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**Tuition- Academic Years: October 2020- March 2024**

ACADEMIC FORMS YOU CAN USE

No need to print all pages! Simply print ONLY the page(s) you need

1. Application for Admission 2. Trimester Enrollment Form 3. Transfer Credit Form 4. Progress Tracking Form (PTF)  **5.** Academic Standings/Stages or Classifications **6.** Tuition Balance Payment Contract **7.** Online ZOOM Class Participation Contract 8. Specialization Declaration Form (S.D.) Form) 9. Incomplete Grade Request Form (Inc.) Form10.Transcript Request Form (TRF)11.Grade Appeal Procedure12. Declaration of Intent to graduate (D.I.G) **and more**

Updated February 09, 2023

 FORM 1-Common APP® CocodyAngré 8e Tranche **English Version** Proximity Jean-Paul II Parish WhatsAPP: + 1 (978)552-9816 / (225) 07-67-92-25-05

**►Application for Admission►**

Instructions: All applicants for admission to any program must complete this form and pay the application processing fees of **10,000FCFA**. This application may be **dropped off** at AUCI, or emailed to three (3) e-mail addresses: [admissions@auciv.education](mailto:admissions@auciv.education) [etabea@auciv.education](mailto:etabea@auciv.education) ; [emile.tabea@gmail.com](mailto:emile.tabea@gmail.com).

**Name of Applicant** (**Please Print**)**:**  Gender: □M □F Date of Birth (Month/Day/YR)**:**

Place of Birth (City/Village & Country)**:**

Domicile (City & District)**:**

**EMAIL** (Please print)**:**

Cell Phone #1 & 2**:**

Emergency Contact Name & TEL:

**Desired Date of Admission** (**Please check Trimester and write Year**)

□October11,**20** □January11,**20** □April11,**20** □June30, **20**

(**Continue on to Next Page**)

**Desired Program of Study (Please Check one)**:

□ ESLU (Intensive English -Morning Program)

□ ESLP (Intensive English –Evening Program)

□ Bachelor of Sc. Degree in Business Administration (B. Sc.B.) with Concentration in Fin., MKT, HRM; MIS, Global/Int’l Business…etc.

□ Bachelor of Arts Degree in English /Language Arts (B.A. En)

□ Bachelor of Arts Degree Applied to Business Administration (B.A.E.)

□ Master of Business Administration (M.B.A.)

□ Executive Master of Business Administration (E.M.B.A.)

□ Other (Indicate):

**Highest Diploma or Degree Obtained (Please provide proof)**

□BAC Serie: □WAEC □NECO □BTS in: □License in: □ Other (Indicate):

**Name & Address of School or Univ. Where Diploma/Degree Was Obtained:**

Name of School/University:

Address (City & Country Only):

**Person to Contact in Case of Emergency:**

Name & Relationship: **/** Tel #:

**Signature of Applicant:** Date:

**Name & Cell # of Bill Payer:** Date:

 ► **AMOUNT PAID AT ENROLLMENT**: **\_\_\_\_\_\_\_\_\_FCFA**  Adresse Physique: Cocody Angré 8e Tranche **Office of the Registrar** / **registrar@auciv.education**

TRIMESTER ENROLLMENT FORM Directions: Please use this form to enroll in any number of courses (**1, 2**, or **3**) scheduled for the trimester and for which you can afford the tuition. Please fill out the form and submit it to administration Ten (10) days before the start of the new trimester. A list of courses to choose from in the BBA, BAE, MBA or English program is attached. **IMPORTANT:** **In the event you have been enrolled in courses by administration and would like to make changes to your schedule, PLEASE use this form**.

