

Student Guide  
to  
Academic Advising

The American College of Greece



DEREE

## **Core Values**

DEREE – The American College of Greece shares with its students a common set of core values agreed upon and respected by the entire DEREЕ community. These values are:

- All students have the right to begin each semester/session with a schedule of classes, which allows them to make progress toward graduation.
- Students (and their family members) have the right and expectation to be treated with dignity and respect and to have their questions and concerns addressed with appropriate information and rationales. In return, students are expected to behave in an appropriate fashion.
- Both students and the administration agree to abide by programs (in terms of requirements, levels, prerequisites, and class limits) as developed, submitted, and approved by the relevant competent faculties.

By accepting admission, the student assumes responsibility for knowing and complying with the regulations and procedures set forth by DEREЕ.

## **Effecting Changes**

To keep abreast of developments in the various fields of concentration, DEREЕ may make changes in policies, procedures, educational offerings, and course requirements at any time. The student is expected not only to consult all pertinent DEREЕ announcements and publications such as the College's catalog, the web site, the student's acg.edu account, but also to meet with an academic advisor regularly for more detailed information on how these changes may affect the student's program.

In general, students are expected to meet DEREЕ's academic requirements, attend classes regularly, conduct themselves as responsible members of the academic community, and meet their financial obligations to the institution.

## **The DEREЕ Catalog**

Published annually, the Catalog is the official document in which DEREЕ explains policies, regulations, academic programs and course descriptions. Students are expected to follow the academic programs as described in the catalog issued in the year of their first registration. It is the students' responsibility to familiarize him or herself with the catalog issued the year of their first registration.

Students must remember that, even though they may follow the academic programs in effect at the time of their admission, they must follow the new prerequisites for courses when there is a change in the curriculum. Such changes, when they occur, appear in the Course Schedule compiled every semester by the Registrar's Office and can also be found on DEREЕ's website. It

is the students' responsibility to inquire about changes in the curriculum (new courses, new prerequisites, and the like), stay informed, and adjust their programs accordingly.

The students have the right to follow entire academic programs (in terms of course requirements) of a later catalog but never of one issued before the time of their first registration. Readmitted students have to follow academic programs as described in the catalog issued at the time of their readmission and not of their first registration.

### **Academic Advising**

All DEREЕ students have access to an advisor throughout their studies. Actual advisors may change from time to time depending on the student's academic status, number of credits earned, major, and the like.

All students may make appointments for consultation with the Academic Advising Office at any time during their studies.

### **Requirements for Bachelor's Degrees**

- Credits Requirement: DEREЕ requires all students to complete at least 128 degree credits for graduation. Specific requirements are listed under each major.
- Cumulative Index (CI) Requirement: DEREЕ requires that all students have a cumulative grade point average of at least 2.00 at the time of graduation.
- Residency Requirement: DEREЕ requires that all students complete at least 30 credits beyond the introductory 1000-level courses from the area of concentration of their major(s) as well as all the capstone course(s) of the student's major(s) at the College.

### **"Major" Decisions**

Students need to select a major field of study as soon as possible so as not to delay their studies by registering for non-required courses (one of the reasons some students end up graduating with more than the required 128 credits is that they fail to declare a major on time or because they switch majors too often).

**The School of Arts & Sciences** presently offers the following majors: Art History; Communication; Economics; English; History; Liberal Studies; Music; Philosophy; Psychology; Sociology; Theater Arts; and Visual Arts.

**The School of Business Administration** presently offers the following majors: Accounting and Finance; Business Studies; Computer Information Systems; International Business and European Affairs; International Tourism and Hospitality Management; Management; and Marketing. Students are advised to decide on a School (Arts or Business) no later than the end of their first semester

and on a major within the School no later than the end of their first year of studies. To reach a decision concerning their major, students may wish to consult with the faculties of the various areas or visit the Career Services Office, where they may take the SIGI Plus test to find out where their interests and abilities lie. Students may declare their choice of major electronically via their acgmail account (send to [dilos@acg.edu](mailto:dilos@acg.edu) or [dc.advdtc.acg.edu](mailto:dc.advdtc.acg.edu)). It must be understood that the student's major(s) will appear only on the transcript and not on the diplomas.

