

The American College of Thessaloniki

Undergraduate Student Handbook

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Mission

American College of Thessaloniki

The American College of Thessaloniki (ACT) provides to a diverse student body, a high quality, tertiary level multidisciplinary, student-centered educational experience in an innovative learning environment. Drawing on the principles of the American liberal Arts educational philosophy we foster depth and breadth of knowledge, grounded on theory, scholarly research, and intellectual freedom. Our faculty members are passionate about teaching, value close relationships with our students and strive to instill in them the desire to pursuit academic and professional excellence and personal enrichment.

Paramount to our mission is our institution's contribution to society by cultivating students' democratic and civic awareness, enhancing a sense of individual and social responsibility, and creating a spirit of esteem for others, social institutions, and the environment.

US ACCREDITATION

The American College of Thessaloniki, a division of Anatolia College in Thessaloniki, Greece, is accredited by the New England Association of Schools and Colleges, Inc., through its Commission on Institutions of Higher Education.

Accreditation of an institution of higher education by the New England Association indicates that it meets or exceeds criteria for the assessment of institutional quality periodically applied through a peer review process. An accredited college or university is one which has available the necessary resources to achieve its stated purposes through appropriate educational programs, is substantially doing so, and gives reasonable evidence that it will continue to do so in the foreseeable future. Institutional integrity is also addressed through accreditation.

Accreditation by the New England Association is not partial but applies to the institution as a whole. As such, it is not a guarantee of every course or program offered, or the competence of individual graduates. Rather, it provides reasonable assurance about the quality of opportunities available to students who attend the institution.

Inquiries regarding the accreditation status by the New England Association should be directed to the administrative staff of the institution. Individuals may also contact:

*Commission on Institutions of Higher Education
New England Association of Schools and Colleges
209 Burlington Road
Bedford, MA 01730-1433
(617) 271-0022
e-mail: cihe@neasc.org*

EUROPEAN VALIDATION

All five of ACT's undergraduate degree programs - Business Administration, International Relations, Computer Science, Business Computing and English- are validated by the British Open University. Starting in Fall 2013, all entering students complete a single course of studies leading simultaneously to a dual degree: a U.S. degree from ACT accredited by NEASC and a European degree (validated Honors Diploma) awarded by Open University- ACT is one among few institutions to enjoy such a privilege in international higher education. Details on these programs are available from the Admissions Office and the Offices of the Associate Deans.

Details regarding Open University and its validation services can be found at:
<http://www.open.ac.uk/about/validate/>

INSTITUTIONAL MEMBERSHIPS

The American College of Thessaloniki holds institutional membership in the following organizations:

1. Association of American Colleges of Greece (AACG)
2. Association of American International Colleges and Universities (AAICU)
3. The Institute of International Education (IIE)
4. American International Consortium of Academic Libraries (AMICAL)
5. Committee for the Support of Libraries (CSL)

ACT GRADUATES' PLEDGE

*As we stand here before you at this solemn and significant moment;
As we mark the end of one chapter of our lives and the beginning of another;
As we conclude the joys and struggles which sharpened our minds,
enriched our experiences and enlarged our perspectives;*

We make a promise:

*We shall apply the wisdom and the skills that we have gained during our years here,
We shall honor and uphold those values that are the cornerstone of our College;
We shall thus always conduct our lives as honest, just and human members of our community.
These things we do promise to all assembled here tonight.*

WELCOME!

Dear Student,

WELCOME!

If you are just beginning your studies at the American College of Thessaloniki, then we welcome you to the campus.

If you are a returning student, then we welcome you back to ACT and hope that this marks the beginning of a year even better and more exciting than the last.

The ACT Student Handbook is intended to provide a concise reference and guide for all members of the ACT community. Included herein are brief statements of College policies applicable to and of interest to all College constituencies.

All students are encouraged to embrace this Student Handbook. ACT is a community of students, faculty and staff who are gathered to learn and support learning. The contents of this Handbook govern conduct in classrooms, buildings, residence halls and places of work in order to maintain and nurture a community that recognizes that learning is a privilege.

This guide is intended to address some of the common academic and student life questions and concerns that are likely to arise during your years at ACT. Its purpose is not merely to lay out the policies of academic life, but also to point out ways of thinking about your education. Planning carefully and looking ahead will enable you to maximize your opportunities at the College. Knowing when and where to find guidance and counsel is important in ensuring that your educational choices are well considered and make sense in the context of your larger academic goals.

We do assume, however, that you will seek out the help you need. This guide has been designed to help you do just that. Please read it, keep it, and use it as a reference throughout your academic career.

Other channels of communication at ACT are provided by:

- Catalogue of Study (annual publication consisting of the analytical programs of study, course offerings and course descriptions)
- The Student Bulletin (on a periodic basis)

Furthermore, all students who have an e-mail account should provide this information to the Registrar's Office upon registration for classes. Through electronic communication, additional information regarding events/activities can be forwarded to students via their e-mail accounts.

With best regards,
Dr. Stamos Karamouzis
ACT Provost

A. BRIEF INTRODUCTION TO ACT

The American College of Thessaloniki (ACT, founded in 1981 as two-year, Associate-degree granting institution) is the tertiary-level division of Anatolia, a private, non-profit educational institution founded in 1886. It is incorporated in, and chartered by the Commonwealth of Massachusetts, and it is fully accredited by the New England Association of Schools and Colleges (NEASC) through its Commission on Institutes of Higher Education. In inspiration, mission, governance, and programs, ACT resembles the traditional New England colleges upon which it has been modeled.

Founded by American Protestant missionaries, Anatolia was originally located in Asia Minor and evolved from a seminary in Constantinople, which began in 1840. The school was closed during the Greek-Turkish War of 1919-1922 and ceased to have a viable mission in Asia Minor when Turkey's minority communities were uprooted under the peace treaties concluding the war. In 1924, Anatolia relocated to Thessaloniki, where the greatest part of the refugee influx from Asia Minor had settled. In the mid-1930s, the school moved to its present location on a forty-five acre campus a few miles from the center of the city.

