	No credit	0.00	A grade of No Credit is given in classes that are listed in the Catalog as CR/NC. A grade of NC is given to students who fail the course and is counted as an F in the calculation of the grade point average.
FN	Failure for non-attendance	0.00	A grade of Failure for Non-Attendance will be given if a student does not attend the class and fails to withdraw from the class in the appropriate manner. An FN is counted as an F in the calculation of the grade point average.
AU	Audit	0.00	A grade of AU is assigned to not regularly enrolled students who wish to attend a class, not for credit, and do not wish to receive a grade in the class. Students must meet all the prerequisites for the class. AU must be approved by the faculty member teaching the class and may only be granted if there is sufficient room in the class to accommodate the students.
W	Withdrawal	0.00	A grade of W will be assigned if a student withdraws from a course after the third week of instruction in a semester. Students must obtain approval from the VPASA and the faculty member teaching the course in order to withdraw with a W. Students may not withdraw from a course after the eighth week of instruction.
WF	Exclusion for failure to comply	0.00	A grade of WF will be assigned by the VPASA for a student who is excluded from a course for failure to comply with university rules or conduct.
NR	Not reported by instructor	0.00	A grade of NR is assigned by the Registrar if the faculty member fails to assign a grade to a student. This grade will be replaced by a traditional grade (A-F) once the faculty member assigns the grade.

b) Grade Point Average (GPA)

As a student completes each semester, they receive a set of letter grades for the courses completed. Each letter grade is converted to a numerical quality point value. The GPA is calculated by multiplying the quality point value of each grade by the number of units designated for each course, and dividing the total of these quality points by the total number of units completed. There is a GPA calculated for the grades each semester.

As the student completes additional semesters of work, a cumulative GPA (CGPA) is calculated. The CGPA is determined on the basis of all courses completed and the corresponding grades received. The GPA and CGPA are measures of academic performance, GPA for a given semester and CGPA for all classes taken at AUPP.

c) Grade Change

AUPP students may seek resolution of a grade dispute or disagreement on a final class grade only for reasons below:

- a) an error was made by the faculty member in calculating or recording a grade;
- b) the grade was based on factors other than the academic performance of the student; or
- c) all students were not judged by the same standards.

d) Grade Appeal

The procedure and timeline for grade appeal are as follows:

Before attempting to initiate a formal grade appeal, it is incumbent upon the student to meet with the faculty member to discuss the basis on which the faculty member assigned the grade. This step must be completed by the end of the first week of the semester following the award of the disputed grade.

If the student is not satisfied with the results of the meeting, the student may submit a written appeal to the VPASA no later than the end of the second week of instruction in the semester following the award of the disputed grade. The written appeal must detail the justification for the appeal. The VPASA will review the grade grievance and respond in writing within one week of receiving the appeal.

If the student is not satisfied with the decision of the VPASA, the student may file a written appeal with the President. The appeal must detail the justification for the appeal and must have attached to it the response from the VPASA. Within one week of receiving the appeal, the President must convene an Appeals Review Panel, which consists of two faculty members and an administrator appointed by the President. The members of the Appeals Review Panel must not have been involved in the case prior to their appointment to the Panel. The Appeals Review Panel will review the appeal and make a written recommendation to the President within two weeks of being convened. The President will make the final determination of the grade and will inform the student, the faculty member, and the Registrar of the final determination. This final determination shall be put in writing within one week of receiving the report from the Appeals Review Panel. The Registrar will be responsible for recording the correct grade in the student's transcript.

30. Graduation Application and Requirements

In order to graduate in four years, students should take between 15 and 18 units of appropriate college-level classes per semester. After their first semester, students in good academic standing may take up to 19 units per semester with the approval of their academic advisor and the VPASA. Sample degree plans are found in the Program section in this Catalog.

Students must apply for graduation by the end of the eighth week of the semester prior to commencement, and this will normally be the first semester of the senior year for those students on the four-year degree plan. The Application for Graduation form must be signed by the student's academic advisor and the VPASA and submitted to the Registrar. The Registrar will review the records of each student who has applied for graduation and inform him/her in writing of all requirements that still must be completed. This report will be given to the student prior to registration for the final semester. Copies of the report will be sent to the student's advisor and to the VPASA.

To graduate, a student must have completed a minimum of 124 credit units and must have met all of the following requirements:

- passed all required courses;
- completed at least 60 credits in residence at AUPP;
- completed at least 30 of the final 60 credit units in residence at AUPP, unless otherwise provided for in a Dual Degree program administered with a partner institution.

- completed at least 45 credit units in upper division (300 or 400 level) course work
- passed all the requirements of the general education program with a grade point average of 2.0 or higher;
- passed all the requirements of the major program with a grade point average of 2.0 or higher;
- have an overall G.P.A. of 2.0 or higher; and
- satisfied all financial obligations to the University.

31.Honors at Graduation

Summa cum laude (with highest honors) – will be awarded to the one student in each major program with the highest overall grade point average.

Magna cum laude (with high honors) – will be awarded to all students whose overall G.P.A. puts them in the top 5% of the graduating class.

Cum laude (with honors) –will be awarded to all students whose overall GPA puts them in the next 5% of the graduating class.

These designations will appear on the students’ diplomas.

32.Independent Study

Independent Study provides students with the opportunity to undertake specialized study and to work closely with a faculty member on a specified topic/subject. All registration policies and deadlines for regular courses apply to Independent Study.

Independent Study is only granted for elective units. Courses taken as Independent Study may not duplicate courses in the AUPP Catalog regardless of the term offerings, nor may they count for General Education requirements.

Only students who have completed thirty (30) credit units and have a GPA of 2.50 or higher may undertake Independent Study courses. No student may take more than one Independent Study course in a single semester and no more than five Independent Study courses in their undergraduate degree.

An Independent Study Contract can be obtained from the Registrar’s Office, and a copy of the project must be submitted to the VPASA. The Contract must be signed by the VPASA and the faculty member sponsoring the project, and returned to the Registrar’s Office prior to the end of Add/Drop. The description must include an outline of the project, meeting schedule with the faculty member, and the method of grading. Independent Study must incorporate at least two (2) graded assignments and must meet for at least one (1) hour a week with the faculty member. Exceptions to this policy can be made by the VPASA.

33.International Study

Students who have completed at least four (4) semesters in residence and who are in good academic standing may apply to participate in an exchange program for up to one (1) semester. Transfer students must complete at least 30 units in residence prior to being eligible for international study.

To assure that credit from the courses taken while on an exchange program will apply to one’s degree, the student should complete an Approval for Off-Campus Study form with their academic advisor and have it signed by the VPASA. Forms are obtained from and returned to the Registrar.

34. Internships

All programs at AUPP require a student to complete an internship. Internships carry academic credit and therefore must be organized and approved in advance of the internship. The units vary from 3 to 6, based on the scope and scale of the internship. Internships carry a CR/NC. Internships require a minimum of eighty (80) hours of workplace experience for each unit.

An internship combines work experience with academic components and is overseen by a faculty member. There is also a workplace supervisor.

Students should register for an internship the semester before engaging in the internship. Students are required to complete a workshop designed to assist students in identifying an appropriate site, interview for the internship placement, and carry out the tasks identified in the Internship Manual.

Internships require a student to make a weekly report and participate in a weekly seminar during a given semester. Internships require a final paper, as delineated in the Internship Manual. The faculty member in charge and the workplace supervisor will submit an end of semester report on the student. The grade of CR or NC will be assigned by the faculty member.

Students must register and pay tuition in accordance with the tuition and fees schedule. Further details of the internship are found in the Internship Manual.

