

SAMPOERNA UNIVERSITY
AMERICAN COLLEGE

2017-2018 STUDENT CATALOGUE

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ACADEMIC CALENDAR

ODD (FALL) SEMESTER		EVEN (SPRING) SEMESTER	
2 May – 11 Aug 2017	Freshman Success Program (Matriculation, Accuplacer, Degree Planning)	2 – 30 Jan 2018	January Miniwinter
22 May – 22 Jun 2017	Summer Semester I	8 Jan – 23 Mar 2018	OSU Winter Term
23 – 30 Jun 2017	Idul Fitri Break	22 – 24 Jan 2018	Advisory Session & Study Plan II for Spring/Even semester 2017
3 – 7 Jul 2017	Semester Break	25 Jan 2018	Tuition fee payment deadline for Even Semester 2017/2018
7 Jun 2017	LSC Commencement	5 Feb 2018	First Day of Classes
10 Jul – 11 Aug 2017	Summer Semester II	5 Feb – 23 Mar 2018	Classes (Week 1 – Week 7)
14 – 18 Aug 2017	Campus Orientation week (1 week)	19 – 21 Feb 2018	Add/Drop Period (KBT) 7 PA
21 – 23 Aug 2017	Advisory session & Study Plan for Fall/Odd Semester	16 Mar 2018	Counselling
24 – 26 Aug 2017	Leadership Camp		Dies Natalis
25 Aug 2017	Tuition Fee payment deadline for Odd Semester 2017/18	26 – 30 Mar 2018	Mid Semester Assessment Period
16 Aug 2017	Bon Fire	2 April – 11 May 2018	Classes (Week 8 – Week 14)
28 Aug 2017	First Day of Classes	2 April – 13 Jun 2018	OSU Spring Term
7 Sep 2017	SU Graduation (no Class)	09 Apr 2018	Mid Semester Exam Result Submission
28 Aug – 15 Oct 2017	Classes (Week 1 – Week 7)	2 May 2018	Flag Rising – Educational Day & Charity
11 – 13 Sep 2017	Add/Drop Period (KBT) & PA	7 – 11 May 2018	Advisory Session & Study Plan I for Fall/Odd semester 2017
20 Sep – 8 Dec 2017	Counselling	14 – 25 May 2018	Final Examination Week
16 – 20 Oct 2017	OSU Fall Term	6 Jun 2018	Final Exams Result Submission Deadline
16 – 20 Oct 2017	Mid Semester Assessment Period	8 Jun 2018	Final Grade Announcement
30 Oct 2017	Mid Semester Result Submission Deadline	14 – 19 Jun 2018	Idul Fitri Break
23 Oct – 8 Dec 2017	(Week 8 – Week 14)	20 – 22 Jun 2018	Semester Break
4 – 8 Dec 2017	Advisory Session & Study Plan I for Spring/Even semester		
11 – 22 Dec 2017	Final Examination Week		
26 Dec 2017 – 1 Jan 2018	Semester Break (Christmas & New Year)		
5 Jan 2018	Final Result & Submission Deadline		
11 Jan 2018	Final Grade Announcement		
		SHORT (SUMMER) SEMESTER	
		25 June – 20 Jul 2018	Summer Semester I
		19 – 20 Jul 2018	Short Semester I Final Examination
		23 July – 16 Aug 2018	Summer Semester II
		15 – 16 Aug 2018	Short Semester II Final Examination
		21 Aug 2018	Summer Final Exams Result Submission Deadline
		24 Aug 2018	Summer Final Grade Announcement
		27 – 31 Aug 2018	Campus Orientation week (1 week)
		27 – 29 Aug 2018	First Day of Classes AY 2018/2019

Sampoerna University American College

Academic Year 2017/18

GENERAL EDUCATION

The General Education courses provide SUAC students with a multi-faceted and interdisciplinary education framework that include cross-and-interdisciplinary content. The General Education course requirements include Communications, Humanities, Social and Behavioral Sciences, Natural Sciences /Wellness, and Mathematics. The General Education framework is benchmarked to the traditional American Higher education curriculum and it is guided by Indonesian standards in higher education. It also encompasses the core institutional values and traits of SUAC. The Sampoerna University American College has established six college level competencies, based on the VALUE rubrics developed by the Association of American Colleges & Universities that form the foundation of the general education and core courses. The SUAC graduates will be able to:

CRITICAL THINKING

- Explain issues/problems
- Select and use information to investigate issues/problems
- Analyze and interpret relevant information
- Evaluate information to determine potential conclusions
- Generate well-reasoned conclusions

EFFECTIVE COMMUNICATION

- Write clearly and coherently
- Speak and listen interactively

ETHICAL REASONING

- Recognize ethical issues
- Understand different ethical perspectives or concepts
- Apply ethical perspectives or concepts
- Evaluate different ethical perspectives or concepts

GLOBAL LEARNING

- Develop global self-awareness
- Demonstrate an understanding of perspective taking
- Demonstrate an appreciation to cultural diversity
- Recognize personal and social responsibility
- Understand global systems
- Apply knowledge to contemporary global contexts

INFORMATION LITERACY

- Determine the extent of information needed
- Access the needed information
- Evaluate information and its sources critically
- Use information effectively to accomplish a specific purpose
- Access and use information ethically and legally

QUANTITATIVE LITERACY

- Explain information presented in mathematical forms (e.g., equations, graphs, diagrams, tables, words)
- Convert relevant information into various mathematical forms (e.g., equations, graphs, diagrams, tables, words)
- Carry out mathematical calculation
- Make judgments and draw appropriate conclusions based on the quantitative analysis of data, while recognizing the limits of such analysis.
- Make and evaluate important assumptions in estimation, modeling, and data analysis
- Express quantitative evidence in support of the argument or purpose of the work (in terms of what evidence is used and how it is formatted, presented, and contextualized)

The College offers the Associate of Arts (AA) degree under the auspices of its partnership with Broward College. The general education requirement for the degree meets the requirement of the U.S. accrediting body, the Southern Association of Colleges and Schools – Commission on Colleges (SACS-COC), Core Requirement 2.7.3.

For the A.A degree, SUAC requires a total of 36 credit hours of General Education coursework in five areas – Communications, Humanities, Social and Behavioral Sciences, Natural Sciences, and Mathematics. In addition, 24 credit hours must be completed in the student's chosen area of concentration.

GENERAL EDUCATION REQUIREMENTS FOR THE ASSOCIATE OF ARTS DEGREE

AREA 1. COMMUNICATIONS (CREDITS)

(9

Take ENC1101, ENC1102, and SPC1608 (all three) to fulfill the Communications requirements.

Code	Course Name	Credit	Remarks
ENC1101	Composition I	3	Core
ENC1102	Composition II	3	
SPC1024	Introduction to Speech Communication	3	

AREA 2. HUMANITIES (6 CREDITS)

Take two courses from the list. At least one must be a Core course.

Code	Course Name	Credit	Remarks
REL2300	World Religions	3	
LIT2000	Introduction to Literature	3	Core
PHL 2010	Introduction to Philosophy	3	Core

AREA 3. SOCIAL and BEHAVIORAL SCIENCES (6 CREDITS)

Take one Social Science and one Behavioral Science. At least one course must be a Core course. Both courses can be from the Core.

Code	Course Name	Credit	Remarks
ECO2013	Principles of Macroeconomics	3	Core
INR2002	Introduction to International Relations	3	
SYG2010	Social Problems	3	Core
PSY2012	General Psychology	3	Core

AREA 4. SCIENCE, LAB, and WELLNESS (9 CREDITS)

Take one Biological Science and one Physical Science and one Laboratory and one Wellness. At least one of the Biological or Physical Science courses must be from the Core. Both courses can be from the Core. Intro to Environmental Science is both a physical and biological science and can therefore count as either one.