ACT moved to a four-year college in 1989 and currently offers Bachelor's degrees in the areas of Business, Information Technology and International Relations. Since 2002, ACT also established a graduate program in Business (MBA) with concentrations in key disciplines such as Marketing, Management, Entrepreneurship, and Banking & Finance. The MBA program is designed to accommodate both business graduates as well as graduates from other disciplines and can be completed on full-time or part-time basis within one or two years. In 2008, it launched a joint Executive MBA Program with ALBA, the pre-eminent Athenian graduate business program. Starting with the entering class of Fall 2008 three of ACT's undergraduate degree programs (Business, International Relations and Business & Computing) were validated by the University of Wales. In September 2013, ACT entered a new validation agreement with the British Open University.

In recent years, ACT has received grants from a number of foundations, notably among which are the Anagnos Foundation, the Andrew Mellon Foundation, the Cleveland H. Dodge Foundation, the N. Demos Foundation, the Minneapolis Foundation, the Pappas Foundation, (US), the J. F. Costopoulos Foundation, and the Stavros S. Niarchos Foundation (Greece). These grants, contributions by many individual donors in Greece and in the US, and most particularly the extraordinary contributions of Mr. George Bissell, Chair of the Board of Trustees, have made possible the creation of a world-class campus and of the Bissell Library, a state of the art facility unique in SE Europe.

B. ACADEMIC AFFAIRS / POLICIES

FOR ALL NEW AND CONTINUING STUDENTS

NOTE: FOR ALL OU-VALIDATED COURSES, OU ACADEMIC REGULATIONS TAKE PRECEDENCE OVER THE POLICIES DESCRIBED BELOW; THE COMPREHENSIVE OPEN UNIVERSITY POLICIES CAN BE FOUND ON THE ACT WEBSITE.

• Orientation

New Student Orientation followed by class registration is held one week prior to the beginning of classes, both in the Fall and Spring terms. During Orientation students will meet the College's administrative and teaching staff, learn about important College policies and procedures and have the opportunity to discuss these, as well as become familiar with the classrooms and the campus.

• Academic Advising and Mentoring

During the first 3 weeks of classes, students will be assigned the faculty member who will be their *Academic Advisor* for their first year at ACT and, in most cases, until graduation. The Academic Advisor helps students to plan their overall program of studies, as well as to select courses each term. Advisors also provide information about ACT academic and support services, assist students in addressing problems in particular courses within a given term, and offer ongoing advice concerning the students' long-term academic and career goals.

Students with weak English language competency, as well as those on academic probation with a low GPA (less than 1.5), are assigned faculty **mentors** who follow the students' progress throughout the term by meeting frequently with the students, follow their progress in classwork by maintaining a line of communication with the students' instructors and by compiling reports on the students' progress.

FAQ: I'm not really having any problems with my academic work to speak of this year— should I arrange to meet regularly with my advisor anyway?

ANSWER: Yes! Your advisor is not only a person with whom you can discuss particular problems—he or she is also someone who is there to help you with larger issues concerning your goals for receiving the best possible education you can while you are at ACT. In addition, your academic advisor is the faculty member with whom you will meet in advance of every registration period to work out your course schedule for the following term. Your advisor is also the first person you would want to consult if you are considering changing your major field of study, declaring a double major, concentration, or minor, and the person with whom you should discuss the consequences if you decide to withdraw from a course during a term in progress.

• Registration

New students register during the week before classes begin, while continuing students register during official registration week each term. Registration is conducted by the Registrar's Office in accordance with the procedures explained during Orientation. Registration is by appointment, and is determined as follows: *New Students*: registration in order of application. *Continuing Students*: registration for continuing students is carried out on the basis of seniority. Late registration is held for both new and continuing students during the first week of classes; a late registration fee is charged to all returning students who register late.

• Full time / Part time Study

The normal student load is 4 courses, or 12 credit hours, per term. Someone is considered a full-time student if he/she takes a minimum of 3 courses or 9 credit hours each term.

Students wishing to graduate in fewer than four years, and having an overall GPA of 3.15 or better, may enroll for a fifth course each term, following the conclusion of regular registration. For other students, requests for a fifth course may be obtained from the Reception Desk during registration week. Following submission, the Registrar's office reviews all requests. Registration in a fifth course is subject to availability of places following initial registration of all students, and is normally carried out on the day after registration of all continuing students is completed.

FAQ: I want to graduate in three years or less from ACT. Is this possible? How should I calculate how soon I could graduate if I took a fifth course and attended summer sessions each year?

ANSWER: Yes, it is possible to graduate in three years. If you take 10 courses in your first year, and 12 in the second and third year, that would be thirty-six courses. Four summer session courses distributed over two-three summers would allow you to graduate in three years without needing to stay on for the summer session following your third year. Please keep in mind, however, that early graduation will require very close collaboration with your academic advisor, the department offering your major/concentration, and the Registrar's office. You should request an early transcript analysis from the Registrar in order to make sure that all the courses required for you to graduate are scheduled within the period you have determined you would like to complete the degree.

Many degree candidates who work full time, and some who work part time, may choose to pursue their studies on a part time basis (2 or fewer courses). The normal course load for working students is one to two courses per term plus one or two summer session courses, for a total of five to eight courses total per year. Part time degree candidates must fulfill the same graduation requirements as full time candidates.

FAQ: I'm a part time student taking three courses each term and two courses each summer. How long will it take me to graduate from ACT?

ANSWER: In order to estimate your time to graduation, divide the total number of courses required for an ACT degree (40) by the average number of courses you plan to complete during each full year of study—in this case, eight: $40/8 =$ exactly 5 years to graduation.

• Transferring Courses

Transfer credit may be awarded for college-level courses taken at other institutions in which a grade equivalent to a "C" or better was earned and which can be applied towards the requirements of the ACT degree program the transfer candidate wishes to follow. Responsibility for individual transcript evaluation and the awarding of transfer credits for advanced standing rests with the offices of the Registrar and Admissions. Prior to the award of transfer credit a student's transcript is scrutinized with respect to credit hours earned and course equivalencies by the Associate Dean for Administration and Student Affairs.

