



# *Student Handbook*

**2016-2017**

**ASE**

[www.ase.edu.ba](http://www.ase.edu.ba)

*Dear Student,*

*Welcome to the College “American School of Economics”.*

*This handbook is created to provide you with the basic information each student must know in order to thrive and succeed at the College. Read it carefully.*

*From the moment you first set foot in the American School of Economics as a freshman, until you toss your cap into the air after you graduate, you will be surrounded by people who are there to make your time at the College both rewarding and enjoyable.*

*The faculty and staff at the American School of Economics are dedicated to the goal of providing you with an outstanding education and preparing you for the challenges of the modern workplace. Please feel free to address any questions or comments to the Academic Advisor and the rest of our friendly staff.*

*We wish you success in your studies,*

*The Academic Services and Student Services*

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**Student Handbook Disclaimer**

Notwithstanding anything contained in this Student Handbook, the ASE expressly reserves the right, wherever it deems advisable, (1) to change or modify its schedule of tuition and fees, (2) to withdraw, cancel, reschedule or modify any course, program of study, degree or any requirement in connection with the foregoing, and (3) to change or modify any policy. Please be advised that, due to printing deadlines, information in this Student Handbook may be outdated. Changes in information in this Student Handbook and new regulations, policies or programs will be distributed through e-mail. It is the responsibility of each student to ascertain current information that pertains to the individual's program, particularly with regard to satisfaction of degree requirements, by consultation with the student's/academic advisor, the office of the student's academic Principal, the Principal of students and other appropriate offices such as the Student Service Office or Academic Services. In preparing this Handbook, efforts are made to provide pertinent and accurate information; however, the ASE assumes no responsibility for Handbook errors or omissions.

## ***PHILOSOPHY OF THE COLLEGE „AMERICAN SCHOOL OF ECONOMICS“***

The College “American School of Economics” (ASE) strives to develop an atmosphere in which students grow personally, socially, emotionally, culturally, and academically. At ASE students will have the opportunity to gain understanding and practice the processes of group studying. ASE, thus, contributes to the total education of a student through the building of attitudes, appreciation, and characteristics associated with cooperation and responsibility. Faculty members have the responsibility of ensuring an educational environment that promotes the free pursuit of learning. Learning and thinking, seeking knowledge and truth are the founding blocks of college life. The College “American School of Economics” also strives to promote the values of honesty, integrity, responsibility, creativity and tolerance in its students. All individuals have the right to a positive, secure environment, one in which persons can realize their potential as intellectual, social, political, economic, and creative beings.

# ACADEMIC CALENDAR- ACADEMIC YEAR 2016-2017



## AMERICAN SCHOOL OF ECONOMICS

### ACADEMIC CALENDAR

AY 2016 - 2017

#### Semester I - Fall 2016

| Week        | Date                                  | Day                                  | Description  | Pertains to            |
|-------------|---------------------------------------|--------------------------------------|--|------------------------|
| Week 1      | October 24                            | Monday                               | Fall semester starts                                 |                        |
| Week 1      | October 25                            | Tuesday                              | Day time savings (-1 hour)                           | BiH                    |
| Week 2      | November 4                            | Friday                               | Last day to Make up Spring 2016 Incompletes          |                        |
| Week 5      | <b>November 25</b>                    | <b>Friday</b>                        | <b>Statehood Day ** - no classes</b>                 |                        |
| Week 7      | December 5 - 10                       | Monday - Saturday                    | Midterm exam week 1*                                 |                        |
| Week 8      | December 12 - 17                      | Monday - Saturday                    | Midterm exam week 2*                                 |                        |
| Week 9      | <b>December 25</b>                    | <b>Sunday</b>                        | <b>Catholic Christmas **</b>                         |                        |
| Weeks 10&11 | <b>December 31, January 1 &amp; 2</b> | <b>Saturday, Sunday &amp; Monday</b> | <b>New Year's Days - no classes</b>                  |                        |
| Week 11     | <b>January 7</b>                      | <b>Saturday</b>                      | <b>Orthodox Christmas ** - no classes</b>            |                        |
| Week 15     | Jan 30 - Feb 4                        | Monday - Saturday                    | Final exam week * / Make up week ****                |                        |
|             | February 5                            | Sunday                               | End of Fall Semester - winter break starts           |                        |
| Week 16     | February 6 - 11                       | Monday - Saturday                    | needed)  | For Students & Faculty |
|             | February 13                           | Monday                               | Last day for submission of final grade rosters       | For Faculty only       |
|             | February 13 - 20                      | Monday - Monday                      | Days for signing students' indexes and documentation | For Faculty only       |
|             | March 5                               | Sunday                               | Last day of winter break                             |                        |

#### Semester II - Spring 2017

| Week    | Date                    | Day                                    | Description   | Pertains to            |
|---------|-------------------------|--|---|------------------------|
| Week 1  | March 6                 | Monday                                 | Spring Semester starts                                    |                        |
| Week 2  | March 17                | Friday                                 | Last day to Make up Fall 2016 Incompletes                 |                        |
| Week 4  | March 27                | Monday                                 | Day time savings (+1 hour)                                | BiH                    |
| Week 7  | April 17 - 22           | Monday - Saturday                      | Midterm exam week 1*                                      |                        |
| Week 8  | April 24 - 29           | Monday - Saturday                      | Midterm exam week 2*                                      |                        |
| Week 9  | <b>May 1, 2 &amp; 3</b> | <b>Monday, Tuesday &amp; Wednesday</b> | <b>Labor day** - no classes</b>                           |                        |
| Week 15 | June 12 - 17            | Monday - Saturday                      | Final exam week * / Make up week ****                     |                        |
| Week 15 | June 18                 | Sunday                                 | End of Spring Semester - summer break starts              |                        |
| Week 16 | June 19 - 24            | Monday - Saturday                      | Final grades consultation week / Final exam days (if need | For Students & Faculty |
|         | June 26                 | Monday                                 | Last day for submission of final grade rosters            | For Faculty only       |
|         | Jun 26 - Jul 3          | Monday - Monday                        | Week for signing students' indexes and documentation      | For Faculty only       |

#### Additional explanations:

\* Midterm exam week & Final exam week: Professors are expected to give all Midterm Exams and Final Exams during these weeks

\*\* If on a work day, it will be a day off, if on the weekend it will not be moved to Friday or Monday unless FBiH/RS Ministry brings a new decision prior to

\*\*\* These religious holidays are based on lunar calendars and may change

\*\*\*\* During this week, professors can make up the lectures they missed due to holidays, visiting lectures, etc.

**Bosnia and Herzegovina consists of two entities: the Federation of Bosnia and Herzegovina (FBiH) and the Republic of Srpska (RS).**

**BiH** - dates pertain to entire Bosnia and Herzegovina (Tuzla & Sarajevo campuses)

**Note for faculty:** For holidays not listed above - please submit a request to the Academic Services (especially because of make-up classes)

Academic Services reserves the right to make changes if and when necessary in accordance with the policies and procedures of ASE

# **PART I - GENERAL INFORMATION**

## **1.0 Student Responsibility**

It is the students' responsibility to know and abide by the requirements of their programs and courses published in college publications and course outlines. Further, it is the students' responsibility to utilize the college environment, resources, and professionals therein to meet requirements that shall assist them in their academic and personal growth. Each student is expected to have knowledge of the information contained in this handbook.

## **1.1 Dictionary**

A good English language dictionary is essential for successful studying at the American School of Economics. It is highly recommended that students obtain good dictionaries and make a habit of bringing them to class and continuously using them throughout the studying process. A list of recommended dictionaries can be obtained from our Librarian/Textbook Officer. There is also a large variety of dictionaries available on the internet that can be helpful.