Code	Course Name	Credit	Remarks
EVR1001	Introduction to Environmental Science	3	Core
CHM1045	General Chemistry I	3	Core
CHM1045L	General Chemistry I Lab	1	
PHY2048	General Physics with Calculus I*	4	
PHY2048L	General Physics with Calculus I Laboratory*	1	
HLP1081	Total Wellness	2	

*Does not count as Gen-Ed for engineering students

AREA 5. MATHEMATICS

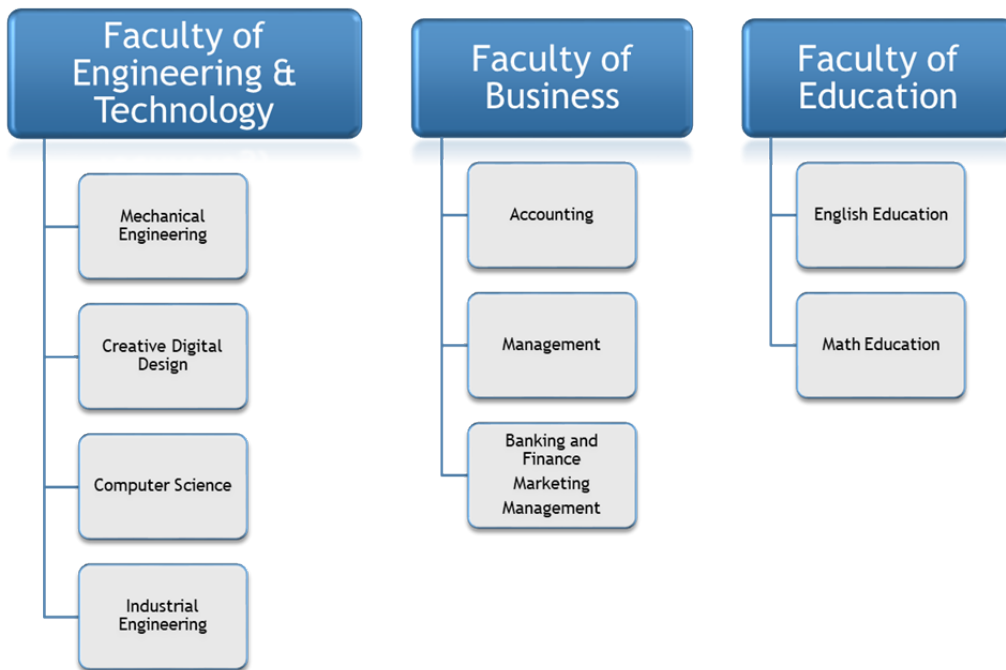
(6

CREDITS)

Take two courses. At least one course must be from the Core. Both courses can be from the Core.

Code	Course Name	Credit	Remarks
MAC1105	College Algebra	3	Core
STA2023	Statistics	3	Core
MAC1147	Pre-Calculus Algebra & Trigonometry	5	
MAC2311	Calculus & Analytical Geometry I	5	
MAC2233	Calculus for Business, Social & Life Sciences	3	

CONCENTRATIONS WITHIN THE FACULTIES



ASSOCIATE OF ARTS DEGREE - BUSINESS PATHWAY

Code	Course Name	Credits	Remarks
ENC1101	Composition I	3	Core
ENC1102	Composition II	3	

SPC1024	Introduction to Speech Communication	3	
LIT2000	Introduction to Literature	3	Core
REL2300	World Religions	3	
ECO2013	Principles of Macroeconomics	3	Core
INR2002	Introduction to International Relations	3	
EVR1001	Introduction to Environmental Science	3	Core
CHM1045	General Chemistry I	3	Core
CHM1045L	General Chemistry I Lab	1	Core
HLP1081	Total Wellness	2	
STA2023	Statistics	3	Core
MAC2233	Calculus for Business, Social & Life Sciences	3	

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Pre Business Core Requirements

Code	Course Name	Credit	Remarks
ACG2001	Principles of Accounting I	3	
ACG2011	Principles of Accounting II	3	
BUL2241	Business Law	3	
CGS1100	Introduction to Computer Applications	3	
ECO2023	Principles of Microeconomics	3	
GEB1011	Introduction to Business	3	
MAN2021	Introduction to Management	3	
PSY2012	General Psychology	3	

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ASSOCIATE OF ARTS DEGREE - ENGINEERING PATHWAY

Code	Course Name	Credit	Remarks
ENC1101	Composition I	3	Core

ENC1102	Composition II	3	
SPC1024	Introduction to Speech Communication	3	
LIT2000	Introduction to Literature	3	Core
REL2300	World Religions	3	
ECO2013	Principles of Macroeconomics	3	Core
INR2002	Introduction to International Relations	3	
EVR1001	Introduction to Environmental Science	3	Core
CHM1045	General Chemistry I	3	Core
CHM1045L	General Chemistry I Lab	1	Core
HLP1081	Total Wellness	2	
STA2023	Statistics	3	Core
MAC2311	Calculus & Analytical Geometry I	5	

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Pre Engineering Core Requirements

Code	Course Name	Credit	Remarks
CHM1046	General Chemistry II	3	
CHM1046L	General Chemistry II Lab	1	
MAC2312	Calculus & Analytical Geometry II	5	
MAC2313	Calculus & Analytical Geometry III	5	
MAP2302	Differential Equations	3	
MAS2103	Linear Algebra	3	
PHY2048	General Physics with Calculus I	4	
PHY2048L	General Physics with Calculus I Lab	1	
PHY2049	General Physics with Calculus II	4	
PHY2049L	General Physics with Calculus II Lab	1	
EGS1001	Introduction to Engineering	3	

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**COURSE
DESCRIPT
IONS**

General

Education Course Descriptions

AREA 1. COMMUNICATIONS (9 CREDITS)

ENC1101 Composition I **Credit**
Hours: 3

ENC1101 is a university parallel course that requires students to learn and practice writing by creating original compositions, exploring basic rhetorical forms such as narration, exposition, and argumentations. Students will also develop research skills and learn to incorporate research material through the writing process. For non-exempt students, placement in ENC1101 is determined by both standard and departmental assessment tests. Students must earn a grade of C or higher to meet the requirements of the Gordon Rule for writing. This is a writing credit course that focuses on extensive writing and revision.

ENC1102 Composition II

Credit

Hours: 3

Composition II is designed to further develop a student's communication skills by building on the writing and critical thinking strategies learned in ENC1101. The course requires students to observe the conventions of Standard American English and create documented essays, demonstrating a students' ability to think critically and communicate analytically. Selected texts supplement the course and provide topics for discussion and assignments. Students use library research methods for primary and secondary sources to produce MLA style-documented and well-argued research essays and projects. This is a writing credit course. Students must earn a minimum grade of C to meet the requirements of the Gordon Rule for writing.

SPC1024 Introduction Speech Communication

Credit Hours: 3

This course is designed to provide students with fundamental training and practical experience for researching, organizing, and delivering speeches in public situations. Topics include: audience analysis, speech anxiety, critical listening, and preparation and delivery of informative, persuasive, and other possible types of public speeches in various cultural context with emphasis on academic and scholarly research. Students will also learn to effectively incorporate audio and visual aids/technologies for effective speeches. This is an international/intercultural competency course.

AREA 2. HUMANITIES

(6

CREDITS)

REL2300 World Religions

Credit

Hours: 3

This course is a descriptive examination of the world's most popular religions. This is a writing course with International/Intercultural content. Students must earn a minimum grade of C to meet the requirements of the Gordon Rule for writing.

LIT2000 Introduction to Literature

Credit

Hours: 3

This introductory course exposes students to the study of literature and a range of widely recognized authors and works. Students will examine and interpret a diverse and

representative body of works from genres such as short stories, poetry, creative non-fiction, plays and novels. These selections may include works from many periods and cultures within American, British, and World Literature. Upon successful completion of this course, students will be able to demonstrate an understanding of fundamental concepts and ideas in each of the major literary forms. This is a writing credit course with International/Intercultural content. Students must earn a minimum grade of C to meet the requirements of the Gordon Rule for writing.

PHI2010 Introduction to Philosophy

Credit Hours: 3

This course is an introduction to the nature of philosophy, philosophical thinking, major intellectual movements in the history of philosophy, and specific problems in philosophy. The relationship between philosophy, society, religion, and culture will be examined. This is a writing credit course with International/Intercultural content course. Students must earn a minimum grade of C to meet the requirements of the Gordon Rule for writing.

AREA 3. SOCIAL and BEHAVIORAL SCIENCES (6 CREDITS)

ECO2013 Principles of Macroeconomics

Credit

Hours: 3

An introductory course in macroeconomic principles covering basic economic problems and concepts. Topics discussed and analyzed include basic economic problems of unemployment and inflation, as well as fiscal and monetary policies. Students will recognize the role of households, businesses and governments in the market economy and in their own lives. This is a writing credit course with International/Intercultural content. Students must earn a minimum grade of C to meet the requirements of the Gordon Rule for writing.

INR2002 Introduction to International Relations

Credit

Hours: 3

A cross national analysis of the concepts of sovereignty, power, security, economic development and national interests in the formulation of foreign policy; the respective roles of the United Nations and the European Union within the context of the growth of Intergovernmental Organizations and Non-governmental actors such as legislatures and interest groups. Study of the utilization of those concepts on policy of both leading nations and the emerging states with emphasis on both conflictual issues related to both tangible and intangible causes as well as the cooperative aspects of a more globalized and interdependent economic system. This is a writing credit course with International/Intercultural content. Students must earn a minimum grade of C to meet the requirements of the Gordon Rule for writing.

