



AUPP

AMERICAN UNIVERSITY
OF PHNOM PENH

STUDY LOCALLY. LIVE GLOBALLY.

UNIVERSITY CATALOG

2015-2016

This Catalog was prepared on the basis of the best information available at the time of publication. All information, including statements of tuition and fees, course offerings, policies, holidays, and admission and graduation requirements, is subject to change by action of the Board of Trustees without notice or obligation. Updates after publication can be found at www.aupp.edu.kh

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ACADEMIC CALENDAR 2015-2016

Fall 2015

August

August 17	Start of Academic Year 2015-2016; New Faculty Orientation
August 18-19	Faculty Professional Activity Workshop
August 26-28	Registration
August 28	Morning: New Campus Groundbreaking Ceremony Afternoon: Returning Student Orientation
August 31	Classes begin for 2nd/3rd Year students

September

September 1	100% Tuition refund for courses starting August 31
September 4	Last day to add a course for students starting August 31
September 11	80% Tuition Refund for courses starting August 31
September 25	40% Tuition Refund for students starting August 31.

October

October 1	Fall Semester begins for 1st Year students
October 2, 3	Orientation for 1st Year students
October 5	Classes begin for 1st Year students
October 6	100% Tuition refund for withdrawal from courses starting October 5
October 12, 13	Pchum Ben Holiday. CAMPUS CLOSED
October 15	Coronation Day of King Norodom Sihamoni (Special recognition on campus) Campus open for regular business and classes
October 16	80% Tuition Refund for withdrawal from courses starting October 5
October 19	Classes begin for first year students registering late (ALI only)
October 30	Last date to withdraw from any class with a 'W' for classes starting August 31. 40% Tuition refund for withdrawal from courses starting October 5

November

November 2-6	Advising Week (Normal class days with enhanced faculty/student advising activities)
November 9-13	Registration for Spring 2016
November 16	Last date to withdraw from any class with a 'W' for classes starting October 5
November 25-27	Water Festival – CAMPUS CLOSED

December

December 15	Last Day of Classes for students starting class on August 31
December 17-23	Final Exams Week for students starting class on August 31
December 24 - January 3	Faculty and Student winter break
December 25	Christmas – CAMPUS CLOSED
December 28	Grades due for classes starting August 31
December 31- January 1	New Years – CAMPUS CLOSED

Spring 2016

January

January 4	University reopens New Faculty Orientation Classes continue for 1st Year Students (those beginning classes October 5)
January 5	All Faculty Meeting
January 6 and 8	Spring Registration for 1 st Year Students
January 7	Victory Day - CAMPUS CLOSED
January 8	Classes end for 1 st Year students
January 11	Classes begin for 2 nd /3 rd Year students
January 11-14	Final Exams for 1 st Year Students
January 12	100% Tuition Refund for classes starting January 11
January 15	Last date to add a class for students starting January 11
January 15-16	New Student Orientation
January 16	Grades due for courses ending January 8
January 18	Classes begin for 1 st year students
January 22	80% tuition refund for classes starting January 11 100% tuition refund for classes starting January 18

February

February 5	40% tuition refund for classes starting January 11 80% tuition refund for classes starting January 18
February 19	40% tuition refund for classes starting January 18

March

March 4	Last date to withdraw from any classes with a 'W' for classes starting January 11
March 7-11	Advising Week
March 11	Last date to withdraw from any classes with a 'W' for classes starting January 18
March 21-25	Registration for Summer 2016

April

April 13-15	Khmer New Year – CAMPUS CLOSED
April 29	Last day of classes for classes starting January 11

May

May 2-6	Final Exams Week for classes starting January 11
May 6	Last day of classes for classes starting January 18
May 9-12	Final Exams for classes starting January 18
May 10	Grades due for classes starting January 11
May 13	Regular Academic Year Ends
May 16	Grades due for classes starting January 18

ABOUT THE AMERICAN UNIVERSITY OF PHNOM PENH

History

Dr. Chea Vandeth began work on the foundations of AUPP In 2011. He was motivated to contribute to the development of quality education in Cambodia and was assisted by Dr. Kem Reat Viseth, former Director of School of Graduate Studies at National University of Management and Professor Kenneth Dunn of Middlesex Community College (MCC). Professor Dunn was a Fulbright Fellow in Cambodia at the time.

AUPP was formed with the goal of becoming the best university in Cambodia and to serve as a model for local higher education. With assistance from MCC, and Dr. George Chigas of the University of Massachusetts Lowell (UML), an administrative team was established and faculty recruited. Initially, two of the founding Board of Trustees members, Dr. Jacquelyn Armitage and Professor Kenneth Dunn served as Acting Presidents of the University. The first class of students entered in the fall of 2013.

AUPP invited academics and professionals to join the University's international Advisory Board and formed its Board of Trustees. As with any new institution, it set about codifying its vision and mission, with goals and objectives to follow. A succession of professional educators and community leaders has helped to refine and shape the mission that is contained in the beginning of this manual. Recognition of the important role the University will play in Cambodia can be noted by the number of partnerships the University holds with U.S. institutions, as well as support from the U.S. Embassy. The Embassy allows the University to include the statement "*AUPP partners with the US Embassy in Cambodia to enhance the academic, professional, and social opportunities for AUPP students*" in its public literature.

AUPP now has a 2+2 transfer program with UML, and the original 1+1 transfer program with MCC. AUPP is working with California State University-Long Beach (CSULB) for a joint program to develop a branch of the American Language Institute (ALI-AUPP) on our campus.

Since 2013, students have been educated to take their place among the leaders of Cambodia. The University awards many scholarships to students of need and academic promise. There is a major student recruitment plan to expand the student population to include students in the SE Asia region, including China, Vietnam, Myanmar, Laos, Korea, Philippines, Indonesia and the region. A new campus will take shape in the summer of 2015, complete with state-of-the-art design, modern technology and a friendly ecologically sound learning environment.

Accreditation

Accreditation in Cambodia is granted by the Ministry of Education, Youth and Sports. The Ministry has developed the Accrediting Committee of Cambodia (ACC) to carry out this function. AUPP has set a goal of being among the first privately funded institutions in Cambodia to be accredited by this body.

In addition, AUPP is committed to obtaining U.S. accreditation through one of the regional accrediting commissions.

AUPP uses the accreditation standards of the ACC and those of the New England Association of Schools and Colleges (NEASC) as a guide to the development of its programs and support services.

Administration

AUPP's senior management is composed of the President, the Vice President for Academic and Student Affairs (VPASA), and the Vice President for Finance and Administration (VPFA). The University has a commitment to train Cambodians so that they have the appropriate education and experience to assume various administrative posts; however, the senior management will be Americans with U.S. accredited terminal degrees, and with U.S. and international experience.

Faculty

The current faculty of AUPP are primarily Americans with U.S. and often international university-level teaching experience. Collegiate faculty have doctorates in their respective disciplines and English preparatory program faculty have TESOL or equivalent degrees. The faculty have been trained in interactive and collaborative pedagogy that engages students in their own learning, thus making learning more meaningful to the students. AUPP faculty are committed to students and their education, working to equip them with the requisite skills for a competitive, global marketplace.

Library

In support of American University of Phnom Penh's outstanding scholarship and training, the Library is dedicated to acquiring and preserving a collection of resources in all formats, providing the most highly competent assistance to use information resources, and maintaining a welcoming, comfortable facility.

Our Library offers services which exceed the expectations of users by its leadership in the innovative use of technology and the continuing development of its staff. Our main commitment is to support faculty and student research in a functional, user-friendly, and state of the art environment. Our Library staff members are always ready to provide high-caliber service. We make every effort to keep pace with Library collections, both bound and electronic to facilitate scholarship, research, and life-long learning opportunities. We are committed to staying on the forefront of technological change, as the ways in which people conduct research evolve continuously.

Location and Facilities

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, writing center, and offices for faculty and staff.

A planned new building will serve up to 1000 students in the near future. Construction is scheduled to begin in 2015 with a projected occupancy in the 2016-2017 academic year. The new facility will have a state-of-the-art educational design. Additional educational space, sport facilities, and student housing will complement the academic space.

Partnerships

AUPP is in partnership with American universities where there is common purpose and mutual benefit. AUPP currently has a 1+1 transfer program with Middlesex Community College (MCC) (1 year at AUPP, 1 year at MCC, 2 years at other universities in the University of Massachusetts system) and a 2+2 program with University of Massachusetts Lowell (UML) (2 years at AUPP and 2 years at UML). Currently, AUPP also has collaborative projects and programs, such as with Ohio University on global leadership and with UML on youth employability. The University considers it important to establish partnerships with other universities, both in the US and internationally, and to develop partnerships with various businesses, NGOs, governments, and other public and private organizations to support and enhance the education of students.

In addition, the following statement describes the partnership with the U.S. Embassy: *“AUPP partners with the US Embassy in Cambodia to enhance the academic, professional, and social opportunities for AUPP students.”*

Students

AUPP is committed to recruiting highly motivated, talented students. Students attending AUPP need to be well versed in the English language as all classes are taught in English. The University seeks students who demonstrate strong academic abilities, have a curiosity to learn, possess an entrepreneurial spirit, and have a commitment to serve Cambodian society, the region and the world.

Writing Center

The university’s writing center works to make all students who visit it into stronger, more confident, and more independent thinkers and writers. The writing center offers writing tutorials to students in all years of study, at all levels of writing proficiency, and at any stage in the writing process in a friendly, informal environment. Tutorials are conducted in a one-on-one setting in order to address each writer’s unique needs and goals. Depending on the needs and concerns of the individual student, these tutoring sessions may include discussing and brainstorming questions and topics, setting up research and writing schedules, strategizing possible paper structures, workshopping written drafts, and practicing effective writing strategies. As its goal is to help students develop into strong, independent thinkers and writers, the writing center does not offer proofreading or copy-editing. The writing

center can, however, teach students to properly identify and correct errors in their own writing.

In addition to one-on-one appointments, the writing center also offers research, writing, and revision workshops for larger groups of students as well as targeted writing workshops on topics that are in particular demand. One-on-one appointments are offered on one-time, weekly, and drop-in bases. Workshop and appointment schedules and sign-up sheets are posted at the writing center and may also be accessed online.

VISION, MISSION AND VALUES OF AUPP

Vision

American University of Phnom Penh will be a leading academic center of excellence in Cambodia, and Asia.

Mission

American University of Phnom Penh is a private, English language higher education institution in Cambodia. It offers high quality, American-style education, grounded in the culture of Cambodia and Asia, fostering socially responsible behavior, life-long learning, and academic and professional excellence to produce 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, by upholding the spirit of free and critical thought and inquiry, by promoting understanding and tolerance of a diversity of beliefs and fostering the open exchange of ideas and knowledge;

Continuous Improvement and Accountability, by committing to continuous quality improvement through reflection and assessment; adherence to high standards, being efficient, effective, accountable and proactive, in its 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, by recognizing 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, through its commitment to the highest standards of academic performance in its programs and services, and through the development of collaborative partnerships;

Leadership and Integrity, by upholding the highest professional and ethical standards;

Life-long Learning, by instilling this value in its graduates and providing opportunities for professional development in the community;

Social Responsibility, by preparing students to be responsible citizens to address today's and future global challenges.

ORGANIZATIONAL STRUCTURE

Board of Trustees

AUPP is governed by a Board of Trustees. The Board meets on a regular schedule and is responsible for approving policies of the institution, receiving financial statements of the University, approving the budget, receiving reports of institutional effectiveness, receiving and acting on the Annual Report and the audited financial statements, and appointing the President. Members of the Board of Trustees are listed in Appendix A.

International Advisory Board

AUPP has an International Advisory Board that advises the Board of Trustees and the President on educational issues. The membership of the International Advisory Board is listed in Appendix B.

Friends of AUPP

Friends of AUPP consists of professionals who have been students in Western countries and who wish to promote high quality Western education in Cambodia through assisting AUPP in its Vision and Mission. This group would include former Fulbright awardees, professionals who have a commitment to the youth of Cambodia, scholars, entrepreneurs and other community leaders who have a commitment to education and to providing youth with opportunities to build their skills, serve their communities, and be a pivotal impetus for building a well-informed and educated Cambodia.