35. Leave of Absence

Students who wish to return after one or two semesters may file a Leave of Absence form with the Registrar. Students who file a Leave of Absence form will be able to return to the University and continue in their original programs. Students who have not filed a Leave of Absence form and later wish to return to AUPP must re-apply and pay a new Application fee. A student will be held to any new requirements that have been adopted since his/her first enrollment. Exceptions can be made by the VPASA on an individual basis.

36. Methods of Instruction

The requirements for successful completion of a course vary with each faculty member and course. At the beginning of each course, the faculty member will distribute a syllabus that explains the topics to be covered, the approximate length of time devoted to each topic, assignments to be completed as part of the grade, the method the faculty member will use in determining the students' grades and all test dates. The syllabus will also include the learning outcomes for the course.

37. Methods for Assessing Student Learning

Course grades are based on examinations and assessment, class participation, projects, and homework assignments. The syllabus for each course provides a detailed explanation of the assessment methods of that course.

38. Mid-Semester Progress Report

Mid-Semester Progress Reports are issued for all first-year students and for all students on academic probation. The faculty teaching each course will designate an “S” for satisfactory progress or “U” for unsatisfactory progress. These reports are designed to assist students in solving academic difficulties and do not appear on a student’s transcript. Academic advisors will also receive the Mid-Semester Progress Report and the student is expected to meet with the academic advisor to discuss the report and determine whether additional support is needed in order for the student to complete the semester successfully.

39. Registration

Each semester, students are required to pay their fees and then register for the classes that they will take. Prior to the first week of class, AUPP has a two- or three-day registration period for this purpose. Consult the Academic Calendar for registration dates.

Registration occurs on the day or days indicated in the Academic Calendar. Upon payment of tuition fees, students pick up a semester study sheet from the Registrar. The study sheet lists the days and times of classes, the faculty member assigned to teach each class, and the room in which each class is taught.

40. Repeating Courses

Students may repeat any course in which they earned a grade of C- or lower, but only one repeat per course is allowed. When a course is repeated, both grades will remain on the transcript, but the GPA will be calculated based on the higher course grade.

41. Submitting Similar Work for Multiple Courses

Submitting the same academic work to more than one course constitutes academic dishonesty. This includes not only similar papers, but any work stemming from the same basic investigation/research. Such action will result in disciplinary action.

42. Transfer Credit Policy

a) Transfer of Coursework from Other Universities to AUPP

All decisions about the transfer of coursework from other universities to AUPP are at the sole discretion of AUPP. Transfer students may be required to take the English and Math placement examinations. Credit will only be given for courses in which the student has earned a grade of C or better, and are similar to courses offered at AUPP. The maximum number of units that can be transferred is 60.

Students who wish to transfer coursework must provide the VPASA with a copy of their official university transcripts and the syllabus for each course for which transfer credit is requested. The VPASA, in consultation with the Faculty, will determine which coursework is transferrable and which is equivalent to an AUPP course.

b) Transfer of Courses from AUPP to Other Universities

All decisions about the transfer of coursework from AUPP to other universities are at the discretion of the receiving university. Unless AUPP has an agreement on transfer credit with a U.S. university, the receiving university normally requires that students furnish the AUPP syllabus of the course for evaluation prior to agreeing to accept the courses.

43. Unscheduled Class Meetings

The semester schedule indicates the course meeting times. Faculty who wish to hold additional or alternative meeting times may do so after consultation with the students in the class. Faculty who schedule additional or alternate class sessions must avoid time conflicts of other courses. These sessions must be preceded by timely notice and may not result in an increase in the total number of contact hours for the semester. Faculty may not require a student to attend an unscheduled class meeting if it conflicts with a student's regularly scheduled class in another subject. All changes to announced class schedules must be notified to the Registrar's Office at least one working day in advance.

44. Withdrawals

All withdrawals require the approval of each individual faculty member and the VPASA.

a) Withdrawal from a Course

Students who officially withdraw before the beginning of the fourth week of instruction in a semester will have no record of attending the course on their transcript.

Students who withdraw between the fourth and the eighth week of instruction in a semester will have a W shown on the transcript. A Course Withdrawal form is available from the Registrar.

Normally, students will not be allowed to drop a single course after the end of the eighth week of the semester, but must withdraw from all classes taken that semester. Withdrawal after week 8 will have a WF shown on the transcript, and with GPA penalty. The WF is counted as an F grade in the GPA calculation. This is allowed only for serious and compelling reasons. Exceptions require the approval of the VPASA.

Students who stop attending a course without filing the Course Withdrawal form will receive a grade of FN (Failure for Non-Attendance) in the course.

In the 2016-17 academic year, the course withdrawal dates are:

Fall 2016

(Returning students) Sep 2: Last day to add /drop courses

(Returning students) Sep 16: Last day for course withdrawal - no record on transcript

(Returning students) Oct 14: Last day to withdraw -W on transcript

(New students) Oct 7: Last day to add / drop courses

(New students) Oct 21: Last day for course withdrawal -no record on transcript

(New students) Nov 18: Last day to withdraw - W on transcript (Withdrawal in Wk 8 will have WF)

Spring 2017

Jan 13: Last day to add /drop courses

Jan 27: Last day for course withdrawal -no record on transcript

Feb 24: Last day to withdraw - W on transcript (Withdrawal from Wk8 will have W)

Summer 2017

May 19: Last day to add /drop courses

Jun 2: Last day for course withdrawal -no record on transcript

Jun 30: Last day to withdraw - W on transcript (Withdrawal from week 8 will have WF on transcript)

b) Withdrawal from all Courses in a Semester

Students may withdraw from all classes in a semester by completing and submitting the Multiple Course Withdrawal form, available from the Registrar. Approval requires written permission from of each faculty member and the VPASA. Withdrawal after the eighth week of the semester requires demonstration of serious and compelling reasons.

c) Administrative Withdrawal from the University

A student will be administratively withdrawn from AUPP when they do not fulfill the academic or financial requirements to maintain student status. Failure to register for courses or to file a leave of absence request within stated deadlines will result in a student being administratively withdrawn from AUPP. Students unable to register for classes because of overdue accounts will be administratively withdrawn.

Please note that all form can be found online with the AUPP Catalog

N. Student Affairs

AUPP has a Center for Student Involvement that will serve as the hub of student activity. The Center provides additional study and student meeting space. The Office of Students Affairs is located in the Center. Hours: 8:00AM – 5:00PM, Monday through Friday, however, this may vary.

45.Student Clubs and Organizations

Student Clubs and Organizations are an important part of the co-curricular experience at AUPP and provide students the opportunity to enhance skills in teamwork and leadership, as well as the ability to plan, organize, and carry out events and initiatives on campus. Information regarding clubs will be provided throughout the year through means of faculty, orientation, student affairs, and University bulletin boards. Any student is eligible and invited to join any club.

AUPP provides faculty-led clubs in which faculty have developed clubs based on their individual interests that they feel would benefit the Student Body. Interested students should connect with faculty in order to participate or contact the Student Affairs who can connect them to faculty-led clubs. Faculty-led clubs provide students the opportunity to engage with faculty outside the classroom and learn from their expertise and areas of interest.

If a student is interested in starting a club that is not being offered by faculty, the student should consult with the Student Affairs Office in the Center for Student Involvement. After gathering a group of at least five interested students, the students may then fill out the Student-Led Club Creation Form which can be downloaded from the Clubs section on the AUPP website or obtained in the Student Affairs Office to establish their presence as an AUPP club. Students must find a Faculty Advisor to advise the club prior to establishing

themselves as an AUPP-recognized organization. Following completion of the necessary paperwork and approval by the Student Affairs.