SYG2010 Social Problems

Credit

Hours: 3

This course is an examination of the major social problems found in our changing social environment. More specifically, students will be introduced to a variety of topics which may include inequality based on class, race, ethnicity, education, age; violence in society; the changing family; social problems related to gender and sexual behavior; global social problems. This is a writing credit course with International/Intercultural content. Students must earn a minimum grade of C to meet the requirements of the Gordon Rule for writing.

PSY2012 General Psychology

Credit Hours: 3

General Psychology reviews the scientific principles related to human behavior and mental processes. Topics include the scientific method, neuroscience, learning, memory, and thinking, emotions, motivation, and health, life span development, personality, psychological disorders, and therapies, and social psychology. This is a writing credit course with International/Intercultural content. Students must earn a minimum grade of C to meet the requirements of the Gordon Rule for writing.

AREA 4. SCIENCE, LAB, and WELLNESS (9 CREDITS)

EVR1001 Introduction to Environmental Science

Credit Hours: 3

Study of the physical environment, its relationship with the biosphere, and man's impact upon natural systems. This course includes ecological systems, Florida environments and geology, pollution and environmental regulations, renewable and nonrenewable resources, and sustainability. This course meets General Education requirements in the Biological and Physical Sciences. Placement by Testing Department.

CHM1045 General Chemistry 1

Credit Hours: 3

This is the first course in a two semester sequence, CHM 1045 and CHM 1046. This sequence includes two laboratories: CHM 1045L to be taken concurrently with CHM 1045 and CHM 1046L to be taken with CHM 1046. This sequence is for students who have already had high school chemistry. Topics covered include: chemical measurements, stoichiometry, atomic structure periodic table, chemical bonding, inorganic compounds, nomenclature, formula writing, gases, liquids, solids, solutions acid-base chemistry and ionic reactions and some descriptive chemistry of non-metals. To enroll, it is strongly recommended that students have had previous chemistry at the high school or college level. If a student has not had prior experience in a chemistry course the CHM 1040/CHM 1041/CHM 1046 sequence is highly recommended.

CHM1045L General Chemistry I Laboratory

Credit Hours: 1

Laboratory experiments to accompany CHM1041 or CHM1045.

PHY2048 General Physics with Calculus I

Credit Hours: 4

PHY2048 is part one of a comprehensive course in physics outlining mechanics, heat, and wave motion using analysis in calculus.

PHY2048L General Physics with Calculus I Laboratory

Credit Hours: 1

PHY2048L is a laboratory which allows students to be able to collect and analyze data in a variety of experiments covering topics covered in its companion course PHY2048. Students will create experiment reports using analysis in calculus.

HLP1081 Total Wellness

Credit

Hours: 2

Total Wellness emphasizes the importance of knowledge, attitudes, and practices relating to personal wellness. It is a course designed to expose students to a broad range of issues and information relating to the various aspects of personal wellness including physical, social emotional, intellectual, spiritual and environmental wellness. This course integrates personal wellness and fitness in both a classroom and exercise environment. Evolving current topics such as nutrition, disease prevention, stress reduction, exercise prescription, and environmental responsibility are integrated to enable the student to understand the lifelong effects of healthy lifestyle choices. This is an International/Intercultural competency course.

**AREA 5: MATHEMATICS
CREDITS)**

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MAC1105 College Algebra

Credit

Hours: 3

A college algebra course containing topics such as solving, graphing and applying linear and quadratic equations and inequalities; exponential and logarithmic properties; linear, quadratic, rational, absolute value, square root, cubic, and reciprocal functions operations, compositions, and inverses of functions; and systems of equations and inequalities, all with applications throughout the course. Recommendation from the Mathematics Department or at least a grade of a "C" in the prerequisite coursework is required.

STA2023 Statistics

Credit

Hours: 3

A first course in statistical methods including such topics as collecting, grouping, and presenting data; measures of central tendency, position, and variation; theoretical distributions; probability; test of hypotheses; estimation of parameters; and regression and correlation. Use of statistical computer software and/or a scientific calculator (capable of performing 2-variable statistics) will be required. Recommendation of the Mathematics Department or at least a grade of "C" in the prerequisite course is required.

MAC1147 Pre-calculus Algebra & Trigonometry

Credit Hours:

5

This course is designed to satisfy the dual requirements of MAC1114 and MAC1140, thus preparing the student for the study of calculus. In this course the student will study various function families (e.g. polynomial, exponential, logarithmic, trigonometric) from both analytic and graphical viewpoints, and will use them to model real-life situations. The student will be exposed to additional topics that will deepen their mathematical understanding, including

systems, matrices and determinates, sequences and series, parametric equations, and polar coordinates and equations. A graphing calculator may be required. Recommendation from the Mathematics Department or at least a grade of a "B" in the prerequisite coursework required.

MAC2311 Calculus & Analytical Geometry I

Credit Hours: 5

This is the first of a three-course sequence in calculus. Students may need to a graphing calculator throughout the sequence of courses. Topics include: analytic geometry, functions, limits, continuity, derivatives and their applications, transcendental functions, anti-derivatives, and definite integrals. Certain sections of this course may require the use of a graphing calculator. Recommendation from the Mathematics Department or at least a grade of a "C" in the prerequisite coursework required.

MAC2233 Calculus for Business, Social & Life Sciences

Credit Hours: 3

This is a general education course which includes the college-level skills of calculus such as: functions, graphs, limits, differentiation, integration, average and instantaneous rates of change, and other applications. Recommendation from the Mathematics Department or at least a grade of a "C" in the prerequisite coursework required.

Faculty of Business Course Descriptions

GEB1011 Introduction to Business

Credit Hours: 3

This course provides a basic study of business activity and how it relates to our economic society. Topics covered include how businesses are owned, organized, managed and controlled. Course content emphasizes business vocabulary, areas of business specialization, and career opportunities.

ACG2001 Principles of Accounting I

Credit Hours: 3

This course provides an introductory study of the fundamental principles of recording, summarizing and reporting the financial activities of proprietorships.

ACG2011 Principles of Accounting II

Credit Hours: 3

As the second course of the financial accounting series, this course concludes the study of financial accounting. Topics covered include plant assets, current liabilities, payroll, corporations, partnerships, and cash flow statements.

ECO2023 Principles of Microeconomics

Credit Hours: 3

An introductory course stressing microeconomic theories. Topics studied include the theory and application of supply and demand elasticity; theory of consumer demand, utility; production and cost theory including law of diminishing returns; the firm's profit-maximizing behaviors under market models ranging from pure competition to pure monopoly; the theory

of income distribution; comparative advantage, trade policies exchange rates, balance of payments, and other international issues.

BUL2241 Business Law I

Credit

Hours: 3

This course covers basic principles of law and their application to business problems. Topics include a discussion of legal rights and social forces; the legal relationships of government, business and society; law of contracts; personal property, bailments, sales of goods, torts and business crimes.

MAN2021 Introduction to Management

Credit

Hours: 3

This course covers fundamental management principles and concepts. Emphasis is placed on the management functions of planning, organizing, staffing, directing and controlling. Principles of scientific management, motivation, and economic analysis are studied relative to their use in business decisions.

ECO2023 Principles of Microeconomics

Credit Hours: 3

An introductory course stressing microeconomic theories. Topics studied include the theory and application of supply and demand elasticity; theory of consumer demand, utility; production and cost theory including law of diminishing returns; the firm's profit-maximizing behaviors under market models ranging from pure competition to pure monopoly; the theory of income distribution; comparative advantage, trade policies exchange rates, balance of payments, and other international issues.

Faculty of Science and Technology Course Descriptions

CHM1046 General Chemistry II

Credit Hours: 3

This is the final course of the two-semester general chemistry sequence: CHM1045 and CHM1046; and the final course of the three-semester general chemistry sequence: CHM1040, CHM1041, and CHM1046. These sequences include two laboratories: (1) CHM1045L to be taken concurrently with CHM1041 or CHM1045, and (2) CHM1046L to be taken with CHM1046. Topics covered include thermodynamics, kinetics, equilibrium, electrochemistry, coordination chemistry, descriptive chemistry of metals, nuclear chemistry and an introduction to organic chemistry.

