August 2021

ADVISING GUIDE

The Center for Academic, Career and Experiential Advising
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## Advising Calendar

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<th>TIMING</th>
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<tr>
<td><strong>FALL</strong></td>
<td></td>
</tr>
<tr>
<td>New Student Orientation (for some advisors)</td>
<td>During orientation (end-August or early September)</td>
</tr>
<tr>
<td>Course registration</td>
<td>During the 2 weeks prior to registration opening, so typically end-October.</td>
</tr>
<tr>
<td>Junior Degree Checks</td>
<td>Submissions begin mid-October &amp; finish end-November.</td>
</tr>
<tr>
<td>Senior Degree Applications</td>
<td>Submit during course reg advising in 1st semester of senior year. If Spring grad – submit in Fall.</td>
</tr>
<tr>
<td>AUP Study Abroad</td>
<td>1 year in advance of departure (contact ACE Center)</td>
</tr>
<tr>
<td>Summer courses</td>
<td>During course registration advising period for Spring.</td>
</tr>
<tr>
<td>Internships</td>
<td>Internships may begin at any time. Good to discuss during course reg advising.</td>
</tr>
<tr>
<td><strong>SPRING</strong></td>
<td></td>
</tr>
<tr>
<td>New Student Orientation (for some advisors)</td>
<td>During orientation (early January)</td>
</tr>
<tr>
<td>Course registration</td>
<td>During the 2 weeks prior to registration opening, so typically beginning March.</td>
</tr>
<tr>
<td>Junior Degree Checks</td>
<td>Submissions begin March &amp; finish end-April.</td>
</tr>
<tr>
<td>Senior Degree Applications</td>
<td>Submit during course reg advising in 1st semester of senior year. If Fall grad – submit in Spring.</td>
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<td>AUP Study Abroad</td>
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Course Registration Advising in Three Steps
Before, During, & After an Advising Meeting

Step 1 | BEFORE: Prepare your meetings via the Faculty Portal

(See Advisee Information on the Faculty Portal)

1. Contact your advisees to set up advising appointments (for a quick way to reach all of your advisees, see Contacting Advisees)
2. Consult the following information on your advisee list
   - Student transcripts
   - Declared catalog year. If blank, it is imperative to discuss this with your advisee and for them to declare this via their student portal (same page as major declaration).
   - Students’ holds: Does my advisee have a hold on their account? Holds can prevent them from registering for classes. Holds can be:
     ▪ Academic (student needs to contact the Registrar’s Office).
     ▪ Business (student needs to contact the Student Accounting office).
     ▪ Housing (student needs to get in touch with the Housing Office).
     ▪ Student Development (student needs to contact the Student Development Office).
   - Students’ current semester schedule
   - Students’ grade reports
   - Major/minor declarations
   - Is my advisee not going to be here next semester? A student may wish to take a Leave of Absence from AUP for either one semester or a full academic year and then return to AUP to complete their degree. Students who take a Leave of Absence will be reassigned to a new academic advisor upon their return.
   - Graduation term Registrar’s Office has on file (only appears if degree application has been submitted)
3. Transcript Information to Review
   - Math, English and French placement information (See How to Read a Student’s Transcript (Placement Results))
   - Advanced standing and transfer credits (See How to Read a Student’s Transcript (Transfer Credits))
   - Course equivalencies for transfer credits and course substitutions that have been processed. If the Equivalency column is empty on a student’s transcript, this means that the student’s course substitution request has not been processed yet.
4. FERPA: Faculty and advisors must abide by FERPA policies. To find out more about AUP and FERPA privacy policy, see FERPA or consult our website.
5. Online resources
   - Degree Worksheets and Requirements (See Degree Worksheets)
   - Course Catalog (See Browsing the AUP Course Catalog)
   - University Policies and Guidelines
   - Academic Forms and Applications
   - Academic Calendar

Step 2 | DURING: During the Meeting (Essential steps)

1. Pull up advisee’s degree worksheet which should be complete reflecting their degree progression up to the present semester.
2. Plan for future semesters:
   • First: Talk to your advisee about their plans.
     - Confirm declared major(s) and minor(s). Discussing post-graduation plans to help students in confirming major/minor is useful. Students who wish to change their major can be directed to ACE.
     - Confirm academic catalog year (See Declaring Academic Catalogue Year). Students who declared a catalog year of 2020 but choose not to complete the Experiential Learning and/or Digital Literacy and Communication requirement(s), should submit an online waiver request to the Registrar’s Office before they reach 80 credits (end of junior year). Transfer students who entered AUP in Fall 2020 and Spring 2021 with 50 transferred credits or more are also eligible to this policy (See GLACC Waiver Rules).
     - GPS Program? Ask whether advisee is a GPS student. This information is now part of the student’s record: cf. Faculty Portal/My Students/GPS? Column. If the student is interested, let them know that there are weekly GPS info sessions. The schedule is available via AUP Engage. If they wish to join, all they need to do is Request to Join via Engage.
     - Courses? Plot courses all the way through to graduation (for every future semester). This is hypothetical, because we can’t know future course offerings, however it’s important to ensure critical paths are followed (if applicable).
     - Study Abroad? (See Study Abroad)
     - Internship?
     - External Language courses? (See External Language Courses)
     - Experiential Learning? If following GLACC as of academic year 2020-2021. (See Experiential Learning)
     - Co-curricular? What are you doing outside of the classroom? Students (and faculty) can find a plethora of information on AUP Engage.
   • Second: Plot out all future semesters (including the semester the student is registering for) on degree worksheet. (See Academic Policies) If this has already been done, future semesters should be reviewed again and checked to make sure that the plan is still feasible (i.e. courses may be discontinued, student’s plans may have changed regarding a study abroad experience, internship, etc.).
     - All outstanding degree requirements should have a planned semester. If a requirement is a select number of courses from a list of courses, the exact course(s) the student is planning on taking from that list should be indicated.
     - If studying abroad: which degree requirements will be taken abroad?
     - If doing an internship: is an internship one of the major requirements? If not, would the student want to apply for it to count towards the EL requirement? Or just open elective credits?
     - EL requirement (if applicable): how is the student planning on fulfilling the requirement? (See Experiential Learning)
     - Course substitutions: if your advisee mentions that they wish to substitute one course for another to fulfill a degree requirement and you agree with the substitution, note on the degree worksheet (next to the requirement) that the student is planning on submitting a course substitution petition.
   • Third: based on the updated degree worksheet, consult the course catalog with your advisee to cross-check next semester’s course selection against the
course offering and schedule (See Browsing the AUP Course Catalog and Course Registration Worksheet). Update degree worksheet as needed.

- Make sure alternate courses are chosen in case any of the selected courses are full when advisee’s registration period opens.

