STUDENT HANDBOOK
STUDENT SERVICES

Facilities

CAMPUS

The Aghia Paraskevi Campus
The American College of Greece's main campus is located in Aghia Paraskevi, an eastern suburb of Athens. The campus contains the following buildings and facilities: The DEREE main building, the Communication building, the Center for the Arts building, the Library, the Athletic Complex, the College Chapel, the Open Air Theatre, and Residence buildings. In addition, the campus houses PIERCE, ACG's high school.

The Athletic Complex
DEREE-ACG has an athletic complex of international scope and standards. Its gymnasium is built on three levels and includes on the main level two cross-court basketball /volleyball areas, one game court, and a climbing wall. A modern fitness center, three dance aerobics studios, and the fitness office are located on the lower level of the gym. The top level includes the Office of Athletics and a sports lounge area. The outdoor facilities consist of an Olympic-size heated swimming pool, 400 meter track, soccer field surfaced with synthetic turf, and four acrylic latex tennis courts. All outdoor athletic areas are lighted.

The Black-Box Theatre
The studio theatre is the simplest form of theater space, its interior consisting merely of four walls covered with black velour. Stage settings are spartan, with only a few scenic pieces and props highlighted by ceiling lights against the black velour surround.

The Center for the Arts
The Center for the Arts, a 1,900-square-meter three-story building, includes gallery space for exhibitions, classrooms specially designed for the teaching of painting and sculpture, rooms for music performance practice, a state-of the-art computer lab, a Starbucks coffee shop and an atrium for outdoor displays and events.

The College Chapel
A Byzantine-style chapel, on a slope overlooking the Aghia Paraskevi campus, serves the College community on occasions such as christenings and weddings. Students may also visit the chapel for meditation and quiet reflection.

The athletic complex houses a robust physical activities program which includes intercollegiate athletics, intramural sports, physical education, and wellness.

The Communication Building
The Communication Building houses a Black box theatre, appropriately designed classrooms, labs and workspaces, and faculty offices. The Black-Box Theatre is the simplest form of theatre space, its interior consisting merely of four walls covered with black velour. Stage settings are spartan, with only a few scenic pieces and props highlighted by ceiling lights against the black velour surround.

ACG Health & Wellness Center
The ACG Health & Wellness Center offers Health and Wellness Coaching Services.

The Irene Bailey Open-Air Theatre
The Irene Bailey Open-Air Theatre, designed to resemble ancient Greek theaters and with a view of the Attica basin, is used for theatrical performances by students as well as for other College community events.

LIBRARY

The John S. Bailey Library provides extensive print, electronic and audio-visual resources in support of the College's academic programs. The attractive, quiet and modern environment offers an ideal setting for students to study, conduct research, connect with peers, or read for pleasure.

Available resources include:

> 129.000 books
> 116.000 e-books
> 19.000 e-journals
> 321 print and microfilm journals
> 18 newspapers
> 1534 educational DVDs and videocassettes
> 780 music CDs

The electronic library (www.acg.edu/library) provides access to full text articles, abstracts, financial and statistical data, business reports, company and industry profiles, market analyses, balance sheets, as well as electronic encyclopedias and dictionaries. Most electronic resources are also available remotely.

Specialized personnel provide individual research assistance and offer training sessions on the use of the library, the online resources and the online catalog. Information literacy skills workshops are incorporated into writing program courses that students are required to take. Special information literacy sessions are also organized for the needs of specific courses or disciplines.

The Library offers document delivery services through the union catalog of serials of the National Network of Academic and Scientific Libraries. Pay-per-article and document delivery services are also available from a variety of document suppliers and publishers.

An array of media services is also available to students and faculty. The Media Center houses the library's audio-visual and multimedia collections and provides equipment for viewing and listening. Furthermore, the Media Center offers assistance to students and faculty in integrating the latest audiovisual and computer technologies to their research.

Facilities

The Library provides computer research stations, viewing and listening stations, ample space for studying, individual study carrels and comfortable seating. A wireless network allows users to access all electronic resources from their laptops, tablets or hand-held devises. Printing and photocopy facilities are also available.

The Student Lounge
The Student Lounge, located in the DEREE main building, is a comfortably furnished, non-smoking lounge, where students can relax, watch TV, listen to music or play board games while enjoying a cup of coffee.

Student support, guidance and advice

STUDENT SERVICES

Orientation
All new students participate in an orientation program as they begin their first semester at the College. The orientation program is designed to introduce them to the campus, the academic system, College regulations and policies, and student life.

Student Success Center (SSC)
The Student Success Center supports students by offering comprehensive, integrated services in the areas of academic advising, OU validation issues, student records, registration, and payments in a one-stop area. The Center is committed to providing students with consistent, high-quality service, both in person and through technology. The Student Success Center aims to create the optimum conditions so that students can follow the path to academic success.

Students may visit the Student Success Center to pay a bill, request a certificate, obtain a form, arrange to bring a visitor on campus, obtain their transcript, see an academic advisor, ask about OU validation, change a course, and obtain or replace their student ID.

The SSC web page has been set up to reflect the one-stop concept of the Center and includes information from different departments. It may be accessed from the "Quick Links" on the ACG homepage (www.acg.edu) and it allows students to print forms or view the academic calendar, academic policies, final exams schedule, course schedule, graduation instructions, major requirements, frequently asked questions (FAQs), the e-mail directory, and financial aid and international student information. From the SSC web page students may choose to log on to the myACG portal, where they can print their personal course schedule and their unofficial transcript. To log on, students need to go to the SSC and get their PIN, which is private, should not be shared with anyone, and will be given to the students only if they have no obligations (business office, library, or academic advising).

Academic Advising
All students are assigned an academic advisor responsible for assisting them in gaining the greatest benefit from their educational experience at the College. Good academic advising is a vital part of the learning process and an integral part of the basic teaching function of the College.

Effective academic advising provides specific aid to students in considering and completing academic programs, but it goes beyond mere course scheduling; it includes planning, decision making, implementation, and evaluation of academic, personal, and career-related matters, and exploration. The College assigns all entering freshmen a First-Year advisor from the Office of Academic Advising. Thereafter, the advising program is faculty-based and fosters personal contact between students and faculty. Department Heads, assistant Department Heads and Area Coordinators act as educational consultants.

New incoming students and continuing DEREE-ACG students are required to consult every semester and during the announced advising period with an advisor at the Office of Academic Advising.

Advisors never make decisions for students. Their overriding objective is to assist students in developing the maturity required to make their own choices and to be responsible for the consequences of those choices.

Office of the Registrar
The Office of the Registrar is principally responsible for all aspects of the registration process, including the preparation of schedule material, demographic updates, registration, scheduling, and processing of student grades. Such information is available on the College website.

Students become officially registered through the WEB. During designated dates and times, stipulated by the Registrar's Office, students may use their College ID and pin number to log on to the WEB Registration system and register. Students without Internet access off campus may use the campus computers. Students may register late only during the late registration period as stipulated for each semester/session by the Registrar's Office.

The Validation Office
The Validation Office functions as a liaison between the Open University Validation Services, the External Examiners and the various academic constituencies of DEREE-The American College of Greece, such as the academic advising, the academic departments, the Program Committees, the Curriculum Committee, the Committee on Academic Standards and Policies, and the Academic Council. In close collaboration with the Registrar's Office, the Validation Office coordinates all logistics regarding validation.

Services for the Physically Challenged
Services, such as access to parking for the physically challenged, are available to students to assist them while on campus. Please contact the Student Success Center for further information.

The Office of Student Affairs
The Office of the Dean of Students is dedicated to promoting student development and to continually improving the quality of student life. Through programs, services, and activities, the office attempts to assist students in active learning, to help them develop values and ethical standards, and to forge partnerships to advance the learning experience.

Financial Assistance and Planning
In order to assure the continuing quality of our academic programs as well as access for students and their families to these programs, the College, through the Office of Financial Assistance and Planning, is committed to supporting students who demonstrate financial need and academic promise.

The Financial Assistance Program at DEREE provides several types of financial aid based on need and/or academic achievement. The fundamental philosophy of our Financial Assistance Program is that lack of funds should never prevent academically qualified students from receiving a quality education. Funding for financial assistance comes from the College's own resources and from generous contributions by donors.

Financing a college education can be a daunting prospect, and the College is committed to helping students and their families understand the available financial aid programs and assist in finding ways to meet college expenses.

For detailed information relating to grants, scholarships and other forms of financial assistance please consult the Financial Assistance section of the College's website.

Student Academic Support Services

Student Academic Services (SASS) is an academic service vital to the educational experience of DEREE students. Through one-to-one and group workshop-style sessions, SAS learning facilitators support skills development of DEREE studentsacross all schools. Through a learner-centered, non-instructional approach, facilitators promote individual development and respond to the needs of each student."

The Office of Career Services

The Office of Career Services assists students and alumni of all the divisions of The American College of Greece in developing fulfilling and rewarding careers. Its goal is to ensure that their academic investment in skills and knowledge is effectively integrated into their future career path. Through individual advising sessions with the staff, special computerized programs, and an extensive library of resource materials, students who are uncertain about a major or career direction can more sharply define their interests, skills, and personal characteristics to better plan for their future.

Career Services also helps students formulate a strategy to make the most of their studies before they graduate. Such a strategy, encompassing activities like work experience, volunteerism, and campus involvement, can strongly affect a student's employability. Thus, the office encourages all students to begin their career planning early, during their freshmen and sophomore years and prior to declaring a major to ensure there is adequate consideration, planning, and preparation for their career path.

Career Advising: One2One appointments

Individual half-hour advising appointments scheduled to talk about career path planning, building a resume, job search strategies, interview preparation, interview techniques, hints and tips. We are working with you by exploring the issues you have and developing the appropriate strategies and an action plan.

Graduate Studies Advising: One2One appointments

Individual half-hour advising appointments scheduled to talk about your plans on further graduate studies, graduate schools search, the personal statement and the application process.

Choosing a Major

If you are undecided about your major or are thinking of adding a second major to your degree, schedule a half-hour session to take an online internationally recognized self-report test that helps identify strengths and personality preferences, and then meet with a career advisor to discuss the results and apply them toward selecting your major.

Skills Workshops

Throughout the academic year we offer Interview skills and job search workshops, as well as graduate studies workshops.

Connecting with the Market

Various activities and programs which connect the students with the job market such as *Company* Visitation Day, company presentations on campus, mock-interviews, job shadowing program.

Career Planning e-Tools

JobBank

A database of a variety of part time and trainee positions offered to current DEREE students who wish to enter the job market.

Sigi3

A software that examines key motivators and matches work-related values, interests, personality, and skills to educational and career pathways. Individuals explore a range of options based on their personal choices.

Goinglobal

A database containing country-specific career and employment resources to facilitate finding jobs and internships in 35 countries. Topic areas include: job search resources, work permit/visa regulations, country specific resume guidelines and examples, interview and cultural advice, employment outlook/industry trends, professional and social networking groups.

The DEREE Student Association

The Student Association is committed to strengthening the ties between students and their alma mater, creating a heightened sense of school spirit, and motivating students to attain responsibility, integrity and passion in their College life. It strives to provide responsible leadership through fair, democratic representation of students' needs and interests to the College administration and to promote equality and unity on campus among the student population.

Co-Curricular Activities

Co-curricular activities include social, cultural, recreational, and other student pursuits. Events such as exhibits, tournaments, and symposia, as well as dances, plays, and athletic activities, extend into the late afternoon and evening hours.

Social, Cultural, and Recreational Clubs

Clubs are formed according to student interests. The names of clubs are self-defining in both activity and scope: Biology Club, Cultures & Languages Club, Graphics Design & Entertainment Club, Debate Club, Drama Club, Film Club, Health and Social Awareness Club, Music Club, Photography Club. Club activities are coordinated by the Office of Student Affairs. As a rule, an advisor or instructor with expertise in the area concerned offers guidance to each club. Students are free to join one or more of the clubs, depending on their interests and available time, as long as they are in good academic standing.

Educational and Field Trips

Educational and field trips may be planned within the context of any course or area of concentration. In accordance with Greek Law, such trips are organized by instructors with the approval of the respective academic dean.

Cultural Events

The College sponsors a variety of cultural events throughout the academic year, including lectures, music recitals, and art exhibitions. Lecturers from distinguished universities, diplomats, and scholars residing in Athens, are invited to speak by student academic societies. The proximity of the College to the center of Athens provides many opportunities for cultural enrichment. Among these are concerts of the National Symphony Orchestra, performances by the National Opera Company, and concerts and operas at the Megaron Moussikis,

the concert hall of Athens. In addition, there are dance and performance pieces that take place in the city's remarkably large number of theatres, as well as the internationally renowned Summer Festival of Athens. The classical ruins and superb museums in and around the city are an education in themselves.

Athletic Program

The athletic program is a diversified approach to exercise designed to meet all the physical activity needs of the College community. Intercollegiate athletics (held at the local, national and international levels), intramural sports, physical education (credit and non-credit) and outdoor recreation offer the student a choice of programs and provide opportunities for the development of sports participation, fitness and healthcare.

The Intramural Sports program offers a variety of team and individual sports competition between members of the College community. Tournaments last from one day to one semester and emphasize the fun aspect of sports.

Intercollegiate Athletics teams offer opportunities to students to compete in Basketball (men and women), Soccer (men and women), Volleyball (women) and Water Polo (men) with the College representative teams against other teams, Colleges and Universities in Greece and abroad.

Group Fitness classes (credit and non-credit) give students the opportunity to learn basic and intermediate skills in a variety of lifetime activities: aqua aerobics, power-pilates, yoga, dumpa-dumpa, total fitness, circuit training, ABS & legs, body sculpt, argentine tango, tae bo.

The Outdoor recreation program offers opportunities for hiking and camping, climbing indoors and outdoors, rafting, mountain biking, paintball, skiing and other alternative athletic activities. It offers students, staff and faculty opportunities to meet Greece's majestic nature and appreciate a natural and simpler way of life.

Special events include a Relay Marathon, an International Sports Festival and participation at an International tournament abroad.

ACG Health and Wellness Center

The ACG Health & Wellness Center provides first aid services and health education. It disseminates information about the concept of health & wellness and organizes programs on current health issues and disease prevention.

Services offered include:
- First Aid and Advice: The College nurse and doctor are available to students, faculty and staff to provide first aid as well as to offer advice and referral to specialists.
- Health Checks: This service provides the user with quick and easy checks on a variety of health parameters including cholesterol, blood pressure, blood sugar and vision.
- Skype with your physician
- The Wellness Coach is available to discuss your unique situation and to explore together what really works for you in order to reach your wellness goals.