**Student Contact Information Student’s Name**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Gender:** **□** Male **□** Female **EMAIL**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Mobile Phone (s):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Program of Study** (Circle one):English**-**ESLUGED BBABAEMBAEMBA

English**-**ESLP Other (Please indicate): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **I am enrolling in courses for the following trimester**: **□** October  **□** January  **□** March **□** June **□** Summer Term (5-7 weeks-45 hrs) Year: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **I would like to enroll in the course(s) below for the current trimester. I understand that I must not enroll in more than three (3) courses each trimester:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Course Number |  | Course Title | Instructor if Known | Course Tuition |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Student Signature**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_

**Signature & Printed Name of designated Staff**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ auci-/May06-2022-/Rev-2-1-2

 **FORM 2: TCA-12E**

**Office of the Registrar** [**Registrar/registrar@auciv.education**](mailto:Registrar/registrar@auciv.education)

**Transfer Credit Approval Form (This form is to be filled out and signed by the Director of the Transfer Student’s Target Program and returned to Registrar’s Office)**

Name of Transfer Student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Institution of Origin:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name of Target Program: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_□ Bachelor □ Master

To: Registrar’s Office, This is to inform that \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ID # :\_\_\_\_\_\_\_\_\_ may transfer the course(s) below, not to exceed the following number of credits from another accredited institution**:** Thirty (30) credits towards a Bachelor degree, Twelve (12) credits towards the Master’s degree, the same number of transferable credits from one AUCI program to another. I have made sure that these courses meet all the criteria below regarding transfer credit: **Course Criteria:1.** Course(s) must be taken at an accredited institution; **2.** Course(s) must be bachelor or master level for students seeking admission to any of these programs; **3.** Course grade must be **“C”** or better; **4.** Pass/Satis grades are unacceptable unless it is stated on the transcript that the Pass/Satis grade is equivalent to “B” or better; **5.** Course(s) were taken no more than seven (**7**) years prior to the date of admission to AUCI. **6.** Personal and Professional Development Courses are not transferrable.

**Course(s) to Transfer** **AUCI Equivalencies/ Course # and Title**

Number and Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number and Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number and Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number and Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number and Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number and Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number and Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number and Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number and Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**** FORM 3-PTF

**Progress Tracking Form (PTF)**

**Student’s Name:**

**Program of Study: Bachelor of Science in Business Administration (BBA)**

The high school diploma recipient can obtain the Bachelor degree in **three and half to four (4) years.** **120** credits (or **40** courses) is the number of credits needed to earn a Bachelor degree**: 32** core courses **+ 8** concentration courses. The purpose of this form is to help you keep track of your academic progress and to know what it means to be a **freshman, sophomore**, **junior** or **senior**. This is not a report card or a transcript. To receive a report card at the end of a trimester, you must have a ZERO TUITION BALANCE before the end of the trimester.

**IMPORTANT: Please note that a cumulative GPA of 2.0 is required to obtain a Bachelor degree.**

**Your first year is your freshman year**, **which ends at course # 10; Your second year starts at course Number 11.**

**► Freshman = 1-10 courses (3-30 earned credits)**

**Your second year is your sophomore year**, **which starts at course Number 11 and ends at course # 20.**

**► Sophomore = 11-20 courses (33- 60 earned credits)**

**Your third year is your junior year**, **which starts at course Number 21 and ends at course # 30.**

**► Junior = 21-30 courses (63- 90 earned credits)**

**Specialization Stage; Specialization/Concentration Courses start here; Students must choose a specialization or field of concentration in the junior year.**

**► Senior = 31-40 courses (93- 120 earned credits)**

**Your fourth year is your SENIOR YEAR**, **which starts at course Number 31 and ends at course # 40.**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**INDICATE TRIMESTER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Course # 1: Grade:

Course # 2: Grade:

Course # 3: Grade:

**INDICATE TRIMESTER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Course # 4: Grade:

Course # 5: Grade:

Course # 6: Grade:

**INDICATE TRIMESTER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Course # 7: Grade:

Course # 8: Grade:

Course # 9: Grade:

**INDICATE TRIMESTER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Course # 10: Grade:

**Course # 11**: Grade:

Course # 12: Grade:

**INDICATE TRIMESTER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Course #13: Grade:

Course #14: Grade:

Course # 15: Grade:

**INDICATE TRIMESTER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Course #16: Grade:

Course #17: Grade:

Course #18: Grade:

**INDICATE TRIMESTER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Course #19: Grade:

Course #20: Grade:

Course #21: Grade:

**INDICATE TRIMESTER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Course #22: Grade: Course #23: Grade

Course # 24

**INDICATE TRIMESTER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Course #25: Grade: \_\_\_\_\_

Course #26: Grade: \_\_\_\_\_

Course #27: Grade: \_\_\_\_\_

**INDICATE TRIMESTER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Course #28: Grade: \_\_\_\_\_

Course # 29: Grade: \_\_\_\_\_

Course # 30: Grade: \_\_\_\_\_\_

**INDICATE TRIMESTER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Course # 31: Grade: \_\_\_\_\_\_

Course # 32: Grade: \_\_\_\_\_\_

Course # 33: Grade: \_\_\_\_\_\_

**INDICATE TRIMESTER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Course # 34: Grade: \_\_\_\_\_\_

Course # 35: Grade: \_\_\_\_\_\_

Course # 36: Grade: \_\_\_\_\_\_

Course # 37: Grade: \_\_\_\_\_\_

**INDICATE TRIMESTER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Course # 38: Grade: \_\_\_\_\_\_

Course # 39: Grade: \_\_\_\_\_\_

Course # 40: Internship or course Grade: \_\_\_\_\_\_

**Total Number of core courses including internship MUST be 32.**

**Total** **Number of concentration courses MUST be 8.**

Total Number of Courses (& Credits) Required: 40 (120 credits)

**►**Number of years of study to obtain the Bachelor degree: Three and half to Four years for BAC diploma holders; One year and half to two years for BTS diploma holders. **Note:** For beginning and ending dates of academic sessions, please refer to academic calendar on the University Website: [www.auciv.education](http://www.auciv.education) or [www.auciv.education/fr](http://www.auciv.education/fr)

**NOTE:** Be proud to share your progress with the family member who pays your tuition bill or any family member of your choice. Your report card will be sent to you after a ZERO tuition balance.



**Office of the Registrar**

**Academic Standings/Stages or Classifications A university career for an undergraduate/Bachelor degree student is usually divided into four academic standings known as freshman, sophomore, junior and senior.** These different student classifications depend on the current stage of the student and the amount of credis earned towards the degree. A bachelor’s degree is usually meant to be completed in a 4-year course if you are a full-time student which is a student that takes the minimum of credits expected by the university. **Most universities recommend taking 15 credits every semester in order to graduate in four years.** However, we find that many people are part-time students while others exceed the number of credits expected and they graduate in less than four years. When these scenarios take place, the student classification is differing from those expected “four years” and that is why the stage of the student is determined by the number of credits taken. Not everyone follows the conventional 4-year program because of several reasons and some majors might take more or less time than others.

Now, we are going to define each of these terms and explain the differences between being a freshman, sophomore, junior, and senior

**A freshmanin college/university is also known as a first-year student.** It is the **first year** of a college/university career and it is a new phase of their life. Incoming freshman students that start college right after finishing high school .

**A sophomoreis typically known as a second-year student.** However, in order to be considered a sophomore, students should generally have completed a minimum of **30 credits**. Each school is different, and the amount of credit can vary depending on their requirements.

**Ajunioris also known as a third-year student.** In order to be considered a junior, students must have completed a minimum of **60 credits** (as we said before, it can vary depending on the school). Junior students are considered upperclassman because they have already been in university for two years which have helped them mature and gain experience during their university journey. It is also the year before being a senior!

**Asenior usually refers to a higher classman.** If students have taken full-time classes, it is usually thei**r fourth and last year of college/university.** To be considered a senior, the general rule is that students must have completed a minimum of **90 credits.** This is the last stage of college/university; students make sure they meet all the requirements and finish all the classes in order to get their degree and graduate from college/university!