ACT accepts courses completed in International Baccalaureate (IB) programs as equivalent to 100-level courses in its general education curriculum. Entering students who have received grades of 4 and above on IB higher-level exams may request transfer credit on a course-by-course basis. Transfer credit for IB standard-level exams also requires a grade of 4 or above and is evaluated on a course-by-course basis at the Division level.

Transfer students must spend at a minimum their last year in residence at the College.

FAQ: I want to request transfer credit for courses I took at an institution abroad several years ago. What should I submit for evaluation?

ANSWER: Ideally, all students applying as transfer students to ACT should submit at the time of their application: (1) official transcripts from each college/university attended; (2) a course description and syllabus from each course they would like to be considered for transfer. If you did not submit these materials at the time of application, they must be submitted within one term of registering at act.

• Proficiency Credit

The Proficiency Credit Program (PCP) at ACT is designed to provide qualified candidates with an opportunity to be granted proficiency credit for a number of college-level courses. Candidates for PCP should demonstrate mastery of the material in the designated courses through successful performance in proficiency credit evaluation. Such evaluation will consist of a written exam and additional testing as may be specified in each discipline.

Interested candidates for proficiency credit may petition to take a Proficiency Credit Placement at any time, during their first two years of studies at ACT, as long as they have not registered or attended any part of the course in question at any time prior to the application. All applicants must communicate with the Registrar's office to fill out a Proficiency Credit application form and receive information on the process. The student will then submit the form to the chair for final approval and the appointment of the relevant faculty member. An exam date will be set for each of the courses for which proficiency exams are needed, and these exams will be scheduled no later than the 3rd week of classes in each academic period.

The application fee will stand at €200 per evaluation and a candidate may be evaluated only once in a specific course. A candidate must score an overall C or above for receiving proficiency credit. A student may be granted proficiency credit for up to 5 courses. All written exams will be supervised by Faculty. At the conclusion of the process a copy of the student's written exam will be forwarded by the faculty member to the registrar's office to be kept in the student's file. If needed, the Learning Hub can be used for supervising written exams.

Courses, Criteria & Procedures

(i) Business

- A. **Proficiency Credit Courses:** Economics 101, Economics 102, Marketing 101, Management 101
- B. **Criteria & Procedures:** Proficiency credit exams will be prepared by faculty teaching in the appropriate discipline in consultation with the Chair. The exam will be a combination of subjective questions (short essays), objective questions (multiple-choice), and problems.

(ii) Technology and Science

- A. **Proficiency Credit Courses:**
Mathematics 101, 115
Computer Science 101, 105, 106, 107
Biology 101, Physics 101, Ecology 110
- B. **Criteria & Procedures:** (1) **Math courses:** Students will have to take 2-3 hour, written proficiency exams in Math 101 and Math 115. The exams will consist of both multiple-choice and problem solving sections. (2) **CS courses:** For CS 101 there will be an on-line exam. Faculty will supervise the candidates during the exam. For CS 105 or CS 106 the proficiency exam will be a combination of a standard exam and a programming project. In the standard exam the candidate will have to demonstrate his/her understanding of introductory theory (technology, small pieces of computer architecture, and the binary system). In the project(s) the candidate will have to develop a number of computer programs using a programming language, preferably Java, in relation to the material covered in the course. Additionally, the candidate will take a 1-2 hour on-line exam supervised by a faculty in order to demonstrate his/her competency in programming. (3) **Science courses:** Assessment will be based on: (a) A Written exam, (b) submission of analytical topics covered in the specific discipline, and (c) an oral exam when appropriate.

(iii) Humanities and Social Sciences

- A. **Proficiency Credit Courses:** English 101, 102
History 120, History 241, Politics 101
- B. **Criteria & Procedures:**
 - 1) **English courses**
 - (i) *English 101:* In the 3-hour proficiency credit exam candidates will demonstrate their expository writing skills and level of information literacy by successfully completing the following tasks:
 - (a) compose a comparison and contrast essay of approximately 500 words on a designated topic,
 - (b) compose a cause and effect essay of approximately 500 words on a designated topic.
 - (c) complete a series of exercises designed to assess their ability to understand and evaluate standard academic information resources in print and electronic formats.

(ii) *English 102*: Entering students who have been granted proficiency credit for English 101 may, following consultation with the English Coordinator, apply for proficiency credit for English 102.

- (a) Candidates will be requested to submit at least one graded argumentative research paper completed in high school for evaluation, together with copies of the sources identified in the Works Cited/References page.
- (b) Candidates will also take a written examination (3 hours) to assess their ability to:
 1. Paraphrase, summarize, and employ direct quotes appropriately within a paragraph and use a standard in-text documentation style to indicate their sources.
 2. form a thesis statement for an argumentative paper
 3. distinguish kinds of claims and identify common errors in reasoning
 4. demonstrate their ability to distinguish valid from invalid support for debatable claims by answering questions on a professional piece of argumentative writing.

2) **History and Politics courses:**

The evaluation will combine a written proficiency exam and an oral interview with a jury of at least 2 ACT instructors. The tests will follow standard survey textbooks typically used in advanced high school or introductory college courses.

• **Waiving Courses**

Students with particularly strong high school preparation in such fields as English, Mathematics, Economics, and Computing may request that they be allowed to waive (= not claim, put aside, give up) introductory-level courses in these disciplines which satisfy the College's General Education Requirements. Interested candidates should speak with the appropriate Division Chair(s) to ask about means of waiving particular courses. Course waivers do not provide credit hours, but they do enable students to enroll directly in more advanced courses in place of introductory-level ones.

• **Change-of-courses Week**

Courses may be added only during the first two weeks of classes (for summer sessions, during the first two days of each session). Courses added to a student's schedule are charged regular tuition/fees, and a new bill is issued to include the tuition/fees for the added course(s). All student course schedule changes require the written approval of the Registrar. A change-of-course fee is charged for schedule changes made during this week.

• **Withdrawing from Courses**

Students may withdraw officially from courses up through the deadline set in the Academic Calendar. However, no tuition refunds are made for course withdrawals during this period. Students wishing to withdraw from a course are required to first consult with their academic advisor, then complete an official Withdrawal Form and submit this to the Registrar no later than the deadline set in the Academic Calendar. Note: Courses from which a student has officially withdrawn are indicated on the student's transcript with a "W" (Withdrawal).