Clubs that are approved by AUPP are able to request funding to support initiatives that are beneficial to the club and the entire Student Body. Forms are obtained in the Student Affairs Office. Forms should be returned to the Student Affairs Office at least 3 business days in advance of when funds need to be accessed.

46. Student Government

Student government is the directly elected representative body of the students at AUPP. Student government consists of a governing body called the Council, consisting of the Executive Council (President, Vice President, Treasurer, Academic Affairs Officer, and Student Affairs Officer), along with one representative from each class. All students are invited to attend and observe Council meetings as well as to participate in Student Body meetings. Any student with a 2.7 GPA or above may run for any Federal Council position, and any student with a cumulative 2.7 GPA or above may run for his or her respective Class's Class Council Representative position. The Council adheres to a Constitution which can be found on the AUPP webpage in the Student Government section.

47. Service Learning

AUPP believes it is important to foster socially responsible behavior in AUPP students. To do so, the institution provides service-learning opportunities for students to increase their understanding of social issues and develop skills to take action and make a positive impact on the community.

Faculty members design service-learning projects related to course content and academic majors. Students have an opportunity to apply their learning through these meaningful community service projects. Service-learning projects promote critical thinking, problem-solving, and relationship building. Students will be engaged in personal reflection to gain a heightened sense of social responsibility and civic engagement.

48. Career Navigation

Career is defined as all life-roles across the life-span. Graduates of AUPP will be equipped to join the workforce and to navigate successful lives while honoring their roles in family life, in community, and as global citizens. AUPP employs an integrated approach to career development in which responsibility to support students' career development is shared across academic affairs, student affairs, and administrative departments in partnership with the community and employers. AUPP supports students' career development through rigorous academics, student involvement activities, faculty advising, student employment, internships, scholarship assistance for graduate studies and graduate employment placement. In preparation for the global marketplace, it is important for students to gain a self-understanding enabling them to add meaningful and purposeful work into their lives. Students will be assisted with occupational and job search information and decision-making and networking skills. . During the college experience, learning and involvement assist students in developing work habits and knowledge important for life success.

49. International Students

By studying at AUPP as an international student, you will gain experience living in a new country and culture. International students should seek out the Student Affairs Office in the Center for Student Involvement in order to find out ways in which they can participate in student clubs, service-learning opportunities, student government, and other campus activities.

50. Housing

If needed, the University will assist students in arranging secure, convenient and comfortable housing for students. AUPP wants all students, including international students, to feel at home! AUPP students in need of housing have two options:

Option One:

AUPP will provide housing in 5-7 room villas. The villas are located within walking distance of the University, which is a 15 minute drive to Phnom Penh's downtown area in normal traffic. Students living in a villa can choose to have their own room or to share a room. Students staying in their own room will pay \$300 per month. Students who choose to share a room will pay \$150 each per month. Payment for water and electricity will be based on use. Housing provided by the University will include security, laundry facilities, and a common kitchen and living areas. Meals can be arranged for an additional charge at the request of the students.

Option Two:

Students can arrange their own housing. Upon request, AUPP will provide contact information for realtors who can assist students and their families in locating housing. Please be aware that not all housing options will provide the same amenities as those offered in the University villas. Students who choose to arrange their own housing are responsible for negotiating rent and amenities.

A Housing Application form is available from the Office of Admissions and Registrar. The application form is also available for download at www.aupp.edu.kh.

51. Visa Process

Depending on your home country, you may need a visa to study in Cambodia. AUPP will assist international students in obtaining a visa to study in Cambodia if necessary. Upon accepting an offer of admission, international students will be contacted by AUPP with information regarding the process for obtaining a visa.

O. Campus Services and Resources

AUPP is located in a temporary facility in Toul Kork, Phnom Penh, Cambodia. The current building has purpose-focused classrooms, science and computer labs, a library, learning center, and offices for faculty and staff.

A planned new building will serve up to 1000 students in the near future. The new campus with a projected open 2016-2017 academic year. The new facility will have a state-of-the-art educational design, developed with the assistance of a top-ranked group of architects. Additional educational space, sport facilities, and student housing will complement the academic space.

A variety of offices offer specialized services, information, and resources for students. Among these are the Library, Learning Center, the Registrar, the Office of the VPASA, and Office of Student Affairs. .

Library: The library continues to build its collection of print and electronic resources. The main focus is to support student learning and the curriculum. The library is a comfortable, quiet place where students may search for information, find librarian assistance, or simply read and study. The library has materials to assist students with individual study, group projects, presentations, and papers, as well as a collection for reading beyond the curriculum.

Learning Center: AUPP's Learning Center works to make all students who visit it into stronger, more confident, and more independent thinkers and learners. The Learning Center offers tutoring to students in all years of study and majors, in a friendly, informal environment

Registrar: The Registrar provides students with the semester study sheet listing days, times, location, and faculty members of classes for each semester. The Registrar assigns the faculty advisor. The registrar also uploads student grade reports into their individual AUPP Google Drive Folders.

VPASA Office: The VPASA promotes student development and enhances the students' AUPP experience through programs, services, and policy development. The VPASA is a resource for students, parents, faculty, and staff in navigating the complex issues of student life. The VPASA encourages academic success and monitors and provides guidance to students who are struggling in classes, exhibiting attendance issues, or are reporting a grievance.

Health services and counseling referrals are available at the Office Student Affairs. These services are offered to ensure the health and safety and well-being of the students. Also these services are to ensure all students have the support they need to be successful at AUPP.

P. Library

The general terms and conditions for Library use are described below.

Philosophy and Introduction

The library continues to build its collection of print and electronic resources. The main focus is to support student learning and the curriculum. Currently a variety of subjects and formats are available, with more acquired daily. The library is a comfortable, quiet place where students may search for information, find a librarian for professional assistance, or simply read and study. Whether students have individual study, group projects, presentations to prepare, or papers to write, the library has materials and guides to assist them.

The library is a primary place on campus to discover relevant and important information, to exclude information that only distracts from the topic, and to find what is most valuable for a project. The students are assisted in this by a professional staff.

Location and Hours

AUPP's library is located on the top floor of the AUPP building in Toul Kork. Its normal hours of operation are Monday through Friday, 8:30am to 5:00pm. The library is closed on Saturdays and Sundays, during holidays designated in the University Calendar, and during academic breaks

Procedures for Checking out books

With proper identification, AUPP faculty and students can check out books under the following guidelines.

BORROWER	LOAN PERIOD	TOTAL	USE
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		ITEM	
AUPP Student	2 Weeks	3	May renew once for 2 weeks
AUPP Faculty	8 Weeks	6	May renew as needed
AUPP Staff	4 Weeks	3	May renew once for 4 weeks
Partners	2 Weeks	1	May renew for 2 weeks
Public	Not Available		In-Library Use only
Course Reserves	3 Hours (In-Library Use only)	1	Renewal only if others in the class are not waiting.

- Renewals are only permitted if no one else has requested use of the item.
- Course Reserve materials (items held in the Library for use by students in a specific course) may only be used by non-course members if there is no demand from course members. Non-course borrowers are subject to immediate item recall if a course member requests the item.

Course Materials on Reserve

Professors may put materials on Reserve for a specific course. These materials are shared by all students in the class. The instructor will give students information about the Reserve Material. When students want to borrow Reserve materials, they will tell the Librarian or Library Assistant the Course Name and the Instructor's Name. Because these books may be used extensively, they may be checked out for only a few hours and must remain in the Library during that time. When there is heavy demand for one or more of the Reserve items, the Librarian creates a wait list so students can sign up to borrow the book at a specific time.

Reference Services

Reference materials, such as encyclopedias, dictionaries, and guides are available. Specific style guides describe how to create citations that give credit to original authors, and how to format quotations of those authors in a student presentation or paper.