**Financial Services**

**Tuition Balance Payment Contract**-Rev2-1-2

**Between AUCI and** (print name of tuition payer) :

**Relationship to AUCI Student:**

**Name of Student** (Please Print)**:**

IMPORTANT : A student who owes a tuition balance and does not fill out this form will not be enrolled in the current trimester courses and courses of future trimesters.

TOTAL BALANCE (current trimester & past trimester) DUE :  **FCFA**

By signing this form I agree to pay (write amount) **FCFA** **now** on (write date) :

and the balance of (*Write amount here*) **FCFA** in three (3) installments on the

each month on the following THREE (3) dates:

Date 1: Date 2: Date 3:

I understand that this contract will be VOID/eliminated IF any of the payment dates indicated is not honored. I also understand that the student must have a **ZERO balance** before the beginning of a new trimester to be enrolled in future courses.

**Signatures**: Tuition Payer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_

**Signature & Printed Name of Administrator**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/ Date\_\_\_\_\_\_\_\_\_\_\_

Auci/APRIL20, 2022 ; CC: Signed copies to Tuition Committee



FORM 4**-**ZCC

Office of the VP of Academic Affairs **Student’s Copy**

**Zoom Online Class Participation Contract**

I, Mr.**/**Mrs. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (parent), and

Miss/Mr.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_( student),

Understand that physical classroom interactions are one of the best ways to teach and learn as they allow professors to move around the classroom and provide guidance to students as they engage in the learning process; physical classroom interactions also allow students to interact with one another and work in teams on a given topic. At times, for reasons beyond the control of educational institutions, these types of interactions may be temporarily suspended. This is the case for many schools and Universities in Cote D’Ivoire including the American University of Cote D’Ivoire (AUCI). As a solution for this unforeseen temporary suspension of physical classroom interactions, and for fear of missing a whole trimester of learning, AUCI has decided to resort to a hybrid system of learning by way of Zoom online classes to make up for missed work and finish the trimester as scheduled. Thanks to AUCI course syllabi and well-structured courses, the Zoom online classes offer the same contents and benefits as physical classrooms. In light of this, the student named above have no objections that the student should participate in the Zoom online class meetings until physical classroom interactions become possible.

As this participation contract requires, the student and I (the parent) agree that the student should do all that is in the student’s power to meet the expectations below associated with the Zoom classroom meetings and to gain maximum benefits from the courses:

**1. Arrive on time for Zoom classes** In the same way as physical classrooms, arriving to the Zoom classroom 5-10 minutes before the class begins is mandatory. The purpose for this is to make sure your technology is working properly and that you are ready to participate in the Zoom class and take notes. Also, being on time is mandatory so that others do not have to wait for you. Being on time is a way to show respect to yourself, to the professor and to your classmates. Attendance will be taken at the start of each class and at the end, and attendance points will be lost for each lateness and absence.

**2. Dress for success**  
I agree that, even though I may be at home in a quiet and comfortable area, I should dress up professionally as if I was going to a job interview, and not to chew gums during class.

**3. Make sure your video is on:**If you have camera capabilities on your technology, please make sure your video is on, so that your professor and classmates can see you **4. Be aware of my surroundings:** Because the professor and classmates can see me and BEHIND the Zoom class, it is my responsibility of the Zoom class participant to make sure that there is no other person around the technology I am using, or anything like a radio or a pile of laundry that may distract the class.   
**5. Mute the microphone**  
After logging in to the virtual classroom, it is necessary to mute the microphone (at the lower left-hand corner of the laptop, computer or cell phone) to help eliminate background noise that could distract others.

**6. Have necessary materials to take notes and to ask questions** Having to look for a pen, a pencil or a notebook to take notes while the class is in progress wastes learning time. So prepare before class!