## **1.2 Official Mode of Communication**

The official method by which ASE communicates with its students is through an e-mail system. Each student will be issued an ASE e-mail address, which will be utilized by the college throughout the duration of students' enrollment at ASE as the official mode of communication. It is each student's responsibility to check his or her e-mail on a regular and timely basis. All information regarding students, faculty, and the college (e.g. cancelation of classes, schedule changes, make-up classes, events...) will be sent to the student's ASE email and/or posted on the bulletin board. If the student for any reason does not receive email, it is his/her duty to report to the IT department for help.

## **1.3 Academic Advisor**

Academic advisor at the American School of Economics helps students develop a conceptual plan of their four-year education that is fully compatible with their individual best interest, development of skills and potentials, academic goals and career development. The main purpose of the student-counseling center is to add value and improve the quality of education at ASE. Helping students with personal, educational and career questions academic advisor is focused on offering the best advice and competent guidance in relation to every student's respective needs. Academic advisor is also there to help the student if there is any problem or difficulty in communication between the student and a faculty member. In such cases, students should not hesitate to seek help and advice from the academic advisor.

## 1.4 Course Syllabus

On the first day of class, for each course, students can expect to receive the course syllabus/outline containing a detailed description of course topics and learning goals as well as the course grading and attendance policy that explains the different components of student performance that make up the final grade in the course (tests, homework assignments, projects, midterm, final exam, attendance etc.) At any point during the semester, students can seek information on their grades (up to date) and their attendance from the instructor.

## 1.5 Office Hours

Besides meeting students during classes and exams, faculty will schedule regular weekly hours for consultation with students. These office hours will be posted in a course syllabus. Students are not obliged to attend office hours; however students are highly encouraged to take full advantage of office hours and approach faculty with any and all questions regarding course topics, difficulties with the course material, and general study advice. Also students should keep up to date with their performance/attendance in each course. Besides taking advantage of faculty office hours, students should not hesitate to contact faculty by e-mail with any questions they have.

## 1.6 Attendance/Absences

Students are expected to accept full responsibility for meeting all of the academic requirements for every course in which they are enrolled. Attendance regulations are determined by the faculty of each department based upon their academic requirements for each curriculum and/or course. At the beginning of each semester, faculty will state clearly the attendance policy in their course syllabi to the student. The ASE policy on absences is that students are allowed two unexcused absences per semester in each course. Absences can be excused for family or medical reasons, and students must submit proof of these directly to the faculty member teaching the course. Whenever it is possible students must notify the faculty member of absences in advance, but **should not** call the Academic Services or Student Services. Excused absences will be accepted at the discretion of the faculty member up to 14 days after the student missed a class. Absences may not be excused after 14 days. For each additional unexcused absence a student will have 2% deducted per unexcused absence, from his total (percentage) grade. Dismissal from a course may result from unexcused absenteeism. A grade of “F” (“5”) will be recorded for a student.

If the absence is planned, all previously assigned work must be submitted prior to the student’s campus departure. The student will complete work and secure all laboratory/lecture information missed immediately upon return to campus. Students missing (quizzes/hourly) examinations will be given the opportunity to take “make-up” examinations OR some other appropriate alternative to the missed examination which would be decided upon at the discretion of the faculty member within 14 days maximum from the time of return to the classroom.



## **1.7 Final Examination Period**

There will be a final examination period at the end of each semester. This period must be used by all ASE professors for a comprehensive final examination, a last unit test or some other activity of academic merit. The final exam accounts for a certain percentage of your grade (as specified in the course syllabus).

## **1.8 Harvard Case Studies**

One of the methods that are instrumental for studies at ASE is the use of Harvard Case Studies. This method is based on analyzing real life case studies. Faculty choose Harvard or other appropriate Case Studies at the beginning of the semester for each course that they teach that will help students to better understand the course material.

## **1.9 Library**

Students at the American School of Economics have access to the library. For specialized searches and other information, the ASE Librarian/Textbook Officer is always available to assist students. All books checked out of the ASE library are due back after two weeks.

## **1.10 Textbook/E-book Office**

The textbook/e-book office is a part of the ASE Library. The ASE librarian is also the Textbook/E-book Officer in charge of the selection and ordering of teaching materials necessary for studies. At the beginning of each semester, students receive all necessary textbooks/e-books for that semester's courses and are obliged to pay for those. Some of the textbooks contain access codes for programs for doing homework, where students can find announcements of exams, course contents, problems, lecture notes, electronic books, videos, MP3 format videos, tests and a lot more.

## **1.11 Academic Dishonesty**

Academic dishonesty includes but is not limited to:

1. Plagiarism - the intentional or unintentional presentation of another person's idea or product as one's own. Plagiarism includes but is not limited to the following:
  - a. copying exact all or part of another's written work;
  - b. using phrases, quotation marks, charts, figures, illustrations, or mathematical or scientific solutions without citing the source;
  - c. paraphrasing ideas, conclusions or research without citing the source in the text and in reference lists; or
  - d. using all or part of a literary plot, poem, film, musical score or other artistic product without attributing the work to its creator;
2. Cheating – the use or attempt to use unauthorized materials, information, or study aids in any academic exercise. Obtaining information from another student or other unauthorized sources, or giving information to another student, in connection with an examination or assignment is

prohibited. This includes taking or giving answers during an in-class examination either electronic, orally or by copying; collaboration on a take-home examination or assignment where the instructor prohibits such collaboration; bringing to and/or using in an examination unauthorized material (books, notes, etc.) If a student is caught cheating, the first offense will result in a grade of 0% “F” (“5”) for the exam/assignment he/she was working on and a warning by the faculty member, who will also inform all other instructors about that behavior. A permanent record of the warning will become part of the student’s academic folder. If a student cheats a second time in any course, he/she will be sent to the Principal’s Office and get a grade of 0% “F” (“5”) grade for that course. A second Disciplinary record will be recorded in the student’s Academic record for this event. A second event may result in Suspension from the College. If a student repeats plagiarism/cheating for a third time he/she will be sent to the Disciplinary Committee for an Academic Hearing which could result in Dismissal from the College.

3. Fabrication - the falsification or invention of any information or citation in an academic exercise.
4. Offering bribery for grades, transcripts, or diplomas;
5. Obtaining or giving aid on an examination;
6. Presenting another's work as one's own or doing work for another student;
7. Having unauthorized prior knowledge of an examination; and
8. Using a proxy during an examination.

Students are obligated to cite a source right after the quotations in the body of the text or in the bibliography at the end of the paper.

When there is proof of academic dishonesty for the first time (buying a paper, stealing a paper, having someone else write any part of your paper, borrowing a paper, copying from another source without citing on purpose, etc.), the faculty member will warn the student and give a grade of 0% “F” (“5”) grade for the assignment where the plagiarism is found. If a student engages in plagiarism a second time, he/she will be sent to the Principal’s Office and will receive a grade of 0% “F” (“5”) grade as the final grade of a course to which a student applied plagiarism. If a student repeats plagiarism for a third time he/she will be sent to the Disciplinary Committee. **Plagiarism is stealing of someone’s intellectual property and expresses an unprofessional attitude toward the instructor and the college, and due to those facts faculty/staff will consider plagiarism as a serious offense.**

### **1.12 Dismissal from Class**

Students may be dismissed from class for deviant academic behavior, excessive absences, or failure to pay financial obligations. **Deviant academic behavior** includes unauthorized talking/disrupting the class, using computers, cell phones and other devices for unauthorized activities and other behavior disruptive to the class/faculty member – it is left to the discretion of the faculty member to dismiss a student from class for deviant behavior. Further, deviant academic behavior will be reported in writing to the Academic Department. Sanctions for deviant behavior will be administered by the Principal in cooperation with the Disciplinary Committee and include official warnings and dismissal from the college. Class policy for dismissal due to deviant behavior or excessive absences should be included in the class syllabus. Generally, if a student continues with disruptive behavior after a verbal warning from the faculty member, the faculty will dismiss him/her from class and fill out an Incident Report Form. If this is a first time offense, the student will be interviewed and warned by the Academic Advisor, and the Academic Advisor will write a report about this interview. In case of a second time offense, the faculty member will follow the same procedure 11(filling out the form), however the Academic Advisor informs

the Disciplinary Committee. The committee will take into account statements from the faculty member, the student and the Academic Advisor and decide upon the appropriate sanction for the student (an official letter of warning placed in the student's permanent records or dismissal from the college, dependent on the severity of the offense). In case of a third time offense (reported in writing by the faculty member) of a student who has already received an official warning, the Disciplinary Committee will dismiss the student from the college. The rules on academic warning/dismissal from class also extend to visiting lectures and educational visits of ASE students to other institutions.