### **Changing Majors**

Students may change their majors at any point during their studies; however, they understand that a change in major often implies extra coursework and therefore extra time. Students may change their choice of major electronically via their acg.edu account (send to [dilos@acg.edu](mailto:dilos@acg.edu) or [dc.advdtc.acg.edu](mailto:dc.advdtc.acg.edu)).

### **Double Majors**

Students may opt to follow two majors. If the same School offers both majors, students, in most cases, will need to take a minimum of ten (10) extra courses (i.e., all the emphasis or area requirements of the second major); otherwise, they may have to complete a different set of General Education requirements as well. Students may declare their choice of a second major electronically via their acgmail account (send to [dilos@acg.edu](mailto:dilos@acg.edu) or [dc.advdtc.acg.edu](mailto:dc.advdtc.acg.edu)).

### **Minors**

In addition to a major field of study, students may opt to complete the requirements for a minor. At present, minors take anywhere from 18 to 21 additional credits. It must be understood that declared minors appear only on the student's transcript and not on the diploma. Students may declare their choice of a minor electronically via their acgmail account (send to [dilos@acg.edu](mailto:dilos@acg.edu) or [dc.advdtc.acg.edu](mailto:dc.advdtc.acg.edu)).

### **Two Bachelor's Degrees**

Students may be awarded two bachelor's degrees (Bachelor of Arts and Bachelor of Science in Business Administration) by completing all the requirements in both degree programs from two different schools at DEREE.

### **Registration**

Registration involves:

- advising for number and kind of courses;
- student's selection of particular sections of those courses;
- securing student selections through the Web; and
- payment of tuition and fees Pay any outstanding balance and make the necessary deposit for the upcoming semester or session.

All students must meet with their advisors individually, register on the dates announced, and pay the required tuition and fees.

### **New Students Registration**

Incoming students may register once they are admitted and have submitted their tuition deposit. If the incoming student has not demonstrated fluency in English, an English Placement Test will be scheduled. Once the test is graded, the incoming student will be invited to meet with an academic advisor to select courses for his or her first semester or session.

### **Continuing Students Registration**

Students who are in good academic standing may take up to five courses per semester (fall and spring) and up to two per session (winter and summer). It is the student's responsibility to notice the Registrar's announcements for dates of registration each term. Continuing students register on campus through the web at the dates & times announced by the Registrar (dates & times are also posted on the College's website). Continuing students who have accumulated at least 30 credits and have a minimum CI of 3.00 may carry up to six courses (or 20 credits) per semester, but no more than two courses (or seven credits) in sessions.

Students whose CI is below 2.00 may register for a maximum of 12 credits (or even fewer as per the instructions given them by the College authorities).

### **Years of Study**

Usually, students complete their studies for a bachelor's degree in four years. However, a number of students manage to finish their work in three years while a large number of students graduate in four-and-a-half or five years. Students must understand that length of time of studies depends entirely upon the individual's commitment to the school, academic performance, and flexibility in scheduling of courses. The 128 credits required for graduation roughly translate into 42 courses. How a student chooses to spread these courses over the years determines the length of time s/he will remain at the College as an undergraduate. Students who hold full-time jobs and go to school at the same time must understand that, as part-time students, they will take a lot longer to complete their studies since, most probably, they can expect to carry a maximum of nine credit hours per semester and perhaps up to four credit hours per session. Full-time students, however, after they have completed their First-Year Experience, may carry up to 17 credit hours per semester and up to seven credit hours per session. Given that full-time students have no time restrictions in any given term (as do most working students), they have a wider choice of courses and may plan their schedules in such a way so as to speed up their studies.

### **Students on Warning**

Students who are on their second semester under the Academic Advising Office will not be allowed to register early. During the last session of their Optimal Match Program, students are advised to petition the Committee on Academic Standards and Policies for an extension of their probationary period for an additional semester and session under the guidance of the Academic Advising Office. If their petition is granted, students will register at a later date as announced by the Registrar.

### **Dismissed Students**

Dismissed students are not allowed to register at DEREЕ for a minimum period of one semester and session.