**7. Raise my hand and wait to be called to speak.**If I wish to speak, I agree to either physically raise my hand or use the "Raise Hand" button at the center of the bottom of my screen. Once the professor allows me to speak, I will un-mute myself and begin speaking. When I finish speaking, I will indicate that I am done by saying something like "I am done" or "Thank you" and then put my microphone on mute again.**8. Signing out:** I will remember to sign out or “leave the meeting” at the end of each Zoom online class.

**Penalties:** I understand that behavior that interferes with a Zoom online class will result in a loss of attendance points or possible removal from the class.

I certify that my parent and I have read the above Zoom online classroom expectations and agree to honor them.

Parent/Guardian’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_

Parent/Guardian’s Contact Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

AUCI Student’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_

AUCI Student’s Contact Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

April2021-auci

Office of the Registrar [/registrar@auciv.education](mailto:/registrar@auciv.education)

**Specialization Declaration Form (S.D.) Form-Attached**

**Questions & Answers about Declaring a Specialization/Major**

**Must all American University of Cote d’Ivoire (AUCI) students declare a specialization?**Yes! The key component of the Bachelor degree program is the major or concentration of courses in a particular subject area. You must pursue and complete an approved major/specialization as part of the requirements for the AUCI degree.

**When must I declare my specialization/major?**  
All matriculated students must declare a major no later than the trimester in which the combination of credits earned and credits in progress totals **61 credits or more**. Transfer students entering AUCI**with 60 credits** or more must declare their specialization before the end of their first trimester at AUCI.

**What good is a specialization?**  
A specialization gives you depth of knowledge and competencies in an academic area of particular interest to you and prepares you directly or indirectly for graduate school and/or your future career.

**What if I don't know what my specialization will be?**  
It’s OK! Some students choose their majors at the start of their university careers. Others begin university studies not knowing what they want to specialize**/**major in. As you think about choosing your specialization, consider your interests and abilities first. Don't select a specialization because a friend or family member selected that specialization, or because your parents suggest it. If you need assistance with your decision, you can seek guidance from anyone in administration, a career counselor, or the Provost and VP for academic and Student Affairs via WhatsApp at+1 (978) 677-8475.

**Does my specialization or major determine my future career?**  
No! Not necessarily. Taking courses in a specialization/major and training for a job can be different. Some specializations or majors are vocationally specific**:** education and nursing are good examples of such fields. However, other specializations or majors are not vocationally specific; many employers want students with transferable skillsregardless of their specializations or majors. Therefore, while it may be wise to consider your possible career interests, it is not always necessary to be specialized to find an interesting and challenging career. Whether or not you specialize in anything, what employers want aretransferable skills, skills such as the following: Learning Skills**:** creativity, critical thinking ability, collaboration and communication; Literacy Skills**:** information literacy, media literacy, technology literacy—the ability to evaluate and process new information, particularly information found online; Life Skills**:** skills needed to create a well-rounded person, a person that can thrive both in their personal and work lives—adaptability, leadership, initiative, efficiency and social skills.

**Can a department or program refuse to accept me?**  
Yes. A specialization or major may demand a minimum grade-point average **(GPA)** higher than the **2.0** required of AUCI Bachelor degree candidates to remain in good academic standing. Students who do not earn the minimum GPA required by a specialization or major may not be accepted into that major or specialization, may be dismissed from that specialization or major, or may not be certified for graduation with that specialization or major.

**How do I change my specialization or major?**  
As you learn more about your preferences and abilities, you may decide to change your major. Since the change may require you to adjust your graduation schedule, you should discuss your degree progress with the provost or your academic advisor before filing out a new specialization declaration Form.

See**Specialization DeclarationForm (S.D. Form)**Attached

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

AUCI-06/22/21

Office of the Registrar [/registrar@auciv.education](mailto:/registrar@auciv.education)

**Specialization Declaration Form (S.D.) Form**

**IMPORTANT:** ONLYstudents who have accumulated 60 credits can declare a specialization/major. Please read the questions and answers attached to this form about declaring a specialization before filling out the form.