In the case of Academic Dismissal for failure to pay financial obligations the following policy applies. When the Financial Department issues a dismissal form to professors, professor may not accept homework, case studies, or permit the student to sit and take quizzes, tests, Mid Terms or Final Exams. The student has 14 days in which to contact the Finance Department and either pay fees as outlined in the contract or reach a new agreement with the Finance Department. This policy has 2 objectives. The first is to drive students to the Finance Department to solve financial difficulties as it is not the professor's decision to decide financial matters. The second is to maintain the academic integrity of all assessments and gradebooks. Professor grades must be entered on time and all students need to be treated with the same conditions and obligations as much as possible. If a student has financial obligations that are not paid, they should contact the Finance department immediately. Professors may not keep gradebooks open beyond 14 days. All grades, test, and assessments will be entered as "0" after 14 days without a notice from the Finance Department.

### **1.13 Withdrawal from College**

A student who withdraws from College within 15 days after the beginning of an academic year has a right to submit a request for partial tuition fee reimbursement. Other paid fees are not reimbursable.

### **1.14 Transcript of Records**

Students can request a copy of their transcripts by filling out the appropriate form at the Student Service Office in which the student explains the reason for his/her request (applying for a fellowship, transfer to a different college, etc.) Upon graduation, students receive a copy of their transcripts alongside their diploma. Transcripts can be issued only after the student gives his/her signed authorization. An official transcript will be stamped with the College seal and signed by the General Secretary. All copies of the official transcripts requested by students during their four year studies are provided free of charge. For every other copy, requested after he/she already graduated, the student will be charged a fee. The College reserves the right to deny transcripts to any student who is delinquent in an obligation to the College.

### **1.15 Behavioral Expectations re: Violence, Alcohol & Drugs**

American School of Economics is committed to creating and maintaining learning, working, and social environment for all students and staff that is free from violence and illegal alcohol/drug use.

### **1.16 Smoke-Free Environment**

Smoking is prohibited on the premises of the American School of Economics.

### **1.17 Arms-Free Environment**

Carrying/bringing any type of firearms or other weapon is prohibited on the premises of the American School of Economics.

### **1.18 Discrimination and Harassment**

American School of Economics does not discriminate on the basis of race, color, religion, sex, national origin, age, veteran's status, sexual orientation, or disability in admission or access to, or treatment or employment, in its programs.

### **1.19 Sexual Harassment**

Sexual harassment is considered an unlawful employment practice on the basis of sex. These regulations protect all employees of both genders, as well as students. ASE policy extends this protection to any students, applicants or other non-employees subjected to such treatment by its faculty or staff. Sexual harassment is defined as: "Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature."

### **1.20 Academic Grievance Procedure**

Both faculty and students have joint responsibilities in maintaining academic integrity. Conducive to learning is a precept of fair evaluation of academic work and a concern for human dignity. The purpose of this procedure is to provide for the student and faculty an equitable and efficient method for resolution of student academic grievances. Any student found to have committed misconduct (ex. Alcohol, computer abuse, destruction of property, discrimination, and dishonest, etc.) is subject to disciplinary sanctions. If a student has problems in communication with a faculty member or feels that he/she has some basis for academic grievance, the student should speak to the Academic advisor immediately. In case of a grade related grievance the student has only 48 hours after receiving the grade in which he/she can file a written complaint to the Principal. It is highly recommended that the student seeks the assistance of the Academic advisor if any problems occur.

### **1.21 Damage Policy**

Prompt payment of any damage charges incurred by individuals is the best idea, as it eliminates the possibility of degrees or transcripts being placed on hold later on. NOTE: The definition of "damage" is as follows: Any act (intentional or unintentional) that results in costs being incurred by the College. It is important to realize that nothing actually has to be broken in order for it to fall within this definition. Examples of this are situations that require College personnel to clean a location, re-paint something, etc.

## 1.22 Important notes on visiting lectures, workshops and externship

### 1.22.1 Visiting lectures and workshops

Visiting lectures and workshops are a part of pre-final exam obligations. Therefore it is important for students to attend these events. Visiting lectures and workshops are organized by College in order to enhance students' knowledge and particular skills. Career Development Center Team is the authority responsible for the coordination of aforementioned activities.

Complete information on the subject matter is to be found in the CDC Rulebook, delivered via email and/or posted on the Learning Management System.

### 1.22.2 Externship (pertains to 3rd and 4th year students only)

Externship is a part of pre-final exam obligations. All junior and senior students are required to take a part in an externship during their 3rd and 4th years of study. Externships are a required activity to prepare students with real life experience that improves their educational understanding. Externships provide a variety of important connections including professional relationships, extra-curricular opportunities, future networking contacts, and greater understanding of real world applications for employment and post graduate work. Externships are graded by the student's employer and affect all semester grades in the 3rd. and 4th year. Each professor for a Junior or Senior student completes all course requirements in the LMS system. The system will prompt the Externship Administrator to enter an externship grade which is multiplied with the Sub-Final Course grade to give a Final Grade. Externship grades will not be applied to failing (F) courses. Externship can have additional positive impact based on Incentive providence as indicated in the following chart.

| Number grade (BiH) | Letter grade (USA) | Percentage | AUBIH placed Externship  | Student Externship   |
|--------------------|--------------------|------------|--|--|
| 10                 | A                  | 95-100     | All grades for this semester multiplied by 1.05 (An increase of 5% from Professors Final Grade)  | All grades for this semester multiplied by 1.10 (An increase of 10% from professors Final Grade) |
| 9                  | A-                 | 92-94      | All grades for this semester multiplied by 1.02% (An increase of 2% from Professors Final Grade) | All grades for this semester multiplied by 1.06% (An increase of 6% from Professors Final Grade) |
|                    | B+                 | 89-91      |  |  |
|                    | B                  | 85-88      |  |  |
| 8                  | B-                 | 80-84      | All grades for this semester multiplied by 1.00 (No change from Professors Final Grade)          | All grades for this semester multiplied by 1.04 (An increase of 4% from Professors Final grade)  |
|                    | C+                 | 75-79      |  |  |

|   |    |       |  |  |
|---|----|-------|--|--|
| 7 | C  | 63-74 | All grades for this semester multiplied by 0.98 (A decrease of 2% from Professors Final Grade) | All grades for this semester multiplied by 1.02% (An increase of 2% from Professors Final Grade) |
| 6 | C- | 61-62 | All grades for this semester multiplied by 0.95 (A decrease of 5% from Professors Final Grade) | All grades for this semester multiplied by 1.00 (No change from Professors Final Grade)          |
|   | D+ | 58-60 |  |  |
|   | D  | 54-57 |  |  |
| 5 | F  | 0-53  | All grades for this semester multiplied by 0.9 (A decrease of 10% from Professors Final Grade) | All grades for this semester multiplied by 0.95 (A decrease of 5% from Professors Final Grade)   |

Complete information on the subject matter is to be found in the CDC Rulebook, delivered via email and/or posted on the Learning Management System.