FAQ: I stopped attending a course after the deadline, and now I see that I received an "F" in that course, even though I considered that I had withdrawn from it. Why did this happen?

ANSWER: If you did not complete an official Withdrawal Form and submit this to the Registrar by the deadline, then you were considered still enrolled in the course. Students who stop attending a class but who do not officially withdraw automatically receive an "F" at the end of the term.

• Incompletes

A grade of “I” (Incomplete) is given only when illness or other serious circumstances prevent the completion of a course. All remaining course work from Incompletes must be finished and submitted by the end of the following academic term. Upon completion and submission of a report/grade by the student’s instructor, the “I” on the transcript is replaced by a final grade. If an Incomplete grade is not removed within the time allowed, then the “I” on the student’s transcript automatically becomes an “F”. All Incompletes must be approved by the Associate Dean for Academics.

• Repeating Courses

Courses in which a student has received an “F” may be repeated once. Although the original grade remains on the student’s transcript, after a course is repeated the original grade appears in (parentheses), and ceases to be counted towards the student’s overall GPA. Students who fail a required course twice must petition the Academic Standards and Performance Committee in order to be permitted to enroll in the course for a third time.

FAQ: I got a “C” in a required course, and want to re-take it to improve my overall GPA. Can I do this?

ANSWER: Yes, non-OU courses may be re-taken for this reason. However, keep in mind that: [1] the second grade is the one which will be computed for your overall GPA, so you need to make sure you receive a higher grade the second time you take the course, and [2] courses can be re-taken to raise your GPA only up through the term in which you graduate. Once the diploma has been awarded, no course re-taken for credit is computed in the final official transcript’s GPA.

• Auditing Courses

Auditing (=attending a fee-paying course without receiving a grade) courses is allowed in some cases. Students who officially audit a course receive recognition of this on their transcript, which records an “AU” next to the course title. Auditors are required to attend all classes in accordance with College policy on attendance, and to participate in class discussion; they are not normally asked to take midterm or final examinations, or submit major written assignments.

• Independent Study

ACT offers a small number of independent study opportunities to interested students. Such courses fall into two categories:

- (a) Independent study for students scheduled to graduate within one year or less who must complete a required course in order to graduate, but this course is not scheduled for offer as a regular class during the student’s final year of study.
- (b) Independent study for students interested in a special field/area where no course is offered, where an existing course has not been offered for a considerable period of time, or where enrollment is unlikely to be sufficient to warrant normal scheduling. Such sections must be at the advanced level and are normally available to third- and fourth-year students only.

Following the Division Chairs’ recommendation, the Academic Council approves all requests for Independent Study. Independent Study Request Forms may be obtained from the Registrar’s office. The deadline for approving such requests is the end of the first week of classes each term. Tuition/fees for independent study sections are the same as those for regular courses.

• The Academic Credit System

The basic unit of academic credit at ACT is the **credit hour (1)**. All courses apart from science courses with a lab (which carries one credit hour), carry **three credit hours (3)**. **Forty courses (40)** are required for the BA or BS degree at ACT.

Credit Hour Definition: A credit hour is defined as an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutional established equivalence that reasonably approximates not less than: (1) One hour of classroom or direct faculty instruction and a minimum of two hours of out of class student work each week; or (2) At least an equivalent amount of work as required in paragraph (1) of this definition for other academic activities as established by the institution including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.

Students are assigned to **year of study** according to the total number of credit hours earned at the beginning of each term, as below:

Credit Hour Classification of Students	
0-30 hours =	first year (freshmen)
31-60 hours =	second year (sophomore)
61-90 hours =	third year (junior)
91+ hours =	fourth year (senior)

FAQ: I'm a part time degree student, and am planning to take six or seven years to finish my degree. Why is it important to know which year I'm officially in?

ANSWERS: (1) Registration for continuing students is carried out on the basis of seniority. Thus, the more credits you have earned, the higher your registration priority, and the earlier you will register for the following term. (2) Secondly, each degree program provides a "Suggested Yearly Program of Study", which is a listing of all general education and major/concentration requirements in the order which the major department has determined is most appropriate to its degree. So, it's important to work closely with your academic advisor during pre-registration period to make sure you register for courses corresponding to the total number of credit hours you have earned.

FAQ: What's the difference between Credit Hours Attempted and Credit Hours Earned?

ANSWER: "Credit Hours Attempted" is the total number of credit hours you have enrolled for to date—this number, therefore, includes both (a) courses you took and passed, (b) courses you took but did not pass, and (c) courses you are currently taking, but have not completed. "Credit Hours Earned" is the total number of credit hours from all courses you have successfully completed and passed.

• The Grading System

Student performance in a course is evaluated on the basis of class participation, written and oral assignments, and examinations. Performance is assessed at the conclusion of each term in accordance with the following scale of letter grades and numerical equivalents:

Grade Description	% points	US Letter Grade	US point grade
Excellent	95-100	A	4.0
Very Good (high)	90-94	A-	3.67
Very Good (low)	85-89	B+	3.33
Good (high)	80-84	B	3.0
Good (low)	75-79	B-	2.67
Satisfactory (high)	70-74	C+	2.33
Satisfactory (low)	65-69	C	2.0
Fail	0-64	F	0
Incomplete		I	
Withdrawal		W	
Audit		AU	

• Computing the GPA

The G.P.A. is computed by multiplying the grade points earned in each course by the credit hours the course carries. This total is divided by the total credit hours taken to obtain the grade point average (GPA).

FAQ: How can I figure out my GPA by myself?

ANSWER: Multiply the credit hours for each course you took by the "grade points" (=the numerical equivalent of your grade) you earned in each course, and divide the sum by the total number of credit hours for which you were enrolled.

EXAMPLE: English 101 = 3 credit hours x 3.00 = 9 credit points; Math 101 = 3 credit hours x 2.00 = 6 credit points; Philosophy 101 = 3 credit hours x 2.67 = 8.01 credit points; Economics 101 = 3 credit hours x 2.33 = 6.99 credit points; Computer Science 105 = 3 credit hours x 3.33 = 9.99 credit points.

