

# Schedule of Classes

**Registration: March, 30 – April 10, 2009**

**American University of Central Asia**

This book contains AUCA's general academic regulations and the list of courses the University is offering for the Fall semester of 2009.

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This book complements the *Student Handbook* of the American University of Central Asia.

While every effort has been made to provide accurate and up-to-date information, AUCA reserves the right to change – without notice – statements in this publication concerning rules, policies, fees, curricula, courses, or other matters. For the latest version of this information, visit <http://www.auca.kg/academics>.

American University of Central Asia, Schedule of Classes for Fall 2009  
Bishkek, Kyrgyzstan

# ACADEMIC CALENDAR

2009-2010

## FALL 2009

**August 17-21, Monday - Friday**

Orientation week \*

**August 24, Monday**

Classes begin

**August 24, Monday-September 1, Tuesday**

Add/Drop period

**August 31, Monday**

Independence Day (no classes) \*\*

**September 1, Tuesday**

Day of Knowledge

**October 2, Friday**

Professor's Day

**October 19, Monday-October 23, Friday**

Fall break (no classes) \*

**November 2, Monday-November 13, Friday**

Registration -Spring 2010

**November 7, Saturday**

Day of October Socialist Revolution (no classes) \*\*

**November 11, Wednesday**

Initiation Day (50 min. classes) \*

**November 26, Thursday**

Thanksgiving Day (no classes) \*\*

**December 11, Friday**

Last Day of regular classes

**December 12, Saturday-December 19, Saturday**

Final Exams \*\*\*

**December 25, Friday**

Christmas- Holiday (no classes) \*\*

**December 28, Monday**

Holiday recess begins \*\*

Total: 15 week semester

Final grades due on or before January 4, 2010

Kurman Ait (Feast of Sacrifice), Orozo Ait

are changeable (no classes) \*\*

## SPRING 2010

**January 11, Monday**

Classes begin

**January 11, Monday -January 15, Friday**

Add/Drop period

**February 23, Tuesday**

Defenders' Day (no classes) \*\*

**March 8, Monday**

Women's Day - Holiday \*\*

**March 8 Monday - March 12, Friday**

Spring break (no classes) \*

**March 21, Sunday**

Nowrus Mayram - Holiday

**March 22, Monday (no classes) \*\***

**March 24, Wednesday**

National Revolution Day (no classes) \*\*

**March 29, Monday-April 9, Friday**

Registration - Fall 2010

**April 23, Friday**

Alumni/ae Day

**April 30, Friday**

Last Day of regular classes

**May 1, Saturday**

Labor day (no classes) \*\*

**May 5, Wednesday**

Constitution Day

of the Kyrgyz Republic (no classes) \*\*

**May 9, Sunday**

Victory Day - Holiday

**May 10, Monday (no classes) \*\***

**May 2, Sunday - May 12, Wednesday**

Final Exams \*\*\*

**May 18, Tuesday - May 28, Friday**

State exam period

Final grades for graduating seniors due on May 17  
for all other students - May 28

**June 5, Saturday**

Commencement

Total: 15 week semester

\* AUCA's computer labs and library will be open for fewer hours than usual on this day

\*\* AUCA's computer labs and library will be closed on this day

\*\*\* AUCA's computer labs and library are open for longer than usual on this day

# WELCOME TO AUCA

## Dear student,

This publication will help you to learn about AUCA's academic procedures and registration rules. Here you can find information on required and elective courses. A detailed description of all AUCA courses can be found in the annual Course Catalogue, available in the AUCA library and at <http://www.auca.kg>.

## Registration

Arrange a meeting with your Advisor and he or she will help you choose your elective courses and assist you in filling out your Study Card. Then collect signatures from the instructors of all of the required and elective courses on your Study Card. Finally, get your Advisor's signature on your completed Study Card.

Please ensure that you satisfy all the prerequisites for every course you would like to register for. Remember, when filling out the Study Card, that you should take **18 credits**.

When you receive your course list, please check it for mistakes. If you have any questions, ask your Advisor.

You will only be able to change your courses during the Add/Drop period (see "List of Terms" and "Academic Calendar"), and only if there are available places in the course(s) you would like to transfer into.

We would like to remind you that registration for the Fall 2009 semester runs from March 30, 2009 until April 10, 2009. Please adhere to the Study Card submission schedule below.

### Schedule for Submitting Study Cards to the Registrar's Office:

March 30- April 9	April 7	April 8	April 9
<b>Appointments with instructors</b>	<b>Juniors: Deadline 5 p.m.</b>	<b>Sophomores: Deadline 5 p.m.</b>	<b>Freshman: Deadline 5 p.m.</b>

If you are unable to submit your study card according to the schedule above, then you may leave it at the Registrar's Office before your submission date or submit it through your Advisor. Should you have any problems that cannot be resolved by your Advisor, you may consult the Registrar's Office by phone (0312) 66-10-87, ext. 202, by email [registrar@mail.auca.kg](mailto:registrar@mail.auca.kg), or directly, Room 101, 205 Abdumomunov Street, Bishkek, Kyrgyzstan 720000.