On-line resources

Computers are used to locate online resources of scholarly material, such as academic and professional journals, or case studies. These materials engage students in leading developments and scholarly discussions within their chosen profession.

Outside Library Resources

Although no formal agreements exist, AUPP students are encouraged to use the following local libraries:

- Cambodia Development Research Institute Library (C.D.G.I.)
- USA Embassy Library and Information Center
- "American Corner" in Pannasastra University Library

Q. Academic Advising

At AUPP, faculty and administration work closely with students to ensure that they have the best directed and most rewarding educational experience. Part of that experience is faculty advising. Advising is an on-going partnership between a student “advisee” and faculty advisor.

Both advisee and faculty advisor participate to ensure that the advisory process works to the full advantage of the advisee’s educational and career goals. The advising process further supports the AUPP mission by contributing to advisees’ development into critical thinkers, innovators, and ethical leaders.

Student advisees and faculty advisors are required to have a formal one-on-one meeting twice each semester, once at the start of the semester, and once during the scheduled advising week. While students may visit advisors during their posted office hours during the semester, it is recommended that students schedule advising meetings, so that advisors can properly prepare for the appointment.

Purpose of Advising

Academic advising is a personalized, interactive, and intentional process in which the advisor helps the student set and achieves academic, career, and personal goals. The advising process will incorporate respect for and engagement with all cultures, people, and points of view. The student will acquire relevant information and services to make responsible decisions consistent with their interests, goals, abilities, and degree requirements. The desired result is that the student will feel a clear sense of guidance in the courses and program they want to study while taking personal responsibility for exploring options and making decisions.

Advising Outcomes

Through the academic advising experiences at AUPP students will:

- Develop an educational plan to successfully achieve their academic, career, and personal goals
- Understand university policies and procedures
- Determine and utilize the necessary resources and services to support their goals
- Understand the value of General Education Requirements
- Exhibit an understanding of their degree requirements
- Select courses each semester to progress toward completing their educational plan
- Demonstrate the ability to make effective decisions and communicate these effectively
- Understand the relationship between classroom experiences and their academic, career, and personal goals
- Understand the importance of including experiences outside of the classroom in their educational plan
- Graduate in a timely manner based on their educational plan

Responsibilities of Advisee and Advisor

Academic advising is a shared responsibility where both the advisor and the advisee have designated responsibilities to achieve effective advising.

Responsibilities of the advisee include:

- Be proactive and seek help and advice early and often in your academic career
- Know your academic advisor and how to contact them
- Review and understand university policies and procedures, General Education Requirements, graduation requirements, and the AAUP Catalog
- Read AAUP email account on a regular basis
- Be aware of academic dates and deadlines
- Explore resources to assist in making career and academic decisions
- Schedule and attend advising appointments

- Arrive on time for appointments
- Prepare for advising sessions and bring relevant materials to the appointment
- Bring a list of questions to appointments and ask questions if a topic is not understood
- Communicate openly with advisor by clarifying personal values, abilities, goals, and needs
- Be familiar with requirements of the selected major(s)/ minor(s) and schedule courses in accordance with those requirements
- Recognize that advising is a shared responsibility; however, students must accept final responsibility for all decisions

For more information, refer to the Advising Guidelines provided as appendices to this document.

Responsibilities of the advisor include:

- Provide accurate and timely information about degree and career-related requirements
- Serve as a student advocate, empowering each student to make independent and informed decisions
- Exhibit a caring attitude, serving as a guide, teacher, facilitator, coach, and counselor
- Be aware of current university resources and provide students with necessary referrals
- Be available to students through posted office hours, email, and appointment times
- Provide guidance to students as they set academic, career, and personal goals
- Be a responsive listener
- Understand and communicate curriculum, graduation requirements, and university policies and procedures in association with the Registrar
- Assist students in understanding degree requirements provided by the Registrar
- Assist students in selecting courses based on individual interests and abilities
- Monitor progress toward career and educational goals by maintaining accurate and up-to-date advising files
- Maintain confidentiality of student records
- Assist students in enhancing decision-making, problem-solving, and communication skills
- Participate in advisor workshops to keep informed and current

R. Student Conduct and Academic Integrity

All students at the American University of Phnom Penh (AUPP) upon enrollment agree to follow AUPP policies and procedures as outlined in this handbook and sign the AUPP Pledge of Academic Integrity found in Appendix 1 of this handbook.

Violation student policies and procedures of AUPP and Partnership Universities may result in disciplinary action, which may include but is not limited to a verbal warning, written warning, failing grade for an assignment, course failure, academic probation, suspension, or dismissal from the university or Partnership University Programs.

Promotion of Academic Integrity

Academic Integrity as defined by The International Center for Academic Integrity includes a commitment, even in the face of adversity, to five fundamental values: honesty, trust, fairness, respect, and responsibility. The rigorous standards at AUPP uphold these five values. All AUPP faculty, staff, administrators and students are expected to abide by these values.

Academic Dishonesty Defined

Cheating: AAUP and Partnership Universities do not tolerate any form of cheating. It is cheating to copy from another student's examination, quiz, laboratory work, or homework assignment. The use of pre-prepared notes or other resources, in any form, during an examination, unless such use is expressly authorized by the instructor, also

constitutes cheating. If a student knowingly allows someone else to copy from his or her homework, laboratory work, quiz, or examination, he or she is in violation of the policies. Revising a work after its final evaluation and representing the revised version as being the original work is cheating. Forging or otherwise unauthorized changing of an earned grade also is academically dishonest. Any form of interfering with another student's academic work is a form of cheating. Unauthorized acquisition of an examination prior to the exam date is cheating.

Plagiarism: According to Webster's Dictionary, plagiarism is the act of stealing and passing off as one's own the ideas or words of another. The instructor will pay attention not to whether the student meant to plagiarize, but whether plagiarism did occur. Additionally, submitting the same paper twice or fulfilling the requirements of two classes with one paper is academically dishonest. Students may use the ideas and words from other sources, but must document their use with citations, usually in the form of footnotes, endnotes, or text notes. By citing sources, students indicate the extent of their research, thereby improving the paper.

Manufacturing Data: It is academically dishonest to manufacture or deliberately alter data submitted in connection with laboratory reports, term papers, or written material. Not only is this practice dishonest, it undermines the entire academic and scholarly process.

Unauthorized Collaboration: Collaboration occurs when a student works with other students to do group work, review books, or develop a presentation or report. Students must receive permission from the instructor to participate in collaborations. Unless otherwise authorized, lab work done in pairs or groups is collaborative only up to and including the data collection part. All data must be analyzed and written up individually unless it is a group assignment. All members of a pair or group must be present when the data is collected. A student not participating with the group, who copies someone else's group data and then writes their report on the basis of the copied data, is cheating, as is the student who makes the data available outside the group to copy. Unauthorized collaboration is an example of an act of academic dishonesty. What one instructor may view as collaboration may be seen as cheating by another. The important thing to note is that if the limits of collaboration are not clear, it is the student's responsibility to ask the instructor for clear and specific direction.

Prohibition of Lying, Cheating, Stealing and Bribery

AUPP students, faculty and staff may not lie, cheat, bribe, accept a bribe, steal or assist others in doing so. Refraining from such behavior is expected of students, faculty and staff on and off campus and in formal and informal settings. If students, faculty or staff witness other AUPP students, faculty or staff lying, cheating, bribing/accepting a bribe or stealing, they must report such offenses to the Vice President of Academic and Student Affairs (VPASA). Students, faculty and staff have the right to a hearing if accused of such offenses and will receive due process.