## PART II – GRADING SYSTEM

### 2.0 Grading System

Applicable laws of higher education<sup>1</sup> states that a grading system in higher education institutions in Bosnia and Herzegovina consists of five passing grades and one failing grade:

- 10 (extraordinary, A)
- 9 (excellent, B)
- 8 (very good, C)
- 7 (good, D)
- 6 (satisfactory, passing, E)
- 5 (unsatisfactory/failing, F)

In addition to the above grades, ASE also uses American grading system. Below is the table with the grading system used at ASE from 1 February 2013 and on.

| Applicable from 01 February 2013 |                    |            |                    |                           |
|----------------------------------|--------------------|------------|--------------------|---------------------------|
| BiH and ECTS                     |                    |            | USA                |                           |
| Letter grade (ECTS)              | Number grade (BiH) | Percentage | Letter grade (USA) | Grade point average (GPA) |
| A                                | 10                 | 95 – 100   | A                  | 4                         |
| B                                | 9                  | 92 – 94    | A-                 | 3.7                       |
|                                  |                    | 89 – 91    | B+                 | 3.5                       |

<sup>1</sup> Higher Education Law of Sarajevo Canton “Official Gazette of Sarajevo Canton” Number: 22/10, 15/13 i 42/13.

|   |   |         |    |     |
|---|---|---------|----|-----|
|   |   | 85 – 88 | B  | 3   |
|   |   |         |    |     |
| C | 8 | 80 – 84 | B- | 2.7 |
|   |   | 75 – 79 | C+ | 2.5 |
|   |   |         |    |     |
| D | 7 | 63 – 74 | C  | 2   |
|   |   |         |    |     |
| E | 6 | 61 – 62 | C- | 1.7 |
|   |   | 58 – 60 | D+ | 1.5 |
|   |   | 54 – 57 | D  | 1   |
|   |   |         |    |     |
| F | 5 | 0 – 53  | F  | 0   |

## 2.1 Grades “W”, “T”, “Pass (P)” “Fail (F)”, “I (Incomplete)”

Further, for purposes of comparability with alike institutions which use the American system of education, ASE has introduced other descriptive grades for its internal use, since the grading system used by institutions of higher education is regulated by the applicable local educational law and rules of the EU wide Bologna Process and cannot be used on official documents that are publicly circulated. These grades are following:

Grade W (withdrawal) is ascribed to students who have enrolled in the course but have withdrawn from either the course or from the whole program of study during the course of semester when the grade is issued. Grade W bears no credits, is not counted towards GPA or CGPA nor it is inserted in official transcripts and grade reports and therefore cannot have impact on satisfactory academic progress policy described below.

Grade T (transfer) is ascribed to students who have transferred a course which was successfully passed at another comparable institution and was transferred to a program of study at ASE after the substantial similarity of course work, quality and grading method has been established by ASE using prescribed course transfer procedures. For legal reasons, grade T cannot be inserted into transcripts and grade reports and the course grade is appropriately translated into the ASE system of grading. The course grade transferred is in calculated in the total number of credits earned during studies at ASE, as well as in the GPA and CGPA. Credits and grades earned in transfer procedure have an impact on satisfactory academic progress of students in way described below.

Grades Pass (P) and Fail (F) are ascribed to students enrolled into courses that, as a matter of applicable curriculum or course syllabus do not assign regular grades set out in the table above. Also, those courses usually do not bear any credit hours or ECTS points. For legal reasons, Pass (P) and Fail (F) grades bear no credits and are not counted towards GPA or CGPA nor are they recorded in students’ index, official transcripts and grade reports and therefore cannot have impact on satisfactory academic progress policy described below.

Grade I (Incomplete) may be assigned for a course in cases when, for valid reasons (sickness, accident, etc.), all of the required work has not been completed but is otherwise satisfactory. Except in unusual cases, the uncompleted work should not exceed 10-20 % of the total required work. Responsibility for making up incomplete work lies with the student. Incomplete work must be made up within two weeks after the first day of classes in the subsequent semester. Alternate arrangements (shorter or longer time frame) can be implemented if agreed upon by the professor and student and approved by the Principal or the Senate. Grade I (Incomplete) is not recorded in student's index and other BiH documents until it becomes either a passing grade or "F (5)". The grade is however recorded on the grade report and transcript for that semester. If the work is not completed according to the agreed upon plan, the incomplete grade will be recorded as "F (5)" on the student's record. In such case the grade is calculated in GPA as a grade "F (5)".

## **2.2 Important note for a grade „F“ (5) (unsatisfactory/failing)**

Undergraduate and graduate students who have received a grade „F“ (5) at the end of the course receive no credit for such course. The grade is not recorded in student's index or other BiH documents. The grade is however recorded in student's transcript, grade report and calculated towards the current GPA. If a student earns a grade "F" ("5") for a specific course, he/she will have to repeat that course the next time it is offered and fits the individual student's schedule. After a student passes a course, grade "F (5)" is replaced with a passing grade and this new grade is calculated for the new GPA as well for CGPA. This means that the grade „F“ (5) will remain on student's transcript in the same semester when the course was taken but failed, but the number of credits and points will not be calculated towards the current GPA or CGPA, but will be excluded from it. New data will be shown on student's new transcript, which will be issued.

## **2.3 Passing Grade**

A, B, C, D and E (10, 9, 8, 7, and 6) are passing grades. The grade considered satisfactory for completion of a course as a prerequisite for subsequent courses or activities will be determined by each department or program and stipulated in the course description/syllabus.

**Important: Since some courses are prerequisites for subsequent courses the minimum grade satisfactory for the completion of these courses may be a C or a B (7 or 8). Students should be aware that in this case, even if they pass the course (e. g. grade E or 6), they will be obligated to retake the course. Students should consult the faculty member and the course description/syllabus in order to be aware of the minimum satisfactory grade. Students are advised to regularly communicate with faculty members on their up to date performance/grades in order to be fully informed of their progress and avoid end of semester surprises.**

## **2.4 Repeating a Course (to improve the final grade)**

Students may repeat courses if the students' schedule allows it, if there is a place in the other class, and of course if that course is offered in the semester student wants to retake the course. The grade earned in the repeated course will be substituted for the original grade, if higher, in computing the GPA. Student



should, in a written and signed form, request repeating of a course, to which he or she will receive a written approval or declining of a request.

## **2.5 Repeating of the Year**

An undergraduate student who has failed more than two courses during one academic year (including summer semester) must repeat an academic year. Such student may take courses that he/she took in earlier years and received a failing grade and additionally, with the approval of the academic advisor, may take courses he/she did not take earlier from the year he/she is repeating if all the prerequisites for that course are fulfilled. Externship grades will not be applied to failing (F) courses.

In accordance with applicable higher educational laws in BiH as well as AUBiH by-laws modified in accordance with the US law of higher education, an undergraduate student has a right to repeat any of the four academic years of study a maximum of two (2) times within the permitted six (6) years of study. If a student does not fulfill all the requirements for advancement to the next class level, after repeating an academic year two (2) times, he/she loses the right to continue the studies.

Graduate students enrolled in a master's programs are not allowed to repeat the academic year, but can enroll to courses they have not successfully passed in next term when such courses are offered but in any case not later than one semester after the end of second semester of an academic program that lasts one year. An exception can be made and approved at the College level when courses that students need to repeat are not offered in that next semester following the end of the second semester of an academic program that lasts one year. In such cases, graduate students must wait until the courses are offered again but they have a maximum of 6 months after the end of that semester in which they repeated the courses to submit the final version of their master's theses, which will lead them to graduate after the defense of the thesis.

## **2.6 Maximum Duration of Enrollment for Completion of Studies**

Each student enrolled to a degree-granting program at AUBiH can remain enrolled in good standing for a maximum of 150% time of the normal length of program. That means that students who are enrolled in a four-year program have maximum six years to graduate. Students who do not satisfy all prescribed requirements for graduation within this time limit lose the right to continue their studies and graduate, unless there exists mitigating circumstances. Students can appeal and request prolongation of the time limit for study in case they can document existence of mitigating circumstance such as prolonged illness, pregnancy and alike.