**Student’s Name**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Student’s I.D. #:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Contact Number:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ / **EMAIL:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**AUCI Entrance Date (Month & Year):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/ **Transfer Student:** YES NO

**IF Transfer Student, Number of Credits Accepted for AUCI Degree**: \_\_\_\_\_\_\_\_\_\_Credits

**Name of AUCI Degree Program Enrolled in:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Specialization/Concentration Declared (Check one ):**

**□**Human Resource Management **□**General Business **□**Computer Science

**□**Global Business **□**Marketing

**□**Project Management **□**Finance**□**Other (Please specify): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Student’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_**

**Specialization Approved By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Name of Provost/Student’s Advisor)**

**Signature of Provost /Student’s Advisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_**

AUCI-06/22/21 & AUCI Stamp below:

Office of the Registrar [/registrar@auciv.education](mailto:/registrar@auciv.education)

**Incomplete Grade Request Form (Inc.) Form -Attached**

**Questions & Answers about Incomplete Coursework**

**ALL students must complete all the work professors give in class. What is the policy on students who missed coursework by the end of a trimester?**Before a trimester ends, for various reasons, a student may miss some work a professor gave in class (quizzes, reading assignments and exams). A student who is not able to complete the coursework before a trimester ends MUST make formal arrangements with the professor to complete the work he or she missed before the trimester ended. The professor gives the grade of **“Inc”** to the student ONLY after s/he and the student fill out and sign an INCOMPLETE GRADE FORM.

**Is there a deadline by which missed coursework must be completed?**   
YES! The deadline to complete missed work is set by the professor in collaboration with the student and MUST NOT go beyond the first day of the following trimester.

**What happens if a student does not complete the coursework by the deadline set by the professor and the student himself?**  
In this case the professor gives a “UW” notation to the student which is reported to the registrar’s office. A “UW indicates an “Unofficial Withdrawal” and bears no point value and does not confer credit. The student may take a new course to fulfill the program requirement. A student may ask to complete the coursework after a “UW” is given and has no more than Thirty (30) days from the initial deadline to complete the work. After the work is completed, the professor may change the “UW” to a quality grade.

See**Incomplete Grade Request Form (Inc. Form)-**Attached

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AUCI-08/24/21

Office of the Registrar [/registrar@auciv.education](mailto:/registrar@auciv.education)

**Incomplete Grade Request Form (Inc.) Form**

**IMPORTANT:** The Incomplete (“Inc”) grade is given to a student who is registered for course credit but for reasons beyond his/her control has not submitted all coursework required for a quality grade. Below are the criteria and processes to request an Incomplete grade: **1.** The request for an incomplete must be initiated by the student; **2.** The professor will determine the validity of the request and approve or deny the Incomplete grade. **3.** If approved, the professor will use this form and write down the coursework that needs to be completed and indicate the deadline by which the work needs to be completed; then the professor submits an “Inc.” grade to the Registrar’s Office; **4**. The competed form is kept on file within the department; **5.** Students receiving financial aid must contact the financial aid department to determine howa grade of “Inc.” will impact his/her financial aid ( borrowing eligibility or eligibility on tuition reduction).

**Student’s Name**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Student’s I.D. #:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Contact Number:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/ **Email:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Current Trimester (Months & Year:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Course Number & Title**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Reason for requesting an incomplete:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Coursework to be completed:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Deadline for completion:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Student’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_**

**Professor’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_**

AUCI-08/24/21 & AUCI Stamp below:

Office of the Registrar [/registrar@auciv.education](mailto:/registrar@auciv.education)

**TRANSCRIPT REQUEST FORM (TRF)**

**IMPORTANT:** Please pay a processing fee of **12,000FCFA** to request a copy and allow 10-15 working days to process your request. Report cards (not transcripts) are free and are sent at the end of each trimester to students who are up-to-date on their tuition payments.