Total credit points = 9 + 6 + 8.01 + 6.99 + 9.99 = 39.99

Total credit hours = 15

Semester GPA = 39.99 / 15 = 2.666

FAQ: What's the different between my "semester GPA" and "overall GPA"?

ANSWER: Your semester GPA is the average grade from all the courses you took for credit in a single semester, say, the fall of your second year. Your overall GPA represents the average from all courses you have taken up to that time.

ACADEMIC STANDING

• **The Dean's List**

To remain in good academic standing, students must maintain a minimum grade point average of 2.0. Full time students who attain high academic standing by obtaining a grade point average of 3.67 or above earn the distinction of being enrolled on the "Dean's List". Students who complete the degree program with an overall GPA of 3.5 or above receive their degrees with *Honors*. A minimum overall GPA of 2.0 is required for graduation.

• **Probationary Status**

If the student's GPA falls below 2.0 at the end of a term, the student will be officially informed by the Registrar's office and will be allowed to drop courses if he/she wishes to. If the GPA is still below 2.0 after two consecutive terms, then the student will be able to register for no more than three (3) courses in the next term.

• **Posting of Grades**

Final grades are posted on the *Notice Boards* in the New Building Foyer at the end of each term.

FAQ: My grades weren't posted for any courses I took during the last term. Why is this?

ANSWER: The most likely explanation is that you have not settled remaining financial or other obligations to the College. Final grades of students who still have not submitted required documentation, who owe a portion of tuition/fees, or any other charge debited to their account, will automatically have their final grades blocked from display at end of term. Once you have paid any outstanding charges, you will be able to receive your grades by inquiring at the Registrar's office.

• **Transcripts**

Students may request at any time an unofficial transcript, a record of all the courses they have taken and grades received, by completing a transcript request form and submitting this to the Registrar. Transcript request forms are available from the New Building Reception Desk. Official transcripts, which are signed/stamped by the Registrar, may be requested in the same way. A modest fee is charged for each official transcript requested. There is no charge for unofficial transcripts. Transcripts are normally available for students to pick up within two working days.

• **Student Records**

Student records, including final grades and transcripts, are considered confidential information under the GDPR Regulations and are not released to third parties without the expressed written permission of the student.

• **Approach to Teaching and Learning**

ACT, as an institution dedicated first and foremost to teaching, places great emphasis on the classroom experience of ongoing exchange between students and teachers, and between and among students themselves. Classes are small, and faculty anticipate that students will complete all reading and other assigned work in advance of each class meeting so that they can participate meaningfully in discussion.

• **Attendance**

Because students are evaluated on the basis of continuous assessment—rather than on the basis of final examination alone—class attendance is crucial to the ACT educational experience.

A number of absences are allowed students in each class (see below). The most common reasons for absences are minor illness, personal emergencies, and unavoidable travel. Major illnesses requiring hospitalization for three or more days may be officially excused by submitting the hospital documentation to the Registrar's Office, which is

then forwarded for approval to the Academic Standards & Performance Committee (ASPC). The decision of the ASPC is then communicated to the student's professors, along with the dates for which absences may be excused.

In addition to the number of absences noted below, students participating in sponsored events and activities where they are representing the institution to constituencies from outside ACT are permitted a maximum of one additional week's absence from courses.

- **Maximum allowable hours of unexcused absences per course: 6**
- **Maximum allowable hours of excused absences per course: 5**

COLLEGE ABSENCE POLICY: Students who are absent more than the maximum number of allowable absences in any course receive an "F" unless special circumstances warrant an exception.

FAQ: I've been sick and missed several weeks of classes. Will these absences be excused?

ANSWER: No. The number of absences allowed in each course is designed to cover just such cases as those involving minor illnesses. College policy excuses absences involving hospitalization (3 days or more), and serious family emergencies.

CURRICULUM AND PROGRAMS OF STUDY

ACT's degree programs each contain a set of **degree requirements**. The first series of requirements for all programs consists of eight **general education requirements** (abbreviated with the initials "GER"), which are designed to offer students foundation-level university training in four key **skills areas** as well as in four key **awareness areas**. This series of general education requirements is designed to help all students acquire basic communication, reasoning, and information technology skills to enable them to meet more advanced demands in their major field of study, as well as to ensure that they receive introductory-level training in both the methodologies and content of disciplines from each of the traditional Western knowledge domains. These include (a) The Arts and Humanities, (b) The Sciences, and (c) The Social Sciences.

GENERAL EDUCATION OBJECTIVES (GEO)

I. Core Skills

- *Area 1: Communication (COM)*

Students will acquire a high level of receptive and productive proficiency in English and become conversant in a range of lexical registers employed in academic and professional communication. Through systematic instruction and practice in writing and speaking skills across a range of disciplines they will develop their abilities to organize information and ideas coherently and to convey their thoughts clearly, precisely, and fluently.

- *Area 2: Qualitative Reasoning (QAL)*

Students will strengthen their ability to comprehend and analyze an argument, to identify its main and secondary means of development, to evaluate its validity and that of the evidence used to support it, and to construct valid counter-arguments appropriately supported by adequate and relevant evidence.

- *Area 3: Quantitative Reasoning (QAN)*

Students will acquire the ability to calculate and analyze, to frame questions appropriately for solution through quantification, to provide modeling, and to describe the analytical reasoning processes they have employed through analysis, question framing, and modeling.

- *Area 4: Information Technology (IT)*

Students, through exposure to the employment and application of IT across the curriculum, will gain proficiency in using technology in order to support them in approaching problems and questions, searching for and evaluating a range of data in multiple formats and media, and employing these in efficient, relevant ways. They will also acquire the facility to utilize software programs and online resources appropriately and effectively both within and beyond an academic setting.

II. Core Awareness

- *Area 5: Historical, Social, and Cultural Awareness (HSC)*

Students will strengthen their capacity for informed and rational responses to the social realities of a constantly changing and increasingly multicultural world by examining the histories and cultures of various societies, including those distant in time, location, or outlook from their own. They will also gain a fuller understanding of the ways in which geography, political organization, economic systems, social structures, and religious beliefs mould a society's values, beliefs and priorities.