- Fourth: Unblock your advisee for registration. (See Unblocking Advisees)

- Finally: Establish a “To Do” list with your advisee to help them remember any administrative tasks they may need to do (other than registering for the courses you’ve both selected):

  - **External Course Pre-Approval form** for any external courses that are planned (either during a summer term, a Leave of Absence, or during a study abroad experience)
  
  - **Course substitution petitions** for any request to substitute one class (either at AUP or an outside institution) for another AUP course in order to fulfill a degree requirement (major, minor, or core curriculum).
  
  - **Course waivers** allow students to request to have a course requirement waived. If approved, the petition has no bearing on the student’s overall credit requirement.
  
  - **Petition for an Exception to an Academic Policy** – only used in truly extraordinary and extenuating circumstances (primarily for documented health and medical reasons).
  
  - **Student Status** – Students registered in in fewer than 12 credits per semester, including courses audited, are considered part-time students. Full-time students (12-18 credits/semester) may audit one course per semester in spring and fall. See Student Status policy for more information.
  
  - **Course Overload** – Students with a minimum cumulative GPA of 2.8 earned at the University who wish to add a 5th class (a semester credit load greater than 18 credits) can submit a Credit Overload Petition through the end of Drop/Add week. Requests will be approved or denied on the second day of Drop/Add week for all students except for last semester degree candidates. The approval process for last semester degree candidates will take place during Grace Days.

**Step 3 | AFTER: Troubleshooting**

- Course is full
  - Advise to enroll in alternate course. Student can check portal again during Drop/Add and Grace Days to see if a seat has opened.
  - If course is needed for advisee to remain on track in their course sequencing (i.e. course is a prerequisite for upper-level required courses and not taking course in given semester will cause your advisee to fall behind): submit Enroll in Full Course Petition. This is only for juniors/seniors at risk of compromising their critical course sequence. This form cannot be submitted or accessed by the students themselves.

- Course is cancelled
  - Using degree worksheet as a guide and the course offering, work with your advisee to find a replacement course.

- Have an advising question or need to contact the ACE Center?
Advisee Information on the Faculty Portal

- Student Transcripts
- Student Schedules
- Student Grade Reports
How to Read a Student’s Transcript (Placement Results)

All transcripts include placement results. In the example above, for English, the student’s placement is “EN PLACEMENT INTO EN 2020”, which means they can register into EN2020 and are granted an EN1010 equivalency. Similarly, for math, the placement is “CCM NOT WAIVED – PLACEMENT INTO MA 1005CCM”, which means the student must complete a CCM course at AUP and can register into Math for Life. See Quantitative Reasoning & Math - Waivers & Placements for more information.

<table>
<thead>
<tr>
<th>Equivalency</th>
<th>Placement Results</th>
<th>How to Include in Degree Worksheet</th>
</tr>
</thead>
<tbody>
<tr>
<td>EN 0095</td>
<td>EN-1000</td>
<td>Student should register in EN-1000. Enter EN-1000 under Open Electives at the bottom of the degree worksheet.</td>
</tr>
<tr>
<td>EN 1000</td>
<td>EN-1010</td>
<td>Student should register in EN-1010.</td>
</tr>
<tr>
<td>EN 1010</td>
<td>EN-2020</td>
<td>Student should register in EN-2020. Use “N/A” to indicate that student has placed out of EN-1010.</td>
</tr>
<tr>
<td>ELEC 1000</td>
<td>FR PLACEMENT INTO FR-1100</td>
<td>Student should register in FR 1100.</td>
</tr>
<tr>
<td>FR 1100</td>
<td>FR PLACEMENT INTO FR-1200-CCF</td>
<td>Student should register in FR 1200. Use “N/A” to indicate that student has placed out of FR-1100.</td>
</tr>
<tr>
<td>FR 1200</td>
<td>FR PLACEMENT INTO FR-1300-CCI</td>
<td>Student can register in FR 1300 CCI. Use “N/A” to indicate that student has placed out of FR-1100 and FR-1200.</td>
</tr>
<tr>
<td>FR 1300</td>
<td>FR PLACEMENT INTO FR-2100-CCI</td>
<td>Student can register in FR 2100 CCI. Use “N/A” to indicate that student has placed out of FR-1100 and FR-1200.</td>
</tr>
<tr>
<td>FR 2100</td>
<td>FR PLACEMENT INTO FR2200</td>
<td>Student can register in FR 2200 CCI. Use “N/A” to indicate that student has placed out of FR-1100 and FR-1200.</td>
</tr>
<tr>
<td>FR 2200</td>
<td>FR PLACEMENT ABOVE FR2200</td>
<td>Student is exempt from taking French. Use “N/A” to indicate that student has placed out of FR-1100 and FR-1200.</td>
</tr>
<tr>
<td>ELEC-1000</td>
<td>MA PL 1005</td>
<td>CCM not waived – placement into MA1005CCM. Student must take MA1005CCM.</td>
</tr>
<tr>
<td>MAPL 900</td>
<td>MA TEST PLACEMENT INTO MA0900</td>
<td>Student should take MA 0900 by itself or as a co-requisite to MA1020 or MA1025. If placement above, students can bypass the algebra co-requisite for MA1020 and MA1025.</td>
</tr>
<tr>
<td>MAPLA1005</td>
<td>MA TEST PLACEMENT ABOVE MA 1005</td>
<td>MA GenEd Completed. Student is exempt from taking math if major does not require it.</td>
</tr>
<tr>
<td>MAPL1025</td>
<td>MA SCORE PLACEMENT INTO MA 1020 OR MA 1025</td>
<td>Student can take MA1020 or MA1025.</td>
</tr>
<tr>
<td>MAPL1030</td>
<td>MA SCORE PLACEMENT INTO MA 1030 OR ANY GE120</td>
<td>Student can register in MA1030 or any course coded CCM.</td>
</tr>
</tbody>
</table>
How to Read a Student's Transcript (Transfer Credits)

Your advisee’s transcript might begin with information about transfer credits. The Course column remains blank (no AUP course number listed) for all transferred courses. Transfer credit information includes the number of the credits transferred per subject and the equivalencies granted for each subject. Pay special attention to equivalencies when filling out the student’s degree worksheet. They help you identify whether the subject that transferred in qualifies as an elective, a core curriculum course or a direct equivalency with a course offered at AUP. Refer to the chart below when reading equivalencies:

<table>
<thead>
<tr>
<th>Equiv</th>
<th>Course Category</th>
<th>Where to Include in Worksheet</th>
</tr>
</thead>
<tbody>
<tr>
<td>CCI-CCI</td>
<td>Integrative Inquiry</td>
<td>Under Core Curriculum, Integrative Inquiry. *Note that a maximum of 3 transfer CCI courses can be counted towards the AUP degree. At least one CCI course must be taken at AUP.</td>
</tr>
<tr>
<td>CCS-CCS</td>
<td>Lab Science</td>
<td>Under Core Curriculum, Quantitative and Experimental Reasoning, Lab Science</td>
</tr>
<tr>
<td>ELEC-1000</td>
<td>Elective</td>
<td>Under Open Electives</td>
</tr>
<tr>
<td>XX1091, XX2091, XX3091</td>
<td>Elective*</td>
<td>Under Open Electives *Subjects granted Topics equivalency are eligible for Direct Course Equivalencies. Students may submit a Course Substitution Petition to apply.</td>
</tr>
<tr>
<td>BA2075, AH1000, etc.</td>
<td>Direct Equivalency</td>
<td>Under Major/Minor requirements or Open Electives if not relevant to the Major/Minor.</td>
</tr>
</tbody>
</table>
Degree Worksheets

Choosing the Correct Degree Worksheet

1. Go to the [Degree Requirements and Worksheets webpage](#) and download the degree worksheet that matches the student’s major and declared academic catalog year (See [Declaring Academic Catalog Year](#)).

   Note: If the student has not declared an academic catalog year, this is something you should discuss. Requirements vary and students should make informed choices about the catalog year they will follow. Comparing degree worksheets for the same major for different years is a good way to compare options. Students must declare their catalog year in their student portal (same page where majors are declared).

2. Once you have downloaded the worksheet that you need, save it using the student’s name, student ID number, major, and year of entry.

3. Unlock the degree worksheet by clicking on File, then Unprotect Degree Planning Worksheet sheet. Type in the password (AUP). Repeat the same for the Course Listing tab.

4. Click on the left-pointing arrow in the top left corner and return to the degree worksheet.

General Tips About Filling Out a Degree Worksheet

1. Make sure that the credit count at the bottom of the page always adds up to the minimum of 128 credits that is required for graduation.
2. The main purpose of degree worksheets is to help students plan ahead. Please be sure to fill out ‘Planned Semester’ (column D) whenever doing a degree worksheet. This is particularly important when completing a Junior Degree Check, which should give students a clear course pathway all the way to graduation. Use the ‘AUP course, Transferred or Substituted/Waived Course’ (column A) to indicate transferred/ waived/ substituted courses and placement results. Add grades under ‘AUP Grade’ (column B) and semesters under ‘Semester Completed’ (column C).

3. Add transfer credits under ‘TR Credits’ (column F), credits earned in previous semesters under ‘Earned Credits’ (column G), credits that the student is enrolled in this semester under ‘Now’ (column H), and any outstanding credits under ‘Left’ (column I). Use ‘Double Count Notes’ (column J) only if you identify a possible double count between a major and a minor or two majors or two minors.

4. Fill out the student’s ID number under ‘Student ID.’ Add the semester they started at AUP under ‘Date of Admission to Major’ (even if that is not when they actually declared their major). Finally, include the semester when it is reasonable to expect that they will be able to reach the 128-credit count to be able to graduate under ‘Expected Graduation Term’.

5. The Experiential Learning core curriculum requirement (line 21) can be fulfilled by either a credit-bearing course option (course type CCX) or a non-credit bearing option, such as the GPS program, internships, ASM, etc.

***NOTE*** This guide should answer the majority of your questions in most situations, but there will be some remaining situations. At the ACE Center, we are happy to assist with those questions and concerns as they arise. Below you will also find a link of our colleague Kyle McGuan’s presentation on a step-by-step process doing a Degree Worksheet. Not everyone will need this guide, but we believe some may find it useful.

Degree Worksheet Workshop

Adding a Major

1. Download degree worksheets for both majors and make sure you have unlocked the Degree Requirements and Course Listing tabs in both sheets (see above). Let’s say John wants to double-major in Creative Writing and Fine Arts. We will refer to Creative Writing as the target degree worksheet and to Fine Arts as the source worksheet. Select the Major Requirements section from the Fine Arts (source) degree worksheet and copy it.

Experiential Learning

Quantitative and Experimental Reasoning
2. Open the unlocked Creative Writing (target) degree worksheet and right click on the blue Open Electives label. Click on Insert Copied Cells and respond ‘Yes’ to the notification you will receive. This will include the Fine Arts major requirements right after the Creative Writing major requirements and right before the Open Electives section on the Creative Writing degree worksheet.

3. Unlock the Course Listing sheet in the source worksheet (Fine Arts) and copy the sheet into the target worksheet (Creative Writing). The sheet will copy as Course Listing (2).

4. Double-check to make sure all drop-downs have transferred correctly to the target worksheet. Some of them will not transfer. Use the Data Validation function and select the corresponding group of courses in the Course Listing tab to make all drop-downs work in the target sheet.

5. Once you have clicked on Data Validation, a dialogue box will open. Under Allow, select List if not already selected. Under Source, click on the blue square with a red dot to select the group of courses that you want to appear in the drop-down window.
6. Click on Course Listing (2) tab at the bottom of the degree worksheet and select the courses that should appear in the drop-down window. Once you have selected the courses, click on blue/red button in the tiny dialogue box to the right.

7. You will return to the original Data Validation settings dialogue box. Click OK.

8. Use this online guide if you are not sure how to use the Data Validation function in Excel: https://www.excelcampus.com/tips/data-validation-drop-down-list/

Adding a Minor

1. Go to the Degree Requirements and Worksheets webpage on the AUP website and download the list of all Minors that corresponds to the student’s declared catalog year.
   Note: If the student started this academic year, use the most recent set of minors published on the page. If they started earlier, go to the very bottom of the page and click Take a look at requirements from previous years. Log in and scroll all the way down to Historical Undergraduate Minor Requirement Sheets to download the correct worksheet from AUP’s archive.

2. Copy the Minor requirements that you need and paste them into the Open Electives section of the student’s degree worksheet.
3. If you wish, you could include drop-down windows with course options by using the Data Validation function. However, it will probably be easier and faster to simply fill out the five minor courses manually. See Adding a Major above (steps 4-7) or use this online guide if you are not sure how to use the Data Validation function in Excel: https://www.excelcampus.com/tips/data-validation-drop-down-list/

Where to Save Your Advisees’ Degree Worksheets?

The ACE Center recommends that advisors use their personal One Drive to save all degree worksheets. This allows advisors to share a non-editable yet downloadable copy with students.

Declaring Academic Catalog Year

Degree worksheets vary from one academic catalog year to another. They are adapted each year to reflect changes to the curriculum including the core curriculum and/or major and minor requirements. For this reason, all students are now required to officially declare the academic catalog year they are following. Students may choose to follow the catalog year of term they began their studies at AUP, or any subsequent catalog year. Students should make this choice intentionally, with the guidance of their advisor. Students confirm their choice via their student portal as indicated below.

- Degree requirements for the present academic year may be viewed here.
- Archived degree requirement information may be viewed here.
Browsing the AUP Course Catalog

You can use the AUP Course Catalog to search courses based on various criteria.

Go to https://catalog.aup.edu/course. To search courses by semester, click 'Offerings by Term'.

COURSES PER TERM
Under 'Term', pick semester offering you would like to see. Click the red button ‘Apply’.

SEARCH BY COURSE TYPE
To see only a specific type of course (CCI, CCD, CCM, etc.), choose the desired course type under 'Type'. Click the red button ‘Apply’.

COURSE SCHEDULE VIEW
To view how different courses are scheduled, click on ‘Course Timetable’ in the left-hand menu, then choose a Term. Under Discipline, you can choose to see how courses are scheduled in one or more disciplines. For instance, you can see the schedule for just Art History classes or for Art History and Film classes.
SUMMER COURSES
To view all summer courses for the current academic year, click on 'Summer Courses'. You can sort courses by Core, Course Title, Discipline and Start Month (June or July).

By clicking on ‘Summer Courses Table’ in the left-hand menu, you will be able to see all summer courses as a one-page clickable list.
1. **Study Abroad – Eligibility Requirements:**

- Students must not have any financial obligations towards the University.
- Students must have a GPA of 3.0 at the time of application.
- Students must have earned a minimum of 64 credits and be a first-semester or second-semester junior, or a first-semester senior at the time of departure. Students must complete a full-time semester (a minimum of 12 credits) at AUP.
- Students must have successfully completed EN 1010 (‘C’ or above) at the time of departure.
- If a student has advanced standing credits (30 credits from your BAC, IB…), they must spend three semesters on the AUP campus before they can study abroad.

**Applying to Partner Schools**

Because there is limited space in each location, there is a nomination process in place.

- Students must write a 250-500-word personal statement to demonstrate motivation.
- Students must submit a professor’s recommendation form.
- Students must submit the above two items to the ACE Center by February 1 for a fall study abroad or by June 15 for a spring study abroad.

The application is then reviewed by the study abroad committee who determines the student’s overall qualifications based on a ranking system (determined by the overall GPA, the quality of their personal statement, and the letter of recommendation) as well as on the appropriateness of the study abroad location for their particular academic needs.

If a student is nominated, they are ready to apply to the study abroad site. Because each site is different, the application process is done with a professional staff advisor in the ACE Center. Students may not apply to the site directly.

2. **Leave of Absence (LOA) - Eligibility Requirements**

There are no eligibility requirements or nomination process for non-partner schools. Students may apply directly to the school they wish to attend. Students should discuss their options with their assigned academic advisor.

3. **Requirements for All Students Studying Abroad**

- Regardless of whether a student chooses to study at a partner or non-partner school, they must **get approval for their courses by completing the pre-approval form**.
- Students must complete a readmission form at the Registrar’s Office before their departure.
- Students should register for courses at AUP just in case their study abroad/leave of absence plans fall through.
- Grades do not “transfer” back. Students will be awarded credit for any course for which they obtain a “C” or above.
- Students may not take a course with a “Credit/No Credit” option.
- Students may withdraw from a course.
- Students must continue to check their AUP email account regularly while abroad to keep abreast of important communication.
- Students must be in email contact with the ACE Center (for study abroad at partner schools) or their assigned academic advisor (for study at non-partner schools) during the AUP registration period.
- Students must request an official transcript to be sent to the AUP Registrar’s Office before they leave their study abroad site.
Leaves of Absence (LOA)

Students can elect to absent themselves from the University for one or two semesters (referred to as a Leave of Absence [LOA]). If a leave of absence is longer than one academic year, the student will be required to contact the Admissions Office in order to go through a re-entry (readmission) process before being allowed to register for classes.

Students who wish to take an LOA and then return to AUP afterward in order to complete their degree need to declare their intentions to the University by submitting a Leave of Absence request using the Leave of Absence Request web form. Submission of the LOA request form will enable the Registrar's Office to notify students on a leave of absence about future advising and registration periods to ensure organized re-entry into the AUP curriculum and timely arrangements in regards to residency card renewals and tuition payments.

What do advisors need to do if their advisee wishes to take an LOA?

- Instruct the student to fill out and submit the LOA web form. Advisors will receive a copy of the submitted request. If an advisee submits an LOA web form without talking to their advisor about it first, it is highly recommended that the advisor reach out to the student to discuss their plans. Advisors have no further administrative action to take.
- If an advisee is planning on taking external courses during their LOA, they must fill out and submit an External Course Pre-Approval web form to get the external courses pre-approved before they leave on their LOA.
- Once a student leaves on their LOA, their advisor assignment is reset. The academic advisors in the ACE Center will advise students who are on or returning from an LOA, before eventually reassigning them to an academic advisor in their department.

What do advisors need to do if their advisee is taking an LOA to study on their own (not participating in AUP Study Abroad)?

- A student may elect to take an LOA to study abroad on their own if they do not meet eligibility requirements for AUP Study Abroad or if they simply do not wish to study abroad at any of the AUP Study Abroad institutions. The student will need to apply directly to the school they wish to attend.
- No more than 18 transfer credits are allowed post-matriculation if they are not completed as part of AUP Study Abroad.
- The student will need to discuss their intention to take an LOA with their advisor. The advisor should assist the student in verifying whether taking external courses will fit into the student’s degree plan and help to identify potential courses to take abroad. The assigned academic advisor is also the first person who will need to approve the courses the student will be taking on the External Course Pre-Approval form.
- The academic advisor is not expected to go beyond helping the student to identify which degree requirements at AUP will be satisfied by the potential external courses and working with the student on filling out an External Course Pre-Approval form to get the external courses pre-approved for transfer to AUP.
- If students wish to have staff support with the administrative aspects of studying abroad, they are encouraged to apply to AUP Study Abroad instead where they will work with one of the academic advisors in the ACE Center.
- During the semester prior to departure, the student will need to register for a Leave of Absence (LOA) with the AUP Registrar's Office to notify the University when they will be gone and when they will be returning from the leave of absence. The student will also need to fill out and submit an External Course Pre-Approval form.
External Language Courses

Undergraduate students who wish to study a language not offered at AUP, or who are prepared for very advanced level work, may take language courses at another institution, including those listed below.

- Alliance Française
- Association Culturelle Franco-Japonaise
- Centre Culturel Arabe Syrien
- Centre Culturel de Chine
- Centre Culturel Russe
- Centre Culturel Suédois
- Centro di Lingua e Cultura Italiana
- Goethe Institut
- Institut National des Langues et Civilisations Orientales (INALCO)
- Instituto Camoes
- Instituto Cervantes
- Université de Paris-Sorbonne

Rules:

- A minimum GPA of 2.8 is required to take external language courses.
- Students may take one language course outside AUP per semester. A maximum of four (4) semesters of external language courses can count towards the AUP degree as long as students do not exceed the total post-matriculation external credit limit.
- All external language courses at any institution must be pre-approved for transfer of credits by the Registrar’s Office the semester before the course begins.
- Online language courses are generally not eligible as external language courses.
- Students may not take first year elementary level language courses outside AUP for languages currently offered by AUP. This therefore excludes French (up to FR2200) as well as elementary Arabic and Italian.
- In order to earn credit for a course, a student must attend the entire session. There can be no exceptions to this. The course is added to the AUP transcript once the Registrar’s office has received the official external course transcript.

If the course is part of the Cadre européen commun de référence pour les langues (CECRL) qualification, the CECRL translates to AUP course levels as follows: 1000 (A1/A2); 2000 (A2/B1); 3000 (B1/B2); 4000 (C1/C2).

Procedure:

1) To register an outside language class, students first need to complete the External Course Pre-Approval Form to make sure that credits for the course will transfer back to AUP correctly. This form must be submitted and approved the semester before the course takes place.

2) Upon completion of the course, students must submit the transcript or certificate of successful completion to registraroffice@aup.edu. The transcript or certificate should specifically mention the number of attended hours.

3) The grade that the student earns outside of the University will not affect their GPA. Language classes receive the neutral grade of T as a transferred course.

4) Credits for external language study are awarded based on the amount of full 60-minute classroom hours, so called contact hours, of the chosen program. The maximum transferable credit for external language courses is 6 credits.

40 contact hours = 2 credits
60 contact hours = 3 credits
80 contact hours = 4 credits
100 contact hours = 5 credits
120 contact hours and above = 6 credits

Payment:

There are several payment options for external language courses. If the course is taken for 4 or 6 credits as part of a student’s 18-credit-hour schedule, AUP will cover the program tuition as part of the semester tuition upon receipt of the invoice from the language institute. The course will appear on the transcript as part of the semester in which it was registered and graded Credit / No Credit.

If the course is taken as a fifth class outside of the 18-credit-semester limit, the student will have to cover the program fee (i.e. pay the language course institute directly). AUP will then accept the external course credit as transfer credit upon successful completion of the class.

Finally, if the language course represents a 1 or 2 credit class, it can be added onto a full course load within the 18-credit semester limit. In this case, the student covers the program fee and will be reimbursed by AUP upon successful completion of the course once proof of payment is provided. The course will appear on the transcript as part of the semester in which it was registered.

Further Information:

For more information, contact The Office of the Registrar or visit the Advising Center website: https://www.aup.edu/academics/academic-career-resources/advising-center/language-study
Experiential Learning

Students who are following the AUP Core Curriculum and who matriculated in Fall 2020 or after must complete at least one experiential learning opportunity (coded CCX). These experiences are either credit- or non-credit bearing.

Currently approved options (as of Fall 2020):

- Courses coded CCX (Minimum passing grade D-, unless course is used to satisfy a major or minor requirement, in which case the minimum passing grade is C-):
  - CM 1850 Magazine Journalism Practicum (Peacock Magazine)
  - CM 1851 Online News Practicum (The Plume)
  - CM 1852 Video Journalism Practicum (Peacock Play)
  - HI/PO 3091 Democracy Lab
  - CL/LI 2091 Migration: Local and Global
  - HI/PO 3091 Democracy Lab Course
  - PO/LW 3091 Justice Lab
- Internships registered for credit or zero credit (must earn CR or AP grade)
- Completion of the Global Professional Certificate Skills (GPS) Program

Contacting Advisees

You can use Outlook to contact your group of advisees. Open Outlook:

- New email then “To” button
- “Address book”: “All distribution lists”
- “Search”: advisees (your NetID)
- Click on “To” to add
Unblocking Advisees

After you have advised a student, unblock them for registration. Your advisee will then be ready to register for courses as soon as their registration window opens.

Go to https://faculty.aup.edu/:
- Choose term
- ‘Stop registration’ on the left menu
- Look for your advisee, uncheck the left box, and click save
Course Registration Worksheet

Name: ____________________________ Student ID No.: ________

Class Standing (credits earned + in progress): ________ Full-time or Part-Time: __________

Major(s): ____________________________ Minor(s): ____________________________

<table>
<thead>
<tr>
<th>COURSE CODE AND SECTION</th>
<th>DAYS/TIME</th>
<th>COURSE TITLE</th>
<th>CREDITS</th>
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ALTERNATIVES

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<td>Period 7</td>
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Academic Policies

GLACC
The Global Liberal Arts Core Curriculum (GLACC) includes 10 components:

1- FirstBridge
2- Integrative Inquiry (CCI)
3- Experiential Learning (CCX)
4- Experimental Reasoning (CCS)
5- Quantitative Reasoning (CCM)
6- Expression Francaise (CCF)
7- Digital Literacy and Communication (CCD)
8- Research Interpretation and Writing (CCE)
9- Disciplinary Research Methods and Writing (CCR)
10- AUP Capstone (CCC)
1. **FirstBridge**
   FirstBridge is an interdisciplinary program composed of 8 credits to be taken in the first semester and should be different from the Major discipline (see exceptions in next section). All FirstBridge courses are coded CCI (Integrative Inquiry). These courses thus may double count (overlap) with the Integrative Inquiry requirements. This program is intended for entering first-year students only.

2. **Integrative Inquiry (CCI)**
   Students are required to take four CCI courses, one of which must be completed at AUP.
   - These MAY overlap with courses in FirstBridge and/or the minor(s) but they **MAY NOT** double count (overlap) with courses in the major. **Exception for double majors:** Courses fulfilling the requirements of a major can also be used to satisfy the Integrative Inquiry requirements.
   - These MUST be in at least two different disciplines and those disciplines must be different from the Major discipline. **Exception for double majors & interdisciplinary majors:** students pursuing a double major or an interdisciplinary major are allowed to fulfill the Integrative Inquiry requirements with courses coded CCI taken in any of
the disciplines of their major(s). *Interdisciplinary majors: 1) Politics, Philosophy, and Economics 2) History, Law, and Society 3) Gender, Sexuality, and Society 4) Environmental Studies 5) Middle East Pluralities 6) Math and Computer Science

- In the case of a double or an interdisciplinary major, a CCI course can also satisfy a major requirement.

- **Minimum passing grade for CCI courses:** D-. However, if the course is a double count with a minor, the passing grade is C-. Note: an International Business Administration + Mathematics and Computer Science double major who is taking BA 2020 and BA 3012 will have them count as both GLACC and major requirements if he earns C- and only towards GLACC if he earns anything between D- and C-.

