

EUROPEAN STUDIES TRANSFER POLICY

The European Studies Transfer Policy is regulated by the AUCA Transfer Policy.

Transferring within AUCA

Academically qualified students may transfer between programs within AUCA not later than in the second year of study. The number of students transferring is not limited. The transfer student is responsible for completing all the requirements of the European Studies Program's curriculum. All transfers must be approved by the Chair of both the origin and destination programs, including requests to transfer back to an original program. Specific requirements should be discussed in advance with the Chair of the program.

A transfer student must complete an application form signed by Chairs of both programs involved in the transfer. The incoming transfer student must meet the entrance examination requirements for the European Studies Program: essay – 70, mathematics – 20, ELPT – 470 and should include an interview by the Chair of the European Studies Program. Results from entrance exams from the previous program may be sufficient if exams are comparable between the programs. Entrance requirements waivers must be approved by the European Studies Chair and the Vice President for Academic Affairs.

Transfer qualifications for the year are determined by the European Studies Chair based on the student's transcript. **English is the primary language of study in European Studies Program.** The maximum number of incoming credits that may be transferred to European Studies major program at AUCA is 24 for every semester of studies, and only courses that match the degree offerings at AUCA will be considered for transfer. Only courses with a grade of "C" or higher will be accepted for transfer.

A transfer student for the European Studies major program must complete a course of study in a **second European foreign language**, such as German, Spanish or French. The minimum number of transferred language credits that may be applied to European Studies is 6 for each semester of study. Only courses with grade "B-" or higher will be accepted for transfer.

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

A student who transfers while on academic probation will remain on probation for the time set by the probation order.

Transferring into the European Studies Program from outside AUCA

A student who wishes to transfer to the European Studies Program of AUCA from another academic institution must submit an AUCA application, a complete transcript of all academic

work he or she has completed at the other institution/-s, and faculty letter of recommendation from another academic institution.

English is the primary language of study in the European Studies Program. The maximum number of transferred credits that may be applied to European Studies major program at AUCA is 24, and only courses which match the degree offerings at AUCA will be considered for transfer. Only courses with a grade of “C” or higher (in the letter-grade system) or 4 or higher (in the former Soviet numerical system) will be accepted for transfer. Grades for courses not taken at AUCA or taken at AUCA as a part-time, visiting, or exchange student will not apply to the student’s GPA at AUCA.

A transfer student for the European Studies major program must complete a course of study in a **second European foreign language**, such as German, Spanish or French. The minimum number of transferred language credits that may be applied to European Studies is 6 for each semester of study. Only courses with grade “B-“ or higher will be accepted for transfer.

Prospective transfer students should consult the General Academic Regulations section of the AUCA academic catalog and/or contact the AUCA Admissions Office for more information.

The Registrar’s Office makes all decisions about which courses and how many credits may be transferred into AUCA.

Transferring out of AUCA

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

Having submitted a transfer application to the other institution and having received approval, the student should notify the European Studies Program Chair and Vice President for Academic Affairs at AUCA as soon as possible. Upon request, the Registrar’s Office will provide an official transcript for a fee regulated by AUCA.

Official transcripts are available in the Registrar’s Office. A typical transcript includes the following information:

- A list of all courses taken by the student for his or her entire career at the European Studies program of AUCA
- All grades received
- Total credits earned for one semester
- Total credits earned for the student’s entire period of study
- The GPA for the current semester
- The cumulative GPA

An official transcript is printed on special paper and stamped with the official AUCA seal. Transcripts are issued directly to the student. The Registrar’s Office may give a transcript to a third person if the student authorizes the office to do so. The authorization must be in the form of a letter and contain the student’s name, birth date, dates the student attended the European Studies Program, and the student’s signature.