Food Services

The Aghia Paraskevi campus offers students a variety of food choices. There is a comfortable, modern lounge that offers healthy, freshly prepared meals, and salads, as well as music. Vending machines for coffee, hot chocolate, and tea. An additional area for coffee and snacks is located on the deck of the Center for the Arts, and at the Black box theatre lobby area.

The Office of Alumni Relations

The Office of Alumni Relations is the communication link between The American College of Greece and the 33,000-plus alumni of all ACG divisions. The office is part of Institutional Advancement and is located on the Aghia Paraskevi campus. Its mission is to enhance, strengthen, and promote mutual understanding and support between ACG alumni and their alma mater, as well as among alumni themselves.

The Office of Alumni Relations:
- Manages the master database of all alumni contact details
- Plans for all alumni activity and implements a regular program including a variety of events such as reunions, lectures, dinners, sports-homecomings, exhibitions, alumni book presentations, and networking gatherings in order for alumni to reconnect with their College and former classmates.
- Coordinates and supports additional events and activities organized by the Alumni Association
- Manages the ACG Alumni Center in Plaka, hosting alumni events and gatherings.
- Coordinates alumni activity and contacts with alumni all over Greece and abroad.
- Co-edits the ACG alumni magazines and is responsible for gathering material regarding alumni news and success stories.
- Invites alumni to campus to meet and share their valuable professional expertise with ACG students.
- Engages alumni in promoting the College.
- Helps alumni locate former classmates or professors.
- Assists alumni with any queries related to The American College of Greece.

All ACG students, upon graduation, are automatically enlisted in the ACG alumni database without fee and for life and are entitled to select privileges and services, including invitations to alumni events, participation in various educational, social and cultural programs, free access to career services, free subscription to the alumni magazines, and use of the College libraries.

The database and any information collected are subject to the provisions of the Greek data protection legislation. Alumni are entitled to all rights provided to them under article 11-14 of Greek Law No 2472/1997.

Office of Alumni Relations: *We Stay Connected!*

Work-Based Learning (Internship) Information

Work-Based Learning (Internship) Information
School of Business

Scope - Definitions

Work-based learning (Internship) can be defined as learning which normally takes place outside the school but which is credit-bearing within a program of study. Work-based learning is achieved and demonstrated through the designation of appropriate learning outcomes, engagement with a workplace environment, and the assessment of reflective practice.

Successful completion of assessed elements of work-based learning is awarded credit.

Work-based learning Student Handbook
The Work-based learning Student Handbook summarizes the policies and guides the student through the work-based learning experience.

The Work-Based Learning Administrator (Internship Administrator)
The Work-Based Learning Administrator (Internship Administrator):
- Prepares the students who qualify for a work-based learning experience. This includes advising, checking whether the students wishing to enroll for a work-based learning opportunity have completed the necessary prerequisites, as these are described in the respective work-based learning opportunity module syllabus.
- Provides students with help and advice in securing work-based learning opportunities, including C.V. drafting and practice interviews. The Internship Administrator works closely with the Office of Career Services to prepare the student for the placement.
- Searches and matches internship openings to students, based on the students' interests and skills, and the requirements of the work-based learning partners.
- Informs students of the openings, their tasks, duties, responsibilities and entitlements during the work-based learning opportunity.
- Informs students of the academic program requirements, progress reports and assessment tools to be used during the work-based learning opportunity, as these are described in the respective module syllabus.
- Informs students on points of contact in case of emergency, or complaints.
- Oversees work-based learning placements, making sure that the work-based agreement terms are honored.
- Monitors the assessment of the student's planning and development logs and journals and the evaluation of the students' written projects or reports by the appropriate faculty member. Debriefs students returning from work-based learning opportunities, and advises them on their future educational and professional development.
- Investigates complaints made by the partners and/or the students and addresses them or refers them to the Work-based Learning Team, which is comprised of the Chief Academic Officer, the Academic Dean of the respective School, the respective Department Head/Area Coordinator, the Internship Administrator, and the Controller who acts as a resource person.

Academic Rights
and Academic Integrity

ACADEMIC RIGHTS

Right to Pursue Knowledge and the Right to Free Expression
The student's right to pursue knowledge and to express views responsibly is of the utmost importance in an academic institution and it is so recognized by the College.

Right of Confidentiality

No information or document referring to a student's academic or personal life (such as the student's address, college e-mail address, grade report card, or transcript of record) is released to anybody outside the College without the written permission of the student, subject to legal requirements. Should students, ex-students, or graduates want information from their personal files to be released to persons outside the College, such requests must be made in writing and include the student's signature.

Right to Know and Participate

Students have a right to be informed about policies and procedures that affect their academic progress. Detailed information regarding all course offerings is available to students in course syllabi, deposited in the libraries.

Students have the right to make recommendations for changes to the existing rules through their representatives. Such recommendations, when referring to the academic area, must be submitted to the respective academic dean, who will channel the suggested changes to the proper administrative or academic body for consideration.

Right to Organize and Associate

Students may organize and assemble to pursue their common interests, subject to the guidelines established by the College's governing bodies. Such gatherings, however, should not interfere with the physical operations of the campus, neither should they impinge on the rights of others to conduct their work, and they must not conflict with regularly scheduled programs.

INTEGRITY

Honesty is an integral part of the learning process. Breaches of academic integrity and personal integrity undermine that process. Maintaining high ethical standards is the responsibility of both students and instructors.

Breaches of Academic Integrity
Responsibility of Students

For students, a valuable and enriching academic experience begins with personal integrity and the commitment to taking examinations, writing papers, and carrying out all other required assignments based on independent thinking and without improper or unauthorized assistance. The fair and accurate evaluation of a student's performance is possible only if the work is truly that of the student. When a grade is assigned, instructors are, in effect, attesting that, to the best of their knowledge, the grade is a true indication of the student's achievement. Offenses against academic integrity include not only misrepresenting one's own work but also aiding fellow students to do the same.

Cheating

Cheating is defined as the use of (or the attempted use of) unauthorized or inappropriate assistance, material, or study aids in examinations or other academic work. The use of books, notes, calculators and conversation with others is forbidden in certain academic exercises, and work; their use in these cases constitutes cheating. Similarly, students must not request others to conduct research for them or prepare any work for them; this includes, but is not limited to, the services of commercial term paper companies. Cheating also involves giving or receiving unauthorized help before, during, or after an examination. Examples of cheating include, but are not limited to, the use of prepared notes, "crib sheets," or electronic aids during an examination (unless specifically approved by the instructor); attempting to observe another student's paper or giving or receiving oral or visual information; intentionally allowing another student to view one's own examination; copying the work of another student during an examination or other academic exercise or permitting another student to copy one's work; and taking an examination for another student or allowing another student to take one's examination.
Taking an exam by proxy for someone else is an infraction of academic integrity on the part of both the student enrolled in the course and the proxy or substitute (see "Facilitating Academic Dishonesty"). Cheating also includes doing a take-home exam for another student.

Facilitating Academic Dishonesty

Knowingly helping or attempting to help another violate any provision of the academic integrity code is a breach of that code. Students who knowingly or negligently allow their work to be used by other students or who otherwise aid others in academic dishonesty are violating the College's code of academic integrity. Such students are as guilty of intellectual dishonesty as the student who receives the material even though they may not themselves benefit academically from that dishonesty.

Falsification and Fabrication

Misrepresenting material or fabricating information in an assignment is a breach of academic integrity. Examples include, but are not limited to, false citations of sources, use of invented information, or falsification of data. Fabrication includes submitting false documents for the purpose of being excused from a scheduled examination or other academic assignment. Altering the answers given on an exam or changing the letter and/or numerical grade after the instructor has graded the examination and has distributed it to students for review constitutes falsification. Committing or attempting to commit forgery or alteration of College or personal documents or records, and furnishing false information to the College or its instructors are considered violations of academic integrity and must be reported to the respective academic dean for disciplinary action.

Multiple Submissions

It is a violation of academic integrity to submit the same work or substantial portions of it for academic credit more than once, or for more than one student to submit the same work, without the prior approval or authorization of the instructor. In cases in which there is a natural development of research or knowledge in a sequence of courses, use of prior work may be desirable, even required; however, the student is responsible for indicating in writing that the current work submitted for academic credit is cumulative in nature.

Plagiarism

A form of academic theft, plagiarism is the act of using another's words, ideas, or organizational patterns without crediting or acknowledging the source. It includes any paraphrasing or summarizing of another's work without acknowledgment as well as the failure to acknowledge the quotation of paragraphs, sentences, or even phrases written or spoken by someone else. Any use of published (books, magazines, newspapers,

websites, photos, textbooks, etc.) and unpublished sources (class lectures or notes, handouts, speeches, other students' papers, or material from a research service) without acknowledgment is plagiarism. Moreover, the use of charts, pictures, graphs, diagrams, data, websites or other communication or recording media without acknowledgment constitutes plagiarism. The submission of research, completed papers or projects prepared by someone else also constitutes plagiarism, as does the unacknowledged use of research sources gathered by someone else. The resubmission of the student's own work in a previous class or as a resit/retake may also constitute self-plagiarism. Students resitting assessments or retaking courses must clarify with the instructor what is permitted in terms of resubmission of prior work. Students are responsible for understanding the legitimate use of sources, the appropriate ways of crediting sources (both print and electronic) through documentation, and the consequences of violating this responsibility.

Unauthorized Collaboration

Students may not collaborate on course work that will be graded unless they have faculty authorization. Unauthorized collaboration means working with others without the specific permission of the instructor on assignments that will be submitted for a grade. This rule applies to in-class or take-home tests, papers, or homework assignments. Examples of unauthorized collaboration can include, but is not limited to, jointly calculating homework problems, checking homework answers with other students, having another help one (re)write a paper, and sharing sources for a take-home examination. Submission for academic credit of work represented as one's own effort but which has been developed with substantial assistance from another person is a violation of academic honesty. It is also a violation of academic honesty to provide such assistance. Unauthorized collaboration can even occur within the context of group projects when the degree or type of collaboration exceeds the parameters of what an instructor has expressly authorized. The purpose of a particular assignment and the acceptable method of completing it are determined by the instructor, not the student.

Unauthorized Possession of Academic Materials

Unauthorized possession of academic materials includes the selling or purchasing of examinations, papers, reports or other academic work; taking another student's academic work without permission; and possessing examinations, papers, reports, or other assignments not released by the instructor. Unauthorized removal of an examination or quiz from a classroom, faculty office, or other facility also constitutes a violation of academic integrity.

Breaches of Personal Integrity

Computer Misuse

The framework of responsible, considerate, and ethical behavior expected by the College extends to cover the use of computers. The College expects that students use the College's and their own personal information technology resources responsibly and comply with all applicable College policies as well as local and international laws. The College provides electronic resources and services in support of its educational, research, and service mission. Use that threatens or interferes with the mission of the College, the integrity of the network, the privacy or safety of others, or that are illegal, is prohibited and subject to penalty.

Unacceptable activities and behaviors include, but are not limited to, misrepresentation (including forgery) of the identity of the sender or source of electronic communication; alteration of the content of a message originating from another person or computer with the intent to deceive; unauthorized use or attempted use

of restricted-access computer resources or accounts; electronic theft of computer programs, data, or text belonging to another; and commercial use of the College's electronic resources.

Computer misuse consists of, but is not limited to, creation, use, storage, or transmission of information, programs, or any other data that can reasonably be judged to be inappropriate or offensive to other users. The College's policy on harassment applies to electronic displays or communications. No member of the College community may display or transmit images, sounds, or messages that are threatening, abusive, or offensive.

Discrimination and Harassment

It is the College's policy that all employees and students work in an educational environment free from harassment of any nature. Therefore, sexual, racial, or religious harassment or other forms of an abuse of a power relationship, or bullying or threatening behavior are not tolerated. Harassment is defined as verbal (including harassment by phone, mail, Internet, or e-mail) or physical conduct that shows hostility toward an individual and has the purpose or effect of creating an intimidating, hostile, or offensive educational environment, or has the purpose or effect of interfering with an individual's academic performance.

Lying

Lying consists of, but is not limited to, communicating untruths to gain an unfair academic or employment advantage. This includes requesting classmates to sign attendance registers on your behalf or giving a false reason to a faculty member when requesting a change in an examination date or an extension on a paper or project.

Responsibility of Instructors

Instructors are similarly responsible for ensuring that the College's rules and regulations are enforced. When academic honesty is breached, instructors are obliged to detect and then report the violation. Laxity on the part of instructors includes having tests or test items exposed where they can be seen by students; returning tests and then using the same test again; reading, correcting papers, leaving the room, or conversing or giving help to students during an examination; and ignoring attempts to cheat.

Laxity or negligence in monitoring exams, preventing plagiarism, or guarding against other violations of academic integrity may result in disciplinary action.
Failure to report cases of academic dishonesty to the Committee on Standing and Conduct will be considered as evidence of negligence and may result in disciplinary action.

To initiate a charge against an instructor, a signed statement must be submitted to the academic dean or to the Chief Academic Officer.
The academic dean, after assessing the seriousness of the charge, may issue an informal warning (not part of the record) or a reprimand (to be included in the instructor's dossier). In more serious cases, or in the case of repeated charges, the College president or the Chief Academic Officer may appoint a committee of faculty members and administrators to hear the charges and the defence and to make recommendations.

STUDENT CONDUCT

Student Responsibilities

Students must keep the Office of the Registrar informed of their current address and telephone number, both local and permanent, and report any changes in them.

Students are expected to maintain their personal appearance and behave in a manner appropriate to an academic institution and environment.

Students must keep the College premises in neat working order by using the facilities with due respect, by discarding all refuse in the appropriate receptacles provided, and by handling College equipment and educational materials with care. Students are expected and encouraged to use English in all their official communications, written and oral, with members of the College community.

Students are expected to respect the rights and privileges of others and to exhibit conduct, both inside and outside the classroom, becoming of a student in both manner and attitude. To this end, the College has developed its own standards for student conduct as well as procedures for disciplinary action.

Students must observe all current prerequisites for courses. Students may stay informed about current prerequisites/co-requisites of courses by consulting annually the latest catalog.

Assault

Any violent action or threat of such action is prohibited as being disruptive of order and a violation of personal liberty.

Alcoholic Beverages

Possession or consumption of alcoholic beverages by students is prohibited on campus.

Misrepresentation to an Instructor or to College Authorities

Misrepresentations, such as the following, are prohibited:
- Furnishing false identification or information to the College or to College authorities with the intent to deceive or falsely identify another person.
- Refusing to identify themselves or show proper identification to any officials or members of the College staff who have properly identified themselves.
- Representing the College without specific prior written consent of the proper College officials.