### **Applying for Readmission**

Students dismissed for academic reasons will be allowed to apply for readmission after a minimum period of one semester and session has elapsed. Readmitted students whose C.I. is below 2.0 are assigned to the Academic Advising Office and have to meet the conditions set by the Admissions Committee.

Applications for readmission are obtained from and then submitted to the Admissions Office. If readmitted, students will have to follow academic programs in effect at the time of their readmission (i.e., they follow the catalog issued at the time of their readmission) unless decided otherwise by the Admissions Committee.

### **Late Registration**

Students who fail to register on the dates announced may register late (on the date specified by the Registrar's Office, which is usually set before the first day of classes). Students who opt to register late will be charged a late registration fee. It must be understood that students who register late will be allowed to register in open courses only, regardless of their number of credits.

### **Course Limits and Over-the-limit Registration**

Along with their class schedules, department chairpersons submit class limits, that is, the maximum number of students allowed in any given course for the course to be taught effectively. Additionally, classrooms impose physical limitations; the rooms can hold just so many chairs and/or students in them proportionate to their size. Students must, therefore, understand that when they ask to register for courses that are listed as "closed," they are, in fact, not acquiescing in the agreed-upon core values of DEREЕ. However, in its efforts to address students' emergencies, DEREЕ may allow for over-the-limit registration (provided there is actual physical space in a classroom) if, and only if, all of the following conditions are met:

- The student is a graduating senior (current semester/session graduate);
- The course is a major requirement that may not be substituted;

- ALL sections (at ALL times and at BOTH campuses) of the required course are closed;
- All prerequisites have been met;
- The student is in good academic standing (minimum CI of 2.00); and
- The student does NOT register late.

### **Adding/Dropping Courses or Changing Schedules**

Students will be allowed to add courses, drop courses, or make course-section changes in their semesters' schedules on the dates specified by the Registrar. Changes are possible under the following conditions:

- The student is not on a fixed schedule (First Year student)
- The student is in good academic standing (minimum CI = 2.0)
- The student has met all the prerequisites of the course
- The course is open

All students (Freshmen students or students on probation) need to get prior approval for any changes from the Academic Advising Office. Students who alter their programs during this period are charged a change-of-course fee for every change they make.

### **Registration Holds**

Students who have a hold on their records will not be allowed to register before clearing their hold. For a Library hold, students should return the book(s) to the Library and obtain a clearance. Then they should proceed with this clearance to the Registration area. For a Business Office hold, students are expected to pay any outstanding balances prior to registration and make the necessary deposit for the upcoming semester or session so that the Business Office may remove the hold.

Students are reminded that failure to pay their tuition and fees by the deadlines stipulated may result in sanctions, including, but not limited to, cancellation of the student's registration. (Other sanctions may include: withholding of grades; non-issuance of transcripts or other certificates; non-withdrawal from classes.)

### **Course Offerings**

Students are advised to check with their departments concerning frequency of course offerings. Generally speaking, all required courses are offered at least once a year. However, a number of courses are never offered in sessions (e.g.

EN1111), while others are offered once every two years. Careful planning of course selection is entirely the responsibility of the students.

## **English Language Requirements**

The College has established certain requirements in English language proficiency to ensure that students are adequately equipped linguistically to pursue college-level studies. All students must abide by DEREЕ's policy regarding placement in English courses.

All students are required to take the introductory English language composition course EN 1010 as soon as they qualify for it, unless they satisfy that requirement in other ways, and to complete the English course sequence EN 1010, EN 1111, EN 1212 and Speech 2200 or EN2342 without interruption. In case of withdrawal from one of those required courses, the course must be taken the following term.

Students may qualify to take EN 1010 in the following ways:

- By achieving scores stipulated by the Admissions Office on DEREЕ's English Placement Test, the TOEFL examination, or the SAT examination.
- By submitting the Cambridge or Michigan English Proficiency Certificate, or the GCSE.
- By completing satisfactorily the College's English Language Preparation (ELP) program.