**Student’s Name**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Student’s I.D. #:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Contact Number 1:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ /

**Contact Number 2:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ /

**EMAIL:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**AUCI Entrance Date (Month & Year):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/ **Transfer Student:** YES NO

**Year of graduation (IF applicable): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Specialization/Concentration (Check one ):**

**□**Human Resource Management **□**General Business **□**Computer Science

**□**Global Business **□**Marketing

**□**Project Management **□**Finance**□** Other (Please specify): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Student’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_**

AUCI-05/15/21

  **Office of the Registrar**

**Grade Appeal Procedure**

**Writing a Grade Appeal Letter**

Grading is the exclusive responsibility of the faculty member. Although there are no grounds for appeal of a grade by a student, exceptions can be made. A student may appeal a grade **ONLY** under two or more of the following conditions**:**  **1)** The student believes a grade calculation error has been made **2)** The student believes his/her regular class attendance**/**presence or active class participation was not taken into consideration in the grading process **3)** The student believes that the grade received does not reflect his/her performance in the course.

Here is what to write in your appeal letter**:**

In the first paragraph, state the purpose of the letter (i.e. to appeal your grade). **You should mention the course number and title.**

In the middle paragraphs, state the grade you received and what you think the grade should be and your reasons. Show evidence to support your reasons including references to specific assignments, exam questions and answers (yours and the instructor’s), and other elements you think might be necessary to support your case. You should not include insults, unsubstantiated claims or malicious comments about the class, other classmates, the instructor or personal attacks.

In the last paragraph, you should thank the committee for reviewing the materials you sent and for assisting you during the appeal process; you should also indicate whether or not you wish to be present at the full committee hearing and respond to questions from committee members.

**IMPORTANT**: There is a deadline to appeal a grade and provide evidence to support your claim. A student has **Twenty-One (21) days** from the date a trimester ended officially to appeal a grade, and **Ten (10) days** from the day s**/**he submitted the appeal letter to submit the required evidence. After submitting the appeal letter, if no evidence is submitted within the Ten (10) days, the appeal will not be considered and no action will be taken by the committee. Please know that a submission of an appeal letter and evidence do not guarantee grade change.

auci06/15/22

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□Drop Request Approved

□Drop Request Denied  **Student Services** Course Tuition To Pay**: \_\_\_\_\_\_\_\_\_\_\_\_\_FCFA** WhatsApp: **07-67-92-25-05/ + 1 (978) 552-9816** □Copy of Completed form to Student  **Give form to admin after completion**

Course Drop and Add Request Trimester/Term**:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Year: 202\_\_\_\_\_\_\_\_\_\_ Student’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ID Number: \_\_\_\_\_\_\_\_\_\_\_ Email (Please Print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone with WhatsApp: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Major: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Concentration: □ Undeclared; □ Declared Indicate:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Note: Students are allowed to formally declare an area of concentration ONLY after they have taken and passed at least 20 core courses. Let Admin know when ready. IMPORTANT**:** ALL students MUST take the courses on the trimester schedule they receive. However, for any reason, if a student chooses not to take one (1) or ALL courses on their schedule, he**/**she **MUST** formally drop the course(s) by filling out this drop form on time to **AVOID adverse consequences such as a failing (F) grade or paying the total tuition for the course (s) not formally dropped.** VERY IMPORTANT**: For courses dropped before the second class meeting, the student pays no tuition for the course; for courses dropped at the third (3rd) class meeting, the student pays Fifty (50) per cent of the course tuition. If a course is dropped at or after the Fourth (4th) class meeting, the student pays the TOTAL course tuition.** TO ADMNISTRATION, I would like to drop the following course(s) for □Financial □Personal reasons:

|  |  |  |
| --- | --- | --- |
| **Course Number** | **Course Title** | **Instructor** |
| Drop # |  |  |
| Drop # |  |  |
| Drop # |  |  |
| Add # |  |  |
| Add # |  |  |
| Add # |  |  |

**Student Responsibilities:** I understand that dropping a course for any reason may affect my eligibility for financial aid or delay my admission into a concentration and ultimately delay my graduation.