Demonstrations

Actions by individuals or groups involving the threat or use of physical force, which obstructs or prevents other members of the College community from carrying out their work or studies, are considered disruptive and contrary to the concept of a free society. Interference with entrance to, or exit from, buildings or other College facilities and disturbances in classes and other areas of the College are prohibited.

Vandalism and Interruption of College Operations

Acts of destruction (e.g., damaging, misusing, or defacing of property) committed deliberately or in disregard of the possible harm to others are prohibited. Interruptions to the operation of the College by false fire alarms, bomb threats, and the like are prohibited.

Theft

Theft or unauthorized use of personal or College property and possession of stolen property is prohibited.

Illegal Substances

The possession, sale, or use of illegal substances is strictly forbidden by Greek law. Students found using, selling, or in possession of illegal substances will be dismissed from the College. In addition, the College is obligated to report such incidents to the proper authorities.

Eating and Drinking

Food and beverages are not allowed in the classroom, gym, or library at any time.

Gambling

Gambling is not allowed on the College campuses. Certain card games, such as bridge, are permitted as a regularly scheduled activity of a club, which is officially recognized by the Office of Student Affairs.

Loitering

Loitering on PIERCE College premises or violating established College closing times is prohibited.

Smoking

Smoking in instructional and recreational areas is prohibited at all times on the Aghia Paraskevi campus. Ashtray stands are located in designated outdoor smoking areas and at the entrances to all buildings.

Use of College Name and Emblem

The College name and emblem, or any part thereof, shall not be used by any student or group of students in connection with any public performance or for any other purpose except as authorized by the Office of Student Affairs.

Other Regulations

All student members of the DEREE College community have the responsibility to adhere to the integrity and social community standards listed below.

No person shall:
- Furnish false information to or about any College official acting in performance of his/her duties. This includes false reporting of emergencies.
- Refuse to cooperate with any College official acting in performance of his/her duties. This includes not presenting proper identification when requested.
- Forge, alter, misuse, create false, or fail to provide accurate and required information on College documents, records, or identification cards.
- Take, use, possess, or destruct public or private property without authorization (either on or off-campus). This includes, but is not limited, to theft and/or unauthorized entry and use occurring of the College classrooms, athletic facilities, student success center (SSC), and library.

- Possess, duplicate or use without authorization, keys to any College premises or services.
- Have unauthorized entry or use of College premises. This includes, but is not limited to persons violating the visitor policy.
- Fail to comply with lawful directives of College officials (including gate security guards) or law enforcement officers acting in performance of their duties.
- Disrupt the normal operations of the College and/or infringe on the rights of other members of the College community.
- Violate the College Residence Rules and Regulations.
- Possess and/or use illegal or unauthorized firearms, explosives, ammunition, fireworks, weapons including, but not limited to, catapults, knives (except sharp blades required by academic class eg: Art), paintball guns, pellet guns (including any "toy" gun that discharges any object), or other deadly weapons or dangerous chemicals on College premises.
- Cause or attempt to cause a fire or explosion, tamper with fire safety equipment and falsely report a fire, an explosion or an explosive device.
- Fail to evacuate College buildings during an emergency alarm.
- Engage in hazing or any act that recklessly or intentionally endangers the mental or physical health or safety of a person, for the purpose of initiation or admission into, affiliation with, or as a condition of the continued membership in a group or organization.
- Engage in disorderly, lewd, or indecent conduct.
- Disrupt or interfere with the lawful administration of the functions of the College.
- Act or threaten to act with disregard thus causing possible harm to self, another individual, or group. This includes actions that inflict mental or physical harm and/or injury to self, another individual or group, including physical or sexual violence and relationship/domestic violence.
- Engage in acts of verbal or written abuse, threats, intimidation, harassment, coercion, and/or other conduct which creates an intimidating, hostile, or offensive working, living or educational environment, including, but not limited to, racial and sexual harassment and/or stalking.
- Behave in a disruptive manner while visiting locations off-campus while enrolled at DEREE. This includes, but is not limited to, behaviors that disturb the peace of the residential neighborhood bordering campus.
- No person shall disrespect a College official acting in performance of his/her duties.
- Operate a vehicle or wheeled transportation on College grounds in a reckless manner. This includes, but is not limited to, motorized vehicles, skates, and bicycles without the proper regard for safety, courtesy, and caution.

Any breach of the regulations will be addressed as provided in the "Academic Offences" and "Complaints Procedure" sections of the Regulatory Framework (see Appendix I).

Other Institutional Policies and Regulations

Non-Discrimination Policy

The American College of Greece is an equal opportunity educational institution, whereby qualified individuals are not discriminated against on grounds of age, gender, race, nationality, ethnicity, faith, disability, marital status, or sexual orientation. This non-discrimination policy applies to all educational policies and programs. ACG strives to eliminate unfair bias and stereotyping in the institution.

Data Protection

Computer Ethics Policy

The American College of Greece is committed to free and open inquiry and discussion, fair allocation of College resources, and the provision of a working environment free of needless disruption. To advance these goals, ACG has adopted policies on computer usage that are summarized here.

- ACG computers and computer networks are to be used only by persons authorized by the College, and only for College purposes. College purposes include the educational programs of the College, as well as its research, administrative, and outreach activities. Use of College facilities for other purposes requires prior authorization.
- No one shall knowingly endanger the security of any College computer or network facility, nor will fully interfere with others' authorized computer usage.
- No one shall use the College's communication facilities to attempt unauthorized use, nor to interfere with others' legitimate use, of any computer or network facility anywhere.
- No one shall connect any computer to any of the College's networks unless it meets technical and security standards set by ACG's Information Resources Management administration.
- All users shall share computing resources in accordance with policies set for the computers involved, giving priority to more important work and cooperating fully with the other users of the same equipment.
- No one without specific authorization shall use any College computer or network facility for non-College business.
- No one shall give a computer password to an unauthorized person, nor obtain another person's computer password by any unauthorized means whatsoever. No one except the system administrator in charge of a computer is authorized to issue passwords for that computer.
- No one shall engage in, encourage, or conceal from authorities any «cracking,» unauthorized tampering, or other unauthorized use or deliberate disruption of computers.
- No one without specific authorization shall read, alter, or delete any other person's computer files or electronic mail, even if the operating system of the computer permits them to do so.
- No one shall copy or use software or data in violation of copyright laws, license agreements, or the basic requirements of academic honesty.
- No one shall create, install, or knowingly distribute a computer virus, «Trojan horse,» or other surreptitiously destructive program on any College computer or network facility, regardless of whether any demonstrable harm results.
- No one without proper authorization shall modify or reconfigure the software or hardware of any College computer or network facility.
- Users shall not place confidential data into computers without protecting it appropriately. The College cannot guarantee the privacy or authenticity of computer files or electronic communications unless special arrangements are made.
- Users shall take full responsibility for messages that they transmit through the College's computers and network facilities and shall obey the policies of discussion forums in which they participate. Laws and rules against fraud, harassment, obscenity, and the like apply to electronic communications no less than other media.
- Those who publish World Wide Web pages or similar information resources on College computers shall take full responsibility for what they publish; shall respect the acceptable-use conditions for the computer on which the material resides; shall obey all applicable laws; and shall not publish commercial advertisements without prior authorization. References and links to commercial sites are permitted, but advertisements, and especially paid advertisements, arenot. Users shall not accept payments, discounts, free merchandise or services, or any other remuneration in return for placing anything on their web pages or similar facilities.
- Users shall comply with the regulations and policies of newsgroups, mailing lists, and other public forums through which they disseminate messages.
- Those who administer computers and network facilities shall perform their duties fairly, in accordance with College policies, and shall refer all disciplinary matters to appropriate authorities through the VP for Information Resources Management.
- Electronic mail (e-mail) is intended for communication between individuals and clearly identified groups of interested individuals, not for mass broadcasting. No one without prior authorization shall use the College's facilities to distribute the same or substantially the same e-mail message to more than one person without prior evidence that they wish to receive it, nor to distribute chain letters (messages asking the recipient to distribute copies further). ACGr reserves the right to discard incoming mass mailings(«spam») without notifying the sender or intended recipient. For its own protection, the College reserves the right to block all Internet communications from sites that are involved in extensive spamming or other disruptive practices, even though this may leave College Computer users unable to communicate with those sites.

Acceptable Use of E-mail Policy

Terms and Conditions of Use

User should carefully read this document as well as "The American College of Greece Computer Ethics Policy" posted on the ACG website. By using the service, user agrees to be bound by these terms and conditions. If user does not wish to be bound by these terms, user should cease using the service and immediately terminate his or her user account (e-mail: helpdesk@acg.edu, fax: 210-6012781, or call the IRM Help Desk: 210-6009800/9 ext. 1356, 1378).

Acceptable Use – Termination

User agrees that registration to the e-mail service of the ACG community is not a right but a privilege. User agrees to comply with the ACG Computer Ethics Policy, and the Terms and Conditions of Use of e-mail, as well as with all Greek and international laws and their implementing regulations.

User may utilize acg.edu for legitimate personal and educational purposes, but shall not use its resources to conduct any business or activity, or solicit the performance of any activity, which is prohibited by or would violate any applicable law or legal obligation, or for purposes that may create civil or criminal liability, including but not limited to: (a) uses which are defamatory, deceptive, obscene, or otherwise inappropriate; (b) uses that violate or infringe upon the rights of any other person, such as unauthorized distribution of copyrighted material; (c) «spamming,» sending unsolicited bulk e-mail messages, sending unsolicited advertising or similar

conduct; (d) threats to or harassment of another; (e) knowingly sending any virus, worm, cancelbot, or other harmful component. If User violates these rules or the College learns of other unlawful or harmful use of the Service by User, the College may terminate User's account and take other action it deems appropriate, including notifying the authorities and suing for damages.

Member account, password and security

Your mailbox operates using an account designation and a password. You have to change your password the very first time you log into the system; If you feel uncomfortable with handling the change, address yourself to a computer lab assistant or call the IRM Help Desk, ask them to guide you but register your new password on your own and in full privacy.

You are responsible for maintaining the confidentiality of the password and account, and are fully responsible for the content of each message sent using your account and for all activities that occur under your password or account. You agree to (a) immediately notify acg.edu of any unauthorized use of your password or account or any other breach of security, and (b) ensure that you exit from your account at the end of each session. Acg.edu cannot and will not be liable for any loss or damage arising from your failure to comply with this directive.

User must change his password often and keep it secure. If you have any problem or if you lose your password, call the IRM Help Desk for assistance.

General Practices Regarding Use and Storage

You acknowledge that acg.edu may establish general practices and limits concerning use of the Service, including without limitation the maximum number of days that email messages will be retained by the Service, the maximum number of email messages that may be sent from or received by an account on the Service, the maximum size of any email message that may be sent from or received by an account on the Service, the maximum disk space that will be allotted on acg.edu servers on your behalf, and the maximum number of times (and the maximum duration for which) you may access the Service in a given period of time. You agree that acg.edu has no responsibility or liability for the deletion or failure to store any messages and other communications or other content maintained or transmitted by the Service. You acknowledge that acg.edu reserves the right to log off accounts that are inactive for an extended period of time. You further acknowledge that acg.edu reserves the right to modify these general practices and limits from time to time.

User is responsible for creating and retaining copies of all files, data and other materials as may be necessary for reconstruction of any files, information material or messages lost or mis-processed by acg.edu.

Disclaimer of Warranties

You expressly understand and agree that:

Your use of the service is at your sole risk. The service is provided on an «as is» and «as available» basis. Acg.edu expressly disclaims all warranties of any kind, whether express or implied. Acg.edu makes no warranty that (i) the service will meet your requirements, (ii) the service will be uninterrupted, timely, secure, or error-free, (iii) the results that may be obtained from the use of the service will be accurate or reliable.

Any material downloaded or otherwise obtained through the use of the service is done at your own discretion and risk and that you will be solely responsible for any damage to your computer system or loss of data that results from the download of any such material.

Student Participation and Evaluation

DEREE-ACG has several mechanisms through which students may offer input on a variety of issues affecting the governance of the College.

Student Representation on Committees

One of the primary mechanisms through which students may influence College governance is through their participation on College and Faculty standing committees. The following committees have student representation: Admissions Committee, Committee on Standing and Conduct, Financial Aid Committee, Library Committee, Committee on Academic Standards and Policies, Curriculum Committee and Program Committees.

Admissions Committee
This Committee reviews and evaluates applications for admission to the College, and reviews admissions standards and recommends any changes to the President of the College. The Committee has one student representative (from the junior or senior classes) to attend policy making sessions.

Financial Aid Committee
This Committee reviews and evaluates student applications for financial aid, makes recommendations to the President regarding financial aid awards, and reviews existing policies and recommends any changes in policies to the President. The Committee has one student representative (with a C.I. of 2.7 or higher) to attend policymaking sessions.

Library Committee
This Committee assists the College Librarian in developing the Library collection, and in formulating Library policies. The Committee has two student representatives selected by the Student Council.

Committee on Disability and Learning Differences
This Committee monitors and recommends to the President College policies and procedures to benefit individuals with disabilities and learning differences. The Committee has two student representatives

Committee on Academic Standards and Policies
This Committee studies, clarifies and proposes academic policies and procedures. The Committee has one student representative (from the junior or senior classes, with a C. I. of 3.0 at least) to attend policy making sessions, only, with full voting rights selected by the student government.

Curriculum Committee
This Committee studies, monitors and improves College curricula and academic programs, and makes recommendations to the Faculty Assembly. The Committee has three senior students (without voting rights) (one from the School of Arts and Sciences, one from the School of Fine and Performig Arts and one from the School of Business, each with a C. I. of 3.0 or above, to be selected by the student government and to be present only during the presentation of new programs).

Program Committees
The Presidents of student academic societies are members of the Programme Committees which among other things have responsibility for the routine monitoring of programs, including the consideration of student feedback, performance data and external examiners' reports.

Student Evaluation

Students are encouraged to actively provide constructive feedback on their experiences at DEREE-ACG, and thereby contribute to enhancing those learning experiences for themselves and for future students at the College.

Student Module (Course) Evaluation
Near the end of each semester/session, students are given the opportunity to assess the effectiveness of each course and its instructor, by anonymously completing an online evaluation form for each course in which they are enrolled. Instructors use this information for course improvement. The results of these evaluations are processed and disseminated electronically to each Instructor, Department Head, Academic Dean, the Provost, the Vice President of Human Resources and the President. This information is taken into consideration during the College's formal performance appraisal for each instructor. Summarized results are published online to students. The Open University (OU) receives feedback on the student evaluation results through the OU Annual Monitoring Report (AMR).

