



STUDENT HANDBOOK

2024-2025

September 2024

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The University's Charter

Hellenic American University (HAUniv) was founded as a degree-granting institution in the United States by an Act of the New Hampshire Legislature on May 11, 2004. Its curriculum, degree requirements, student admissions and faculty recruitment policies, and evaluation are subject to regular review by the Department of Education, Division of Higher Education – Higher Education Commission (formerly, New Hampshire Postsecondary Education Commission (PEC). Hellenic American University is accredited by the New England Commission of Higher Education (NECHE) [formerly known as New England Association of Schools and Colleges (NEASC)] through its Commission on Institutions of Higher Education, effective November 14, 2012.

The University's Mission

Hellenic American University provides the highest quality American education which is interculturally-informed, interdisciplinary in nature, and career relevant. It educates its students to be global citizens who are solidly grounded in the liberal arts and equipped to contribute to the economic and social development of their communities. The University's research initiatives advance the creation and dissemination of knowledge in the arts and humanities, social and natural sciences, business, and technology.

Purposes of our University:

Prepare students for careers that enhance the quality of their professional lives by offering rigorous, competency-based academic programs that respond to economic and social needs;

Initiate, promote, and support faculty and student research, applied research, advanced scholarship, and creativity;

Develop well-rounded individuals who are conversant with both the conventions and basic knowledge of disciplines other than their own and with the interrelations between these disciplines;

Cultivate the values of diversity, sustainability, internationalism, and integrity;

Develop life-long learners by creating a stimulating academic culture and environment that fosters intellectual inquiry and promotes habits of critical thinking; and

Educate students to take leadership roles in their own communities and the larger global community by emphasizing social responsibility and public service.

The University's Vision

Our Statement of Institutional Vision stands as an ideal to which the Hellenic American University community continuously aspires. Our objective is to purposefully and thoughtfully prioritize and undertake those actions which will bring our University ever closer to this ideal. This is a stimulating and worthy challenge, one that asks the best of all who embrace the University as their academic home. Hellenic American University will be recognized as the premier, publicly regulated, independent, American institution of higher learning in the larger Mediterranean region.

Statement of the Board of Trustees on University Values

The University expects that its faculty, students, and staff will be responsible citizens both in society and within the University itself. The Board of Trustees considers such responsibility to extend beyond the observance of law, which it takes for granted; such responsibility also includes an active commitment on the part of all members of the University community to safeguarding and promoting the values of tolerance and diversity, academic integrity, the free pursuit of knowledge, academic honesty and the protection of intellectual property.

As a place of learning, teaching, and research, the Hellenic American University can only thrive when all members of its community are committed to fostering an atmosphere that contributes to free academic inquiry. The Board of Trustees is committed to providing an environment in which the personal safety and integrity of all its members are protected from harassment, bigotry and intolerance in whatever form

they may appear, and expects that its students, faculty and staff are likewise committed to this effort.

In fulfillment of the University's mission, the Board of Trustees encourages administrative officers and faculty to effectively pursue means to enhance the cultural, racial, gender and ethnic diversity of the University. The Board of Trustees furthermore instructs the University's officers to ensure adherence to the University's policies on non-discrimination in all University affairs, including but not restricted to employment and human resources management, admissions, student affairs, faculty relations, and third-party contracts, agreements, and relations.

The University's administration and faculty elaborate these principles in a broad range of policies and procedures, which are published in handbooks, guidelines and manuals, in printed and electronic form, and find expression as well in University contracts and other legal documents. The Board of Trustees instructs University leadership to take all appropriate measures to ensure that students, faculty and staff are aware of and observe these policies and procedures.

Adopted by the Hellenic American University Board of Trustees in March 2005.

About the University

Hellenic American University began in Athens with a small and focused program, a Master's in Business Administration, launched in November of 2004, following approval by the NH Postsecondary Education Commission (NH-PEC), now New Hampshire's Department of Education, Division of Higher Education -- Higher Education Commission (NH-HEC). Over the ensuing six years, the institution evolved steadily from its initial identity as a business school to its beginnings as a fully developed University; with NH-PEC approval, it developed and implemented twelve more degree programs: a Professional Master's in Business Administration (PMBA), a Bachelor of Science in Business Administration (BSBA), a Bachelor of Science in Information Technology (BSIT), a Master of Arts in Applied Linguistics (MAAL), a Bachelor of Arts in English Language and Literature (BAELL), a Master of Science in Information Technology (MSIT), a Master of Arts in Translation (MAT), a Bachelor of Music (BM), a Bachelor of Science in Psychology (BSPSY), an Associate of Science in Enterprise Network Administration (ASENA), and a Master of Arts in Conference Interpreting (MACI). In September of 2008, the University launched its first doctoral program, a Ph.D. in Applied Linguistics.

In September of 2011, the University started two new associate programs, specifically, the Associate of Science in General Engineering (ASGE) and the Associate of Science in Hospitality Management (ASHM) thus further enriching and diversifying its offerings. In Fall 2012, the Master of Science in Psychology (MSPsy) was launched.

The ASGE, in the 2013-2014 academic year, became the first University program to be linked with programs of another University- the University of New Hampshire (UNH). This was implemented through the signing of an articulation agreement, creating a seamless transition for students of the Hellenic American University ASGE program to UNH's baccalaureate programs in Engineering. Effective Fall 2014, the ASHM and ASENA programs were discontinued and merged in the BSBA and BSIT programs respectively as distinct majors. In Fall 2015, the University launched a Bachelor of Science in Engineering program (BSE) after having received approval from the New Hampshire Higher Education Commission.

On September 1, 2016, the institution submitted to the New Hampshire Higher Education Commission a Self-Study in preparation for a focused review by the Commission. The focused review occurred from October 2-4, 2016 and led to the University's degree granting authority being extended to June 30, 2018. In its meeting of June 19, 2018, the Commission extended the University's degree granting authority to December 30, 2018, and then, in its October 9, 2018 meeting to December 31, 2023.

In parallel with the development and implementation of these programs, Hellenic American University sought accreditation from the New England Commission of Higher Education (NECHE) through its Commission on Institutions on Higher Education (CIHE). Visits to the University were conducted by NECHE teams in January of 2006 and January of 2008. In April of 2008, the NECHE Commission on Institutions on Higher Education (CIHE) determined that the institution had met the 'Requirements of

Affiliation' and was therefore eligible to apply to be a Candidate for Accreditation. A third visit was conducted in October of 2008, subsequent to an institution-wide 'Self-Study' which contributed immeasurably to the University's progress in developing policies, procedures, and standards to support undergraduate and graduate programs of distinction. Following this visit, the Commission on Institutions of Higher Education (CIHE) of NECHE approved Hellenic American University as a Candidate for Accreditation, effective as of March 5, 2008, which included initial approval to offer the Ph.D. degree in Applied Linguistics.

In 2010, the institution submitted its Biennial report to NECHE and was visited by a NECHE team as a result of the report. In December 2011, the University was accepted into final candidacy by NECHE. The University prepared and submitted a final Self-Study dated 1 October 2012, and NECHE conducted a visit from 11-14 November 2012. NECHE granted the University initial accreditation for five years, effective November 14, 2012. On October 16, 2015, Hellenic American University submitted to NECHE its accreditation Interim Report which was fully accepted. NECHE then set the dates for the institution's next comprehensive evaluation for 29 October – 1 November 2017. The University submitted its Self-Study in preparation for the comprehensive evaluations on September 11, 2017, and was continued in accreditation for a period of 10 years, until the fall of 2027, with an obligation to submit an interim report in the fall of 2022 to be followed by a visit to validate its contents.

On May 14th, 2019, the New Hampshire Higher Education Commission approved two new academic programs, a Master of Science in Sales Management (MSSM) and an Associate of Science in Aviation (ASAV). In addition, the Commission approved the re-naming of the Bachelor of Science in Information Technology (BSIT) to Bachelor of Science in Informatics (BSI) and the re-naming of the Master of Science in Information Technology (MSIT) to Master of Science in Informatics (MSI).

Effective April 1, 2017, Hellenic American University relocated its US instructional site from Manchester to the city of Nashua in southern New Hampshire.

The objectives of the University build upon the institution-defining vision and work of its pioneering faculty and staff. These objectives influence in a comprehensive fashion all elements of the University community. It is the commitment of Hellenic American University to:

- Provide the best U.S. University education for its students, thereby enhancing their ability to engage in careers that contribute to community and business development;
- Enable students to contribute to global understanding and socioeconomic development by providing them with intercultural communication skills;
- Cultivate a stimulating learning environment in which career practices are informed by the highest standards of scholarly theory and principles of ethical behavior;
- Provide students with the attitudes, skills, and habits for lifelong learning and leadership roles in the global economy; and
- Serve as a center of intellectual and practical excellence in the region, where teaching, scholarship, and practice are integrated.

In the fall of 2022, for the AY 2022-2023, the University had an enrollment of 431 active students (211 undergraduate and 220 graduate) 55% being female and 45% male. For the AY 2022-2023, the overall undergraduate retention rate was 84% and the graduate rate was 82%. The overall retention rate for the AY 2022-2023 was 84%. The overall graduation rate was 56%.

ACADEMIC CALENDAR - Athens Campus

Fall 2024

September 2	First Day of Classes (Continuing Students)
September 2	Labor Day (U.S.)
September 12-13	New Student Orientation
September 13	Final day to Add/Drop a course for full tuition refund (Continuing Students)
September 16	First Day of Classes (Freshmen Entering Class and Graduate Programs)
September 27	Final day to Add/Drop a course for full tuition refund (Freshmen Entering Class and Graduate Programs)
October 14	Columbus Day (U.S.)
October 28	National Day (Greece)
TBA	First Day of Classes (Mini Semester)
TBA	Final day to Add/Drop a course for full tuition refund (Mini Semester)
November 11	Veteran’s Day (U.S.)
November 17 (SUN)	“Polytechnio” Commemorative Day (Greece)
November 27-29	Thanksgiving Day (U.S.)
December 13	End of Regular Semester
December 9-13	Finals week
December 16-20	Make-up sessions period
Dec 23- Jan 3	Winter Break

Winter Intersession 2025

January 7	First Day of Classes
For full refund students should drop the course by the end of the <u>second session of the term</u>	Final day to Add/Drop a course for full tuition refund
January 6	Epiphany (Greece)
January 20	Martin Luther King, Jr.’s Birthday (U.S.)
January 24	End of Regular Term
January 30	Feast of Three Hierarchs (Greece)
January 27	Make-up Epiphany Holiday

- National holidays are observed according to the location of the campus.
- Classes that do not meet due to a holiday are rescheduled (following the end of the regular semester/term) to meet the University course contact requirements.

Spring 2025

January 30-31	New Student Orientation
February 3	First Day of Classes

February 14	Final day to Add/Drop a course for full tuition refund
February 17	Presidents' Day (U.S.)
March 3	Ash Monday (Greece)
March 25	Independence Day (Greece)
April 14-22	Spring Break
May 1	Labor Day (Greece)
May 23	End of Regular Semester
May 19-23	Finals week
May 26-30	Make up (for Ash Monday holiday)
May 26	Memorial Day (U.S.)
To be announced	Commencement

Summer I & Summer II, 2025

Summer Term-I 2025	
May 31 – June 7	Travel Course (Walk Across Greece)
June 10	First Day of Classes
June 9	Feast of the Holy Spirit
By the end of the second session of the term	Final day to Add/Drop a course for full tuition refund
June 27	End of Regular Term
June 30	Make-up for Feast of the Holy Spirit holiday
Summer Term-II 2025	
June 30 - July 7	Travel Course (Walk Across Greece)
July 4	Independence Day (U.S.)
July 7	First Day of Classes
By the end of the second session of the term	Final day to Add/Drop a course for full tuition refund
July 25	End of Regular Term

- National holidays are observed according to the location of the campus.
- Classes that do not meet due to a holiday are rescheduled (following the end of the regular semester/term) to meet the University course contact requirements.

ACADEMIC CALENDAR - Nashua Campus

Fall 2024-Term I

August 27	New Student Orientation
September 2	Labor Day (U.S.)
September 3	First Day of Classes
September 9	Final day to Add/Drop a course for full tuition refund
October 14	Columbus Day (U.S.)
October 18	End of Fall Term I

Fall 2024-Term II

October 22	New Student Orientation
October 28	National Day (Greece)
October 28	First Day of Classes
November 1	Final day to Add/Drop a course for full tuition refund
November 11	Veteran's Day (U.S.)
November 17 (SUN)	"Polytechnio" Commemorative Day (Greece)
November 27-29	Thanksgiving Break
December 13	End of regular term
December 16-18	Make-up sessions period
December 19-Jan 3	Winter Break

Winter Intersession 2025

TBD	First Day of Classes
By the end of the second session of the term	Final day to Add/Drop a course for full tuition refund
January 6	Epiphany (Greece)
January 20	Martin Luther King, Jr.'s Birthday (U.S.)
TBD	Last day of classes

Spring 2025-Term I

January 28	New Student Orientation
February 3	First Day of Classes
February 7	Final day to Add/Drop a course for full tuition refund
February 17	Presidents' Day (U.S.)
March 3	Ash Monday (Greece)
March 21	End of Spring Term I

Spring 2025-Term II

March 25	Independence Day (Greece)
March 31	First Day of Classes
April 4	Final day to Add/Drop a course for full tuition refund
April 14-22	Spring Break (Greece)
May 1	Labor Day (Greece)
May 16	End of regular term
May 19-22	Make-up sessions period
May 26	Memorial Day (U.S.)
To be announced	Commencement

Summer 2025

June 3	New Student Orientation
June 9	First Day of Classes
June 13	Final day to Add/Drop a course for full tuition refund
June 19	Emancipation Day (U.S.)
June 9	Feast of the Holy Spirit (Greece)
July 4	Independence Day (U.S.)
July 25	End of summer term

- National holidays are observed according to the location of the campus.
- Classes that do not meet due to a holiday are rescheduled (following the end of the regular semester/term) to meet the University course contact requirements.

2024-2025 Student Fees

General

Fees	Undergraduate Fees		Graduate Fees		Ph.D. Fees		Payable
	Amount	Amount	Amount	Amount	Amount	Amount	
Application Fee	€ 30,00	\$ 30.00	€50,00	\$50.00	€100,00	\$100.00	Upon submission of Application for Admission
Non-Refundable Deposit (for New Students)	€1.000,00	\$1,000.00	€1.000,00	\$1,000.00	€1.000,00	\$1,000.00	Payable upon acceptance of Admission Offer To be deducted from the 1st installment
TOEIC Exam	€100,00	\$100.00	€100,00	\$100.00	€100,00	\$100.00	Candidates that lack proof of English Language Certification, according to HAUniv Admissions requirements
Education Services Fee	€150,00	\$150.00	€150,00	\$150.00	€150,00	\$150.00	Per year / payable upon Fall registration. Note: students who are admitted to more than one degree will only be charged once.
Graduation Fee	€190,00	\$190.00	€190,00	\$190.00	€190,00	\$190.00	Payable prior to the commencement ceremony. Notes: 1.Students who graduate with more than one degree simultaneously will only be charged once. 2.The fee is mandatory for all students, regardless of attendance at the commencement ceremony.
Conservatory Fee	€80,00	\$80.00	N/A	N/A	N/A	N/A	Music students only
Dissertation Fee	N/A	N/A	N/A	N/A	€150,00	\$150.00	Payable upon the submission of the manuscript
Conservatory Fee	€80,00	\$80.00	N/A	N/A	N/A	N/A	Music students only

Service Related

Fees	Undergraduate Fees		Graduate Fees		Ph.D. Fees		Payable
	Amount (€)	Amount (\$)	Amount (€)	Amount (\$)	Amount (€)	Amount (\$)	
Late Registration Fee	€100,00	\$100.00	€100,00	\$100.00	€100,00	\$100.00	Continuing students who will submit their registration form after the deadline set by the Registrar
Late Payment Fee	€75,00	\$75.00	€75,00	\$75.00	€75,00	\$75.00	If tuition fees are not paid on time, a monthly charge of 75€/ \$ will be applied to a student's account until the outstanding amount is cleared. See University Catalog, p. 26 for more details.
Stop-Out Fee	€150,00	\$150.00	€150,00	\$150.00	€150,00	\$150.00	Students not registering for a specific period within the academic year
ID Replacement Fee	€20,00	\$20.00	€20,00	\$20.00	€20,00	\$20.00	Payable upon submission of request for a new University ID card
Official Transcript	€ 30,00	\$ 30.00	€ 30,00	\$ 30.00	€ 30,00	\$ 30.00	Applies to both students and alumni. Payable upon submission of request. Note: In case the transcript is directly requested by a University or other institution, then the student/alumnus should be contacted to submit the fee. In case of interinstitutional issue of transcripts, the students/alumni will be charged with the issue fee.
Unofficial Transcript	€ 10,00	\$ 10.00	€ 10,00	\$ 10.00	€ 10,00	\$ 10.00	Students are entitled to a single unofficial transcript per semester. Students will be charged for additional unofficial transcript copies.

Diploma Reprinting	€ 100,00	\$ 100.00	€ 100,00	\$100.00	€ 100,00	\$ 100.00	Students can request a reprinting of their original diploma in cases of documented loss.
Early Degree Printing	€150,00	\$150.00	€150,00	\$150.00	€150,00	\$150.00	Students can request an early degree printing.
Apostille and Notary	€100,00	\$100.00	€100,00	\$100.00	€100,00	\$100.00	Fee applies to the processing of any document that requires an Apostille (Hague Seal) or Notary. Additional copies are charged €20.00/\$20.00
Shipping Costs							<p>Students may request to receive a document (i.e., official transcript) via mail.</p> <ul style="list-style-type: none"> • Within Greece, the shipping cost depends on the recipient's mailing address and burdens the recipient. • International shipping cost is \$45.

Non-credit bearing courses are charged too. For more information, refer to the University Catalog, p. 26.

Housing

Although Hellenic American College is not a residential college, the Office of Student Services can help students find reasonably priced accommodations in the city. For international students enrolled in a Hellenic American University degree program, this usually means a shared and furnished (and Wi-Fi-enabled) apartment for 2 or more students in or around the downtown area. For shorter stays, the College has arrangements with several budget hotels and small boutique hotels that offer discounted rooms for Hellenic American College students.

Academic Information

ACADEMIC PROGRAMS

Students should refer to the Catalog in effect at the time of their admission for details on their programs. Students may select to follow a catalog that was adopted following their matriculation. In such an event, it is imperative that the Registrar’s Office is notified, and the change is reflected in the student’s record. The Catalog you follow defines the requirements you need to fulfill so as to be considered eligible for graduation. A copy of the current Catalog may be located at the [University’s website](#) under the Academics tab as well as the [Student Portal](#) (Home Page Academic Resources University Catalogs). Past copies may be requested from the Registrar’s Office.

CREDIT TRANSFER, UNDERGRADUATE

Undergraduate students may request to transfer credits for courses completed in other institutions of higher learning. Under the Hellenic American University undergraduate transfer credit policy students can transfer up to 88 credits. Regardless of the number of transfer credits accepted by the University, the student must complete all degree requirements and must earn at least 33 credit hours at the University to qualify for a bachelor’s degree and 15 credit hours to qualify for an Associate’s degree. To complete a Bachelor’s degree counting transfer credits and credits earned at Hellenic American University students need to complete a total of 121 credits.

- Credits may only be transferred from higher education institutions recognized by accreditation or by their respective national regulatory authority.
- Only credits for grades awarded of C- or better will be considered for transfer.
- When credits are transferred, only the credit appears on the University transcript. The grades do not transfer and do not become part of the student’s GPA.
- Exceptions may be considered upon petition to the Provost.

CONDITIONS GOVERNING TRANSFER OF UNDERGRADUATE CREDITS			
Program	Minimum number of transferable credits	Grade Requirements	Restrictions
All undergraduate 4-year programs	Full Associate Degree	N/A	Associate degree transferred needs to be relevant to intended study.
	33 credits	Grade awarded: C- or better	Credits may be transferred from completed degree programs irrespective of institution attended and degree earned.
All Associate Degree Programs	33 credits		

IMPORTANT NOTES
Credits may only be transferred from higher education institutions recognized by their respective national regulatory authorities. Consideration for transfer is given only upon admission to the University.
Institutions covered with articulation agreements align with the Undergraduate transfer policy
The University will make the determination of eligible transfer credit.
If credits are transferred, only the credit appears on the Hellenic American University transcript. The grades do not transfer and do not become part of the student’s GPA.
The last 33 credits of the degree program must be earned at Hellenic American University in order to be awarded an undergraduate baccalaureate degree.
Exceptions to this policy are possible through the approval of the Provost.