- *Area 6: Scientific and Environmental Awareness (SEN)*

Students will acquire an understanding of humans' interactions with the natural environment through introduction to the methods and objects of scientific reasoning and inquiry, and with science's quantitative, qualitative, philosophical, social and aesthetic dimensions. They will be introduced to the impact of scientific and technological advancements on the environment and the role played by individuals and societies in addressing both the opportunities and the challenges posed by technology in the modern world.

- *Area 7: Creative and Aesthetic Awareness (CAA)*

Students will gain greater understanding and insight into the processes of creative and artistic thought through opportunities to exercise their own capacities for such expression, or for interpretive-critical study of the creations of others. They will come to appreciate both direct engagement in and informed responses to artistic/creative endeavor as a means of establishing and maintaining the collective human cultural inheritance as well as a source of life-long personal enrichment and pleasure.

- *Area 8: Personal and Civic Values (PCV)*

Students will acquire enhanced competence in identifying conflicts that arise from competing or opposed values and beliefs, and in analyzing resulting ethical conflicts and dilemmas. Familiarization with a range of approaches to understanding values conflicts will support their growth towards achieving reasoned autonomy in decision-taking involving conflicts of values. Further, students will be able to assume their civic responsibilities within their community, region and the world by coming to appreciate the values of a democratic and pluralistic society: informed, rational and open dialogue in the search for consensus, respect for all members of the community, and a commitment to societal improvement that preserves and ensures the transmission of these values to future generations.

THE GENERAL EDUCATION REQUIREMENTS (GER)

The courses listed below currently satisfy General Education Requirements, and, in some cases, may be used to satisfy requirements for certain majors. Students should consult the Catalogue of Study and confer with their academic advisor when selecting courses fulfilling both GER and major requirements.

I. The Arts and Humanities

Group A (Communication):

English 101, 102, 203

Group B (Philosophy):

Philosophy 101, 203

Group C (Literature & Fine Arts):

One course from: English 120, Art 120 or 121, Music 120

II. The Sciences

Group A (Natural and Physical Sciences):

One course from: Biology 101, Ecology 110

Group B (Mathematics and Statistics):

One course from: Math 100, 101, 115, Statistics 205

Group C (Computer Science):

One course from: Computer Science 101, 105, 106, 107, 151

Plus one additional course from any of Groups A-C

III. The Social Sciences

Group A (Politics and Economics):

Economics 101, Politics 101

Group B (Anthropology, Psychology, Sociology):

One course from: Anthropology 101, Psychology 101, Sociology 101

Group C (History):

One course from: History 120 or History 210

Students, working with their academic advisors from the beginning of their study towards the degree, should attempt to complete general education requirements as early as possible within their college careers. Each degree program's suggested yearly program of study has been designed to ensure that courses fulfilling the general education objectives in core **skills areas** have been largely completed by the end of the student's first year of full time equivalent study, prior to beginning any advanced level work towards the major.

DEGREE PROGRAMS

The majority of course work and study is completed in the student's chosen **major field/concentration**. Work done in the major accounts for between 30-50% of all coursework towards the bachelor's degree. Each academic division offering one or more majors/concentrations establishes the list of all requirements for their degree programs. The detailed program requirements for each major-concentration-minor are also published separately in the ACT Catalogue of Study, which is revised and updated every year.

- **Bachelor of Science (BS) Programs**

Programs of study leading to the Bachelor of Science are offered in:

1. **Business** (major field), with concentrations offered in: *International Business & Finance/Entrepreneurial Management/Marketing/Tourism*
2. **Business Computing** (major field)
3. **Computer Science** (major field)
4. **Psychology** (major field)

- **Bachelor of Arts (BA) Programs**

Programs of study leading to the Bachelor of Arts are offered in:

1. **International Relations** (major field),
2. **English** (major field), with concentration offered in *Communication & New Media/Language & Literature*

DECLARING A MAJOR/CONCENTRATION

Some students enter the College already having in mind a specific field of major study. For these students, it makes sense to declare their major upon registering for the first time. For students electing majors in which concentration options are also offered (Business, International Relations), while it is possible to also declare a concentration at the time of first registering, this is not required. Students may wish to spend their first year of study exploring major/concentration options available with their academic advisor. Students must declare their choice of major/concentration to the Registrar of the College; this may be done in the course of regular registration week, or at any time the student and his or her advisor agree that the choice should be officially entered into the student's record.

DOUBLE MAJORS/CONCENTRATIONS

Students that wish to take the greatest possible advantage of their years of study, can choose to pursue either a double major or double concentration within a single major. Double majors (e.g., in Business and International Relations) are somewhat more demanding than double concentrations, as they may require a different series of foundational courses as preparation. Double concentrations, on the other hand, usually require that a student take up to six additional concentration courses in order to complete requirements. In addition to consulting their advisor, students considering declaring a double major or double concentration should also arrange appointments with the Division Chairs offering the major(s)/concentration(s) in which they are interested.

MINORS

In addition to major fields of study (some of which offer more specialized concentrations), ACT offers students the opportunity of enriching and broadening their overall educational experience by declaring a **minor** field of study. Minors are normally earned through taking six courses (eighteen credit hours) **in a discipline different** from that of students' major/concentration.

Specific requirements for each minor are published in the ACT Catalogue of Study each year under program descriptions by the offering division.

A course required in more than one major or minor may be used towards satisfying the requirements of both programs unless otherwise specified.

Students may declare a minor at any time throughout their years of study, including the time of initial registration. However, since not every course required to complete a minor is offered in every term, the most advantageous time at which to choose and declare a minor is preferably two years before the anticipated date of graduation.