3. **Experiential Learning (CCX)**

To satisfy this requirement, students need to take a CCX coded course or complete another approved activity. Experiential learning requirement must be completed at AUP. **Minimum passing grade for CCX courses:** D-, unless course is used to satisfy a major or minor requirement, in which case the minimum passing grade is C-). See Experiential Learning.

Students who declared a catalog year of 2020 but choose not to complete the Experiential Learning and/or Digital Literacy and Communication requirement(s), should submit GLACC Requirement Waiver Form to the Registrar’s Office before they reach 80 credits (end of junior year). Transfer students who entered AUP in Fall 2020 and Spring 2021 with 50 transferred credits or more are also eligible to this policy. See GLACC Waiver Rules for more information.

4. **Experimental Reasoning – science course with lab (CCS)**

- Lab not required for students transferring in Science credit
- All students are required to take one course of laboratory science.
- The lab is a co-requisite that may only be waived IF the student has successfully completed a prior laboratory science course.
- MA 1005 CCM or above is the **prerequisite** for all science courses at AUP.
- All science transfer credit (from advanced standing awards and university coursework) satisfies the AUP science requirement.
- Any CCS science course MAY count toward a major requirement while fulfilling the GLACC requirement.
- **Minimum passing grade** for science courses: D-. However, to fulfil a major or minor requirement is C-.

5. **Quantitative Reasoning (CCM)**

- Students fulfil this requirement by either transferring a course equivalent to CCM, placing above MA1005 on the Gen Ed math placement exam taken during Orientation, or by taking MA 1005 CCM (or any other course coded CCM).
- If students are considering majoring/minoring in disciplines such as IBA and/or Economics (among others), they must demonstrate a level of competency in mathematics higher than that required for the GLACC program.
- Students may take the Algebra & Pre-Calculus placement exams to determine if they can go straight into MA1020 CCM Applied Statistics and/or MA1030 CCM Calculus or if they need to take their prerequisites (see chart on the next page).
- Any CCM math course MAY count toward a major requirement while fulfilling the GLACC requirement, so students planning to pursue a major with a math course requirement are advised not to take MA1005 CCM, but rather to take the math course which counts toward their major.
- MA1025 CCM Functions with Modeling and MA1020 CCM Applied Statistics may be taken as co-requisite of MA 0900 Intermediate Algebra (2 credits).
- **Minimum passing grade** for math courses: D-; however, to fulfil a major or minor requirement is C-.
6. Expression Française (CCF)
   - FR 1100 French and Culture I + FR 1200 CCF French and Culture II:
     - Students are required to take a French placement exam online before they arrive for Orientation (only holders of the French Bac are exempt from taking the French Exam).
     - A student then registers into the corresponding level (of placement) in his/her first semester and can choose to continue the French stream upon successful completion of FR 1200.
     - Students may opt to delay registration into the required levels of French, however, this is not recommended as this minimum level of French proficiency will assist them with their daily lives.
     - Minimum passing grade for FR 1100 and FR 1200 CCF: C. Grades of C- or below must be repeated.

7. Digital Literacy and Communication (CCD)
   - Students are required to take one Digital Literacy and Communication course (4 credits) that can be in any discipline.
   - Digital Literacy and Communication may double count (overlap) with the major. However, the credits for the class should count only once.
   - Digital Literacy and Communication courses allow students to develop valuable technical competencies and a critical approach towards the digital space.
   - Minimum passing grade for CCD courses: D-.

Students who declared a catalog year of 2020 but choose not to complete the Experiential Learning and/or Digital Literacy and Communication requirement(s), should submit GLACC Requirement Waiver Form to the Registrar’s Office before they reach 80 credits (end of junior year). Transfer students who entered AUP in Fall 2020 and Spring 2021 with 50 transferred credits or more are also eligible to this policy. See GLACC Waiver Rules for more information.

8. Research Interpretation and Writing (CCE)
   - The English stream consists of: EN 0085, 0095, 1000, 1010 & 2020. Students are required to complete English up through EN 2020 CCE Writing and Criticism.
   - Students are required to take an English placement exam during Orientation. A student then registers into the corresponding level (of placement) his/her first semester and continues the EN stream until satisfactory completion of EN 2020 CCE.
   - It is possible to place above EN 2020 CCE. If a student places out of (or above) the English requirement, the corresponding number of credits would be made up by taking additional elective credit.
   - Typically, this means that students will complete at least EN 1010 and EN 2020 CCE. Students entering with a lower placement will have additional courses to take (counting toward elective credits).
   - Registration into English is mandatory. Not only are these courses required by the GLACC program, but the skills learned in these courses play an essential role in the successful completion of other courses. Remember, English is the language of instruction and students have a meaningful amount of reading and writing in courses.
   - Transfer students who have taken equivalent college composition coursework at an accredited Anglophone institution may receive English equivalency. Any related questions should be addressed to the Registrar’s Office as they are responsible for processing transfer credit evaluations.
   - Minimum passing grade for all EN courses: C. Grades of C- or below must be repeated.

9. Disciplinary Research Methods and Writing (CCR)
• The Disciplinary Research Methods and Writing class anchors the skills students acquire in the Research, Interpretation and Writing classes within a specialized field.
• Students are required to take at least one Disciplinary Research Methods and Writing course (4 credits) that must be in their major discipline.
• Students who have already taken a Disciplinary Research Methods and Writing course yet choose to change their major, will need to take the Disciplinary Research Methods and Writing course for their new major.
• The majority of Disciplinary Research Methods and Writing courses are either 2000- or 3000-level classes (sophomore/junior level) and are conceived as a prelude to the corresponding Capstone course for that Major.
• Minimum passing grade for all CCR courses: C-. Grades of D+ or below must be repeated.

10. AUP Capstone (CCC)
• The AUP Capstone (coded CCC) is a required one- to four-credit project that each AUP undergraduate student must complete during their senior year. The AUP Capstone project could be, but is not limited to, a Senior Seminar, a Senior Project, an Internship or a Portfolio.
• The capstone project needs to be in the major and must be completed at AUP.
• The AUP Capstone is the culmination point of a student’s educational path at the University and brings together all four Liberal Arts Core Capabilities.
• Minimum passing grade for all CCC courses: C-. Grades of D+ or below must be repeated.

### Passing Grades

#### GLOBAL LIBERAL ARTS CORE CURRICULUM (GLACC)

<table>
<thead>
<tr>
<th>Course</th>
<th>Passing Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>EN 1010, EN 2020 (CCE)</td>
<td>C</td>
</tr>
<tr>
<td>FR 1100, FR 1200 (CCF)</td>
<td>C</td>
</tr>
<tr>
<td>Integrative Inquiry Courses (CCI)</td>
<td>D</td>
</tr>
<tr>
<td>Science (CCS)</td>
<td>D</td>
</tr>
<tr>
<td>Math (CCM)</td>
<td>D</td>
</tr>
<tr>
<td>Digital Literacy and Communication (CCD)</td>
<td>D</td>
</tr>
<tr>
<td>Major/Minor requirements (when using courses coded CCD, CCR, CCC &amp; CCX)</td>
<td>C-</td>
</tr>
<tr>
<td>Major/Minor electives</td>
<td>C</td>
</tr>
<tr>
<td>Open electives</td>
<td>D</td>
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</table>

#### GENERAL EDUCATION (GE)

<table>
<thead>
<tr>
<th>Course</th>
<th>Passing Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>EN 1010, EN 2020</td>
<td>C</td>
</tr>
<tr>
<td>FR 1100, FR 1200</td>
<td>C</td>
</tr>
<tr>
<td>Comparing Worlds &amp; Mapping the World courses (GE100, GE110, GE115)</td>
<td>D-</td>
</tr>
<tr>
<td>Science (GE130)</td>
<td>D</td>
</tr>
<tr>
<td>Math (GE120)</td>
<td>D</td>
</tr>
<tr>
<td>Major/Minor requirements</td>
<td>C</td>
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<tr>
<td>Major/Minor electives</td>
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<tr>
<td>Open electives</td>
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Quantitative Reasoning & Math - Waivers & Placements

<table>
<thead>
<tr>
<th>GLACC Quantitative Reasoning requirement (CCM)</th>
<th>Prerequisites for Mathematics classes</th>
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</thead>
<tbody>
<tr>
<td>• All students must fulfill the Quantitative Reasoning (QR, Math) requirement as part of the GLACC core curriculum</td>
<td>• Math placement exams allow students the possibility to bypass certain pre-requisite courses in the math sequence and to take courses at a higher level.</td>
</tr>
<tr>
<td>• Can be fulfilled in 2 ways</td>
<td>• There are two math placement exams</td>
</tr>
<tr>
<td>1. QR (math) Waiver Exam</td>
<td>1. Algebra Placement Exam</td>
</tr>
<tr>
<td>2. CCM Course</td>
<td>If passed, allows students to bypass the algebra co-requisite for MA1020 &amp; MA1025.</td>
</tr>
<tr>
<td>• CCM courses include</td>
<td>2. Pre-calculus Placement Exam</td>
</tr>
<tr>
<td>• MA1005 CCM Mathematics for Life</td>
<td>For students who have taken (or placed above) algebra and wish to bypass the pre-requisites for MA1030.</td>
</tr>
<tr>
<td>• MA1020 CCM Applied Statistics I</td>
<td></td>
</tr>
<tr>
<td>• MA1025 CCM Functions with Modeling</td>
<td></td>
</tr>
</tbody>
</table>
| • MA1030 CCM Calculus I | **The QR exam may be taken once only**

**Reading Math Placement Information**

<table>
<thead>
<tr>
<th>Instrument Name</th>
<th>Placement information since Spring 2021</th>
<th>Placement information Fall 2015 – Fall 2020</th>
<th>Placement information before Fall 2015</th>
<th>Placement result satisfies GLACC QR (CCM) core curriculum requirement?</th>
<th>Highest class student may register in:</th>
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<td>SAT/ACT scores</td>
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<td>(also applies to transferred-in math courses)</td>
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<td>CCM NOT WAIVED-PLACEM. INTO MA 1005CCM</td>
<td>MA TEST PLACEM. INTO MA 1005 GE120</td>
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<td>MA 1005 CCM Math for Life</td>
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<td>CCM WAIVED – MA1005 EQUIVALENCY</td>
<td>MA TEST PLACEM. ABOVE MA 1005 GE120</td>
<td>MA PLACEMENT ABOVE MA 1005</td>
<td><strong>YES</strong></td>
<td>MA 1020 CCM Statistics</td>
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Double Count Policies

- **Major/Major**: A maximum of 5 courses can double count (overlap) between each major.

- **Major/Minor and Minor/Minor**: A maximum of 2 courses can double count between a major and a minor. In other words, to complete a minor, at least 3 courses should count solely toward that minor and NOT apply toward any major or another minor.

- **Integrative Inquiry/Comparing Worlds & Mapping the World/FirstBridge/Major/Minor Courses taken to satisfy CCI/GE100/GE110/GE 115**:
  - MAY double count with FirstBridge courses and/or the Minor(s) but they MAY NOT double count with courses in the Major.
  - **Exception for double majors**: Courses fulfilling the requirements of a major can also be used to satisfy the Integrative Inquiry, Comparing Worlds, or Mapping the World requirements.
  - MUST be in at least two different disciplines and those disciplines must be different from the Major discipline.
  - **Exception for double majors & interdisciplinary majors**: students doing a double major or an interdisciplinary major are allowed to fulfill the Integrative Inquiry, Comparing Worlds, or Mapping the World requirements with GLACC/GE coded courses taken in any of the disciplines of their major(s). *Interdisciplinary majors: 1) Politics, Philosophy and Economics 2) History, Law, and Society 3) Gender, Sexuality, and Society 4) Environmental Studies 5) Middle East Pluralities 6) Math and Computer Science.

- **Quantitative and Experimental Reasoning/Modeling the World/FirstBridge/Major/Minor Courses taken to satisfy GLACC Math (CCM) and Science (CCS) requirements**:
  - MAY double count with FirstBridge, Major and Minor courses.

- **Courses taken to satisfy the General Education Math (GE120) and Science (GE130) requirements** MAY double count with FirstBridge, Major and Minor courses.

- **Digital Literacy and Communication**:
  - Courses taken to satisfy the Digital Literacy and Communication requirement MAY double count with the major. However, do not count the credits twice!
GLACC Waiver Rules

Undergraduate students who matriculated during the transition period to the GLACC core curriculum (i.e., in Fall 2019 or Spring 2020) and who wish to declare a catalog year of Fall 2020 or later are encouraged to complete the full GLACC requirements.

Students who declared a catalog year of 2020 but choose not to complete the Experiential Learning and/or Digital Literacy and Communication requirement(s), should submit an online waiver request to the Registrar’s Office before they reach 80 credits (end of junior year). Otherwise, they will be held to those requirements by default. Students falling into this category will not, however, be able to waive the AUP Capstone and Disciplinary Research Methods and Writing requirements, as these are both tied to the major requirements.

Transfer students who entered AUP in Fall 2020 and Spring 2021 with 50 transferred credits or more are also eligible to this policy.

GenEd

As of Fall 2020, the new Global Liberal Arts Core Curriculum (GLACC) has fully replaced the previous system of General Education (GE) requirements. The new GLACC is required for all matriculating students. For more information about the previous General Education program, please consult section 1.2 below.

Students who matriculated to AUP before Fall 2019 may follow GE or GLACC requirements. Students who matriculated to AUP in or after Fall 2019 follow GLACC requirements.

The General Education (GE) program includes five main components:

1. FirstBridge
2. Speaking the World
3. Comparing Worlds
4. Mapping the World
5. Modeling the World

FirstBridge

FirstBridge is an interdisciplinary program composed of 8 credits to be taken in the first semester. These courses may double count with the Comparing Worlds and Mapping the World requirements. This program is intended for entering first-year students only.

Speaking the World

- EN 1010 College Writing + EN 2020 Writing and Criticism:
  - The English stream consists of: EN 0085, 0095, 1000, 1010 & 2020. Students are required to complete English up through EN 2020 Writing and Criticism. Note: EN 0085 and 0095 are no longer offered at AUP.
  - Students are required to take an English placement exam during Orientation. A student then registers into the corresponding level (of placement) his/her first semester and continues the EN stream until satisfactory completion of EN 2020.
It is possible to place above EN 2020. If a student places out of (or above) the English requirement, the corresponding number of credits would be made up by taking additional elective credit.

Typically, this means that students will complete at least EN 1010 and EN 2020. Students entering with a lower placement will have additional courses to take (counting toward elective credits).

Registration into English is mandatory. Not only are these courses required by the General Education program, but the skills learned in these courses play an essential role in the successful completion of other courses. Remember, English is the language of instruction and students have a meaningful amount of reading and writing in courses.

Transfer students who have taken equivalent college composition coursework at an accredited Anglophone institution may receive English equivalency. Any related questions should be addressed to the Registrar’s Office.

Minimum grade for all EN courses: C. Grades of C- or below must be repeated.

FR 1100 French and Culture I + FR 1200 French and Culture II:

- Students are required to take a French placement exam online before they arrive for Orientation (only holders of the French Bac are exempt from taking the French Exam).
- A student then registers into the corresponding level (of placement) in his/her first semester and can choose to continue the French stream upon successful completion of FR 1200 (2 courses maximum).
- Students may opt to delay registration into the required levels of French, however, this is not recommended as this minimum level of French proficiency will assist them with their daily lives.
- Minimum grade for FR 1100 and FR 1200: C. Grades of C- or below must be repeated.

Comparing Worlds & Mapping the World

- Comparing Worlds (Humanities course coded GE 100 or GE 115) + Mapping the World (Social Science course coded GE 110 or GE 115). Students are required to take:
  - one course in the GE 100 or GE 115 category
  - one course in the GE 110 or GE 115 category
  - one course in either category (GE 100 or GE 110 or GE 115)

These MAY double count with courses in FirstBridge and/or the minor(s) but they MAY NOT double count with courses in the major. Exception for double majors: Courses fulfilling the requirements of a major can also be used to satisfy the Comparing Worlds or Mapping the World requirements.

These MUST be in at least two different disciplines and those disciplines must be different from the Major discipline. Exception for double majors & interdisciplinary majors: students pursuing a double major or an interdisciplinary major* are allowed to fulfil the Comparing Worlds or Mapping the World requirements with courses coded GE100, GE110 and/or GE115 taken in any of the disciplines of their major(s).

- **Minimum grades** for GE 100, GE 110 & GE 115 courses: D-. However, if the course is an double count with a minor, the passing grade is C-.

### Modeling the World

- **Mathematics course**
  - Students fulfil this requirement by either transferring a course equivalent to GE120, placing above MA1005 on the Gen Ed math placement exam taken during Orientation, or by taking MA 1005 GE120 (or any other course coded GE120).
  - If students are considering majoring/minoring in disciplines such as IBA and/or Economics (among others), they must demonstrate a level of competency in mathematics higher than that required for the General Education program.
  - Students may take the Algebra & Pre-Calculus placement exams to determine if they can go straight into MA1020 Applied Statistics and/or MA1030 Calculus or if they need to take their prerequisites (see chart on the next page).
  - Any GE120 math course MAY count toward a major requirement while fulfilling the Gen Ed requirement, so students planning to pursue a major with a math course requirement are advised not to take MA1005 GE120, but rather to take the math course which counts toward their major.
  - MA1025 GE120 Functions with Modeling and MA1020 GE120 Applied Statistics may be taken as co-requisite of MA 0900 Intermediate Algebra (2 credits).
  - **Minimum grades** for math courses: D-; however, to fulfil a major or minor requirement is C-.

- **Science course with lab** (lab not required for students transferring in Science credit):
  - All students are required to take one course of laboratory science.
  - The lab is a co-requisite that may only be waived if the student has successfully completed a prior laboratory science course.
  - MA 1005 or above is the prerequisite for all science courses at AUP.
  - All science transfer credit (from advanced standing awards and university coursework) satisfies the AUP science requirement.
  - Any GE130 science course MAY count toward a major requirement while fulfilling the Gen Ed requirement.
  - **Minimum grades** for science courses: D-. However, to fulfill a major or minor requirement is C-.

### The ACE Center

Contact us @ **advising@aup.edu** (an inbox shared by academic advisors), @ **ace@aup.edu** (every member of ACE team will receive the email), & the **Faculty Advisory Helpdesk** Teams channel
FERPA

FAMILY EDUCATION RIGHTS AND PRIVACY ACT OF 1974

FERPA stands for Family Educational Rights and Privacy Act (sometimes called the Buckley Amendment). Passed by Congress in 1974, the Act (as amended) grants four specific rights to the adult student. The purpose of this law is to protect the rights of students and to ensure the privacy and accuracy of educational records. The act applies to all institutions that are recipients of federal aid administered by the U.S. Department of Education. FERPA law requires institutions to notify students of their rights under FERPA.

FACULTY AND ADVISORS MUST ABIDE BY FERPA POLICIES

Advisors will encounter confidential student information in the course of their work with advisees and have the responsibility to protect educational records in their possession (transcripts, personal information). Please be careful when printing transcripts to not forget them on the printer.

- Advisors cannot speak with a parent about the academic performance of their student without the student’s permission (student is either present and agrees or has signed a FERPA release form available in the Registrar’s Office).
- Advisors should not openly discuss a student’s academic profile or personal situation with colleagues who do not have legitimate educational interest to receive this information.
- Faculty has no legitimate interest in reviewing a student’s (not an advisee’s) previous courses or grades, despite their wish to advise the student and write recommendation letters. They should obtain this information directly from the student. Faculty and Advisors have the right to write recommendation letters as long as they do not include grade or GPA information. They can do so once the student gives their written consent to include this information.
• Faculty can never publish or post grades by student name or ID number. Faculty websites should never contain personally identifiable information pertaining to students.
• Course rosters circulated in class should not include an ID number next to a name.
• For more information, go to the Registrar’s Office page: https://www.aup.edu/academics/academic-career-resources/registrar-office/privacy-policy