COURSE WAIVERS, UNDERGRADUATE

CONDITIONS GOVERNING WAIVERS FOR UNDERGRADUATE COURSES		
Types of Waivers	Credits Awarded?	Basis of Waiver
Waiver without substitution	Yes	Prior Experiential learning By examination
Waiver with substitution	No	
Waiver of Second Language Requirement (Without Substitution)	Yes	(a) Official documentation proving language proficiency at a B1 competence level (for Beginning Language 1 and Beginning language 2) Must be a language other than English and the student's native language.
IMPORTANT NOTES		
The University shall determine if credit shall be granted (waivers without substitution) or not (waivers with substitution).		
When credit is awarded based on prior experiential or non-collegiate-sponsored learning alone, student learning and achievement are demonstrated to be at least comparable in breadth, depth, and quality to the results of institutionally provided learning experiences.		
The faculty will assure that there are clear standards for assessment of student competencies in the designated subject areas and that the student's record will contain the competencies attained and the methods of assessment on the basis of which the credits were awarded.		
If credits are waived, only the credit appears on the HAUUniv transcript.		
No more than 50% of the credits required for a degree shall be awarded for prior experiential learning and/or for credits by examination.		
Exceptions to this policy are possible through the approval of the Provost.		

CREDIT TRANSFER, GRADUATE

CONDITIONS GOVERNING TRANSFER OF GRADUATE CREDITS			
Program	Maximum number of transferable credits	Grade Requirements	Restrictions
MBA/MSIT MAT/MACI/MSPSy	9	B	(a) In no case will the number of credits allowed exceed 25% of the total required for graduation for that program.
MAAL	6	B	(b) Credits may not be transferred from completed degree programs irrespective of institution attended and degree earned.
IMPORTANT NOTES			
Credits may only be transferred from higher education institutions recognized by their respective national regulatory authorities. Consideration for transfer is given only upon admission to the University.			
The Relevant Admissions Committee for the respective program will determine eligible transfer credit.			
If credits are transferred, only the credit appears on the Hellenic American University transcript. The grades do not transfer and do not become part of the student's Grade Point Average (GPA).			
Credits may not be transferred from completed degree programs irrespective of institution attended and degree earned.			
Exceptions to this policy are possible by approval of the Provost.			

COURSE WAIVERS, GRADUATE

CONDITIONS GOVERNING WAIVERS FOR GRADUATE COURSES		
Types of Waivers	Credits Awarded?	Basis of Waiver
Waiver without substitution	Yes	CURRENTLY ONLY VALID FOR MBA & MAAL (*)
Waiver with substitution	No	An applicant with at least five years of experience in any professional area in which the University offers a degree may have the first professional course in that major area waived WITH substitution of another course.
IMPORTANT NOTES		
In no case may a student have waivers for more than 9 credit hours of coursework for a graduate degree.		
The particular awards of waivers fall under the responsibility of the Admissions Committee for each academic program under the supervision of the Provost.		
This committee shall fully document all decisions concerning waivers, including their reasons for judging that the candidate has acquired the relevant competencies for each waived course. This documentation must be forwarded to the Registrar who shall keep it in the student's official file. The student's mentor/academic advisor shall also be informed of these decisions.		
Exceptions to this policy are possible by approval of the Provost.		

COURSE WAIVERS, MBA & MAAL

CONDITIONS GOVERNING WAIVERS FOR MBA/MAAL		
Types of Waivers	Credits Awarded?	Basis of Waiver
Waiver without substitution	Yes	CURRENTLY ONLY VALID FOR MBA & MAAL (*) Required courses may be waived, without substitution of another course, under certain conditions, which will be determined by the University's Curriculum Committee.
IMPORTANT NOTES		
MBA: Applicants for admission to the MBA program who have an undergraduate business or economics degree and/or at least 5 years of relevant business/professional experience are eligible to have up to 3 introductory level courses waived if the Admissions Committee concludes that this candidate has attained the outcomes required to pass these courses. Generally, the rule of thumb will be a ratio of 3:1. That is, if a candidate has taken at least 3 courses in a business or economics subject area with an average grade of at least a B (or its equivalent in other assessment schemes), then the candidate may be eligible for a waiver WITHOUT substitution of the first required course in that area of study in the MBA program.		
MAAL: Applicants who have a recognized undergraduate degree and who have successfully completed the Hellenic American Union "Applied Linguistics Methodology and Practicum" since the year 2002 with at least a grade of C and have earned the relevant certificate are eligible for waivers WITHOUT substitution for up to 6 credit hours.		

How to request a transfer/waiver of a course

- Pick-up a Transfer Request form (or a Waiver Approval Form should you wish to request to waive course) from the Registrar's Office or download the form from the Student Portal (Home > Academic Resources > General Form).
- Request a meeting with your mentor to discuss your request and prepare the paperwork:
- Verify your eligibility to request a transfer or waiver.
- Fill in your name, Student ID, and the course information you wish to transfer.
- Verify with your mentor the accuracy of the information.
- Submit the completed form to the Office of Academic Affairs along with the following supporting documents:
- A Transcript reflecting that you attended the course and passed it with a grade of C-or better.
- The syllabus of the course.
- If the syllabus is not available, the catalog description of the course.
- When requesting a waiver, students must provide evidence that the specific outcomes of the course they wish to waive have been met.

REGISTRATION PROCESS

The Structure of the Academic Year

The Academic year consists of two semesters and four irregular sessions: Minimester, Winterim, Summer I and Summer II. For details on the duration of each semester/term, and start dates please refer to the table below:

Structure of Academic Year				
Semesters & Terms	Start Date		Length	Classes
	Entering Freshmen	Continuing		
Fall Semester	First business day of September (*)	First business day in of the third week of September (*)	15 weeks	Day and evening classes based on students' needs. (b) During the semester classes last for 90 minutes. (c) During irregular terms class duration is determined by the total contact hours required by Federal Requirements (45) divided by the days in the term. On average this translates to 4 hours per meeting session.
Minimester	Midpoint of the Fall semester (*)		7 - 8 weeks	
Winterim	First business day of January following the end of Christmas Recess (January 6 th) (*)		3 or 4 weeks	
Spring Semester	First business day in February		15 weeks	
Summer I	First business day in June (*)		3 - 4 weeks	
Summer II	First business day in July (*)		3 - 4 weeks	

(*) For exact dates please refer to the Academic Calendar section of this [publication](#) or the [University's webpage](#).

Class Schedule

The Registrar's Office is responsible for releasing class schedule information. The TENTATIVE Class Schedule for the next Academic Year is released by mid-May. Once available, the information is uploaded to the [Academic Schedule](#) tab under the Academic Resources tab of the Student Portal and is updated as needed. Printed versions of the class schedule may be found at the Registrar's Office. The University retains the right to make changes to the schedule as needed. Students and their mentors will be notified by the Registrar's Office of any changes to their schedule and any actions that need to be taken by them.

Registration

The release of the class schedule by the Registrar's Office signals the beginning of the Registration Process. Students should arrange to meet with their mentors and review the offerings for the next academic year. Students are required to complete their registration for the full academic year before the end of the running Spring semester. If students require to suspend their studies, the appropriate paperwork needs to be submitted to the Registrar's Office (Please refer to the [Leave of Absence, Program Withdrawal & Re-Admission Section of this chapter](#)). All student forms can be accessed through the student portal ([Academic Resources tab](#)).

Registration forms without mentor approval are not processed by the Registrar's Office.

How to Register

- Review your program's graduation requirements as specified in the catalog in effect upon your admission to the University (or the catalog you follow should you have changed catalogs over the course of your studies).
- Determine the courses you still need to complete to be eligible to graduate.
- Review the Class Schedule for Academic year offerings (please note that you are required to register for the full academic year).
- The class schedule can be retrieved from the Registrar's Office or downloaded from the Student Portal (Home Page > Academic Resources > Academic Schedules).
- Make a preliminary determination of which courses you would like to register for.
- Make sure you meet the pre-requisite and co-requisite requirements for them (you may check the pre-requisites and co-requisites of courses either in the catalogue or the course requirement section of the semester's schedule).
- Make sure there are no time conflicts between your selected courses. ☺ Complete your Registration Form.
- You can pick up a form at the Registrar's Office or download it from the Student Portal (Home Page > Academic Resources > Registration Forms).
- Schedule an appointment with your Mentor to review your choices and have your registration approved.
- Discuss any related questions and plan ahead.
- Confirm that your choices are in line with your program requirements.
- Confirm that your choices are in line with your outstanding requirements for timely graduation.
- Have your mentor sign the Registration form upon reviewing it. Sign and date your registration form.
- Submit the signed form to the Registrar's Office.

Remember

- You are encouraged to make a note of your class schedule before submitting your registration form to the Registrar's Office.
- Prior to the start of the semester check the course schedule for any updates/changes (date/time/room changes).
- The University retains the right to make changes to the schedule as needed. Students and their mentors will be notified by the Registrar's Office of any changes to their schedule and any actions that need to be taken by them.
- It is also the student's responsibility to be aware of registration dates, fee payments and schedule adjustment procedures.
- For full-time undergraduate students, the typical semester course load ranges from 12 to 18 credits. For intersessions (Winter and Summer) the typical course load should not exceed 6 credits. Students who wish to register for more than the maximum number of credits allowed must consult with their mentor. Full-time Graduate students should consult their Program Directors for registration cap limits. Final approval by the Provost is required for all registrations that exceed the allowable credit loads before their registration is processed.
- MBA students under international visa requirements, registered in the Nashua campus, cannot take more than one e-learning course per semester.

ACADEMIC INFORMATION FOR COURSES

Pre-Requisite/Co-Requisite

Course descriptions, course prerequisites and course co-requisites can be found in the Student Catalog. A prerequisite is a course that needs to be completed before the course for which it is a prerequisite can be taken. A co-requisite is a course that can be taken simultaneously with the course for which it is a co-requisite.

Course Syllabus

The course syllabus provides students with details about the course. Faculty should distribute the syllabus at the start of the semester and upload it on Blackboard for easy access. The syllabus includes instructor expectations for successful completion of the course, course description and policies on absences, student learning outcomes to be achieved and assessment procedures, information about the credit hour, faculty contact details, procedures and deadlines for coursework submissions. Questions and clarifications regarding the syllabus should be directed to the faculty, ideally by the end of the add/drop period.

Academic Credit

Hellenic American University fully complies with Federal regulations relating to Title IV vis-a-vis the award of academic credit. The basic unit of credit at Hellenic American University is the semester hour. In a typical 15-week semester, each credit awarded corresponds to one contact hour of classroom instruction per week, which is supplemented by a minimum of two hours of appropriate out-of-class activities of appropriate academic rigor. An equivalent amount of work would be required for directed studies, laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.

Mode of Instruction

Hellenic American University is supported by state-of-the-art facilities and equipment and makes wide use of innovative instructional techniques. Faculty members offer classroom instruction using cases, lectures, video programs and other multimedia presentations. Faculty encourage students to access the University's online platform, Blackboard, to obtain information about course material, syllabi, lectures, as well as relevant supplemental course material. Course offerings include asynchronous e-learning classes through our online Blackboard platform. Students will receive extensive feedback from faculty in the evaluation process to assist them in attaining the competencies required for that area of study. Experiential learning is also used at the institution to enhance student learning. Athens Across the Ages and Walk Across Greece are two key examples as course activities happen outside a conventional classroom. Academic instruction for all University courses is in English. Courses can be delivered in all approved modalities of the University, as stated in the University catalogue.

Attendance Policy

Hellenic American University recognizes that student success is promoted by systematic attendance and rigorous participation in class. Students are expected to attend all scheduled sessions of their classes, whatever the delivery mode of the course. It is the responsibility of the instructor to notify students in writing of any special attendance requirements for the class. This policy applies to all modes of course delivery.

Students are responsible for their attendance and are expected to participate in all courses they are enrolled.

Students are responsible for requesting an excused absence in writing, providing satisfactory evidence to the instructor to substantiate excused absence and delivering the request personally to the instructor. When an absence is excused, instructors should provide a reasonable time after the absence for the student to complete an assignment or examination missed.

Attendance in hybrid classes

For classes taught in hybrid classrooms only students who reside outside the Athens metropolitan area and who have registered with the University as online students may attend the class online. All other students in these courses must attend all classes on-site. Students who are ill or injured and who provide verification of their medical condition from a public hospital or clinic may be eligible for special accommodations. These cases will be reviewed and approved by the director of the student's degree program and the provost at their discretion.

Students should be aware that excessive unexcused absences may lead to a failing grade for a course.

Student Absences Policy

Hellenic American University recognizes that student success is promoted by systematic attendance and rigorous participation in class. It is the responsibility of the instructor to notify students in writing of any special attendance requirements for the class. This policy applies to all modes of course delivery.

Students are responsible for their attendance and are expected to participate in all courses they are enrolled.

Students are responsible for requesting an excused absence in writing, providing satisfactory evidence to the instructor to substantiate excused absence and delivering the request personally to the instructor. When an absence is excused, instructors should provide a reasonable time after the absence for the student to complete an assignment or examination missed.

Course Evaluation

At the end of each course, students are asked to complete online, through the student portal, an anonymous course evaluation form. The purpose of the evaluation is to provide information for the instructor to use in improving the course. When the evaluation process opens, an e-mail from the Office of Academic Affairs is sent to all students notifying them of the beginning of the process and the deadline by which course evaluations should be completed. Instructions on how to access and complete the evaluations are also provided. Due to the importance of the process for the institution and instructors, all students are highly encouraged to participate in this process. It should be noted that scholarship recipients are required to complete the course evaluations. Failure to do so will be regarded as a breach of their responsibilities as outlined in their Award Acceptance letter (for additional information see [Awards Provisions, Duties & Obligations](#)).

In Class Use of Electronic Devices

Computers may be used to support classroom learning activities, with the permission of your instructor. These include such activities as taking notes and accessing course readings under discussion. However, non-academic use of laptops and other devices are distracting and seriously disrupt the learning process for everyone. Neither computers nor other electronic devices are to be used in the classroom for non-academic reasons. This includes emailing, texting, social networking, and use of the Internet. The use of cell phones during class time is prohibited. Please turn off cell phones and refrain from taking calls or texts unless you are "on-call" and have cleared this with the instructor prior to class. Under such circumstances, please put your phone on vibrate, sit close to a door, and step out of the room to take the call or text.

Add/Drop Course Policy

One of the actions that reflects the flexibility of the American educational system is the Add/Drop period. Students have the option to change their enrollment by adding and/or dropping courses within the first two weeks of a regular semester (15 or 12 week) or the first session of an offered course if attending a special academic term (Winterim, Summer I, Summer II). Such changes carry no financial or academic penalty if done within the time designated by the University's Add/Drop policy. Details on the procedure that students need to follow when adding and/or dropping a course are provided in the table below.

Ph.D. in Language and Communication

Students may drop from the program without academic or financial penalty in the first week of each

term. Students dropping the program after the end of week 2 will receive no refund.

How to Add/Drop a Course:

- Download the form from the Student Portal
- Fill out your name, Student ID and the course information (Course number, section, date/time of class) of the course you wish to add or drop.
- Remember to use the appropriate section of the form to indicate whether you wish to add or drop the course.
- Remember to sign and date the form.
- Request an appointment with your mentor to review the form and have it approved by him/her before it is submitted.
- Submit the approved form to the Registrar's Office for processing.
- Remember the following deadlines when requesting to add/drop a course (not applicable for the Ph.D. Program). Regular add /drop for the PhD program is set to two days after the start of the classes.

Add/Drop at a Glance

Depending on the semester attended, the following add/drop policy apply:

UP TO WHICH WEEK OF THE SEMESTER (FALL/SPRING) MAY I ADD/DROP A COURSE?				
	Weeks: 1 & 2	Weeks 3 & 4	Weeks 5 & 6	Week 7 to end of SEMESTER
ADD	May add course	No course can be added after the end of week 2		
DROP	May drop course			No course can be dropped after the end of week 6
DO I HAVE AN ACADEMIC OR FINANCIAL PENALTY FOR ADDING OR DROPPING A COURSE?				
ACADEMIC PENALTY FOR ACTION TAKEN				
	Weeks: 1 & 2	Weeks 3 & 4	Weeks 5 & 6	Week 7 to end of SEMESTER
ADD	No penalty	Not applicable: cannot add course after end of week 2		
DROP	No penalty	Student receives a 'W' grade for course. No credit for course awarded. Does not affect GPA.	Student will receive a grade based on up-to-date performance Credit for course awarded. Does affect GPA	
FINANCIAL OBLIGATIONS/PENALTY FOR ACTION TAKEN				
	Weeks: 1 & 2	Weeks 3 & 4	Weeks 5 & 6	Week 7 to end of SEMESTER
ADD	Charged for course	Not applicable as no course can be added after end of week 2		
DROP	Charge: No	Charge: Yes 50% of the listed Catalog Fees	Charge: Yes 100% of the listed Catalog Fees	
In the event of a refund, it will first cover any outstanding balances before being issued to the student.				

UP TO WHEN MAY I ADD/DROP A COURSE DURING THE IRREGULAR TERMS (SUMMER I, II & WINTERIM)?				
	1 st Class session	2 nd class session	3 rd class session	4 th class session to end of irregular term
ADD	May add course	No course can be added after the end of 2 nd class session		
DROP	May drop course			No course can be dropped after the end of 4 th class session
DO I HAVE AN ACADEMIC OR FINANCIAL PENALTY FOR ADDING OR DROPPING A COURSE?				
ACADEMIC PENALTY FOR ACTION TAKEN				
	1 st Class session	2 nd class session	3 rd class session	4 th class session to end of irregular term
ADD	No penalty	Cannot add course after the end of the 1 st class session		
DROP	No penalty	Student receives a 'W' grade for course. No credit for course awarded. Does not affect GPA.	Student will receive a grade based on up-to-date performance Credit for course awarded. Does affect GPA	
FINANCIAL OBLIGATIONS/PENALTY FOR ACTION TAKEN				
	1 st Class session	2 nd class session	3 rd class session	4 th class session to end of irregular term
ADD	Charged for course	Not applicable as no course can be added after 1 st class session		
DROP	Charge: No	Charge: Yes 50% of the listed Catalog Fees	Charge: Yes 100% of the listed Catalog Fees	

** The above may not apply during specific promotional campaigns and/or scholarships run by the University. In this case, students retain the right to comply with the obligations and rights as mentioned on their own admission letters or special written agreements with the University. If accommodations have been made for late arrival, no refunds are pertinent, as this is after the Add/Drop (1st week of classes).

Scholarship recipients (partial or full) will lose their awarded scholarship and/or tuition reduction in case of late course drops and will be entitled to pay the listed Catalog fees, corresponding to the number of weeks that have transpired since the initial course commencement (not applicable to International students on Visa status as they need to adhere to the rules and regulations as outlined in their official letters).

Reminder on Add/Drop

- An Add/Drop form signed by both the course instructor (and Mentor) and student must be submitted to the Office of the Registrar for processing.
- Once the Add/Drop period ends, students may no longer add a course.
- In the event of a refund, it will first cover any outstanding balances before being issued to the student.
- Note for financial aid recipients: students who drop a course past the second week of classes (during a regular term) or the second-class session (during an irregular term) will be required to pay for the course when they retake it or a substitute to cover the category’s requirement. Awards cover courses only once.
- International students participating in the MBA program in Nashua can add/drop a course without financial penalty during the first week of classes. Students who drop a course during the second week are eligible for a 50% fee return. No financial return is provided for students dropping a course from week three onwards in which case students have to retake the course with full tuition payment. A reduction in the course load can impact your student visa status.

IRREGULAR COURSES

There are three types of ‘irregular courses’: (a) Directed Study (b) Independent Study (c) Course Audit. These courses are irregular because either they are offered in a setting that is different from the traditional classroom set- up or they do not award credits that count towards your graduation requirements. Students need to request approval for irregular courses.