Students who do not qualify for EN 1010 are required to follow the English Language Preparation (ELP) program by enrolling in EN 1000, EN 1001, EN 1002 (all non-credit courses), depending on the student's level of English. Students enrolled in the English Language Preparation (ELP) program may take up to two other courses concurrently. They may not take EN 1000, EN 1001, EN 1002 more than twice; students who do not satisfactorily complete their ELP course after registering for it a second time will be dismissed from the College and will be readmitted only if they qualify for direct admission into EN 1010. Students seeking a waiver for EN 1010 may apply to the Office of Admissions two weeks before registration to take a waiver examination. If successful, they may proceed directly to EN 1111 (Composition II), but receive no credit for EN 1010 and must therefore take an alternative course in its place.

## **Cancellation of Courses**

Although every effort is made to allow every term's schedule of classes to run as submitted, DEREЕ reserves the right to announce the cancellation of certain courses after registration for a variety of reasons (such as, low student interest, last minute emergency on the part of the teacher, or unavailability of teaching materials due to extenuating circumstances). Before classes begin, the Registrar's Office posts a list of all cancelled courses on the Web and on the

Registrar's board. Students registered in cancelled courses must stop by the Registrar's Office to make the necessary changes in their schedules on the first day of classes, which is reserved to accommodate them.

The Registrar and the Academic Advising Office will help students find suitable replacements so that their progress is not impeded. However, it is the student's responsibility to be informed and request replacements for cancelled courses (free of charge). Otherwise, the Registrar will automatically remove any cancelled courses from the student's schedule.

## **Withdrawals**

Every semester, the Registrar announces three dates in the calendar for withdrawals. Students who wish to withdraw from a course must fill out a Withdrawal Form obtained and submitted to the Student Success Center at the Aghia Paraskevi Campus or to the Registrar's Office at the Downtown Campus by the deadlines stipulated by the Registrar.

Students who fail to withdraw properly from a course and simply stop attending will receive an F grade in that course.

Students may withdraw from a course as follows:

By the first deadline: 50% refund on tuition for that course  
"W" recorded as a grade on the transcript

By the second deadline: No refund  
"W" recorded as a grade on the transcript

By the third deadline: No refund  
"WP" recorded as a grade on the transcript, if they have a passing grade in the course at the time of filing for a withdraw

"WF" recorded as a grade on the transcript, if the student earns a failing grade in the course at the time of the withdraw

In sessions (winter and summer) there are no WP/WF withdrawal periods.

Students may withdraw from a freshman English course only once and at the recommendation of the instructor and with the approval of the Academic Advising Office. Students may not withdraw from the English Language Preparation courses unless they withdraw from all their courses taken during the specific period.

Students who drop courses during the change of course period will receive a 75% refund and no indication of the dropped course on their transcript.

### **Complete Withdrawal**

Students who wish to withdraw from DEREЕ completely (for a semester, a year, or forever) must fill out a Complete Withdrawal form obtained from and submitted to the Student Success Center at the Aghia Paraskevi Campus or to the Registrar's Office at the Downtown Campus. Before submitting the form students must obtain clearances from the Business Office and the Library. If a student withdraws from DEREЕ during a probationary period under the Academic Advising Office, the withdrawal, with a grade of W, WP, or WF, counts as a semester on probation.

Students who withdraw from DEREЕ, do not register for at least one semester, and wish to return to the College must apply for readmission (and follow the academic programs in effect at the time of their readmission).

Degree students in good standing (minimum CI of 2.00) and with at least nine credits earned may request a leave of absence from the College for a maximum period of one year by filling out the appropriate form (called Maintenance of Matriculation) obtained from and submitted to the Student Success Center at the Aghia Paraskevi Campus or to the Registrar's Office at the Downtown Campus. Students who have maintained their matriculation and return to the College do not need to apply for readmission and may follow their original programs.

### **Course Levels, Prerequisites and Corequisites**

All courses are indicated with a two-letter abbreviation that represents the discipline (e.g., CS = Computer Science, HY = History, PS = Psychology) and a four-digit number that "describes" the course in terms of level (first digit) and number of prerequisites (second digit). There are four levels of courses (each representing theoretically each year of study). As the complexity and the depth of a course increase with its level, generally speaking, seniors (fourth-year students) may take courses at any level (provided they have met the prerequisites), juniors (third-year students) may take 3000-, 2000-, and 1000-level courses (provided they have met the prerequisites), sophomores (second-year students) may take 2000- and 1000-level courses (provided they have met the prerequisites), and freshmen (first-year students) may take 1000-level courses (provided they have met the prerequisites, if any). . Similarly, incoming freshmen may only register for 1000-level courses with no prerequisites (e.g. EN1010, CS1070). Certain courses require prior knowledge of another subject or of the same subject but of a more fundamental way. Such "knowledge" is established through prerequisites, (i.e. courses that a student must have completed successfully before attempting to register for an advanced course).