Friends of AUPP assist by connecting the AUPP family to the local community. They do this through sharing and exchanging knowledge and resources about the community and Cambodia. Friends of AUPP also help with recruitment , provide a source of professional advisors to students, and assist in providing internships. They may volunteer to be a guest speaker or facilitate public lectures held at AUPP. In many ways, Friends of AUPP act as mentors to the students, while promoting social responsibility

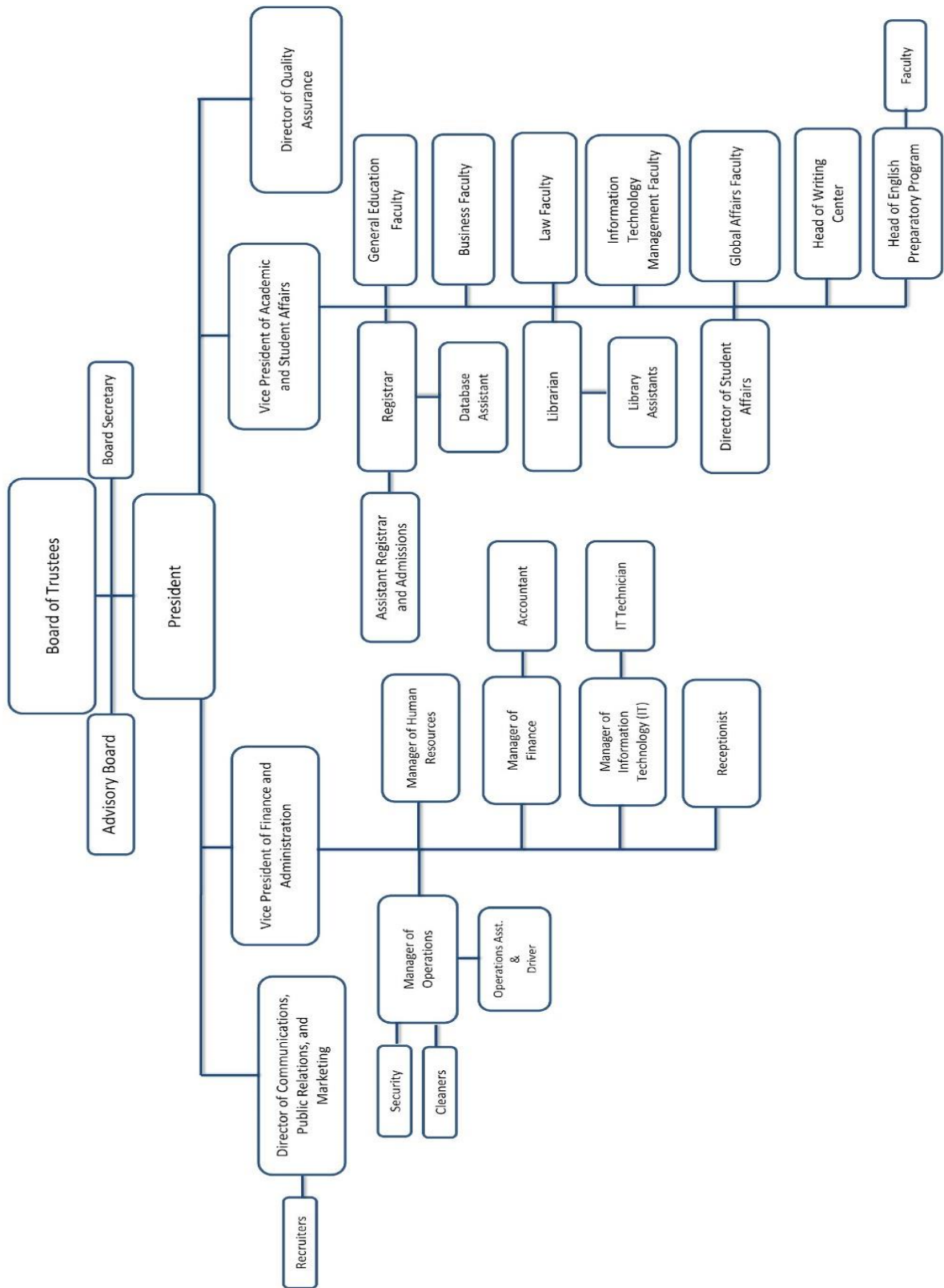
Goodwill Ambassador Program

The AUPP Goodwill Ambassador Program consists of individuals who are willing to help promote and support the University. Goodwill Ambassadors link AUPP to organizations and institutions who support education to fund raise for scholarships for students, support initiatives to build and develop the University, and provide support for students seeking internships, among many other activities.

Administration

The administration is responsible for implementing Board of Trustee policies, and for the effective management and development of the University. Appendix C provides a list of the administrative personnel.

AUPP Organizational Chart



ADMISSIONS POLICIES

ADMISSIONS

Application

Application Form

The Application Form is available at the Office of Admissions and Registrar or may be downloaded from the website: www.aupp.edu.kh

Application Deadline

Deadline for applications are determined each semester by the Office of Admissions and Registrar and are posted on the University website.

Application Notification

Students receive an admissions letter, via email, within two weeks of application. Admission Committee deliberations are confidential and students denied admission will not receive an explanation of the Committee's decision.

Confirmation Deposit

Students may be required to confirm their acceptance of the admission offer and pay a non-refundable deposit of \$250 USD. This deposit will be credited against the first semester tuition and fees. The fee will be forfeited if the student fails to register at AUPP.

Application Materials

Materials required for application include:

- a completed application form;
- an official copy of high school transcripts. The transcripts must be completed in English, or accompanied by a certified English translation;
- a diploma or Grade 12 National School Leavers Exam passing grade;
- a letter of recommendation written by school official, such as teacher, guidance counselor, or principal. Alternatively, the letter of recommendation may be from an individual familiar with the academic performance of the applicant and his/her potential for success at AUPP. Letters of recommendation should be written in English, or accompanied by a certified English translation. Letters written by a family member or friend are not acceptable;
- a personal statement about why the applicant wishes to study at AUPP.

Admissions Criteria

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; and Lycée Français René Descartes.
 - 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:
 - 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

2. English Proficiency:

- One of the following scores is required for admission:
 - TOEFL (paper-based) – 500 OR
 - TOEFL (iBT) – 61 OR
 - IELTS – 5.5 OR
 - ACCUPLACER – 12 OR
 - ALI- Level 3

Students who meet the minimum requirements will be admitted to AUPP. Admitted students will complete additional University-administered English language assessments. Based on the results of these assessments, admitted students will either enter the Collegiate Program, or they may be required to complete a semester or more of intensive preparatory English classes.

The preparatory English program is offered through a partnership with California State University Long Beach, through its American Language Institute (ALI). Students placed in this program will receive intensive English instruction designed to improve their oral and written English communication skills. Students completing the program are assessed at the end of their first semester to determine progress and a determination is then made to enter the Collegiate Program or continue with further English preparation.

Students who do not meet the minimum criteria for admission to AUPP may be conditionally admitted. However, conditionally admitted students will enter the intensive English preparatory program.

English Language Placement

All applicants 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 (ALI) or the Collegiate program.

There is a non-refundable \$15 USD fee for the English proficiency test, paid at the time of testing.

Mathematics Examination

Applicants will also take the mathematics portion of the Accuplacer Exam to determine the level of mathematics preparation. Results of this test will determine the level of collegiate mathematics course that a student may register for.

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.

Conditional Admittance 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.

Transfer Applicants

Transfer applicants must meet the same standards and submit the same documents as entering first-year students. Moreover, transfer students must also submit additional material as noted below:

- Name and address of all schools and colleges previously attended
- Official transcripts and a syllabus for each course completed

All materials must be submitted by the application deadline.

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

TUITION AND FEES

Tuition and Fees for Full-Time Students

All fees recorded here are for students who enter in the 2015-2016 Academic Year (August, 2015 or January, 2016). Tuition for students, who maintain continuous enrollment, is guaranteed to remain the same during their study at AUPP. Fees may be altered by action of the Board of Trustees.

Regular Fall and Spring tuition for full-time students is \$4,500 USD per semester or \$9,000 USD per academic year. Summer tuition is set by the Board of Trustees on a per unit basis. Full-time students are defined as students in the ALI English program or those taking 12 or more units of collegiate study per semester.

Tuition must be paid prior to registering for classes. Approval is required for any exceptions.

Application Fee

A nonrefundable fee of \$25 USD must be paid when the application materials are submitted. Students who are placed in the ALI English program will not be charged an additional application fee to proceed to the collegiate programs, if they do so within one semester of completing their English program with satisfactory results.

Tuition and Fees for Part-Time Students

Tuition for students taking less than 12 units in a semester is \$350 per unit.

Tuition Refund Policy

- Students who withdraw from all classes before the first day of instruction in a semester are eligible for a refund of 100% of tuition paid.
- Students who withdraw from all classes during the first two weeks of instruction are eligible for a refund of 80% of tuition paid.
- Students who withdraw from all classes after the first two weeks of instruction and before the end of the fourth week of instruction are eligible for a refund of 40%.
- Students who withdraw from all classes after the end of the fourth week of instruction are not eligible for a refund.

The guidelines listed above are for standard 15-week courses. For courses that are shorter in length, the tuition refund period will be adjusted. Guidelines will be posted on the AUPP website and sent to students at the beginning of the term.

If class withdrawal results in a student moving from full-time status, the refund will be based on the above tuition policy.

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

Other Fees and Deposits

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 Office of the Registrar.

Graduation Fee

A fee will be charged to each student scheduled to graduate. The graduation fee will be announced prior Commencement. 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 of \$350 USD per unit for each unit beyond 17.

Transcript Fee

Official transcripts (stamped and sealed by the Registrar) may be obtained by a student for \$10 USD for each copy. Official transcripts that are mailed internationally cost \$75 USD 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 \$ 5 USD. 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 \$10 USD 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.

DEFERRED PAYMENT PLAN

A deferred payment plan is available for students who cannot 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 \$100 USD per 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.

SCHOLARSHIPS

The Board of Trustees will determine the number of scholarships (full or partial) available for the coming year.

A notice of available scholarships will be made on the University website and at the time of application to the University.

A Scholarship Committee will recommend students for scholarships based on their application materials and financial need. Students considered for a scholarship must have received an A or B on the National School Leavers' Examination.

The Board of Trustees will make final scholarship award determinations.

Students who are awarded scholarships and enroll at AUPP will be reimbursed their Admission fee.

Students will retain their scholarship for the entire course of study at AUPP. This includes the ALI English program, if required, and is dependent upon the student retaining a grade point average equivalent to a B grade (GPA of 3.00 or higher) per semester. Scholarship students whose grades drop 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 next semester and have a cumulative GPA sufficient to make an overall 3.00 or higher to retain the scholarship.

STUDENT LOAN PROGRAM

A Student Loan Program is available to cover tuition costs for those in financial need who are not eligible for a scholarship. The student must pay at least 40% of the semester's tuition fee. The loan amount can be up to 60% of the semester's tuition. The student is required to pay interest of 5% of the loan value before the end of each semester. The complete terms and conditions of the loan program are available from the Office of the Registrar.

ACADEMIC POLICIES AND PROCEDURES

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 Office 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.

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.

ACADEMIC UNITS

All courses at AUPP have a 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.

GRADE POINT AVERAGE (GPA)

As a student completes each semester, they will receive a set of letter grades for the courses completed. Each letter grade is converted to a numerical quality point value (refer to the Grading System on Page 24). 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 each semester's grades,

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.

ACADEMIC STANDING

Class Levels

Pre-Collegiate

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

Collegiate

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

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

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

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

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.

Scholar's List

All students who are enrolled in 15 units or more in a semester and who have earned a semester grade point average of 3.6 or higher will be placed on the Scholars' List. Students can receive the honor every semester that they meet the requirements. The achievement will be recognized by a certificate and/or letter from the President and names will be posted on the University bulletin board.

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.

ACADEMIC RECORDS

Students' academic records are maintained in the Office of the Registrar. Semester grade reports are sent to the student from the Office of 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.