IRREGULAR COURSES				
Definitions				
Directed Study	When a catalog approved course is offered on a one-to-one basis for a student (for a maximum of 3 students) then the course is said to be offered as a ‘directed study’.			
Independent Study	An independent study is the study, on a tutorial basis, of a topic not covered in course offerings listed in the catalog.			
Audit	A student ‘audits’ a course when he/she enrolls and attends but does not receive a grade, and therefore, credits for it. An audited course does not count towards your graduation requirements.			
Eligibility		Directed Study	Independent Study	Audit
Freshmen		Not Eligible		
Sophomores		✓	Not Eligible	✓
Juniors		✓	✓	✓
Seniors		✓	✓	✓
Graduate Students		✓	✓	✓
Ph.D. Students		Not Eligible		

	Conditions	Directed Study	Independent Study	Audit
	Student should be in good academic standing	✓	N/A	N/A
	Course required for student to graduate in a timely fashion	✓	✓	N/A
	Course requested is included in University Catalog	✓	N/A	✓

Course requested is not included in University Catalog	N/A	✓	N/A
Should fulfill a program requirement	✓	✓	N/A
Comply with Federal regulations regarding award of Academic Credit	✓	✓	✓
Other conditions as defined by the Provost	✓	✓	N/A
Special Conditions			
Directed Study	<p>Designated faculty must be full time. If not available an adjunct faculty member may be designated.</p> <p>Some courses are not offered as directed studies due to special characteristics of the content (e.g., math, computer programming, etc.) and/or required methodology (e.g., lab work, etc.).</p> <p>Freshmen (first year undergraduate students) are discouraged to request a directed study. Under special circumstances they may be granted the right to register in a directed study after submitting an Appeal to the Office of the Provost.</p> <p>Students on scholarship of 50% of tuition or more that request a directed study will be subject to a fee which is equivalent to the regular University per credit fee for the course category that the request addresses.</p> <p>Student may not exceed a total of 4 directed studies in fulfillment of their degree requirements.</p> <p>Conditions for a course to be offered as a directed study:</p> <p>When students are unable to graduate in a timely manner because the course is not scheduled in time to meet their needs.</p> <p>When students wish to complete a Major/Minor and the major/minor courses are not scheduled often enough due to the limited number of students in the Major/Minor.</p> <p>When students cannot attend a regularly scheduled course due to documented circumstances beyond their control. Please note that inability to attend because of work schedule is not a valid condition.</p> <p>When the number of students registered in a class does not meet the required minimum number of registrations to run as a regularly scheduled class. (The final number of actual registrations is calculated at the end of the second week of the term.)</p> <p>Other circumstances as determined by the Provost.</p>		
Independent Study	<p>Designated faculty must be full time. If not available an adjunct faculty member may be designated.</p> <p>Faculty will only undertake independent studies in their discipline. Exceptions must be appealed directly to the Office of the Provost.</p> <p>The first draft of the completed independent study form must be submitted to the supervising faculty member no later than the seventh week of the term prior to the term in which the independent study is to be completed.</p> <p>Students on scholarship of 50% of tuition or more that request a directed study will be subject to a fee which is equivalent to the regular University per credit fee for the course level and category that the request addresses.</p>		
Audit	<p>Students who wish to 'audit' a course, that is, attend scheduled classes but not to earn credits, may do so on a space available basis with the permission of the registrar and the instructor. The registrar shall determine whether there is space available.</p> <p>The instructor determines whether the potential auditor is appropriately prepared for the course in question and whether the potential auditor can attend the course without disruption or any detriment to the regular students who will attend.</p> <p>Auditors may be admitted to a class beginning in the week immediately before class is scheduled to start.</p> <p>The auditing fee for a course is 50% of the listed Catalog fees.</p>		

Approval Required by (in order of processing)		Directed Study	Independent Study	Audit
		Mentor	✓	✓
Program Director/Coordinator		✓	✓	
Instructor (consent)		✓	✓	✓
Provost		✓	✓	
Procedure		Directed Study	Independent Study	Audit
		Student contacts faculty to propose collaboration, check availability, and receive approval		✓ (check interest & availability)
Retrieve forms from student portal or pick-up from Registrar's office		✓	✓	✓
Meet with Mentor to approve (sign) application		✓	✓	✓
Mentor/Student submits form to Program Director/Coordinator for approval		✓	✓	
If request is approved Program Director/Coordinator appoints supervising faculty		✓	Student secures instructor's agreement before submitting the Application	
Designated faculty accepts appointment by signing application		✓	✓	
Approved application forwarded to Registrar's Office for Provost's Approval		✓	✓	
Provost Approval		✓	✓	
Registrar's notifies Director/Coordinator/Mentor/Student of final decision		✓	✓	✓
Registrar's processes registration if request approved		✓	✓	✓
Structure				
Directed Study	<p>The learning outcomes and course credits of the directed study must meet those of the regularly taught course.</p> <p>Contact time with the relevant faculty member is scheduled for at least six (6) two hour sessions (a total of at least 12 contact hours) for a 3-credit course.</p> <p>The faculty member and the students are free to arrange the times for their meetings, but at least one meeting is held at the beginning of the directed study where the objectives, the activities, the standards for assessment and the rest of the schedule are all agreed on (A record of this will be filed with the Office of the Registrar as the equivalent of a syllabus). In addition, one meeting will assess students' progress and one meeting (at the end of the study) will conclude the work done and allow time for student presentations, demonstrations and/or reports to be delivered to the faculty member.</p>			
Independent Study	<p>With the approval of the department chair or program coordinator/director, the student and faculty member agree upon the subject, but the responsibility for developing and completing the independent study lies primarily with the student. Faculty will only undertake independent studies in their area of expertise and will be limited to 3 per academic year. Exceptions must be appealed directly to the Office of the Provost.</p>			
Audit	<p>It is a regularly scheduled course that you are attending as you would any of your other courses for that semester/term. The fundamental difference is that as opposed to the other students, the assessment criteria for the course are not applicable to you as you will not be graded and will not receive credits for it.</p>			

LEAVE OF ABSENCE, PROGRAM WITHDRAWAL & RE-ADMISSION

On occasion, due to unforeseen circumstances, students may need to interrupt their studies for a period of time, or, may need to withdraw from their program of study. In both cases, students need to follow specific procedures.

Leave of Absence (Stop-Out) & Program Withdrawal (Drop-Out)		
Definitions		
Leave of Absence	A Stop Out (Leave of Absence) is a temporary stop from your studies. Students may request a Leave of Absence for a period up to one year.	
Program Withdrawal	It is a request to withdraw from your program and subsequently from the University.	
Eligibility		
	Leave of Absence	Program Withdrawal
Freshmen	✓	✓
Sophomores	✓	✓
Juniors	✓	✓
Seniors	✓	✓
Graduate Students	✓	✓
Ph.D. Students	✓	✓
Conditions		
	Leave of Absence	Program Withdrawal
Student should be in good academic standing	✓	N/A
Cannot be an International student	✓	N/A
May be approved for up to one year during the duration of student's program	✓	N/A
Should submit appropriate request for approval	✓	✓
Subject to financial penalty if University is not notified through the appropriate procedure	✓	✓
Date of submission of the appropriate paperwork is the date used to determine any financial obligation by the student and in the event of a refund by the University	✓	✓

Special Conditions		
Leave of Absence	<p>A maximum of 3 leave of absences may be approved before additional coursework or requirements may be imposed on a student.</p> <p>Students requesting a leave of absence should be in good financial standing. Students on academic probation can petition but may be required to reach good standing (i.e., to raise their GPA) before approval is granted.</p> <p>Students who have not submitted a leave of absence form will remain enrolled, will be required to pay tuition for that term and will receive grades appropriate to the course work completed that will be recorded on the transcript.</p> <p>Students who fail to register upon expiration of their leave of absence or have not been granted a leave of absence will lose their continuing status after one calendar year from the point of withdrawal and will need to contact the Office of Admissions to re-apply.</p> <p>If a student is re-admitted he/she will need to follow the catalog in effect at the time of their re-admission.</p> <p>Students not registering for a specific term within the academic year will be subject to a stop-out fee.</p> <p>A request for a Leave of Absence may be submitted by:</p> <p>A student who knows in advance that they will not be enrolling for a specific term.</p> <p>A student facing extenuating circumstances that necessitate the suspension of his/her studies (military service, medical emergency, family emergency, hardship).</p> <p>A student that wishes to study at another institution of higher education for a period that does not exceed a calendar year. (Credits earned, may be transferred toward the fulfillment of Hellenic American University degree requirements.)</p> <p>A student that wishes to complete their last semester of study at another institution.</p> <p>Note that students requesting a leave of absence to complete their last semester at another institution of higher education need to have the credits to be earned pre-approved, in order to satisfy Hellenic American University graduation requirements.</p>	
Program Withdrawal	<p>Students requesting to withdraw from a program, or the University must submit a written and signed "program withdrawal form", regarding their decision to drop out to their mentor. The date of submission of the form is the date used in determining if a tuition refund is due.</p> <p>Students who do not submit a program withdrawal form will remain enrolled and will be required to pay tuition for that term and will receive grades appropriate to the course work completed. Failure to withdraw officially may result to failing grades recorded on the transcript. Students who drop out of a program without informing the University through the Program withdrawal Form and without remaining in good financial standing will not be able to collect grades and transcripts.</p> <p>Students, who have not been enrolled for two consecutive terms and have not been granted a leave of absence or fail to register upon expiration of their leave of absence will be notified and will be administratively withdrawn from their respective programs.</p>	
	Approval Required by (in order of processing)	
		Leave of Absence
		Program Withdrawal
Mentor		✓
Program Director/Coordinator		✓
Provost		✓

Procedure	Leave of Absence	Program Withdrawal
Retrieve forms from student portal or pick-up from Registrar's office	✓	✓
Meet with Mentor to approve (sign) application	✓	✓
Mentor/Student submits form to Program Director/Coordinator for approval	✓	✓
Approved application forwarded to Registrar's Office for Provost's Approval	✓	✓
Provost Approval (Required for action to be effective)	✓	✓

Students, who have not been enrolled for two consecutive terms and have not been granted a leave of absence or fail to register upon expiration of their leave of absence will be notified and, subsequently, will be administratively withdrawn from their respective programs.

RE-APPLYING FOR ADMISSION

What does re-apply for admission mean?

Students who lose their continuing student status, are required- according to University policy- to re-apply for admissions to the University. In effect, the student needs to submit a new Admission application along with all required supporting documents. The Admission Committee will review the application.

When is a student required to re-apply for admissions?

A student will need to re-apply for admission to the University if the following conditions apply:

- If a calendar year has elapsed from their withdrawal date (drop out or Administrative)
- If a student fails to register upon expiration of their leave of absence
- If a student has not been granted a leave of absence, they will lose their continuing status after one calendar year from the point of withdrawal

Important points:

- If a student is re-admitted, they will need to follow the catalog in effect at the time of their re- admission.
- Students who have withdrawn from the University may re-enroll if the time elapsed between their withdrawal and return is less than a calendar year.
- Students re-applying for admission need to meet the Admission requirements and follow the procedures in place at the time of application. For students who are dismissed from the University, a minimum of one year must elapse from the time of dismissal until re-enrollment.
- Re-admitted students must follow the catalog in effect at the time of their re-admission and meet any outstanding financial obligations to the University as a condition to re- admission.

Student Assessment

How is student performance assessed?

Learning outcomes are assessed by a combination of formal examinations, written assignments, individual and group projects, case analyses and classroom discussions – this depends on the competencies to be attained in the course and the assessment procedures most relevant to those competencies. Formal examinations, including both midterms and finals, are administered in most courses to assess broad educational excellence in critical thought, oral and written communications, quantitative skills, and ethical reasoning.

What are the criteria used in assessing work in the Undergraduate programs?

Criteria used in the formal assessment process may be all or some of the following:

- Critical thinking: the ability to critically and creatively analyze is considered extremely important for students who aim at obtaining professional positions.
- Soundness of the conclusion: it is important that students' work is well organized and has a well-thought-out conclusion.
- Relevance: students must be able to produce relevant work in a suitable format.
- Integration of the subject material: students are expected to relate a variety of real-life situations to what they have been taught in their degree program.
- Demonstration of original thought, innovation, argumentativeness and quality of conclusions within stated deadlines are highly considered.
- Grading is one of the primary means of communicating the student's performance and level of competence in and understanding of the subject matter.

What are the Criteria used in assessing work in the Graduate programs?

Criteria used in the formal assessment process may be all or some of the following:

- Evidence of critical thinking: the ability to make thoughtful distinctions and to analyze creatively is considered extremely important.
- Soundness of argumentation: students' work should be well-organized and have a well-thought-out conclusion.
- Relevance: students must be able to produce applicable work in a suitable format.
- Integration of the subject material: students are expected to be able to relate what they have been taught in their degree program to a variety of real-life situations.
- Demonstration of original thought and innovation are highly valued.

GRADING

For the purpose of communicating the level of performance achieved the following scales have been adopted:

GRADING SCALES					
Letter Grade	Corresponding Numeric Scale	Descriptor	Applicable for Undergraduates	Applicable for Graduates	Applicable for Ph.D.
A	4.0	Distinguished performance	✓	✓	✓
A-	3.7	Excellent performance	✓	✓	✓
B+	3.5	High Performance	✓	✓	✓
B	3.0	Good Performance	✓	✓	✓
B-	2.7	Above Average	✓	✓	
C+	2.5	Slightly exceeds expectations	✓	✓	
C	2.0	Average	✓	✓	
C-	1.7	Below Average (***)	✓		
D	1.0	Almost failing	✓		
F	0	Failing	✓	✓	✓
W	Withdrawn from course with no grade recorded		✓	✓	
WF	Withdrawn from course with grade recorded		✓	✓	
I	Incomplete (**)		✓	✓	✓
HP	High Pass		✓	✓	
P	Pass		✓	✓	
LP	Low Pass		✓	✓	
NP	No Pass		✓	✓	✓

(***) Undergraduate students must pass required core courses in their major with a grade of C- or better to successfully fulfill requirements towards graduation. If they fail to do so in any one course, they must retake the course and achieve a grade of C- or better.

(**) In rare instances students may not be able to finish all work-related materials for the Professor to award a grade. In these instances, a grade of "I" may be issued. All "I" grades must be changed no later than the end of the following semester or they automatically convert to a grade of "F". Incomplete grades can be granted only to students that have completed 40% of course assignments, as defined in the course syllabus or upon Provost approval. There is a limit to 18 credits per student at the undergraduate level and 12 credits per student at the graduate level.

Professors may make changes to grades based on new information received, and inquiries and appeals from students. Grade changes must occur within a 6-month period to be considered legitimate.

Explaining the Scales:

- Marks in the "A" range are reserved for exceptional work that exceeds course expectations.
- Achieving that level of scholarship is your responsibility.
- Marks in the "B" range are allocated to work that fulfills course expectations. Marks in the "C" range are assigned to work that is complete but weak.
- Marks in the "D" range, applicable only for undergraduate programs, are assigned to work that is very weak.
- Marks in the "F" range are assigned to work that does not meet learning objectives.

- Grade Forgiveness Policy: Students can retake one course (graduate or undergraduate) and get re-graded with the original grade being dropped from the transcript. Grade forgiveness is open to all grades (not limited to C and D grades) and can be implemented only once in a student's course of studies. Grade forgiveness is not applicable in case of a student failing a course as a result of breaching academic integrity. Students cannot reinstate the forgiven grade if that grade is higher than the one then received when they retook the course as a result of applying for a grade forgiveness.

Matriculation & Graduation

ACADEMIC PROGRESSION, PROBATION & DISMISSAL

Students are required to remain in good standing throughout their studies.

Good Standing:

- For graduate students, a cumulative Grade Point Average (GPA) of 3.00 and above.
- For Undergraduate students, a cumulative Grade Point Average (GPA) of 2.00 and above.

Academic Probation:

- Students who remain below the GPA requirements of their programs for two (2) consecutive regular semesters are placed on Academic Probation.
- Once their GPA is raised to 2.00 and 3.00 respectively, the student is reclassified as being in 'good standing'.

Dismissal:

- Students that remain on Academic Probation for two (2) consecutive regular semesters are subject to dismissal from the University.
- A dismissed student may not re-apply for Admission to the University before a full year has elapsed from his dismissal.
- Students who are not in good standing, that is have not been able to maintain a cumulative GPA of 2.00 and 3.00 respectively, at the time of completion of their academic requirements for graduation, are subject to dismissal from the University.

Readmission:

- Students who have not attended classes for a full calendar year and have not been granted a leave of absence will lose their status as continuing students and will be required to re-apply for Admission following the procedures and meeting the requirements in effect at the time of application.
- Re-admitted students will fulfill their degree requirements based on the catalog in effect at the time of their readmission.
- Ph.D. students, who do not attend any of the pre-scheduled classes, will lose their continuing status and will need to attend the classes they missed before continuing their studies in the Ph.D. Program. Also, any students who lose their continuing status are subject to scholarship cancellation or re-evaluation.

Requirements for Financial Assistance Recipients:

All financial aid recipients need to maintain a minimum GPA, which varies according to the kind of aid they receive. Here is a table of GPA standards for need- and merit-based scholarships:

Scholarship Type	Minimum GPA	
	Undergraduate	Graduate
Need-based		
All need-based scholarships	2.00 (for award)	3.00 (for award)
	2.50 (for maintenance)	3.25 (for maintenance)
Merit-based scholarships		
Academic Excellence Scholarship	3.70	3.70
Departmental Scholarship	3.50	3.50
Community Involvement Scholarship	3.00	3.25
Corporate Scholarship	3.30	3.30

DEGREE LIMITS

Undergraduate students must complete all requirements for their degree within 8 years (Associate degrees within 4 years) of the date of initial enrollment, excluding any granted leaves of absence. Graduate students need to complete their degrees within five (5) years from the initial enrollment, excluding any granted leave of absence. PhD students cannot surpass 8 years of enrollment (Provost and Director of the Program need to determine otherwise). PhD status of enrollment is determined by Progress Reports.

Graduation

Graduation Requirements (Academic)

- Students must be in good academic standing at the time of graduation that is a minimum cumulative GPA of 2.00 for undergraduates and 3.00 for graduates. Undergraduates need to have passed all required core courses of their program with a C- and above to be considered as having successfully met their requirements for graduation. Graduate students are not allowed to receive more than 1 F or 3 Cs.
- Students must have completed all requirements for their programs (number of credits required as well as course requirements) as defined in the catalog of their studies, which is the catalog in effect at the time of their admission to their program. Students that have declared a change of catalog follow the requirements of their selected catalog (please refer to the catalog governing your program to determine the number of credits you require to graduate).
- Program end date is the date that students complete all program requirements including successful defense of their approved dissertation. Program end date may be at any given point during the academic year. The program end date is communicated to the Registrar Office by mentor and will appear on the official transcript. Degrees are awarded after approval by the Faculty Senate. Degrees are approved twice a year in June and November. Once a degree has been awarded then this will be also tagged on the official transcript. Commencement happens when students are able to walk at scheduled convocation. Graduation takes place once a year in June at the Athens campus

Graduation Requirements (Non-Academic)

In addition to the academic requirements that one needs to meet to be eligible for graduation, prospective graduates need to adhere to a list of nonacademic requirements. These are:

- Submit a Graduation Application
- Mid-Spring Semester, the Registrar Office will contact all prospective graduates and request that they fill out and submit for approval their graduation application. Prospective graduates are required to:
- Print and review the form carefully.

- Make any corrections needed (paying particular attention to the spelling of their name in English - verifying that it is spelled as it appears in their official documents such as a passport or ID card). If changes to the spelling of their name are made, prospective graduates should submit a copy of an official document reflecting it.
- Sign the form.
- Return the form to the Registrar's Office by the designated deadline.
- Submit to the Registrar's Office any requested document missing from student file.
- As part of the Graduation process, the Registrar's Office conducts a document audit to verify that all students' files are complete. In the event documents are missing from student files, the Registrar's office will notify you immediately so as to submit them.
- Pay the graduation fee.
- Pay any outstanding balance to the University.
- Student must have met all financial obligations to the University (including the payment of the graduation fee). In the event of a balance due, the degree and all services (both unofficial and official transcripts, verifications, and any other University issued document) will be withheld until such a time that the balance has been settled.
- Complete the Graduation Survey.
- The survey will be available through the Student Portal. Prospective candidates will be notified by the Office of Student Affairs & International Programs to access it when it becomes available.
- Failure to complete the survey will also result in the withholding of all University services.
- Submit the Graduation Checklist duly signed by all listed departments.
- This form needs to be submitted to key departments for Graduation Clearance. Each department will verify that you are clear for graduation and sign off on your form. Once you receive all clearances the form should be submitted to the Registrar's Office. Below are the departments you need to receive clearance from:
 - ✓ Financial Services: Responsible for verifying that you have met all financial obligations to the University including paying the Graduation fee. Please note that the fee is mandatory for all candidates irrespective of whether one plans on attending the Graduation Ceremony.
 - ✓ Office of Student Affairs & International Programs: Responsible for verifying that you have completed the Graduation Survey. Undergraduates also need to receive clearance for the completion of their 'Politis requirement'.
 - ✓ Library: Responsible for verifying that you have returned all borrowed books to the library. If you have a capstone requirement as part of your program, you will also require verification that an electronic copy of the capstone has been submitted to the library for archiving.
 - ✓ Registrar's Office: This should be your last stop as the Registrar's Office is responsible for verifying that you have met all your graduation requirements including the submission of your Graduation Application and any requested outstanding documents.

Honors

Undergraduate students who have earned at least 50% of their credits at Hellenic American University graduate "Summa Cum Laude" if their GPA is 3.91 or above; "Magna Cum Laude" if their GPA is 3.81 to 3.9; and "Cum Laude" if their GPA is 3.71 to 3.8. Honors are recorded on a student's transcript and diploma when his/her degree is conferred.

Financial Aid & Scholarships

Hellenic American University is committed to helping students with exceptional promise enroll in appropriate academic programs and through academic study and application succeed in their quest to acquire knowledge and competencies that will make a difference in their personal and professional lives.

Current and prospective students may apply for Financial Aid and/or Scholarships at the beginning of their studies or after completion of 50% of credits required for graduation. If eligible, students may also use alternate sources for financing their education such as loans (Federal student aid or Credit Based Loans) or, if applicable, Veterans Benefits. The University provides three types of financial assistance: need-based scholarships, merit scholarships and corporate study grants. Although all University funded financial aid is awarded for the duration of studies, all financial awards are reviewed annually and can be suspended or revoked if a student does not maintain academic standing appropriate to the award or does not demonstrate appropriate conduct within the University as outlined in the Student Handbook (see Code of Student Ethics).