Student’s Signature and date: Administrator’s Signature and date:

**EXAMPLE EXAMPLE**

auci06/15/22

Course Drop and Add Request Trimester/Term**:** Year: **June 18-August 17 Trimester** Year 202**2** Student’s Name:  **John Millard** ID Number: **AU999225 (EXAMPLE-Ask for yours if you don’t know it)**  Email (Please Print): .**…@gmail.com** Phone with WhatsApp Number: **Write Number here**  Major: **Bachelor of Sc. in Business Administration** Concentration: **√** Undeclared; OR **√** Declared Indicate: **Finance (Example)** Note: Students are allowed to formally declare an area of concentration ONLY after they have taken and passed at least 20 core courses. Let Admin know when ready. IMPORTANT**:** ALL students MUST take the courses on the trimester schedule they receive. However, for any reason, if a student chooses not to take one (1) or ALL courses on their schedule, he**/**she **MUST** formally drop the course(s) by filling out this drop form on time to **AVOID adverse consequences such as a failing (F) grade or paying the total tuition for the course (s) not formally dropped.** VERY IMPORTANT**: For courses dropped before the second class meeting, the student pays no tuition for the course; for courses dropped at the third (3rd) class meeting, the student pays Fifty (50) per cent of the course tuition. If a course is dropped at or after the Fourth (4th) class meeting, the student pays the TOTAL course tuition.** TO ADMNISTRATION, I would like to drop the following course(s) for □Financial **√** Personal reasons:

|  |  |  |
| --- | --- | --- |
| **Course Number** | **Course Title** | **Instructor** |
| **Drop # BOM211** | **Operation Management** | **Prof….** |
| **Drop # 127** | **Entrepreneurial MKT** |  |
| **Add #BFI146** | **Monetary & GL Economy** |  |
| **Add # BCS141** | **Operation System** |  |

**Student Responsibilities:** I understand that dropping a course for any reason may affect my eligibility for financial aid or delay my admission into a concentration and ultimately delay my graduation.

Student’s Signature and date:

Administrator’s Signature and date:



**Office of Academic Affairs**

**DECLARATION OF INTENT TO GRADUATE (D.I.G.)**

This form must be filled out during the first week of the last trimester at the end of which the graduating student plans to satisfy **ALL** degree and general requirements. **The graduating student MUST request one.**

Graduating Student’s Name as it should appear on the degree (**Please attach a copy of your birth certificate**) - Please Print in hand or type:

Intended Graduation Date (Month & Year):

Student Email (Please Print): Student I.D. Number: TEL:

Degree Program:

Approximate Date of Presentation of Internship Paper or **C**ommunity **S**ervice **P**roject (**CSP**) and **C**ourse **R**eflection **P**aper (**CRP):** **PLEASE NOTE:** Please note below the requirements that MUST be satisfied in order to obtain your degree**: 1)** Successful completion of all courses, internship or **CSP** and reflection paper presentations  **2)** A minimum of **2.0** **C**umulative **G**rade **p**oint **A**verage (**CGPA)** **3)** Enrollment in at least **one (1) course or an internship** in the student’s last trimester to maintain matriculation; **4)** Satisfaction of ALL financial and other obligations to the University **5)** Verification and certification by the academic committee that all degree requirements have been satisfied. Please know that the verification and certification process could take 4-6 weeks after the end of the trimester**.**  While you wait for the verification and certification process to be completed, you will receive your **diploma cover** during the graduation ceremony and you can pick up your degree at a later date. If you do not satisfy the degree requirements for the trimester in which you have applied for graduation, you MUST register to maintain matriculation and submit another application for graduation.

STUDENT’S SIGNATURE: DATE:

**VERIFICATION & CERTIFICATION**: I certify that the student named above has satisfied all requirements of the degree program pending successful completion of the final trimester.

SIGNATURE OF PROGRAM COORDINATOR/REVIEWER: DATE: