AUPP
American University of Phnom Penh
Study Locally. Live Globally.

University Catalog
2014-2015
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 2014-2015

Fall 2014 Semester

September 8  New Faculty Orientation
September 9  Faculty Professional Activity – Workshop (AM)
September 10  Faculty Professional Activity – Workshop
September 11  All University Convocation (AM)
September 11  Student Registration (PM)
September 12  Continuing Student Registration
September 12  New Student Orientation and Registration
September 15  Classes begin
September 22-24  Pchum Ben Festival—campus closed
October 15  King Father’s Commemoration Day—campus closed
October 31  Mid Semester grades due to the VPASA
November 3-7  Mid Semester break – no classes
November 5-7  Water Festival and Independence Day – campus closed
December 12  Last Day of Instruction
Dec 15-19  Final Examination Week
Dec 20  Final grades due to Registrar
December 22 – January 4  Campus Closed

Spring 2015 Semester

January 5  University Reopens
January 5  New Faculty Orientation
January 5  All faculty meeting
January 7  Victory Day – campus closed
January 9  New Student Orientation and Registration
January 9-10  Continuing Student Registration
January 12  First Day of Classes
February 21  Midterm grades due to VPASA
February 23-27  Mid-semester Break – no classes
April 13-15  Khmer New Year—campus closed
April 17  Last day of instruction
April 20-24  Final Examinations
April 27  Final grades due to Registrar
<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 4</td>
<td>Start of full semester (14 week) courses</td>
</tr>
<tr>
<td>May 4</td>
<td>Start of Summer Session A (4 weeks)</td>
</tr>
<tr>
<td>May 13-15</td>
<td>King Sihamoni’s Birthday…Campus closed</td>
</tr>
<tr>
<td>June 1</td>
<td>Final Exam for Session A</td>
</tr>
<tr>
<td>June 2</td>
<td>Start of Summer Session B (4 weeks)</td>
</tr>
<tr>
<td>June 18</td>
<td>Queen Mother’s Birthday…Campus closed</td>
</tr>
<tr>
<td>June 22-26</td>
<td>Mid Semester Break (full session only)</td>
</tr>
<tr>
<td>July 2</td>
<td>Final Exam for Summer Session B</td>
</tr>
<tr>
<td>July 3</td>
<td>Start of Summer Session C (4 weeks)</td>
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<tr>
<td>August 3</td>
<td>Final Exam for Summer Session C</td>
</tr>
<tr>
<td>August 4</td>
<td>Start of Summer Session D (4 weeks)</td>
</tr>
<tr>
<td>August 21</td>
<td>Final Exams for full semester</td>
</tr>
<tr>
<td>August 22</td>
<td>Final Exam for Summer Session D</td>
</tr>
</tbody>
</table>
ABOUT THE AMERICAN UNIVERSITY OF PHNOM PENH

History

The American University of Phnom Penh (AUPP) was founded in 2013, and with the assistance of American educators set a goal to create the best higher education institution in Cambodia. The University is modeled on the American education system with emphasis on the liberal arts, integrated into the Cambodian and regional cultures. When it opened, thirty-four students enrolled and began a four year experience with a high quality American faculty and administration, complemented with talented Cambodian staff.

The University is governed by a Board of Trustees and guided by an International Advisory Board. Faculty, staff, and administration work collaboratively with international educators and professionals to provide measurable quality and relevance to our students. Lists of board members, administration, faculty and staff are included at the end of this catalog.

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, developed with the assistance of a top-ranked group of architects. Additional educational space, sport facilities, and student housing will complement the academic space.

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
President and Vice President for Academic and Student Affairs 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 (EPP) 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

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

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

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

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

Partnerships

AUPP is committed to engaging in partnerships with American universities where there is common purpose and mutual benefit. AUPP currently has Memoranda of Understanding with the University of Massachusetts Lowell, and Middlesex Community College, a Letter of Intent with California State University Long Beach, and a collaborative project with Ohio University. The University is exploring partnerships with other universities both in the U.S. and internationally. AUPP is also developing partnerships with various businesses, NGO’s, government, and other public and private organizations.

AUPP is working in cooperation with the U.S. Embassy in developing academic opportunities in Cambodia.
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.
MISSION, VISION AND VALUES OF AUPP

Mission

The American University of Phnom Penh (AUPP) is an independent higher education institution offering a quality and rigorous American style education that prepares students with the strong theoretical base and practical skills to further their studies and to be competitive in the global marketplace. AUPP provides an educational environment in which students achieve competency in their area of study, demonstrate the capacity for effective critical thinking and communication skills and utilize sound problem-solving strategies. AUPP educates students to be contributing global citizens who have a strong knowledge base, are committed to lifelong learning and demonstrate high ethical standards and behavior.

Vision

The American University of Phnom Penh is recognized as a leader in higher education, known for academic rigor, teaching excellence and innovation, and high ethical standards. The University partners with universities and colleges in the United States and other institutions of higher education to offer opportunities and access that ensure that our graduates are among the best educated in the world.

Values

Educated Citizenry
AUPP believes that knowledge is essential to the advancement of the Cambodian and global societies and is committed to academic excellence.

Lifelong Learning
AUPP subscribes to the belief that individuals should be invested in a lifelong learning process, and seeks to instill that belief in its graduates.

Social Responsibility and Global Perspective
AUPP is committed to addressing the challenges in today’s global society and takes seriously its responsibility to prepare students/graduates to be good global citizens.

Integrity
AUPP believes that ethical behavior is critical to societal well-being; high ethical standards are foundational to the University and to the student experience.
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.

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; and CIA First International School
     - A high school diploma
   - For students graduating from a high school outside of Cambodia or a school in Cambodia that does not require them to take the National Exam:
     - 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 4

Students who meet the minimum requirements for admission 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 prior to progressing to the Collegiate Program. The preparatory English program is skills-based, and students in the program will be assessed at the end of their first semester to determine whether or not they have mastered the program outcomes to be able to proceed to the Collegiate Program, or will need additional English preparation before entering the Collegiate Program.

Students who do not meet the minimum admission criteria may be conditionally admitted. Conditionally admitted students will enter the preparatory English program. The preparatory English program is skills-based, and students in the program will be assessed at the end of the semester to determine whether or not they have mastered the program outcomes to be able to proceed to the Collegiate Program, or will need additional English preparation before entering the Collegiate Program.
As English is the medium of instruction at AUPP, it is essential that students have the appropriate level of English proficiency to be successful in collegiate work.

**English Language Placement**

All applicants must take an English proficiency test, administered by the University. Results of this test will determine the entry level (EPP or Collegiate) and be used to register a student in an appropriate English preparation or collegiate course of study.

There is a non-refundable $15 USD fee for the English proficiency test.

**Additional Information**

**First Year Applicants**

**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 at AUPP.

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**

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

Admission Decision and Notification

Upon admission, students will be placed in one of three English proficiency levels:

- **English Preparatory Program (EPP)** is a one or two semester program designed to bring a student’s skills in reading, writing, listening, speaking and critical thinking to the level necessary for collegiate work.

- **Enrichment Semester Students**, for those who are close to proficient in academic English, but still need additional assistance to succeed at the collegiate level. These students enroll in three pre-collegiate English courses and two collegiate courses in the same semester.

- **Collegiate Program Students** who are proficient in academic English take five collegiate courses in a semester.

All first semester students must complete a one-credit seminar course in Study Skills, regardless of their English placement.

TUITION AND FEES

Tuition and Fees for Full-Time Students

All fees recorded here are for students who enter in the 2014-2015 Academic Year (September 2014 or January 2015). Fees for those students, who maintain continuous enrollment, are 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 and normally would be on a per course basis. Full-time students are defined as students in the English Preparatory Program (EPP) or those taking more than 8 units of collegiate study per semester.

Application Fee

A nonrefundable fee of $25 USD must be paid when the application materials are submitted. Students who are placed in the English Preparatory Program (EPP) will not be charged an additional application fee to proceed to the Enrichment or Collegiate programs, if they do so within one semester of completing EPP.
Testing Fee for English Language Placement

A nonrefundable fee of $15 USD is charged for placement testing. This is a one-time fee, unless a student wishes to retake the test to improve his/her score. The testing fee must be paid at the time of testing.

Tuition and Fees for Part-time Students

Tuition for part-time students (students taking 8 or fewer units per semester) is $3,000 USD per semester.

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.

If class withdrawal results in a student moving from full-time to part-time status, the percentage refund will be based on the difference between full-time and part-time tuition.

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.
MyFoundationsLab Fee

All first-year and English Preparatory Program (EPP) students must pay a nonrefundable fee of $66 USD for the use of MyFoundationsLab.

Overload fee

Students who register for a course overload will be assessed a fee of $100 USD per 18th and 19th units (total $200 USD for both) in a semester, and $225 USD for each unit beyond 19. Overload is limited to a maximum 22 units in a single semester. Refer to the Overload policy on page 27.

Enrolled students taking courses by audit will not be charged overload fees for the audited courses.

Transcript fee

An unofficial transcript of the student’s academic record may be purchased from the Office of the Registrar at a cost of $5 USD for each copy.

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. 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.

The fee for this service is $5 USD.

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

Students who need to spread their tuition fees over the entire semester must submit an application to the Vice President for Finance and Administration (VPFA) for authorization. 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**

By August of each year, the Board of Trustees will determine the number of scholarships (full or partial) available for the coming year.

A notice of scholarships will be made available to all applicants.

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 Grade 12 Cambodian National Examination.

The Board of Trustees will make the 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 English Preparatory Program, if required, but is dependent upon the student retaining good academic standing, as defined by a grade point average (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.
ACADEMIC POLICIES AND PROCEDURES

ACADEMIC ADVISING

At the beginning of collegiate work, students will be assigned an academic advisor from among the faculty members. Students are expected to meet with their academic advisor at least once a semester. Students who are on academic probation must also meet with the VPASA prior to registration for the succeeding semester. When students begin their third year of study at AUPP, they will be assigned, or choose an advisor from among faculty members in their major field of study.

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 AND GPA

ACADEMIC UNITS

An academic unit is defined by the nature of the course that is offered. Normally, a unit of course credit is equivalent to one hour per week for a given semester. A course that meets for 3 hours per week, for a 15 week semester would have a course credit of 3 units.

GRADE POINT AVERAGE (GPA)

The grade point average (GPA) is a measure of the performance in all classes. Each letter grade received at the completion of a course is converted to a numerical quality point value (refer to the Grading System on Page 21). 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, and a cumulative GPA calculated for all courses completed at AUPP.

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 STANDING

Class Levels

Pre-collegiate
Students who are enrolled in the English Preparatory Program (EPP) are classified as pre-collegiate students. Refer to the program description under Academic Support Services for more detail.

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

Academic Probation

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

Students on academic probation are not eligible to hold office in any student club or organization. A student on academic probation may be subject to academic restrictions (such as a limitation on the number or kind of courses the student may take) by his/her advisor. 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 more than two consecutive semesters or if the student’s cumulative GPA falls below the levels shown in the table below.

<table>
<thead>
<tr>
<th>Number of Credit hours Completed</th>
<th>Minimum Grade Point Average – Suspension</th>
<th>Minimum Grade Point Average – Dismissal</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-30 credit hours</td>
<td>1.50</td>
<td>N/A</td>
</tr>
<tr>
<td>31-60 credit hours</td>
<td>1.70</td>
<td>1.50</td>
</tr>
<tr>
<td>61-90 credit hours</td>
<td>1.80</td>
<td>1.70</td>
</tr>
<tr>
<td>91 and above</td>
<td>1.90</td>
<td>1.80</td>
</tr>
</tbody>
</table>

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 SUPPORT SERVICES

English Preparatory Program (EPP)

The 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 meet for six hours a day, five days a week. Classes concentrate on reading, writing, grammar, listening, speaking, and critical thinking. The English Preparatory Program is taught by native English-speaking faculty with expertise in teaching English to students whose first language is not English.

There are three components to the EPP, 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.

My Foundations Lab (MFL)

After students complete the Accuplacer test, they are given access to an individualized program that specifies the areas in which they need to improve their basic skills in reading, comprehension and grammar. Students complete computerized exercises in MyFoundationsLab to improve their skills.

Writing Center

The Writing Center is staffed by individuals with experience in teaching writing. The Writing Center offers all current students a friendly, comfortable place to get help with their writing assignments. The Writing Center helps students with work from any class, as well as other academic, creative, or professional writing needs. Like the Library, the Writing Center has resources and expertise to help students’ research for their writing assignments. The Writing Center staff will not “write” papers for students, but will offer editorial guidance and will explain the reasoning behind the suggestions to help students learn and grow as writers. In addition, the Writing Center staff will assist students who are having difficulty understanding material in a text if the faculty member teaching the course is not available.

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 and collegiate courses, students who miss more than 10% of the classes in any one course will receive a failing grade in that class. If a student misses a class, he/she is expected to make up any work missed.

If a student misses a class, they are expected to make up any work missed. Students in the English Preparatory Program who have more than five days of absence in the semester will fail the course.

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 course service learning trips and pre-arranged course field trips.

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

Clubs are a very important part of co-curricular life at AUPP, enhancing student skills in teamwork and leadership, as well as the ability to plan and carry through events.

Students are able to join an existing club or to recommend the establishment of a new club. Prior to the establishment of the club, the organizers must have a faculty member who has agreed to serve as an advisor to the club, must have written a description of the club’s purpose and sample activities, and have received approval from the President. Any student is eligible to join any club. Information about clubs is available on the University’s bulletin boards.
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 and, as appropriate, on the website.

COURSE NUMBERING SYSTEM

Courses numbered 001-099 are pre-collegiate courses. These courses are not included in the 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.

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 by the end of the third semester. 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.

E-MAIL POLICY

At the time of first registration, each student will be given an AUPP e-mail address. Students retain access to their e-mail account until six months after graduation or permanent withdrawal from AUPP.

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

Below are some of the policies related to the use of AUPP e-mail. The entire policy is available from the Office of the Registrar.

- Users should use the official University e-mail service only for official business and should not use personal e-mail services such as Yahoo, Gmail, or Hotmail unless the AUPP system is unavailable. AUPP e-mail addresses are backed up every two weeks.
- Password sharing is prohibited.
• Users shall use e-mail forwarding with due care and should not forward Junk, SPAM or marketing e-mails.
• Users are only allowed to send e-mails and attachments that are consistent with cultural, political and moral values of Cambodia. Users shall not send e-mails that may impact liability to AUPP or 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, reply, forward or distribute any e-mail messages containing confidential information or is considered to contain material that breaches Intellectual Property Rights.
• Users are not allowed to send, reply, forward or distribute any e-mail messages that they know contains virus attachments or malicious programs.
• Users should not open SPAM e-mail messages and should delete them.
• Users must not use the University e-mail system for personal purposes.
• 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 must examine and verify that the files attached to e-mail messages, do not contain viruses or malicious code.
• 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.
• Users are allowed to check their private e-mail accounts, but are not allowed to upload any AUPP information to their private e-mail account.
• 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.

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

Final examinations periods are two and one half hours long. These exam periods are held during the last week of the semester. The dates of exams during exam week are found in the Academic Calendar. The day and time of a final exam depends on the time that the class normally starts, as seen in the following table.
<table>
<thead>
<tr>
<th>Normal Class Start Time</th>
<th>Final Examination Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>MW 8:00 AM</td>
<td>Monday, 8:00 AM to 10:30 AM</td>
</tr>
<tr>
<td>MTH 8:00 AM</td>
<td>Monday, 8:00 AM to 10:30 AM</td>
</tr>
<tr>
<td>MW 9:40 AM</td>
<td>Wednesday 8:00 AM to 10:30 AM</td>
</tr>
<tr>
<td>MTH 9:40 AM</td>
<td>Wednesday 8:00 AM to 10:30 AM</td>
</tr>
<tr>
<td>MTH 11:20 AM</td>
<td>Monday, 1:00 PM to 3:30 PM</td>
</tr>
<tr>
<td>MTH 1:20 PM</td>
<td>Wednesday, 1:00 PM to 3:30 PM</td>
</tr>
<tr>
<td>MTH 3:00 PM</td>
<td>Friday, 8:00 AM to 10:30 AM</td>
</tr>
<tr>
<td>TTH 8:00 AM</td>
<td>Tuesday, 8:00 AM to 10:30 AM</td>
</tr>
<tr>
<td>TF 8:00 AM</td>
<td>Tuesday, 8:00 AM to 10:30 AM</td>
</tr>
<tr>
<td>TF 9:40 AM</td>
<td>Thursday, 8:00 AM to 10:30 AM</td>
</tr>
<tr>
<td>TF 11:20 AM</td>
<td>Tuesday, 1:00 PM to 3:30 PM</td>
</tr>
<tr>
<td>TF 1:20 PM</td>
<td>Thursday, 1:00 PM to 3:30 PM</td>
</tr>
<tr>
<td>TTH 3:00 PM</td>
<td>Friday, 1:00 PM to 3:30 PM</td>
</tr>
<tr>
<td>TF 3:00 PM</td>
<td>Friday, 1:00 PM to 3:30 PM</td>
</tr>
<tr>
<td>WF 8:00 AM</td>
<td>Thursday, 8:00 AM to 10:30 AM</td>
</tr>
<tr>
<td>WF 11:20 AM</td>
<td>Monday, 1:00 PM to 3:30 PM</td>
</tr>
</tbody>
</table>

Final exams should normally be held within the final examination schedule. If an examination needs to be re-arranged 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.

**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 that the correct grade in the student’s transcript.

**GRADE POINT AVERAGE**

Dividing total quality points by total GPA units yields the grade point average (GPA). The quality points for each course equal the number of units taken multiplied by the numerical value of the letter grade. GPA hours are the sum of the unit hours associated with courses taken in which grades of A, B, C, D, F (including plus or minus), SP, CR, NC, or FN have been earned and that have not subsequently been retaken.

**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:

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

NOTES ON NONTRADIATIONAL 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 officially withdraws from the course with the permission of the faculty member and the VPASA after the first three weeks of the semester.

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.

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 in the semester prior to commencement, and by the end of the eighth week of that semester. 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 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.

**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 will receive the honor every semester that they meet the requirements. The achievement will be recognized by a certificate and/or letter from the VPASA and names will be posted on the bulletin board.

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 in the course of their undergraduate degree.

An Independent Study Contract can be obtained from the Registrar’s Office, signed by the faculty member and returned to the Registrar’s Office prior to the end of Add/Drop. In addition, the VPASA must approve the project and a copy of the project must be submitted to the VPASA. 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.

INTERNESHIPS

Most programs require a student to have 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 of study.

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 seminar series for all students engaged in an internship during a given semester. Internships require a final paper, as delineated in the Internship Manual. The faculty member in charge and the workplace supervisor will submit an end of semester report on the student. The grade of CR or NC will be assigned by the faculty member.

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

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 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.

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 class work, there is an expectation of an additional minimum of 30 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.

MINOR IN LIBERAL STUDIES

The minor in Liberal Studies provides students with a solid multidisciplinary preparation in the Humanities, Natural Sciences, and Social Sciences, subsequently allowing them to pursue careers in education, business, government, and other such fields. The goal of a Liberal Studies minor is to train students to communicate effectively, to develop 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.

OVERRIDE

The normal course unit load in any semester is fifteen (15) or sixteen (16) units but students in good standing may enroll for seventeen (17) units per semester. A schedule of eighteen (18) or more units is considered an overload, and is subject to an overload fee.

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

A student with a cumulative GPA of at least 3.0 may take a maximum of nineteen (19) units in a semester with the permission of the academic advisor. Students who could graduate at the end of the semester are permitted to exceed the 19-hour limit and/or waive the requirement of a 3.0 GPA for that semester with the permission of the VPASA. No student may enroll for more than twenty-two (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 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 Placement Examination. 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.

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 of 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 generally occupy most of the first two years of study. The final course in General Education is an integrated, upper-division course taken by all students in the senior year.

Mission. The mission of the General Education program is to instill in students good values and a lifelong love of learning that will lead them to become happy, productive, and responsible citizens at home, in their communities, in their country and in global society.

Goals and Learning Objectives. There are eight goals of the General Education program. Each goal is supported by a series of learning objectives. No one course can cover all the goals and learning outcomes of the General Education program. However, by the time students have completed the General Education program, they will have achieved the goals through the step-by-step process of meeting the 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.

GENERAL EDUCATION/LIBERAL STUDY REQUIREMENTS

Basic Skills – 9 units
- ENGL 101 English Composition I 3 units
- ENGL 102 English Composition II 3 units
- COMM 103 Oral Communication 3 units

Humanities – 18 units
- HUMN 101 Introduction to the Humanities 3 units
- HIST 130 World History I 3 units
- HIST 131 World History II 3 units
- ENGL 240 Literature 3 units
- HUMN 250 Ethics and Society 3 units
- HUMN 110 Arts and Culture 3 units

Natural Sciences and Mathematics – 13 units
- MATH 177 Elementary Statistics 3 units
  or
- MATH 120 Math Modeling (2013-2014 academic year only) 3 units
- ENVS 131 Environmental Science with Lab 4 units
- NUTR 250 Nutrition and Disease 3 units
- ITEC 101 Introduction to Information Technology 3 units
  or
- PSCI 220 Exploring the Universe (3 or 4 units – lab optional) 3 units

Social and Behavioral Sciences – 18 units
- LEGL 101 Introduction to Law and Legal Systems 3 units
- PSYC 101 Introductory Psychology 3 units
- GEOG 120 World Geography 3 units
- SOCI 101 Introduction to Sociology 3 units
- ECON 140 Macroeconomics I 3 units
- POLS 110 Introduction to Political Science 3 units

Capstone – 3 units
- INDS 450 Capstone Course for Liberal Studies 3 units

Writing and Speaking Across the Curriculum

AUPP is committed to developing students who can communicate well, both orally and in writing. The basic skills courses give students the fundamentals of communication. To become proficient, however, students need to continue to practice communication skills. Therefore, it is the policy of AUPP that all courses beyond the first semester require at least one written report and one oral presentation.
## GENERAL/LIBERAL STUDIES – TWO-YEAR PLAN
For Students entering AUPP Fall 2013 through Spring 2015

### Year 1

#### First Semester
<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 101</td>
<td>English Composition I</td>
<td>3</td>
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<tr>
<td>GEOG 120</td>
<td>World Geography</td>
<td>3</td>
</tr>
<tr>
<td>HUMN 101</td>
<td>Introduction to the Humanities</td>
<td>3</td>
</tr>
<tr>
<td>MATH 120</td>
<td>Math Modeling (2013-2014 academic year only)</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>or MATH 177 Elementary Statistics</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 101</td>
<td>Introductory Psychology</td>
<td>3</td>
</tr>
<tr>
<td>SMNR 101</td>
<td>General Education Seminar: Study Skills</td>
<td>1</td>
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#### Second Semester
<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>ENGL 102</td>
<td>English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>ENVS 131</td>
<td>Environmental Science with Lab</td>
<td>4</td>
</tr>
<tr>
<td>HIST 130</td>
<td>World History I</td>
<td>3</td>
</tr>
<tr>
<td>LEGL 101</td>
<td>Introduction to Law and Legal Systems</td>
<td>3</td>
</tr>
<tr>
<td>SOCI 101</td>
<td>Introduction to Sociology</td>
<td>3</td>
</tr>
<tr>
<td>SMNR 103</td>
<td>General Education Seminar: Leadership (Optional)</td>
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### Year 2

#### First Semester
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<th>Course</th>
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<tr>
<td>ECON 140</td>
<td>Macroeconomics I</td>
<td>3</td>
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<tr>
<td>HIST 131</td>
<td>World History II</td>
<td>3</td>
</tr>
<tr>
<td>COMM 103</td>
<td>Oral Communication</td>
<td>3</td>
</tr>
<tr>
<td>HUMN 110</td>
<td>Art and Culture</td>
<td>3</td>
</tr>
<tr>
<td>POLS 110</td>
<td>Introduction to Political Science</td>
<td>3</td>
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#### Second Semester
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<th>Title</th>
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<tbody>
<tr>
<td>ENGL 240</td>
<td>Literature</td>
<td>3</td>
</tr>
<tr>
<td>HUMN 250</td>
<td>Ethics and Society</td>
<td>3</td>
</tr>
<tr>
<td>NUTR 250</td>
<td>Nutrition and Disease</td>
<td>3</td>
</tr>
<tr>
<td>ITEC 101</td>
<td>Introduction to Information Technology</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>or PSCI 220 Exploring the Universe (Lab 1 Optional unit)</td>
<td>3-4</td>
</tr>
<tr>
<td>First Course in the Major: Business:</td>
<td>ECON 150 Microeconomics I</td>
<td>3</td>
</tr>
<tr>
<td>Law: LAWS 301 Alternate Dispute Mechanisms</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Global Affairs: GLBA 101 Introduction to International Relations</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>
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**

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 101  English Composition 1</td>
<td>3 units</td>
</tr>
<tr>
<td>GEOG 120  World Geography</td>
<td>3 units</td>
</tr>
<tr>
<td>HUMN 101  Introduction to Humanities</td>
<td>3 units</td>
</tr>
<tr>
<td>PSYC 101  Introductory Psychology</td>
<td>3 units</td>
</tr>
<tr>
<td>Elective</td>
<td>3 units</td>
</tr>
<tr>
<td>SMNR 101  GE Seminar: Study Skills</td>
<td>1 unit</td>
</tr>
</tbody>
</table>

Second Semester

| ENGL 102  English Composition II   | 3 units |
| ENVS 131  Environmental Science    | 4 units |
| HIST 130  World History            | 3 units |
| MATH 190  Pre-Calculus for Business| 3 units |
| LEGL 101  Introduction to Law and the Legal System | 3 units |

**Year 2**

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 201  Financial Accounting</td>
<td>3 units</td>
</tr>
<tr>
<td>COMM 103  Oral Communications</td>
<td>3 units</td>
</tr>
<tr>
<td>ECON 140  Macroeconomics I</td>
<td>3 units</td>
</tr>
</tbody>
</table>

35
HIST 131  World History II  3 units
MATH 200  Business Calculus  3 units

Second Semester
ACCT 202  Managerial Accounting  3 units
ECON 150  Microeconomics I  3 units
HUMN 250  Ethics and Society  3 units
ITEC 101  Introduction to Information Technology
Or
PSCI 220  Exploring the Universe  3 units
MATH 177  Beginning Statistics  3 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
POLS 110  Introduction to Political Science  3 units
SOCI 101  Introduction to Sociology  3 units

Second Semester
BUSN 330  Legal Environment for Business  3 units
BUSN 370  Management of Information Systems  3 units
ENGL 240  Literature  3 units
HUMN 110  Arts and Culture  3 units
Upper Division Minor/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/Concentration Course  3 units
Upper Division Minor/Concentration Course  3 units

Second Semester
MGMT 460  Strategic Management  3 units
INDS 450  Capstone Course for Liberal Studies  3 units
MGMT 450  Leadership  3 units
Upper Division Minor/Concentration Course  3 units
Upper Division Minor/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.

In every nation, there is a growing need for knowledgeable professionals who are capable of identifying solutions to the unique challenges of an interdependent world. 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 Curriculum¹:

Year 1
First Semester
POLS 110 Introduction to Political Science 3 units
SMNR 101 GE Seminar: Study Skills 1 unit
General Education Courses 12 units

Second Semester
GBLA 101 Introduction to International Relations 3 units
General Education Courses 12 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
GBLA 370 Geography of Southeast Asia 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 Asi (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

¹ The University requires 124 units for graduation. Students completing this major will need to add at least 4 units of electives, beyond the 15 per semester listed here.
Second Semester
GBLA 433 The Political Economy of Globalization (or Elective) 3 units
GBLA 481 International Security, Terrorism, and Defense (or Elective) 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.

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.

The program is currently under development. It is projected that students will take 45 units in their major, with 15 units of electives, allowing for a completion of a chosen minor, concentration or a free selection of courses. In addition to General Education requirements of the university, students in ITM will require 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.
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.

The Law Program prepares students for careers in firms, legal departments or government.

**UPPER DIVISION PLAN**

<table>
<thead>
<tr>
<th>Year 3</th>
<th>First Semester</th>
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</thead>
<tbody>
<tr>
<td>LAWS 302</td>
<td>International Business Transactions</td>
</tr>
<tr>
<td>LAWS 303</td>
<td>Private Law</td>
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<tr>
<td>LAWS 304</td>
<td>Civil Law and Procedures</td>
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<tr>
<td>LAWS 305</td>
<td>Professional Responsibility</td>
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<tr>
<td>LAWS 306</td>
<td>Cambodian Constitutional Law</td>
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<table>
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<tbody>
<tr>
<td>LAWS 307</td>
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<tr>
<td>LAWS 308</td>
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<td>LAWS 310</td>
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<td>LAWS 311</td>
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<td>LAWS 312</td>
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<tr>
<th>Year 4</th>
<th>First Semester</th>
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<tbody>
<tr>
<td>LAWS 401</td>
<td>Lawyering Skills I</td>
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<tr>
<td>LAWS 402</td>
<td>International Law</td>
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<tr>
<td>LAWS 403</td>
<td>ASEAN Law</td>
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<td>LAWS 405</td>
<td>Legal Research II or</td>
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<td>LAWS 406</td>
<td>Moot Court Competitions</td>
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<td>or</td>
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<td>LAWS 407</td>
<td>Internship I</td>
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<tbody>
<tr>
<td>INDS 450</td>
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<tr>
<td>LAWS 404</td>
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<tr>
<td>LAWS 408</td>
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<tr>
<td>LAWS 409</td>
</tr>
<tr>
<td>One of the Following:</td>
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<tr>
<td>LAWS 410</td>
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</table>

2 Students will take LAWS 301, Alternate Dispute Resolution, in Year 2, Second semester.
The minor in Economics is available for students majoring in Business. The goal of the Economics minor for Business majors (EM-B) 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 Objectives**
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

The 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 (EM-B)

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

Elective courses for EM-B
(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 (EM-NB)

The Minor in Economics for non-Business majors (EM-NB) is available for students majoring in areas other than Business. The purpose of the EM-NB 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 EM-NB 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 Objectives

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 EM-NB, a student must maintain a 2.00 GPA for all ECON courses.

Required courses for Economics minor for non-Business majors (EM-NB)

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<th>Course Code</th>
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<th>Units</th>
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<tr>
<td>ECON 440</td>
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Elective courses for EM-NB
(6 units selected from the following):

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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): HUMN 250

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.
Prerequisite(s): Third year status and approval by VPASA or designee.

**COMMUNICATIONS**

**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.
Prerequisite(s): None

**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
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
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
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
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
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
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
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

SMNR 101 – General Education Seminar: Study Skills 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.
Prerequisite(s): None

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

INST 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): Senior standing and 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
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
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
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.
Prerequisite(s): Senior standing as a major in Global Affairs.

GBLA 496: Internship Independent Study
Students participate for credit in a paid or unpaid internship with an organization outside of campus.
Prerequisite(s): Senior standing

HISTORY

HIST 130 – World History to 1500 C.E.
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
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
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 or 4 units
Examination of culture and its impact on art. May be repeated as an elective as the subject matter changes.
Prerequisite(s): HUMN 101.

HUMN 250 - 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

INFORMATION TECHNOLOGY

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.
Prerequisite(s): None

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.

LEGAL

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

LAW

ALL LAW COURSES REQUIRE THE SUCCESSFUL COMPLETION OF LEGL 101.

LAWS 301 – Alternative Dispute Resolution 3 units
This course provides an introduction to the basic principles of dispute resolution through means other than trial or litigation, with a focus on theory and practice. Topics include: negotiation, mediation, arbitration, ethics, and cultural competency. Students will be expected to participate in a number of in-class exercises and small-group discussions.
LAWS 302 - International Business Transactions 3 units
This course will deal with the law relating to international trade. International sales, transportation (shipping and aviation), financing, and settlement of commercial disputes will be among the topics covered.

LAWS 303 - Private Law 3 units
This course covers private law, which governs the relationship between private individuals and corporations, including contract law, tort law and various other arenas such as property law, probate law, labor law, commercial law, corporation law, and the law of competition.

LAWS 304 - Civil Procedure 3 units
This course covers the theory, procedure and mechanics of the lawsuit from fact gathering through judgment enforcement. Students will be introduced to the litigation process and the ethical responsibilities of the litigation lawyer through the use of sample cases.

LAWS 305 - Professional Responsibility 3 units
This course addresses professional conduct issues, including identifying and resolving tensions that can arise among lawyers' personal interests, individual sense of right and wrong, interests of clients, and the profession's interests in advancing the integrity of legal representation and the judicial process.

LAWS 306 - Cambodian Constitutional Law 3 units
This course covers the structures of government and its roles and functions; the mechanics of constitutional government; and the dynamics of checks and balances. Problems revealed in the implementation of the constitution and alternate choices will also be discussed.

LAWS 307 - Evidence 3 units
The course is an in-depth examination of the rules governing the admissibility or exclusion of evidence at trial. It also encompasses the legal principles that govern the proof of facts in a legal proceeding.

LAWS 308 - Legal Research I 3 units
Introduction to the tools used in legal research including statutes, cases, treaties, and encyclopedia and computer search techniques. Students will research actual case problems and prepare written memoranda of law.

LAWS 310 - Criminal Law 3 units
Introduction to the basic principles of criminal law. Topics include the theories of crime causation and punishment; prison systems and correctional administration; and sentencing process. Victimology, juvenile delinquency, drug abuse, and drug trafficking also will be addressed.

LAWS 311 - Moot Competitions 3 units
Moot Court, client counseling, and arbitration competitions give students in the course the opportunity to engage in oral and written advocacy in a formal setting. Judges may be law professors, attorneys from the community, and members of the judiciary.

LAWS 312 - Administrative Law 3 units
This course covers administration of government by various departments, agencies, boards and commissions that implement and enforce law and policy, including the laws and
procedures affecting administrative decision-making processes at the local and federal government levels.

**LAWS 401 - Lawyering Skills I** 3 units
This course uses assignments and simulations in which each student has opportunities to practice fundamental skills including negotiation, oral advocacy, communications, interviewing, client counseling, and drafting documents.

**LAWS 402 - International Law** 3 units
This course covers general principles of public international law addressing peace, war, human rights, and development. Global South (developing country) concerns, the changing global power balance, and the role of United Nations and international agencies in structuring solutions are included.

**LAWS 403 - ASEAN Law** 3 units
This course covers existing ASEAN political instruments such as the Declaration on Zone of Peace, Freedom and Neutrality (ZOPFAN), the Treaty of Amity and Co-operation in South East Asia (TAC), and the Treaty on the Southeast Asian Nuclear Weapon-Free Zone (SEANWFZ).

**LAWS 404 - Intellectual Property** 3 units
This course covers existing (copyright, patent, trademark and designs) and emerging (computer software) forms of intellectual property law and policy along with international demands and trends. Philosophical foundations of intellectual property and its relation to public interest will be addressed.

**LAWS 405 - Legal Research II** 3 units
This course requires students to build on their existing research skills by doing independent study using online sources and research methods. Students prepare written materials including memoranda analyzing legal issues.

**LAWS 406 - International Competitions** 3 units
Moot Court, client counseling, and arbitration competitions give students in the course the opportunity to engage in oral and written advocacy in a formal setting. Judges may be law professors, attorneys from the community, or members of the judiciary.

**LAWS 407 - Internship I** 3 units
The student will work in a law office, corporate or government legal department, NGO, or other appropriate law-related setting under the supervision of an attorney or experienced paralegal. In addition to on-site work, the student will attend internship seminar sessions.

**LAWS 408 - Comparative Law** 3 units
This course covers the use of foreign law, examining how the quality of legal advice in cross-border transactions and litigation depends on how well the attorneys involved understand and use the legal systems of different nations for their clients’ benefit.

**LAWS 409 - Contracts** 3 units
An overview of the areas of law dealing with the commercial or business environment, with special emphasis on the sales of personal property, commercial paper, and secured transactions.

**LAWS 410 - Lawyering Skills II**
3 units
This course will build on the skills developed in LAWS 401, and offer an overview of the fundamentals of technology used in a law office setting.

**LAWS 411 - Property**
3 units
This course covers Cambodian law defining the types and rights of ownership of real and personal property.

**LAWS 414 - Internship II**
3 units
The student will build on skills developed in LAWS 407.

**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.
**Prerequisite(s):** Third year status

**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):** Fourth year status and completion of 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.
Prerequisite: None

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 - Introductory 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
Sociological perspectives emphasizing 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
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B.A., Saint Anselm College; Ph.D., University of Illinois at Chicago.

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B.S., Oberlin College; M.A., University of Denver; Ph.D., University of Denver.

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B.A., University of Washington; J.D., Willamette University College of Law.

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B.A., Clark University; M.A., School for International Training Graduate Institute, Brattleboro, VT; Ed.D., University of Massachusetts, Amherst.

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B.A., University of Washington; M.A., University of Washington; Ph.D., University of Washington.

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B.A. and MBA, University of Dallas; M.A. and Ph.D. University of Texas at Dallas.

Werner, Richard. Instructor, English.
B.A., University of Plattsburgh; M.A., School for International Training Graduate Institute.
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