International students are not eligible for need based Financial Aid. All international students are required to provide proof of sufficient sources of funding to cover their educational expenses (tuition, fees and living expenses) before the University issues the necessary documents in support of their student visa application.

Scholarship recipients (partial or full) will lose their awarded scholarship and/or tuition reduction in case of late course drops and will be entitled to pay the listed Catalog fees, corresponding to the number of weeks that have transpired since the initial course commencement (University's Catalog section: Add/Drop Policies, Student Handbook section: Add/Drop Course Policy).

TYPES OF FINANCIAL AID

Non-University Funded Financial Assistance

Non-University Financial Assistance Sources

Eligible students may seek non-University funded Financial Assistance. Students may apply either for Federal Student Assistance or Credit based loans (Private Education Loans). For additional information on Federal assistance and a quick reference guide on how to apply for it, please visit the [Federal Student Aid](#) webpage. If you are a Veteran you might be eligible to receive educational assistance under any of the programs administered by the [Veterans Benefits Administration](#). For additional information, you may visit the [Education and Training](#) section of their webpage.

University Funded Financial Assistance

Need-Based Scholarships

Need-based scholarships are awarded to applicants with demonstrated financial need. Although need-based scholarships may cover a significant part of tuition fees in the case of exceptionally needy students, the University's financial resources are limited, and it cannot guarantee that all needs will be covered in all cases. Continuing students applying for need-based scholarships should be in good academic standing at the University (a GPA of 2.00 and above for undergraduate students; GPA 3.00 and above for graduate students) at the time they apply.

Merit-Based Scholarships

Merit scholarships are awarded to applicants with exceptional academic achievement, leadership potential or involvement in community service, depending on the particular type of scholarship. Recipients of these scholarships need to maintain a higher GPA than need-based recipients. Applicants may apply for the following Merit-based Scholarships:

MERIT-BASED SCHOLARSHIPS		
Discount %	Scholarship Awarded	
	Undergraduate	Graduate
Variable. Scholarship will be determined by the Financial Aid Committee, which will evaluate your academic record, evidence of leadership potential and community involvement. If Departmental Scholarships the Committee will also take into consideration the Departmental support statement.	Academic Excellence	
	Departmental Scholarship	Leadership
	Community Involvement	

Corporate Scholarships

The Corporate scholarship program aims to identify and support successful professionals with leadership potential. It provides sponsoring organizations with merit-based partial or full tuition subsidies for selected employees. Contact the Financial Services Office to see if your company participates in the corporate scholarship program and if not, how it can join.

All three types of scholarships cover tuition charges for courses to be applied toward a degree. They do not cover fees or tuition for courses dropped following the add/drop period. Additional requirements may apply.

APPLYING FOR FINANCIAL AID

New Students

If you wish to be considered for financial aid, you will need to complete and submit the Financial Aid Application (available from the Financial Services Office or the Admissions Office) along with any support documents that are pertinent to the award type you seek. You may submit an application either with your Admission's application or after you have been accepted. Please note that your application will be reviewed only after you have been unconditionally accepted by the University and have paid the non-refundable deposit due at the time of acceptance to secure your place.

Continuing students...

You may apply for a need and/or merit-based scholarship if you meet the GPA requirements in place for the respective awards. Financial aid applications along with all relevant supporting documentation should be submitted to the Financial Services Office located at 22 Massalias Street, 6th floor. Applicants will be notified of the decision of the Financial Aid Committee upon completion of the review of their application.

If you are a current student that has applied in the past but was not granted Aid ...

You may reapply for need and/or merit-based awards if a) a full academic year has elapsed from your last financial aid application review by the Committee and b) you meet the GPA requirements applicable to the type of assistance you seek c) you are in good financial standing

If you are a current recipient and wish to request an award adjustment...

Adjustments to existing awards take place upon the following conditions a) you have completed the 50% of the required credits for Graduation b) meet the GPA requirements applicable to the type of assistance you seek and c) you are in a position to document the changes in support of your request e) you are in good financial standing with your existing financial plan
Renegotiations of financial awards take place at the beginning of the fall and spring semesters.

Things you should remember

Where do I find the Financial Aid Application?

You can download the application from our website, or you may pick up a copy at the Office of Admissions and the Financial Services Office. The application can also be located on the Academic Resources tab of the student portal.

What are the application deadlines for need-based and/or merit based Financial Aid?

ACADEMIC YEAR		2024-2025
FALL		2024
Financial Aid Merit/Need Continuing Students	New Applicants	August 31
	Request for current award revision Continuing Student applicants submitting request for additional aid may apply up to a week before the start of the Fall semester provided that one Academic year has elapsed from the award day of their original grant.	August 31
Financial Aid Merit/Need Entering & Transfer Students	Requirements to review application: Unconditional acceptance by the University. Non-refundable deposit has been paid to secure position.	Submitted along with Admission's Application.

How much financial aid is provided?

For need-based scholarships, the amount of financial aid you receive depends on you and your family's financial circumstances and on the availability of the University's financial resources. For merit-based scholarships, the Financial Aid Committee will examine your academic record, evidence of leadership potential and other factors.

Can I apply for both need-based and merit-based financial assistance?

Yes. You may submit both a need-based and merit based financial request but the total award you will receive may not exceed the 65% of your program's tuition charges.

What supporting documents do I need to submit to be considered for financial aid?

In addition to the financial aid application, for need-based scholarships you need to supply copies of your and, if applicable, your family's most recent tax return. For more information, talk to one of our staff members in the Financial Services Office.

Does the Financial Aid Committee only consider financial criteria, or does it review academic ones as well?

For need-based scholarships, the Financial Aid Committee first determines your level of financial need. Merit-based scholarships are awarded based on the student's academic record, demonstrated leadership potential and community service. That said, given the constraints on the University's financial resources, in cases where two applicants have the same need, the University may award slightly more aid to the candidate with the stronger academic record.

Is there a limit on total family income for financial aid?

No. The University recognizes that financial need is a function of various factors, including total income but also financial obligations, number of other dependents studying, etc.

What is the University's payment policy and late payment policy?

Students are required to pay their tuition in two installments per academic year. The 1st installment is

due upon registration for the Fall semester and the 2nd upon registration for the Spring semester. In extenuating circumstances, students may make contracted arrangements with the Financial Services Office. Such arrangements are negotiated in the Fall and have a specific payment plan which covers a fixed time period.

Late payment policy

It is the student’s responsibility to ensure that payment arrangements are made in a timely manner.

If tuition fees are not paid on time, a monthly charge of 75€//\$ will be applied to a student’s account until the outstanding amount is cleared. This policy is applicable to all students.

For sponsored students, if a third party such as a parent, guardian or a company makes payments on their behalf, it is the students’ responsibility to communicate any overdue balances and the required payment timeline to the sponsor.

Students receiving financial aid or scholarships risk losing part or all of their awarded amounts if payments are not made on time.

Overdue accounts will be subject to financial holds, restricting future registration and access to academic records.

A financial hold is placed on accounts with outstanding fees, preventing enrollment in courses, access to the learning platform, and retrieval of academic documents such as transcripts. To have the hold removed, outstanding fees must be paid in full.

Are scholarships provided for the duration of the entire program?

Financial aid is awarded for the cost of the entire program but is reviewed each year considering the student’s current academic standing. All financial aid recipients need to maintain a minimum GPA, which varies according to the kind of aid they receive. Here is a table of GPA standards for need- and merit-based scholarships:

Scholarship Type	Minimum GPA	
	Undergraduate	Graduate
Need-based		
All need-based scholarships	2.00 (for award) 2.50 (for maintenance)	3.00 (for award) 3.25 (for maintenance)
Merit-based scholarships		
Academic Excellence Scholarship	3.70	3.70
Departmental Scholarship	3.50	3.50
Community Involvement Scholarship	3.00	3.25
Corporate Scholarship	3.30	3.30

If I drop a course late, will I lose my scholarship for this course?

Yes, in case you drop a course late, you are entitled to pay the listed Catalog fees for the specific course. The fees correspond to the number of weeks that have transpired since the initial course commencement (University’s Catalog section: Add/Drop Policies, Student Handbook section: Add/Drop Course Policy).

Does financial aid cover tuition, fees and books or only tuition?

Financial aid covers tuition only.

What fees are applicable to award recipients?

In addition to all general, service related and housing fees (if applicable), aid recipients pay a per semester registration fee that is proportionate to the percentage of their award. Please consult the chart below for details.

Fees	Undergraduate Fees		Graduate Fees		Ph.D. Fees		Payable
	Amount	Amount	Amount	Amount	Amount	Amount	
Registration Fee (for Financial Aid recipients only)	€150.00	\$150.00	€150.00	\$150.00	€150.00	\$150.00	Award covering 76-100% of tuition Per semester / payable upon registration
Registration Fee (for Financial Aid recipients only)	€100.00	\$100.00	€100.00	\$100.00	€100.00	\$100.00	Award covering 51-75% of tuition Per semester / payable upon registration
Registration Fee (for Financial Aid recipients only)	€50.00	\$50.00	€50.00	\$ 50.00	€50.00	\$50.00	Award covering 26-50% of tuition Per semester / payable upon registration
Registration Fee (for Financial Aid recipients only)	€0.00	\$0.00	€0.00	\$0.00	€0.00	\$0.00	Award covering 25% of tuition Per semester / payable upon registration

For accounting purposes, the ratio between € and \$ is set to € 1= \$ 1

AWARD PROVISIONS, DUTIES & OBLIGATIONS

Applicable to both Undergraduate and Graduate Awards

University funded financial assistance is awarded based on the following provisions:

Provisions

- Financial Awards are limited and are available to qualified applicants on a competitive basis.
- Award recipients must be students in good academic standing who are enrolled full-time.
- Awards cover tuition charges for courses to be applied toward a degree. They do not cover fees related to courses dropped following the add/drop period as specified in the student handbook or failed courses. Students will be charged for repeated courses including those that replace failed or dropped courses.
- Although financial aid is discounted against the total tuition cost of the program, awards are annual and are reviewed prior to renewal.
- Failure to maintain the minimum GPA and other requirements for a specific type of scholarship may result in the loss or reduction in the scholarship or financial aid awarded by the University.
- Continuing students may reapply for financial aid if their or their family's financial circumstances change, but not more frequently than once a year for graduate students, and once every two years, for undergraduate students. For their application to be considered they must not have any outstanding financial obligations to the University.

Duties & Obligations

University funded financial assistance recipients have the following duties and obligations:

- Scholarship students are expected to further the mission of the institution by assisting in University events.
- All Financial Aid recipients are considered part of the University's Student Assistant candidate pool.
- The University retains the right to call upon award recipients as Student Assistants for the duration of their award.

Student Assistants may:

- Assist with University wide promotional events on and off campus if need be.
- Assist in events organized by the office of Student Affairs & International Programs, such as New Student Orientation and Graduation.

- Be assigned to University projects.
- Be assigned to University Offices/Departments as Administrative or Research Assistants (this can be either a direct appointment or as a result of an interview process following the submission of an application to a vacancy call by the Office of Student Affairs & International Programs).
- Contract responsibilities should a recipient be assigned to a particular Office or Department will be determined by the following chart:
- Your immediate supervisor as assigned to you by the Office of Student Affairs & International Programs will determine duties. The latter retains your overall supervision and will be responsible for your performance evaluation that will be taken into consideration for the renewal of your award.
- Participation in all surveys conducted by the University is MANDATORY. These include but are not restricted to:
- End of Term Class Evaluations Annual Student Satisfaction Survey
- Any other survey as deemed necessary by the University

Chart of Student Assistantship Award Contract Responsibilities	
Applicable to all programs (excluding Ph.D.)	
Percentage of Award	Contract Responsibilities Per Week
60% and above	20
50% to 59%	15
40% to 49%	12
30% to 39%	9
29% and below	7

The University retains the right to cancel the award:

- If as a student assistant, you do not meet the contractual terms as determined by your immediate supervisor and the Office of Student Affairs & International Programs.
- If you do not meet the minimum GPA requirements as determined by your award guidelines.
- If you fail to participate in the aforementioned surveys.
- If you violate any University Policy as is defined under the Code of Student Ethics section of the Student Handbook. This covers both academic misconduct (such as plagiarism) and non-academic misconduct (such as drug use). For details on the Code of Student Ethics please refer to your Student Handbook.

University Policies

Non-Discrimination Policy (among students & faculty/staff)

Students, as well as academic faculty and staff, are expected to behave in accordance with the University's non-discrimination policy:

Hellenic American University follows a non-discrimination policy, and no attribute of any student may be used in a discriminatory way. Violation of this policy will lead to disciplinary action.

Sexual Harassment Policy (among students & faculty/staff)

It is the policy of Hellenic American University to maintain an environment free of all inappropriate conduct of a sexual nature. Sexual harassment in any form is expressly prohibited. Any individual who engages in any conduct that constitutes sexual harassment or that creates a sexually offensive and/or hostile environment will be subject to appropriate action, up to and including disciplinary action or immediate termination.

Management will promptly and thoroughly investigate all allegations of sexual harassment and will take appropriate corrective action. Any student who believes that a violation of this sexual harassment policy has occurred has the responsibility to report the alleged violation immediately to their mentor or to any other representative of Senior Administration. No adverse action will be taken against any individual who reports allegations of sexual harassment, and all reports will be treated confidentially.

Drug-Free Policy

Hellenic American University recognizes that drug and alcohol abuse diminish the integrity of the institution and erodes the strength and vitality of its human resources. It is the intent of the University to educate students and employees about the dangers of drug and alcohol abuse, and to discourage the illegal possession and distribution of drugs and alcohol. Accordingly, HAUUniv adopts the following policy:

It is the policy of this institution that the unlawful manufacture, distribution, possession, use or abuse of alcohol and/or illicit drugs on the Hellenic American University campus or property owned or controlled by the University is strictly prohibited. All categories of employees and students are subject to this policy and to applicable federal and local laws related to this matter. Additionally, any violation of this policy may result in disciplinary actions as set forth in the applicable sections of this policy.

Standards of Conduct

Hellenic American University employees and students are prohibited from engaging in the unlawful manufacture, distribution, dispensation, possession, use or being under the influence of illegal drugs on the University campus, and at off-campus facilities owned or controlled by the University. At on-campus and off-campus events, to the extent that off-campus activities are considered to be University activities, the standards of conduct (of the act) shall apply, and alcohol shall not be abused by those of the legal drinking age of 18 years or older, nor used, possessed or distributed by those who have not attained legal drinking age (18 years or older).

Information & Sanctions

The University will impose appropriate sanction(s) on any employee or student who fails to comply with the terms of this policy. Violation of this policy will result in disciplinary action, including, but not limited to a warning, written reprimand, suspension (with or without pay), dismissal, expulsion, and/or

mandatory participation and successful completion of a drug abuse assistance or rehabilitation program approved by an appropriate health or law enforcement agency.

Any University employee paid from U.S. federally funded grants or contracts, must notify the University of any Criminal Drug Statute Conviction for a violation occurring at the University or while engaged in University activities no later than five calendar days of the conviction.

Penalties, including fines and possible imprisonment are contingent upon local authorities' decisions and law. The University will impose appropriate sanction(s) on any employee or student who fails to comply with the terms of this policy.

Drug and Alcohol Counseling, Treatment and Rehabilitation

Professional advice is available through the University's Counseling Center both for initial assessment and providing students with referrals for professional counseling, treatment and rehabilitation programs available in the local community.

Non-Smoking Policy

Hellenic American University, as an educational institution in accordance with the Greek Laws (Health Law 76017; 82942; Law 3730; years 2002, 2003, 2009 respectively) prohibits smoking on campus. Consequently, HAUniv employees, students and visitors who wish to smoke will be able to do so only outside the buildings.

First violation by a student shall be subject to a review of this policy with the Coordinator of Student Affairs and a warning that a subsequent alleged violation by the student will be subject to discipline pursuant to the student handbook policies and procedures (refer to Student Responsibilities Code of Student Ethics student conduct).

Email & Internet Use

This Policy contains important rules covering e-mail use and access to the Internet. Failure to comply with the rules set out in this Policy may lead to disciplinary action being taken against you, including dismissal.

It is vital that a student reads this Policy carefully. If there is anything that he/she does not understand, it is his/her responsibility to consult either Student Affairs or his/her mentor.

- The University e-mail system is primarily for academic use and for authorized communications for approved student organizations. Occasional and reasonable personal use is permitted.
- The University email account should be used for all communication between students and faculty.
- Messages sent on the University e-mail system are institutional property. Although the institution does not make a practice of monitoring these systems, the University reserves the right to retrieve the contents for legitimate reasons, such as to find lost messages, to comply with investigations of wrongful acts or to recover from system failure or if the institution has reasonable grounds for suspecting that the search will reveal evidence that the user has violated a specific University policy or state law or has committed work-related misconduct. The network system administrator should not monitor or access the contents of electronic files except as noted in this policy.
- Use of institutional equipment for personal use of the Internet may be monitored and recorded. Anyone using this equipment consents to such monitoring. If such monitoring reveals possible evidence of criminal activity or student misconduct, system personnel may provide the evidence of such monitoring to University administration and/or law enforcement officials.
- Use of e-mail is limited to students of the University only. Students or other authorized users are responsible to maintain the security of their account and their password.
- Under no circumstances should you reveal your account password or any other password you

may have been issued, to another person, even if that person is an employee of Hellenic American University.

- Clearly identify yourself and your affiliation with the institution.
 - Be courteous & professional. Under no circumstances should you ever send messages that are defamatory, obscene, offensive or harassing in any way.
 - Treat all attachments in e-mail messages you receive with great care irrespective of who the sender is. If there's anything suspicious about the subject or the name of the file, do not open it.
 - Under no circumstances may a student visit, view, or download any material from any Web site containing illegal material, or material which is offensive in any way whatsoever.
 - Do not download any program, utility, screen saver, or other files from the Internet. Malicious programs or viruses can be hidden within these files that can compromise the computer.
 - Do not forward spam mail to anyone. You may receive 'warnings' about viruses, with the request "send this to as many people that you can".
 - Do not download software onto the Hellenic American University's system without the prior written permission of the network system administrator. This includes software and shareware available for free on the Internet.
-
- For Technical Support issues, see section below
 - Computer or e-mail access: techsupport@hauniv.edu
 - ONLY those unable to email Techsupport should contact the Office of Student Affairs & International Programs
 - Blackboard Learning System – users who have problems or questions should send an e-mail to blackboard@hauniv.edu . Instructions for Blackboard are available through the StudentPortal.

Media

The Hellenic American University (HAUniv) administration respects students, authors, journalists, their rights, and their interests in our vibrant community of scholarship and learning. Our press policies are designed to be responsive to journalists' requests for freedom of access while also minimizing disruption of University activities and respecting our students' rights to privacy.

General Conduct

Both News organizations and the HAUniv Press team must respect the rights of students to decline to be interviewed or photographed. Members of the media may not capture photographic or video images or audio of students without written permission from the individuals involved. News media are not permitted to enter classrooms without securing advance permission from the instructor and notifying the Office of Student Affairs & International Programs. All members of the news media (non-members of the HAUniv extended community) interested in attending events, capturing images on campus or arranging interviews must contact the Office of Student Affairs & International Programs.

Use of the University Name/Logo

When using the Hellenic American University name/logo other than for news, research or documentary purposes, individuals for individual use (even students), entities not affiliated with the University -- such as commercial firms, vendors, contractors, marketing professionals, institutions and service providers -- must adhere to HAUniv guidelines when including references to the institution or its likeness in information intended for electronic or printed publication or dissemination. Questions or clarifications should be addressed to the Director of the Marketing Committee.

Submit News/Multimedia

Articles and submissions of video, audio and slideshows produced by HAUniv students, faculty and/or staff for University use should be submitted to the Media Coordinator. Submitted multimedia will be considered for presentation on the University home page, the Multimedia pages, in news stories or in other University publications.

As the submitter, you must ensure the following:

- that you have permission from all individuals appearing in your article or multimedia to have it published or archived on our website;
- to obtain permission to use all content owned and created by others, including photographs, cartoons, musical compositions and lyrics that are in your production/ publication.

For more information, contact the Media Coordinator at academicaffairs@hauniv.edu.

Social Media Guidelines

Blogs, social networks and Web sites such as Wikipedia, Facebook, LinkedIn, Flickr and YouTube are exciting channels for you to share knowledge, express your creativity and connect with others who share your interests.

Below we present some guidelines that will help you use these forums effectively while simultaneously protecting your personal and professional reputation according to University policies.

The keys to success in social media are being honest about who you are, being thoughtful before you post, and respecting the purpose of the community where you are posting.

Be transparent. Be honest about your identity. Never hide your identity to promote HAUniv through social media. Please be clear that you are sharing your views as a member of the community, not as a formal representative of HAUniv. Never pretend to be someone else and post about HAUniv. Tracking tools enable supposedly anonymous posts to be traced back to their authors.

Be accurate. Make sure that you have all the facts before you post. It's better to verify information with a source first than to have to post a correction or retraction later. Cite and link to your sources whenever possible; after all, that's how you build community.

If you make an error, correct it quickly and visibly. This will earn you respect in the online community.

Be respectful. Show respect for the dignity of others and adhere to the civil and thoughtful discussion of opposing ideas. Some online communities can be volatile, tempting users to behave in ways they otherwise wouldn't. Your reputation, and HAUniv's, is best served when you remain above the fray. You are more likely to achieve your goals or sway others to your beliefs if you are constructive and respectful while discussing a bad experience or disagreeing with a concept or person.

Think before you post. There's no such thing as a "private" social media site. Search engines can turn up posts years after the publication date. Comments can be forwarded or copied. Archival systems save information even if you delete a post. If you feel angry or passionate about a subject, it's wise to delay posting until you are calm and clear-headed.

Maintain confidentiality. Do not post confidential or proprietary information about HAUniv, its students, its alumni, professors, or employees. Use good ethical judgment and follow University policies.

Be aware of liability. You are legally liable for what you post on your own site and on the sites of others. Individual bloggers have been held liable for commentary deemed to be proprietary, copyrighted, defamatory, libelous, or obscene (as defined by the courts). Employers are increasingly conducting Web searches on job candidates before extending offers. Be sure that what you post today will not come back to haunt you.

Don't use the HAUniv logo or make endorsements. Do not use the HAUniv logo, or any other marks or images on your personal online sites.

Do not use HAUniv name to promote or endorse any product, cause, or political party.

Follow a code of ethics. There are numerous codes of ethics for bloggers and other active participants in social media, all of which will help you participate responsibly in online communities. If you have your own social media site, you may wish to post your own code of ethics.

Be a valued member. If you join a social network like a Facebook group or comment on someone's blog, make sure you are contributing valuable insights. Don't post information about topics like University social life or classes unless you are sure it will be of interest to readers. Self-promoting behavior is viewed negatively and can lead to you being banned from Web sites or groups.

All "academic" and "non-academic" regulations governing the actions and interactions of administrative personnel, faculty, and students also apply to and for Incoming Study Abroad students.

Housing Policies

Housing Policies apply to all University Study Abroad and international students staying at Apartments or Hotels arranged by HAUniv. They are as follows:

- All students must respect the premises and leave them in the same condition as when they arrived.
- The University holds the right to inspect the apartments at any time.
- In case of excessive use of electricity, extra charges may apply.
- Illegal Drug Use: Cause for dismissal from housing and University.
- Alcohol: Prohibited in building and apartment entrances, hallways, and outside the building.
- Quiet period: In Greece, quiet hours are legally set during the following periods: 11:00pm – 7:00am, 3:00pm – 5:30pm (April 1st – September 30th) and 10:00 pm – 7:30 am, 3:30pm – 5:30 pm (October 1st – March 31st).
- Guests: Overnight guests: Not allowed. Other guests: Allowed with permission from the Housing Manager and provided that the guest leaves his/her national ID or passport at the Housing Manager's desk and then picks it upon departing from the housing premises. Mandatory notification and approval is required from the Director of Student Affairs & International Programs.
- The process to replace your key costs 42USD.

University Computer Requirement and IT Support Policy

The University aims to provide a seamless learning experience both on-campus and online. All students admitted to the University must possess a computer. A laptop is required due to its portability and flexibility in both classroom and off campus settings. The computer is essential for various academic purposes, including but not limited to classroom engagement, assignments, research activities, examinations, and accessing digital learning resources. Upon admission, whether in the FALL or SPRING semesters, students can avail IT support to configure their computers for optimal performance with University systems and to securely connect to our on-campus networks.

Student Services

THE 'POLITIS PROGRAM OF CIVIC ENGAGEMENT'

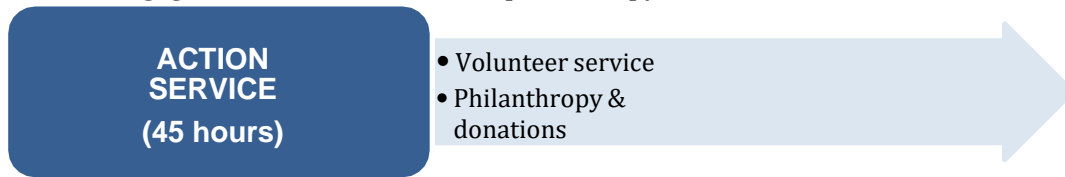
The Politis Program of Civic Engagement aims to sensitize the students of Hellenic American University to community problems and help them develop social, civic, and cultural responsibility. Fulfilling its mission to “educate its students to be global citizens”, Hellenic American University encourages them to engage in at least 45 hours of service-learning activities and community volunteer work before graduation. This is done on an individual basis and through the civic engagement component of specific required courses thus linking the curricular with social and civic responsibility. More specifically, the goals of the Politis program are to:

- Guide students in developing the knowledge, skills and attitudes that will encourage them to serve society as responsible citizens
- Inspire the adoption of values in influencing responsible personal, professional, and civic decisions that promote equity, justice, and the well-being of world communities
- Motivate students to contribute and take leadership roles in their community, employing skills and knowledge they have gained in class
- Incite student passion for life-long learning and personal development

The Politis Program aims to empower students to become responsible, pro-active, creative and innovative citizens, who will work towards achieving optimal solutions to community problems. The program also aims to inspire students to become leaders, who will employ the skills they have acquired in their academic programs to make a positive impact on their community.

Politis Events and Activities – Categories

The activities in which students may involve are action service activities. Action service involves students' engagement in volunteer service, philanthropy, donations, and activism.



Politis Events & Activities: The Curriculum Link

Although volunteerism is not and should not be seen as a mandatory activity, still the fact that it is often undervalued and misjudged has been reason enough to make it an indispensable part of University education. As such, the University has designated two general education requirements and one required course from all majors as a way to meet the program's goals. To achieve this, all designated courses will contain a civic engagement component that will incorporate service-learning appropriate to their respective teaching outcomes. The successful completion of these activities will count for a fixed number of 'Politis' hours. The specific activities and the corresponding hours will be clearly indicated in the syllabus of these courses.

Events & Activities Organized by the University

Events and activities organized by the University are announced by the office of Student Affairs & International Programs via the portal and, in some cases, via email. Among them, students can find a variety of Politis events and activities. These announcements are easily distinguished from the rest as they include the following information:

- the red P initial at the bottom of the announcement/ invitation
- the Politis hours that will be awarded for the specific event

P, 3 POLITIS Hours

Other Civic Engagement Events and Activities

The office of Student Affairs & International Programs will let you know via email about Politis activities which are organized by other institutions. Students may also take part in civic engagement events and activities of their own choice provided that there is an agreement with the Politis Coordinator regarding the relation of the proposed activity with civic engagement and a self-reflection is submitted to the Politis Coordinator afterwards.

If students participate in such civic engagement events or activities, they should arrange a meeting with the Politis program coordinator to:

- Submit evidence (see section below) that they have taken part in the event/ activity
- Discuss the event/ activity and reflect on civic awareness.
- Alternatively, the student may submit to the coordinator proof that s/he has participated in the event and reflected on the event/ activity, using any of the creative ways shown in Table 2.
- Depending on the event/ activity and the amount of time invested in it, the student will be offered the appropriate Politis hours.

Politis Events & Activities Organized by Students

Students' contribution is essential as regards the variety of suggested events and activities. In fact, they are strongly encouraged not only to come up with ideas regarding new events, projects, and activities, but also to inform the Office of Student Affairs & International Programs about interesting events and actions they know or have heard about.

Politis Hours

All undergraduate students must complete 45 hours of Politis activities until graduation. If there are students who find it difficult to meet this 'requirement', due to professional or personal reasons, or, fail to understand the importance of volunteerism or the way this can affect their personal development and lives, they must contact the coordinator of the Politis program. A series of interviews with the Director of Student Affairs and the coordinator of the Politis program will be arranged in order for the student to present their thoughts and objections. Depending on the outcome of the interviews, the student may be granted a reduction in Politis hours or, in exceptional cases, a waiver for the Politis program.

Evidence of Participation in Politis Activities/ Events & Self-reflection

The coordinator of the Politis program keeps a record of students' Politis activities and hours. This is done in the following ways:

- When Politis events or activities are organized by the University, student attendance is recorded via sign-in forms. Students are not required to submit other evidence.
- For certain Politis events organized by the University, such as film viewing and book reading, participation is recorded in sign-in forms which are distributed to students during the discussion session at the end of the event.
- When a student participates in an event/ activity which is organized by another institution, s/he should submit evidence of attendance. This could be a ticket (e.g. for theater, cinema), a certificate (e.g. for seminars), photograph or video (e.g. for activities, such as participation in a marathon or concert), blog post or article (for written civic engagement contributions).

If in doubt about the type of evidence you need to submit, please consult the Politis program coordinator. The table below shows all types of 'proof' a student can submit to the Politis coordinator. Students are encouraged to be as creative as they wish!

Writing	Speaking and Listening	Performing and Creative Arts	Multimedia & Technology
Journals	Panel/group discussion	Role playing/Acting	Tri fold Storyboard
Essays	Presentations	Interviewing Classmates	Scrapbook
Publications	Scenarios for discussion	Mock trial	Video/Photos
Reports		Artistic Collage	Chat room
		Drawing/ Painting	Webpage design
			Twitter/Blog

STUDENT MENTORING

What is Academic Mentoring?

Academic mentoring/advising is an integral part of the Hellenic American University experience. It guides students toward the timely completion of their studies as well as the identification and fulfillment of their academic goals. Students who are admitted to the academic programs of Hellenic American University enroll in appropriate courses with counsel from a mentor/advisor.

While faculty mentors/advisors have specific responsibilities, students also play an active part in the advising relationship. They are expected to initiate contact with their mentors, make final decisions about

academic matters, and accept responsibility for the consequences of their decisions.

What are the mentor responsibilities towards mentees?

- to clarify, plan, and help develop the student's educational and career goals
- to identify academic competencies that need to be acquired or enhanced to achieve stated educational objectives
- to increase the student's awareness of the full range of campus programs and services (library and computer lab use, IT or language courses, etc.)
- to provide the student with accessible advising services by scheduling and maintaining regular office hours
- to recognize problems that might affect the student's academic performance
- to refer students to the appropriate campus support services when needed (Financial Aid, Testing Center, etc.)
- to assist with Registration process
- to keep in close communication and frequent contact with mentees. Mentor-mentee communications should be mentor-initiated.
- to assist students with their career development plans including CV/Resume advice and networking contacts as they near graduation and join the alumni association.

What are the student responsibilities towards their mentor?

- to be familiar with Hellenic American University policies and procedures as outlined in this student handbook and class schedules
- to explore academic programs according to their personal development and career goals
- to maintain high academic performance and seek assistance to develop a plan of action when academic performance declines
- to ask for assistance when needed
- to be familiar with the procedures that require his/her approval and submit requests to him/her in a timely fashion (registration, add/drop/leave of absence/ etc. as applicable).
- To maintain frequent communications and seek feedback

The University places great emphasis on the development of students' personal skills. Every student is expected to manage their own learning process and to be able to work both independently and as a part of a group.

Mentor reassignment

Changes in assignment of student mentees to faculty mentors/advisors may be warranted in a number of cases:

- Changes in chosen majors: Where feasible, students are assigned to faculty in their chosen discipline. Imbalance in student numbers in the various majors may warrant assignment outside of the major upon entry to the University until the final declaration of major is made, at which point students are assigned to faculty in their discipline.
- Academic reasons: The addition of new programs, majors, and minors may necessitate adjustment of mentee assignment to faculty.
- Faculty request based on sheer numbers, given alteration of work load.

- Faculty request based on irresolvable differences.
- Change in faculty employment status.
- Student requests: Personal preference is normally not sufficient reason to request reassignment to a new mentor/advisor. However, it is recognized that there may be situations in which reassignment may be justified, such as for professional reasons or irresolvable differences in which it is in the best interest of the student to be assigned to a new mentor/advisor. See student appeals below.

What is the process to be reassigned to a new mentor?

The Registrar will recommend student reassignment to the relevant Program Director/Coordinator in cases involving changes in major and new program additions. Specific reassignments will be made by the relevant Program Directors/Coordinators.

Student appeals will be made to the Director of Student Affairs, who will address the issue with the mentor/advisor and with the relevant Director/Coordinator before making a recommendation to the relevant Director/Coordinator.

OTHER STUDENT SERVICES

Orientation

Orientation provides an opportunity for new students to get acquainted with the University community.

- When is it held?
- Before the start of the Fall and Spring Semesters respectively.
- Why is it held?
- To introduce incoming freshmen to the U.S. educational system
- To introduce incoming freshmen to Hellenic American University
- New students meet faculty, key administrators, and fellow students,
- Tour the facilities,
- Receive useful information on University procedures and policies,
- Receive information on services and activities,
- Participate in team-building exercises that help them establish relationships with other students,
- Receive basic training on technology resources available including library access.
- Is it mandatory to attend?
- Yes, attendance is mandatory as we introduce University policies and procedures that students need to familiarize themselves with. If you cannot attend, please notify the Office of Student Affairs & International Programs (studentaffairs@hauniv.edu) so you may be excused and arrangements made for an Orientation appointment.
- What do I need to know if I miss Orientation?
- University e-platform credentials (email & Student Portal, Blackboard, Library Access) can be picked up from the Library located on the 4th Floor, 22 Massalias street. New students will receive all their University credentials within the first week of classes. In order to be able to receive your University ID card, a picture (jpeg format) needs to be emailed to studentaffairs@hauniv.edu. Once it is ready to be picked up you will be informed by email to do so.
- Address any questions you might have to the Office of Student Affairs & International Programs.

A special orientation is held for International Students to address residence permit requirements and any other issues pertinent to them. Furthermore, an Orientation specifically designed for Study Abroad Students takes place every Semester and Session. During this, the specifics of HAUniv and details regarding life in Athens are addressed (including safety issues, emergency procedures and health providers, or practical questions such as where to do laundry or where one can go to exercise). Students are officially welcomed during this time and given an in-depth view of our University. In addition, academic program specific orientation sessions are conducted by each program director at the beginning of each regular session.

Library Hours & Contacts

Winter hours (September – June) Monday-Thursday: 9:30-19:30 Friday: 9:30-18:30; Saturday-Sunday: Closed	Summer Hours (July –September) Monday-Thursday: 9:00-18:30 Friday: 9:00-17:00; Saturday: Closed The Library is closed for the month of August
The library is located at 22 Massalias Street, 4th Floor Front Desk email: library@hauniv.edu The library is closed to the public on official holidays. Under certain circumstances, Library opening hours may change. When it does, an announcement will be posted on our webpage and the student portal.	

The library of the Hellenic American University provides high-quality training, tools, technologies and support to facilitate student learning, faculty research, and the achievement of the University’s overall mission. Information on key research skills, learning resources, and how to access information can be found in the [Library handbook](#).

Collections & Resources:

- More than 35,000 volumes or print resources.
- A collection of rare and special interest books; these are available by permission for limited use within the Library.
- Access to extensive online resources consisting of subscription to digital book collections, online periodical databases and direct subscription to online journals (online collection includes more than 10 million articles, more than 2 million dissertations and over 60,000 digital books).
- The Reserve Collection. It consists mainly of books that are used primarily as teaching materials.
- As long as these remain on reserved status, they cannot be borrowed, and can only be used on the Library premises. During exam periods and other times of increased demand, reserve items need to be booked in advance to ensure that as many persons as possible will have access to the material.
- Hellenic American University students, faculty and staff have access to the collections of the libraries of the other 16 New Hampshire colleges and universities that are members of the New Hampshire College and University Council.
- The library participates in the Interlibrary Loan System. Students, Faculty and Alumni may locate and obtain resources from libraries in the US and elsewhere. Resources that eligible users of the library may borrow through this system include articles, books, dissertations, government documents and technical reports in electronic format. Please refer to the University’s website for details on eligibility and process.

Borrowing Privileges and Registration

Library privileges are personal and individual and may not be transferred to, or used on behalf of other individuals. Library privileges are extended to Hellenic American University matriculated students, alumni and the University’s faculty and staff. Other persons may use the Library and its resources only upon prior application to and approval by Library staff. All patrons need to complete an application form on their first visit so they can acquire a membership record. For HAUniv students and faculty remote access is available through <http://lib.hau.gr>. You will be asked for your library credentials in order to access the resources (User name: labs \ username; password: password used to access library computers).

- You may borrow up to of four (4) books for up to 20 days provided they are not part of the Reserved or Special Book collections. Materials in these categories may not leave the premises. Items can be renewed once by sending an e-mail to library@hauniv.edu.
- All checked-out items are to be returned directly to the library.
- You are responsible for the safe and prompt return of all resources to the Library on or before the expiration date specified on the checkout card (The Library is not responsible for reminding users of delays). When late, fees apply at the rate of €0.50 cents per day for the first 10 days, and then €10 per day for each day thereafter (a 10-day delay will result in a late fee of €5.00 but if you are 11 days late the fee will be €15.00 (0.50 x 10 +10)).
- It is your responsibility to return library material in good order. In case of damage or loss, patrons are charged for the replacement of the item.
- The Library reserves the right to ask of a user to return a borrowed book to the Library, even if the regular loan period has not ended, in case of emergencies. In such cases, you will be given a 3 days' notice to return the book.
- The Library has the right to revoke any or all user rights from anyone that does not respect or abide by the Library Policy.

Writing Center

The Writing Center provides students and members of the public personalized assistance at all stages of the writing process and in all writing tasks, regardless of the course or discipline. Through its onsite and online tutors and services, the Writing Center supports the development of confident, effective communicators and critical readers. International students attending the MBA program in NASHUA can access the writing center services through Blackboard. Asynchronous online tutoring at the Hellenic American University's Writing Center is conducted through the Blackboard E-learning Platform and involves working with students for the full duration of the term. This typically involves some hours of daily commitment. Since Blackboard can be accessed via the Internet, tutors are usually independent and manage their workload to suit their own schedule.

The Writing Center provides students assistance with:

- Understanding assignments and expectations for academic and business writing
- Writing for specific disciplines
- Using sources, citations, quoting, and paraphrasing
- Developing thesis statements, paragraphing, and organizing the text
- Planning for writing research papers
- Conducting research using library, and web resources
- Writing resumes, and cover letters
- Evaluating sources, integrating secondary material into a text, and writing annotated bibliographies
- Developing business writing skills (e.g. effective e-mails, letters, reports, and web material)
- Using language correctly and effectively (e.g. grammar, spelling, vocabulary, terminology)
- Preparing conference presentations (for Graduate Students)
- Developing and writing Capstone Projects and dissertations (for Seniors & Graduate students)

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The Writing Center provides students assistance with:

A detailed list of offered workshops can be found at the Writing Workshop tab of the University's website.

For more information or to contact the Writing Center: writingcenter@hauniv.edu

Career Development Office

The Career Development Office (CDO) supports Hellenic American College students in identifying and pursuing a career that will enhance the quality of their personal and professional lives.

More specifically, the CDO aims to:

- Help students identify their values, needs, and goals as well as explore, cultivate and use their talents and strengths
- Provide support, advice and guidance to students to help them make well-informed career choices and take appropriate action
- Help students develop and use personal and professional competencies to be competitive in the labor market
- Provide information about new jobs, trends, demands and prospects in the labor market
- Create opportunities for productive student-employer interactions through networking, internships and access to available job vacancies
- Enhance the employability of students and graduates.

Career Development Activities

The CDO supports students throughout the career development life cycle, from discovering one's talents and strengths and developing essential professional competencies to shaping their unique identity point and presenting themselves professionally to prospective employers.

Career Development Plan & Skills Workshops

The CDO helps students put together a Career Development Plan for the duration of their studies and works with them to assess progress made in achieving various competencies. In light of their particular plan, students attend career development workshops each semester; topics include interpersonal communication, time management, networking, goal-setting and action planning among others.

Employment Resources

The CDO conducts employability research, collecting and providing information about labor market trends and employers' skills demands at a national and international level. The Office networks with potential employers to develop internship opportunities and career placements for students and graduates. As part of this effort, the CDO also holds an annual career fair and organizes visits to companies.

Finding a Job

Working with the CDO, students build their own Unique Identity Point and learn how to consistently and professionally communicate this to future employers. The Office also aids in CV & cover letter writing and administers mock competency-based selection interviews.

The CDO supports undergraduate and postgraduate students who attend an academic program at the Nashua campus of Hellenic American University providing its services online according to their needs. For example, it provides online career counseling so that students can identify and think about their goals and plans for their future; CV and cover letter writing and feedback; job search techniques; or advice on how to create their LinkedIn profile for maximum visibility among employers.

The CDO in Practice Appointment:

To arrange an individual career counseling session, you need to book an appointment first. Time of appointments for online career counseling sessions: Appointments can be booked between 08.00-12.00 hours Nashua local time. Communication takes place through online sessions via skype/ Microsoft Teams.

How to contact the CDO:

To contact the CDO, you can send an email at careers@hauniv.edu.

Health Services

First aid services are available on the University's premises. Local access to clinics and hospitals is available by referral. All Study Abroad students are informed way in advance of their options as regards medical care. The private clinic "Κεντρική Κλινική Αθηνών" (Central Clinic of Athens) located next to Campus is the most suggested option. This is a private Health Services provider. Regarding serious (and often less serious) health problems a Study Abroad student may face, the Director of Student Affairs & International Programs or/and a designated person that represents the School ensures the medical diagnoses are properly communicated to the students and that they are written for them in English. The same applies to all medical exams that they might undertake. At the same time, the Office makes sure that an analytical bill is given to the students by the Hospital that is in English and that describes all services offered to them so that they can take those documents to their private Insurance provider in the US.

Health Records

The University does not maintain health records or non-academic counseling records, as these services are readily available nearby through private providers.

Student Records

Hellenic American University collects and processes information about students for various academic, research and administrative purposes. Student information is stored by the University Registration and Student Record- keeping System. When applicable, a confidential record shall be kept in the Office of Student Affairs & International Programs of any findings/actions pertaining to a violation of the Code of Student Ethics. In the event the Code is violated, the professor, or the Provost may request from the Office of Student Affairs & International Programs copies of any prior records of conduct violations by the student, in order to determine the appropriateness of the penalty imposed. All personal information is strictly confidential and all appropriate security measures are taken to prevent its unauthorized disclosure. Personal information is used for stated purposes only.

Counseling Center

The Counseling Center is a safe and respectful space where students and faculty can receive confidential and specialized psychological support regarding a wide range of issues. The Center aims to:

- Support students who are facing personal or academic problems to successfully complete their studies
- Help cultivate and refine academic and life skills necessary for personal and professional development
- Provide insight into a student's own resources and empower self-care strategies
- Help towards developing better employability skills and leading a fuller and richer student experience.

Counseling Center Services

The Center's services are based upon a holistic health philosophy, which addresses psychological difficulty through the right balance of mind, body and spirit, embracing the ancient Greek dictum "healthy mind in healthy body" (*νοῦς υγιῆς ἐν σώματι υγιῆ*). The design of the Center's services has been developed in the context of the cross-cultural identity of the institution and the recognition that its students represent a variety of ethnic, religious, cultural and sexual identities.

The Counseling Center's services include:

- Clinical Assessment
- Individual Counseling
- Psycho-educational group work
- Career counseling
- Advisory/referral work
- Crisis interventions

Remember:

All Services offered are governed by confidentiality. You may contact the Counseling Center for an appointment either by calling +30 210 3680978 or by emailing them at counselingcenter@hauniv.edu

Academic Center for the Enrichment of Students (ACES)

The Academic Center for the Enrichment of Students (ACES) supports University students in becoming successful learners and lifelong leaders.

ACES is centered around three branches that aim to help our students explore their full potential and become confident, engaged citizens in our community and at large.

- **Peer Tutors:** Our Peer Tutors are tasked with conducting both individual and group tutoring sessions for all members of the student body. No matter what year of study or degree you are pursuing, there is an experienced and knowledgeable Peer Tutor waiting to help. While they are all well-versed in specific fields, the Peer Tutors mainly specialize in the study skills, preparation tips, presentation techniques, and more. Peer Tutoring sessions are available in-person and virtually.
- **Buddy Mentors:** The main purpose of our Buddy Mentors is to serve as a new student's first line of communication with the student body. In addition, Buddy Mentors play an integral role in the first-year orientation and are responsible for helping to ease new students' transitional needs throughout their first-year and beyond.
- **Fellowships:** The ACES team is experienced in the world of global fellowship opportunities for undergraduates, graduates, and recent alumni from all degree areas. Whether a summer internship or post-graduate opportunity, our team helps students find the best options available and then guides them through the process - start to finish. At this time, Fellowships sessions are exclusively available virtually.

ACES also collaborates with other student services at the University, such as the Counseling Center, Writing Center, and Career Development Center to develop the study, academic, and organizational skills that will allow students to meet the demands of a higher education institution.

Health and Athletics

Athletics are an integral part of the University community and continue to be so as the University expands. Student activities evolving around wellness issues are scheduled periodically.

“Open-door” practice

An “Open-door” practice is in place for every student who wants to meet with or speak to the Director of Student Affairs & International Programs. Students can drop in the Office of Student Affairs & International Programs during regular business hours should they want to discuss any issue of their interest with the Director.

Events Information

The Office of Student Affairs & International Programs will be using all tools to communicate important events taking place on or off Campus which include sending emails “tailored” to them, distributing printed materials (invitations and so on), placing posters in areas with high visibility (outside the Library on the notification board, on the boards outside classrooms, on the Ground Floor, outside the Theater and so on) AND visiting classes to brief the students on events they really need to be aware of and attend.

Complaints

All students can express concerns directly to the Director of Student Affairs & International Programs. All communications with the Director of Student Affairs are confidential. Concerns are always resolved having as a priority to serve the interests of the student while maintaining University processes, policies, and standards. All grade appeals should be directed to the Academic Standards Committee. Any complaints of academic nature should be directed to the faculty mentor and director of the program before reaching the Provost.

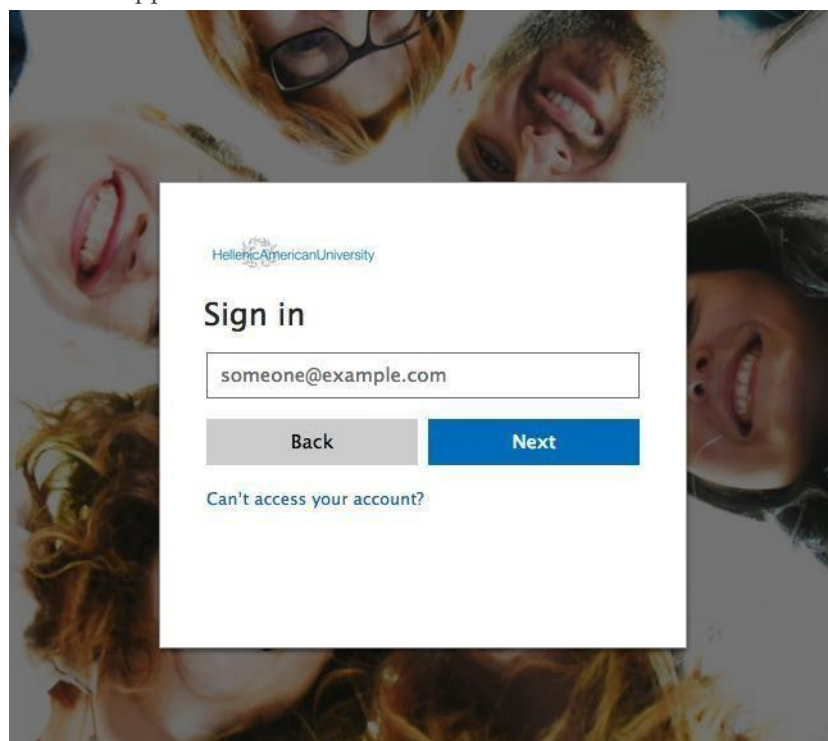
Student Portal

Accessing the Student Portal?

The student portal is the main student intranet site where students identify forms, processes and retrieve announcements. The Student portal may be accessed through your University e-mail account. Follow the steps below to log into your account:

1. Go to <http://webmail.hauniv.edu>

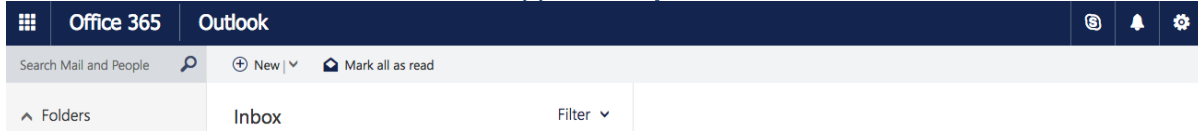
The following screen will appear:



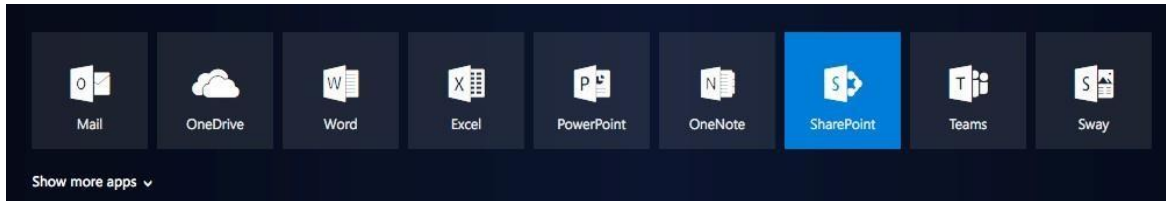
2. Provide in the appropriate fields your:

- Username
 - Password - Remember that password is case sensitive
- Reminder: If you do not remember your e-mail credentials please contact tech support at: techsupport@hauniv.edu and ask them to reset your password.

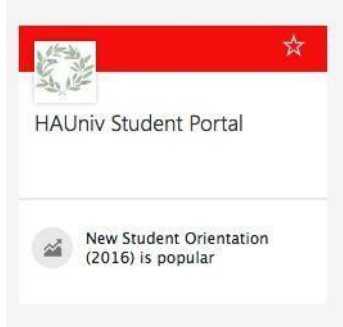
3. Click the “Office 365” button located at the upper left of your screen.



4. Select the ‘SharePoint’ tab:



5. Select the ‘HAUniv Student Portal’ tab:



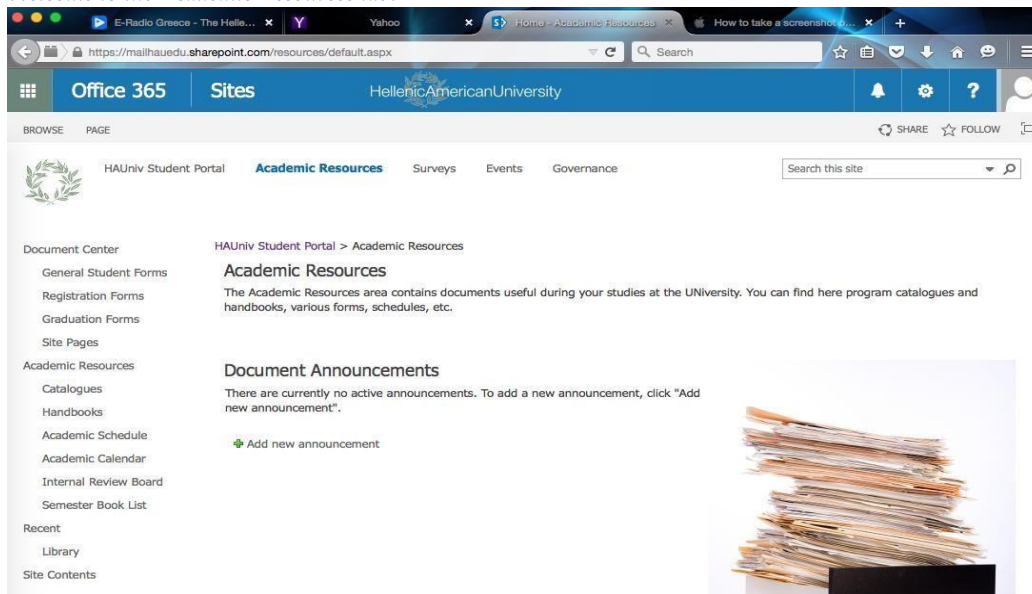
6. Welcome to the HAUniv Student Portal. This is the Home Page:

- ✓ Use the **ACADEMIC RESOURCE** tab to access the Document Center that contains all University forms as well as tabs that contain the University Catalogues, Handbook, Schedules, Calendar, Internal Review Board guidelines and application, the semester book list, FAQ on University procedures, “How to ...” instructions on how to access all University electronic resources.
- ✓ Use the **SURVEY** tab for access to all surveys conducted by the University. These include: a) Student Satisfaction Survey; b) End of Term Class Evaluations.
- ✓ Use the **EVENTS** tab to access the University Events Calendar.
- ✓ Use the **GOVERNANCE** tab to access information about the Student Council.

The majority of the items you will need are located either at the Home directory (previous screen) or the Academic Resources tab.

1. From the Student Portal Home page select the 'Academic Resources' tab.

2. Welcome to the Academic Resources tab:



The area is divided into two sections: a) Document Center and b) Academic Resources. The Document Center contains links to: a) General Student Forms, b) Registration Forms and c) Graduation Forms. Academic Resources contains links to: a) Catalogs, b) Handbooks, c) Schedules, d) Academic Calendar, e) Institutional f) Review Board and g) Semester Book List.

Blackboard

Hellenic American University uses the [Blackboard Learning System](#) e-learning platform for all its courses. The Blackboard e-learning platform is a virtual course environment with a complete set of efficient tools for communication, collaboration and supervision. Students can use the Blackboard system to access course materials and resources organized by their instructors using any Internet enabled computer. In order to access it, you will be asked for your credentials. Instructions on how to navigate the platform and how to change your personal settings can be found in the student portal under the Instructions on “how to” tab. (Home Instructions on ‘How to ...’ How to Navigate Blackboard). ☺
All Blackboard issues should be addressed to Blackboard support at blackboard@hauniv.edu

Internships

Overview

Students at Hellenic American University are encouraged to select a three-credit internship experience once they become eligible to do so. An internship is a learning experience that relates directly to the career goals of the student. The internship should connect academic learning in the student's field of study to the actual setting of an organization. Internships are organized by the Career Development Office in collaboration with Program Directors.

Who is eligible for an internship?

All students are eligible provided that:

- Undergraduate students have completed a minimum of 36 credits
- Graduate students have completed a minimum of 12 credits
- Both Undergraduate and Graduate students have at the time of their application a GPA of 2.8 and above.

What types of internships exist?

There are two types of internships: a) paid and b) unpaid.

- Paid: The intern receives compensation for the work done.
- Unpaid: The intern does not receive compensation for the work done.

Can academic credit be earned for internships?

Yes. Students may earn 3 credits per internship. Once students are placed in an internship they should register for the internship course that corresponds to their academic program. Refer to the course schedule to identify the appropriate course number.

Are there internship guidelines students should be aware of?

The simple answer is, yes; there are:

- The internship should be related both to the student's program of study and his/her future career goals.
- Internships can run for up to 15 weeks. Longer internships may be an option depending on program pursued;
- Internships may begin with shadowing or observation but must progress to a position of responsibility;
- The learning objectives for internships will be established collaboratively between the student, their mentor and a faculty member based on their expertise (who will be assigned as academic supervisor to the Intern). These will take into consideration the job description provided by the host company/organization;
- Students may receive academic credit for their internship irrespective of its type (paid/unpaid).
- Credit can only be granted if the full assessment process is followed;
- International students are required to meet with the Student Affairs Director prior to submitting an internship application.

How will internships be assessed so students may receive academic credit if they wish to do so?

Interns are required to do two things throughout their internship for them to be able to receive academic credit:

- Keep a journal of the experience
- Maintain a time log for the hours worked and the tasks accomplished per time period. A minimum of 160 hours is required for a 3-credit Internship course.

Are there any guidelines for the sponsoring Company/Organization?

Yes. These are:

- Provide a preliminary job description assuring that jobs fits with student's career goals;
- Agree that the major portion (~75%) of the work performed by intern will align with job description and learning outcomes (some clerical/repetitive work is expected);

- Correspond with academic supervisor regarding:
- The review and approval of the time sheets;
- The review and approval of the Internship Journal;
- Provide a quantitative evaluation of intern (evaluation form included in this booklet);
- Agree with number of hours the intern will work at sponsoring institution.

Checklist for credit bearing Internships

<input type="checkbox"/>	Print out the Internship Booklet from the student portal or pick up a copy either from the Office of Student Affairs & International Programs or the Career Development Office.
<input type="checkbox"/>	Set up an appointment with the Career Development Office to discuss internship opportunities. Alternatively, you may do research on your own. Use the Contact Log provided in this booklet to keep internship opportunities information organized.
<input type="checkbox"/>	Once identifying an internship opportunity, meet with your advisor to determine your internship academic advisor and the internship’s objectives.
<input type="checkbox"/>	Complete your internship application.
<input type="checkbox"/>	Ask two faculty members to complete and submit on your behalf recommendation letters using the form provided in this booklet.
<input type="checkbox"/>	Complete with your Internship advisor the Internship Agreement Form.
<input type="checkbox"/>	Submit the Internship Agreement Form to your prospective supervisor for approval by the sponsoring institution.
<input type="checkbox"/>	Submit all documents (application, recommendation letters, Internship Agreement Form) for final University approval.
<input type="checkbox"/>	Complete your internship hours as reflected in the Internship Agreement Form. Document your hours and work using the Internship Time Log provided in this booklet.
<input type="checkbox"/>	Keep a Journal of your internship experience.
<input type="checkbox"/>	Upon conclusion of the internship, submit your time log and journal to your Internship Academic Advisor for review.
<input type="checkbox"/>	Request that your internship Supervisor provides you with a Performance Review.
<input type="checkbox"/>	Submit your review to your Internship Academic Advisor.
<input type="checkbox"/>	Schedule an Exit Interview with the Career Development Office.

Student Assistantship Program

Provisions

Although primarily staffed by financial assistantship recipients, the Student Assistantship program has been designed as a way for the student body to acquire valuable work experience. It is the perfect program to work on your strengths, identify your weaknesses and address them. It is a great opportunity to polish your skills and competences by implementing knowledge from your respective fields.

- The program is open to all students (both Undergraduates & Graduates)
- Student Assistants must be in good academic standing when appointed and maintain that status throughout their contract
- Appointments are for a full academic year (September to July) renewable at the end of the academic year
- Participation is voluntary

Student Assistants may:

- Assist with University wide promotional events on and off campus if need be
- Assist in events organized by the office of Student Affairs & International Programs, such as New Student orientation and Graduation
- Be assigned to University projects
- Be assigned to University Offices/Departments as Administrative or Research Assistants (this can be either a direct appointment or the result of an interview process following the submission of an application to a vacancy call by the Office of Student Affairs & International Programs)
- Your immediate supervisor as assigned to you by the Office of Student Affairs & International Programs will determine duties. The latter retains your overall supervision and will be responsible for your performance evaluation that will be taken into consideration for the renewal of your award.
- The University retains the right to revoke or discontinue (at the time of renewal) your appointment if:
 - As a student assistant, you do not meet the contractual terms as determined by your immediate supervisor and the Office of Student Affairs & International Programs.
 - You do not meet the minimum GPA requirements as determined by your award guidelines.
 - You violate any University Policy as this is defined under the Code of Student Ethics section of the Student Handbook. This covers both academic misconduct (such as plagiarism) and non-academic misconduct (such as drug use). For details on the Code of Student Ethics please refer to your Student Handbook.

Application Process

- Visit the Student Portal and review the Current Job Openings.
- Download the Application (Home Student Assistantship Program Student Assistantship Application 2014). Please ignore the date on the file name as it just indicates the date that the document was updated.
- Fill out the application. You will find the Job reference number for the position you are applying for in the Job Description document in the “current job openings” folder.
- E-mail the complete application to studentaffairs@hauniv.edu
- Upon review of your application, you will be invited for an interview.
- If selected for the opening an appointment letter will be mailed to you. Sign both copies of the document and return it to the Office of Student Affairs & International Programs. A signed copy will be returned to you for your records. The letter will indicate your assignment, your contract hours and the duration of your appointment.

Alumni Services

Library Privileges

Lifelong borrowing privileges for the Library are as follows:

- Access to the Library's periodicals, databases and digital books on site.
- The Library also offers an Inter Library Loan Service (ILL) through which alumni can request, free of charge, information resources (mainly journal articles) that are not held by the Hellenic American University Library through associated libraries around the world.
- Articles can be used only for personal or academic purposes. The librarian can also help alumni in their academic and professional research.

Writing Center

The Writing Center at Hellenic American University is an innovative educational and vocational service which combines cutting-edge technology and design, with experienced personalized tutoring. Alumni may contact the tutors of the Writing Center for both on-site and on-line assistance and guidance for any type of writing problem, as well as access workshops or seminars offered by the Writing Center at reasonable fees. Alumni can also have the Writing Center review two cover letters for the jobs they are interested in applying for free of charge. This service is offered at reasonable fees for more than two cover letters.

Continuing Education

Through special discounts on continuing education courses, seminars and workshops, alumni enjoy lifelong learning opportunities.

Discounts on tuition fees for lifelong learning seminars

- Alumni are entitled to discounts on seminars organized by our institution. We'll keep you informed of these seminars. If you're interested in attending one, you'll need to contact Office of Alumni Affairs and book your participation (places are limited and offered on a first come-first served basis).

Discounts on continuing professional education courses

- A number of University courses will be available to alumni every semester on a first-come, first-served basis. Upon successful completion of the course, you'll be issued a certificate of attendance. Requests should be made through the office of the Alumni Affairs. You will be notified of available courses and registration procedures.

Career Assistance and Development

The Career Development Office of the Hellenic American University supports a student's and alumni's career development through seminars, workshops, and field experience offered to both current students and alumni. Services include guidance on résumé development, interview counseling; maintenance of job listings, a career library, and assistance in securing job interviews. In conjunction with alumni services provided, alumni employment records are maintained for statistical purposes, alumni networking opportunities and possible job reference and placement.

Counseling Center

Hellenic American University's Counseling Center offers counseling services to students, faculty, staff, and alumni, free of charge. These services include psychological assessment, career counseling, individual and group therapy, and workshops and seminars. Alumni are entitled to six counseling sessions. Alumni that require more sessions are referred to appropriate institutions as necessary.

The Alumni Association

Hellenic American University's Alumni Association (HAUAA) was formally inaugurated in May 2012, in close cooperation with Hellenic American University. In the words of its first President, Nikos Papagiannopoulos:

“We felt that there should be a way for the members of this growing community of graduates to be able to network with one another and to remain in touch with the University. We thought it was also important for the University to have a means to communicate with its alumni about the services and benefits it offers its graduates”.

Membership in the Alumni Association provides graduates with a lifelong connection to Hellenic American University. In addition to being a social and professional networking resource for graduates, the Alumni Association is also a resource for the advancement of the University: alumni suggestions for improving programs or procedures are welcome, and members of the Association's governing committee may be invited to participate in conferences and meetings organized by Hellenic American University. A volunteer Alumni Board comprised of class representatives governs the Association. Each new graduating class is automatically admitted to the Alumni Association ranks. Membership in the Alumni Association gives graduates the opportunity to exchange ideas and share experiences through networking that might be helpful for their professional development, and to participate in special activities and events.

Alumni Portal

Alumni can access alumni news, photos, newsletters, job postings and other alumni-related documents and information through the Hellenic American University [Alumni Portal](#). To do so, they require their University credentials (email and password). Please contact techsupport@hauniv.edu for assistance.

INTERNATIONAL STUDENTS

International applicants who wish to study at Hellenic American University must obtain the appropriate student visa before enrolling and attending classes. The appropriate documents for the visa application will be issued upon admission provided (a) they provide proof of sufficient funding to cover the cost of their studies (tuition, fees, living expenses and incidentals) for the duration of their program and (b) have paid the required non-refundable deposit. Please note that verifying proof of sufficient funding is a legal obligation on the part of the University and unless satisfied, the institution will be unable to issue the appropriate visa documentation.

International applicants applying to attend classes at the Athens, Greece campus and are citizens of a non- European Union member state, in accordance with Greek law, must obtain a student visa to enter Greece; subsequently, they will be required to apply for a residence permit. Applicants for admission are advised to verify the student visa requirements for nationals of their country through the appropriate Greek consular authorities and to compile the necessary public/government documents for submission in support of their visa application. Please note that Consular authorities retain the right to deny a student visa application. As such, it is advisable that no travel plans be made until your student visa has been approved.

International applicants applying to attend classes at the Nashua, N.H., campus and are not a U.S. Citizen or a Permanent Resident (Green Card Holder) must obtain a student visa to enter and study in the U.S. Applicants for admission are advised to verify the student visa requirements for nationals of their country through the appropriate U.S. consular authorities and to compile the necessary public/government documents for submission in support of their visa application. Please note that consular authorities retain the right to deny a student visa application. As such, it is advisable that no travel plans be made until your student visa has been approved.

Please note that citizens of countries participating in the Visa Waiver Program (VWP) who intend to study in the U.S. cannot travel to the U.S. on the Visa Waiver Program or with Visitor Visas (B). Study leading to a U.S. conferred degree or certificate is not permitted on a visitor (B) visa, even if it is for a short duration. For example, distance learning which requires a specific period of time on campus requires a F-1 visa. You need a student visa (F-1/J-1) to enter the U.S. as an international student.

Irrespective of the location of study, if applicable, international applicants are urged to register early for the appropriate TOEFL/TOEIC test administrations. Applicants must make their own arrangements for the examinations and have the results forwarded to the University.

GENERAL VISA & RESIDENCE INFORMATION

Athens Campus

Issuing a Visa

An International applicant for Greece is defined as a non-EU member state citizen. All international applicants entering Greece for studies are required to apply for a student visa (D type) and within 90 days of arrival apply for a resident permit. While EU Citizens do not require a student visa, they do require you obtain a Residence Certificate for a stay exceeding 3 months.

Issue a Greek Tax Registration Number

Prior to submitting a residency application all international students (including EU nationals) need to issue a Greek Tax Identification Number.

Documentation

- Application to issue a Tax Registration Number to the Foreign Nationals Tax Authority Form (M1)
- Forms M1- M7
- Students are required to visit the office of Student Affairs & International Programs so they may receive all necessary documents.

Submission

All completed documents need to be submitted in person (or a legally appointed proxy) to the Foreign Nationals Tax Authority. The Foreign Nationals Tax Authority is located at 4 Metsovou Street, a block up from the National Archeological Museum of Athens. Students should have their passport with them, as the agency will require proof of identity before processing the application.

Issuing the Tax Registration Number (AFM)

The Tax Registration Number is issued on the spot. The office clerk that processed your application will hand you a document containing the Tax Registration Number (AFM as is the abbreviation in Greek) along with the personal information linked to it.

Residence Permit Application Process

International students (including EU Citizens) are required to apply for a Residence Permit to legally reside in the country within ninety (90) days from their arrival in Greece. The process and the documents required differ depending on your status. If you are a citizen of a European Union (EU) State please refer to the section 'Resident permit for EU Citizens'.

Residence Permit Requirements for Third Country (Non-EU) Citizens

How to Apply for a Residence Permit

Upon arrival to Greece, you will need to visit the appropriate Aliens & Immigration Bureau of the Decentralized Administration of Attica as determined by your area of residence and apply for a residence permit. As a new applicant, you may request a one-year residence permit (renewable for the duration of your studies).

Though we can assist you in this process, you are responsible for applying for the permit. You will need to submit the following supporting documents to the appropriate Aliens & Immigration Bureau for processing:

- Application form (It will be filled out on the spot by the officer receiving your supporting documents).
- Four (4) color pictures (passport type) and a digital copy in a cd
- Passport copy (all pages)
- A copy of the Student Visa – Type (D) in your passport.
- Confirmation of studies in Greek from our institution indicating that the program you have been admitted is a resident program requiring your physical presence on campus, that you are a full-time student and the duration of your studies.
- A transcript (only for residence permit renewal).

- Either a copy of your residential contract clearly indicating your full name or a statement of facts indicating your residence address issued via taxisnet.
- Proof of Medical Insurance that clearly states the terms of your medical coverage including a) that you are fully covered for hospitalization; b) medicine; and c) doctors' visits.
- Bank statement in your name (in Greek), from a Greek Bank account in your name, with the minimum balance of 6,000 Euros. If you are unable to provide the above, you may submit a bank statement with a 650 Euros balance accompanied by a notarized statement indicating that you undertake the responsibility to replenish the amount each month of your stay in Greece.
- Language competency verification.
- Pay a Tax Fee of 150 euro (for a one-year permit) and a Tax-Fee of 16 euros for the Residence Permit card. The Immigration & Aliens Service Officer that will process your application at the time of submission will inform you of the payment process.

The student should proceed to the Immigration & Aliens Service Office of the area in which he/she resides and submit those documents no later than 90 days upon arrival to Greece. To determine the appropriate Aliens Bureau for processing your application please visit the International Admissions page of the University's webpage. Applications and support documents are received by the appropriate Bureau Monday through Thursday, 9:00 a.m. to 14:00 p.m. Please note you need to be there early (7:00 a.m.) so you may receive a priority number. Only 150 applicants are seen daily.

You may monitor the progress of your residence application by visiting the portal of the Ministry of Interior.

Resident Permit for EU Citizens

EU nationals have the right to live and work in Greece without a work permit; however EU nationals staying longer than 3 months are required to obtain a Residence Certificate. Community legislation provides that every European Union citizen has the right to reside in the host Member State for a period of up to three months with the only requirement to have a valid identity card or passport. ([See Right of residence for up to three months](#))

EU nationals also have the right to reside in Greece (or any EU Member State) for more than three months in which case they must obtain a Residence Certificate, which is subject to the following conditions:

- You have comprehensive medical insurance coverage.
- You have sufficient resources not to become a burden on the social assistance system during the residence.

How to Obtain the Residence Certificate

An application should be submitted to the nearest police station in the district that you live, with the following documents:

- Passport
- Proof of Medical insurance (State or private)
- Certificate from employer if in paid employment, or proof that you have sufficient resources to support yourself
- Three photos

Additional information can be found at the Greek Police website. For further assistance regarding the residence permit process, please contact the Office of Student Affairs & International Programs.

Nashua Campus

- International students are required to pay an enrollment deposit of \$8,660 within 20 days of receiving their visa or immediately upon arrival in Nashua, NH USA campus. The deposit will be used to pay for tuition, administrative fees, and medical insurance required for enrollment.
- Upon receipt of the I-20 document, students will be assessed the \$3,500 Administrative Fee portion of their enrollment deposit. This fee is a portion of their tuition and fees balance with Hellenic American University. This is a mandatory fee and non-refundable. Failure to pay the administrative fee is a violation of university policy.
- By accepting this I-20 students should understand that their remaining \$7,500 tuition balance is due as follows: \$3,750 no later than 30 days before the start of your third term and the remaining \$3,750 no later than 30 days before the start of your fourth term.
- Students must contact Nashua Student Services and confirm their arrival in the United States by the specified Program Start Date which is provided to them on the I-20.
- Failure to notify Nashua Student Services of their arrival in the U.S. by the program start date on the I-20 or failure to attend mandatory scheduled orientation events is a violation of university policy and may result in visa termination.
- The scholarship represents the total price for the entire MBA program and there are no per course/subject prices.
- Should students be unable to enter the United States, for any reason, they may complete a Refund

Request Form and agree to the following terms:

- The nonrefundable \$3,500 administrative fee will be accessed
- The student's admission and I-20 will be automatically canceled. Once canceled, the I-20 cannot be used to enter the U.S.
- Before issuing a refund, Hellenic American University will review the U.S. federal
- SEVIS database to confirm that the student's I-20 was not used to enter the U.S. If the I-20 was used to enter the U.S., the student is not eligible for refunds.

General Visa Information:

Your course of study and the type of school you plan to attend determine the type of student visa you require for entry in the U.S. HAU's MBA program at the Nashua NH campus requires F-1 visa. Your F-1 status will be valid for the duration of your study as long as you maintain valid status. F-1 students must meet specific requirements, by complying with the F-1 regulatory requirements in 8 CFR 214.2:

- F-1 students are admitted to the United States to study.
- You must be enrolled full-time as certified by the DSO in SEVIS. Reducing your course load or failing to enroll in the required full-time course load will jeopardize your F-1 status and result in the violations of your F-1 status and the termination of your I-20.
- In extraordinary circumstances, you may be permitted to enroll for less than a full-time course load but
- this requires authorization.

- You need to inform the Student Services Coordinator and Designated School Official for any of the following changes:
 - Leaves of absence, suspensions, or withdrawals from school
 - Employment off campus, residential address changes
 - Changes in major, program of study, or expected completion date, transfer to a new college or to a new degree level.

- In addition, you must:
 - Report to the Student Services Coordinator upon arrival.
 - Provide a proof of health insurance at the start of the term. The health insurance must remain in effect for the entire duration of your studies.
 - Provide a valid address of stay within the first 15 days upon the start of classes. You should notify the
 - Student Services Coordinator of any change of address within the 48 hours of the change and update your SEVIS record to reflect the change of address within 10 days of change.

- Maintain a valid passport.
- File taxes every year: F-1 students must file federal tax forms every year that they are in the U.S. The deadlines to file the forms are April 15, if U.S. money is earned (this includes money earned from graduate student assistantships), and June 15, if no U.S. money is earned. For more information, refer to Taxes and Social Security.

Things you should remember:

It is important for you to understand the requirements that govern your specific immigration classification and to communicate with the University prior to taking part in activities that may negatively impact your legal status in the U.S. If you violate the terms of your status, you may need to take steps to regain legal status through an application for reinstatement or through making a new entry to the U.S. Employment in the U.S.

Employment in the U.S.:

You must refrain from engaging in unauthorized employment. Violating employment regulations is a violation of status and will not only jeopardize your ability to remain in the United States but also your ability to return to the US for future visits.

In select circumstances, students may have employment opportunities. If you are planning on working (on or off campus), you will be required to present documentation to verify your identity and employment eligibility.

Please contact the Student Services Coordinator for additional information on employment and internship regulations. Do not engage in any kind of employment until you are certain you have authorization to do so.

Traveling with a US Student Visa:

- Your student visa is valid for multiple re-entries for as long as it is valid and you maintain your student status. You will need a travel signature (also known as travel endorsement) for re-entry to the U.S. It is a signature obtained by the International Student Officer that indicates to the port of entry U.S. official that you are in status and that you plan to continue your academic activities at HAU.
- You need to have a valid visa stamp in your passport in order to be able to re-enter the
- U.S. If your visa
- has expired you will need to apply for a new one.
- Please note that a valid U.S. visa in an expired passport remains valid! DO NOT peel off the Visa from your expired passport so as to transfer it to your new one. Present the expired passport along with the valid one to the U.S. port of entry official. Please, contact the International Student Officer with any questions you may have.

Application for F-2 I-20 (Classification for dependents)

Dependents: Your spouse and unmarried, minor children who intend to reside with you during your study may apply for F-2 visas.

At Hellenic American University, we can issue an F-2 I-20 form provided that certain conditions are followed, and specific documentation has been submitted.

To be considered for an F-2 I-20 form, the University must receive the following extra documents:

- Marriage certificate (for spouse)
- Birth certificate (for each minor)
- Proof of funds to cover living expenses and insurance for dependents (contact the Admissions Office for specific information)
- Passport(s) of dependent(s)
- Contact details (for spouse)
- Additional documents may be requested if deemed necessary by the University

Current students at Hellenic American University who wish to apply for an F-2 I-20 form for their dependent(s) are required to:

- Have completed 1 full semester
- Be in good academic standing (maintaining a GPA of 3.0 and above)
- Be in good administrative standing
- Not be placed on financial hold

Academic

You must make academic progress, including attending and passing all your classes. Excessive absence, lack of participation and missing assignments may result in the termination of your status and deactivation of your Form I-20.

If you are an international student, your visa will be valid for the duration of your study. However, for it to remain valid you need to meet specific requirements:

- You must be enrolled full-time as certified by the DSO in SEVIS. Reducing your course load or failing to enroll in the required full-time course load will jeopardize your F-1 status and result in the violations of your F-1 status and the termination of your I-20.
- In extraordinary circumstances, you may be permitted to enroll for less than a full-time course load and
- less than 12 credits but this requires authorization.
- MBA students under international visa requirements, registered in the NASHUA campus, cannot take more than one e-learning course per semester.
- Stopping out of the program of study will put your visa status in jeopardy.

Add/Drop

International students participating in the MBA program in NASHUA can add/drop a course without financial penalty during the first week of classes unless otherwise noted by scholarships. Students who drop a course during the second week are eligible for a 50% fee return. No financial return is provided for students dropping a course from week three onwards in which case students have to retake the course with full tuition payment. A reduction in the course load can impact your student visa status.

Attendance

Any student who is more than 15 minutes late will be counted as absent or require medical documentation. More than 1 unexcused absence within a 7-week term course and 2 unexcused absences within a 15-week semester course will impact student grades. Any absences beyond this will result in a failing grade. Please report absences to administration as soon as possible. Please follow attendance policies that are also stated in the syllabus of the courses you are taking. All attendance related policies are clearly stated in each of the course syllabi.

Any student who does not attend and/or participate in the first class requires notification to the Dean, Director of Academics or the Student Services Coordinator.

Late Work Policy

Applicable is all late work policy stated in course syllabi.

Code of Student Ethics

What is the Code of Ethics?

Students, faculty and administration represent the three integral parts of the academic community; they share responsibility for the proper functioning of the institution in the pursuit of its educational goals. Free inquiry and free expression are indispensable to the attainment of these goals. As members of the academic community, students are encouraged to develop the capacity for critical judgment and to engage in a sustained and independent search for truth.

Hellenic American University has created an environment where Academic Freedom, in respect to teaching and learning, is ensured. It is the obligation of both the University as an institution and the members of the academic community to ensure orderly operation by prohibiting actions that interfere with legitimate educational objectives or that interfere with the rights of others. This obligation is met through the initiating of disciplinary action when either academic or non-academic behavior adversely affects the pursuit of the educational objectives of the HAUniv community. The University expressly reserves the right to make changes to its written policies, rules, and regulations at any time.

Academic Conduct

Academic conduct: Actions of students that are associated with the teaching-learning environment. Misconduct, may include, but not necessarily be limited to, such things as plagiarism, cheating and falsifying academic records. For information on the handling of academic misconduct, see your appropriate catalog. The Director of the appropriate Program is the first contact for reports of academic misconduct.

ACADEMIC MISCONDUCT

- A HAUniv student is expected to act in a responsible manner, appropriate for a University setting, in all activities connected with his or her studies. Cheating, lying, violating courses' rules, and copyright infringement, are violations of the University's Code of Student Ethics.
- If a professor or other appropriate University official determines that a student has acted unprofessionally or inappropriately, he or she will be subject to disciplinary action ranging from a failing grade on the work product, to a failing grade in the course, or even expulsion from the program.
- A Report regarding the misconduct will be forwarded to the Academic Standards Committee. Copies will be given to the student, the student's mentor and the Provost.
- The appropriate Professor and the Academic Standards Committee shall jointly determine the severity of the action.
- If sanctions have already been imposed, the Academic Standards Committee will review them for appropriateness, and may impose additional sanctions if the circumstances warrant.
- The student shall have the right to appeal to the Provost in writing, stating the reason for the appeal. A personal meeting with the Provost may be arranged.
- The Provost's decision is final.
- All appeals must be made no later than four weeks from the date of the decision of the Academic Standards Committee.

PLAGIARISM POLICY

You are expected to maintain high standards of honesty and integrity in your academic work. Plagiarism is a serious violation of these standards. As stated in the Academic Honesty Policy in the University Catalog, plagiarism is defined as “copying another student’s work, lending work to another student or representing extracts or whole articles and texts from books or handouts as one’s own work”. You are responsible for familiarizing yourself with this policy. If you submit plagiarized material, you will not receive credit for the assignment or be given the opportunity to rewrite and resubmit it. You will also receive a formal academic integrity warning from your instructor, who will report the offense to the Director of the program you are enrolled in and the Academic Standards Committee. You will still need to attend class but may not pass the course and be required to retake it. A second offense will be reported to the Academic Standards Committee, where further sanctions, including suspension, may be decided. Repeated offences may also lead to suspension or expulsion from the University.

More specifically, plagiarism is a form of dishonesty that occurs when a person passes off someone else's work as his or her own.

- Plagiarism is a University offense.
- All parties involved are considered equally guilty. If a student shares their coursework with another student and he or she plagiarizes it, both parties are considered guilty. Under no circumstances should a student make their coursework available to another student unless the instructor gives explicit permission for this to happen.
- It is every student’s responsibility to become familiar with the standards of academic integrity at the University. Claims of ignorance, of unintentional error, or of academic or personal pressures are not sufficient reasons for violations of academic integrity.

Examples of plagiarism include the following:

- Failing to cite an author for ideas incorporated into a student's paper;
- Cutting and pasting paragraphs from different websites;
- Handing in a paper downloaded from the internet;
- Failure to acknowledge the source(s) of even a few phrases, sentences, or paragraphs;
- Failure to acknowledge a quotation or paraphrase of paragraph-length sections of a paper;
- Failure to acknowledge the source(s) of a major idea or the source(s) for an ordering principle central to the paper’s or project’s structure;
- Failure to acknowledge the source (quoted, paraphrased, or summarized) of major sections or passages in the paper or project;
- The unacknowledged use of several major ideas or extensive reliance on another person’s data, evidence, or critical method;
- Submitting as one’s own work, work borrowed, stolen, or purchased from someone else.

Plagiarism is unacceptable in an academic environment. It is lying.

If a student has been asked to write something as evidence that they have grasped the materials of the course they are taking, offering someone else's work as evidence is a lie. It is no different from having someone else take an examination in another student’s name.

It is an insult to fellow students.

When a student plagiarizes, just as when he/she cheats on an exam, students who play by the rules are treated unfairly. He/She seeks an unfair advantage over them.

It is stealing.

It would be wrong to sneak into a factory and steal the products manufactured there. In the University, words and ideas are what we produce. It is wrong for a student to steal them and claim them as their own.

Guidelines to prevent plagiarism can be found in HAU’s Information Literacy Handbook.

It should be noted that the Provost, at the end of each term shall conduct an independent audit for plagiarism from a sample of all term papers, capstones, and dissertations submitted for assignment fulfillment at the institution. If there is discovery of an instance of plagiarism by the Provost that has not been previously detected by a faculty member then the standard University procedure for addressing the incident, found in this section, will be deployed.

ACADEMIC INTEGRITY & CONTRACT CHEATING

Contract cheating is a form of dishonesty that occurs when someone else completes part or all of a person's work and this person submits the work as if he/she had completed him/herself. Examples of contract cheating include the following:

- Buying a completed assignment from essay writing companies;
- Asking a friend, family member or other students to write part or all of an assignment;
- Paying private tutoring services to help on how to complete an assignment;
- Submitting a model assignment answers provided by essay writing companies;
- Getting someone to sit an exam for someone else;
- Buying or selling completed assignments or assignment answers via websites or social media platforms like Facebook;

Whenever the Academic Standards Committee receives a contract cheating report on a student, the Chair of the Committee will request a hearing and the sanctions may include suspension or expulsion from the University.