Sanctions for Cheating and/or Plagiarism

Sanctions for cheating or plagiarism are as follows:

- For the first offense, failure on the assignment;
- For the second offense, failure of the course;
- For the third offense, suspension for the semester (or the following semester if the cheating or plagiarism occurs on the final exam);
- For the fourth offense, administrative dismissal from AUPP.

It should be noted that AUPP Partnership Universities may apply their own sanctions.

S. Anti-Discrimination Statement

AUPP prohibits discrimination based upon but not limited to national origin, color, race, creed, religion, ethnicity, gender, sexual orientation, gender identity, gender expression, age, disability or status. Favor cannot be given to anyone based upon these listed factors. If a student believes he or she has been discriminated against, the student should report these actions to the Vice President for Academic and Student Affairs.

AUPP is committed to helping individuals with disabilities or special needs to complete their educational pursuits. If a student has a documented disability, he/she should contact the VPASA for available student resources. Students who need assistance documenting their disabilities should contact the VPASA.

T. AUPP Civility Statement

Civility is defined as treating others with respect and dignity in public debate, conversation and interactions. Civil discourse is required of students, faculty and staff in the classroom as well as in their everyday behaviors. AUPP students, faculty and staff may not use verbal assault, defamation or harassment in their words or behaviors.

AUPP supports the concept of global civility and promotes the respect necessary to manifest such a goal. AUPP recognizes the need for academic inquiry, the respect necessary for expression and transmission of ideas, the pursuit of truth, the societal need for academic and scientific inquiry, respect for the development of logical inquiry, the development of critical thinking skills and the quest for knowledge for the well-being and the dignity for individuals, institutions, nations and our global society.

To promote a climate of civility, AUPP explicitly supports and enforces the following standards:

- Intolerance and bigotry are contrary to the values of AUPP and are unacceptable within the AUPP community.
- The anti-discrimination policy protects all students, faculty, staff and administrators from discrimination.
- Students, faculty, staff and administrators may not verbally assault, defame or harass others.
- Violence and intimidation are not allowed. All persons associated with AUPP are encouraged to promote a climate of civility and responsibility in word, actions and deeds in and out of the classroom.

When a situation develops that violates these standards or hinders civil expression, it is the responsibility of the VPASA to initiate the following procedures:

1. The VPASA will tell the person(s) of the problem and request immediate cessation of the activity.
2. If the person(s) does not stop, the VPASA will call security, the police or appropriate authority to remove those causing the problem.
3. The person(s) may be suspended temporarily for the behavior.
4. If the person(s) wants to appeal a suspension, a hearing will be held as soon as possible before a review committee. The review committee will make a recommendation to the VPASA after the hearing.
5. After hearing the committee's recommendation, the VPASA will make a final decision on the proper penalty, if any.

U. Maintaining an Environment in which Appropriate Conduct Occurs

All members of the AUPP community have a role to play in assuring that students conduct themselves appropriately.

Students: It is the responsibility of every student to understand and follow appropriate conduct, including those

related to academic integrity and behavior. Students who observe a fellow student acting inappropriately will remind their classmate of the appropriate behavior or report the violation to the Vice President for Academic and Student Affairs (VPASA).

Faculty: It is the responsibility of every member of the faculty to know the rules for student conduct, to remind students at the beginning of the semester of the rules of conduct, and to report violations of the rules of conduct to the VPASA.

Vice President for Academic and Student Affairs: The VPASA is responsible for initiating investigations into any allegations of inappropriate conduct. In addition, when the VPASA learns that rules for appropriate conduct are being broken, it is his/her responsibility to publicize those rules in a direct effort to remind students of appropriate student conduct.

Students' Rights

AUPP upholds American standards for educational excellence and student rights. Students have the following rights:

- to obtain the freedom afforded by education;
- to practice critical thinking skills, academic inquiry, and individual expression;
- to gain an excellent education, including, but not limited to: competent instruction in courses and programs offered by the AUPP; and access to instructor expectations: each student will receive in writing from each faculty member during the first week of each semester a written syllabus, indicating the material to be covered, course requirements, the textbook, the technical requirements (e.g., access to a computer), course objectives, and information about how grades will be determined;
- to receive fair and equitable treatment, including but not limited to instruction, evaluation, and services by faculty, staff, other students, and administrators; and
- to access due process if complaints are made or when a disciplinary hearing occurs.

Students' Responsibilities

Along with rights come responsibilities. Students have the following responsibilities:

- to understand, have knowledge of, and comply with the rules, directions, regulations and laws set forth by the AUPP Board of Trustees and the Student Handbook;
 - to respect the rights of groups and individuals to express their ideas openly and to act independently, as long as these expressions and actions do not infringe upon the rights of others or interfere with the educational goals of the university;
 - to understand, have knowledge of, and comply with the rules, directions, regulations and laws set forth by Cambodian government agencies;
 - to understand, have knowledge of, and comply with the rules, directions, regulations and laws set forth by the United States government concerning visa applications and the U.S. and Cambodian mandates related to the transfer process. Each student seeking an educational visa must understand the constraints, procedure, and rules of this process as well as the requirement that AUPP defer to U.S. and Cambodian governmental regulations concerning visa acquisition.

V. Administrative Disciplinary Action

Offenses Leading to Disciplinary Action

A student will be disciplined for the following offenses:

1. any conduct, including physical violence, that endangers or threatens the health, safety or well-being of any person;
2. any threats, implicit or explicit, to use violence or a criminal act to bring harm to others or damage their reputation for personal gain or to acquire their property;
3. theft of university, student or employee property;
4. gambling on campus;
5. hate crimes, i.e., crimes committed against an individual or group due to their race, ethnicity, religion, sex or other belief system;
6. defamation, i.e., oral or written false statements producing hate, contempt or ridicule in order to damage the reputations of others;
7. possession of firearms, guns, explosives, dangerous chemicals, knives or other weapons on the AUPP campus;
8. unauthorized use of AUPP technology and networks. Students must abide by the technology regulations;
9. failure to follow the directions of AUPP officials, campus security or police officers who are performing their security duties. You must identify yourself when requested to do so;
10. noncompliance with AUPP policies concerning alcohol, illegal drugs and smoking on campus;
11. disorderly conduct, e.g., indecent conduct, threats of riot, unreasonable protest, breaching the peace or assisting another person to breach the peace on the AUPP campus or at events sponsored by, or participated in, by AUPP;
12. destroying, defacing, or otherwise harming AUPP property;
13. any action that prohibits normal operation of AUPP processes;
14. intimidation or harassment, either physical and verbal, of AUPP students, staff, faculty or administration;
15. dishonest acts, including but not limited to the following:
 - a. forgery, alteration or misuse of any university document, record, or instrument of identification;
 - b. giving false information to any university official, faculty member or office; cheating of any sort, including the use of any unauthorized assistance in taking quizzes, tests, or examinations;
 - c. plagiarism;
 - d. copying or depending upon the use of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems or carrying out other assignments;
 - e. gaining, without permission, a copy of tests, examination questions or other academic material or sharing what is on the test with a student who has not yet taken it;
 - f. unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials; or
 - g. taking credit for work done by another person, doing work for which another person will receive credit, copying or purchasing another's work, or arranging for others to do work under a false name.
16. Abuse of the grievance and/or disciplinary process, including but not limited to:
 - a. acting in a way that would falsify, misrepresent or distort the situation during academic or administrative grievance procedures;
 - b. interfering with any AUPP judicial proceeding;
 - c. discouraging an individual's proper participation in, or use of, the judicial system;
 - d. attempting to influence, bribe, or sway a member of an Appeals Review Panel or a Grievance Review Panel prior to or during the course of the proceeding;
 - e. verbally or physically harassing and/or intimidating any member of an Appeal Review Panel or Grievance Review Panel prior to, during or after a judicial proceeding;
 - f. failure to comply with the sanction(s) imposed as a result of a disciplinary action.
17. unauthorized use of university keys or access codes;

18. unauthorized sales or solicitation on campus;
19. violation of Cambodian laws not otherwise enumerated herein; and
20. violation of published AUPP rules, processes, policies, by-laws or regulations not otherwise listed above.