ACADEMIC SUPPORT SERVICES

AUPP/CSULB American Language Institute English Program

AUPP has entered into a partnership with California State University Long Beach to prepare students for collegiate work through the accredited American Language Institute (ALI). This English preparatory program is a one or two semester program designed to bring students' skills up to a level necessary to successfully undertake collegiate academic work. Classes concentrate on reading, writing, grammar, listening, speaking, and critical thinking. The English preparatory program is taught by AUPP faculty using the program and materials of the ALI program. Successful completion of the ALI English program allows students to enroll in collegiate courses at AUPP.

There are three components to the ALI English program, grammar, listening and speaking, and reading and writing.

- The section on grammar is designed to raise awareness of English grammatical structure in both written communication at a formal, academic level.
- The section on listening and speaking is designed to prepare students for working in a course taught in English.

- The section on reading and writing solidifies academic literacy skills and strategies to meet the rigorous academic work at AUPP.

Successful completion of the ALI English program is also recognized by most colleges and universities in the United States for undergraduate work.

Writing Center

The university's writing center works to make all students who visit it into stronger, more confident, and more independent thinkers and writers. The writing center offers writing tutorials to students in all years of study, at all levels of writing proficiency, and at any stage in the writing process in a friendly, informal environment. Tutorials are conducted in a one-on-one setting in order to address each writer's unique needs and goals. Depending on the needs and concerns of the individual student, these tutoring sessions may include discussing and brainstorming questions and topics, setting up research and writing schedules, strategizing possible paper structures, workshopping written drafts, and practicing effective writing strategies. As its goal is to help students develop into strong, independent thinkers and writers, the writing center does not offer proofreading or copy-editing. The writing center can, however, teach students to properly identify and correct errors in their own writing.

In addition to one-on-one appointments, the writing center also offers research, writing, and revision workshops for larger groups of students as well as targeted writing workshops on topics that are in particular demand. One-on-one appointments are offered on one-time, weekly, and drop-in bases. Workshop and appointment schedules and sign-up sheets are posted at the writing center and may also be accessed online.

ADD/DROP

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

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.

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. In the pre-collegiate courses, students who have more than five days of absence in the semester will fail the course. For the collegiate courses, students who miss more than 10% of the classes in any one course will receive a failing grade in that 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.

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.

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.

COMMUNICATIONS

E-mail is an 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.

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. Students are required to complete 45 units of courses numbered 300 or above.

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 Office of the Registrar.

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. Beginning with the 2015-2016 academic year, students will be required to declare a major in their first semester at 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 Office of the Registrar.

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

E-MAIL POLICY

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.

AUPP e-mail is the official means of communication while attending AUPP and it is the responsibility of each student to remain informed about relevant news and information through this medium.

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

- 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.
- User's should not share their passwords with anyone.
- Users should use discretion when forwarding emails with and should not forward Junk or SPAM e-mails.
- 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-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.
- Users must not send, reply, forward or distribute any e-mail messages or attachments that they know contain virus attachments or malicious programs.
- Users are prohibited from using the University e-mail system to impersonate someone else.
- Users are prohibited from sending, redirecting, transferring, distributing or replying to e-mails when using another person's e-mail system.
- 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.
- Users shall not register an AUPP e-mail address with Websites for non-business purposes.
- Users shall not use automatic forwarding to or from external e-mail addresses.
- Mass e-mail communication on the AUPP network is not allowed unless authorized by AUPP management.
- 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.
- Students who breach the above may be penalized , depending on the severity of the breach.

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.

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 Office of the Registrar and will be posted on the University bulletin boards and the AUPP website.

GRADING SCALE

AUPP uses the following grading scale:

- A = 93-100%
- A- = 90-92%
- B+ = 87-89%
- B = 83-86%
- B- = 80-82%
- C+ = 77-79%
- C = 73-76%
- C- = 70-72%
- D+ = 67-69%
- D = 63-66%
- D- = 60-62%
- F = below 60%

Grading System

Each AUPP course grade follows the course syllabus guidelines. Grades will be reported on the students' permanent transcript as follows:

Grade	GPA Quality Points	Interpretation
A	(4.00)	Outstanding Attainment of Course Goals
A-	(3.67)	Superior Attainment of Course Goals
B+	(3.33)	Very Good Attainment of Course Goals
B	(3.00)	Good Attainment of Course Goals
B-	(2.67)	Well Above Average Attainment of Course Goals
C+	(2.33)	Above Average Attainment of Course Goals
C	(2.00)	Average Attainment of Course Goals
C-	1.67	Below Average Attainment of Course Goals
D+	1.33	Weak Attainment of Course Goals
D	(1.00)	Poor Attainment of Course Goals
D-	(0.67)	Very Poor Attainment of Course Goals
F	(0.00)	Unsatisfactory Attainment of Course Goals
I	--	Incomplete
SP	--	Satisfactory Progress
CR	--	Credit
NC	(0.00)	No Credit
FN	(0.00)	Failure for Non-Attendance
AU	-	Audit
W	--	Withdrawal
WF	(0.00)	Exclusion for Failure to Comply
NR	--	Not Reported by Instructor

NOTES ON NONTRADITIONAL GRADES

I

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

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

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

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

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

A grade of AU is assigned to currently enrolled students who wish to attend a class, but 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

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

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

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.

GRADE CHANGE

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

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

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.

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 for General Education/Liberal Studies and programs in all majors are found in the Description of Majors 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 hours in residence;
- completed at least 30 of the final 60 hours in residence
- completed at least 45 of the hours 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.

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.

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.

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.

METHODS FOR ASSESSING STUDENT LEARNING

Course grades are one method by which student learning is assessed. 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.

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 50 minutes of lecture per week for the length of the semester. Thus, for example, a course meeting three times a week (50 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 April. 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 (62) 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.

MINOR IN LIBERAL STUDIES

The minor in Liberal Studies provides students with a multidisciplinary preparation covering the breadth of Humanities, Natural Sciences, and Social Sciences. When augmented with a Major, the Liberal Studies Minor develops skills in critical thinking and problem solving, and to imbue critical thinking with ethical thought. Liberal studies provides students with opportunities for an extensive study of the liberal arts and sciences and for a broad understanding of various academic fields of interest, including literature, history and social sciences, heritages of Western and non-Western civilizations, global and trans-cultural studies, and creative writing.

MID-SEMESTER PROGRESS REPORTS

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 students’ 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.

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 of \$350 per each unit beyond 17.

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.

REGISTRATION

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 Office of 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.

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 repeated, both grades will remain on the transcript, but the GPA will be calculated based on the higher course grade.

STUDENT PRIVACY

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.

SUBMITTING SIMILAR WORK IN 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.

TRANSFER CREDIT POLICY

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 will determine which coursework is transferrable and which is equivalent to an AUPP course.

Transfer of Courses from AUPP to Other Universities

All decisions about the transfer of coursework from AUPP to other universities is at the discretion of the receiving university. Unless AUPP has an agreement 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.

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.

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 do so only with the approval of the faculty member and the VPASA. A Course Withdrawal form is available from the Office of 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. 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.

WITHDRAWAL FROM ALL CLASSES 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 each faculty member and the VPASA. Withdrawal after the eighth week of the semester requires demonstration of serious and compelling reasons.

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 GPA of at least 2.00.

GENERAL EDUCATION

The General Education courses are integrated with the student's major course of study over four years. The final course in General Education is a Capstone Seminar completing a Liberal Studies minor.

Goals and Learning Objectives

There are eight goals of the General Education program. Each goal is achieved through meeting a series of learning objectives.

Goal 1: Students will develop the ability to think critically and creatively.

Learning Objectives

- 1a. Clearly and accurately summarize and evaluate the facts, presumptions, viewpoints, values, and arguments presented in a text or creative work.
- 1b. Gather and assess relevant information and apply appropriate cognitive methods to solve problems or answer questions raised in a text or creative work.
- 1c. Construct well-reasoned solutions or conclusions; test and defend conclusions against relevant criteria and standards.
- 1d. Critically analyze one's own thinking by identifying presumptions, values and viewpoints as well as problems, inconsistencies and unanswered questions.
- 1e. Conceive and defend alternative hypotheses and viewpoints; offer and explain reasons for provisionally rejecting or accepting them.

Goal 2: Students will apply qualitative, quantitative, and/or analytical reasoning.

Learning Objectives:

- 2a. Read with comprehension and critically interpret written work in discipline-specific contexts.

- 2b. Critically interpret and analyze aesthetic qualities of works in literature and the fine or performing arts.
- 2c. Apply quantitative, inductive, and deductive reasoning.
- 2d. Apply abstract thinking and conceptual modeling.
- 2e. Apply scientific methods to investigate and analyze the natural world.
- 2f. Apply the methods of social science to ethically investigate and analyze human social behavior.
- 2g. Describe, comprehend, and analyze the role of philosophical ideas, historical movements, or ethical debates in the development of cultures and civilizations.
- 2h. Demonstrate an understanding of the concept of lifelong learning and its value to individuals and societies.

Goal 3. Students will acquire proficiency in written communication.

Learning Objectives:

- 3a. Compose grammatical sentences.
- 3b. Use various sentence forms to effectively modulate style and tone.
- 3c. Compose a sequence of paragraphs that develop a point.
- 3d. Summarize, quote, and respond to reliable texts to support and develop claims; apply relevant standards for citation.
- 3e. Write an effective argumentative essay.
- 3f. Respond to writing assignments using appropriate style, structure, and voice.
- 3g. Apply editing, proofreading, and revising strategies.

Goal 4. Students will acquire proficiency in oral communication.

Learning Objectives:

- 4a. Demonstrate skill in oral communication for purposes such as informing, persuading, and/or defending.
- 4b. Compose and deliver effective, audience-appropriate oral presentations that develop and support a point; or participate in formal debates; or lead or participate in collaborative discussion of a question or a text.
- 4c. When appropriate, use visual, auditory, and/or technological aids.

Goal 5. Students will develop an awareness and understanding of global issues and ethical action in a global context.

Learning Objectives:

- 5a. Provide and understand information on subjects in different disciplines in English.

5b. Demonstrate knowledge of the intellectual, social, political, economic, or cultural practices of several cultures other than their own.

5c. Demonstrate an understanding of the meaning of ethical conduct in a variety of global contexts, and exhibit a personal adherence to ethical comportment in academic and interpersonal relationships.

Goal 6. Students will develop skills essential to information literacy.

Learning Objectives:

6a. Conduct research using the variety of information sources available to them.

6b. Demonstrate the ability to evaluate the relevance, reliability and utility of different sources.

6c. Integrate sources effectively and ethically through proper citation.

Goal 7. Students will develop an awareness of social responsibility in both global and domestic contexts.

Learning Objective:

7a. Demonstrate an understanding of social issues both locally and globally.

7b. Exhibit the capacity to analyze social issues and respond in a responsible and ethical manner through speaking, writing, or direct action.

7c. Develop an awareness of one's social responsibilities locally and as a global citizen, and demonstrate the ability to think critically and creatively about how both individuals and institutions can address those responsibilities.

Goal 8. Students will develop the skills necessary to acquire technological competency.

Learning Objective:

8a. Demonstrate the ability to use general or discipline-specific technologies to identify, retrieve, analyze, and communicate ideas and information.

8b. Appreciate the rapidly evolving nature of technology and develop skills necessary to critically evaluate and use new and unfamiliar technologies.

semester. If the English proficiency is sufficient for collegiate work, the student will be enrolled in three to five courses, depending upon the Calendar and Courses Offered in the first semester of study. Normally, the first courses would be chosen from the options for the General/Liberal Studies program. One of the courses will be the First Year Experience and the remainder will be assigned on the basis of course offerings for that semester.

In the spring semester, upon successful completion of the fall courses, the student will continue with the General/Liberal Studies courses but will also add a minimum of one course in their selected major. For example, if the student declares a business major, then they would take an introductory business course. Each student will enroll in a minimum of five courses (15 units) for the spring and all subsequent semesters while at AUPP. Specific courses taken each semester will be chosen with the assistance of a faculty advisor and a complete plan will be developed to ensure completion of the General/Liberal Studies program, a Major and an optional Minor.

Students who are placed in the English preparatory program for the fall semester, and who successfully complete that program at the collegiate level will enroll in six courses, including the First Year Experience, for a total of 16 units for the spring semester.

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) 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.

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 Office of the Registrar.

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 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.