### Once you have registered, you may change your course schedule:

During the Add/Drop Period	By withdrawing from a course	By receiving an "X" in a course
<b>Fall Semester: Aug. 24- Sept. 1</b> <b>Spring Semester: Jan. 11- 15</b>	<b>Fall deadline: Sept. 18</b> <b>Spring deadline: Feb. 5</b>	<b>Fall deadline: Dec. 4</b> <b>Spring deadline: April 23</b>

**We wish you every success!**

**Please note:** You can download all academic forms from the AUCA website! [http://www.auca.kg/academics/academic\\_forms](http://www.auca.kg/academics/academic_forms)

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## List of Terms

### **Academic Year**

The academic year starts in August of the current year and ends in May the following year (see the “Academic Calendar” for details)

### **Add/Drop Period**

The Add/Drop Period is usually one week long. During this period, you can register for (add) a course, change the status of a course (to or from “audit”), or drop a course. All changes should be approved by your Advisor. If you want to add a course, you must have completed all the prerequisites and submitted your Add/Drop Form to the Registrar’s Office within the Add/Drop Period.

### **Administrative Drop Date**

A faculty member can cancel your registration for a course during the period indicated in the Academic calendar, or after the period ends, if the student fails to attend classes or performs badly.

### **Advisor**

Your Advisor is a person you can consult with students on issues such as course selection and time planning. An Advisor is usually a full-time faculty member or a member of the administration. You will be introduced to your Advisor during orientation.

### **Double Major**

If a student has a double major, it means he or she has selected two main educational programs.

### **Elective Courses**

These are courses that students can take regardless of their majors.

### **Final Grade Report**

This is a list of your final grades for a given semester.

### **GPA**

Grade point average.

### **General Registration Period**

Course registration takes place during this period. Normally it is a few weeks before the beginning of the semester. You should meet with your Advisor before the registration period.

### **Major**

The main educational program you select.

### **Minor**

The secondary educational program you select.

### **Prerequisites**

Courses that you must have successfully completed before registering for more advanced courses.

### **Required Courses**

Compulsory general education courses or compulsory courses within your major.

### **Study Card**

A special registration form on which you must declare which courses (both required and elective) you will take in the upcoming semester. You must submit it to the Registrar’s Office. If you fail to do so, you will not be registered for courses and might face a 200-som fine.

### **Transcript**

A document that lists the courses you have taken, the grades you have received, the credits you have earned and your GPA. An official transcript costs 50 som (payable at the University’s Finance Office).

# HONOR CODE\*

AUCA strives to create a physical and intellectual environment in which you have the freedom to grow, are challenged to realize your full potential, and are guided with insight and understanding toward preparation for your roles in your profession and in your community.

This Standard of Conduct has been developed so that you will know what the University expects of you and, in turn, what you can expect from the University. It is an attempt to balance individual needs with the needs of the University without limiting individual freedom of choice. At the same time, freedom of choice implies acceptance of full responsibility for one's actions. Thus, in choosing to attend AUCA, you choose to conform to this standard of behavior which has been designed for the common good of the institution and all of its constituencies, including the larger Bishkek community.

## **1. I will respect all students, faculty, and staff, as well as our surrounding community and neighborhood.**

Behaviors that are inconsistent with this standard include, but are not limited to, the following:

- a. Threatening the health, safety or welfare of oneself or another.
- b. Harassing, intimidating or verbally abusing others.
- c. Disturbing the peace and/or creating undue noise
- d. Disrupting the lawful and orderly activities of others; disruptive or disrespectful behavior in any University facility, classroom, laboratory or the surrounding neighborhood.
- e. Failing to comply with directions of University officials or their representatives in carrying out their duties

## **2. I will respect the academic mission and integrity of the institution.**

Behaviors that are inconsistent with this standard include, but are not limited to, the following:

- a. Plagiarizing, which is using the intellectual or artistic work of another without appropriate acknowledgment.
- b. Attempting to deceive a faculty member in preparation of papers, reports, theses and other

- c. written or oral exercises, or participating with another in attempting to deceive a faculty member.
- c. Cheating on exams or tests by giving, receiving or using unauthorized help.
- d. Gaining access or attempting to gain access to quiz, test, or examination materials prior to or in a context other than their distribution by the instructor.
- e. Falsifying academic records or giving false information to be entered on an academic record
- f. Tampering with administrative records or giving false information to be used in an administrative capacity.
- g. Tampering with or copying software illegally or copying others' computer programs.
- h. Stealing cash or merchandise, falsifying time cards or otherwise defrauding an employer during an internship or field experience.
- i. Engaging in disruptive behavior that interferes with the learning of others.

## **3. I will respect and comply with Kyrgyz Laws.**

- a. Compliance with University regulations does not in any way exempt students from adhering to public statutes. In fact, violation of these laws represents a violation of AUCA regulations, regardless of whether prosecution ensues.

## **4. I will respect the physical facilities of the institution.**

Behaviors that are inconsistent with this standard include, but are not limited to, the following:

- a. Vandalizing University or community property
- b. Trespassing in unauthorized areas.
- c. Creating a fire, safety, or health hazard.
- d. Duplicating keys or developing other ways to gain access to restricted areas, information, or goods.
- e. Theft or unauthorized acquisition, removal or use of property including computer hardware and/or software.

This Standard of Conduct applies to all members of the University community.

*\* Adapted from the Indiana University Honor Code.*

## **DISCIPLINARY PROCEDURES FOR PERSONAL MISCONDUCT** **NOT RELATED TO ACADEMIC ISSUES\***

An investigation of personal misconduct not related to academic issues is the prerogative of the Dean of Students. Such investigations will respect the rights of the student. The Dean of Students is authorized to impose any one or a combination of the following sanctions for acts of personal misconduct:

### **1. Reprimand and Warning**

A student may be given a reprimand accompanied by a written warning that the student may receive additional sanctions if he or she engages in the same misconduct again or commits any other violation of this code.

### **2. Disciplinary Probation**

A student may be placed on disciplinary probation for a specified period of time under conditions specified in writing by the Dean of Students, with a warning that any violation of these conditions or any further acts of misconduct may result in additional disciplinary sanctions, including suspension or expulsion from the University. As a condition of probation, the student may be required to participate in a specific program, such as a counseling program or an alcohol education program, or to provide a specific service, such as the repair or restoration of property he has damaged or taken.

#### **a) Restitution** (returning damaged property to its original condition)

A student may be required to pay for the replacement or repair of property he or she has damaged. If the student fails to pay, he or she may be subjected to additional sanctions, including suspension or expulsion from the University.

#### **b) Provision of a Specific Service**

A student may be required to provide a specific service, such as, but not limited to: the repair or restoration of any property he or she has damaged or taken.

### **3. Suspension.**

A student may be prohibited from participating in University life for a specified period of time.

### **4. Expulsion.**

A student may be dismissed from the University permanently.

#### **Note:**

This is not an exhaustive list of possible punishments or sanctions. The Dean of Students has the authority to evaluate the severity of an offense and decide what sanctions will be imposed based on the following principles:

- Every person has rights, regardless of whether or not they are a member of the AUCA community.
- If the student who was investigated is not satisfied with the results of his or her informal hearing, that student may file a formal appeal to the Appeals Committee, according to its regulations and procedures.

*\* Adapted from the Indiana University Disciplinary Code.*

## **STUDENT INTELLECTUAL LIFE COMMITTEE**

The Student Intellectual Life Committee was established to help students with travel expenses associated with participating in academic conferences or conducting research as part of their AUCA education.

Any full-time AUCA student with financial need is eligible to apply for student travel funds and can obtain an application form from the Student Coordinator. Interested students must submit their applications to their Program Chairs at least one month before their intended date of departure, to allow the Chair to append a recommendation letter. Students must also obtain permission from the instructors of all the classes they will miss during their trips. They must then provide the following documents to the Student Intellectual Life Committee at least 14 days before traveling:

- Application form
- Letter of invitation (acceptance) from the host organization
- Letter of recommendation from the Program Chair

Upon return, the student should:

- Provide the Committee with an academic report about his or her trip (those who fail to do so will be required to reimburse any amounts awarded)
- Provide the Financial Office with a financial report

Any funds that the student does not spend during his or her trip, for any reason, must be returned to the Committee.

Student Intellectual Life Committee grants are limited to \$200. The Student Intellectual Life Committee will determine the exact amount of each grant. Students are expected pay the remainder of their expenses from their own resources (full financial support will not be provided). Each student may only receive one grant per academic year.

Grant decisions will be based upon proof of financial need and according to the following conditions:

- The student pays part of his or her own expenses
- The student is presenting at an academic conference

- The student has never traveled abroad before
- The student can demonstrate a valid need to travel to study or carry out research
- The student is active in the life of AUCA's community
- The student can demonstrate that he or she can make a contribution to the University (non-financial) upon returning.

## **GENERAL ACADEMIC REGULATIONS**

The aim of this section is to provide students with information concerning their responsibilities and general graduation requirements. All general requirements and rules have been discussed and adopted by the AUCA Curriculum Innovation Committee and approved by the AUCA Academic Senate. If you have any questions, please raise them with your Advisor or the Registrar's Office (Main Building, Room 101) or consult the AUCA website: <http://www.auca.kg>.

### **ATTENDANCE**

Attendance at all classes is expected at AUCA. In cases of multiple absences without reasonable cause, a student may be refused permission to take the course exam and given a grade of "X."

### **VISA REGULATIONS**

International students should obtain visas, depending on their citizenships, prior to arriving in Kyrgyzstan. They must also check in with the International Affairs Office within two days of arriving in Bishkek, to find out about registering with the Kyrgyz Ministry of Internal Affairs. To arrange for a new visa or to register as a foreign national, go to the International Affairs Office in Room 227 on the second floor of the Main Building. The Visa Support Coordinator is available between 10 a.m. to 2 p.m. every weekday.

More-detailed information is available on AUCA's website: [www.auca.kg](http://www.auca.kg).

### **MILITARY TRAINING REGULATIONS**

Sophomores and juniors should remember that courses in military training do not carry credits at AUCA. However, students will be awarded military certificates upon successful completion of all the requirements of these courses.

### **REGISTRATION**

Students should abide by the registration deadlines detailed on page 3 of this book. Before registering, they should meet with their Advisors to decide on issues such as course selection and time planning. With help from their Advisors, students should fill out Study Cards (a special registration form on which students declare their choices of required and elective courses). Failure to hand in Study Cards on time will result in a 200-som fine.

To register at the beginning of a semester, a student should complete the process within the first two weeks of that semester. During the same first two weeks, students may submit applications to the Financial Aid Committee to prolong their tuition payment period. If the Financial Aid Committee does not sign this application, and the student does not pay their tuition, then the student will be dismissed from the University. Students who have not submitted their Study Cards and have not paid their tuition fees for the current semester are dismissed from the University at the beginning of the third month of each semester.

### **NUMBER OF STUDENTS IN A CLASS**

The minimum number of students per class differs depending on the type of course. This is meant to ensure the effective use of the University's classroom space, while at the same time not adversely affecting the quality of instruction. The minimums are:

- 15 students for general education courses
- 12 students for required courses within programs
- 10 students for language courses

In order to leave room in a class for the "Add/Drop" period, the number of registered students in a course will be 75-80% of the minimum.

The number of students auditing a course is not taken into account when calculating the number of students in that course. Exceptions to the minimum course sizes may be made when there is a small number of students in a course required for 3rd or 4th year students in a program.

### **RESPONSIBILITIES AND RIGHTS**

AUCA students are fully responsible for completing curriculum and program requirements, following the rules described in this book, and registering for courses on time.

Students have the right to inspect their transcripts for clerical errors.

## CLASSIFICATIONS AND EXPECTATIONS

Students must have:

- 33 credits to advance from the first year to the second year
- 69 credits to advance from the second year to the third year
- 105 credits to advance from the third year to the fourth year

Exceptions can be made for male first-year students who will attend military training; if these students have earned at least 30 credits, they will be conditionally transferred to the second year if they register for AUCA's Summer School.

Students who have not earned enough credits must repeat the year of study at their current level.

One credit generally means one hour in class and two hours of independent work each week of the semester. Some practical courses, labs, independent studies and other kinds of courses may use different ratios. Students, of course, should complete all the work assigned to them and not simply count the hours.

To be considered full-time, an AUCA student must take a minimum of 12 credits per semester. Normally, students register for 18 credits per semester in order to graduate in four academic years. To graduate, a student must earn a minimum of 144 credits.

### **Freshmen are expected to:**

- Meet with their Advisors and Program Chairs
- Obtain Class Schedules, which are available in the offices of their academic programs
- Obtain lists of required courses and monitor their own completion of these courses every semester
- Determine their levels of proficiency in English, Russian, Kyrgyz, and mathematics by meeting with their Program Chairs and/or taking the appropriate tests and – based on this information – register for the appropriate courses
- Register for the semester and pay their tuition fees
- Submit applications for second majors (i.e. double majors) only after completing their first year of study

### **Sophomores are expected to:**

- Complete the previous academic year's requirements
- Meet all the prerequisites for the courses they want to take
- Confer with their Advisors and define plans of action for the following year
- Register for the semester and pay their tuition fees
- Declare their minors by the end of the year

### **Juniors are expected to:**

- Complete the previous academic year's requirements
- Meet all the prerequisites for the courses they want to take
- Confer with their Advisor and define a plan of action for the following year
- Register for the semester and pay their tuition fees
- Check to make sure they are on track to complete the requirements of their majors and minors

### **Seniors are expected to:**

- Complete the requirements of their majors and minors
- Have the Program Chairs sign their checklists of courses required for their majors
- Become acquainted with the regulations on state examinations and on defending senior theses, which are available in the program offices of their majors.
- Register for the semester and pay their tuition fees
- Sign contracts with their Program Chairs and the supervisors of their senior theses (if applicable)

## TRANSCRIPTS

Students' transcripts are available in the Registrar's Office (Main Building, Room 101) and in their program offices. There are three forms of transcripts: official, unofficial and semester.

A typical **transcript** includes the following information:

- A list of courses taken by the student for his or her entire career at the University
- All the grades he or she has received
- Number of credits he or she has earned for one semester.
- Total number of credits he or she has earned for the whole period of study.
- GPA (Grade Point Average) for each semester and cumulative GPA for the student's entire AUCA career

An **official transcript** differs from an **unofficial transcript** in that it is printed on special paper and stamped with the official University seal.

Once students are registered, they can get lists of the courses for which they are registered from their programs' office managers. These are unofficial transcripts. All unofficial transcripts are free of charge, but official transcripts **cost 50 soms** (payable at University Finance Office).

Transcripts are given only to students. The Registrar's Office may give a transcript to a third person if the student authorizes the office to do so. The authorization must be in the form of a letter and contain the student's name, birth date, dates the student attended the University and the student's signature.

## GENERAL EDUCATION REQUIREMENTS

### NEW GENERAL EDUCATION REQUIREMENTS, EFFECTIVE BEGINNING WITH THE 2007-2008 ACADEMIC YEAR

To earn a bachelor's degree from AUCA, a student must earn **144** credits, **51** of which must be from general education courses. Specific requirements for each major are listed on the student's Study Card. The general education requirements are:

1. History of Kyrgyzstan	3 credits
2. Kyrgyz or Russian Language	6 credits
3. English Composition	6 credits
4. Philosophy	3 credits
5. Social Sciences and Humanities:	
• Psychology, Sociology, Political Studies, Economics, Law, American Studies, Anthropology, and/or European Studies from outside the student's major	6 credits
• Modern Foreign Languages, Religious Study, History, Literature, and/or Culture from outside the student's major	6 credits
6. Critical Skills	3 credits
7. History and Philosophy of Science	3 credits
8. Ecology, Geography or Geophysics	3 credits
9. Mathematics (Level 1)	3 credits
10. Introduction to Computers	3 credits
11. Sports & Arts	6 credits

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<b>Total</b>	<b>51 credits</b>
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**Note:** A student's annual course load should not exceed 36 credits.  
Each semester, a student should register for at least 17 credits.

### GENERAL EDUCATION REQUIREMENTS FOR SENIORS (PREVIOUS CURRICULUM)

To earn a bachelor's degree from AUCA, a student should earn **144** credits, **42** of which should be from general education courses. Specific requirements for each major are listed on the student's Study Card. The general education requirements are:

1. Mathematics (Level 1)	3 credits
2. Computer Science	3 credits
3. Natural Sciences (Ecology or History & Philosophy of Science)	3 credits
4. Critical Skills	3 credits
5. Research Methods	3 credits
6. English Composition	6 credits
7. History of Kyrgyzstan *	3 credits
8. Russian or Kyrgyz Language	6 credits
9. Social Sciences & Humanities:	12 credits
• 3 credits for Philosophy **, Religious Studies, or Literature *** courses that are not part of the student's major.	
• 6 credits for Psychology, Sociology, Political Studies, Economics, Law, Cultural Anthropology, American Studies (History, Government and Society) courses that are not part of the student's major.	
• 3 credits for other Social Sciences and Humanities courses that are not part of the student's curriculum.	

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<b>Total</b>	<b>42 credits</b>
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- \* The Ministry of Education of the Kyrgyz Republic requires students to pass an examination on the History of Kyrgyzstan in order to receive a Kyrgyz state diploma.
- \*\* Offered through the Department of Sociology,
- \*\*\* Offered through the departments of American Studies and Journalism

**Note:** According to regulations from the Ministry of Education of the Kyrgyz Republic, all students who enrolled between Fall 2003 and Fall 2006 must take 9 credits of Arts and Sports classes.

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### **REQUIREMENTS FOR THE TOTAL 144-CREDIT PROGRAM OF STUDY**

- No more than 51 credits of introductory (100-level) courses may be counted towards the graduation total of 144 credits. This includes General Education, Program Requirements, Minors and Electives.
  - All students who enrolled between Fall 2003 and Fall 2007 must take a minimum of 30 credits in courses that are taught in English. This 30-credit requirement does not include courses that teach English.
  - All students who enrolled Fall 2008 must take a minimum of 72 credits in courses that are taught in English. This 72-credit requirement does not include courses that teach English.
  - Some of the courses offered through the Arts & Sports Program are designed as individual lessons, in which students may take a maximum of two credits. These lessons cannot be audited. Exceptions will only be made in extraordinary cases.
  - A minimum of 3 credits must be taken in courses focusing on the USA, and an additional 3 credits in courses focusing on the USA or other Western countries.
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### **COURSE NUMBERING SYSTEM**

<b>Course Level</b>	<b>Year of study in Which This Course Should Be Taken</b>
001-099	Non-credit courses (Preparatory Program)
100-199	1st
200-299	1st and 2nd
300-399	3rd and 4th
400-499	4th
500-599	4th and Master's
600	Master's

## GRADING SYSTEM EXPLAINED

	GRADE	POINTS
A	Excellent	4.00
A-	Excellent	3.67
B+	Good	3.33
B	Good	3.00
B-	Good	2.67
C+	Average	2.33
C	Average	2.00
C-	Average	1.67
D+	Poor	1.33
D	Poor	1.00
D-	Poor	0.67
F	Failure	0.00
W	Student withdrawn from course without penalty	Not used in calculating GPA
X	Student dropped from course by instructor	Not used in calculating GPA
I	Incomplete	Not used in calculating GPA
P	Passed for degree credit, on a pass/fail basis	Not used in calculating GPA
AU	Audit	Not used in calculating GPA
<ul style="list-style-type: none"> <li>• Quality Points equal the sum of the numerical grade multiplied by the number of credits the course is worth.</li> <li>• GPA is equal to the Quality points divided by credits earned, but not including credits for courses with a P grade.</li> </ul>		

**F (Fail):** A student who receives an “F” must repeat the course. A student who receives an “F” in the same course for a second time is to be dismissed from the University (see “Course repetition”).

**W (Withdrawal):** This grade indicates that the student has decided not to continue with the course. The student must repeat the course if it is a required course. To withdraw from a course, students must complete a withdrawal form, available in the student’s department office and AUCA’s website: [www.auca.kg](http://www.auca.kg). This grade can be given by a professor only within the period established by the Academic Calendar.

**X (Unsatisfactory):** This grade indicates that a student has been dismissed from the course by the professor. Both the student and the professor must sign a form. The student must repeat the course if it is a required course. If the student receives an “X” for a second time in the same course, he or she will automatically be given an “F.” All professors should include on their syllabi the conditions under which they will give students an “X,” such as three or more unexcused absences.

**I (Incomplete):** This grade indicates that a student has not met the requirements of the course due to extenuating circumstances, such as an illness or a family emergency. This should be reported to the student’s department office and to the Registrar’s Office. The grade “Incomplete” is given by a professor or instructor and in this case a contract between the student and the professor is concluded (the contract form is available at the Registrar’s Office). Once the student completes his or her work (as detailed in the contract), the professor or instructor turns in his or her final grade to the Registrar’s Office. If the student still fails to complete the required work by the end of the sixth week of the following semester (excluding the summer semester), he or she will automatically receive an “F.” Students can graduate from the University with “Incomplete” grade on their transcript if they receive it during the last semester of the senior year for an elective course (outside the major), provided they have accrued enough credits to graduate without including that particular course.

**P (Pass):** With this grade, the student receives credit hours for the course, but does not gain additional quality points. It is only given for elective courses.

**AU (Audit):** A student may choose, if the professor agrees, to receive the grade “AU.” This grade does not give additional quality points, nor does it influence the student’s GPA. The student does not do written work in the class and the professor therefore does not

grade any work by the student. Students may audit any course as long as they receive permission from the Program Chair and the instructor. Students may audit up to six credits per academic year.

## AUDITING COURSES

Audits are useful for students who want to explore courses outside their majors or when students find courses that are of particular interest but would require extraordinary effort to take for a grade along with other required courses in the major.

### **1. General Regulations**

1.1 Students may audit a course with the permission of their Advisor and the instructor.

1.2 Students may not audit Arts & Sports courses, but **Basketball, Mini-soccer, Football, Komuz and Dramatic Performance courses (Basics of Dramatic Arts)** may be considered extracurricular activities.

1.3 Students may audit up to 6 credits per academic year.

### **2. Registration**

2.1 The degree of an auditor's participation in any given course is at the discretion of the instructor. Expectations of auditors must be clearly articulated and consistent throughout the course, and must be submitted to auditors and the program in written form (syllabus) before the end of the Add/Drop Period.

2.2 Attendance as an auditor will appear on a student transcript as "AU." The "AU" will not meet admission, prerequisite or course requirements for any University credit program. The "AU" will not affect the student's GPA.

2.3 An instructor may drop an auditor if the student fails to meet audit expectations. In this case the name of the course will not appear on the student's transcript.

2.4 Students may not change from AU to credit after the completion of the Add/Drop Period.

2.5 Students may withdraw from an audit any time, but if they do so, they will not receive the mark of "AU." In this case, the course will not appear on the student's transcript.

2.6 Auditors will not be counted towards minimum class-size calculations.

## COURSE REPETITION (Grades "F" and "X")

1. If a student receives an "F" or "X" grade, the student should take the same course one more time. The exception is when a student receives an "X" grade for an elective course. In this case the course repetition is not mandatory.

2. If a student receives "X" for the same course for a second time, this grade automatically turns into "F."

3. If a student receives two "F" grades for the same course, the student is to be dismissed from the University.

4. In some exceptional cases after receiving two "F" grades for the same course a student may take the same course one more time provided he or she has a GPA not less than 2.5, a request from the program chair (with extract from the Program meeting's minutes attached), and the permission of the Vice President for Academic Affairs.

5. If a student took the same course more than once, then the last grade for the course is to be taken into account when computing the GPA.

6. A student has the right to be re-admitted to the University not earlier than in a year after having been dismissed. Requirement: Program recommendation (extract from the program meeting's minutes is to be attached).

7. A student who fails to pass the same course after re-admission will be dismissed from the University without having the right to be re-admitted. A student dismissed from the first year of study is not entitled to re-admission.

8. After dismissal from the University a student has the right to take the same course as a part-time student only after one semester. In this case if he fails to pass this course again, he will be deprived of the right to change his status to full time.

## DISMISSAL

1. A student may be dismissed from AUCA for :

- Violating the AUCA Honor Code
- Poor academic performance (see the "Course Repetition" and "Probation" regulations)
- Not registering for classes and not attending the semester
- Failing to fulfill financial obligations to the University (confirmed by the Admissions and Financial Aid Office)
- Failing to maintain a GPA of at least 1.75

There is an exception for the GPA requirement for freshman in their first semester: they will not be dismissed; they will be put on academic probation. Other exceptions can be made under special circumstances, for example, special permission from the Vice President for Academic Affairs.

2. Dismissal for academic reasons will be completed within a month after the exam period, according to the process outlined in Item 5, below.
3. If dismissed, the student will be given an academic certificate in accordance with the format approved by the Ministry of Education of the Kyrgyz Republic
4. If a student wishes to appeal his or her dismissal, the appeal should be submitted within 10 days of the official notification of dismissal.
5. Dismissal procedure:
  - After having analyzed all students' transcripts, the Program Chair's submit a reports to the Vice President for Academic Affairs on the dismissal of students whose GPAs are below 1.75.
  - Upon the approval of the report by the Vice President for Academic Affairs, the Registrar's Office issues an order on dismissal. The order on dismissal for academic reasons must be drawn up by the Registrar's Office within one month after the completion of the exam period.
  - Students who have been dismissed will be made aware of that fact as soon as possible, usually as soon as the order of dismissal is written, but always before the beginning of the next semester.
6. To be dismissed from the University due to a personal wish a student should submit an application to the Vice President for Academic Affairs with a request to be dismissed from the University (personal wish, transfer to another university) with all necessary authorization signatures of the Program Chair and Registrar, fill out a check-out list and pay tuition before submitting a dismissal application.
7. Students who have not submitted their Study Cards or have not paid their tuition fees for the current semester are dismissed from the University at the beginning of the third month of each semester.

### **RE-ADMISSION**

1. Both domestic and international students may be re-admitted if they meet all AUCA academic standards and other requirements.
2. Re-admission will be considered by the Program Chair and approved by the Vice President of Academic Affairs.
3. To be re-admitted:
  - The student should submit a re-admission application to the Vice President for Academic affairs with authorization signatures from the Program Chair, Financial Officer, Librarian and Registrar.
  - The application should include the student's academic certificate (*academicheskaya spravka* – a form given to those who leave universities without graduating) and Official Transcript.
  - The student should have resolved any outstanding financial debts/liabilities to the University.
4. A student who has taken academic leave during the first year of study has the right to apply for re-admission.
5. Placement of the re-admitted student into the freshman, sophomore, junior, or senior year will be decided by the Program Chair on the basis of a transcript analysis.
6. Re-admission procedures should be completed no later than the end of the second week of the semester.
7. Readmitted students must sign new contracts for the payment of tuition fees.
8. Students who are dismissed twice on account of poor academic performance will not be considered for readmission.

### **PROBATION**

1. A student whose GPA for any semester is below 2.0, either overall or within his or her program, shall be placed on academic probation. If, in the probationary semester, a student again fails to achieve a GPA higher than 2.0, either overall or within his or her program, he or she may be suspended from the University for a minimum of one semester.
2. During the student's probationary semester, he or she will not be permitted to take more than 18 credits.
3. A student on probation will not be allowed to participate in any University-sponsored extracurricular activities (academic or sports competitions, etc.).
4. A student on probation will not be permitted to change a course status to audit.

### **TEMPORARY SUSPENSIONS**

A student can be temporarily suspended from the University for a maximum of two years and a minimum of one semester for:

- Poor academic progress (see "Course Repetition," and "Dismissal")
- Plagiarism
- Violations of the Honor Code

When a student is suspended, a suspension order is issued based on a report from the Program Chair addressed to the Vice President for Academic Affairs. This order shall state clearly:

- The reason for the suspension
- The period of suspension
- Conditions of the student's reinstatement to the University at the end of the suspension period

## **ACADEMIC LEAVE**

1. Academic leave is provided for:
  - Health reasons
  - Financial reasons
  - Family circumstances
  - Study abroad
2. To officially register for academic leave, a student should:
  - Pay all outstanding tuition fees
  - Submit an application to the Vice President for Academic Affairs, signed by the Program Chair and the Registrar
  - Complete a check-out list
3. Academic leave should last no more than one semester.

Students who do not return from academic leave on time will be dismissed from the University. They may apply for re-admission.

## **TRANSFER STUDENTS**

### **TRANSFERRING WITHIN AUCA**

Academically qualified students may transfer from one program to another. Specific requirements should be discussed in advance with the relevant Program Chairs.

The number of transfers is not limited. The student is responsible for completing all the requirements of the curriculum.

A student has no automatic right to transfer back to his or her previous program. Requests to transfer back to his or her original program must be approved by the Chair of that program.

In most cases, a transfer student must complete all the entrance requirements stipulated by the new program, however, if the two programs' exams are very similar, the results from the previous program may be sufficient. Entrance requirement waivers must be approved by the Program Chair and the Vice President for Academic Affairs.

The year of study of a transfer student shall be defined by the Program Chair based on the student's transcript.

All internal transfer procedures should be completed by the end of the second week of the semester.

A student who transfers while on probation will remain on probation for the period of time stipulated by the probation order.

### **TRANSFERRING INTO AUCA**

AUCA admits students in good standing from other recognized institutions around the world. Students wishing to transfer to AUCA from another institution should contact the AUCA Admissions Office for information.

A student who wishes to transfer to AUCA from another higher education institution must submit an AUCA application and a complete transcript of all academic work he or she has completed at the other institution(s). The AUCA Registrar's Office will determine the number of credits the student can transfer.

Specific questions about any of AUCA's academic programs should be addressed to the head of that program.

Only credits from courses in which the transferring student has received a grade of C and higher (in the letter-grade system) or 4 or higher (in the former Soviet numerical system) will be accepted for transfer. Grades for courses not taken at AUCA will not be applied to the student's GPA at AUCA.

The maximum number of transferred credits that may be applied to a student's major at AUCA is 15.

To graduate from AUCA (to be awarded an AUCA bachelor's degree) a student must earn his or her final 35 credits at AUCA.

### **TRANSFERRING OUT OF AUCA**

Students who wish to transfer out of AUCA to another institution of higher education should contact that institution to familiarize themselves with its transfer procedures and policies.

Having submitted a transfer application to the other institution and having received written approval, the student should notify the relevant Program Chair and Vice President for Academic Affairs at AUCA as soon as possible. Upon request, the Registrar's Office will provide an official transcript for a fee of 50 soms (see "Transcript").

## **DOUBLE MAJOR**

A double major requires the approval of both relevant Program Chairs, and the Vice President for Academic Affairs. A student may apply for a second major only upon the completion of the first year of study. Which entrance tests are needed for admission to the second major will be determined by the relevant Program Chair.

A student is expected to have earned 12 credits in the major he or she is applying for by the date of application. No more than 12 credits earned before acceptance into the second major will be counted towards the second major. The courses to be counted will be determined by the program chair.

Graduation with a double major requires the completion of the requirements of both majors. The student will be responsible for the completion of the requirements of both majors, which may require a longer period of study than completing the requirements of only one major.

Any courses included in the requirements for both majors may be counted in both. In a case of similar required courses, a student may petition the relevant Program Chair to have one course count toward both majors.

## **MINOR**

### **General Provisions**

In addition to a major, a student can declare a minor. AUCA offers the following minors:

- American Studies
- Anthropology
- Business Administration
- Comparative Literature (through the American Studies Program)
- Economics
- International and Comparative Politics
- Law
- Print Journalism
- Psychology
- Public Administration (through the Business Administration Program)
- Sociology
- Software Engineering
- Translation and Interpretation (English)
- Teaching English as a Second Language

Detailed information on each minor can be found in this book under the appropriate program listing.

The general criteria for all minors are that the minimum number of credits to be earned is 21 the minimum grade a student needs to earn in a course for it to be considered for credit towards the minor is "C" and at least 60% of the courses counted towards the requirements of the minor are from upper division courses.

### **Declaring minors**

Only students with GPAs of at least 2.5 in their majors may apply for minors. Some minors require higher GPAs. The student should obtain permission from the Chair of the major program and the Chair of the minor program before declaring a minor. Second-year students should obtain a form from the office of the proposed minor program. They should complete this form, obtain the appropriate signatures and hand it into the Registrar's Office before the end of the registration period of the fall semester.

### **Attestation Procedure**

With permission from his or her minor Program Chair, a student will take a final exam in the minor, according to that program's exam schedule. Students will be told about the conditions and form of the exam at least two months beforehand.

### **Certification Procedure**

A student with a GPA of 3.5 or higher, who has completed all of the requirements of the minor and successfully passed its final exam, will be issued a special attachment to his or her Kyrgyz state diploma indicating the minor. A corresponding entry will be made on the student's American-style diploma.

## **PART-TIME STUDENTS**

To be a part-time student one should have a TOEFL score of not less than 500, take a maximum 9 credits per semester, have enrolled in the University or have completed the AUCA Preparatory Program, or have been approved by the Vice President for Academic Affairs office.

Advisers of part-time students are the staff of the Registrar's Office. To earn an AUCA bachelor's degree, part-time students should study (or have studied) for at least two years as full-time regular students, and also should obtain the Program Chair's and Vice President for Academic Affairs' approval. These could make the student eligible for both the Kyrgyz and the American diplomas.

To have a second major after the completion of the first major (degree) at AUCA, a student must study full time in the major field for at least one year and fulfill all requirements for the major. A student in these circumstances would be eligible for only the American diploma.

The GPA of part-time students will not be taken into consideration when transferring credits to full-time study.

AUCA admits part-time students during only the first two weeks of each semester. A part-time student who fails to register for a current semester shall be dismissed from the University. This policy does not apply to Preparatory students.

## **INFORMATION FOR GRADUATING SENIORS**

### **Regulations on State Examinations, Diplomas and Grading Systems**

1. A student who has successfully completed all the requirements of a program may take the final state attestation exam. Successful students are conferred with diplomas of higher education and bachelor's degrees.
2. The final State Attestation may take the form of two or more exams, or an interdisciplinary exam and a senior thesis defense. Only academically excellent students, with the approval of their Program Chairs, will have the right to write and defend senior theses. Students must write their senior theses in English, unless they are students of foreign languages.

All students, as part of the final State Attestation, must pass exams on the History of Kyrgyzstan and English (TOEFL).

Exam grades for the History of Kyrgyzstan are included in the transcript of the American-style diploma and the Kyrgyz State diploma.

The type of American-style diploma that a student receives (e.g. honors) is determined by the grades he or she earns on the state exams (History of Kyrgyzstan and TOEFL).

3. The evaluation and grading criteria for the final State Attestation (state exams, qualification papers, thesis) are defined by the Program Chair, approved by the AUCA Curriculum Committee and made available to students planning to graduate.

### **Final State Attestation**

Details about taking attestation exams are made available to students at least four months in advance. For the English language exam (TOEFL), the details are announced at the beginning of the academic year. The final State Attestation is conducted in accordance with the Academic Calendar.

To be considered for State Attestation, a student must have earned at least 144 credits, undertaken internships (as appropriate), and earned a GPA of at least 2.0.

### **AUCA Diplomas**

Two diplomas are conferred upon AUCA graduates:

- an American-style Bachelor of Arts diploma
- a Kyrgyz State Diploma.

### **American-style Diplomas**

1. American-style diplomas may be *summa cum laude*, *magna cum laude*, *cum laude* or without honors.
2. To receive an American-style bachelor's degree diploma, a student must have:
  - Earned at least 144 credits, including internships
  - Earned a cumulative GPA (for his or her entire AUCA career) of at least 2.0
  - Passed the final state exam and defended a senior thesis
  - Passed the final state exam in English (TOEFL) with a minimum score of 550
  - Committed no violations of the AUCA Disciplinary Code

The criteria for American-style diplomas with distinction, as approved by the AUCA Academic Senate, are as follows:

- 3.1. To receive a first-degree Bachelor of Arts diploma, *summa cum laude*, a student must have:
  - Earned a cumulative GPA of at least 3.8
  - Earned an “A” for a thesis defended in English (or the language of the student’s major – German, for example)
  - Passed all state exams passed with “A”s
  - Received no “D”s or “F”s in any required courses
- 3.2. To receive a second-degree Bachelor of Arts diploma, *magna cum laude*, a student must have:
  - Earned a cumulative GPA of at least 3.6
  - Earned a “B+” or higher for a thesis defended in English (or the language of the student’s major)
  - Passed all state exams grades of “B+” or higher.
  - Received no “D”s or “F”s in any required courses
- 3.3. To receive a third-degree diploma of Bachelor of Arts, *cum laude*, a student must have :
  - Earned a cumulative GPA of at least 3.5
  - Earned an “B” or higher for a thesis defended in English (or the language of the student’s major)
  - Passed all state exams with grades of at least “B”
  - Received no “D”s or “F”s for any required courses

## **Kyrgyz State Diplomas**

1. The criteria for a Kyrgyz State Bachelor diploma are very similar to the requirements for an American-style diploma. To earn a Kyrgyz State diploma, a student must have:
  - Earned at least 144 credits, including internships
  - Earned a cumulative GPA for his or her entire AUCA career of at least 2.0
  - Passed the final state exam and defended a senior thesis
  - Passed the final State Attestation exam
  - Passed the English exam (TOEFL) with a minimum score of 550
  - Committed no violations of the AUCA Disciplinary Code
2. Students who have excelled within the program (earned “A”s for 75% or more of their courses and “B”s for the remaining 25% or less) and pass all their state exams with “A”s will receive a Kyrgyz State Diplomas with honors.

## **THE PRESIDENT’S LIST AND THE VICE PRESIDENT FOR ACADEMIC AFFAIRS’ LIST**

Students can be placed on the President’s List or the Vice President for Academic Affairs’ List for excellent academic performance. This achievement is recognized on the first Friday of September (Knowledge Day). The Registrar’s Office compiles the lists and the Academic Senate approves them.

The **President’s List** is only for fourth-year students. To win a place on the President’s List, a student must have earned at least 108 credits with a cumulative GPA of at least 3.8 and have received no “F”s or “X”s.

The **Vice President for Academic Affairs List** is for second-, third- and fourth-year students. To win a place on this list, a student must have earned at least 36 credits with a cumulative GPA of at least 3.67 and have received no “F”s or “X”s.