The number of prerequisites may vary from 0 to 9. Obviously, the more

prerequisites, the more advanced the course. Prerequisites that may be taken at the same time with the course that requires them are so-called co requisites. Students who withdraw from a co requisite are automatically removed from the course that requires it. Students are advised to consult with their departments before attempting to register for advanced courses even if they have met all prerequisites. It is the student's responsibility to observe all prerequisites, co requisites and level restrictions. Students may register as follows (provided all prerequisites and corequisites – if any – have been met:  
From 0 to 14 credits *1000-level courses* from 15 to 29 credits *1000- and 2000-level courses* From 30 to 59 credits *1000-, 2000-, and 3000-level courses* from 60 and above *All levels*

### **Level Violations**

Students who have level violations will be required to change their schedules.

### **Prerequisite Violations**

Prerequisite violations are not allowed by the system. In the event of a prerequisite violation, the Registrar will automatically drop from the student's schedule any course(s) for which the student has not met the prerequisite(s), without notifying the student.

### **Incompletes**

Students who have an Incomplete in one of their courses should assume the responsibility to make up their incompletes by the deadlines posted by the Registrar's Office every term (usually, Incompletes have to be made up by the third week of the semester). It is also the student's responsibility to contact the instructor of the course who assigned the Incomplete and make all the necessary arrangements for the makeup. (If the instructor of the course who assigned the incomplete grade is no longer available, the student should contact the department or the Registrar's Office for further instructions.)

The Registrar automatically changes incomplete grades to F's if instructors have not turned in a grade by the deadline.

### **Repeating Courses**

Students who fail a required course must repeat that course as many times as necessary to get a passing grade. Each failure lowers the student's CI because, although no credit is given, the F grade is computed in the student's average. (If the student opts for the Course Repeat for Grade Replacement policy, the original grade is replaced by an R and is not computed in the student's average.) Students who fail a non-required course may repeat it if they so choose (they are not REQUIRED to repeat it). For instance, if a student fails a course taken to satisfy the Humanities distribution, the student may choose to take another Humanities course to satisfy the distribution rather than repeat the failed course. (Of course, no grade replacement will apply.) Students who fail any of the freshman English sequence courses (EN1010, EN1111, EN1212)

must repeat it immediately the next time it is offered.

Students placed into EN1000, EN1001 and/or EN1002 may register for these courses twice only. Students who fail EN1000, EN1001 and/or EN1002 a second time are dismissed from DERE and can be readmitted only if they qualify for EN1010.

### **Course Repeat for Grade Replacement**

Students who wish to use DERE's Course Repeat for Grade Replacement policy must fill out a form obtained from and submitted to the Student Success Center. Students may use this policy 7 times only and for courses taken on or after fall semester of the 1999-2000 academic year (the year that the policy became effective).

### **Courses Required for Graduation**

Students must complete three "sets" of courses: General Education requirements, Concentration courses, and Electives.

### **General Education Requirements**

*Introduction to Information Systems.*

Students normally complete their Introduction to Information Systems course (CS1070) in their first semester.

*Freshmen English & Public Speaking.*

Students must register for their freshman English sequence courses (EN1010, EN1111, EN1212) and public speaking courses (SP2200 and EN2342) as soon as they qualify for them.

*Natural Science Requirement & Ethics.*

Students are expected to have completed both required courses in science with laboratory by the time they accumulate 69 credits. Science courses that are in sequence, e.g., Physics I and Physics II, must be completed in order, since the first part is a prerequisite of the second. Other courses are non-sequential and therefore students may take them simultaneously. All students must complete a course in Ethics. Business Students must complete the Business Ethics course.