AI-ASSISTED WRITING TECHNOLOGIES

You must complete these assignments on your own and without the help of ChatGPT or other generative AI software, unless stated otherwise in the brief for the assignment. If you submit AI generated text as your own, it will be considered a violation of academic integrity, and you will not be given credit for the assignment.

Penalties for Academic Misconduct

All term papers, capstones, and dissertations are checked for plagiarism using appropriate academic practices and University sanctioned software.

A student caught plagiarizing is subject to any of the following sanctions:

- Be required to rewrite a paper containing plagiarized material;
- Be required to do additional work;
- Lowering of a paper or project grade by one full grade or more;
- Giving a failing grade on a paper containing plagiarized material;
- Lowering a course grade by one full grade or more;
- Giving a failing grade in a course;
- Imposing a penalty uniquely designed for the particular infraction.

In addition, the student must visit the Writing Center for instruction on how to avoid plagiarism in the future.

If a faculty member announces a failing grade in the course as a possible result of academic dishonesty, the student receiving such a penalty will not be permitted to withdraw from the course unless the grievance or judicial system rules in favor of the student.

Guidelines as to the appropriate severity of sanctions:

Level One Violations may occur because of inexperience or lack of knowledge of the principles of plagiarism and are often characterized by the absence of dishonest intent on the part of the student committing the violation. These violations generally are quite limited in extent, occur on a minor assignment, and represent a small fraction of the total course work. An example is failure to footnote or give proper acknowledgment in a very limited section of an assignment.

Sanctions for Level One Violations ordinarily include such sanctions as requiring rewriting of a paper containing plagiarized material or requiring the student to do additional work.

Level Two Violations include instances of plagiarism that are more serious or that affect a more significant aspect or portion of the course work compared with Level One Violations. Examples include quoting

directly or paraphrasing, to a moderate extent, without acknowledging the source.

Sanctions for Level Two violations ordinarily include lowering of a paper or project grade by one full grade or more; giving a failing grade on a paper containing plagiarized material; or lowering a course grade by one full grade or more.

Level Three Violations are breaches of academic integrity that are more serious in nature or that affect a more significant aspect or portion of the course work compared with Level Two Violations. Examples include repeating Level Two Violations, submitting purchased materials such as a term paper, or plagiarizing major portions of a written assignment. The usual sanction for a Level Three violation is a failing grade for the course.

Reporting Plagiarism and Decision Appeals

In each instance and regardless of sanction, faculty members are expected to complete a “Report of Plagiarism” and forward it to the Academic Standards Committee. Copies of the report are also to be given to the student, the student’s mentor and the Provost, who then initiates a review of his/her own. The Academic Standards Committee will review the sanctions imposed for appropriateness and may impose additional sanctions if the circumstances warrant. The Committee will maintain a copy of such reports for the duration of a student’s enrollment at the University. Upon graduation or separation of the student from the University, these confidential reports will be destroyed. Students found guilty of plagiarism will have this entered into their record.

Students who feel they have been erroneously penalized, or who think that a penalty is inappropriate, may appeal to the Provost in writing, stating the reason for the appeal. A personal meeting with the Provost may be arranged. The Provost’s decision is final. All appeals must be made no later than four weeks from the date of the decision of the Academic Standards Committee or four weeks from the distribution of final grades.

When a student violates academic integrity in more than one academic exercise, whether those infractions occurred during the same or different periods of time or in the same or different courses, the University regards the offense as especially serious. The matter becomes particularly severe when the student has been confronted with the first infraction before the second is committed. Whenever the Academic Standards Committee receives a second academic integrity report on a student, the Chair of the Committee will request a hearing and the sanctions may include suspension or expulsion from the University.

NON – ACADEMIC MISCONDUCT

Non-academic conduct: Actions of students related to standards of behavior that are established for the purpose of maintaining an acceptable level of propriety within the University community.

As used in this statement, “misconduct” includes, but is not limited to, the following types of behavior of HAUniv students, while on campus or participating in a University sponsored activity off campus. These students will be subject to the University’s non-academic disciplinary process. HAUniv students who commit an offence off- campus while involved in non-University-sponsored activities may be subject to the non-academic disciplinary process.

Through appropriate due process procedures, disciplinary action will be taken in response to non-academic misconduct.

- A. The obstruction or disruption of the teaching, research, administrative, public service or other authorized activity or function of the University. This also, includes:
- The interference with or failure to comply with reasonable directions by University officials or failure to provide identification to any properly identified HAUniv administrator or staff person while that person is in the performance of his or her duties.

- Unauthorized entry into or occupation of University facilities without permission through the appropriate University authorities.
- The operation on campus of student organizations not properly recognized and registered.
- Disruption of Residential Life policies and/or the violation of other Student housing rules, policies, proceedings, or regulations.
- Failure to follow established rules and regulations.

B. The physical or verbal abuse; harassment, including but not limited to: sexual harassment; bullying¹ as is defined in the respective country and state laws or threatening of any member of the faculty, staff, student body or visitor to the University. This also, includes:

- Failure to comply with the University's non-discrimination policy (see full policy under "Admissions") both inside the classroom and during on-campus University activities or events. Violation of this policy will lead to disciplinary action.
- The engagement in any conduct that constitutes sexual harassment or that creates a sexually offensive and/or hostile environment will be subject to appropriate action, up to and including disciplinary action or immediate termination.
- Hazing or any action taken, or situation created that is intended to produce mental or physical discomfort, embarrassment, harassment, ridicule or suffering.
- Intentionally and substantially interfering with the freedom of expression of others on University premises or at University sponsored activities.

C. Unlawful possession, use, manufacture, distribution or dispensing of illicit drugs, controlled substances, or alcoholic beverages by any HAUUniv student on HAUUniv property or as part of any HAUUniv activity. This also includes:

- Underage possession or distribution of alcohol and the misuse by those of legal age at off-campus events
- considered to be University activities.
- Drunken behavior or lewd, indecent conduct and/or expression.
- Smoking on campus.

D. The taking, damaging or malicious destruction of property belonging to the University, visitors to the University or to any member of the University community. This also includes:

- Damaging/destroying University property/equipment.
- The unauthorized use of HAUUniv property and resources for personal gain or commercial use.
- Misuse of information technology resources for personal gain or commercial use.
- Theft or attempted theft, larceny, embezzlement, or the temporary taking of the property of another without their authorization or possession of stolen property.

E. Falsification, alteration, fabrication or misuse of University forms, documents, records or identification. This also includes:

- Providing false information to the University with intent to deceive; or withholding material information from the appropriate University personnel.

F. The illegal use or possession of firearms, explosives, fireworks or weapons of any kind.

G. Illegal gambling, which violates federal and state laws.

H. Conduct at a disciplinary hearing, involving contemptuous, disrespectful or disorderly behavior, or the giving of false testimony or other evidences at any hearing. This also includes:

- Influencing or attempting to influence another person to commit an abuse of disciplinary proceedings.
- Violating the privacy rights of any student or University employee regarding any disciplinary proceeding.
- Knowingly violating the terms of an official disciplinary sanction.

I. Other behaviors, which are inappropriate in an educational environment.

¹ "Bullying (is) the repeated use by one or more students of a written, verbal or electronic expression of or a physical act or gesture or any combination thereof, directed at a victim that: (i) causes physical or emotional harm to the victim or damage to the victim's property; (ii) places the victim in reasonable fear of harm to himself or of damage to his property; (iii) creates a hostile environment at school for the victim; (iv) infringes on the rights of the victim at school; or (v) materially and substantially disrupts the education process or the orderly operation of a school."

Penalties for Non-Academic Misconduct

Failure by a student to follow the prescribed standards of behavior will subject him or her to one or more of the following sanctions:

Disciplinary Warning: Oral or written warning to the student that he or she is violating University regulations. No official record of a disciplinary warning shall be maintained.

Disciplinary Reprimand: Official warning in writing that continuation or repetition of wrongful conduct may cause more severe action. A record of a disciplinary reprimand shall be maintained.

Disciplinary Probation: Given for a specific period of time and carries the immediate threat of suspension if violated.

Campus and/or Community Service: Requirement that services be offered for a specified period to an appropriate non-profit community agency and/or to the office of Student Affairs & International Programs.

Restitution: Reimbursement for damage or loss of property or expenses of others as a result of the misconduct. **Disciplinary Suspension:** Exclusion from classes and other privileges in the University community for a specified period of time.

Expulsion: Permanent termination of student status in the University community.

Additional Sanctions: In situations involving some sanctions listed above, a student will be asked to relinquish any University office held. If a student leader is charged with a violation of serious non-academic misconduct, they may be removed from the leadership position until the matter is resolved. This may also include their representing the University in any capacity. This could also result in the loss of certain scholarships and financial aid.

Furthermore, a student who has been accused of a criminal offence, the nature of which constitutes a likelihood of serious danger to the student, other members of the University community, or the educational process of the University, may have imposed upon him or her temporary sanctions, including suspension or expulsion as may be deemed necessary pending final disposition of the case. Such temporary sanctions may exist and be enforced, until such time, as final disposition of the case has been made by the properly constituted authorities.

Procedure for Non- Academic Disciplinary Action

All students may file a complaint regarding non-academic matters. To submit a non-academic complaint, a student should submit the relevant form to the Office of Student Affairs. The Student Affairs Office will discuss the issue with the provost to determine if it could be resolved in more informal ways or if it needs the committee's assessment. For the latter, the complaint will be moved to the Student Affairs Committee for examination. A smaller committee of three people will be formed to collect evidence and discuss with all stakeholders. The decision will be followed by a warning letter of violation of the code of conduct according to our SH. Three warning letters would lead to student probation. For Nashua this will give an outlet to Greece and often remove attention from one campus to another location, up the level of formality and bring about less tension

Student Groups and Organizations

Similar due process procedures will be available for student organizations.

Student groups and organizations are expected to maintain appropriate standards of conduct that are commensurate with those expected of individual students in the University environment. Therefore, student groups and organizations may be charged with violating non-academic standards of conduct without regard to whether members of such groups or organizations are individually charged with violations arising from the same occurrences. Misconduct by a HAUUniv student organization while participating in non-University sponsored activities off-campus may be subject to the non-academic disciplinary process.

A student group or organization, its officers, or individual members may be held collectively or individually responsible when violations by those associated with the group or organization have received the tacit or overt consent or encouragement of the group or organization or of the group's or organization's leaders, officers, advisors, or spokespersons.

The officers or leaders or any identifiable spokesperson for a student group or organization may be directed by the Provost or a designee to take appropriate action designed to prevent or end violations by the group or organization or by any persons associated with the group or organization. Failure to make reasonable efforts to comply with the Provost's directive shall be considered a violation both by the officers, leaders or spokespersons for the group or organization and by the group or organization itself.

Student Group Penalties and Procedures

One or more of the following sanctions may be imposed on a group or organization for non-academic misconduct.

- Social Probation is imposed for a specific period of time. This sanction prohibits the group or organization from campus sponsorship of any organized activity, party or function.
- Reprimand is an official notice of censure. Repetition of violations that resulted in a reprimand to the group within a period of two years shall automatically carry charter probation as a minimum penalty.
- Charter Probation is given for a specific period of time and carries the immediate threat of charter revocation or restriction if there are other violations or repetition of previous violations during the term of the sanction. The group or organization may seek and add members but may not enjoy any of the privileges removed under the social probation.
- Charter Restriction is the temporary removal of University recognition, usually for not more than one term in addition to the one in which the offense occurred. While under restriction, the group or organization may continue to occupy or hold property but may not seek or add members, hold or sponsor events in the University community, or enjoy any of the privileges removed under social probation set forth above.
- Charter Revocation is the permanent removal of University recognition for a group or organization. Charter revocation may be recommended but can be imposed only by the University President.
- Additional Group Sanctions: In addition to the above, the Senior Coordinator of Student Affairs may apply or recommend additional sanctions, as well as refer the case to the group's or organization's governing bodies for consideration of other sanctions.

Confidentiality

The nature of any misconduct investigated under this rule, the penalty imposed, and the outcome of any appeal may be made public, but the identity of the students, staff or other persons involved in the investigation of misconduct including the identity of the person alleged to be in breach of this rule is confidential.

Authority and Responsibility for Non-Academic Behavior Problems

The following statements establish authority and responsibility for non-academic misconduct.

- The Provost has the responsibility for coordinating policies and procedures regarding students' nonacademic misconduct.
- The Office of Student Affairs & International Programs will be principally responsible for administering the non-academic disciplinary process for students who have allegedly violated established standards of conduct while in the general University environment.

Non-Academic Disciplinary Committees

The disciplinary committee, consisting of the Director of Student Affairs & International Programs, the President and Vice President of the Student Council will deal with non-academic misconduct problems in cases where it is determined that a case of misconduct will be referred to a disciplinary committee.

The Office of Student Affairs & International Programs or the Provost may refer cases to the committee.

Due Process

Students have the right to due process when accused of any violation of University regulations or prescribed standards of behavior. This right shall include the following:

- A notice in writing of any charges and the opportunity to be made aware of the evidence against him or her;
- A preliminary hearing for the purpose of rebutting the charges will be scheduled no later than two weeks after a notice of the charge has been sent to the student's address of record;
- The opportunity to admit or deny the alleged violation and request an administrative hearing, or a hearing before a disciplinary committee;
- If a disciplinary action results in a reprimand, probation, community service or developmental sanctions, a student may appeal in writing to the Director of Student Affairs. An appeal must be based on one or more of the following:
 - Proper procedures were not followed;
 - The evidence clearly does not support the findings;
 - Sanctions are excessive; or
 - There is new evidence not reasonably available at the time of the hearing.

If a disciplinary action results in suspension, restitution or expulsion, the Provost shall review the case and make the final decisions.

Student Rights

Academic Standards Committee

The Academic Standards Committee considers and adjudicates on matters of disciplinary action related to academic and non-academic misconduct. A faculty member and/or the Provost will normally bring cases forward. When plagiarism is alleged, faculty members are expected to complete a "Report of Plagiarism" and forward it to the Provost who initiates an inquiry through the Academic Standards Committee. Copies of the report are also to be given to the student, the student's mentor and the relevant Program Director and or Coordinator. The Academic Standards Committee will review the sanctions imposed for appropriateness and may impose additional sanctions if the circumstances warrant. The Committee will maintain a copy of such reports for the duration of a student's enrollment at the University. Upon graduation or separation of the student from the University, these confidential reports will be destroyed. Students found guilty of plagiarism will have this entered into their record.

The student who has been accused of academic misconduct is entitled to be present in a hearing convened by the Academic Standards Committee to address the allegations brought forward against the student. Decisions of the Academic Standards Committee may be appealed to the Provost. The decision of the Provost will be final. All appeals must be made no later than four weeks from the date of the decision of the Academic Standards Committee.

Students may appeal a faculty member's decision regarding a grade. To make a formal appeal, a student should communicate to the faculty member, either orally or in written form, the reasons he or she believes the grade to be unfair or inappropriate. If after that meeting, a disagreement continues to exist, a student may appeal in writing to the Academic Standards Committee and copy the Office of the Provost. A personal meeting will then be arranged. Decisions of the Academic Standing Committee may be appealed to the Provost. The decision of the Provost will be considered final. All appeals must be made no later than four weeks from the date of the decision of the Academic Standing Committee or four weeks from the distribution of final grades.

Student Records Privacy Policy

Student Records

Hellenic American University collects and processes information about students for various academic, research and administrative purposes. All personal information is treated strictly according to the terms of the 2472/97 Data Protection Act. This means that confidentiality is respected and that all appropriate security measures are taken to prevent unauthorized disclosure of information. Personal information is used for stated purposes only.

No health records or non-academic counselling records are maintained by the University as these services are readily available nearby by private providers. Career counselling records shall be maintained by the student services support system through the Career Office and/or the Office of Student Affairs.

Violation of Records

A confidential record shall be kept in the Office of Student Affairs of any findings/actions in regard to a violation of the Code of Student Ethics. In the event of a determination of a violation of the Code, the professor and the Provost may request from the Office of Student Affairs copies of any prior records of conduct violations by the student, in order determine the appropriateness of the penalty imposed.

Student Records Privacy Policy

Hellenic American University Student Records Policy protects the privacy of student education records. This policy is consistent with the United States Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99), however, it does not abrogate any of the requirements of, or rights under, the terms of the 2472/97 Data Protection Act.

It gives students certain rights with respect to their education records:

- Students have the right to inspect and review their own education records that are maintained by the University. Hellenic American University shall not be required to provide copies of records unless, for reasons such as great distance, it is impossible for students to review the records. The University may charge a fee for copies.
- Students have the right to request that the University correct records, which they believe to be inaccurate or misleading. If the University decides not to amend the record, the student then has the right to a formal hearing. After the hearing, if the University still decides not to amend the record, the student has the right to place a statement with the record setting forth his or her view about the contested information.

Generally, the University must have written permission from the student in order to release any information from a student's education record. However, the University may disclose student records, without consent, to the following parties or under the following conditions:

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- Accrediting organizations.

The University may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, the University shall tell students about directory information and allow students a reasonable amount of time to request that the school not disclose directory information about them. The University shall notify students annually of their rights under this policy, by inclusion in the Student Handbook or Catalog.

Retention and Disposal of Student Records

Student records can be digital and/or physical and are kept confidential and secure. The University ensures that all records and sensitive information are properly retrieved, stored and disposed of in order to meet legal requirements, minimize cost and best utilize available space. Below are provided all necessary requirements and guidance on how to handle student records. Individual student information should be kept for as long as it is valid and useful for University business and educational purpose, or as specified in the University Catalog and Student Handbook*. All constituents that handle student records are obligated to dispose of them as stated in this policy when the specified retention period has expired.

*Currently, Hellenic American University does not dispose of any student records.

STUDENT RECORDS		MINIMUM RETENTION PERIOD
Admission Letters		5 years after graduation or date of last attendance
Interview Form		5 years after graduation or date of last attendance
Tuition & Fees Consent Form		5 years after graduation or date of last attendance
Application Form for Admission		5 years after graduation or date of last attendance
Application Form for Readmission		5 years after graduation or date of last attendance
Photographs		5 years after graduation or date of last attendance
ID/Passport		5 years after graduation or date of last attendance
International Students' Documents:	VISA,	5 years after graduation or date of last attendance
	Residence permit	5 years after graduation or date of last attendance
Recommendation Letters		5 years after graduation or date of last attendance
High School Transcripts		5 years after graduation or date of last attendance
Other University/College Transcripts		5 years after graduation or date of last attendance
Diplomas		5 years after graduation or date of last attendance
Degrees		5 years after graduation or date of last attendance
Evidence of English		5 years after graduation or date of last attendance
Financial Status		5 years after graduation or date of last attendance
Transfers		5 years after graduation or date of last attendance
Waivers		5 years after graduation or date of last attendance
Curriculum Vitae		5 years after graduation or date of last attendance
TOEIC Test Scores		5 years after graduation or date of last attendance
MATH Placement Test Scores		5 years after graduation or date of last attendance
Sample of Academic Writing		5 years after graduation or date of last attendance

Other documents	5 years after graduation or date of last attendance
Student waivers for rights of access to see letters of recommendation for admission	Waivers of rights of access filed with letters of recommendation should be retained as long as the file is retained (FERPA)

Student Activities

Student Clubs & Associations

Hellenic American University offers an array of student activities that are intended to foster interpersonal communication, community engagement, and leadership. Currently available activities include the following:

Student Governance – Student Council, Student Affairs Committee

Student Clubs & Associations – Students (and Alumni) have formed several clubs or associations reflecting the interests of the students by program including the following:

- Alumni Association
- Debate Team
- Soccer Team
- Entrepreneurship Club
- HAU Toastmasters Club
- Creative Readers Club
- Psychology Club

Other special interest groups open to student involvement per request.

Arts & Culture – HAUniv students in Athens have full access to cultural events and exhibitions organized by the Hellenic American Union and the University.

Personal Development – Public speaking club (HAU Toastmasters); other career and professional-related seminars are offered throughout the year.

Sports and Fitness – Soccer Team and Running Team

Social Events – Holiday parties and events, International Food Night.

Additional student activities will be added to coincide with student interests and newly formed student groups. Students are invited to contact the Office of Student Affairs & International Programs for more information at studentaffairs@hauniv.edu. Students may be informed of club activities through announcements on the student portal, the Student Club content area or the Upcoming Events calendar under the Student Life tab of our website. The social media pages of the University also disseminate announcement of events.

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The President of the University is the Chief Executive Officer with final administrative authority, subject to the University Board of Trustees, over the development of policy and programs, hiring of faculty, personnel and staff, and all other decision responsibilities.

The Executive Vice-President and Chief Financial Officer is the University's chief administration officer with direct reporting responsibility to the President. He is second in command to the President and performs the duties of the President if unavailable or absent.

The Provost is the University's Chief Academic Officer reporting to the President.