Senior Exit Survey
Students who are graduating at the end of a session or semester are asked to provide their feedback on the academic curricula and academic support services they experienced during their course of study at DEREE-ACG. The senior exit survey is administered at the departmental level, and summarized by department and by school. Deans and Department Heads share the summary information with the relevant department faculty and with Administration. The information from the surveys is used by Program Committees for curricula and academic support services improvement.

Other Forms of Student Feedback
From time- to- time, the College may invite students to provide their feedback on a variety of issues affecting student learning experiences and College life in general. This may take the form, for example, of student participation on ad hoc committees or student participation in opinion surveys on a particular topic e.g. organizing debates or panel discussions on academic integrity in collaboration with the Committee on Standing and Conduct.

Student Opportunity for Input
DEREE – ACG, frequently seeks student feedback and input. Online surveys are used to gather information on any number of subjects. In addition, paper surveys are occasionally used to gather data as well.

Career Services Survey
Career Services performs an annual survey at the conclusion of the academic year for all graduating seniors on the day of Academic Regalia Gown distribution. Information is gathered regarding the use of Career Services, employment data, graduate studies, career planning, etc.

Clubs and Student Organizations

Clubs and organizations are part of the vibrant student life available at DEREE. There is a wide variety of clubs ranging from those that are academic or theoretical in nature to those that are more practical, all of which

contribute to community life at the College. There are also student organizations that support activities and events that originate from administration offices of the College. Overall students join a club or organization because they share a common interest and wish to develop that interest through group discussions, presentations, competitions, exhibitions and much more.

The Clubs & Student Organization Guidebook , located on blackboard under Student Life and Athletics, serves as a handbook for the governing bodies of clubs and organizations. Student learn how to form a new club, retain recognition, amend their constitutions, elect new governing bodies, manage finances, plan and promote events and much more.

All DEREE students in good academic standing (C.I. 2.0 and above) are eligible to join college clubs. The Office of Student Affairs (OSA) oversees all clubs and organizations. Clubs, however, must attain and continue to receive official recognition and budget allocation by the Student Government.

Should you wish to find out more about any student club or organization come by the Office of Student Affairs, the Office of the Student Government Association, or contact its members directly through email.

STUDENT LIFE CLUBS, ORGANIZATIONS AND ACADEMIC SOCIETIES

CLUBS

AFCEA Club	dc.afceaclub@acg.edu
Biology Club	dc.bioclub@acg.edu
Cultures & Languages Club	dc.langclub@acg.edu
Dance Club	dc.danceclub@acg.edu
Debate Club	dc.debateclub@acg.edu
Fashion Club	dc.fashionclub@acg.edu
Film Club	dc.filmclub@acg.edu
Graphic Arts & Entertainment Club	dc.graphicartsclub@acg.edu
Greek Music Club	dc.grkmusclub@acg.edu
Health & Social Awareness Club	dc.healthclub@acg.edu
Innovation Club	dc.innovationclub@acg.edu
LGBT Awareness Club	dc.lgbtclub@acg.edu
Music Club	dc.musicclub@acg.edu
MUN Club	dc.munclub@acg.edu
Photography Club	dc.photoclub@acg.edu
The Voice	dc.thevoiceorg@acg.edu
Writing Club	dc.writingclub@acg.edu

ORGANIZATIONS

ACG Cares	dc.acgcaresorg@acg.edu
DEREE Ambassadors	dc.ambassadorsorg@acg.edu
DEREE Orientation Leaders	dc.olorg@acg.edu
DEREE Student Association	dc.sgorg@acg.edu
DEREE Student Activities Board	dc.saborg@acg.edu
DEREE Together for Sustainability Leaders	dc.sustainabilityorg@acg.edu
S.E.R.F Team	dc.serforg@acg.edu

ACADEMIC SOCIETIES

Accounting & Finance Society	dc.afsoc@acg.edu
Art History Society	dc.artsoc@acg.edu
Communication Society	dc.comsoc@acg.edu
Computer Information Systems Society	dc.cissoc@acg.edu
Economics Society	dc.econsoc@acg.edu
English Society	dc.engsoc@acg.edu
Environmental Studies Society	dc.environmentalstudiessoc@acg.edu
History Society	dc.histsoc@acg.edu
Information Technology Society	dc.informationtechsoc@acg.edu
International Business & European Affairs Society	dc.ibeasoc@acg.edu
International Tourism & Hotel Management Society	dc.ithmsoc@acg.edu
Liberal Arts Society	dc.liberalartssoc@acg.edu
Management Society	dc.mgnsoc@acg.edu
Marketing Society	dc.mktsoc@acg.edu
Music Society	dc.musicsoc@acg.edu
Philosophy Society	dc.philsoc@acg.edu
Psychology Society	dc.psychsoc@acg.edu
Sociology Society	dc.socsoc@acg.edu
Theatre Arts Society	dc.theatsoc@acg.edu
Visual Arts Society	dc.visualartssoc@acg.edu

Student Organizations

ACG Cares

ACG Cares offers the members of the ACG community the opportunity to engage in service related activities that enhance the quality of life of others in the community, as well as their own. In providing such opportunities, ACG Cares seeks to uphold the College mission of empowering its members to develop as critical and creative thinkers and socially aware individuals, while preparing for lives of reflection and responsible civic engagement in a complex, global world.

DEREE Orientation Leaders

The DEREE Orientation Leaders are highly motivated students whose main purpose is to assist new students in their transition to academic and social life at DEREE. This organization helps plan the student orientations held before each semester. During orientation, they lead small groups, serving as mentors for new students; providing information, and having fun!

DEREE Student Activities Board (DEREE SAB)

The DEREE Student Activities Board (DEREE SAB) provides programming that complements, reflects and responds to the College community. These programs are designed to be both fun and provide an educational experience for those involved in planning and presenting the programs.

DEREE Student Association

Through hard work and dedication, the DEREE Student Association aims to empower the voice of the students and actively promote a vibrant campus community at DEREE - The American College of Greece. Acting as liaison between the undergraduate student body and the administration, faculty and staff of DEREE – The American College of Greece, they strive to provide responsible leadership and fair, democratic representation of the students in an official capacity while promoting equality and unity among the student body.

Student Emergency Response Force (S.E.R.F)

Student Emergency Response Force, better known as S.E.R.F., is DEREE's emergency response team. Organized in 1998, team members are trained to assist in emergency situations on campus (earthquakes, medical emergencies, and evacuations) and escort students from campus to the bus stop or their cars. Team members are trained in CPR (cardiopulmonary resuscitation) and first aid, self-defense, climbing/rappel, the use of scuba equipment, orienteering, wilderness survival, fire fighting, using two-way radios, self defense, and other skills. The spirit of the team is one of unity, service, and volunteerism.

DEREE College Ambassadors

The DEREE Ambassadors are undergraduate students of high academic standing who are advocates for DEREE from a position of leadership and service. Ambassadors are guided by their desire to serve, commitment to improve, and attitude of selflessness. They assist in events organized by the College.

Together for Sustainability

"Together for Sustainability" involves DEREE undergraduate and graduate students and works to promote the vision of ACG to become a sustainable campus and a sustainable learning community.
"Together for Sustainability" offers the members of the ACG community the opportunity to engage in environmental activities that help promote sustainability, a vision that would enhance the community by integrating environmental, cultural, social, economic aspects. In providing such opportunities, the organization seeks to uphold the College mission of empowering its members to develop as critical and creative thinkers and as socially and environmentally responsible individuals that appreciate the value of team work and solidarity in a complex interconnected world.

Academic Societies

Accounting and Finance Society

Discusses issues and concerns on the local and international financial reality.

Art History Society

Though lectures and presentations explores the latest developments in art history.

CIS Society

The CIS Society promotes the academic and professional interests of the CIS students.

Communication Society

Assists Communication students develop their communication skills by inviting quest speakers and organizing panel discussions, field study trips, volunteer events, exhibitions, general assemblies, sponsoring the annual Communication Week, and much more.

Economics Society

Enables students to develop skills in organizing and managing events and creating a link between the College, students, and the professional community.

English Society

Serves the community of English major by organizing educational and social events such as lectures, workshops, theatre visits, and get-togethers.

Environmental Studies Society

Addresses environmental issues and raises awareness.

History Society

Attracts students interested in the study and research of past civilizations and applies this knowledge to the present.

Honors Society

Supports the co-curricular activities and community outreach work of Honors students.

IBEA Society

The Society organizes events which illuminate current trends in globalization and European integration.

ITHM Society

Through a variety of events in Tourism and Hospitality, the ITHM Society aims to connect theory to the best industry practice.

Marketing Society

A self-governed, curricular society, exposing students to contemporary Marketing issues and practices. For more information you can visit the Marketing Society's area in Blackboard, or you can send an e-mail at the Society's address.

Management Society

Addresses Management students. It participates in the Business Week and organizes academic events, such as field trips and lectures.

Music Society

Organizes music performances and boosts the deeper understanding of the art of music through the ages.

Philosophy Society

Promotes the co-curricular life at Deree College by organizing the Philosophy Society Seminar, which gives students the opportunity to present their work.

Psychology Society

Supports research through lectures on important psychological issues.

Sociology Society

Promotes the study of current sociological issues through lectures and field trips.

Theatre Arts Society

Promotes the study of theater plays and stage productions.

Visual Arts Society

Involves students in the contemporary art scene

Sports and Activities
- **Physical Education Courses (credit & non credit)**

  The schedule of courses, issued every semester and session, includes the available credit courses. The schedule for non-credit courses is issued by the Office of Athletics each semester and session.

- **Intercollegiate Athletics**

  DEREE – The American College of Greece

  Basketball (Men)

  Basketball (Women)

  Volleyball (Women)

  Soccer (Men)

  Soccer (Women)

  Water Polo (Men)

- **Intramural Sports**

  Canoe Racing

Chess

5X5 Basketball

3 point shoot-out

Ping pong

Backgammon

5X5 Soccer

Tennis

3X3 Volleyball

Beach Volleyball

Pool Tournament

Hand soccer Tournament

Indoor Climbing

Superfit Competition

Darts

For more information please contact the Office of Athletics or visit the ACG website (www.acg.edu).

Electronic Library

The electronic library includes full text databases as well as indexes, financial and statistical data, business reports, company and industry profiles, market analyses, balance sheets, along with electronic encyclopedias and dictionaries. Through these online services users have access to over 19,000 full-text electronic journals providing full support to all academic programs. The list of main electronic databases per major field of research is as follows:

Arts & Humanities Databases

Academic Search Premier (EBSCOhost)
Citations, abstracts and full text of periodical articles covering all academic disciplines. More than 4,600 titles are available in full text of which 3,900 are peer-reviewed.

Access World News (NewsBank)
Articles from regional and national US newspapers, as well as key international sources.

America's Historical Newspapers (1690 - 1922)
A digitized archive of more than 350 historical American newspapers.

Art Full Text (EBSCOhost)
Citations and abstracts with some full text of articles, yearbooks and museum bulletins covering all areas of the arts. Includes full text of nearly 200 journals, most of which are peer-reviewed. Indexes reproductions of art works.

ARTstor
A digital library of more than 1,000,000 images in the areas of art, architecture, the humanities and social sciences. Includes a set of tools to view, present and manage images.

Britannica Academic Edition
The electronic version of the *Encyclopædia Britannica and Britannica Book of the Year* enhanced with a variety of multimedia and selected websites. Includes the *Merriam-Webster's Collegiate Dictionary & Thesaurus*.

Communication & Mass Media Complete (EBSCOhost)
Covers communication, mass media and other closely related fields of study. Includes full text of over 380 journal titles, as well as indexing and abstracts of more than 690 titles. In addition, it features over 5,000 author profiles, providing biographical data and bibliographic information.

Credo Reference
A collection of over 140 electronic reference sources by SAGE Publications on the fields of business, geography, law, medicine, psychology, religion, science and the social sciences.

eBook Collection (EBSCOhost)
A collection of over 100,000 ebooks in all academic disciplines.

Expanded Academic ASAP (Gale/Cengage Learning)
Citations, abstracts and full text of periodical articles covering all academic disciplines. More than 2,500 periodical titles are available in full text.

Gale Biography in Context
Full text access to biographies from a variety of Gale publications along with selected magazine articles, images and links to websites.

Gale Opposing Viewpoints in Context
Features viewpoint articles, topic overviews, full text magazine, academic journal and newspaper articles, primary source documents, statistics, images and podcasts, and links to websites for information on today's social issues.

JSTOR
A high-quality interdisciplinary archive of over 1,500 leading academic journals across the humanities, social and natural sciences, as well as select monographs and other materials. The collection includes high-quality images and is interlinked by millions of citations and references.

Literature Resource Center (Gale/Cengage Learning)
Full text articles from more than 390 journals and literary magazines; biographies from *Contemporary Authors*, the *Dictionary of Literary Biography* and other reference works; selected critical essays from Gale's *Literary Criticism Series;* overviews of works from Gale's *For Students Series* and other reference works; definitions of literary terms from *Merriam-Webster's Encyclopedia of Literature;* also included are news, book reviews, primary sources, literary works and more.

MLA International Bibliography (EBSCOhost)
A bibliography of journal articles, books and dissertations. It contains citations from over 4,400 journals and series and 1,000 book publishers.

New York Times
Full text access to the *New York Times – Late Edition (East Coast), the New York Times Book Review and the New York Times Magazine.*

Oxford Art Online
Includes the full text of *The Dictionary of Art* (1996, 34 vols.), a landmark reference work containing more than 45,000 entries. This content is maintained with regular updates and further enhanced by the annual addition of new articles on significant areas of the visual arts. *Oxford Art Online* includes over 6,000 images, as well as linking to *ARTstor*. Also included are: *Encyclopedia of Aesthetics* (1998), *The Oxford Companion to Western Art* (2001) and *The Concise Dictionary of Art Terms* (2001), as well as a host of teaching and research tools and resources.

Oxford English Dictionary
The *Oxford English Dictionary* provides the ultimate guide to the meaning, history and pronunciation of over half a million words, both present and past.

Oxford Music Online
A compendium of some of the finest music scholarship available offering the full texts of *The New Grove Dictionary of Music and Musicians*, 2nd edition (2001), *The New Grove Dictionary of Opera* (1992) and *The New Grove Dictionary of Jazz*, 2nd edition (2001), as well as all subsequent updates and emendations. This content of more than 50,000 signed articles and 30,000 biographies is further supplemented with *The Oxford Companion to Music* (2002) and *The Oxford Dictionary of Music*, 2nd edition, rev. (2006). *Oxford Music Online* also contains a host of teaching and research tools and resources.

Oxford Reference

A collection of over 215 general and subject specific reference titles published by Oxford University Press, covering several topics: from art to accounting, music to marketing, and computing to communication. Contains over 16,000 illustrations and more than 775 locator, physical and political maps.