CHM1046L General Chemistry II Laboratory

Credit Hours: 1

Laboratory experiments to accompany CHM1046E or CHM1046. Special fee charged. Upon successful completion of this course, the students should be able to use appropriate laboratory equipment to safely perform laboratory experiments that relate to the topics

covered in CHM1046 or CHM1046E, to collect data accurately and to use those data to calculate a reasonable answer or come to a logical conclusion.

PHY2048 General Physics with Calculus I

Credit Hours: 4

PHY2048 is part one of a comprehensive course in physics outlining mechanics, heat, and wave motion using analysis in calculus.

PHY2048L General Physics with Calculus I Laboratory

Credit Hours: 1

PHY2048L is a laboratory which allows students to be able to collect and analyze data in a variety of experiments covering topics covered in its companion course PHY2048. Students will create experiment reports using analysis in calculus.

PHY2049 General Physics with Calculus II

Credit Hours: 4

PHY2049 is part two of a comprehensive physics course outlining electricity, magnetism and optics using analysis in calculus.

PHY2049L General Physics with Calculus II Laboratory

Credit Hours: 1

A series of physics laboratory experiments chosen to coincide with the lecture course PHY2049. The course will include topics in electricity, magnetism, and optics. One 2-hour class meeting per week. A laboratory fee is charged.

MAC2312 Calculus & Analytical Geometry II

Credit Hours: 5

This is the second of a three-course sequence in calculus. Topics include techniques of integration, conics, polar coordinates, indeterminate forms, L'Hopital's Rule, proper integrals, infinite series, parametric equations, improper integrals, volume, arc length, surface area, work, and other applications of integration. A graphing calculator may be required in certain sections of this course. Recommendation from the Mathematics Department or at least a grade of a "C" in the prerequisite coursework required.

MAC2313 Calculus & Analytical Geometry III

Credit Hours: 5

This is the third of a three-course sequence in calculus. Topics include vectors in 3 space, 3 dimensional surfaces, multivariate functions, cylindrical and spherical coordinates, multiple integrals, partial derivatives, vector fields, a graphing calculator may be required in certain sections of this course. Recommendation from the Mathematics Department or at least a grade of a "C" in the prerequisite coursework required.

MAP2302 Differential Equations

Hours: 3

Credit

Topics include the classification, solution and application of differential equations, including numerical methods, Laplace transforms, linear systems, and series solutions.

MAS2103 Linear Algebra
Hours: 3

Credit

A first course in linear algebra, emphasizing the algebra of matrices and vector spaces. Recommended for students majoring in mathematics or related areas.

EGS1001 Introduction to Engineering
Credit Hours: 3

This course is a basic introduction to engineering. It will explore the various engineering fields, engineering problem solving, and basic math and physics used by engineers. Other topics such as safety, ethics, and engineering communications will also be addressed.

ADMISSIONS

Admission to Sampoerna University American College is conducted on a rolling basis, with final deadlines for the submission of application materials and testing for each term:

Application Deadlines

The Application Process must be completed and all required documentation submitted to the College as follows:

- For the Fall Term: 30 June
- For the Spring Term: 31 October
- For the Summer Term: 1 March

An online application is available on the SUAC Website; hard copies may be obtained if a candidate is unable to access the online version.

New Student Admissions Process

To Apply for Admission:

1. Complete the SUAC Application form;

2. Submit high school documentation and transcripts from any other colleges attended (For students who attended college outside the U.S. or Indonesia, transcripts must be translated and evaluated course by course)
3. Take the SU Diagnostic Test for college-readiness* (scheduled on campus);
4. Pay application fee;

**Enrollment in the Summer Bridge Program is required if intake test results indicate that further preparation is required prior to the first semester of college classes.*

Admissions decisions are released after applications are complete – it is the applicant's responsibility to submit all documents and arrange for on-campus testing. Applicants with Incomplete applications may be ineligible for admission into the next entry term, but documents will be retained for one year to facilitate re-application. Admissions documents may not be returned to applicants once submitted, though SUAC will deactivate materials if a candidate withdraws or declines an offer of admission.

Admissions Decisions

Offer of Admission: The student is accepted into the next entering class at SUAC, and must indicate his or her intent to enroll by the deadline stated in the acceptance letter. *All offers of admission are "conditional" until the candidate has completed the Accuplacer test and demonstrated college-readiness.*

Conditional Admission: All preliminary decisions are "conditional," pending successful Accuplacer testing and completion of secondary school (for 12th grade applicants.) Candidates who complete the admissions process but do not test in the "college ready" range may be offered "Conditional Admission."

Accepting an offer of Conditional Admission based on test scores commits the student to participation in the Summer Bridge Program to prepare them for re-testing and enrollment in the Fall semester. If the student's test scores fall below the "college ready" level in August, s/he will have the option of continuing in pre-college coursework or withdrawing from SUAC.

Denial of Admission: In cases where an applicant's academic goals and proficiency levels do not meet the criteria for admission to SUAC, she or he will receive a letter explaining this and encouraging enrollment at another institution.

Incomplete Application: If an applicant has failed to submit all documents to SUAC Admissions necessary to make a decision, we will defer action on the application until a future term. In certain cases where a decision is possible, a decision of "Conditional Admission" may be rendered, pending submission of the remaining documents.

Enrollment and Registration

All admitted students should respond to the Admissions decision by confirming their intent to enroll. Prior to starting classes, they must complete the following steps:

- All entering students will take the official Accuplacer test for English and Math to determine course placement (students with TOEFL or IELTS scores, IB credits and other recognized skills assessments may be granted waivers from some or all of the Accuplacer tests.)

- First-time college students must attend New Student Orientation (NSO) where students will join the College, meet with their academic advisors, and register for classes; (Subject-specific placement tests may be administered, as required.)
- Pay tuition and fees before starting classes.
- Obtain student identification (ID) card. A paid schedule of classes is required to obtain a student ID.
- Purchase books or determine if texts are available online. Some books are available in the College library in limited quantities.

CLASS ATTENDANCE

The College believes class attendance has a major role in the teaching/learning process and, therefore, expects students to attend classes regularly and on time.

Exceptions to this policy are set forth below:

Non-Class Days. When this occurs, each faculty member shall determine how best to make-up the lost class time.

Non-Penalized Absences. There shall be no academic penalty for a student who is absent from academic activities because of observances of major religious holidays in his/her own faith, the student's serious illness, death in the immediate family, or attendance to statutory governmental responsibilities. A student will be held accountable if these absences result in the student exceeding the limit established for 'excessive absences' as defined in the instructor's syllabus.

The student shall be responsible for the material covered in his/her absence and shall be granted a reasonable amount of time to make up any coursework, performance assessment, labs or clinicals missed for non- penalized absences. The student shall notify instructors in advance of absence(s) to observe a religious holy day(s) in his/her own faith, and shall likewise notify instructors in advance of other absences or by the next class meeting.

If a non-penalized absence occurs on the first day of class, the student shall notify the instructor of the reason for his/her absence before the next class meeting. Documentation for these absences shall be presented by the student by the next class meeting.

Extenuating Circumstances. Should a student see a difficulty in observing the attendance policy in his/her class, contact shall be made with the faculty member involved within the first week of class to work out an alternate arrangement. Alternatively, the student may seek an alternate class, where applicable, that accommodates his/her requirements.

Excessive Absences. Excessive absences from any course, regardless of the reason, may result in withdrawal of the student from the course and/or necessitate that the student repeat the course. Based upon the instructor's attendance records, the student's academic advisor will determine the penalty and options in consultation with the Registrar.

STUDENT STATUS

Active Student

An active student is student who has fulfilled all entry requirements and has the right to participate in all academic activities. Requirements to become an active student are as follows:

- Apply to SUAC and accept an offer of admission or conditional admission
- Complete the registration process
- Pay the tuition and fee(s) due
- Complete a study plan in consultation with an advisor

Auditor

An auditor is:

- a student who is authorized to follow academic activities to enhance knowledge of some specific area without academic credit, or
- a transfer student candidate who is still in the process of diploma equivalency

An auditor may come internally from the SUAC (those who have been enrolled as SUAC students) or may be a student from outside SUAC. Requirements for internal auditors are as follows:

- registered as an active student;
- have a minimum GPA of 3.00;
- take a maximum study load of four audited credits; and
- the total study load (regular courses + audited course) may not exceed 24 credits.

An external auditor must have advance approval from the SUAC administration as well as the lecturer, and must meet minimum qualifications of the course. S/he will not be expected to take examinations, and will not receive grades or academic credit for the course, nor will s/he be billed regular tuition.

On Academic Leave

A student on academic leave is a student who officially requests an academic leave at his or her own initiative, and is exempted from the obligation to follow academic activities during certain semester(s). An academic leave can only be taken by a student for two (2) consecutive semesters, and maximum four (4) semesters during study period. Academic leaves are requested in writing to the student's Head of Program, and approved by the Vice President for Academic and Student Success.