ACT is currently offering Minors in the following fields:

- *Human Resources Management*
- *International Business*
- *Diplomacy and International Relations (non-IR majors only)*
- *Communication and New Media (non-IR majors only)*
- *Minor in English (for non-English major only)*
- *Computer Science*
- *Multimedia and Web Development*

CERTIFICATE PROGRAMS

ACT offers a number of non-degree programs of study, upon whose successful completion a certificate is awarded. Both ACT degree candidates and individuals from the greater Thessaloniki area are welcome to enroll. Programs range in length between one and two years, with students taking one or two courses per term throughout this period. A student may follow Certificate Programs in the following areas:

- Global Business Management
- Hellenic Studies
- Teaching English as a Foreign Language (TEFL)
- Cisco Certified Networking Associate Program (CCNA)
- Relational Databases (ORACLE)
- Digital Media
- Web Development

GRADUATION REQUIREMENTS

In order to complete successfully all requirements for graduation from the College, students must fulfill or have:

1. A minimum of forty courses, or at least 121 credit hours, including at least one laboratory session.
2. An introduction to College Life course (ACT 100 – non-credit)
3. The above-listed General Education Requirements (GER)
4. All prescribed requirements in the student's declared major(s)-concentration(s)-minor(s), as these are specified under each program. Major courses marked with an asterisk may be taken to also meet part of the college's GER. Students are encouraged to consult the Student Handbook for more information on General Education Objectives.
5. An overall GPA of 2.0 or better.
6. After fulfilling all GER/major/concentration requirements for their degree, students may use any residual courses up to the minimum graduation requirement of 40 courses in order to complete a second concentration, a minor, or even a double major. Students must fulfill all prescribed work in their declared major(s)-concentration(s)-minor(s), but may use a common course required in more than one major or minor to satisfy the requirements of both programs, unless otherwise specified.
7. Minimum Residency Requirement: According to NEASC Standards, students must complete at least one fourth of their undergraduate program, including advanced work in the major or concentration, at the institution awarding the degree. As a consequence, all candidates for an ACT degree must have been in

residence at the College for at least the last year of full time instruction, assuming availability and equivalency of transferable courses.

8. All ACT undergraduate programs are validated by the British Open University. Starting from Fall 2013, all entering students complete a single course of studies leading simultaneously to a dual degree: a U.S. degree from ACT accredited by NEASC and a European degree (validated Honors Diploma) awarded by Open University.

A student must meet a common set of degree requirements for the dual degree. All ACT degree requirements must be met in order to confer an Open University validated degree. Details on the suggested program of studies can be found in the Catalog of Studies.

Students are subject to all ACT academic policies and regulations and in addition are subject to the Open University regulations for the validated program of studies. For the ACT-OU regulations please refer to <https://www.act.edu/academics/catalog-handbooks>.

TRANSCRIPT ANALYSIS (DEGREE AUDIT)

One academic year before the student's anticipated date of graduation, the Registrar's Office carries out an official transcript analysis, or degree audit, of a student's academic record to that date. The purpose of the transcript analysis is to identify any possible problem a student might have in fulfilling GER, or major-concentration-minor requirements by the anticipated date of graduation, and to recommend how the student may best arrange her or his schedule of courses in order to meet all graduation requirements successfully.

It is the ultimate responsibility of each student, working closely with his/her advisor, major Division faculty, and the Registrar, to complete all graduation requirements in an appropriate and timely manner.

STUDENTS WITH LEARNING DIFFICULTIES

All students officially diagnosed with dyslexia or any other learning difficulty, are strongly encouraged to report it to the Registrar's office. Instructors will be informed, in order to follow ACT's policy regarding students with learning difficulties. All necessary documents should be submitted to the Registrar's office.

Students officially diagnosed with dyslexia are entitled to taking an oral exam; should the nature of the course is not conducive to oral exams only, the student is entitled to extra 15 minutes for every testing hour and extra 2-4 days extension in a paper/homework assignment deadline at the discretion of the instructor and only when there is short notice prior submission of the paper (no more than a week).

Finally, depending on the severity of the learning difficulty and the nature of the taught course specific testing alternations could be made per se.

ACADEMIC INTEGRITY

Statement on Academic Integrity

"The College has the responsibility of maintaining the highest possible standards of academic integrity for the purpose of ensuring the quality of education it provides, underscoring its dedication to fostering a love of learning for its own sake, and of protecting those who rightly practice integrity in their academic affairs. It is the responsibility of the student to be informed about the college's policy on Academic Integrity, to refrain from infractions of that policy and from conduct, which may lead to suspicion of infractions, and to refrain from aiding or encouraging others in such infractions. It is the responsibility of the faculty to establish and maintain an environment which is conducive to Academic Integrity."

Academic Honesty

"Academic Dishonesty is the violation of Academic Integrity, committed by engaging in any form of unethical behavior which violates acceptable standards of scholarly conduct. Such practices as cheating on examinations, submitting borrowed or purchased papers and/or prepared bibliographies as one's own, plagiarizing, falsifying or copying lab reports, or aiding another person in any of the above infractions of Academic Integrity, constitute acts of Academic Dishonesty."

College-wide Policy on Academic Integrity

All academic divisions at ACT, both undergraduate and graduate, will apply the following policy on academic integrity:

*"A student committing an act of Academic Dishonesty in a given course will receive an F (0 percentage points) in the assignment where the academic infraction took place. If a student commits an act of Academic Dishonesty for a second time in the **same** course, this student will receive a failing grade in that course.*

The individual faculty is responsible for enforcing the policy in a conscientious manner, for reporting all cases to the Academic Standards & Performance Committee (AS&PC) for record-keeping and for informing the affected students of their right to appeal the faculty's decision to the AS&PC. Faculty must also insert the college's policy on Academic Integrity in their course syllabi."

Academic Standards & Performance Committee

A student may appeal an initial decision made by an individual faculty to a formal body called the Academic Standards & Performance Committee (an existing standing Committee), chaired by the Associate Dean for Student Affairs.

The ASPC will meet as needed to evaluate appeals on alleged cases of academic dishonesty referred to the Committee by an involved party. Each case referred to the Committee will have a separate hearing (several hearings could conceivably take place during a single session of the Committee). Cases sent before the Committee deemed invalid will be dismissed. The Dean's office will keep records of all academic infraction cases, whether appealed or not and it will reserve the right to invite a student who has breached repetitively the school's policy to a hearing that may lead to sanctions ranging from failure of an assignment, to failure of a course, dismissal from the college, or expulsion from the college.