Project Muse

A full text collection of current content from over 300 scholarly journals in the fields of the humanities and the social sciences.

ScienceDirect

Citations and abstracts from over 3,200 journals. Full text access to over 400 scholarly journals in the social and behavioral sciences, including psychology, sociology, business and management, and more.

SIRS Issues Researcher

Full text articles covering social, scientific, health, historic, economic, business, political and global issues. Articles and graphics are selected from 1,800 US and international publications.

World Book Advanced

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Credo Reference

A collection of over 140 electronic reference sources by SAGE Publications on the fields of business, geography, law, medicine, psychology, religion, science and the social sciences.

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Covers scholarly research and industry news relating to all areas of hospitality and tourism. Full text is available for more than 440 publications, including periodicals, company and country reports, as well as books. Subject areas covered include: hotel management and administrative practices, hospitality law, food and beverage management, leisure and business travel, and the culinary arts.

iMentor
A database containing company information, balance sheets and other financial information on more than 80,000 Greek public and private enterprises. Includes financial sector reports and analyses. All information is available in fully editable Excel format.

JSTOR
A high-quality interdisciplinary archive of over 1,500 leading academic journals across the humanities, social and natural sciences, as well as select monographs and other materials. The collection includes high-quality images and is interlinked by millions of citations and references.

MSI Online Library
The Marketing Science Institute's library of working papers on marketing and related subjects.

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Full text access to the *New York Times – Late Edition (East Coast)*, the *New York Times Book Review* and the *New York Times Magazine*.

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The Chronicle of Higher Education

The top source of news, information, and advice for people in academe. *The Chronicle*'s website features the complete contents of the latest issue; daily news and advice columns; thousands of current job listings; articles published since September 1989; discussion forums; and career-building tools. Includes access to *The Chronicle of Philanthropy*.

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Appendix I

Regulatory Framework

Regulatory Framework

1. Introduction

1.1 These regulations, policies and procedures apply to all OU validated undergraduate programs leading to the awards of the University, and to all students registered for the University's awards for the academic year 2010/11 and until further notice.

1.2 The term 'the College' refers to DEREE – the American College of Greece; 'the University' is used for references to the Open University. 'Course' designates a unit or module of study, and 'program' is used to refer to the courses taken by a student in fulfilling the requirements of the academic award for which she or he is registered. 'Faculty' indicates academic staff, and 'staff' non academic staff. The term 're-enrollment' is used when a student takes a course having previously withdrawn from that course prior to the assessment having taken place. The term 'resit' is the re-assessment of a student after an initial failure in one or more assessment elements for a course; a retake refers to the opportunity to repeat a course (with attendance) if a student has failed a resit.

1.3 Any change to these regulations must be considered and endorsed initially by the Committee of Academic Standards and Policies and then by the Academic Council. Agreed changes will require the approval of the Open University and the Faculty Assembly.

1.4 Any changes to the academic regulations are normally introduced at the start of an academic year. In exceptional circumstances it may be necessary to introduce a change during the year. In these circumstances, the students affected by the proposed change will be consulted. Prior to seeking the approval of the Open University and the Faculty Assembly, the Committee of Academic Standards and Policies and Academic Council must satisfy themselves that students will not be disadvantaged by the change.

1.5 Occasionally a program may require a variation from these regulations. In such a case, the required variation must be specifically approved by the University at the initial validation or subsequent revalidation of the program.

2. Credit Structure and Awards

2.1 Students receive academic credit for the achievement of the learning outcomes of a course. A credit value, specified in terms of the number of credits, is assigned to each course. The basic unit of credit relates to 10 hours of notional learning time. Notional learning time is defined as the reasonable measure of the time it would take a learner, adequately supported, to achieve the learning outcome of the activity; it includes instructional hours, and the time spent in assessment and independent study.

2.2 The programs validated by the Open University comprise courses generating credit at Levels 4, 5 and 6. Levels are conceived progressively, with increasing demands being placed upon learners as they undertake learning at higher levels. The College has adopted generic credit level descriptors as guidance for the design, delivery and assessment of courses.

2.3 Learning accredited at each level will reflect the student's ability to:

Level 4

Develop a rigorous approach to the acquisition of a broad knowledge base; employ a range of specialised skills; evaluate information using it to plan and develop investigative strategies and to determine solutions to a variety of unpredictable problems; operate in a range of varied and specific contexts taking responsibility for the nature and quality of outputs.

Level 5

Generate ideas through the analysis of concepts at an abstract level with a command of specialised skills and the formulation of responses to well defined and abstract problems; analyse and evaluate information; exercise significant judgement across a broad range of functions; accept responsibility for determining and achieving personal and/or group outcomes.

Level 6

Critically review, consolidate and extend a systematic and coherent body of knowledge utilising specialised skills across an area of study; critically evaluate new concepts and evidence from a range of sources; transfer and apply diagnostic and creative skills and exercise significant judgment in a range of situations; accept accountability for determining and achieving personal and/or group outcomes

2.4 The Open University awards offered by the College are Honours awards. In addition, exit awards are offered: Ordinary degrees leading to the BSc Ordinary, BA Ordinary, the Diploma of Higher Education (DipHE) and the Certificate of Higher Education (Cert HE). The credit requirements for each of these awards are as follows:

BA/BSc (Hons)	360 credits comprising 120 at Level 6, 120 at Level 5 and 120 at Level 4.
BA/BSc	300 credits, of which a minimum 60 should be at Level 6 with the remainder comprising 120 credits at Level 4 and 120 at Level 5.
Dip HE	240 credits comprising 120 at Level 5 and 120 at Level 4.
Cert HE	120 credits at Level 4.

3. Admission

3.1 To qualify for admission to the academic programs of the College, applicants must demonstrate that they possess the appropriate qualifications to enable them to be successful in the program of their choice. To this end, applicants must meet the following requirements:

The standard minimum entry requirement for the majors program is the following: 14/20 in the Greek system, an overall average grade of C in the US system, or 20 and above in the International Baccalaureate. Applicants whose grades are between 10/20 -13.99/20 or its equivalent, may be admitted to the General Studies Program (which is an access program designed to provide foundation learning opportunities to academic students who show academic potential).

All applicants must demonstrate proficiency in the English language either by taking the College's English Placement Test (EPT) or by submitting any evidence derived from one of the following tests.

Pearson test of Academic English (PTE Academic): 58 or greater
Michigan State University Certificate of Language Proficiency (MSU-CELP)
Michigan Proficiency Certificate
Cambridge Proficiency Certificate
International Baccalaureate Certificate
International Baccalaureate Diploma
IELTS: 6.5 or above
SAT: 450 or above
ACT: 18 or above
TOEFL (paper based): 550 or above
TOEFL (computer based): 213 or above

TOEFL (internet based): 79 or above

GCE higher level English: Grade C or greater

EPT: 115 or above

3.1.3 The listed grades qualify the student for placement directly into WP1010. Applicants who do not qualify for WP1010 but who otherwise show academic promise, may be placed in the English Language Preparation program (foundation courses in English.)

3.1.4 A letter of recommendation from an academic teacher or professor.

3.1.5 A certified copy of their identity card for Greek citizens or a valid passport for non-Greek citizens.

3.1.6 An interview with an admissions counselor.

Students are only permitted to register for a course for which they possess the current prerequisites (as stated in the College catalog), whether in the form of credits earned, credits transferred, waivers or credit by examination. Should a student be enrolled on a course for which she or he has not fulfilled the prerequisite(s), his or her registration for that course will be cancelled by the Registrar's Office.

4 Admission with Credit

4.1 Subject to the requirements set out in Section 3 (above), students may be admitted with exemption from certain elements of a program and with credit towards an Open University award.

4.2 The College's decision on exemption shall be governed in all cases by an evaluation of:
- the student's previous learning to determine the maximum amount of credit that s/he could be awarded at levels 4 and 5;
- the extent to s/he has already met the learning outcomes for the courses from which exemption is sought.

4.3 Credit with exemption may be obtained in three ways:

4.3.1 *Credit Transfer*.

Students who have completed all or part of the requirements of a degree validated by a UK university may be granted credit towards a program leading to an Open University award. Any student wishing to be considered on this basis for credit with exemption must supply the College with evidence of the qualification(s) that she or he has obtained. This evidence will normally take the form of an award certificate and/or transcript, and details of the syllabus for the student's previous program.

4.3.2 *Accreditation of Prior Certificated Learning (APCL)*.

Credit may also be granted to students who have completed an assessed program offered by a higher education institution that is not validated by a UK university such as a regionally accredited US institution. Any student wishing to be considered for APCL must supply the College with evidence of the qualification(s) that she or he has obtained. This evidence will normally take the form of an award certificate and/or transcript, and details of the syllabus that she or he had followed. In addition, the College will need to establish to its own satisfaction the standard of achievement required for the qualification obtained by the student, and the reliability of the quality assurance procedures utilised by the student's previous institution. The College reserves the right to undertake its own assessment of the student's prior learning by setting one or more waiver examinations (4.3.3, below).

4.3.3 *Accreditation of Prior Experiential Learning (Waiver Examinations)*

Exemption (with credit) may be granted for learning that has been achieved outside the formal education and training system, or for learning that cannot be verified by the procedures set out in 4.3.1 and 4.3.2. In these cases, students are required to sit one or more waiver examinations. The mode of assessment to be adopted for a waiver examination is proposed by the faculty with responsibility for the course(s) from which exemption is being sought.

4.4 The relevant department head(s) or area coordinator(s) are responsible for the approval of claims for credit with exemption. Approval should not be given without prior consultation with the Advising Office. The Advising Office maintains a record of all claims that have been approved, and it is responsible for informing the Registrar and the student of the outcome of a claim.

4.5 Students can only be exempted from (or granted credit for) a maximum of 180 credits for credit transfer (4.3.1), APCL (4.3.2) and APEL (4.3.3) claims, comprising no more than 120 at Level 4 and 60 credits at Level 5. Exceptions to this regulation may be approved at validation and with the agreement of the Open University. Students cannot be exempted from (or granted credit for) courses at level 6. Grades are not assigned to credits awarded under the procedures described in this section. Where a student holds an award of 240 credits (such as DipHE, or a Foundation Degree or a Higher National Diploma), they may gain entry to the program at the start of Level 6 provided they have fulfilled the particular requirements of the specific validated program at the College. This is a matter for the Admissions and Advising teams, rather than an APCL or APEL matter.

5 Registration

5.1 Students will register for a non-conferrable Open University award once they have achieved the prerequisites that will enable them to commence their studies at Level 4. For the purpose of initial registration this award will be BA Combined Studies. On completion of their studies at Level 4, students will transfer their registration to one of the conferrable Open University validated awards.

5.2 Students may register for a maximum of 120 credits in each academic year including a maximum of 15 credits in each of the Summer sessions.

5.3 Students may remain registered with the College for a period of three years beyond the expected date of graduation. If a student wishes to complete a program of study after this date she or he must re-register and pay the appropriate fee. The maximum period of registration for an Open University validated award is ten years.

5.4 Students should consult with their advisers if they wish to defer their studies, withdraw from a course, or to transfer registration from one course or award (major) to another. Applications for deferral, withdrawal or transfer should then be lodged with the Registrar's Office. Applications are then considered by the Committee of Academic Standards and Policies. Its decisions will be governed by the following regulations:

5.4.1 Students are permitted to change a course within the first two days of teaching. Beyond this period, students may withdraw from a course within the first two weeks of teaching whilst retaining the right to re-enroll in the said course in the future. Changes after this deadline will only be considered in exceptional circumstances. Students shall not be permitted to withdraw and then subsequently re-enroll in a course after the submission or completion of the first summative assessment.

5.4.2 The maximum number of retakes allowed in a program leading to an Open University award is 10.

5.4.3 The decision to permit a student to transfer from one course or award to another, will be governed by the enrollment limits on the course(s) to which the student wishes to transfer, the possession by the student of the necessary prerequisites (3.2, above), and an assessment of the student's ability to meet the requirements for the award for which she or he is registered.

5.4.4 Applications for deferral of studies should be supported by evidence of relevant mitigating or extenuating circumstances.

5.5 The Validation Office will be responsible for notifying the University of the number and registration details of all students entering the programs that it has validated. The Validation Office will ensure that the University is also notified of any changes to a student's initial registration.

6 Assessment Procedure

6.1 Although courses may employ assessment instruments which perform only a diagnostic or formative function, credit for the completion of a course can only be obtained on the basis of one or more summative assessments. A summative assessment provides a measure of the extent to which a student has achieved the intended learning outcomes of a course.

6.2 The assessment of a student's academic performance requires a judgment of the quality of his or her work. In all cases, this assessment must be governed by criteria which are explicit and communicated to students.

6.3 Faculty are expected to develop rubrics for the assessment of students, and it is the responsibility of department heads or area coordinators to ensure that these rubrics are consistent with the program specification and other documentation approved at validation.

6.4 *Second Marking*
All assessed work submitted for credit in programs leading to Open University validated awards shall be subject to the policy of second marking. This policy extends to all modes of assessment. In implementing the College's policy on second marking, the following procedure will be adopted:

6.4.1 The first marker will provide the rubric for the assessment of the course (6.3, above), the grade assigned to each item of assessed work and a brief justification for this grade.

6.4.2 Second markers will be selected by the department head/area coordinator from the first marker's department, and s/he should be familiar with the course content. The second marker should test mark a minimum sample of 25% of completed assessments. In all cases the samples should not be lower than five.

6.4.3 The sample of work for second marking will be prepared by the Registrar's Office. This sample will comprise all items that have been assigned an A grade or a grade below C (40%), and a representative selection of the remaining items of assessed work. The sample should include at least some work that will be sent to external examiners (thereby providing them with evidence that second marking has been carried out).

6.4.4 The mark should be agreed between the original instructor and the second marker. In cases where it is not possible to reach agreement, a third internal marker will be appointed by the department head or area coordinator. All items of assessment for that course should be re-marked if the third marker recommends a significant change in the grade assigned to any item of assessed work. In this event, the entire cohort will be subject to the process of re-marking.

6.4.5 The second (or, in the event of a disagreement, the third) marker should prepare a brief report during the marking process to be sent to the external examiner for that course. This report should explain the basis upon which the assessed work was graded and the procedure adopted for the second (and where relevant the third) marking; provide an analysis of the distribution of marks between students and modes of assessment; identify any issues that were encountered in the assessment problems; and make recommendations for the future assessment of the course.

6.4.6 All decisions on grades remain provisional until they have been confirmed at the relevant Board of Examiners.

6.5 *External Examiners*
The University is responsible for the appointment of external examiners. Their role is to ensure that justice is done to the individual student and that the standard of the University's validated awards is maintained.

6.5.1 The specific responsibilities of external examiners include:
- the impartial assessment of students comparing their performance with that of their peers

undertaking comparable programs of higher education elsewhere and in the light of subject benchmarks and qualification descriptors;
- approving the form and content of proposed examination papers, coursework, assessment rubrics and other assessments that count towards the award, including the approval of alternative assessments and adjustments made for students with declared disability or special needs;
- advising on any proposed changes to the approved assessment regulations or assessment strategy which will directly affect students currently on the program;
- ensuring that assessment criteria are correctly interpreted and that there is parity of assessment across the cohort;
- moderating the marks awarded by internal examiners;
- meeting students and, where appropriate, conducting *viva voce* examinations;
- ensuring that the assessments are conducted in accordance with the approved program regulations;
- attending the meetings of the board of examiners at which decisions on recommendations for award are made and ensuring that those recommendations have been reached by means in accordance with the University's requirements and normal practice in UK higher education.
- Enhancement-led reporting to the College including student performance and academic standards, appropriateness of curriculum content/teaching and learning strategies as well as on the effectiveness of the assessments and any lessons to be drawn from them
- reporting to the Open University on the required report proforma and any matters of serious concern arising from the assessments which put at risk the standard of the University's award.

6.5.2 Once the process of second marking has been completed (6.4, above), the summative work completed by a sample of students on each course will be sent to the relevant external examiners. This sample will comprise all items that have been assigned an A or F (all work above 70% and below 40%) grade and a representative selection from items receiving intermediate grades.

6.5.2.1 The size of the samples will be agreed with the external examiners, and they will include some items that have been second marked (6.4.3, above).

6.5.2.2 Samples of assessed work completed in the Summer Session II and Fall Semester will be sent by post to the external examiners; samples of work completed in the Spring Semester and Summer Session I will be available for External Examiners to review on campus in the Summer.

6.5.2.3 Any amendments to the marks of the sample as a result of external moderation must be applied to the rest of the cohort.

6.5.2.4 The Validation Office will receive the external examiners' reports and forward them for consideration by Boards of Examiners, Program Committees, and the Registrar's Office. The Open University also receives copies of response to External Examiners reports.

6.6 *Boards of Examiners*
Boards of Examiners carry full responsibility for the assessment of students in accordance with the College's regulations and for recommending the conferment of an Open University award to students who have fulfilled the objectives of the approved program of study and achieved the standard required for the award.

6.6.1 A Board is established for each program or cluster of programs that leads to Open University awards. The responsibilities of a Board of Examiners are to:
- approve (or establish arrangements for the approval of) assessment tasks, examination papers and project titles both for the initial assessment of students and any subsequent reassessments;
- ensure that assessment tasks, examination papers and project titles are moderated by appropriate external examiners;

- confirm the grades assigned to students majoring in the relevant discipline or clusters of disciplines in accordance with the College's regulations;
- recommend the conferment of awards to students who have fulfilled the objectives of an approved program of study and achieved the standard required for the award;
- review the progress of students, ensuring that they achieve the required learning outcomes and taking into account the recommendations of the Committee of Academic Standards and Policies on students with mitigating circumstances;
- determine the form of assessment that should be offered to those students who have failed or have been unable to take the assessment for acceptable reasons;
- receive and approve recommendations from the Committee on Disability and Learning Differences for the assessment of students with special requirements; monitor the forms and conduct of assessment and patterns of student achievement on the programs for which it is responsible;
- act in accordance with the outcome of any appeals made through the Appeals Procedure (Section 9, below).

6.6.2 The membership of Boards of Examiners shall comprise a representative for each course contributing to the program(s) for which it is responsible, the external examiner(s), and the relevant department head(s) or area coordinator(s). The chairs of Boards (who will normally be department heads or area coordinators with responsibility for programs other than those which fall within the remit of the Board) will be appointed by the Academic Council. Students are not members of Boards of Examiners.

6.6.3 External examiners must be present at meetings of the Board of Examiners which have been convened for the purpose of assessing students for an award or recommending the conferment of an award upon a student (6.6.1 (c) and (d) in the Board's terms of reference). All decisions on grades remain provisional until they have been ratified at a meeting of the Board attended by the relevant external examiner(s).

7   Assessment, Progression and Awards

7.1   *Attendance Policy*

Students must meet the College's attendance requirements if they are to be eligible for an Open University award.

7.1.1 All students are required to attend 80% of instructional class time. Some programs may impose a stricter attendance requirement subject to this requirement being approved by the relevant validation panel(s).

7.1.2 Absence from a class does not exempt a student from completing the work for that class. Students who have exceeded the allowed threshold of absences will be referred by the instructor to the Registrar's Office. The Registrar will in turn inform the Committee on Academic Standards and Policies which, in the light of any evidence of extenuating circumstances supplied by the student, will decide whether the student must withdraw from the course (and receive an F grade).

7.2   *Assessment Deadlines*

Students must submit work by the deadlines set in the course outline. Work submitted after but within seven days of the deadline will receive a maximum grade of C. Students will fail the assessment if work is submitted later than seven days after the deadline.

7.3   *The Assessment of Students with Special Needs*

Boards of Examiners may make special arrangements for the examination or assessment of students with disabilities or learning differences. These arrangements must be approved in advance of the first assessment to which they will apply.

7.3.1 The student is responsible for alerting the Registrar to a special need, and for providing relevant documentary evidence. The Registrar will then pass on this information to the Committee on Disability and Learning Differences.

7.3.2 The Committee on Disability and Learning Difficulties will decide the action to be taken to accommodate a student with special needs having ensured that there has been full consultation with faculty in the department(s) responsible for the assessment of that student. This action must be endorsed by the Chair of the relevant Board of Examiners.

7.4   *Action in the Event of Failure*

For each course, students must obtain a minimum of Grade C (40%) in each summative assessment to achieve a pass and obtain the credit for that course (6.3, above).

7.5   Three courses of action are available to Boards of Examiners in the event of a student failing one or more assessment components of a course:

7.5.1 In the case of an initial failure of one or more assessments in a course, the student has the right to be reassessed in (i.e. resit) the element that she or he has failed. This reassessment will normally be scheduled prior to the commencement of the following semester. Only one resit per each assessment element is allowed in each validated course. The maximum grade a student can obtain for the reassessed component of the course is a pass (Grade C 40%). If the student fails the resits/he will not receive the credit for that course.

7.5.2 Exceptionally, and subject to a recommendation from the Committee of Academic Standards and Policies based on evidence it has received of a student's mitigating circumstances, the Board of Examiners may grant a student a further opportunity for reassessment. Students with mitigating/extenuating circumstances will not be subject to a capped grade of ''C'' (40%).

7.5.3 A student who has obtained a final fail grade following reassessment(s) may retake the course. The grade of such retake will be subject to a cap of a ''C'' grade (40%). Students retaking a course will be required to observe the College's attendance requirement (7.1, above) and complete all the assessments for that course. Following the successful completion of a retake, the grade obtained by the student will replace the original fail grade. This option is not available to students who have already obtained credit and are seeking to improve their grade for a course. A student's program may not comprise more than 10 retakes. If a student withdraws from a course, prior to any assessment taking place, and if (s)he re-enrolls on the said course, the grade will not be subject to a cap.

7.6   *Compensation for Failure*

Students must meet all program/course Learning Outcomes. The Board of Examiners may at its discretion decide that:

A pass in one element of assessment may compensate for a marginal failure in another assessment within the same course as long as:

    1) The course learning outcomes have been met

and

    2) The overall course grade is 40% or above (ie the assessed elements averaged together before compensation is applied is 40%)

A marginal failure is classified as 38% or above.

It is the responsibility of the external examiner to decide if the courses learning outcomes have been met. Before each exam board the registry will identify cases where compensation might be applied, the registry will inform the external examiner in advance of the exam board so that cases can be given due consideration.

Where the board of examiners has agreed to exercise its discretion under the compensation rule the student will receive credit for the course concerned, but the marginal failure grade will still stand.

7.6.1. In deciding to allow a student's overall performance to compensate for partial failure in the assessment for an award, Boards of Examiners must ensure that such compensation is fair and reasonable in relation to the aims of the program and the standard of the student's performance as a whole.

7.7   *Mitigating Circumstances*

7.7.1   The following regulations distinguish between factors or circumstances which were known to the student in advance of taking an assessment and which affect his or her ability to attend an examination or submit work by the published deadline (7.7.3, below), and those which have not impaired the student's ability to attend for examination or meet a deadline for the submission of work but which may have affected his or her performance (7.7.4). In all cases, it is the responsibility of the student to ensure the timely disclosure of any factors or circumstances which may affect the assessment of his or her learning and responsibility for the consideration of these factors and circumstances will lie with the Committee of Academic Standards and Policies.

7.7.2   Students whose circumstances may affect (or may have affected) their ability to meet a program's assessment requirements must submit a completed Mitigating Circumstances Extension Form together with verifiable documentation to the Registrar's Office. This form can be completed electronically or in person and may, if necessary, be signed retrospectively.

7.7.3   In the case of factors or circumstances which were known to the student in advance of taking an assessment and which affect his or her ability to attend an examination or submit work by the published deadline:
   a) the Committee of Academic Standards and Policies will consider the evidence submitted by the student;
   b) if the mitigating circumstances are accepted by the Committee it will determine the extension to be granted to the student or, in the case of examinations, the date on which the student shall be assessed; in such cases the grades will not be capped at 40% (C).
   c) the Chair of the Board of Examiners, the Registrar and the appropriate department head/area coordinator will be informed of the Committee's decision
   d) The student will have the right to apply for a further extension, or for a rescheduling of an examination, if the mitigating circumstances persist.

7.7.4   In the case of factors or circumstances have not prevented a student from attending for examination or meeting a deadline for the submission of work but which may have affected his or her performance:
   a) the Committee of Academic Standards and Policies will review the evidence submitted by the student and make a recommendation for consideration by the appropriate Board of Examiners;
   b) the Board of Examiners is responsible for considering that action that it should take (6.6.1[e], above) in the light of the recommendations of the Committee of Academic Standards and Policies;
   c) the actions available to the Board of Examiners include: the deferral of an assessment to a later date; compensation for the failure in a course (7.6, above); agreement that the student should either retake the course or be reassessed with the grade achieved being recorded in the student's transcript and therefore contributing to the classification of the award; and, exceptionally, a decision that the student be assigned a higher grade for the course or courses on which his or her performance has been affected.

7.8   *Progression*

7.8.1   Students must complete all Level 4 courses within the validated program before they progress to Level 5.

7.8.2   Providing that a student has obtained the necessary prerequisites, s/he may progress to Level 6 courses having gained at least 60 credits at Level 5.

7.9   *Conferment of Awards*

7.9.1   In order to qualify for an award the student must have satisfied both:
   The general credit requirements for the award (2.4, above); *and*
   The learning outcomes set out in the program specification for the award for which the student is registered.

7.9.2   A Bachelor's Degree with Honours will be awarded to a student who has passed 360 credits that is, (120 credits at Level 4, 120 credits at Level 5 and 120 credits at Level 6).

7.9.3   Classification will be based initially on the average percentage mark across all modules at Level 6 and Level 5 at a ratio of 60/40 respectively. Therefore the Level 6 average mark will represent 60% of the final classification and the Level 5 average mark will represent 40% of the final classification. If the student's average percentage mark falls within the boundaries of the classifications defined below, s/he is entitled to that award.

First Class Honours	70% or above
Second Class Honours, Upper Division	60% - 69%
Second Class Honours, Lower Division	50% - 59%
Third Class Honours	40% - 49%

7.9.4   If the average percentage achieved by a candidate is not more than 1 percentage point below a classification band, the Board should consider the following.
   a) the student has received a grade at or above the level of the higher class of award in at least one of the capstone courses
   and/or
   b) the majority of Level 5 and 6 modules must be graded at or above the proposed class of degree.

   The Board of Examiners will take a consensus view on the final classification to be awarded to the student. The Chair of the Board of External Examiners and the External Examiner(s) must in each case endorse the proposed class of award.

7.9.5   Credit obtained through the credit transfer, APCL or APEL procedures (Section 4, above) is excluded from the calculation to determine the classification of the degree. For these candidates, the grades obtained for the remaining courses studied under the OU framework will be used for the final classification.

8   Academic Offences

8.1   An academic offence (or breach of academic integrity) includes any action or behavior likely to confer an unfair advantage, whether by advantaging the alleged offender or by disadvantaging another or others. Examples of such misconduct are plagiarism, collusion, cheating, impersonation, use of inadmissible material and disruptive behavior. Responsibility for reviewing breaches of academic integrity is held by the Committee on Standing and Conduct

8.2   Charges against a student for violating academic integrity may originate from any source: a faculty member, an administrator, a staff member, a fellow student, or from the community at large. The charges are to be submitted in writing to the chair of the Committee on Standing and Conduct. If a member of the Committee originates the charge, then that member will be recused from the decision-making process, and any other process related to the case.

8.3   On receipt of the allegation of a breach of academic integrity, the Chair of the Committee on Standing and Conduct must inform the Chair of the Board of Examiners that is responsible for the assessment of the course(s) that are affected by the alleged offence. The Board should then suspend its decisions on the candidate's grade(s) until the facts have been established (8.5, below).

8.4   The Committee on Standing and Conduct will either itself investigate the charge or establish from its own membership a panel to conduct the investigation. In establishing whether a breach of academic integrity has occurred, the Committee (or panel) should consider oral and/or written evidence supplied by the individual(s) making the charge and the alleged offender. The alleged offender shall have the right to appear before the Committee (or panel).

8.5   Once the Committee on Standing and Conduct has considered the allegation and reached a conclusion on whether an offence has occurred, it should issue a report with a recommendation regarding the outcome for the student to the Chair of the relevant Board of Examiners. If it has been established that an offence has occurred, the Board will judge the significance of the misdemeanor and exercise its discretion as appropriate to the case. If it is established that a student has attempted to gain an unfair advantage, the examiners shall be given the authority to rule that the student has failed part or all of the assessments, and the authority to determine whether or not the student should be permitted to be reassessed.

8.6   Independently on the assessment decisions made by the Board of Examiners, the Committee on Standing and Conduct is empowered to consider a wider range of sanctions that might be applied when a student is found guilty of a breach of academic integrity. The following list of sanctions is indicative and can be imposed by majority vote of the Committee:

1. Admonishment Letter (or Letter of Warning): The student is advised in writing that her/his behavior violates rules of academic and/or personal integrity and that a recurrence will lead to more serious sanctions. The Committee will deliberate on whether the letter should or should not appear in the student's file permanently or for a lesser period of time.

2. First Offense File: The student's name and a description of the offense is filed in a shared electronic folder, accessible by the Vice President and Dean of Faculty, the academic Deans, the Dean of Students, department heads and assistant department heads. Second offenses automatically result in a hearing.

3. Disciplinary Probation: The student is advised in writing that his/her behavior violates rules on academic and/or personal integrity and is given a probationary period (to be decided upon by the Committee) to show by good behavior that a more stringent penalty should not be imposed. During the period of the probation, the student is required to terminate association with all extra-curricular activities and resign from any student office.

4. Suspension: The student's relationship with the College will be discontinued until the end of the semester or term. The student will forfeit any fees involved with the College.

5. Dismissal: The student's relationship with the College will be terminated indefinitely. The right to apply for re-admission shall be denied.

8.7   Before announcing judgment/sanctions, the Chair of the Committee on Standing and Conduct consults with the Chair of the Academic Council, who has the right to recommend other sanctions. If the Chair of the Academic Council is in agreement with the Committee's recommendations, the Chair of the Committee will inform the student and the plaintiff (in writing and within three days of the hearing) of the final judgment and the actions to be taken. If the Chair of the Academic Council proposes other or additional sanctions, the chair of the Committee must communicate these recommendations to the Committee within three days and re-deliberate. Majority vote once again determines final sanctions. Communications procedures as outlined above apply. A final written report to the Academic Council on a case-by-case basis, is prepared within 14 days, and includes the complaint, the Committee's judgment and sanctions.

8.8   Within three *working* days of receipt of the decision, either party (plaintiff or student) has the right to make a formal written appeal against the decision of the Committee. The appeal is addressed first to the Committee on Standing and Conduct. If the Committee does not deem any change to the decision is warranted subsequent to consideration of the appeal, the appeal may then be brought to the Academic Council, and subsequently to the President whose decision is final**.**

8.9   The student may appeal against the decision of the Board of Examiners (8.5, above) in accordance with the regulations for academic appeals (Section 9, below).

9   **Academic Appeals**

9.1   A student may appeal against a decision of the Board of Examiners. Students' rights of appeal are limited to two grounds:

- either that the candidate's performance in an assessment was adversely affected by illness or factors which s/he was unable, or for valid reasons unwilling, to divulge before the Board of Examiners reached its decision.

- or that that there has been a material administrative error, an assessment was not conducted in accordance with the current regulations for the program or special arrangements formally agreed, or that some other material irregularity relevant to the assessment has occurred.

Disagreement with the academic judgment of a Board of Examiners in assessing the merits of an individual element of assessment does not constitute grounds for an academic appeal. Responsibility for the submission of documentary evidence in support of the appeal rests with the student.

9.2   Appeals must be submitted in writing to the Registrar no later than 14 days following the publication of Examination Board results. On receipt of the appeal, the Registrar informs the department head/area coordinator and Academic Council (through the Vice President of Academic Affairs) and submits to them all relevant evidence and correspondence.

9.3   The Academic Dean will undertake an initial assessment of the validity of the appeal and advise the student accordingly. In the light of this advice, the student should decide whether s/he wishes to proceed with the appeal. Alternatively, the student may decide to withdraw his or her appeal and/or lodge a complaint in accordance with the College's complaints procedure.

9.4   In the event that the student decides to proceed with the appeal, a subcommittee of the Academic Council will be convened no later than three weeks after receiving the student's decision to continue with the appeal. The membership of the subcommittee shall not include any member of faculty or the administration who has been involved in the assessment of the student or who is a member of the relevant Board of Examiners.

9.5   The subcommittee of the Academic Council will hear the appeal. The appellant may be called to appear before the subcommittee. The subcommittee may also require the Chair of the Board of Examiners to appear separately before it. The appellant and the Chair of the Board will not be present when the subcommittee considers the evidence and formulates its decision.

9.6   The subcommittee must inform the student and the Board of Examiners of its decision within seven days of the hearing. The student has the right to subsequently appeal to the President in writing against the decision of subcommittee. If the appellant wishes to contest the President's decision s/he has the right to lodge an appeal with the Open University. The student will obtain contact details for the President and the Open University at the Student Success Center.

9.7   The Registrar's Office will keep records of outcomes for all appeals cases. The Academic Council will receive annual summary reports regarding all appeals received by the College

10.   **Complaints Procedure**

10.1   Complaints are specific concerns about the provision of a course/module or a program of study or related academic or non-academic service. Complaints do not address the review of a decision made by an academic body. When appropriate, a complaint is first resolved through informal discussion with the party/office directly involved. If not resolved at this level, a formal complaint is submitted by the student to the Registrar's office within 14 days from the day the outcome of this discussion is made known to the student. Upon receipt of the complaint the Registrar forwards the complaint with all relevant documentation to a panel consisting of the Vice President of Academic Affairs, the Academic Deans and the Dean of Students.

10.2   Depending on the nature of the complaint, the academic Dean or Dean of Students will undertake an initial assessment of the validity of the complaint and advise the student accordingly. In the light of this advice, the student should decide whether s/he wishes to proceed with the complaint.
In the event that the student decides to proceed with the complaint, a subcommittee of the Academic Council will be convened no later than three weeks after receiving the student's decision. The membership of the subcommittee shall not include any member of faculty or the administration who has been involved in the complaint.

10.3   The subcommittee of the Academic Council will hear the complaint. The appellant may be called to appear before the subcommittee. The subcommittee may also require the relevant member of Faculty and/or Administration to appear separately before it. The appellant and any member of staff against whom the complaint has been made will not be present when the subcommittee considers the evidence and formulates its decision.

10.4   The subcommittee must inform the student and the of its decision within seven days of the hearing. The student has the right to subsequently appeal to the President against the decision of subcommittee. If the appellant wishes to contest the President's decision s/he has the right to lodge a complaint with the Open University. The student will obtain contact details for the President and the Open University at the Student Success Center.

10.5   The Registrar's Office will keep records of outcomes for all complaints cases. The Academic Council will receive annual summary reports regarding all complaints received by the College.

Appendix II

The Board of Trustees

The Administration

The Faculty

DEMETRIS LOIZOS, *Executive Director of the Validation Office*; B.A., The American College of Greece - DEREE ; M.A., Kent State University

VILMA SINANOGLOU, *Associate Dean of the School of Business*, Professor III, European Studies; Ptychion, University of Athens ; M.A., University of Reading ; M.Phil., University of London

KATERINA THOMAS, *Dean of the School of Fine & Performing Arts*, Professor III, Archaeology and Art History; B.A., Brandeis University ; M.A., Tufts University; Ph.D., Brown University

HARICLEA ZENGOS, *Associate Dean of the School of Liberal Arts & Sciences,* Professor III, English; B.A., The American College of Greece - DEREE ; M.A., Clark University ; Ed.M., Harvard University ; Ph.D., Tufts University

Emeriti

* TASIA ALEXOPOULOU; *Senior Vice President for Financial Affairs Emerita*; Diploma, Pierce College; B.A., Western College for Women; Ptychion The Piraeus Graduate School of Industrial Studies.

AVRAAM-ALBERT AROUH; *Professor Emeritus (2013);* B.A., The American College of Greece - DEREE; Ph.D., University of Edinburgh

* HEBE ECONOMIDES; *Dean Emerita*; Baccalauriat (Sirie Philosophie), French Academy, Athens; Diploma (S.W.), Pierce College; B.S., University of Arizona; M.S., Columbia University.

ORIETTA EXARCHOU; *Dean Emerita*; Diploma (S.W.), Pierce College; M.S.W., Washington University.

THEODORE LYRAS; *Provost Emeritus; Senior Vice President and Vice President for Information Resources Management*; Ptychion, University of Athens; M.S., Ohio University.

MARIANNA PALAIOLOGOU: *Dean Emerita*; B.A., Pierce College; M.Ed., Lesley College.

YANNA PAPACONSTANTINOU; *Dean Emerita*; Diploma (S.W.), B.S.S., Pierce College; M.S., Simmons College.

NORMAN A. POWER; *Vice President for Academic Affairs Emeritus*; B.A., M.A., University of Dublin; Doctorat, University of Lausanne.

VASSILIOS PROTOPSALTIS, *Senior Vice President Emeritus;* B.S. Auburn University; M.B.A., University of Alabama.

MARIA STERGIOU; *Dean Emerita*; Diploma (Commercial Studies), B.S., Pierce College; M.S., Simmons College.

THEODORE VALAHAS; *Professor Emeritus (2007);* Ptychion, Aristotelion University; Ph.D., Massachussetts Institute of Thechnology

* LOUIS VRETTOS; *President Emeritus(1977)*; B.S., Black Hills State College; M.S., University of Wyoming; Ph.D., Cornell University.

Ombudspersons

ORIETTA EXARCHOU (1997-2000); Diploma (S.W.), Pierce College; M.S.W., Washington University.

ZAROUHIE TOKATLIAN (2002-2007); Certificate of Junior College, Pierce College; B.A., Coe College; M.A., New York University.

EVDOKIA KARAYANNI (2007- 2009); Ptychion, University of Athens; M.A., Central Michigan University; Ph.D., University of Ioannina

Kimon Friar Lectureship

In 1994 the College established the Kimon Friar Lectureship in Modern Greek Arts and Letters to honor the memory of the distinguished Greek-American translator, poet, and anthologist. The lectureship brings renowned scholars to the College and fulfills the terms of Kimon Friar's bequest to the Attica Tradition Educational Foundation of all his property in Greece, including his library and manuscripts, now deposited in the Special Collections, Rare Books and Archives division at the College library.

RODERICK BEATON (1994)	**GREG NAGY** (2004)
EDMUND KEELEY (1995)	**KAREN VAN DYCK** (2006)
PETER BIEN (1996)	**DIMITRIS TZIOVAS** (2007)
STRATIS HAVIARAS (1997)	**VASSILIS LAMBROPOULOS** (2008)
KATERINA ANGHELAKI-ROOKE (1998)	**MICHAEL HERZFELD** (2009)
STAVROS DELIGIORGIS (1999)	**MOLLY GREENE** (2010)
GEORGE ECONOMOU (2000)	**BARRY UNSWORTH** (2011)
PATRICIA WILLIS (2001)	**DAVID RICKS** (2012)
LANGDON HAMMER (2003)	**MARK MAZOWER** (2013)

Eleftherios Venizelos Chair Holders

The Eleftherios Venizelos Chair of Modern Greek Studies has been created by the College primarily to focus research, debate and attention on the most important and interesting trends and developments in modern Greek history – a history in which Venizelos played a key role.

ANDREAS ANDRIANOPOULOS (2003-2004)**;** M.A., University of Kent; Diploma, University of Oslo; Diploma on Leadership, Kennedy School of Government, Harvard University; Honorary Ph.D., School of Economics, University of Sofia; LL.D., The American College of Greece – Deree College.
GEORGIOS ANAGNOSTOPOULOS (2005-2006); Ph.D., Brandeis University
ELEFTHERIA BERNIDAKI-ALDOUS (2008-2009); M.A., Ph.D., John Hopkins University
SIR MICHAEL LLEWELLYN-SMITH (2009-2010); D.Phil., St. Antony's College, Oxford
CHARLES STEWART (2010-2011); B.A., Brandeis University; Diploma, D.Phil. Oxford University
ALEXANDER KITROEFF (2011-2012) B.A., University of Warwick; M.A., University of Keele; D.Phil., Oxford University

Institute for Diplomacy and Global Affairs

The Institute for Diplomacy and Global Affairs (IDGA) has been established to focus primarily on current world affairs considering them within their historical context and with respect to their immediate application. The connection between events and people along with their long term effects upon stability, welfare and international cooperation and understanding comprise the overall aim of the IDGA.

The IDGA is a center of scholarship in public and international affairs. The Institute's programs address international events and attempt to influence the domestic environment towards understanding the multiple texture of an unfolding new global reality.

ANDREAS ANDRIANOPOULOS, Director; Ptychion, Panteion University; M.A., University of Kent; Diploma, University of Oslo; Diploma on Leadership, Kennedy School of Government, Harvard University; Honorary Ph.D., School of Economics, University of Sofia; LL.D., The American College of Greece – Deree College; Visiting Scholar, St. Edmunds College, University of Cambridge; Public Policy Fellow, Woodrow Wilson Center for International Scholars (1998-1999, 2008).

THE FACULTY (ACADEMIC STAFF)

ACCOUNTING AND FINANCE

Anastasiou, Efimia: Professor I, Accounting and Finance
B.S., University of La Verne ; M.S., London School of Economics and Political Science
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Thomas, Katerina: Professor III, Archaeology and Art History
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COMMUNICATION

Arouh, Melenia: Professor I, Communication

B.A. The American College of Greece-DEREE; M.A., Ph.D., University of Southampton

Dimitriadi, Dimitra-Natalia: Preceptor, Communication

B.A., B.S., University of Maryland ; M.A., Solvay Business School

Fallagas, Nikos: Instructor, Communication

B.A., University of Rochester; M.A., University of Leicester

Hristodoulakis, Elias: Adjunct Professor, Communication

Ptychion, University of Athens ; M.A., Ph.D., University of Iowa

Karimalis, Grigoris: Adjunct Professor, Communication

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Ph.D., Wayne State University

Kefala, Argyro: Professor II, Graduate Faculty, Communication

B.A., Deree College ; M.A., Temple University ; M.A., Ph.D., New York University

Kondopoulou, Margarita: Instructor, Communication

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Leader, Simon: Professor I, Communication

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Lyra, Anastasia: Adjunct Preceptor, Communication

Ptychion, Athens University of Economics and Business ;

M.A., University of Maryland

McCormac, Daniel: Professor I, Communication

B.A., Occidental College ; M.A., University of Missouri

Papakonstantinidis, Stavros: Adjunct Preceptor, Communication

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COMPUTER INFORMATION SYSTEMS

Dritsas, Alexandros: Instructor, Information Management

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MBII, Royal Melbourne Institute of Technology

Hotzoglou, Elias: Professor I, Information Management

B.S., The American College of Greece - DEREE ;

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Lazarou, Vasilios: Adjunct Professor, Computer Science

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DANCE

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ECONOMICS

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B.S., London School of Economics and Political Science ;
M.S., Ph.D., University of Salford
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Symeonidis, Vasileios: Professor I, Mathematics, Economics
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M.S., University of Strathclyde ; Ph.D., University of Glasgow

ENGLISH

Antoniadou, Maria: Professor I, English
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Bokos, Kostas: Adjunct Preceptor, English
B.A., The American College of Greece-DEREE;
M.A. University of Oxford, Worcester College
Dilaveri, Paraskevi: Adjunct Preceptor, English
Ptychion, University of Athens ; M.A., University of Kent
Frankos, Marianthe: Preceptor, English
B.A. The American College of Greece - DEREE ;
M.A., Saint John's University
Georgountzou, Anastasia: Instructor, English
Ptychion, University of Athens ; M.A., Ph.D., University College, London
Georgousi, Fotini: Adjunct Professor, English
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Giannakopoulou, Anna: Preceptor, English
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Hadjiioannou, Eleni: Adjunct Preceptor, English
Ptychion, University of Athens ; M.A., University of California, Riverside

Hepper, Louise: Adjunct Preceptor, English
B.A., M.A., Luton University
Karoumbali, Christina: Instructor, English
B.A. The American College of Greece - DEREE ;
M.Litt., University of Saint Andrews
Kostoulia, Georgia: Adjunct Preceptor, English and Communication
B.A., The American College of Greece-DEREE ;
M.A., University of Essex
Ilkou, Melpomeni: Professor I, English
B.A., Bernard M. Baruch College - The City University of New York ;
M.S., Queens College-The City University of New York
Jeikner Alexandra: Adjunct Preceptor, English
B.A., The American College of Greece-DEREE;
M.S., University of Stirling; M.A., Open University
Logotheti, Anastasia: Professor II, English
Ptychion, University of Athens ; M.A., Pennsylvania State University ;
Ph.D., University of London
Mandalios, Jane: Adjunct Professor, English
B.A., University of Sheffield; M.A., University of Wales at Cardiff; Ph.D.,
University of Exeter
Maragou, Helen: Professor III, English
Ptychion, Aristoteleion University, Thessaloniki ; M.A., Kent State University ;
Ph.D., University of North Carolina
Mizeraki, Stavroula: Instructor, English
Ptychion, University of Athens; M.A., University of Birmingham
Moshman, Sherry: Instructor, English
B.A., Franklin and Marshall College ; M.S., Georgetown University
Mourelatos, Evangeline: Professor I, English
B.A., M.A., University of Ottawa
Pafilas, Ioannis: Instructor, English
B.A., The American College of Greece-DEREE; Ptychion, Hellenic Open University;
M.A., University of London, Goldsmiths College
Papazoglou, Dimitra: Adjunct Professor, English
Ptychion, University of Athens ; M.A., Queen Mary College, University of
London ; Ph.D., University of Athens
Petrogiannis, Konstantinos: Instructor, English
B.A., University of Illinois at Chicago; M.Ed., The College of New Jersey
Psilopoulos, Dionysios: Adjunct Professor, English
B.A., The American College of Greece-DEREE ; M.A., Southern Illinois
University at Carbondale ; Ph.D., University of Edinburgh
Sakellari, Alexandra: Adjunct Professor, English
Ptychion, University of Athens ; Ph.D., University of Bristol
Skarmalioraki, Emmanuella: Adjunct Preceptor, English
B.A., The American College of Greece-DEREE ; M.A., University of Exeter
Stetson-Tiligadas, Susan: Adjunct Preceptor, English
B.A., Illinois Wesleyan University; M.A., Université De Mons-Hainaut

Tsantila, Athanasia: Adjunct Preceptor, English
Ptychion, University of Athens ; M.A., University of Reading
Vlachos, Eleni: Instructor, English
B.A., The American College of Greece-DEREE ; M.A., University of
Essex ; D.E.A., Universite de France-Comte a Besancon
Zengos, Hariclea: Professor III, English
B.A., The American College of Greece - DEREE ;
M.A., Clark University ; Ed.M., Harvard University ; Ph.D., Tufts University

ENVIRONMENTAL STUDIES
Georgas, Dimitris: Adjunct Preceptor, Environmental Studies
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Management, E.A.E.M.E ; M.S., University of Southampton
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Ptychion, University of Athens ; M.S., Brunel University ;
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Markogiannakis, George: Instructor, Environmental Studies
BEng., University of Sussex; M.S., Cranfield University
Marouli, Christina: Professor I, Environmental Studies
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Ptychion, University of Athens; D.E.A., Universite Paris 7 ;
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GREEK LITERATURE
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B.A., University of California, Berkeley ; M.A., Ph.D., Princeton University
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INTERNATIONAL BUSINESS AND EUROPEAN AFFAIRS
Filis, Georgios: Instructor, International Business
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Patsiotis, Athanasios: Adjunct Professor, Marketing
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Sakellariou, Evy: Instructor, Marketing
Ptychion, University of Piraeus; M.B.A., University of Loyola; Ph.D., University of Surrey
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B.S., M.S., Karol Adamiecki University of Economics, Silesia; M.A., Warsaw
School of Economics/Institute d'Itude Politiques de Paris (SciencePo);
Postgraduate Certificate in Higher Education, University of Warwick; Ph.D.,
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B.S., The American College of Greece-DEREE ;
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Reizis, Nickolas: Instructor, Maritime Economics
Ptychion, University of Pireaus ; M.B.A., University of Wales
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B.S., M.B.A., Embry-Riddle Aeronautical University ; M.S., New Jersey Institute
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MARKETING

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Lianos, Stefanos: Adjunct Preceptor, Marketing
B.B.A., The American College of Greece-DEREE ;
M.S., Troy State University
Mitropoulou, Ioanna: Adjunct Preceptor, Marketing
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M.B.A., University of Strathclyde
Patsiotis, Athanasios: Adjunct Professor, Marketing
Ptychion, University of Athens ; M.A., University of Westminster; Ph.D., University of the West of England
Rys, Kathleen: Professor II, Marketing
B.A., College of the Holy Cross ; M.B.A., Simmons College
Sakellariou, Evy: Instructor, Marketing
Ptychion, University of Piraeus; M.B.A., University of Loyola; Ph.D., University of Surrey
Sarantidou, Paraskevi: Professor I, Marketing
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MATHEMATICS

Gastardo-Fountis, Maria-Teresa: Professor III, Mathematics
B.S., University of the Philippines ; M.S., North Carolina State University ;
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Gikas, Miltiades: Instructor, Mathematics
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Karavellas, Dionisios: Adjunct Professor, Mathematics
Ptychion, University of Patras ; Ph.D., University of Liverpool
Natsis, Dimitris: Professor III, Mathematics
Ptychion, University of Crete ; M.S., Southern Illinois University ;
Ph.D., University of Missouri
Panagopoulos, Sotirios: Professor III, Mathematics
Ptychion, University of Athens ; Ph.D., University of St. Andrews
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MODERN LANGUAGES

Argyris Vassilios: Instructor, Greek
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Dima, Georgette: Adjunct Professor, French
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Moni, Anna: Preceptor, Italian
B.A., University of Venice ; M.A., Catholic University of Leuven ;
M.B.A., European University

Oliver, Maria: Adjunct Preceptor, Spanish

License en Lettres Modernes, University of Poitier ;

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Nacional Catolica ; Certificate, Ecole Normale Superieure de Saint-Cloud

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MUSIC

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Diploma of Classical Singing, Kodaly Conservatory;

Postgraduate Diploma in Early Music (Lute - Voice), Guildhall School of Music and Drama

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Ptychion Harmony, Meizon Odeon Athens; Ptychion Natural Sciences, University of Athens

Toufexis, Dimitris: Professor III, Music

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NATURAL SCIENCES

De Brown, Harry: Instructor, Physics

B.S., University College London; M.S., University College London; Ph.D.,

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Georgolopoulou, Paraskevi: Instructor, Physics

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B.S., University of California, Los Angeles; Ptychion, Ph.D., University of Athens

Valahas Michael: Instructor, Physical Science

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Voutsinas, Gerassimos: Instructor, Molecular Biology

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PHILOSOPHY

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B.A., The American College of Greece-DEREE ;

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Stergiou, Chrysovalantis: Instructor, Philosophy

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PSYCHOLOGY

Apergi Fotini-Sonia: Professor I, Graduate Faculty, Psychology

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Beratis, Ion: Instructor, Psychology

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Derehanis-Kanellakis, Konstantinos: Adjunct Professor, Psychology

Ptychion, Ph.D., University of Athens

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Karakitsou, Chrissoula: Adjunct Professor, Psychology

B.A., The American College of Greece-DEREE ;

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Nega, Chrisanthi: Professor I, Psychology

B.A., The American College of Greece-DEREE ;

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B.A., The American College of Greece-DEREE ; Ph.D., University of Hull

Pelios, Lilian: Instructor, Psychology

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Thomadaki, Olga: Instructor, Psychology
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Tsiamis, Athanasios: Instructor, Psychology
B.A., The American College of Greece-DEREE ; M.A., McGill University
Ventouratou, Ritsa: Professor II, Psychology
B.A., M.A., University of Liverpool ; Ph.D., University of Manchester
Institute of Science and Technology

SOCIOLOGY

Andreadou-Samara, Evangelia: Preceptor, Sociology
B.A., Manchester Polytechnic University ; M.S., University of Salford
Gangas, Spiros: Professor I, Sociology
B.A., The American College of Greece-DEREE ;
Ph.D., University of Edinburgh
Katsas, Gregory: Professor II, Sociology
B.A., Drew University ; M.Phil., Ph.D., Fordham University
Lagoumitzi, Georgia: Adjunct Preceptor, Sociology
Ptychion, Panteion University ; B.A., The American College of
Greece - DEREE ; M.Phil., University of Oxford
Zachou, Chryssa: Professor I, Sociology
Ptychion, Panteion University ; B.A., The American College of
Greece-DEREE ; M.A., London School of
Economics and Political Science ; Ph.D., University of Essex

SPEECH

Burke, Wayne: Professor III, Speech
B.A., M.A., San Francisco State University ; Ph.D., University of Wales,
College of Cardiff
Nikolopoulou, Katerina: Professor I, Drama, Speech
B.A., The City University of New York, Hunter College ;
M.A., New York University

THEATRE ARTS

Kopanitsa, Kalliopi: Instructor, Drama
B.A., Wimbledon School of Art; M.A., Essex University
Koutsourelis, Marios: Instructor, Theatre Arts
B.A., City University of New York; M.A., San Fransisco State University
Nelson, Jennifer: Adjunct Professor, Visual Arts, Dance
B.F.A., San Francisco Art Institute; M.F.A., University of California, Los Angeles
Nikolopoulou, Katerina: Professor I, Drama, Speech
B.A., The City University of New York, Hunter College ;
M.A., New York University
Papathanassiou, Anneta: Instructor, Creative Drama-Acting
Ptychion, University of Athens ; Diploma, Eugenia Hatzikou's Drama School ;
Theatre in Education Courses, New York University
Sanchez-Colberg, Ana: Instructor, Dance, Theatre Arts

B.A., University of Pennsylvania; M.F.A., Temple University;
Ph.D., Laban Centre for Movement and Dance, London
Simatou, Eugenia: Instructor, Drama
B.S., M.A., The City Univesity, London
Diploma, The Advanced Drama School of Athens Art Theatre

VISUAL ARTS

Halivopoulou, Effie: Professor I, Visual Arts
B.F.A., M.F.A., Pratt Institute
Kotretsos, Georgia: Instructor, Visual Arts
National Diploma: Fine Art, B.F.A., Durban Institute of Technology;
M.F.A., School of Art Institute of Chicago
Nelson, Jennifer: Adjunct Professor, Visual Arts, Dance
B.F.A., San Francisco Art Institute; M.F.A., University of California, Los Angeles

SCHOLARS IN RESIDENCE

Horner, S. Sue: Gender Studies and Religion
B.A., Barrington College; M.L.S., San Jose State University; M.T.S., Harvard
Divinity School; Ph.D., Northwestern University

APPENDIX III

List of Support Staff

College E-mail & Telephone Directory

Aghia Paraskevi Campus

OFFICE	LOCATION	TEL. EXT.	E-mail
Academic Advising	Room 300B (SSC)	1431	dc.adv@acg.edu
Academic Affairs	Room CN3114	1240	acadaffairs@acg.edu
Admissions	Room 100	1254, 1317, 1318, 1406	admissions@acg.edu
Alumni	Room 203	1370, 1380, 1109	alumni@acg.edu
Athletics	Gym Upper Level	1319, 1157	acgfitness@acg.edu
Career Services	Student Life Center	1311, 1313	career@acg.edu
Cashier's	Room 300 (SSC)	1404	cashier@acg.edu
Financial Aid	Room 225	1327	financialaid@acg.edu
Health Center	DEREE Main Corridor	1500	wellnesscenter@acg.edu
International Admissions	Student Life Center	1317	internationalstudents@acg.edu
IRM	Room 408	1356, 1378	acgirm@acg.edu
Library (Front Desk)	Library	1348	library@acg.edu
Media Center	Library Lower Level	1433	dc.medialibrary@acg.edu
Pool Office	Pool	1395	acgfitness@acg.edu
Registrar's Office	Room 306 (SSC)	1331, 1445, 1328, 1449	registrar@acg.edu
School of Business	Room 507	1108	assoc.deanbusadm@acg.edu
School of Fine and Performing Arts	Room 530	1456	fineperformingarts@acg.edu
School of Liberal Arts & Sciences	Room 515	1359	libarts@acg.edu
Student Academic Support Services	Library Main Level	1273	sas@acg.edu
Student Affairs	Room 309	1446	studentaffairs@acg.edu
Student Government	Room 308	1373	dc.sgorg@acg.edu
Student Success Center (Front Desk)	Room 300	1326, 1333, 1334	ssc@acg.edu
Study Abroad	Student Life Center	1029, 1408	studyabroadoffice@acg.edu
Validation Office	Room 300A	1428	validation@acg.edu
Wellness Center	Student Life Center	1700	wellnesscenter@acg.edu
Writing Program & EAPP	Library Main Level	1155	wp@acg.edu eapp@acg.edu

In this catalog, the College makes its most inclusive and comprehensive statement about itself: the nature of the institution and its future aspirations; the rules, regulations, and requirements under which it operates and which it enjoins upon students who wish to become DEREE graduates; the programs it offers; and the people who constitute the College community.

The information in this catalog, including administration and faculty listings, is as current and accurate as was possible at the time of publication, the catalog is issued annually before the start of the new academic year. However, the College is a dynamic and evolving institution and changes may occur after publication that will cause some of the information as presented to be superseded. Because new catalogs cannot be printed promptly enough to reflect every change made by an active administration and faculty, the College reserves the right to alter its course offerings, academic programs, campus regulations, fee structure, and calendar whenever necessary. Every effort will be made to inform students of such alterations when they occur and no student will be asked to meet degree requirements not in effect at the time of his or her admission to a degree program.

The American College of Greece

DEREE

The American College of Greece is an equal opportunity educational institution, whereby qualified individuals are not discriminated against on grounds of age, gender, race, nationality, ethnicity, faith, disability, marital status, or sexual orientation. This non-discrimination policy applies to all educational policies and programs. ACG strives to eliminate unfair bias and stereotyping in the institution.

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