Continuing Student

Prior to the commencement of the semester, every student must register for the following semester by submitting a Study Plan (KRS) and paying any tuition and fees due.

Inactive Student

An inactive student is:

- a student who has finished an academic leave but has not registered for the following semester; or
- a student who does not register for the following semester.

Any inactive semester(s) will be counted in the total length of study.

Under Academic Sanction

A student who is found to have violated academic rules is categorized as being ‘on academic sanction’, and is not allowed to participate in academic activities during a period specified by the SUAC administration. The types of Academic Sanctions can be found below (Section VI.E).

Reactivated Status

A student who wants to re-activate their status should:

- Submit a request letter to be an active student to the Head of their Study Program and copy (cc) the Academic Registry. This request letter must be submitted no later than one week prior to the add/drop period.
- Undergo the re-registration processes.
- Pay the required tuition and fees.

Withdrawn

A student might be considered academically withdrawn if he/she meets one or more of the following criteria:

- Exceeds the maximum limit of study period (more than 14 semesters);
- Has not obtained a minimum of 40 credits after 14 semesters, and/or has a cumulative GPA of less than 2.00;
- Has been studying for 14 semesters and fails to pass the final project examination;
- The student is under academic sanction.

Internal Transfer

Internal transfers can occur between study programs at the same level and between majors/concentrations within a study program and faculty.

Requirements for executing the transfer process are as follows:

- There is an available slot in the intended class
- The student has “Active” status
- The student has obtained the permission/recommendation of the Head of the previous study program and the Head of intended study program, acknowledged by the both Deans
- The student has studied for at least two semesters
- The student is not in the process of withdrawal or under academic sanctions

External Transfer

SUAC can admit transfer students from other higher education institutions as long as they fulfill the requirements established by the government and university, and as long as there are slots available in the intended study program.

STUDENT RIGHTS AND RESPONSIBILITIES

Student Rights

Every student has the right to:

- Receive access and opportunities to develop and apply their knowledge through instruction, learning, research, and community service activities
- Receive guidance from lecturers and academic advisors
- Receive high quality academic support services
- Engage in co-curricular and extracurricular activities
- Express their opinions constructively in comments or complaints, in accordance with social and ethical guidelines
- Review their educational records (admission materials, transcripts and other information on individual academic progress, documentation on disciplinary action, counseling, written complaints, and the official correspondence relating to these items) by submitting a written request to the relevant department.

Student Responsibilities

Every SUAC student has the obligation to:

- Uphold the Indonesian law and the tenets of their faith
- Demonstrate an exceptional moral code
- Practice the principles of academic integrity (not cheating in any form, deceptive fabrication, plagiarism, or violation of copyright laws)
- Show respect for differences relating to ethnic or national origins, religious affiliation, gender, sexual orientation, and disabilities
- Uphold the ethos of scientific, scholarly investigation demonstrating open, universal, objective, critical, and balanced analysis
- Observe the institutional code of ethics
- Refrain from inappropriate personal relationships with lecturers, professors, and other College officials.

Student Records

Permanent records for American College students are maintained by the College at its campus in Jakarta, Indonesia. These records are accessible to eligible students. Transcripts of coursework are available upon written request by the student.

With regard to the protection of student privacy, SUAC policies must comply with U.S. standards of best practices and federal law to uphold partnership agreements with U.S. institutions and pending accreditation with the Southern Association of Colleges and Schools – Commission on Colleges (SACSCOC). SUAC recognizes the U.S.'s [Family Educational Rights and Privacy Act](#), which requires authorization by any student aged 18 and above for the institution to release educational records to another party.

STUDENT ACADEMIC SANCTIONS

In the event that the institution's principles of academic integrity are violated, a student is subject to an investigation and hearing, conducted by an ad hoc committee usually comprising the instructor involved, the Head of the Program the relevant Dean, and the Registrar. The implementation of any academic sanctions results from the adjudication of this ad hoc committee. Disciplinary proceedings are initiated by any member of the academic staff who has direct or indirect knowledge of a violation.

Academic sanctions may be imposed if the committee conclusively determines that a student has engaged in any of the following acts:

- Falsifying a signature related to the courses, study plan, transcript, certificate or other academic document
- Cheating on any test or examination or assisting others to cheat
- Plagiarism on any graded assignment or exam; submitting another person's work as one's own in any form
- Falsifying data on any research project, paper, or laboratory exercise
- Attempting to influence an instructor to alter a grade or assignment through payment, gifts, or services.

Appropriate sanctions for any academic ethical violations are determined by the adjudicating committee and authorized by the College CEO. Actions may include, but are not limited to:

- Academic Warning: Formal censure with a written warning of academic probation;
- Cancellation of a test, exam, or assignment, and giving a grade of "0" or "F" for this activity within a course grade calculation;
- Withdrawal of the student from the course without any tuition refund, requiring a future repeat of the necessary credits
- Academic suspension for one or more terms;
- Expulsion from the College.

STUDENT GRIEVANCES

Sampoerna University American College (SUAC) is committed to fostering an educational environment that promotes the highest level of learning and moral character development of its students. To support this commitment, SUAC strives to ensure all students are treated equitably and in accordance with College policies. Should a case arise in which a student believes that SUAC has not acted in accordance with its policies, the student should first seek to resolve the issue informally with the respective individuals. If these informal procedures prove unsatisfactory, the student may file a formal complaint to seek resolution.

Definition

A formal student complaint at SUAC may be filed when a student can demonstrate that SUAC has not followed college policies. Some SUAC policies contain formal appeal and/or grievance procedures. As such, formal complaint procedures are not intended to bypass these established, official appeal processes (e.g. admission decisions, grade appeals, conduct sanctions).

Formal complaints should be used as the final option when Informal Resolution strategies have been unsuccessful. Formal complaints must be filed in a timely manner, submitted in writing, through designated communication channels, and in accordance with college policies and procedures.

For a student complaint, grievance, or appeal to be considered a formal student complaint, it must meet the following criteria:

- The complaint, grievance, or appeal alleges a violation of official SUAC policy
OR
- The complaint, grievance, or appeal is governed by an official SUAC policy
AND
- The complaint, grievance, or appeal has been unsuccessfully resolved through informal resolution strategies
AND
- The complaint, grievance, or appeal has been communicated in writing and asserts a formal complaint is being filed (e.g., letter, memo, email).

The following outlines complaint procedures at SUAC.

Procedures

Complaints Based on Official SUAC Policy

Most student complaints are governed by official college policies. Students filing a complaint related to an official college policy, as shown below, should refer to the procedures and expectations as outlined within the relevant policy statement for appeal and/or grievance procedures.

Types of Student Appeals:

1) Admission Decisions (SU Admission Policy 2015 Article 3.b.)

Any student candidate dissatisfied with an Admission decision may ask for an explanation from the Admission Office. In the case that the issue cannot be resolved, the student candidate can make an appeal for decision review by the Admission Committee which has the responsibility for reviewing applications with extenuating or special circumstances and the authority to grant admissions to applicants who have strong merit but do not meet all prescribed requirements, as stated in the Admission Policy.

2) Grade Appeals

Any student who strongly feels that he/she has been given an unfair grade(s) may request an academic appeal as regulated in the Academic Policy as follows:

- a. An academic appeal is a formal request brought by a student to change a grade, or to challenge a penalty imposed for violation of standards of academic integrity, such as plagiarism or cheating.
- b. A request to change a grade or to challenge a penalty must be made within six months of the action. A grade may only be changed by the course instructor (or by the Dean in the absence of the course instructor) or by the Academic Appeals Committee (see Academic Policy article 63).
- c. An academic appeal will be considered if there is evidence that one or more of the following conditions exists,
 - i. error in calculation of grade;
 - ii. deviation from the syllabus;
 - iii. academic disparate treatment of a student; or
 - iv. Inappropriate penalty(ies) imposed for an academic integrity violation.
- d. An appeal will not be considered because of general dissatisfaction with a grade, penalty, or outcome of a course, or because of disagreement with the instructor's professional judgment of the quality of the student's work and performance.

3) Conduct Sanctions

Anyone who knows that a violation of the Code of Ethics has occurred has the right to report the occurrence to the Ethics Commission. However, when a student is dissatisfied with the decision, he/she can appeal that decision once by sending a written appeal proposal to the Chair of the Code of Ethics Committee and the proposal needs to be supported with evidence. This appeals description can be found in the Student Handbook.

For complaints relating to SUAC policies in which appeal and/or grievance procedures are not prescribed, the following guidelines must be followed.

Informal Resolution

A student who can demonstrate that he or she has been subject to the lack of adherence to college policy or procedure by college personnel must first seek to resolve the issue directly with the respective college representative (e.g., staff member, faculty member, administrator).

If a satisfactory resolution cannot be reached between the student and college representative, or if extenuating circumstances prevent direct communication between the student and college representative, the student should follow the appropriate chain of command.

Chain of Command

Non-Academic Informal Resolutions	Academic Informal Resolutions
Student Life personnel	Academic Advisor
Student Counselor	Student Counselor
Head of Study Program	Head of Study Program
Vice Dean of Student Affairs	Vice Dean of Student Affairs
Dean	Dean
Vice Rector of Student Affairs	Vice Rector of Academic Affairs

If, after diligent communication through the chain of command, a satisfactory resolution cannot be reached, a formal complaint may be filed following the procedures as outlined below.

Formal Complaint

Students may file a formal, written complaint after informal resolution strategies have not reached satisfactory resolution. These formal, written complaints can be submitted in writing to the Institutional Effectiveness Officer, Sampoerna University American College, L'Avenue Campus, Jl. Raya Pasar Minggu Kav. 16, Pancoran, Jakarta 12780 or by email to qaa@sampoernauniversity.ac.id. Formal complaints must be filed within 30 college business days of the college action creating the student's concern. Upon submission, the formal, written complaint will be routed to the appropriate divisional administrator for review. Upon receipt of the complaint, the administrator has 20 college business days to respond. For complaints filed between semesters, additional response times may be necessary to allow for availability of the relevant parties. When additional time is necessary, students will be advised in writing of the estimated time for response within the 20 college business days of receipt of the complaint. The Quality Assurance Officer is responsible for maintaining all records of formal student complaints.

STUDENT SERVICES UNITS

SUAC has a dedicated Student Success unit that coordinates both academic and non-academic support services. These services are available to all enrolled students, and may be accessed by students directly, or upon recommendation by academic advisors, instructors, or other College staff. The purpose of this unit is to provide students with many varied types of support, such as tutoring, counseling, accommodation for disabilities or different learning styles, as well as direct student access to resources outside the institution.

The Library and Learning Resources Center provides an array of services to students, including a place to study, prepare assignments, and locate research and leisure reading materials in comfortable, well-suited facilities and surroundings. Users can find books, magazines, periodicals, and reference resources. Audiovisual equipment, along with

computers with Internet access, databases, copiers, individual and group meeting areas are available to all students. In addition to established contractual services with community libraries, the Libraries and Learning Resources Centers provide access to online virtual libraries, as well as specialized databases to enhance a full array of services as rendered by the Centers.

The Library features a common Learning Space or “Learning Commons” which constitutes an integrated learning space (quiet zone, collaborative study area, library lounge, meeting rooms, and student lockers, as well as a fully automated library system which is accessible on or off campus.

In addition to reference and general collection services, the Library supports American College’s curriculum by providing reserved course materials. This service makes available materials that have been designated by lecturers as required readings for specific courses. Materials may include books, book chapters, articles, online materials such as e-journal articles and web sites, audiovisual materials, and faculty-developed materials such as lecture notes, sample tests, etc.

The library materials are organized into several collections:

- General Collection - General and professional books that are placed in the open shelf collection.
- Reference Collection - This collection contains general reference materials such as encyclopedia, dictionaries, yearbooks etc. The Call Numbers are preceded by “R” and they are shelved in a separate area. Reference collection is for in-house reference only.
- Reserve Collection - This collection comprises items in heavy demand or as recommended by academic staff for short-term loan. They could also be the first copy of adopted textbooks. This collection is for in-house use. However, overnight loans are also allowed from 5:00 pm to 8:00 am the next opening day. The Call Numbers are preceded with red sticker, labelled “Reserve”.
- Textbooks - These are adopted Sampoerna SUAC American College textbooks borrowable for a three-day loan period. They are shelved separately and the Call Number is preceded by orange sticker, labelled “TB”.

Library hours will be conducive to student schedules and will be posted online and in the Library. Online services will be accessible at <http://library.SU.ac.id/>.

Other Library Services and Facilities:

- Wireless access throughout campus
- Research assistance
- iPad Loan
- Discussion Room
- Newspaper/popular magazines reading area
- Photocopy service
- New book display
- Document delivery services
- Library orientation
- Information literacy program

The destruction, loss or mutilation of any library material will also incur a fine or replacement fee equal to the current cost of the item, plus a processing fee of Rp 50,000. Overdue books or unpaid fines may also result in Academic Penalty including the deferment of paper or degree completion.

Student Affairs encompasses a wide array of co-curricular and non-academic support services that are important to ensure student success. This office organizes new student orientation, events, clubs, extracurricular activities, and counseling services for individual students and groups throughout the year. SUAC provides a variety of services designed specifically for eligible students, including individualized tutoring, individual and group counseling sessions, academic advising, financial aid assistance, educational and cultural field trip services, and specialized services needed by the individual student.

The Tutoring Center provides personalized academic support for all students. Tutoring is available for academic English language skills improvement, quantitative skills, and subject area support for classes. In addition, the Tutoring Center offers periodic group workshops on topics such as “Avoiding Plagiarism,” “Using the APA Citation Style,” “Effective Note-taking,” and “Time Management”.

The Counseling Center’s services are available for all students who are experiencing difficulties in their academic work or personal lives. Trained staff meet individually with students to help them gain insight into their issues and develop coping strategies. All counseling appointments are strictly confidential and are not reflected on a student’s academic records or reported to families or authorities outside the College unless a student is deemed to be in imminent danger.

The Health Center provides medical treatment and consultation to students with non-emergency health issues. Staffed by medical personnel, the Center is open on a walk-in basis or by appointment. If more extensive medical treatment is required, Center staff will assist students in arranging appointments with appropriate specialists at local facilities.

Student Organizations represent the myriad student organizations and clubs that represent the interests and talents of the student body. From the Student Legislature, Academic Olympiads and a Model United Nations chapter to informal clubs to support hobbies and recreational activities, the Student Affairs staff supports student leaders to initiate activities and organizations and manage existing clubs. In addition, the Student Affairs office assists groups in identifying institutional and external funding for activities, as well as pursuing registration procedures of organizations, if necessary.

INFORMATION TECHNOLOGY SERVICES

The Information Technology (IT) Department is responsible for delivering all aspects of Information Systems and Information Technology Services with principles to support and facilitate learning technologies required by SUAC.

IT Principles

- Enhance learning activities and instructional support through the effective use of technology

- Maintain a reliable, robust and secure technology environment
- Balance innovation, manageability and use of college resources through careful planning and stewards

General overview of it services

IT services and system resources are delivered for students, faculty members, and staff. It is defined by engaging and collaborating with business units. The scope of services provided covers all IT related aspects required by SUAC.

The IT Department provides the implementation and maintenance of Enterprise Application Services to support academic and management processes.

Networking and Infrastructure Services

The IT infrastructure at SUAC is built to support learning and teaching activities as well as supporting all administrative services at the L'Avenue campus. The campus networks are designed with Local Area Network (LAN) and Wi-Fi/wireless access, available on all floors within the campus building.

Enterprise Application Services

Student Information Systems are available to automate the administration of academic processes consisting of student records, registration, curriculum management, courses and lecturers records, study programs, and self-service access thru the academic portal for students and lecturers such as online class enrollment, viewing grades, viewing transcript, and viewing class schedules.

These information systems are integrated with the applications below.

- Admissions System
- Student Recruitment System
- Student Payment System (to manage student payments and financial aid)
- Facility Management System to generate and manage class schedule.

Learning Technologies

- **Desire2Learn (D2L)** is a Learning Management System (LMS) that allow lecturers to create, manage, and share learning content and resources.
- **Brainfuse** is an online tutoring service that allows students and tutors to communicate in real-time through an easy-to-use online classroom platform.
- **Library System** is equipped to provide automated solutions for booking, borrowing and keeping inventory of book collections in the library. The system also provide online access for students and faculty members to ebooks and journal that the library is subscribed is subscribed to.
- **Microsoft Office** is an office suite of applications available for student, faculty and staff . SUAC signed an agreement with Microsoft and this gives

Hours of Operation: Monday - Friday, 8:00 a.m. - 5:00 p.m.

ACADEMIC POLICIES

Academic Load

American College adheres to its educational goals and objectives by providing guidance for enrollment in the associate degree and general education programs. Students are expected to enroll in a minimum of twelve (12) credit hours per academic term.