Disciplinary Sanctions

The possible sanctions in a disciplinary action case are:

1. oral warning;
2. written warning;
3. administrative probation (defined as suspension or termination of students' rights to specific privileges for a specific period of time, for example, a student on administrative probation might not be able to participate in any co-curricular activities for six months or use the computer lab for two weeks);
4. suspension from AUPP for one or more semesters;
5. dismissal from AUPP.

For falsifying records, sanctions can include any of the above and cancellation of an awarded certificate or degree.

When appropriate, AUPP will practice progressive discipline; that is, a student receives a lesser sanction for the first offense and progressively heavier sanctions if the same offense is repeated. There are some offenses, however, particularly those involving criminal activity, for which the first sanction can be immediate dismissal from AUPP.

In any instance in which the offense violates Cambodian law, information about the offense will be given to the appropriate authorities.

Procedures for Disciplinary Action

A student accused of inappropriate conduct will receive a letter from the VPASA indicating that charges have been brought against the student and asking the student to meet with the VPASA to discuss the charges. The VPASA will then investigate the charges and make a determination. The VPASA will announce his/her determination, including the sanction, if any, in a letter to the student.

Appeals of Disciplinary Sanctions

A student who wishes to appeal a disciplinary sanction must submit a written letter to the President within one week of receiving written notice of the sanction. The letter must include all mitigating circumstances and/or reasons why the disciplinary sanction should be lessened. Within one week of receiving the appeal letter, the President must convene an Appeals Review Panel consisting of two faculty members and one administrator appointed by the President. The members of the Appeals Review Panel must not have been involved in the case prior to their appointment to the panel. The Appeals Review Panel will review the appeal and make a written recommendation to the President within two weeks of being convened. Within one week of the receipt of the Appeals Review Panel's written recommendation, the President will make a final determination regarding the disciplinary sanction and will inform the student of that determination in writing.

W. Other Grievances

If a student feels that the actions of any AUPP faculty, staff, or administrator are unauthorized or unjustified and adversely affects the student, he/she has the right to seek redress by filing a grievance. Although no grievance policy should substitute for open, honest communication, such a policy may be the best method for addressing some problems.

Steps toward redress must begin with informal discussion between the concerned parties. Attempts to establish open communication and understanding should always precede the initiation of the formal grievance process.

If attempts to resolve the problem at the informal level fail, the student shall file a written grievance with the VPASA. The grievance must include all essential information and be sent within two weeks of the occurrence of the incident or within two weeks of the time that the student became aware of the actions that caused the grievance. The VPASA will determine if grounds for a grievance exist.

If the VPASA determines that grounds for a grievance do not exist, he/she will so inform the student in writing within one week of receiving the grievance letter. Otherwise, the VPASA will convene a Grievance Review Panel consisting of two faculty members and one administrator appointed by the VPASA. The members of the Grievance Review Panel must not have been involved in the case prior to their appointment to the panel. The Grievance Review Panel will review the grievance and make a written recommendation regarding its disposition to the VPASA within two weeks of being convened. The VPASA will make the final determination about the grievance and inform both the student and the person against whom the grievance was filed of the final determination in writing within one week of receiving the report from the Grievance Review Panel. Move this up to all grievance procedures.

X. Appendices (Student Forms)

1. Advisor Change Form



American University of Phnom Penh

Advisor Change Form

Instructions

Use this form to apply to change your academic advisor. Submit this form to the Registrar who will review your request and respond within five business days.

Semester Date

Student Information

Student Name ID

Program Major

Request advisor Change

Request to change from:
Current advisor name

Request to change to
New advisor name

Please explain why you wish to change advisor:

Signature

Student Signature Date

Approval

Current Advisor	Name	<input type="text"/>	New Advisor	Name	<input type="text"/>
	Signature	<input type="text"/>		Signature	<input type="text"/>
	Date	<input type="text"/>		Date	<input type="text"/>

Vice President Academic & Student Affairs	Name	<input type="text"/>	Registrar	Name	<input type="text"/>
	Signature	<input type="text"/>		Signature	<input type="text"/>
	Date	<input type="text"/>		Date	<input type="text"/>

2. Major Declaration or Change Form



American University of Phnom Penh Major Declaration or Change Form

Instructions

From Fall 2016, students are required to declare a major on admission. You may change your major at any time after you have declared it. If you are granted a scholarship for a specific major must obtain permission from the Vice President of Academic and Student Affairs.

Semester

Date

Student Information

Student Name

ID

Program

Major

Major Declaration

Please write "1" for your first choice and "2" for your second choice)

	Bachelor of Arts	Architecture
	Bachelor of Arts	Business
	Bachelor of Arts	Communication (Advertising and Public Relations)
	Bachelor of Arts	Global Affairs
	Bachelor of Arts	English (Literature)
	Bachelor of Arts	Law
	Bachelor of Business Administration	Tourism and Hospitality Management
	Bachelor of Fine Arts	Graphic Design
	Bachelor of Fine Arts	Interior Design
	Bachelor of Science	Computer Science
	Bachelor of Science	Information Technology Management
	Bachelor of Science	Organizational Leadership

The minimum enrollment in a program is ten students. You will automatically be placed in your second choice if your first choice is not offered due to insufficient enrollment number.

Major Change

Request to change from:

:

Current major

Request to change to

:

New major

Please explain why you wish to change your major

Signature

Student
Signature

Date

Are you on scholarship? Circle YES or NO)

YES

NO

Approval

Vice
President
(VPASA)

Name

Signature

Date

Registrar

Name

Signature

Date

3. Course Add or Drop Form



American University of Phnom Penh

Course Add or Drop Form

Instructions

You may add or drop courses in the first week each semester. No record of the course will show on the transcript where you have dropped a course during the course add / drop period. The deadline to add or drop courses in the academic year 2016-2017 are:

	<u>Deadline</u>			
Fall 2016	2-Sep-16	(Continuing students)	7-Oct-16	(New students)
Spring 2017	13-Jan-17			
Summer 2017	19-May-17			

Semester	<input type="text"/>	Date	<input type="text"/>
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Student Information

Student Name	<input type="text"/>	ID	<input type="text"/>
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Program	<input type="text"/>	Major	<input type="text"/>
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Add Course(s)

<u>Course Code</u>	<u>Course Name</u>	<u>Credit</u>

Drop Course(s)

<u>Course Code</u>	<u>Course Name</u>	<u>Credit</u>

Supporting documents provided

Please explain why you wish to add the course(s):

Please explain why you wish to drop the course(s):

Signature

Student Signature	<input type="text"/>	Date	<input type="text"/>
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Approval

Advisor	Name	<input type="text"/>
	Signature	<input type="text"/>
	Date	<input type="text"/>

Vice President (VPASA)	Name	<input type="text"/>
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Signature

Date

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--

Finance Office

Name

Signature

Date

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--

Registrar

Name

Signature

Date

--

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4. Course Registration Form



American University of Phnom Penh Course Registration Form

Instructions

Complete this form. Pay the tuition fees or obtain financial clearance from Finance Office before submitting to the Registrar to register for classes.

In the academic year 2016-2017, the timeline to register for classes is published in the academic calendar, as below.

Fall 2016	26 August, 2016	(Returning students)	29 September, 2016	(New students)
Spring 2017	6 January, 2017			
Summer 2017	12 May, 2017			

Semester		Date	
-----------------	--	-------------	--

Student Information

Student Name		ID	
---------------------	--	-----------	--

Program		Major	
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Add Course(s)

<u>Course Code</u>	<u>Course Name</u>	<u>Credit</u>
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Signature

Student Signature		Date	
--------------------------	--	-------------	--

Approval

Finance Office	Name	
	Signature	
	Date	
Registrar	Name	
	Signature	
	Date	

5. Enrollment Verification Form



American University of Phnom Penh Enrollment Verification Letter Request Form

Instructions

Use this form to request an Enrollment Verification Letter. The letter will not be issued to students who have disciplinary or financial holds on their record. Please allow five working days to process your request.

Semester Date

Student Information

Student Name ID

Program Major

The Enrollment Verification Letter should be addressed to:

Name of person / organization :
Postal address :
Email :
Phone :

Supporting documents provided

Please include any specific details you would like us to include on the letter. For example, the passport number, major, GPA etc. If this letter is for an embassy for a visa application, please attach a copy of your passport.

Signature

Student
Signature

Date

Approval

Finance Office
Name

The above student has no financial hold.

Signature
Date

Registrar

Name
Signature
Date

6. Medical Release Form



American University of Phnom Penh

Student Emergency Medical Release, Consent for Treatment, and Liability Waiver

Instructions

All students must complete this form on admission. This form must be signed by the student's parents or guardian where the student is aged under 18.

Semester Date

Student Information

Student Name	<input type="text"/>	ID	<input type="text"/>
Program	<input type="text"/>	Major	<input type="text"/>
Date of Birth	<input type="text"/>		

Medical Information

Allergies	<input type="text"/>		
Existing known medical conditions	<input type="text"/>		
Preferred Physician	<input type="text"/>	Phone	<input type="text"/>
Preferred Hospital / Clinic	<input type="text"/>		
Insurance Policy Provider	<input type="text"/>	Policy Number	<input type="text"/>

Please include any specific details you would like us to note.

Medical Emergency Contact Information

Parent / Guardian name

Other emergency contact. In a medical emergency when a parent / guardian cannot be contacted, please contact the following:

Name: Relationship Phone:

Consent and Waiver

I understand, accept and acknowledge any medical risks associated with known existing medical condition and give my consent for the American University of Phnom Penh (the University) or associated personnel to provide assistance. I consent to all emergency or other medical treatment including general and local anesthetic, surgery or blood transfusion which in the opinion of a qualified medical practitioner is necessary for the safety and well-being of the student.

I consent to the administration of First Aid provided in good faith and to prevent any deterioration of the student's health until such time as professional medical assistance can be provided. I also consent to the release of medical information in this form and the release of any further medical information that comes to the knowledge of the University to a qualified medical practitioner in the event of an emergency.

I release from all liability and promise not to sue or pursue any legal action against the University, its owners, its employees, volunteers, or students in relation to any medical emergency, illness or injury arising while attending the University either on its premises or while engaged in University activities outside its premises including travel to and from such activities.

Signature

Student Signature

Date

Parent/Guardian Name

Date

Parent/Guardian Signature

7. Section Change Form



American University of Phnom Penh Section Change Form

Instructions

Submit this form to request to change from one section of a course to another section. You must speak to the Faculty member who teaches both sections and obtain their approval. You must also obtain the approval of the Vice President of Academic and Student Affairs. Requests will be reviewed and responded to within two business days.

Semester Date

Student Information

Student Name ID

Program Major

Request Section Change

Course Number Course Name

Request to change from :
Faculty name of your current section.

Request to change to :
Faculty name of the new section.

Please explain why you wish to change sections:

Signature

Student Signature Date

Approval

Faculty (current section)	Name	<input type="text"/>	Faculty (new section)	Name	<input type="text"/>
	Signature	<input type="text"/>		Signature	<input type="text"/>
	Date	<input type="text"/>		Date	<input type="text"/>

Vice President, VPASA	Name	<input type="text"/>	Registrar	Name	<input type="text"/>
	Signature	<input type="text"/>		Signature	<input type="text"/>
	Date	<input type="text"/>		Date	<input type="text"/>

8. Transfer Credit Form



American University of Phnom Penh

Transfer Credit Form

Instructions

1. You must be an enrolled student at AUPP to apply for transfer credit.
2. Use this form to apply for credit for a course based on evidence of equivalent attainment by having satisfactorily completed a comparable course at another institution.
3. An application for transfer credit must be submitted before the end of the course add/drop period at the start of each semester.
4. Submit this form and supporting documentation including transcripts, syllabus, course description, educational reports, verification of experiences, to the Registrar.
5. All decisions about the transfer of course work from other universities to AUPP are at the sole discretion of AUPP.
6. Transfer credit is awarded only for courses in which the student has earned a grade of C or higher.
7. The maximum number of credit that may be transferred is 60.
8. Transfer credit courses are awarded a non-traditional grade of "CR", which does not carry any GPA points.

Semester

Date

Student Information

Student Name

ID

Program

Major

Course

AUPP Course(s) in which transfer credit is sought

<u>Course Code</u>	<u>Course Title</u>	<u>Credit</u>

Course(s) Completed at another institution

<u>Course Code</u>	<u>Course Title</u>	<u>Credit</u>

<u>Grade</u>	<u>Institution</u>	<u>Semester</u>

Supporting documents provided

List below all the supporting documents provided.

Signature

Student
Signature

Date

Approval

Vice President
Academic & Student Affairs

Name
Signature
Date

Registrar

Name
Signature
Date

9. Transcript Request Form



American University of Phnom Penh Transcript Request Form

Instructions

Use this form to request an official or unofficial transcript. For official transcripts, you may pick it up, or request that AUPP sends it directly to another institution. Please note that for admission purpose, most universities require the official transcript to be sent directly from the AUPP Registrar. Fee: (1) US\$75 if AUPP posts the official transcript directly to another institution. (2) US\$10 if you pick up the transcript and mail it yourself. (3) US\$5 for an unofficial transcript.

Semester	<input type="text"/>	Date	<input type="text"/>
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Student Information

Student Name	<input type="text"/>	ID	<input type="text"/>
Program	<input type="text"/>	Major	<input type="text"/>
Date of Attendance	From: <input type="text"/>	To:	<input type="text"/>

Transcript Request

I wish to apply for: (Please circle 1, 2, or 3)

1. An official transcript to be mailed directly to another institution.	Fee: US\$75	<input type="text"/>
2. An official transcript. I will collect.	Fee: US\$10	<input type="text"/>
3. An unofficial transcript.	Fee: US\$5	<input type="text"/>

If the transcript is to be mailed directly to another institution:

Name of institution / organization	:	<input type="text"/>
Name of person to address the transcript to	:	<input type="text"/>
Postal address	:	<input type="text"/>
Email	:	<input type="text"/>
Phone	:	<input type="text"/>

Signature

Student Signature	<input type="text"/>	Date	<input type="text"/>
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Approval

Finance Office The student has paid the transcript fee of USD _____

Name	<input type="text"/>
Signature	<input type="text"/>
Date	<input type="text"/>

Registrar	<input type="text"/>
Name	<input type="text"/>
Signature	<input type="text"/>
Date	<input type="text"/>

10. Withdrawal Form (Course Withdrawal)



American University of Phnom Penh Withdrawal Form (Course Withdrawal)

Instructions

Use this form to apply to withdraw from one or more course(s). Note the withdrawal rules below.

- 1 Students who officially withdraw before the beginning of the fourth week of instruction in a semester will have no record of attending the course on their transcript.
- 2 Students who withdraw between the fourth and eighth week of instruction in a semester will have a W shown on the transcript.
- 3 Withdrawal after week 8 will have a WF shown on the transcript, and with GPA penalty. The WF is counted as an F grade in the GPA calculation.
- 4 You must obtain clearance from Finance Office before withdrawal.
- 5 Students who stop attending a course without filing the Course Withdrawal Form will receive a grade of FN (Failure for Non-Attendance) in a course.

<u>Semester</u>	<u>Withdrawal Timeline</u>	
<u>Fall 2016</u>	Returning students	16 Sept, 2016 Last day to withdraw, no record on transcript
	New students	14 Oct, 2016 Last day to withdraw, W on transcript
		After 14 Oct 2016 WF on transcript, GPA penalty
<u>Spring 2017</u>	New students	21 Oct, 2016 Last day to withdraw, no record on transcript
		18 Nov, 2016 Last day to withdraw, W on transcript
	After 18 Nov, 2016 WF on transcript, GPA penalty	
<u>Summer 2017</u>	New students	27 Jan, 2016 Last day to withdraw, no record on transcript
		24 Feb, 2016 Last day to withdraw, W on transcript
		After 24 Feb, 2016 WF on transcript, GPA penalty
<u>Summer 2017</u>	New students	2 Jun, 2016 Last day to withdraw, no record on transcript
		30 Jun, 2016 Last day to withdraw, W on transcript
		After 30 Jun, 2016 WF on transcript, GPA penalty

Semester	<input type="text"/>	Date	<input type="text"/>
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Student Information

Student Name	<input type="text"/>	ID	<input type="text"/>
Program	<input type="text"/>	Major	<input type="text"/>

I apply to withdraw from the follow course(s)

<u>Course Code</u>	<u>Course Name</u>	<u>Credit</u>
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Reason (You are required to provide a reason. Please tick one or more reasons)

<input type="checkbox"/>	Transfer to another university outside Cambodia
<input type="checkbox"/>	Transfer to another university in Cambodia.
<input type="checkbox"/>	Medical problems prevent me from continuing.
<input type="checkbox"/>	Personal circumstances
<input type="checkbox"/>	I do not wish to disclose.
<input type="checkbox"/>	Other. Please explain briefly. _____

Signature

Student Signature	<input type="text"/>	Date	<input type="text"/>
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Approval

Advisor	Name	<input type="text"/>	Signature	<input type="text"/>	Date	<input type="text"/>
VPASA	Name	<input type="text"/>	Signature	<input type="text"/>	Date	<input type="text"/>
Finance Office	Name	<input type="text"/>	Signature	<input type="text"/>	Date	<input type="text"/>
Registrar	Name	<input type="text"/>	Signature	<input type="text"/>	Date	<input type="text"/>

11. Withdrawal Form (All Courses)



American University of Phnom Penh Withdrawal Form (All Courses)

Instructions

Use this form to apply to withdraw from all courses. Note the withdrawal rules:

- 1 Students who officially withdraw before the beginning of the fourth week of instruction in a semester will have no record of attending the course on their transcript.
- 2 Students who withdraw between the fourth and eighth week of instruction in a semester will have a W shown on the transcript.
- 3 Withdrawal after week 8 will have a WF shown on the transcript, and with GPA penalty. The WF is counted as an F grade in the GPA calculation.
- 4 You must obtain clearance from the Finance Office and the Library before withdrawal.
- 5 Students who stop attending a course without filing the Course Withdrawal Form will receive a grade of FN (Failure for Non-Attendance) in a course.

Semester	Withdrawal Timeline			
<u>Fall 2016</u>	Returning students	16 Sept, 2016 14 Oct, 2016 After 14 Oct 2016	Last day to withdraw, no record on transcript Last day to withdraw, W on transcript WF on transcript, GPA penalty	
	New students	21 Oct, 2016 18 Nov, 2016 After 18 Nov, 2016	Last day to withdraw, no record on transcript Last day to withdraw, W on transcript WF on transcript, GPA penalty	
	<u>Spring 2017</u>		27 Jan, 2016 24 Feb, 2016 After 24 Feb, 2016	Last day to withdraw, no record on transcript Last day to withdraw, W on transcript WF on transcript, GPA penalty
<u>Summer 2017</u>			2 Jun, 2016 30 Jun, 2016 After 30 Jun, 2016	Last day to withdraw, no record on transcript Last day to withdraw, W on transcript WF on transcript, GPA penalty

Semester	<input type="text"/>	Date	<input type="text"/>
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Student Information

Student Name	<input type="text"/>	ID	<input type="text"/>
Program	<input type="text"/>	Major	<input type="text"/>

I apply to withdraw from all course(s). Please list all the courses.

<u>Course Code</u>	<u>Course Name</u>	<u>Credit</u>
--------------------	--------------------	---------------

Reason (You are required to provide a reason. Please tick one or more reasons)

<input type="checkbox"/>	Transfer to another university outside Cambodia
<input type="checkbox"/>	Transfer to another university in Cambodia.
<input type="checkbox"/>	Medical problems prevent me from continuing.
<input type="checkbox"/>	Personal circumstances
<input type="checkbox"/>	I do not wish to disclose.
<input type="checkbox"/>	Other. Please explain briefly. _____

Signature

Student Signature	<input type="text"/>	Date	<input type="text"/>
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Approval

Advisor	Name	<input type="text"/>	Signature	<input type="text"/>	Date
Vice President	Name	<input type="text"/>	Signature	<input type="text"/>	Date
(VPASA)	Name	<input type="text"/>	Signature	<input type="text"/>	Date
Finance Office	Name	<input type="text"/>	Signature	<input type="text"/>	Date
Library	Name	<input type="text"/>	Signature	<input type="text"/>	Date
Registrar	Name	<input type="text"/>	Signature	<input type="text"/>	Date

12. Withdrawal Form (Administrative Withdrawal)



American University of Phnom Penh Withdrawal Form (Administrative Withdrawal)

Instructions

A student will be administratively withdrawn from AUPP for failing to fulfill the academic or financial requirements to maintain student status. Failure to register for courses or to file a leave of absence request within stated deadlines will result in a student being administratively withdrawn. Administrative withdrawals follow the same timeline rules as withdrawals from one or more course.

Semester	Withdrawal Timeline		
<u>Fall 2016</u>	Returning students	16 Sept, 2016	Last day to withdraw, no record on transcript
		14 Oct, 2016	Last day to withdraw, W on transcript
		After 14 Oct 2016	WF on transcript, GPA penalty
New students		21 Oct, 2016	Last day to withdraw, no record on transcript
		18 Nov, 2016	Last day to withdraw, W on transcript
		After 18 Nov, 2016	WF on transcript, GPA penalty
<u>Spring 2017</u>		27 Jan, 2016	Last day to withdraw, no record on transcript
		24 Feb, 2016	Last day to withdraw, W on transcript
		After 24 Feb, 2016	WF on transcript, GPA penalty
<u>Summer 2017</u>		2 Jun, 2016	Last day to withdraw, no record on transcript
		30 Jun, 2016	Last day to withdraw, W on transcript
		After 30 Jun, 2016	WF on transcript, GPA penalty

Semester	<input type="text"/>	Date	<input type="text"/>
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Student Information

Student Name	<input type="text"/>	ID	<input type="text"/>
Program	<input type="text"/>	Major	<input type="text"/>

On the date of withdrawal, the student is registered in the following courses.

<u>Course Code</u>	<u>Course Name</u>	<u>Credit</u>
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Reason for administrative withdrawal.

Approval

Advisor	Name		Signature		Date
VPASA	Name		Signature		Date
Finance Office	Name		Signature		Date
Library	Name		Signature		Date
Registrar	Name		Signature		Date