*The Humanities Requirement.*

All students need to complete at least nine (9) credits in the following areas of the Humanities: Archaeology, Art, Classical Literature, History, Literature, Music, Philosophy and Theater History. Each major requires specific distribution of the Humanities requirement, so students are urged to consult the catalog for appropriate selection of courses. Students should also note that certain courses in the areas mentioned above may not be used to fulfill the Humanities requirement (normally skills courses).

*The Social Sciences Requirement.*

All students need to complete at least twelve (12) credits in the following areas of the Social Sciences: Anthropology, Economics, Political Science, Psychology, and Sociology. Each major requires specific distribution of the Social Sciences requirement, so students are urged to consult the catalog for appropriate selection of courses.

#### *Additional General Education Requirements.*

Some majors require completion of additional courses as part of the student's general education. For example, all business, communication, economics, psychology, and sociology majors need to complete courses in Mathematics and/or Statistics. Other majors (e.g. Communication) require (two) courses in a foreign language.

Students who have decided on a major are advised to consult the catalog for appropriate selection of courses.

### **Concentration Requirements**

Concentration courses are major-specific. Students need to consult the catalog for the appropriate course selection.

### **Electives**

Any credit-carrying course may be used as an elective. Students normally select (as their electives) courses that they consider "easy" and are, therefore, advised to take their elective courses towards the end of their studies in combination with advanced "upper-level" courses.

### **Waiving Courses**

Students may waive certain courses in the areas of computers, English, mathematics, and foreign languages by taking DEREЕ's waiver examinations or by submitting proof of prior knowledge in those areas (such as diplomas, high school grades, or certificates). For English waivers, students must consult the Admissions Office before their first registration. Waiver examinations for Mathematics are held every semester. Students are advised to take their waiver exam (if they feel they qualify) during their first semester. For computers and foreign language waivers (if other than the student's native tongue), students should contact the Department Heads of the relevant areas.

It must be understood that waiving a course does not confer any credit. Students simply replace a required course (the one they waive) with any other course of their choice that carries the same (or more) number of credits.

### **Transferring Credits**

Students may request transfer of credits for courses earned at another accredited institution. Continuing students who wish to have a "semester abroad" and have their credits transferred must petition to the Committee on Academic Standards and Policies for permission and approval of courses before

they register for those courses. Along with their petition, they must submit course syllabi and a copy of the current catalog of the institution they intend to attend. Even if permission is given, the Registrar will evaluate the courses taken elsewhere (in terms of grades earned, as they appear on the student's official transcript) before granting any transfer credit.

It must be understood that, although they must have earned a minimum grade of C in any course they wish to transfer, students may transfer credits but not grades.

## **Applying for Graduation**

Students may apply for graduation in any one of four periods (Fall = January graduates; Winter = February graduates; Spring = June graduates; Summer = August graduates), depending on when they believe they will have met all College requirements for a bachelor's degree. Students must apply for graduation at the beginning of the semester or session they have registered for their last credits. It is the student's responsibility to meet the Registrar's deadlines (as announced every term) with respect to submission of graduation applications.

Before applying for graduation each student must:

- obtain a graduation package and an unofficial transcript from the Student Success Center (depending on the time of year, transcripts may require a 3-day processing period) These documents may be obtained through DERE's website as well;
- obtain a Degree Audit Form from the Academic Advising Office (students need to know their major(s) and the catalog they are following). This form will initially inform the students what course(s) they may still be lacking and what petition(s), if any, they need to submit.
- submit the Degree Audit Form properly filled out, transcript, and the completed Application for Graduation form to the head of their department to have it checked and approved (they should make an appointment ahead of time);
- get clearance from the Business Office and pay the graduation fee;
- submit all the papers (Degree Audit Form, transcript, Application for Graduation) along with the Application for Graduation form to the Student Success Center at the Aghia Paraskevi Campus or to the Registrar's Office at the Downtown Campus by the deadline.

Students who miss the deadline for graduation in any given term will have their application moved to the next graduation period. Applying for graduation does not imply participation in the Commencement Exercises.

## **Commencement Exercises**

Applying for graduation does not imply participation in the commencement exercises. Students who intend to participate in the commencement exercises should inform the Student Success Center at the Aghia Paraskevi Campus or to the Registrar's Office at the Downtown Campus promptly. Commencement exercises (that is, the graduation ceremony) are held once a year (normally every June).