The college administration and faculty assist students with advising and enrollment into a maximum number of courses to promote a higher academic success rate and to not overwhelm the student. Faculty may assist students by advising them of courses in designated programs of study. Students are encouraged to seek the college's advice in enrollment into courses each semester.

The maximum load in which a student may enroll is eighteen (18) credit hours per term. However, students with a cumulative grade point average (GPA) of at least 3.0 may be allowed to take additional credits. In no event shall the maximum course load exceed twenty-one (21) credit hours per academic term.

During the last term of enrollment prior to graduation, if a student needs more than 18 credit hours to graduate approval may be sought from the appropriate dean to exceed the maximum credit hours even if the cumulative grade point (GPA) is below 3.0. Such a student shall not be permitted to enroll for more than 21 credit hours, except with the written approval of the Vice President for Academic and Student Success.

Students wishing to pursue more than 18 credits must meet the Grade Point Average (GPA)¹ requirements described within these policies and must receive formal permission from their academic advisor.

Students must adhere to the following credit load requirements that are regulated by GPA.

Table: Maximum credit load based on GPA

Previous Semester GPA	Maximum number of credit per term
=> 3,00	24 credits
2,50 - 2,99	21 credits
2.00 - 2,49	15 credits
< 2.00	9 credits

Definition of a Credit Hour

Sampoerna University American College (SUAC) adheres to the accepted U.S. federal and SACSCOC definition of a credit hour. “Academic credit” refers to the basis for measuring the amount of engaged learning time expected of a typical student enrolled in traditional classroom, laboratory, studio, internship and other experiential learning, and distance education. “Credit hour” refers to the amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutional established equivalency that reasonably approximates not less than one hour of classroom or direct faculty instruction, and a minimum of two (2) hours out of class student work each week for approximately fifteen (15) weeks for one (1) semester or other recognized term, or the equivalent amount of work over a different amount of time.

The contact hour formula is as follows:

Minutes/Week	Weeks/Semester	Total Hours
50 – Facilitated Learning	X 16	= 45
60 – Self-Managed Learning		
60 – Application & Practice		

For courses delivered during the short summer semester, courses are expected to have the same number of contact hours and the same requirement for out-of-class learning as courses taught in a fall or spring semester.

Acceptance of Academic Credit

² ‘Grade Point Average (GPA)’ refers to the metric that is derived from assigning letter grades numbered values (from 0-4), and then averaging a series of grades that a student achieves in a given semester (Semester GPA) or in the entirety of their degree studies (Cumulative GPA)

Students who are seeking academic credit for courses completed at other institutions or through prior learning assessment must be currently enrolled in a degree or certificate program at SUAC.

Transfer Credit

Academic credit is generally accepted only from institutions that are accredited by one of the regional accrediting associations approved by the Council on Higher Education Accreditation. All foreign/non-English transcripts must be evaluated on a course by course basis.

College Level Examination Program (CLEP)

SUAC may accept credits earned through the College Level Examination Program (<https://clep.collegeboard.org>) depending upon the policies of partner institutions. If approved, students may earn up to 30 hours of credit through such examinations. Students may not substitute CLEP credit toward a laboratory science course requirement, however. For more information, the student should consult with their academic advisor.

Proficiency Examinations

Academic credit or advanced placement may be granted following either a review of the content of specific courses or proficiency examination in compliance with individual department policies and subject to approval by the department chairperson and the appropriate dean.

Students are responsible for submitting all required documentation to the Records Office and petitions requesting the granting of such credit. Credit awarded in this manner will be added to the semester hours earned but not the semester hours attempted or the grade points.

Articulation Agreements

SUAC has formal and informal relationships with institutions in the United States that have agreed to accept credit for courses completed at SUAC according to their respective curricular requirements. Students may transfer from SUAC to a partner institution after one or two years of study.

Students who fulfill degree requirements at an overseas institution that is working in partnership with SUAC and continue to be enrolled at SUAC will be required to submit academic reports each semester to their academic advisor. The students will be awarded the degree from SUAC and from the partner university upon fulfillment of their respective requirements.

Substitution or Waiver of Specific Courses

In certain cases, a student may petition to substitute or waive a specific course or courses. The College may grant or deny such a petition on a case-by-case basis and the decision of the College is final. A course substitution is a course that is approved to replace another course requirement in fulfilling a program of study. A request for course substitution may be considered for the following reasons:

- Upon determination of equivalency between a course (or courses) taken at another accredited institution and a course (or courses) required at American College;

- Upon determination that the substitution of a course (or courses) normally required may benefit the student given his/her academic or career goals, and would not alter the fundamental nature of their program of study;
- To enable a student to repeat a course to improve a grade for which no identical course number or title exists among the College offerings.
- A petition for a course waiver in any area of general education must be recommended by the appropriate Dean and approved by the Vice President for Academics and Student Success.

Conversion of Non-Credit to Credit

Sampoerna University American College (SUAC) awards academic credit for coursework taken on a non-credit basis only when there is verifiable documentation that the non-credit coursework is equivalent to a designated credit experience.

SUAC has established policies to guide the processes that validate the awarding of college credit for non-credit coursework. SUAC utilizes a thorough evaluation and approval process that follows standards of good practice when awarding academic credit for course work taken on a non-credit basis.

The student's academic advisor, dean of the relevant subject area, and the Registrar will determine on a case-by-case basis whether the non-credit coursework is equivalent to a designated credit experience. Validation and policy for awarding college credit for non-credit experiences such as experiential learning, Advanced Placement, and professional certification at SUAC are described in Sampoerna University's *Policies for Academic Credit*.

Program Acceleration

For each degree and certificate program, the College shall provide opportunity for students to complete, exclusive of transfer credit, a maximum of 75% of the program through accelerated mechanisms. Students can obtain general information about dual enrollment/early admission and other such accelerated programs from College advisors.

All students seeking an associate degree at SUAC through a formal partnership with an accredited U.S. institution must complete a minimum of 25% of their credit-bearing coursework at SUAC (or at the partner institution directly.) Upon SUAC's independent accreditation, this minimum percentage of coursework will be required to be completed at SUAC.

Academic Standards of Progress

The intent of the College is to ensure students achieve measurable qualitative and quantitative progress toward their educational goals. The College regulations regarding academic standards of progress apply to all college credit courses in determining academic progress and cumulative grade point averages.

To maintain satisfactory academic progress, a student must achieve a minimum grade point average (GPA) of 2.0 or higher each term². The Associate degree program requires students to earn a minimum average GPA of 2.0 for graduation or a minimum grade of 2.0 in each course.

A student who fails to maintain satisfactory academic progress will be placed on one of the following levels of academic intervention based on the student's term, degree, and cumulative grade point averages:

- Academic Warning
- Academic Probation
- Academic Suspension

Academic Warning: Any student who does not achieve a cumulative GPA of 2.0 or higher in a term will be placed on academic warning. Students on academic warning will be notified and should see an academic advisor or counselor prior to registering for the next term. A student will be removed from academic warning when he/she earns a cumulative GPA of at least a 2.0. A student on academic warning who fails to achieve a term GPA of 2.0 or higher for two successive terms of enrollment will be placed on the next level of academic intervention – academic probation.

Academic Probation: A student on academic warning who fails to achieve a term GPA of 2.0 or higher for two successive terms will be placed on academic probation. Students on academic probation will be required to see an academic advisor or counselor prior to registering for the next term. The status of students who demonstrate forward progress by earning two successive term GPAs of at least a 2.0 will be changed from probation status to warning status. A student on academic probation who fails to achieve a term GPA of 2.0 or higher for two successive terms will be placed on the next level of academic intervention - academic suspension.

Academic Suspension: A student on academic probation who fails to achieve a term GPA of 2.0 or higher for two successive terms of enrollment will be placed on academic suspension. Any student on academic warning and who earns less than a 2.0 term GPA and/or cumulative GPA for two successive terms will be placed on academic suspension for a minimum of one year. During the suspension period, the student may register for college preparatory courses only. After the first academic suspension and after the student has satisfied the suspension requirements, the student must see the Dean or designee. The student must follow the instructions pertaining to course selection. Any subsequent suspensions and students who were suspended due to term and cumulative GPAs of less than 2.0 will require the student to petition and appear before the Academic Standards Committee before continued enrollment at the College.

College advisors, including faculty counselors, program managers, associate deans, academic and student deans, will assist students with advising and enrollment into courses at the college. Faculty may assist students by advising them of courses in designated programs. Students are advised to consult their academic advisors for recommendations on their enrollment into courses each semester.

² Students who are recipients of financial aid and/or sponsorship may be required to achieve a higher GPA to qualify for financial support.

To assist all students in reaching their full potential, SUAC commits to develop a comprehensive strategy for supporting students who fall into academic sanctions. The Enrollment Services and Student Success unit will work with students needing assistance to regain their good academic standing, utilizing resources such as the Tutoring Center, the Counseling Center, Heads of Programs, and Academic Advising. The University Registry will retain records of changes in status and will notify students and advisors of any academic sanctions.

Grades and Grade Appeals

A grade must be recorded for every credit course in which a student is enrolled. The final course grade is submitted electronically to the College Registrar’s office and is posted online at the end of the term.

The course syllabus provides the faculty member’s final course grade policy. Each student shall be provided with a course syllabus that complies with American College’s mission, goals, and policy and includes the faculty member’s grading rubric and academic honesty policy for the course.

A student may be able to appeal the final course grade issued by the professor. The basis for an appeal of the final course grade shall be evaluated in terms of the standard established by the faculty member as stated in the syllabus, in accordance with institutional policies. The appeal must demonstrate that the faculty member did not assign the final course grade in accordance with the grading policy outlined in the course syllabus. The procedure for grade appeals is explained in Section IV.G, “Student Grievances.”

Faculty Grading Policy

Each faculty member shall communicate, in writing, the grading policy in the syllabus for the course within the first week of class meetings of each course. The elements to be considered in calculating the student's final course grade shall be articulated, and all factors to be considered in arriving at the final grade shall be stated. Any grade appeal shall be considered in the context of the faculty member's stated grading policy in the syllabus. In rare cases, the syllabus may need modification. Students must be provided with any modifications to the syllabus.

Each faculty member shall keep a record of grades for each class for four major terms from the initial grading period. Final grades for each term are recorded and archived in College Records. Grade point averages (GPA) for graduation and honors are calculated only on college level academic work which includes all work attempted by the student at all colleges he/she has attended. The final grades are used to calculate the grade point average

SUAC Grade Range		
Performance	Grade	Grade Point
Excellent	A	4.0
	A-	3.7
	B+	3.3
Good	B	3.0
	B-	2.7

	C+	2.3
Average	C	2.0
Below Average	D	1.0
Failure	E/F	0

An “I” grade (Incomplete) may, at the discretion of the Faculty, be given in courses for a student who has a reasonable chance of successfully completing the course. The student who has not completed the required course work by the end of the term may be required to provide documentation for extenuating circumstances. The student should make arrangements to have the “I” changed to a final grade by the instructor (by the agreed upon date) during the next full term (summer terms are not considered in this time limit). If no change is initiated during the next full term, the “I” will automatically become an “F” on the student’s permanent record. If the course work is completed, resulting in a passing grade, the student's transcript will be amended and his/her final GPA re-calculated.

Awards and Graduation

The purpose of this policy is to establish student performance standards for graduation and the awarding of degrees. The college offers the Associate in Arts and the Associate in Science degrees along with a full complement of general education courses that may be applied to other degrees at other institutions. The requirements for the Associate in Arts and the Associate in Science degrees are as follows:

- Complete at least 60 credit hours of college credit;
- Complete the program of study as set forth in the College catalog;
- Complete a minimum of 36 credit hours of the program’s transferable general education courses that include the following: six (6) credits in Behavioral/Social Sciences, six (6) credits in Humanities, six (6) credits in Mathematics, nine (9) credits in Communications, nine (9) credits in Science, Lab, and Wellness, and twenty-four (24) credits of electives or as designated by the disciplinary program;
- Complete any prescribed college preparatory and English for Academic Purposes courses, if required, with a grade of “C” or higher;
- Earn a cumulative grade point average (GPA) of at least 2.0, including any transfer credits which comprise the Associate in Science or Associate in Arts Degree;
- Fulfill all financial and other obligations to the College.

Graduation will be held at least once in an academic year as set in the academic calendar. Designations of academic achievement at graduation are determined based on the following GPA ranges, and are noted on the transcript:

GPA Categories for Graduates

Cumulative GPA	Categories
3.90–4.00	Summa Cum Laude
3.75–3.89	Magna Cum Laude
3.50–3.74	Cum Laude

3.00–3.49	Very good
2.50–2.99	Satisfactory
2.00–2.49	Fair

ACADEMIC SUPPORT UNITS

The Center for Learning, Teaching, and Curriculum Development is charged with the provision of resources to further faculty training and professional development, organizing workshops, presentations, skills training, and sharing of research among academic staff.

The Institute for Social Development and Community Outreach serves as a liaison unit between the University and external organizations. It assists faculty with research funding solicitations, and monitors internal faculty research proposals.

The Institutional Effectiveness Office oversees the collection of data pertaining to student performance, course and instructor evaluations, academic support interventions, and curricular revisions. It tracks and analyzes these data to provide recommendations to CLTCD and individual units and faculties for continuous improvement across programs.

INSTITUTIONAL EFFECTIVENESS

Instructional Program Review and Evaluation

American College offers the Associate in Arts (A.A.) degree in collaboration with its U.S. partner, Broward College. This is a general education and transfer degrees of at least 60 credit hours consisting of a minimum of 15 credit hours of transferable general education courses along with prerequisite major courses intended to prepare students to transfer to Sampoerna University or an American university to pursue an S-1 or Bachelor's degree.

To promote continuous improvement and program effectiveness, American College has established procedures to conduct quantitative and qualitative reviews of instructional programs and academic support systems. The Institutional Effectiveness Committee is responsible for establishing procedures to conduct quantitative and qualitative reviews of instructional programs to determine their success in achieving learning objectives, and of academic support services to assess their impact.

Under the guidance of the Center for Learning, Teaching, & Curriculum Development, faculty and administrators review, evaluate, maintain accreditations, and modify programs for continuous improvement and student success subject to Board approval. Program outcomes are reviewed during this process.

The Vice President for Academic and Student Success coordinates the associate degree comprehensive review, including general education requirements. The full review considers any changes to the College's mission statement that might have occurred and SACSCOC criteria relating to the associate degree and general education.

Between comprehensive reviews of the associate degree program and general education review, the College Vice President for Academics and Student Success will establish the procedure to be followed for considering amendments to the degree program structure and general education program requirements. The results of the review will be forwarded through the College CEO to the Board of Trustees for review and/or action.

A comprehensive review of the associate degree program, including general education, will be conducted every three years. A written report of the comprehensive review shall be provided, through the College CEO, to the Board of Trustees. This written report should include:

- the goals and objectives of the program/discipline and its relationship to the College mission;
- curriculum currency and relevancy;
- enrollment, placement and graduation data;
- student demographics
- annual job openings;
- program cost information;
- student employment and student earnings;
- adequacy of faculty and staff;
- adequacy of facilities, equipment, and learning resources;
- agreements with educational institutions and other external agencies,
- plans for implementing changes and/or improvements if needed.

The results of the review may be used as the basis for any deliberations and/or decisions regarding program modification or termination.

The CEO may recommend to the Board of Trustees the termination of any program which can no longer be sustained by the College owing to factors such as, but not limited to, low enrollment, low graduation rates, lack of employment opportunities, unavailability of qualified faculty, inadequate resources to operate the program in an efficient cost-effective manner, or changes in government regulations.

Substantive Change

The College is applying for regional accreditation with the Southern Association of Colleges and Schools-Commission on Colleges in the U.S. The Board of Trustees assigns responsibility for compliance with all SACSCOC standards and requirements to the College's SACSCOC liaison officer.

The approval of a substantive change by SACSCOC assures students that the courses and programs offered by the College are of high quality and value at all locations and in all programs. Regional accreditation provides American College students access to many more institutions in the U.S. that will accept American College credits for transfer to other degree programs.

Faculty making substantive changes to the College's curriculum and administrators who coordinate establishment of new locations and programs must comply with requirements of SACSCOC. The Principles of Accreditation: Foundations for Quality Enhancement and its policy statement entitled Substantive Change for Accredited Institutions of The Commission on Colleges must be integrated into the planning and implementation of any substantive change action. These documents are available on line at the SACSCOC website: www.sacscoc.org.

Closing Academic Programs, Campuses, or Off-Campus Sites

The purpose of this policy is to ensure that students pursuing degrees are able to complete their program of study in the event that a decision were made to close an educational program, campus, or off- campus site.

In the event that it becomes necessary to take this action, the College will seek to provide the student with the opportunity to fully complete the term and program of study in which they

are enrolled. The College's "teach out" plan will be in accordance with the SACSCOC policy statement. "Teach-out" procedures for guiding the closure of educational programs, on-campus, at off-campus sites, will be equitably applied.