BUSINESS BACHELOR OF SCIENCE (B.S.)

The Business program prepares graduates for success in the world of business, whether in Cambodia, Southeast Asia, or beyond. Business education and the successful pursuit of a business career requires graduates to understand basic economic concepts and mathematical relationships, while at the same time being analytical and able to communicate ideas effectively through written and verbal communications.

Students enrolled in Business develop core competencies in each of the functional areas of business – marketing, finance, accounting and management - in order to understand the inter-relationships among these functional areas and how these relationships can impact the operation and value of an organization.

Concepts from coursework in General Education contribute to students' preparation for a business career by enhancing understanding of the world today and how people think and act in the global marketplace. The professional program in Business focuses on the common body of knowledge in business.

Preparation for a career in today's world requires that graduates have a broad-based education and know how to both learn and appreciate the importance of life-long learning. Building on an understanding of the basic underpinnings of business operations, graduates are able to grasp new ideas, think analytically, communicate effectively, adapt to change, work as a member of a team, value cultural differences, develop strong ethical values and develop respect for the environment in order to work effectively in the environment in which organizations operate.

Career Opportunities

The job opportunities with a degree in business are open-ended. A typical graduate will find a broad spectrum of career opportunities in the public (governmental) or private sector; working for large or small firms; local, national, or multi-national organizations; entrepreneurial ventures; family businesses, or large publicly held enterprises. Regardless of the sector of the economy, business skills are necessary and opportunities for business graduates abound.

Job titles vary greatly. Further, over time, career opportunities shift as new technologies are developed and new markets created. A typical graduate today is likely to pursue any number of different opportunities over the course of a career.

Program Outcomes

1. Internalizes the importance of lifelong learning
 - Ability to update skills and adapt to emerging technologies
 - Ability to plan for lifelong learning
 - Recognize, structure and assimilate new knowledge as it applies to an organization
2. Demonstrates ability to analyze data, solve problems and think critically

- Demonstrates ability to see the ‘big picture’ and the interrelationships that exist among factors affecting an outcome
 - Able to analyze situations, including ‘status quo’ and demonstrate ability to adapt to change
 - Able to gather, organize and analyze relevant data for decision making and demonstrates ability to take decisions
3. Demonstrates ability to communicate effectively
 - Evidences effective oral communications skills
 - Evidences effective writing skills
 - Able to produce technical report
 - Able to make effective presentations
 4. Demonstrates ethical behavior, social responsibility and cultural diversity within the business environment
 - Demonstrates ability to work in a multi-cultural setting
 - Evidences a commitment to corporate social responsibility
 - Demonstrates personal and organizational integrity as a part of ethical behavior
 5. Able to analyze and manage the interrelationships among different business functions
 - Evidences basic knowledge relating to each functional area of business
 - Demonstrates basic knowledge of how businesses operate and the contributions made by each functional area of business
 - Demonstrates ability to analyze complex problems and issues
 - Able to cite contributions of each functional area to organizational success

The major consists of 48 units plus 15 units for a minor (Economics) or electives. The major, with a concentration or minor and including general education, requires a minimum of 125 units.

Business Four Year Curriculum

Year 1

First Semester

ENGL 101	English Composition 1	3 units
SMNR 101	First Year Experience	1 unit
	General Education Courses	12 units

Second Semester

ENGL 102	English Composition II	3 units
	General Education Courses	12-13 units

Year 2

First Semester

ACCT 201	Financial Accounting	3 units
COMM 103	Oral Communications	3 units
ECON 140	Macroeconomics I	3 units
MATH 200	Business Calculus	3 units
	General Education Courses	3 units

Second Semester		
ACCT 202	Managerial Accounting	3 units
ECON 150	Microeconomics I	3 units
	General Education Courses	9 units
Year 3		
First Semester		
MKTG 301	Principles of Marketing	3 units
FINC 301	Principles of Finance	3 units
MGMT 301	Principles of Management	3 units
	General Education Courses	6 units
Second Semester		
BUSN 330	Legal Environment for Business	3 units
BUSN 370	Management of Information Systems	3 units
ENGL 240	Literature	3 units
	General Education Courses	3 units
Upper Division Minor, Elective or Business Concentration Course		3 units
Summer		
BUSN 488	Business Internship	3 units
Year 4		
First Semester		
BUSN 340	Business Communications	3 units
BUSN 360	Business Ethics & Social Responsibility	3 units
MGMT 320	Operations Management	3 units
Upper Division Minor, Elective or Business Concentration Course		3 units
Upper Division Minor, Elective or Business Concentration Course		3 units
Second Semester		
MGMT 450	Leadership	3 units
MGMT 460	Strategic Management	3 units
INDS 450	Capstone Course for Liberal Studies	3 units
Upper Division Minor, Elective or Business Concentration Course		3 units
Upper Division Minor, Elective or Business Concentration Course		3 units

GLOBAL AFFAIRS BACHELOR OF ARTS (B.A.)

The mission of the program is to prepare students for global leadership and service and to train the next generation of policy leaders to tackle the complex issues of a globalized world. It is intended for individuals who want to be policymakers at the national, regional, and local government agencies, international organizations, non-governmental organizations and multinational corporations.

The Global Affairs program provides students an understanding of current challenges in the ASEAN region and around the world. The program provides an opportunity to study crucial contemporary issues--conflict among and within nations, democratization, economic and political globalization, regional conflicts and the emerging importance of non-state actors; as well as analysis of foreign and economic policy making and security issues in the region and on a global scale.

Career Opportunities

The Global Affairs Program offers a solid foundation for entering the work force or for graduate studies. The program prepares students for career opportunities with government agencies dealing with foreign affairs, international security, and the international economy; with multinational corporations, banks, and consulting firms; and with international organizations. The program also provides preparation for programs in international law and business and for graduate study in more specialized fields.

Program Outcomes

At the completion of the major in Global Affairs, graduate will be able to:

- Identify, describe and define basic factual information and analytical concepts concerning global issues.
- Analyze issues and phenomena using relevant social science concepts, theories, and methods
- Use argument and evidence effectively to communicate original analysis of social, political, economic and cultural phenomena.
- Construct well-reasoned solutions or conclusions; test and defend conclusions against relevant criteria and standards.
- Critically analyze one's own thinking by identifying presumptions, values and viewpoints as well as problems, inconsistencies and unanswered questions.
- Conceive and defend alternative hypotheses and viewpoints; offer and explain reasons for provisionally rejecting or accepting them.
- Demonstrate an understanding of the meaning of ethical conduct in a variety of global contexts, and exhibit a personal adherence to ethical comportment in academic and interpersonal relationships.

Global Affairs Four Year Curriculum

Year 1

First Semester

POLS 110	Introduction to Political Science	3 units
SMNR 101	First Year Experience	1 unit
	General Education Courses	12 units

Second Semester

GBLA 101	Introduction to International Relations	3 units
GBLA 370	Geography of Southeast Asia	3 units
	General Education Courses	9 units

Year 2

First Semester

GBLA 220	Introduction to Comparative Politics	3 units
GBLA 230	International Political Economy	3 units
	General Education Courses	9 units

Second Semester

GBLA 350	Environment and Development (or Elective)	3 units
GBLA 360	Comparative Social Movements	3 units
	General Education Courses	6 units

Year 3

First Semester

GBLA 305	Social Science Research Methods	3 units
GBLA 310	International Organizations	3 units
GBLA 320	Southeast Asian Comparative Politics (or Elective)	3 units
GBLA 380	Peace and Conflict Resolution	3 units
	General Education Courses	3 units

Second Semester

GBLA 301	Political Theory	3 units
GBLA 340	Principles of Sustainable Development	3 units
GBLA 431	The Political Economy of Southeast Asia (or Elective)	3 units
	General Education Courses	6 units

Year 4

First Semester

GBLA 410	Political Developments and Democratization	3 units
GBLA 460	Gender in Development	3 units
GBLA 496	Internship	3 units
	General Education Courses	6 units

Second Semester

GBLA 433	The Political Economy of Globalization (or Elective)	3 units
GBLA 481	International Security, Terrorism, and Defense	3 units
GBLA 485	International Law	3 units
GBLA 490	Capstone Course	3 units
INDS 450	Capstone Course for Liberal Studies	3 units

INFORMATION TECHNOLOGY MANAGEMENT BACHELOR OF SCIENCE (B.S.)

The Information Technology Management (ITM) program is designed to develop professionals in emerging and converging information and communication technologies. A degree in ITM produces graduates who can organize business processes to support the strategic corporate needs, demands and goals at the management level. The program is designed to bridge the gap between problems of business and the capabilities of information technology, while aligning the technology with business strategies. Students enhance their critical thinking, problem solving, and analytical skills with knowledge of management principles. The program is a balance of technology, management, communications and the liberal arts.

In addition to General Education requirements of the university, The ITM major will require 45 units of advanced study plus 15 units of electives for completion of a chosen minor or concentration. Students in ITM are also required to complete co-requisite courses in math (algebra, calculus, and/or statistics), and lab courses in science. Completion of the program will also require demonstration of technical writing ability, a senior project, and an internship.

Career Opportunities

Students are prepared for positions in technology and management fields, such as, for example, local and national government, telecommunications, financial institutions, corporate or educational IT units, private business and NGO's. Graduates will have the necessary knowledge, experience and skills to enter technology related careers in business and management. Job opportunities include, but are not limited to: business, management and systems analyst; IT and project management; IT director; information management specialist; database or web administrator; network administrator; software or computer applications specialist; IT security officer; and, data scientist.

Program Outcomes

- Demonstrate technical competence in core areas of information technology management.
- Analyze data to support managerial decision-making processes in an organizational setting.
- Demonstrate an ability to manage information technology projects.
- Communicate effectively in professional settings.
- Recognize the importance of lifelong education and learning.
- Understand professional, ethical and social issues and responsibility.

Information Technology Management Four Year Curriculum

Year 1

First Semester

MATH 177	Introduction to Statistics	3 units
ITM 101	Information Technology Fundamentals	3 units
SMNR 101	First Year Experience	1 unit
	General Education Courses	9 units

Second Semester

ITM 201	Java Coding	3 units
	General Education Course	12 units

Year 2**First Semester**

ECON 140	Macroeconomics	3 unit
MATH 200	Business Calculus	3 units
	General Education/Elective Courses	9 units

Second Semester

MATH 230	Discrete Mathematics	3 units
	General Education/Elective Courses	12 units

Year 3**First Semester**

ITM 320	Computer Network	3 units
ITM 330	Human Computer Interaction	3 units
MGMT 320	Operations Management	3 units
	General Education/Elective Courses	6 units

Second Semester

ITM 310	Database Management Systems	3 units
BUSN 370	Management of Information Systems	3 units
	General Education/Elective Courses	9 units

Summer:

Internship	3 units
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Year 4**First Semester**

ITM 420	Business Intelligence Analysis	3 units
ITM 430	Business System Analysis and Design	3 units
BUSN 340	Business Communications	3 units
BUSN 360	Business Ethics	3 units
	General Education/Elective Courses	3 units

Second Semester

ITM 410	Information Assurance and Security	3 units
ITM 440	Incident Response and Contingency	3 units
ITM 490	Capstone: System Design/Implementation	3 units
INDS 450	Capstone Course for Liberal Studies	3 units
	General Education/Elective Courses	3 units

**LAW
BACHELOR OF ARTS (B.A.)**

Law is a demanding career in which the ability to analyze information and provide solutions to clients is critical to success. The Law Program at AUPP is grounded in ethics and provides a wide range of course options.

The program includes courses in the different types of law (civil and criminal). Students also take courses in evidence, legal research and lawyering skills. The program includes specific courses on Cambodian, ASEAN and International Law. In addition, students have the opportunity to practice what they learn in internships.

Career Opportunities

The Bachelor of Arts in Law program prepares graduates for success in careers in private firms, legal departments, NGOs, IGOs or government. Students enrolled in the B.A., Law program are expected to develop core competencies in the areas of knowledge, analysis, cultural sensitivity, and professionalism

Program Outcomes

Graduates from the American University of Phnom Penh with a Bachelor of Arts in Law degree will be able to demonstrate the attributes of effective, responsible lawyers and have achieved the following learning outcomes:

- acquisition of intellectual and analytical skills
- attainment of core knowledge of the law
- attainment of core understanding of the law
- acquisition of professional skills
- practice of professionalism
- ability to learn and recognition of the importance of lifelong learning
- ability to analyze data, to solve problems, and to think critically
- ability to communicate effectively

Law Four Year Curriculum:

Year 1

First Semester

LEGL 101	Introduction to Law and Legal Systems	3 units
LEGL 200	Legal Writing/Research I	3 units
LEGL 320	Contract Law	3 units
SMNR 101	First Year Experience	1 unit
	General Education Courses	6 units

Second Semester

LEGL 210	Legal Writing/Research II	3 units
LEGL 325	Contract Law and Torts	3 units
	General Education Courses	9 units

Year 2

First Semester

LEGL 340	Labor Law	3 unit
LEGL 400	Property Law	3 units
	General Education/Law Elective Courses	9 units

Second Semester

LEGL 310	Legal Ethics	3 units
LEGL 410	Secure Transactions	3 units
	General Education/Law Elective Courses	9 units

Year 3

First Semester

LEGL 330	Criminal Law	3 units
LEGL 430	Constitutional Law	3 units
LEGL 333	Moot Court	3 units
	General Education/Elective Courses	6 units

Second Semester

LEGL 331	Criminal Procedure	3 units
LEGL 415	Commercial Enterprise	3 units
	General Education/Law Elective Courses	9 units

Summer:

Internship	3 units
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Year 4

First Semester

LEGL 420	Civil Procedure	3 units
LEGL 440	Human Rights Law	3 units
	General Education/Law Elective Courses	9 units

Second Semester

LEGL 435	International (Private and Public) Law	3 units
	General Education/Law Elective Courses	9 units
INDS 450	Capstone Course for Liberal Studies	3 units

ECONOMICS MINOR FOR BUSINESS MAJORS

The minor in Economics is available for students majoring in Business. The goal of the Economics minor for Business majors is to equip students with the analytical and technical tools for careers in the public and private sectors of a dynamically changing global economy. The Economics minor certifies the transmission of economic concepts, theories and methods that constitute the necessary knowledge and skills to prepare students for entry level positions in business economics and related fields.

Program Goals

- Master basic principles of general economics, particularly microeconomics applicable to management of a business;
- Interpret, analyze, and evaluate evidence to construct valid business arguments;
- Apply quantitative methods to analyze economic problems and public policy issues;
- Formulate and test hypotheses using statistical methods;
- Use modern technological skills to facilitate the development of solutions in the conduct of business operations;
- Communicate business analyses effectively;

Learning Outcomes

The student who takes the Economics minor must demonstrate competency in explaining microeconomic theory that is applied to business management and macroeconomic theory regarding money, banking, and monetary policy. Upon completion of the minor, students will be able to:

- Formulate economic models for micro- and macro- economic analyses
- Demonstrate the working of the monetary economy and behavior of economic agents, and how these can be affected by public policy changes
- Conduct empirical analysis of different economic and business issues
- Perform descriptive statistics, compute probability, and demonstrate elements of hypothesis testing
- Analyze the results of statistical procedures and apply optimal quantitative methods to solve daily organization specific problems
- Use standard computer software packages to analyze data

To complete the minor, fifteen (15) ECON units are required in upper division courses that must be taken in residence. These units consist of twelve (12) units of required courses and 3 units of electives. The courses cannot be used to substitute required or elective courses in the Business major. A 2.00 GPA in ECON courses is also required.

Required courses for an Economics minor for Business majors

ECON 306	Applied Business and Economic Statistics	3 units
ECON 307	Spreadsheet Modeling for Business Decision Analysis	3 units
ECON 425	Managerial Economics	3 units
ECON 440	Money and Banking	3 units

Courses for an Economics minor for non-Business majors
(3 units selected from the following)

ECON 430	International Economics	3 units
ECON 441	Microeconomics II	3 units
ECON 442	Macroeconomics II	3 units
ECON 467	Economics of the Environment	3 units
ECON 470	Economics of Development	3 units
ECON 480	Comparative Economic Systems	3 units
ECON 481	Economics of the Asian Pacific	3 units

ECONOMICS MINOR
FOR NON-BUSINESS MAJORS

The Minor in Economics for non-Business majors is available for students majoring in areas other than Business. The purpose of the MINOR IN ECONOMICS FOR NON-BUSINESS MAJORS is to equip students with the analytical and technical tools for careers in the public and private sectors of a dynamically changing global economy.

The student who completes the MINOR IN ECONOMICS FOR NON-BUSINESS MAJORS must demonstrate competency in explaining micro-economic and macro-economic theories, money, banking, and monetary policy, while demonstrating knowledge in two areas of economics indicated in the list of economics electives for non-Business majors.

Program Goals

- Master basic principles of general economics, particularly microeconomics applicable to management of a business;
- Apply scientific methods to analyze economic problems and public policy issues in order to offer effective solutions;
- Formulate and test hypotheses using statistical methods;
- Use modern technological skills to facilitate the development of solutions in the conduct of business operations;
- Communicate economic analyses effectively;

Learning Outcomes

The program is designed to develop competency to:

- Demonstrate the working of a typical modern monetary economy in a global setting;
- Describe the role and function of markets and their participants as consumers and producers in both domestic and global settings;
- Conduct empirical analyses of economic issues;
- Consult corporate, governmental, and non-profit organizations;
- Apply modern technological tools to collect and analyze data;
- Communicate analyses of economic issues effectively.

A total of fifteen (15) units are required in upper division ECON courses that must be taken in residence. These units consist of nine (9) units of required courses and six (6) units of

elective courses. To complete the Minor in Economics for non-Business majors, a student must maintain a 2.00 GPA for all ECON courses.

Required courses for Economics minor for non-Business majors

ECON 440	Money and Banking	3 units
ECON 441	Microeconomics II	3 units
ECON 442	Macroeconomics II	3 units

**Courses for an Economics minor for non-Business majors
(6 units selected from the following)**

ECON 306	Applied Business and Economic Statistics	3 units
ECON 307	Spreadsheet Modeling for Business Decision Analysis	3 units
ECON 425	Managerial Economics	3 units
ECON 430	International Economics	3 units
ECON 467	Economics of the Environment	3 units
ECON 470	Economics of Development	3 units
ECON 480	Comparative Economic Systems	3 units
ECON 481	Economics of the Asian Pacific	3 units

COURSES

ACCOUNTING

ACCT 201: Financial Accounting 3 units

An important mechanism for communications within an organization is the use of financial statements. Introduction of accounting processes that begin with the recording of business transactions, the creation of financial statement and the accounting cycle to understand and analyze the financial performance of a business or other organization.

Prerequisite(s): MATH 120 or MATH 177

ACCT 202: Managerial Accounting 3 units

Alternative methods of preparing accounting information for use by management to measure performance and to control costs. How these methods are used by companies and their contribution to the efficient operation of the firm.

Prerequisite(s): ACCT 201

BUSINESS

BUSN 330: Legal Environment of Business 3 units

Legal environment in which businesses operate. Focus on legal ethics, legal processes, business contracts, business torts and crimes, real and personal property, agency and employment and risk-bearing devices.

Prerequisite(s): LEGL 101

BUSN 340: Business Communications 3 units

Business letter and report writing, non-verbal communications, negotiation and mediation, and intercultural communications skills. Impact of new communications technologies on the business world.

Prerequisite(s): COMM 103

BUSN 350: Finance 3 units

Examination of how companies make investment and financing decisions. Topics include time-value of money, security valuation, capital budgeting, tradeoffs between risk and return, cost of capital, financial leverage, and capital structure policies.

Prerequisite(s): ECON 150

BUSN 360: Business Ethics and Social Responsibility 3 units

Business issues from historical, theoretical, and ethical perspectives and how these issues create dilemmas for management and stakeholders that impact the organization, particularly in a global, multi-cultural environment. Topics include corporate political power, boards of directors, cultural values, industrial policy, social responsibility, and alternative corporate roles.

Prerequisite(s): ETHS 150

BUSN 370: Management of Information Systems 3 units
Principles related to managing and effectively utilizing the vast quantities of information that are available in today's business world, including the role of planning, designing, and implementing information systems across the organization to enhance business activities, and considers information security within an organization.
Prerequisite(s): ITEC 101

BUSN 488: Business Internship 3 units
Completion of this course requires a minimum of eight (8) weeks of full-time work (40 hours a week), or equivalent, in a position approved by the university. The course will normally be taken during the summer. The purpose of the internship is to expose students to real-life business situations related to their studies and to prepare them for entering the job market. The course is graded as Pass/Fail based on a formal report submitted by the student and an evaluation provided by the employer.

COMMUNICATION

COMM 103: Oral Communication 3 units
Basic communication skills required for effective composition and delivery in both public speaking and informal discussion. Beginning experiences in small group interaction, public reading and public speaking.

ECONOMICS

ECON 140: Macroeconomics I 3 units
Concepts and tools of aggregate economic analysis; inflation, unemployment, balance of payments, national income; determinants of the level of economic activity; money and banking; the role of government.
Prerequisite(s): MATH 120 or MATH 177

ECON 150: Microeconomics I 3 units
Introduction to the structure and operation of a market economy and the behavior of market participants. Topics include role of competition, supply and demand, pricing, output decisions, international trade, organized labor, and government regulation.
Prerequisite(s): ECON 140

ECON 306: Applied Business and Economic Statistics 3 units
Data analysis using spreadsheet software: sampling, testing and statistical inference; study of relationships between variable within business contexts; regression, correlation and time-series analyses with business applications including forecasting.
Prerequisite(s): MATH 177 or MATH 190

ECON 307: Spreadsheet Modeling for Business Decision Analysis 3 units
Quantitative decision-making methods for effective business management in resource allocation, project selection, scheduling, cash flow planning, budgeting, logistics, risk analysis, inventory, and forecasting, using EXCEL add-ins, with emphasis on problem identification, model formulation and solutions, and interpretation and presentation of results.
Prerequisite(s): ECON 150 and ECON 306

- ECON 425: Managerial Economics** 3 units
Economic theory and methodology in managerial decision-making regarding business problems with emphasis on demand analysis and estimation, production and cost analysis under different market conditions, forecasting and decision-making under uncertainty.
Prerequisite(s): ECON 150 and BUSN 320
- ECON 430: International Economics** 3 units
Economic analysis of how and why commodities are traded among nations; tariffs and quotas, common market and other international institutions.
Prerequisite(s): ECON 140 and BUSN 320
- ECON 440: Money and Banking** 3 units
Economic role of money, banking and monetary policy within current institutional settings and under alternative theories explaining the interrelationships between money, the financial system and economic activity.
Prerequisite(s): ECON 140
- ECON 441: Microeconomics II** 3 units
Intermediate microeconomic theory; economic analysis and evaluation of market system for optimal resource allocation, welfare, and income distribution; mathematical and graphical models of individual, household, and organization behavior.
Prerequisite(s): ECON 425 and ECON 426
- ECON 442: Macroeconomics II** 3 units
Intermediate macroeconomic theory; determination of national income, theories of aggregate consumption, investment, unemployment, the price level; national income and product accounts; theory of growth.
Prerequisite(s): MATH 200 and ECON 440
- ECON 467: Economics of the Environment** 3 units
Economic principles that apply to environmental issues, energy, and natural resources; measuring economic costs of environmental damage; evaluation of public policies designed to address environmental problems resulting from market activities; outlining sustainable national energy policy and sustainable management of natural resources.
Prerequisite(s): ECON 150
- ECON 470: Economics of Development** 3 units
Contemporary economic issues in developing countries; theories of development; problems with population growth, investment, technology and entrepreneurship; role of trade and international finance; foreign aid and external debt; and, government policy.
Prerequisite(s): ECON 140 and ECON 150
- ECON 480: Comparative Economic Systems** 3 units
Economic analysis of the comparative virtues of capitalism and socialism in terms of human development, income distribution, and social welfare; Marxian exploitation theory; the debate between Hayek and Lange; alternative capitalist systems (Japan, Germany, U.S.) and contemporary models of market socialism.
Prerequisite(s): ECON 140 and ECON 150

ECON 481: Economies of the Asian Pacific 3 units

Survey of Pacific Rim economies including W.S., Japan, China, South Korea, India, Canada, Australia with their economic growth, business cycles, saving-investment balance, financial markets, fiscal and monetary policy, labor markets, industrial structure, international trade, and agricultural policy.

Prerequisite(s): ECON 140 and ECON 150

FINANCE

FINC 301: Finance 3 units

Alternate corporate structures and how companies make investment and financing decisions. Topics include the time-value of money, capital budgeting, risk and return tradeoffs, the valuation of different types of securities, the cost of capital, financial leverage, and capital structure policies.

Prerequisite(s): ECON 150 and ACCT 202

ENGLISH

ENGL 071: Basic Writing 3 units

Reading, paragraph development, sentence construction skills, grammar and mechanics, developing ideas, and writing and rewriting short essays in preparation for ENGL 101. Credits earned in this course do NOT apply to AUPP degree programs. Credits earned in this course do NOT apply to AUPP degree programs.

Prerequisite(s): Placement by instructor

ENGL 074: Listening and Speaking 3 units

Practice in speaking and listening skills through conversation in pairs and groups and in presentations in preparation for COMM 103 and ENGL 102. Credits earned in this course do NOT apply to AUPP degree programs.

Co-requisite(s): ENGL 071

ENGL 097: English Composition Support 1 unit

Extra support in writing for students who received a grade of C+ or lower in English 101 or who are not fully proficient in the Accuplacer assessment. Students are required to bring writing assignments for other classes to the writing lab in advance of the due date.

Co-requisite(s): ENGL 102

ENGL 099: Reading and Writing Seminar 3 units

Expands reading and writing fluency and vocabulary by reading novels. Includes required time in the Writing Center. Credits earned in this course do NOT apply to AUPP degree programs.

Co-requisite(s): ENGL 071 and 074

ENGL 101: English Composition I 3 units

Prewriting, writing, and revising essays of narration, exposition, analysis, argumentation and research. Students write at least three papers of 3-5 pages and one position paper of 5-10 pages requiring a thesis, formal research and documentation. This course emphasizes critical thinking.

ENGL 102: English Composition II 3 units
An introduction to literature with an emphasis on learning to write analytical essays through a close reading of fiction, poetry, and drama. Written assignments are evaluated for composition and critical thinking.
Prerequisite(s): A grade of C or better in ENGL 101

ENGL 240: Literature 3 units
Reading and critical analysis of fiction, nonfiction, poetry, and drama.
Prerequisite(s): ENGL 102

GENERAL EDUCATION

ETHS 150: Ethics and Society 3 units
An examination of ethical philosophies and their applications to moral dilemmas. Students explore the influences contributing to the societal formation of ethics and apply different ethical philosophies to both past and present moral dilemmas. Case studies will be used to demonstrate the dilemma one faces when their personal morals and society's ethics (and/or professional ethics) are not aligned.
Prerequisite(s): ENGL 102

ITEC 101: Introduction to Information Technology 3 units
An overview of information technology (IT). Topics include office productivity applications, basic computer hardware, networking, security, and web page creation and programming. Problem-based learning will be used to improve skills such as teamwork, communication, problem-solving, and troubleshooting and project management.

ITEC 200: Information Technology in a Changing World 3 units
This course introduces students to the concept of information technologies, what they are, and how to make use of them in their studies and future careers. We discuss the origins of information technology, how it has developed over time, and how it is changing the nature of social and economic relations. The course provides an overview of some of the many kinds of IT applications and programs, the advantages and dangers of new information technologies, and how we can take advantage of IT to be more efficient and productive. This course does not fulfill a general education requirement.
Prerequisite: Completion of or enrollment in ENGL 101.

SMNR 101: First Year Experience 1 unit
An introduction to the university and its resources. Students examine the skills, attitude, and motivation needed to succeed in college. Activities focus on strategies and personal development. Course graded CR/NC.

SMNR 103: General Education Seminar: Leadership 1 unit
Personal and professional attributes that make successful leaders. Course graded CR/NC.
Prerequisite(s): ENGL 101

INDS 398: Independent Study

1 to 3 units

Independent research project that must be approved before registration by a faculty member, requiring regular discussion of progress with sponsor before presentation of final written report.

Prerequisite(s): Consent of full-time faculty member in consultation with Program Head and grade point average of 2.0 or higher.

INDS 450: Capstone Course for Liberal Studies

3 units

Interdisciplinary team-taught course on such topics as the impact of climate change on developing countries, global health issues, socio-cultural impacts of globalization, developing countries in the global economy, social change and cultural diversity. Topic changes annually.

Prerequisite(s): Completion of lower division G.E. program

GEOGRAPHY**GEOG 120: World Regional Geography**

3 units

An introduction to the human and physical geographies of major world regions, and to the ways in which humans interact with their physical and natural environments. The course focuses on geographic concepts including scale, place, region, and location, and examines the international linkages, trade, and communications that shape a world community.

Prerequisite(s): ENGL 101

GEOG 320: World Political Geography

3 units

Impact of geographical boundaries on world politics. This course covers changes in geopolitical theories over time and introduces students to critical geopolitics.

Prerequisite(s): GEOG 120 and POLS 110

GLOBAL AFFAIRS**GBLA 101: Introduction to International Relations**

3 units

A comprehensive survey of the major issues in and approaches toward international politics, which introduces the most important international relations theories and how they can be applied to real-world events.

Prerequisites: POLS 110

GBLA 220: Introduction to Comparative Politics

3 units

Comparison of how politics operates in countries across the world, examining ways in which institutions manage society-state relations. It analyzes the intricate institutional designs of governments and the functions they play in addressing the existing cleavages in the societies they serve.

Prerequisite(s): POLS 110

GBLA 230: International Political Economy

3 units

Investigation into the political origins of international economic arrangements, including the major approaches of the field. Includes a survey of a number of critical issue areas, including international trade, international finance and the sources of structural change in the global economy.

Prerequisite(s): POLS 110

GBLA 301: Political Theory 3 units
Political thought as it relates to the meaning of equality, citizenship, justice, authority, human nature, and order, all in the context of determining what a good society is and what is good for society, based on a survey historical writings in political thought from antiquity to the present.

Prerequisite(s): POLS 110

GBLA 305: Social Science Research Methods 3 units
Presentation of skills needed to conduct research in the social sciences, familiarizing students with the scientific approach, conceptual and theoretical thinking about social issues, different methods of collecting data, and interpretation of that data. Ethical issues in research are discussed.

Prerequisite(s): Math 177 (or MATH 120, with approval by Instructor)

GBLA 310: International Organizations 3 units
A comprehensive understanding of the role and activities of international organizations in the early 21st century, examining the historical origins of international organizations, their functions, the international and domestic political forces that impact their operations, and their effectiveness.

Prerequisite(s): GBLA 101

GBLA 320: Southeast Asian Comparative Politics 3 units
The impact of history, economics, culture, institutions and society in the domestic politics of Southeast Asian countries and in their domestic and international behavior, providing an understanding, through comparison, of the difference in dynamics between democratic, authoritarian, and revolutionary regimes.

Prerequisite(s): GBLA 220 and GBLA 370

GBLA 340: Principles of Sustainable Development 3 units
Interdisciplinary and comparative approach to the interpretation of sustainability and sustainable development, exploring the politics of economic and social change from the perspectives of the actors who conceive, promote, negotiate, enact, and resist development agendas within institutions ranging in scale from global to local.

Prerequisite(s): GBLA 230

GBLA 350: Environment and Development 3 units
Emerging, interdisciplinary issues of the environment, in particular the effects of development on the environment. Social and ecological theories to assess the epistemological and methodological challenges involved in integrating the natural and social sciences in environmental research are discussed.

Prerequisite(s): GBLA 230

GBLA 360: Comparative Social Movements 3 units
The causes and consequences of collective action in the political arena, discussing what causes people to advance claims on the state through established institutions, or through disruptive, confrontational and conflictive actions.

Prerequisite(s): GBLA 220

GBLA 370: Geography of Southeast Asia 3 units
The lands and peoples of Southeast Asia, specifically the distributions and interrelationships of physical environments and human behaviors, focusing on selected topics that are especially germane to understanding Southeast Asia as a sub-global region.
Prerequisite(s): GEOG 120

GBLA 380: Peace and Conflict 3 units
The causes for war and peace in the international and domestic realms, examining different forms of conflict and peace over time and assesses their causes and consequences, attempting to provide a nuanced understanding of the long-term impact of both phenomena on the international system.
Prerequisite(s): GBLA 101

GBLA 410: Political Developments and Democratization 3 units
The various theories about the role, origin and desirability of the state, the processes of capital and coercion on its development as an institution concerned with domestic order, and its impact on the provision of universal citizenship rights and democratization.
Prerequisite(s): GBLA 220

GBLA 431: The Political Economy of South East Asia 3 units
The contemporary political economy of Southeast Asia, including trends in economic liberalization and integration, as well as trends in overall socio-economic development.
Prerequisite(s): GBLA 230 and GA370

GBLA 433: The Political Economy of Globalization 3 units
The process of globalization and its implications. Particular emphasis is given to the economic pillars of globalization, including international trade, the multi-nationalization of production, and finance and the effects of globalization on such topics as global economic policies, the welfare state, and labor.
Prerequisite(s): GBLA 230

GBLA 460: Gender in Development 3 units
The key issues related to gender in development policies and practices, exploring the ways in which the gendered division of labor, and the social construction of masculinities and femininities, influence perceptions, formulation, and implementation of development policies and practices. Case studies are utilized.
Prerequisite(s): GBLA 340 and GBLA 360

GBLA 481: International Security, Terrorism, and Defense 3 units
The evolution of security in the international system, covering the measures that states take to ensure their survival and looking at patterns of alliances and other security arrangements meant to counter conventional and unconventional threats.
Prerequisite(s): GBLA 101

GBLA 490: Capstone Course in Global Affairs 3 units
Research-based project that allows students to demonstrate their understanding of major political themes, analytical strategies, research methods, and their ability of written and oral presentation skills.

GBLA 496: Internship Independent Study

3 units

Students participate for credit in a paid or unpaid internship with an organization outside of campus.

HISTORY**HIST 130: World History to 1500 C.E.**

3 units

An introduction to the most important civilizations of Asia, Africa, Europe, and the Americas from prehistory to about 1500 C.E., focusing on religious ideas, patterns of economic and cultural development, and artistic and literary achievements of these civilizations, as well as their influences on one another.

Prerequisite(s): ENGL 101

HIST 131: World History from 1500 C.E. to the Present

3 units

A survey of world history from 1500 C.E., focusing on the growth and increasing interconnectedness of the modern global community. Topics covered include the history of trade, the process and consequences of colonialism, the history of industrialization, major global conflicts, and the processes of economic and political globalization.

Prerequisite(s): HIST 130

HUMANITIES**HUMN 101: Introduction to the Humanities**

3 units

An introduction to the humanities: music and theater; the visual arts (architecture, sculpture, painting, photography, and film); literature; and philosophy. The primary focus is on the Western tradition, but some works from other world cultures are included.

Prerequisite(s): Enrollment in or completion of ENGL 101

HUMN 110: Art and Culture

3 units

Examination of culture and its impact on art. May be repeated as an elective as the subject matter changes.

Prerequisite(s): HUMN 101.

INFORMATION TECHNOLOGY MANAGEMENT**ITM 101: Information Technology Fundamentals**

3 units

This is an introductory course of information technology for a broad understanding of information systems from a business and management perspective. Topics include foundation knowledge in computer architecture and organization, operating system, software development concepts, data network and database systems.

ITM 201: Java Programming

3 units

This course is a comprehensive beginning computer programming course using Java. Course topics include: displaying data, classes and methods, repetition structures, algorithms, arrays, access control, inheritance, constructors, and polymorphism.

Prerequisite(s): Completion of or enrollment in ENGL 101.

ITM 310: Database Management System

3 units

This course introduces principles, design, implementation, manipulation, administration and applications of database management systems, with a focus on relational database systems.

Prerequisite(s): ITM 101

ITM 320: Computer Networks

3 units

This course introduces fundamental concepts and organizations of data communication networks. The course focuses on the underlying concepts of networking, including such topics as network architecture, packet switching and circuit switching, datagram encapsulation, ISO-OSI reference model, TCP/IP protocol suite, network applications and network security.

Prerequisite(s): ITM 101

ITM 330: Human Computer Interaction

3 units

This course introduces theories, principles, guidelines and mythologies of the design and evaluation of human-computer interfaces. Topics include human perceptual and cognitive properties, interface design principles and guidelines, task and requirement analysis, interface prototyping, usability testing and evaluation techniques.

Prerequisite(s): ITM 101

ITM 410: Business System Analysis and Design

3 units

This course covers issues in the process of designing business information systems. Students will learn knowledge in different process of system development life-cycle, including system analysis and specification, system requirements development, managing and communicating with stakeholders, handling requirement changes, budgeting and resources planning, scheduling and control.

Prerequisite(s): ITM 310; ITM 320; ITM 330; BUSN 370

ITM 420: Information Assurance and Security

3 units

This course introduces the fundamentals of Information assurance and security in electronic business environment. Topics include access control, authentication, cryptography, security policy, user privacy, compliance and risk and vulnerability analysis.

Prerequisite(s): ITM 310; ITM 320; BUSN 370

ITM 430: Information Systems Incident Response and Contingency Planning

3 units

This course focuses on the information systems aspects of risk management and examines detailed aspects of incident response, contingency planning, computer forensic, recovery planning and business continuity.

Prerequisite(s): ITM 310; ITM 320; ITM 410; BUSN 370

ITM 440: Business Intelligence and Decision Support Analytic

3 units

This course prepares student to translate organizational computer data into actionable information. The course will cover mathematical and statistical tools including linear programming, predictive and forecasting modeling, simulation and data visualization.

Prerequisite(s): ITM 310; BUSN 370

ITM 450: Data warehousing and Datamining

3 units

This course covers issues of the integration of databases into data warehouse and knowledge discovery in database. Techniques for revealing hidden patterns and trends from large dataset including pattern recognition, cluster analysis, decision tree, market basket analysis will be covered.

ITM 460: Information Technology for Logistics and Supply Chain Management

3 units

This course provides an overview of the role of information technology systems to logistics and supply chain processes: transportation, sourcing, inventory management, supply management, warehouse management, material handling, order processing and customer service. The focus is on the design of information technology to facilitate major elements of supply chain management.

ITM 470: Knowledge Management System

3 units

This course covers methodology, issues and challenges in capturing, storing, retrieving and distributing knowledge in organizational settings. The focus is on the design, development, operation and management of information technologies that facilitate knowledge management.

ITM 480: E-Commerce

3 units

This course examine the information technology as the basis for electronic commerce. It covers the theories, concepts and tools used to implement e-commerce. Topics include e-commerce infrastructure, e-commerce models, electronic payment, transformation of tradition firm into digital firm, electronic marketing and public relation, mobile electronic commerce and security and privacy issues in e-commerce.

ITM 488: ITM Internship

3 units

The purpose of the internship is to expose students to real-life business situations related to their studies and to prepare them for entering the job market. The course is graded as Pass/Fail based on a formal report submitted by the student and an evaluation provided by the employer.

ITM 490: Capstone: Information Systems Design and Implementation

3 units

This course involves the development of an information system solution to a practical problem in a team setting. It includes the understanding and analyzing problem from stakeholder, requirement specification, proposing a feasible information system solution to the problem, implementation of the proposed solution and documentation for the solution and work progresses. Emphasis will be placed on professionalism, communication, collaboration and ethics.

Prerequisite(s): ITM 310; ITM 320; BUSN 370; ITM 430

LEGAL/LAW**LEGL 101: Introduction to Law and Legal Systems**

3 units

Legal processes in theory and practice. Topics include the function of law, legal remedies to conflict, the impact of law on social behavior, rights and duties of individuals and groups, legal precedent, and the impact of wealth, status, and power.

Prerequisite(s): ENGL 101

LEGL 200: Legal Writing/Research I 3 units

Students will learn how to research the law and cases and receive training in reading and analyzing legal authority and analyzing legal documents and to learn how to write legal persuasive briefs and legal memos.

LEGL 210: Legal Writing/Research II 3 units

Second Semester of LWR I

LEGL 230: Environmental Law 3 units

This course will examine what constitutes the environment and protections. The levels of protection and the different types of protection, such as fauna, wildlife and forests which are needed to protect the environment. The importance of environmental impact statements and laws are to the State as it regulate the activities of companies and others which may have an impact on the environment.

LEGL 310: Legal Ethics 3 units

In This course teaches the student the importance of professional ethic as it relates to the practice of law. The students will learn to recognize ethical situations and learn how to avoid acting in an unethical manner.

LEGL 320: Contract Law 3 units

The students will learn the principles, of contracting, how contracts are formed, the defenses to formation of a contract, breach of contracts and remedies for breach of contract -. These classes will also teach the students to analyze contracts, draft contracts and introduce the students to different types of contracts.

LEGL 325: Contract Law and Torts (continuation of Contract Law) 3 units

This course in a continuation of contracts 1 and will add torts. The students will learn the concepts of negligence and a duty of care and the law on product liability. The students will also learn dispute resolution, which will include alternative dispute resolution.

LEGL 330: Criminal Law: General Principles 3 units

This course examines the traditional general issues in the substantive criminal law, including the purposes of punishment and the appropriate limits on the use of the criminal sanction. It focuses predominantly on how criminal statutes are organized around objective offense elements and mental states, and on inchoate crimes, complicity, justification and excuse.

LEGL 331: Criminal Procedure (Common Law and Evidence) 3 units

This course will teach the students the procedures around arrest, detention, prosecution and trial. It will explain the rights of the defendant at all levels of the criminal proceedings. It will explain the role of the attorney in the stages of criminal proceedings. It will also introduce students what constitutes relevant and admissible evidence and the students will have some exposure to the difference between a civil law and a common law jurisdictions.

LEGL 333: Moot Court 3 units

The students will have an opportunity to either join a moot court competition or take a course that will set out a problem or court case and the students will prepare a legal brief and they will argue the case in front of a judge. This course may involve a criminal or a civil case.

LEGL 340: Labor Law

3 units

The students will learn the definitions of employer and employees and their respective rights and obligations. They will also learn about employment contract formation and the required elements of an employment contract and the different types of employment contract and dispute resolution. The students will be introduced to laws on workplace safety.

LEGL 350: Family Law

3 units

This course will examine the meaning of marriage and what constitutes a family under the law and how these relationships are governed under the law. This course will deal with the issues of divorce, child support, child custody, alimony and adoption and assets of a marriage.

LEGL 400: Property Law

3 units

This course will teach the definitions of immovable property and the types of ownership and possession of immovable property, they will also learn about encumbrances to immovable property and will be exposed to the difference between common law and civil concepts in regards to property. They will also learn the types of leases in regards to immovable property.

LEGL 410: Secure Transaction

3 units

The students will learn the meaning of secured and unsecured transactions and the importance of secured transactions to some immovable and movables property. They will also learn the current filing system, which protect the rights of a secured party against third parties.

LEGL 415: Commercial Enterprise (Corporations and Associations)

3 units

This course will describe the different types of commercial enterprise and corporation which can be established and the method by which they are formed. This course will examine the roles and responsibilities of shareholders, directors and officers of a company. The students will gain an understanding of the requirements for articles of incorporations.

LEGL 416: Investment Banking Law

3 units

This course will introduce students to the various types of financial institutions in Cambodia and how these institutions functions and are regulated. The students will be exposed to the role of these institutions within the Cambodian economy and the importance of the regulatory framework in which they functions.

LEGL 420: Civil Procedure

3 units

This course will introduce the student to the concepts of jurisdiction, standing and explain the types of cases that can be filed in civil court. It will explain the role of judges and attorneys in court. It will set out the procedures at each stage of the proceedings at the different levels of the courts. It will explain the how to obtain an enforcement of judgments. The course will discuss the role of evidence in civil procedure with a comparison to common law.

LEGL 430: Constitutional Law

3 units

The fundamental law of a nation, establishing the conception, character, and organization of its government as well as prescribing the extent of its sovereign powers and in the matter of its powers and the rights and obligations of citizens. The course will compare other nation constitutions and explore some concepts such as how other nation views the right to privacy.

LEGL 435: International (Private and Public) Law

3 units

This course will examine the relationship between nations and international bodies and how they memorialize this relationship in agreements such as in multilateral treaties, bilateral treaties, protocols and conventions. The course will explore the many types of body of laws in regards to these agreements, such as commercial, humanitarian, armed conflict, and labor. The course will explain how a nation ratifies this agreement and how they implement these laws in their sovereign nation. The course will also introduce the relevance of the ASEAN treaty to Cambodia.

LEGL 440: Human Rights Law

3 units

This course examines the law of human rights as set out in the Cambodian Constitution, laws, *prakhas*, sub-decrees and treaties-- analyzing various categories of rights, from civil and political human rights, to social, economic and cultural human rights, to group and collective rights to international criminal justice. It studies the structure and processes of international and regional forums that adjudicate, monitor or promote human rights claims and international treaty bodies that report on State human rights action.

Prerequisite(s): LEGL 101, LEGL 231

LEGL 450: Intellectual Property

3 units

This course will explain the different types of intellectual property and the various protections for these types of Intellectual property. The students will learn about international laws and national laws on the protection of intellectual property. The students will learn how these types of intellectual properties are registered. 3 units

LEGL 488: Legal Internship

3 units

Practical experience in Law Profession.

MANAGEMENT**MGMT 301: Principles of Management**

3 units

Overview of the concepts, ideas, and practices that are found in and important to business organizations. Topics covered include organization goals and strategies, organizational structure and design, leadership, change management, motivation techniques, human resources, group dynamics, and conflict management.

MGMT 320: Operations Management

3 units

Overview of the basic concepts, tools, and techniques used by managers in making decisions relating to the planning, executing, and control or productions and operating functions within an organization. Supply chain management related to moving supplies, work-in-progress and finished goods on a constant basis.

Prerequisite(s): MATH 177

MGMT 450: Leadership

3 units

Characteristics of successful and unsuccessful leaders; the development of leadership qualities; leadership skills needed to succeed in today's business world; and, alternative leadership styles in different cultures and settings.

Prerequisite(s): Fourth year status; MGMT 301

MGMT 460: Strategic Management

3 units

Capstone course that integrates the functional areas of business, including Accounting, Economics, Finance, Management, and Marketing, drawing on concepts and tools from statistics, information technology, operations management, ethical behavior, and social responsibility. The course is based on case method, analyzing complex business situations and multi-national settings.

Prerequisite(s): ACCT 201, ACCT 202, BUSN 330, BUSN 350, BUSN 360, BUSN 370, and MGMT 301.

MATHEMATICS**MATH 120: Math Modeling**

3 units

A course designed for non-mathematics and non-science majors. Topics may include, but are not limited to: sets, logic, number theory, math modeling, the mathematics of elections and voting, financial mathematics (such as interest and consumer debt), and an introduction to probability and statistics. This course supports student development of critical thinking, quantitative literacy, and personal and professional development. Offered only in 2013-2014 academic years.

MATH 177: Beginning Statistics

3 units

A general statistics course, which includes understanding data, measures of central correlation, measures of variation, binomial distributions, normal distributions, correlation and regression probability and sampling distributions, Central Limit Theorem, confidence intervals, estimates of population parameters and hypotheses testing.

Prerequisite(s): Acceptable math exam score.

MATH 190: Pre-Calculus for Business

3 units

A course, building on Algebra and Trigonometry, in preparation for MATH 200. Topics cover mathematical functions and transformations, vectors, and discrete mathematics. The latter includes counting principles, the binomial expansion theorem, sequences and series.

Prerequisite(s): Acceptable math exam score or MATH 177.

MATH 200: Business Calculus

3 units

Introduction to calculus; topics include functions and their graphs, derivatives, velocity and acceleration, minimization and maximization, the indefinite integral, and an introduction to differential equations.

Prerequisite(s): MATH 190

POLITICAL SCIENCE**POLS 110: Introduction to Political Science**

3 units

A comparative analysis of contemporary political ideologies and practices focusing on the behavior of the individual and the group in modern society, including an examination of democracy, socialism, communism, anarchism, authoritarianism and other selected issues concerning power in society.

Prerequisite(s): ENGL 101

MARKETING

MKTG 301: Principles of Marketing

3 units

Tools and processes used by managers for making marketing decisions, including consumer behavior, pricing, product development and strategy, promotion, physical distribution, marketing research and marketing planning with emphasis on marketing mix decisions and communications.

Prerequisite(s): ECON 150

NATURAL SCIENCE

ENVS 131: Environmental Science

4 units

An interdisciplinary course on the environment, how it changes and the effects of such change. The course includes study of ecosystems, the human role, values and ethical judgments in making choices, and examination of selected environmental problems. 3 hours lecture/2 hours' laboratory.

NUTR 250: Nutrition and Disease

3 units

Interdisciplinary course dealing with human nutrition as it relates to chronic disease. Methods of detection and treatment of the disorders are considered as well as general concepts of health promotion and disease prevention. Specific topics covered include the role of nutrition in: heart disease, diabetes, cancer, obesity, alcoholism, vitamin deficiency, and eating disorders.

Prerequisite(s): ENVS 131

PSCI 220: Exploring the Universe

3 or 4 units

Topics covered include: planet Earth, its structure, plate tectonics, greenhouse effect, ozone layer, craters and dinosaurs; the moon; our solar system and its energy source; other stars, the HR diagram and stellar evolution, white dwarfs, neutron stars, supernovae, black holes; the Milky Way, and other galaxies; the universe, its structures and expansion; evolution of galaxies, quasars, cosmology, the Big Bang and unification of the forces of nature. Lecture 3 hours/optional 2 hour lab.

Prerequisite(s): ENVS 131

PSYCHOLOGY

PSYC 101: Introduction to Psychology

3

units Psychological perspectives on human behavior. Topics covered include physiology of the brain, study of mental processes that create consciousness, behavior, language, perceptions, emotions, and intelligence.

Prerequisite(s): Completion of or concurrent enrollment in ENGL 101

SOCIOLOGY

SOCI 101: Introduction to Sociology

3 units

This course emphasizes the effect of society on human behavior. Major concepts covered include race, culture, wealth, poverty, social class, education, the family, and social change.

Prerequisite(s): ENGL 101

APPENDIX A: BOARD OF TRUSTEES

Sok Ly. Chair, Board of Trustees. Managing Director, Angela Real Estate Co. Ltd. B.S., LiaoNing University; MBA, State Academy of Management, Moscow.

Armitage, Jacquelyn. Higher Education Consultant. B.S., University of Massachusetts, Amherst; M.S., Boston U; Ed.D., University of Massachusetts, Amherst.

Gianasso, Guido. Chief Human Resources Officer, Member of Executive Committee, SICPA; LL.M., University of Torino; DES and Ph.D., University of Geneva; Advanced Management Program, Harvard Business School.

Green, Madeleine. Senior Fellow: International Association of Universities and Senior Fellow: National Association of Foreign Student Advisers (NAFSA). B.A., (magna cum laude), Harvard University; M.A. and Ph.D., Columbia University.

Gustafson, Richard. President Emeritus, Southern New Hampshire University and Chancellor Emeritus, Community College System of New Hampshire. B.A. and M.Ed., Boston University; M.Ed., Notre Dame College; Ph.D., University of Connecticut.

Kuipers, Judith. President Emeritus, Fielding Graduate University. B.S. (magna cum laude), Michigan State University; M.A., Central Michigan University; Ph.D., Michigan State University

Lim Dararith. Cambodia Country Leader/Director, Market Development, General Electric (GE); BBus, University of Melbourne; MBA, University of Victoria.

Puy Kea, Correspondent of Kyodo News. B.E., Royal University of Phnom Penh; M.A., Political Science, University of Cambodia.

Sharaf, Rami. CEO, WorldBridge Group; Founder and Chairman, Cambodia Automotive Industry Federation (CAIF).

Siverts, Sharon A. President AUPP. B.S., Ohio University; M.S. Ohio University; Ph.D. Pennsylvania State University, *ex officio*.

Eth, Nith. Secretary to the Board. B.Ed., Royal University of Phnom Penh; M.B.A., National University of Management; M.A., Ritsumeikan University of Japan.

APPENDIX B: INTERNATIONAL ADVISORY BOARD

Kenneth A. Dunn, Chair International Advisory Board, Professor Legal Studies, Middlesex Community College, Massachusetts; Director, Massachusetts Community College Law Center, Massachusetts Office of Attorney General. B.A., Boston University; J.D., New England School of Law.

Mark E. Bamford, Attorney. B. S., Tufts University; M. S., Massachusetts Institute of Technology; J.D., Boston University.

Dona M. Cady, Dean of Global Education, Middlesex Community College, Massachusetts. B. A., University of the Pacific; M.A., University of Notre Dame; Diploma, Somerville College, Oxford University.

Judge John C. Cratsley (Ret.), B.A., Swarthmore College; J.D., University of Chicago; LL.M., Georgetown University.

Richard G. Doud, Professor of Economics, Middlesex Community College. B.S., Aurora College; M.S., Southern Illinois University.

Thomas F. Goldman, Professor Emeritus, Bucks County Community College; Computer and Educational Consultant. B.S., Boston University; J.D., Temple University School of Law.

Brad Gordon, Attorney in Cambodia. B.A., Brown University; J.D., Harvard Law School.

Okyu Kwon, Former Deputy Prime Minister and Minister of Finance and Economy of the Republic of Korea. B.A., Seoul National University; M.A., University of Minnesota; Ph.D., Chun-Ang University.

Jeffrey Lamb, Head of the United Kingdom Trade & Investment for the British Embassy in Cambodia. B.A., University of Texas at Dallas; M.A., University of Texas at Dallas.

Kurt S. Olson, Professor, Massachusetts School of Law; Attorney, Olson & Olson, P.A. (Massachusetts & New Hampshire); Court Investigator & Guardian *ad Litem*, Juvenile Courts of Essex and Middlesex counties, Massachusetts; Climate Leader, Climate Reality Project. B.A., Colby College; J.D., Massachusetts School of Law.

Katsuhiko Shinohara, Former Japanese Ambassador Extraordinary and Plenipotentiary to Cambodia; Vice Chairman and Representative of CIESF (Cambodia International Education Support Foundation) to Cambodia. Yokohama City University.

Jacquelyn Armitage, Liaison to the Board. Education Consultant. B.S., University of Massachusetts, Amherst; M.S., Boston University; Ed.D. University of Massachusetts, Amherst.

APPENDIX C: ADMINISTRATION

President. Sharon A. Siverts. B.S., Ohio University; M.S. Ohio University; Ph.D. Pennsylvania State University.

Interim Vice President for Academic and Student Affairs. James West. B.A., Ohio University; M.A., San Jose State University; Ph.D., University of Utah.

Vice President for Finance and Administration. Julia Saurazas. B.A., University of Western Ontario; B.Comm., University of Windsor; M.B.A. University of Queensland; Ph.D. University of Bradford.

Director of Quality Assurance. Bryan Mac Lean. B.S., University of Alaska Fairbanks; M.S., Harvard University; Ph.D., University of Waikato N.Z.

Director of Communication, Public Relations and Marketing. Sek Barisoth. Advanced Diploma Moscow Academy of Social Science.

Director of ALI - English preparatory program. Patricia Matthews. M.Ed., Grand Valley State University, Michigan; B.A. University of Michigan.

Director of the Writing Center. Aaron Anderson. B.A. University of California, Santa Cruz; M.A. University of California, Santa Cruz; C.Phil. University of California, San Diego; Ph.D. University of California, San Diego.

Coordinator of Student Affairs. Michelle Trimpe. B.A. Illinois State University; M.A. Michigan State University

University Librarian. James Agee. B.A., Mary Baldwin College; M.S. and M.A, Central Missouri State University; MLS, Emporia State University.

Admissions and Registrar, Acting. Chris Campbell. B.A. University of Southern California.

Manager, Human Resources, Acting Dennis Ichikawa. B.A. University of Washington; J.D. Willamette University

Recruiter and Secretary to the Board. Nith Eth. B.Ed., Royal University of Phnom Penh; M.B.A., National University of Management; M.A., Ritsumeikan University of Japan.

Recruiter. Daniel Kollasch. B.A., Millersville University.

Manager, Operations. Say Punnareay. B.B.A., National University of Management; M.B.A. Build Bright University.

Manager, Finance, Acting. Thon Thapana. Bachelor of Accounting, National University of Management.

Manager, Information Technology. Lon Bunlin. Bachelor of Computer Science and Engineering, Royal University of Phnom Penh.

Accountant. Thon Thapana. Bachelor of Accounting, National University of Management.

Front Desk. Orm Mealea. Student, Pannasastra University.

APPENDIX D: FACULTY

Anderson, Aaron. Assistant Professor, Director of the Writing Center.
B.A., University of California, Santa Cruz; M.A., University of California, Santa Cruz; C.
Phil., University of California, San Diego; Ph.D., University of California, San Diego.

De Langis, Theresa. Adjunct Faculty, Humanities.
B.A., Saint Anselm College; Ph.D., University of Illinois at Chicago.

Gephard, Delores. Instructor, English preparatory program (ALI).
B.S.Ed., Ohio University; M.Ed. TESOL, Grand Valley State University.

Greene, Karen L. Adjunct Faculty, Humanities.
B.A., University of California, Berkeley; M.A., University of California, Berkeley; Ph.D.,
University of California, Berkeley.

Herrel, Keith. Associate Professor, Information Technology Management
B.S., University of Florida; M.S., University of Florida; M.A., University of Florida; M.B.A.,
Florida State University; Ph.D., University of Florida.

Hilton, Lara. Visiting Associate Professor, Student Affairs.
B.A., Briar Cliff College; M.A., Ohio State University; M.A., Central Michigan University;
M.B.A., Northwood University; Ph.D. Idaho State University.

Hwang, Peter. Professor, Business.
B.B.A., The Fu-Jen Catholic University; M.B.A., The National Chengchi University; Ph.D.,
Michigan State University.

Ichikawa, Dennis. Adjunct Faculty, Ethics.
B.A., University of Washington; J.D., Willamette University College of Law.

Mallory, James A. Adjunct Faculty, Law.
B.A., University of California at Davis; M.A., Ryukoku University; LL.B., University of
London; LL.M., Fordham University School of Law.

Mathews, Patricia. Instructor, Director English preparatory program (ALI).
B.A., University of Michigan; M.Ed. TESOL, Grand Valley State University; Ph.D., Indiana
University of Pennsylvania.

Moser, David. Associate Professor, Law.
B.F.A., Memphis State University; J.D., University of Memphis.

Rallis, Donald. Professor, Geography.
B.A., University of Witwatersrand; B.Sc., University of Witwatersrand; M.A., University of
Miami; Ph.D., Pennsylvania State University.

Raymond, Christopher. Associate Professor, Business.
B.A., University of California, Irvine; M.A., University of California, Santa Barbara; M.B.A.,
Ecole Nationale des Ponts et Chaussees; Ph.D., University of California, Santa Barbara.

Sawyer, Dennis. Associate Professor, Law.
B.A., University of Alabama; M.A., University of Southern Queensland; J.D., Birmingham School of Law.

Sherman, Richard. Associate Professor, Global Affairs.
B.A., University of Oregon; M.A., University of Washington; Ph.D., University of Washington.

Slott, Billie Jean. Adjunct Faculty, Law.
B.S., Black Hills State University; M.P.A., University of South Dakota; J.D., New College School of Law of San Francisco.

Soeng, Reth. Assistant Professor, Economics.
B.S., Royal University of Phnom Penh; Ph.D., University of Antwerp.

Torres, Jose E. Mora. Associate Professor, Global Affairs.
B.S., U.S. Coast Guard Academy; M.A., University of Oklahoma; Ph.D., University of Connecticut, Storrs.

Tsuyuki, Cheryl. Instructor, English preparatory program (ALI).
B.A., University of Southern California, Los Angeles; M.A., University of Hawaii at Manoa.

Vallieres, Daniel. Instructor, English preparatory program (ALI).
B.E., Laval University; M.E., University of Sydney.

West, James. Professor, English.
B.A., Ohio University; M.A., San Jose State University; Ph.D., University of Utah.

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