## **2.7 Course Sequencing and Conditional Enrollment into the Next Semester/Year**

According to applicable higher education laws and ASE by-laws, undergraduate students can take courses for which he/she did not meet prerequisite requirements. According to applicable higher education laws in Sarajevo Canton and BiH, when enrolling in the next school year, a student can carry over up to 10 ECTS points (or two courses with equivalent number of US credits, usually 6 US credits) from the previous academic year. A student who did not pass one or more required courses (prerequisites) cannot take any major-related courses in the next academic year.

## 2.8 Honors Lists

At the end of each academic year Honors Lists of high achieving students at ASE are created. Students honored in this way will be recognized for their achievement and given certificates or awards.

**Director's Honors Lists** will include the names of the full-time students who earn GPA's of 3.75 or higher. To be eligible, students must be enrolled in 12 or more academic credit hours graded A to F.

**Principal's Honors Lists** will include the names of full-time students who earn GPA's of 3.25 up to 3.74. To be eligible, students must be enrolled in 12 or more academic credit hours graded A to F.

## 2.9 Graduating With Honors

Honors for the Commencement Program are based on cumulative GPA of the semester prior to Commencement.

Honors GPA 3.25–3.49

High Honors GPA 3.50–3.74

Highest Honors GPA 3.75–4.0

Upon program completion students who have earned cumulative GPAs as listed above will be designated for Honors, High Honors, or Highest Honors on their diplomas and transcripts.

## 2.10 Graduation Requirements<sup>2</sup>

### 2.10.1 Baccalaureate Degrees

1. The successful completion of the prescribed curriculum.
2. The successful completion of a TOEFL iBT (Test of English as a Foreign Language – Internet Based Test) with a minimum score of 61 or a successful completion of a TOEFL paper-based test with a minimum score of 500 or a successful completion of a TOEFL computer-based test with a minimum score of 213. There are exceptions to this rule (Ex. Finished high school in the USA, passed Cambridge exam...)
3. Fill out all necessary documentation towards the Student Service office with regard to the student's personal file.
4. Earning of an overall GPA of 2.0.
5. Payment of all financial obligations to the College.

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<sup>2</sup> The College reserves the right to make modifications to a prescribed curriculum.

## PART III - SAP Standards for Undergraduate Programs

### 3.0 Standards of Satisfactory Academic Progress (SAP)

Satisfactory Academic Progress (SAP) defines a student's successful completion of coursework to maintain eligibility for enrollment. The following criteria are used as measures to determine whether a student is meeting the SAP standards: Qualitative and Quantitative.

### 3.1 SAP Standards for Undergraduate Programs

The following table shows qualitative and quantitative measures applicable to all undergraduate programs:

| Undergraduate 4-year programs |  |              |      |            |
|-------------------------------|--|--------------|------|------------|
| Semester                      | QUALITATIVE  | QUANTITATIVE |      |            |
|                               | Minimum cumulative GPA required for Good Academic Standing | US credits   | ECTS | Equal to   |
| I                             | 1.25   | 9            | 18   | 3 courses  |
| II                            | 1.5  | 24           | 48   | 8 courses  |
| III                           | 1.75   | 33           | 66   | 11 courses |
| IV                            | 2.0  | 54           | 108  | 18 courses |
| V                             | 2.0  | 63           | 126  | 21 courses |
| VI                            | 2.0  | 84           | 168  | 28 courses |
| VII                           | 2.0  | 93           | 186  | 31 courses |
| VIII                          | 2.0  | 114          | 228  | 38 courses |
| To Graduate                   | 2.0  | 120          | 240  | 40 courses |

#### 3.1.1 Qualitative (Grade Point Average)

The minimum cumulative GPA (CGPA) required for good academic standing varies according to the class level (1<sup>st</sup> year, 2<sup>nd</sup> year, 3<sup>rd</sup> year, 4<sup>th</sup> year). ASE has developed a way of monitoring student's progress after the end of each semester and the class level. Students must achieve a minimum cumulative GPA and earn the required number of credit hours/ECTS in order to advance to the next class level (see *\*Exception 1* below). This ensures that a student is progressing in his/hers studies in accordance with the ASE requirements and the SAP standards, which will lead them to graduate in a good academic standing within the maximum permitted timeframe.

According to the qualitative measures shown in the table above, the following standards must be fulfilled in order to be in a good academic standing:

- At the end of semester I of the 1st year (Freshmen) a student must have achieved a minimum of cumulative grade point average (CGPA) of 1.25.
- At the end of the 1st year (Freshmen) a student must have achieved a minimum of cumulative grade point average (CGPA) of 1.5. and have earned at least 24 US credit hours (48 ECTS) during this academic year.
- To register for 3rd semester a student must have a minimum of cumulative grade point average (CGPA) of 1.5 and at least 24 US credit hours (48 ECTS) earned up to this level.
- At the end of semester III of the 2nd year (Sophomore) a student must have achieved a minimum of cumulative grade point average (CGPA) of 1.75.
- At the end of the 2nd year (Sophomore) a student must have achieved a minimum of cumulative grade point average (CGPA) of 2.0 and have earned during this academic year at least 24 US credit hours (48 ECTS).
- To register for 5th semester a student must have passed all the courses prescribed by the curriculum for the 1st year (semesters I and II), must have a minimum of cumulative grade point average (CGPA) of 2.0 and at least 54 US credit hours (108 ECTS) earned up to this level.
- At the end of semester V of the 3rd year (Junior) a student must have a minimum of cumulative grade point average (CGPA) of 2.0.
- At the end of the 3rd year (Junior) a student must have achieved a minimum of cumulative grade point average (CGPA) of 2.0 and have earned during this academic year at least 24 US credit hours (48 ECTS).
- To register for 7th semester a student must have passed all the courses prescribed by the curriculum for the 2nd year (semesters III and IV), must have a minimum of cumulative grade point average (CGPA) of 2.0 and at least 84 US credit hours (168 ECTS) earned up to this level.
- At the end of semester VII of the 4th year (Senior) a student must have a minimum of cumulative grade point average (CGPA) of 2.0.
- At the end of the 4th year (Senior) a student must have achieved a minimum of cumulative grade point average (CGPA) of 2.0 and have earned during this academic year at least 24 US credit hours (48 ECTS).
- In order to graduate a student must have passed all the courses prescribed by the curriculum, must have a minimum of cumulative grade point average (CGPA) of 2.0 and at least 120 US credit hours (240 ECTS) earned.

Students' cumulative GPA is evaluated at the end of each semester and the class level. If a student's cumulative GPA is below the minimum cumulative GPA required for good academic standing, the student will first receive an Academic Warning and be advised by an Academic Adviser. The student will also receive a reminder about the policy for repetition of an academic year, which states that a student is allowed to repeat an academic year for two (2) times maximum during the maximum time frame (six years for undergraduate studies), and how that policy is affecting him/her. During the next semester the student must improve his/her grades sufficiently in order to achieve good academic standing. If the student does not earn the required minimum cumulative GPA, he/she will be placed on Academic Probation for one academic year. This means that even if a student passes all the courses as prescribed by the curriculum for that academic year, but does not earn the required minimum cumulative GPA for that period, he/she must repeat that academic year during which he/she will take some or all the courses again in order to earn the required minimum cumulative GPA (CGPA). A student on Academic Probation who

does not meet the requirements will be suspended or dismissed from the college, depending on his/her academic status until that period.

**IMPORTANT:** Students can always annul a course or courses and repeat them in order to achieve better grades and cumulative GPA (CGPA).

**Notes:**

- The cumulative grade point average (CGPA) is measured based upon the courses taken and passed to complete the degree requirements.
- Courses without the passing grades (W (Withdrawal), Pass (P), and Fail (F)) are not included in the cumulative GPA (CGPA).
- Grade I (Incomplete) is not calculated in the current GPA until its completion when either a passing grade or “F (5)” is awarded.
- In the case of a repeated course, the most recent grade is included and calculated toward the cumulative GPA (CGPA).
- Grade “F (5)” is calculated for current GPA. After a student passes a course, grade “F (5)” is replaced with a passing grade and this new grade is calculated for the new GPA as well for CGPA. This means that the grade „F“ (5) will remain on student’s transcript in the same semester when the course was taken but failed, but the number of credits and points will not be calculated towards the current GPA or CGPA, but will excluded from it. New data will be shown on student’s new transcript, which will be issued.

**\*Exception 1:** In case a course has been cancelled and not offered at the College level during an academic year and therefore students cannot achieve the requirements for the number of credits earned and/or GPA, the Senate will pass an official decision about students’ advancement to the next year, if other requirements are fulfilled. The Senate must also approve other justifiable reasons and cases of noncompliance with the above rules.

**3.1.2 Quantitative Measures**

In accordance with the applicable BiH laws of higher education and the SAP, ASE uses the following quantitative measures for determining a student's progress in each semester, which ensure his/her advancement to the next level:

| Undergraduate 4-year programs |   |      |            |
|-------------------------------|---|------|------------|
| Semester                      | QUANTITATIVE  |      |            |
|                               | Minimum credits that must be earned to meet SAP standards |      |            |
|                               | US credits  | ECTS | Equal to   |
| I                             | 9   | 18   | 3 courses  |
| II                            | 24  | 48   | 8 courses  |
| III                           | 33  | 66   | 11 courses |

|             |     |     |            |
|-------------|-----|-----|------------|
| IV          | 54  | 108 | 18 courses |
| V           | 63  | 126 | 21 courses |
| VI          | 84  | 168 | 28 courses |
| VII         | 93  | 186 | 31 courses |
| VIII        | 114 | 228 | 38 courses |
| To Graduate | 120 | 240 | 40 courses |

According to the quantitative measures shown in the table above, the following standards must be fulfilled in order to be in a good academic standing:

1. At the end of Semester I (1st year, Freshmen), a student must have taken and passed at least 3 courses and have earned at least 9 US credits (18 ECTS).
  1. A. If a student did not meet the requirements, he/she will receive an Academic Warning and be advised by an Academic Advisor. The student will also receive a reminder about the policy for repetition of an academic year, which states that a student is allowed to repeat an academic year for two (2) times maximum during the maximum time frame (six years for undergraduate studies), and how that policy is affecting him/her.
  
2. At the end of Semester II (1st year, Freshmen) a student must have taken and passed up to this level at least 8 courses and have earned at least 24 US credits (48 ECTS).
  2. A. If a student did not meet the requirements, he/she will be placed on Academic Probation for one academic year. Such student must repeat the 1st year (Freshmen) during which he/she will take all the courses prescribed by the curriculum for that year (I and II semesters) provided that all pre-requisites are fulfilled. The student on probation must fulfill the SAP requirements, which means that at the end of that 1st year (Freshmen) he/she must have achieved a minimum of cumulative grade point average (CGPA) of 1.5 and have taken and passed up to this level at least 8 courses, and have earned at least 24 US credits (48 ECTS).
  - 2.B. Considering that a student is allowed to repeat an academic year for two times maximum during the maximum timeframe, which is six (6) years for undergraduate studies, in the case of the above mentioned student on probation this means that he/she can repeat an academic year one more time.
  
3. At the end of Semester III (2nd year, Sophomore), a student must have taken and passed up to this level at least 11 courses and have earned at least 33 US credits (66 ECTS).
  3. A. If a student did not meet the requirements, he/she will receive an Academic Warning and be advised by an Academic Advisor. The student will also receive a reminder about the policy for repetition of an academic year, which states that a student is allowed to repeat an academic year for two (2) times maximum during the maximum time frame (six years for undergraduate studies), and how that policy is affecting him/her.
  
4. At the end of Semester IV (2nd year, Sophomore) a student must have taken and passed up to this level at least 18 courses and have earned at least 54 US credits (108 ECTS).
  4. A. If a student did not meet the requirements, he/she will be placed on Academic Probation for one academic year. Such student must repeat the 2nd year (Sophomore) during which he/she will take all

the courses prescribed by the curriculum for that year (III and IV semesters) provided that all prerequisites are fulfilled. The student may take courses from semesters I and II of the 1st year (Freshmen) if the courses were carried over from that 1st year (Freshmen). The student on probation must fulfill the SAP requirements, which means that at the end of that 2nd year (Sophomore) he/she must have achieved a minimum of cumulative grade point average (CGPA) of 2.0 and have taken and passed up to this level at least 18 courses, and have earned at least 54 US credits (108 ECTS).

4.B. Considering that a student is allowed to repeat an academic year for two times maximum during the maximum timeframe, which is six (6) years for undergraduate studies, if this is a student's first time on probation this means that he/she can repeat an academic year one more time. In case that this is a student's second time on probation this means that this is his/her last time on probation. If such a student does not fulfill all the requirements for advancement to the next class level, after repeating an academic year for the second (2nd) time, he/she loses the right to continue the studies.

5. NOTE: A student cannot enroll into 5th Semester (3rd year, Junior) unless he/she have passed all the courses prescribed by the curriculum for Semester I and Semester II of the 1st year (Freshmen), have earned up to this level at least 54 US credits (108 ECTS) and have a minimum cumulative GPA of 2.0.

5. A. At the end of Semester V (3rd year, Junior), a student must have taken and passed up to this level at least 21 courses and have earned at least 63 US credits (126 ECTS).

5. B. If a student did not meet the requirements, he/she will receive an Academic Warning and be advised by an Academic Advisor. The student will also receive a reminder about the policy for repetition of an academic year, which states that a student is allowed to repeat an academic year for two (2) times maximum during the maximum time frame (six years for undergraduate studies), and how that policy is affecting him/her.

6. At the end of Semester VI (3rd year, Junior) a student must have taken and passed up to this level at least 28 courses and have earned at least 84 US credits (168 ECTS).

6. A. If a student did not meet the requirements, he/she will be placed on Academic Probation for one academic year. Such student must repeat the 3rd year (Junior) during which he/she will take all the courses prescribed by the curriculum for that year (semesters V and VI) provided that all prerequisites are fulfilled. The student may take courses from semesters III and IV of the 2nd year (Sophomore) if the courses were carried over from that 2nd year (Sophomore). The student on probation must fulfill the SAP requirements, which means that at the end of that 3rd year (Junior) he/she must have achieved a minimum of cumulative grade point average (CGPA) of 2.0 and have taken and passed up to this level at least 28 courses, and have earned at least 84 US credits (168 ECTS).

6.B. Considering that a student is allowed to repeat an academic year for two (2) times maximum during the maximum timeframe, which is six (6) years for undergraduate studies, if this is a student's first time on probation this means that he/she can repeat an academic year one more time. In case that this is a student's second time on probation this means that this is his/her last time on probation. If such a student does not fulfill all the requirements for advancement to the next class level, after repeating an academic year for the second (2nd) time, he/she loses the right to continue the studies.

7. NOTE: A student cannot enroll into 7th Semester (4th year, Senior) unless he/she have passed all the courses prescribed by the curriculum for Semesters III and Semester IV of the 2nd year

(Sophomore), have earned up to this level at least 84 US credits (168 ECTS) and have a minimum of cumulative GPA of 2.0.

7. A. At the end of Semester VII (4th year, Senior), a student must have taken and passed up to this level at least 31 courses and have earned at least 93 US credits (186 ECTS).

7. B. If a student did not meet the requirements, he/she will receive an Academic Warning and be advised by an Academic Advisor. The student will also receive a reminder about the policy for repetition of an academic year, which states that a student is allowed to repeat an academic year for two (2) times maximum during the maximum time frame (six years for undergraduate studies), and how that policy is affecting him/her.

8. At the end of Semester VIII (4th year, Senior) a student must have taken and passed up to this level at least 38 courses and have earned at least 114 US credits (228 ECTS).

8. A. If a student did not meet the requirements, he/she will be placed on Academic Probation for one academic year. Such student must repeat the 4th year (Senior) during which he/she will take all the courses prescribed by the curriculum for that year (semesters VII and VIII) provided that all prerequisites are fulfilled. The student may take courses from semesters V and VI of the 3rd year (Junior) if the courses were carried over from that 3rd year (Junior). The student on probation must fulfill the SAP requirements, which means that at the end of the 4th year (Senior) he/she must have achieved a minimum of cumulative grade point average (CGPA) of 2.0 and have taken and passed up to this level at least 38 courses, and have earned at least 114 US credits (228 ECTS).

8. B. Considering that a student is allowed to repeat an academic year for two times maximum during the maximum timeframe, which is six years for undergraduate studies, if this is a student's first time on probation this means that he/she can repeat an academic year one more time. In case that this is a student's second time on probation this means that this is his/her last time on probation. If such a student does not fulfill all the requirements for advancement towards the graduation, after repeating an academic year for the second (2nd) time, he/she loses the right to continue the studies.

9. In order to graduate a student must have passed all the courses prescribed by the curriculum, must have a minimum of cumulative grade point average (CGPA) of 2.0 and at least 120 US credit hours (240 ECTS) earned.

**Note:** Applicable to all the above when enrolling in the next academic year, an undergraduate student can carry over two courses (6 US credits or up to 12 ECTS points) from the previous academic year. A student who did not pass one or more required courses (prerequisites) cannot take any major-related courses in the next academic year.

**IMPORTANT:** Students can always annul a course or courses and repeat them in order to achieve better grades and cumulative GPA (CGPA).

### 3.2 Determination of Satisfactory Academic Progress

At the end of a semester, academic progress of each student is evaluated to determine if he/she is making satisfactory academic progress. At the time of evaluation, students must be in good academic standing. If



a student has failed to meet one of the two measures of the SAP standards, he/she will first receive an academic warning in writing. If the student makes progress during the next semester, the academic warning will be removed. If student makes no progress during the next semester, he/she will be placed on academic probation. After probationary period, if the student makes progress, the academic probation status will be removed. If the student makes no progress he/she will be placed on either academic suspension or receive academic dismissal.

### **3.3 Academic Warning**

At the end of each semester, if a student fails one or more of the two measures (qualitative and quantitative) he/she will first receive an academic warning in writing and be advised by an academic advisor.

An undergraduate student will also receive a reminder about the policy for repetition of an academic year, which states that a student is allowed to repeat an academic year for two (2) times maximum during the maximum time frame (six (6) years for undergraduate studies), and how that policy is affecting him/her.

An undergraduate student is also required to develop a plan for academic improvement in consultation with the Academic Advisor. During the subsequent semester student who received academic warning must improve the grades sufficiently to achieve good academic standing. If student meets the SAP standards and achieves good academic standing the academic warning will be removed. If student makes no progress and does not meet the SAP standards he/she will be placed on academic probation.

### **3.4 Academic Probation**

If an undergraduate student fails one or more of the two measures (qualitative and quantitative) he/she may be placed on academic probation for one academic year. The student is also required to develop a plan for academic improvement in consultation with an Academic Advisor. Students are usually placed on academic probation after having spent a semester on academic warning and have failed to meet all the requirements of the SAP standards for a certain level.

An undergraduate student on probation usually must repeat an academic year during which he/she will take or repeat all the courses prescribed by the curriculum provided that all pre-requisites are fulfilled. The student may also take courses from previous academic year if the courses were carried over from that previous year, provided that all the prerequisites were fulfilled. The student on probation must fulfill the SAP requirements at the end of the probationary period in order to advance to the next level.

An undergraduate student can be on academic probation two (2) times maximum during the maximum timeframe.

If the student meets the SAP standards and achieves good academic standing the academic probation status will be removed.

If the student makes no progress and does not meet the SAP standards he/she will be placed for the second (and the last) time on academic probation for one more academic year.

If the student placed on academic probation for the second (2nd) time meets the SAP standards and achieves good academic standing the academic probation status will be removed. Such a student has used his/her right to repeat an academic year two times maximum and therefore has no right to repeat it again.

If such a student makes no progress and does not meet the SAP standards he/she will be placed on academic suspension.

### **3.5 Academic Suspension**

If at the end of the academic probationary period the student meets the requirements of the SAP standards, the academic probation status will be removed. If not, the student will be academically suspended. The student is not eligible to enroll in classes at ASE for at least twelve (12) months. Student who is academically suspended is encouraged to take time away to resolve the issues that may have impacted his/her academic performance.

After spending at least twelve (12) months away from ASE a student who wishes to complete the studies at ASE may apply for readmission.

When a student is readmitted after his/her academic suspension he/she returns to the college on continued academic probation. This status will continue until the student meets the requirements of the SAP standards for that particular class level. If the student makes progress and meets the SAP standards, the continued academic probation status will be removed. If the student makes no progress and does not meet the SAP standards he/she will receive academic dismissal in writing and is officially dismissed from the college.

### **3.6 Academic Dismissal**

When a student is readmitted after the academic suspension he/she will return to the college on continued academic probation. This status will continue until the student meets the requirements of the SAP standards for that particular class level. If a student makes no progress and does not meet the SAP standards he/she will receive academic dismissal in writing and are officially dismissed from the college.

### **3.7 Internal and External Transfer of Credits and Standards of Academic Progress**

Students are allowed to engage in internal or external transfer of academic credits. Internal transfer of academic credits occurs when students change academic programs at a same level within ASE and request recognition of credits earned during prior studies. External transfer of academic credits occurs when student transfers from comparable academic institutions at a same level of study to ASE and request recognition of credits earned during prior studies. For both type of transfer of credits, same procedure is followed and appropriately documented in order to confirm the substantial similarity of course work, quality and grading method for prior work. Following transfer of credits procedure prescribed above, Grade T (transfer) is ascribed to students who have transferred a course, which was successfully passed at ASE (in case of internal transfer) or another comparable institution (in case of external transfer) and was transferred to a program of study at ASE. For legal reasons, grade T cannot be inserted into transcripts and grade reports and the course grade is appropriately translated into the ASE system of grading. The course grade transferred is in calculated in the total number of credits earned during studies at ASE, as well as in the GPA and CGPA.

### **3.8 Student Change of Program**

An undergraduate student who wants to change degree program must meet the following requirements:

1. The grade point average (GPA) for an undergraduate student must be a minimum of 1.75 in order to qualify for changing from one-degree program to another.
2. The student must meet satisfactory academic progress (SAP) requirements within the current degree program.
3. The student must contact the Student Services office to complete a program change request form.

The GPA will be calculated including the courses taken in the previous program.

Courses taken previous to a change in major will also be calculated in the course completion percentage (according to SAP requirements).

A student is not allowed to change his/her degree program in the middle of a semester. Therefore, a program change request will only be processed at the end of a semester.

### **3.9 Academic Advising Procedure for Evaluation of Satisfactory Academic Progress**

Department of Student Services and Academic Advisor(s), under supervision of school Principal, are in charge of continuously monitoring students' progress and informing students of their academic standing.

At the end of each semester, Academic Advisor and Department of Student Services inform in writing individual students of their academic standing with regards to satisfactory academic progress policy. Students will be informed whether they are in "satisfactory academic standing" or "unsatisfactory academic standing" depending on whether their GPA or CGPA and number of courses taken and passed comply with the SAP standards. Academic Advisor and student registrar will also inform school Principal of academic progress of all students during the last semester.

Students who have failed one or more of the two measures (qualitative and quantitative) of the SAP standards will receive in writing either academic warning, academic probation, academic suspension or academic dismissal depending on their current status and will be placed accordingly on one of these warning statuses (either "Academic Warning", "Academic Probation", "Academic Suspension", or "Academic Dismissal"). Such students will also be advised by the academic advisor how to improve their success during next semester when the courses are offered, so as to successfully pass the course or courses. Such students are also required to develop a plan for academic improvement in consultation with the Academic Advisor.

Appropriate "Advising Report" documentation will be provided and signed by the academic advisor and the student in order to document the process of advising and describe exact advices given.

Application of warning status policies will take into account maximum time allowed for completion of studies and will keep students adequately informed.

Students placed on one of the warning statuses have a right to appeal their status and request reconsideration in case they can document existence of mitigating circumstance such are prolonged illness, pregnancy and alike. The appeal shall be handed in writing, citing reasons for appeal. The appeal will be decided upon and responded to in written form within fifteen (15) days from the day of appeal by the committee consisting of school Principal, one faculty member who was not a course lecturer for either of courses, in which students have failed, and an academic advisor, or the Senate.

Students who have received one of the warning statuses but have fulfilled the SAP requirements according to their class level (semester or year) and therefore removed causes for assigning such status during next academic semester or next academic year will be informed in writing that they have re-established “satisfactory academic standing.”

## *APPENDICES*

# APPENDIX I

## COMPUTER LAB POLICY

This document defines rules, regulations and provides guidelines for the use of the Computer lab.

Computer lab represents an open-access Computer lab available to all current ASE students and faculty!

- **NO food, drink or tobacco allowed in the Lab!!!** Any food or drink must be kept in a closed pack, briefcase, purse etc. while in the Lab!
- Lab computers are intended for **ACADEMIC USE ONLY!!!** Using computers for chat, surfing porn sites, playing games, etc. is strictly **PROHIBITED!**
- Students are not allowed to display images, sounds or messages that would be offensive or disturb others in any way!!!
- Users should have a personal disk while in the Lab and save their works frequently on it! Do not save files on the Lab computers, as ASE is not responsible for any data loss which might result from a computer failure or any other reason!
- Any electronic records sent, received, or stored on the Lab computers are the property of ASE. ASE staff reserves the right to monitor all network activities of users, including all e-mail and Internet communications, without notice! Users shall have no reasonable expectations of privacy in the use of these resources!

**Failure to adhere to this policy may result in restriction of Lab privileges,  
or imposition of a fee for broken or damaged equipment in the Computer Lab**

## **APPENDIX II**

### **STUDENT UNION**

*For the Students by the Students*

Student Union Objectives:

- Ø Designed specifically for student use and to meet or exceed student needs
- Ø Convenient, innovative and flexible (access, services, and programs)
- Ø Conducive to building a community among students and with faculty and staff
- Ø Primary location of core services and amenities for students
- Ø Actively contribute to the educational mission of the College

All students interested in joining the Student Union are encouraged to do so by contacting the Student Services.

## APPENDIX III

### **Academic and Administrative Complaints: Grievance Policy for Students**

#### **Purpose**

The purpose of the academic and administrative complaints and of grievance policy is to ensure that the rights of the college and the student are protected when a student submits an academic or administrative complaint or grievance which means that the grievances and complaints should be resolved as expeditiously and effectively as possible and that the standard procedures need to be followed.

#### **Policy**

1. Students will be advised during College enrollment procedure of the complaints and grievances procedures and policies and student support services (academic office, student services or student associations).
2. A student making a complaint or grievance is responsible to clearly identify the issue, give all available information in support in an organized way at the time of making the complaint or grievance, cooperate with the review of the complaint or investigation of the grievance and treat staff with courtesy and respect.
3. The College may set limits on its handling of a complaint or grievance or discontinue any process in the event of abuse, harassment or threats to welfare of staff or other person.
4. Student complaints and grievances will be treated in a serious, sensitive and timely manner and discussed only with those persons relevant to the case or who can provide specialist advice.
5. Staff involved in resolving student complaints or grievances will act fairly at all times and ensure that decisions will be based on a thorough and unbiased consideration of facts and views expressed by all parties.
6. Only the aggrieved student may make a complaint or give notice of a grievance within this policy.
7. A student must be able to invoke the complaints and grievances procedures without fear of discrimination or victimization.
8. A student lodging a grievance will be made aware of relevant persons for support from student association, or academic and student services.
9. Students who lodge an academic or administrative grievance have the right to due process and a fair hearing.
10. It is desirable that student grievances procedures are kept as informal as possible based on principles of mediation and negotiation.
11. No action in response to a grievance will be taken or suggested to a student without adequate consultation with the relevant staff member.
12. A student or staff member party to a grievance may be accompanied at any conciliation or consultation by one support person from academic or student services. The accompanying person may not act as an advocate for the student or staff member.
13. A student may withdraw a grievance at any stage by giving written notice to the person currently handling it.



14. Where it is determined to be frivolous, vexatious, or lacking in substance, a student's grievance may be dismissed. The student must be advised in writing of this decision, including details of the reasons for this decision and the student's right to make a complaint to the Academic and Student Services.
15. The College Student Union President will ensure that resolution of student grievances follow consistent procedures across the College and will provide independent and impartial review of academic and administrative grievances.
16. A student's enrolment status must be maintained pending the outcome of a formal grievance process. If a student is involved in another proceeding (e.g. unsatisfactory academic progress) at the time a formal grievance is lodged, the first proceeding must be determined before the second is commenced. No proceedings may run concurrently. A grievance which is lodged for the purpose of delaying another proceeding may be dismissed on the ground that it is frivolous and lacking in substance.

### **The scope of the application for procedures**

Procedures shall apply to all currently enrolled students.

### **Grievances and complaints procedures**

#### Discrimination and Harassment

American School of Economics does not discriminate on the basis of race, color, religion, sex, national origin, age, veteran's status, sexual orientation, or disability in admission or access to, or treatment or employment, in its programs.

#### Sexual Harassment

Sexual harassment is considered an unlawful employment practice on the basis of sex. These regulations protect all employees of both genders, as well as students. ASE policy extends this protection to any students, applicants or other non-employees subjected to such treatment by its faculty or staff. Sexual harassment is defined as: "Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature.

*\*All students are encouraged to use informal means of problem resolution first, and then resort to the formal complaint and grievance procedures.*

#### **a) Procedure and rules regarding academic related complaints**

If a student has problems in communication with a faculty member or feels that he/she has some basis for academic grievance, the student should speak to the student advisor immediately. In case of a grade related grievance the student has in accordance with the ASE Statute Articles 69 - 72, three days after receiving the grade in which he/she can file a written complaint to the Principal. It is highly recommended that the student seeks the assistance of the student advisor if any problems occur.

- a. **File a written complaint to the Academic Office Department (the complaint should be elaborate and clearly state the problem and if possible propose the resolution for the problem)**

- b. **Head of the Academic Office Department will conduct a mediation session with the offender and the aggrieved student**
- c. **The procedure and answer to the complaint should be conducted in a prompt and effective manner, with aim to satisfy the needs of all parties involved**
- b) **Procedures and rules regarding other complaints and grievances (ex. discrimination, sexual harassment)**
  - a. **All complaints should be submitted in written form to Student Services Department**
  - b. **The Student Services department will have a mediation session with the offender and the aggrieved student (unless it is highly inappropriate ex. sexual harassment)**
  - c. **The Student Services department will direct the matter to the appropriate services, and act in accordance with good practices and interest of the student.**

**In accordance with ASE Statute Article 69 - 72, student can file a complaint or request to Principal in the following cases:**

- a. **For the grade received on the exam, if the student believes that the exam was not conducted in accordance with the law and the statute**
- b. **For a decision brought for denial of enrolment to first year of studies, if the student believes that the exam was not conducted in accordance with the law and the statute**
- c. **Request for “freezing” of the rights and obligations in case of difficult disease, Externship, care for children (up to a year), pregnancy and other reasons which student finds justified.**

**The complaints on the grounds of this articles should be submitted in 3 days from the day of the receipt of grade or decision. Principal brings the decision on the submitted complaint within 5 days of the receipt of the complaint and within 10 days regarding the request from Article 69 - 72.**

### ***Complaints against ACICS Institutions***

Accrediting Council for Independent Colleges and Schools (ACICS), 750 First Street NE, Suite 980, Washington, DC 20002-4223 ([www.acics.org](http://www.acics.org))

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