C. FINANCIAL POLICIES AND ADMINISTRATION

FINANCIAL AND ACCOUNTING OFFICE

The Financial and Accounting Office, located in the Ground Floor of Stephens Hall, handles all matters regarding tuition and payment procedures.

TUITION AND FEES

Tuition at ACT is charged per credit hour. All tuition and fees are paid in euros, except in the cases of study abroad programs where agreements have been made in US dollars. Tuition and fees are revised annually and announced each year, in late summer. Students with questions regarding tuition or payment procedure should contact the VP for Finances, in Stephens Hall.

Current Tuition & Fees

Students with questions regarding tuition or payment procedure should contact Mr. Pavlos Floros, VP for Finances or Ms. Eva Montiadou (tel.: 2310-398-219), Accounting Office, in Stephens Hall.

Tuition is calculated by credit hour. The cost per credit hour is €280. Pertinent fees are added to this amount as per the following schedule:

§ Application fee (non-refundable):	€70
§ Library Fee (paid by all students regardless of no. of classes taken):	€35
§ Science Lab Fee (for Science classes only):	€100
§ Computer 100 Fee:	€300
§ Change-of course Fee:	€50
§ Late Registration/Pay Fee:	€50
§ International Student Fee (Freshman one-time fee):	€200
§ Official Transcript request fee:	€3

The College reserves the right to assess additional fees when necessary. Penalties are assessed for failure to return library books and for misuse of or damage to school property or materials.

Study abroad and exchange students abide by the rules and regulations set in the agreements between their home institution and ACT.

The cost of Auditing a Course is set to be equal to ½ of normal tuition.

METHOD OF PAYMENT

Payment of tuition and fees is to be made no later than the start of the week before classes begin. Students making payments from foreign countries should ensure that payment arrives at the bank two days earlier.

Students should deposit the entire amount of their tuition and fees in:

Pireaus Bank

5239-072914-881

GR02 0172 2390 0052 3907 2914 881

Eurobank

0026 0520 16 0200109405
GR10 0260 5200 0001 6020 0109 405

National Bank of Greece

895/298006-10
GR32 0110 8950 0000 8952 9800 610

Alpha Bank

811-00-2002-004269
GR82 0140 8110 8110 0200 2004 269

The following information should be provided to the bank by students at the time of payment:

- (1) **STUDENT's OWN first and last name**
- (2) **Student's ACT code number**
- (3) **ACT's Bank Account number (depending on the bank)**

Students who have an account in those banks should draw money from their own account and then deposit it into the ACT account. **PLEASE do NOT attempt to transfer money from one account to another.**

All students are requested to have their Bank deposit slip with them throughout the first week of classes, to avoid any confusion. Receipts from the College for tuition/fees may be picked up from the Accounting Office in Stephens Hall later.

If you fail to meet your financial obligations by start of the week before classes begin, your registration would be cancelled and you will not be admitted to classes.

In order to reinstate your registration you will have to pay the late registration fee of €50.

CHANGE-OF-COURSE WEEK

Change-of-courses: Students can change, drop and add courses ONLY during the first week of classes. In case course(s) are dropped and then new one(s) added there is a "Course Change" charge of €50 per course.

There is no extra charge only if:

- a) additional course(s) is/are added to an existing unchanged schedule of classes, or
- b) there are consequential change(s) in a student's schedule, resulting from an initial change of courses.

Again, all drop and add charges should be paid directly to the bank or at the school's cashier office, within the first week of classes.

Late Registration: Continuing students who register without pre-registration after the deadline specified in the Academic Calendar will be charged with a "Late Registration Fee" in the amount of €50.

Students are **NOT** allowed to make changes in sections of the courses in which they have registered for any reason, even if the same professor teaches the sections.

WITHDRAWAL FROM COURSES

Students can drop individual courses or withdraw entirely from all classes (total withdraw) **ONLY**:

- a) by filling out an official WITHDRAWAL FORM at the Registrar's Office, and
- b) before the deadline set by the Academic Calendar

Students who stop attending course(s) at any time without filling out this form after the end of the specified period, are not officially dropped from the class list(s). This means that they:

- (a) are considered officially enrolled in the course(s) and they automatically receive an "F" for the course(s) on their official transcript due to absences, and
- (b) are charged full tuition.

A. There is NO tuition or fee refund for:

- a) individual courses dropped after the first week of classes, or
- b) in case of total withdrawal which takes place after the forth (4th) week of classes,

B. There is a 50% refund of tuition and fees **ONLY for total withdrawal from classes that takes place in writing within the first four (4) weeks of classes.**

Students who have not paid tuition and fees and failed to arrange their financial obligations with the Accounting Office by the first day of classes, will not be admitted to classes and will receive unexcused absences following the first week of the term. If tuition is not paid and the Accounting Office is not contacted about delayed tuition and fee payments by the second week of classes, then the student's registration will be dropped and the student will have to re-register paying late registration fee. The institution reserves the right to deny participation in the midterm examinations of students with outstanding financial obligations.

FINANCIAL AID

Scholarships at ACT

The very definition of the word 'scholarship' embodies what the college experience is all about - learning, knowledge acquired by study, the academic achievements of a student. ACT recognizes top students for outstanding academic achievement and helps them build a better future.

ACT strives to be not only the 1st choice, but also an affordable choice for the education of youth from Greece, Southeast Europe, the US and beyond. To that end, the College awards financial aid to a substantial number of students in each entering class. Financial aid awards aim to make quality education affordable to students in need, particularly during these difficult times, and also reward a student's academic accomplishments and potential. The American College of Thessaloniki has developed a well-established program of financial aid to assist students in their quest for a college education. This program ensures that no student should be deprived from attending ACT because of financial strains.

Our goal is to provide opportunities for academically talented students to achieve their aspirations through the pursuit of a college education. At ACT we foster an environment of recognition and equal opportunities that lead to academic excellence.

Financial Aid Scholarships at ACT

What is financial aid scholarship?

The financial aid program grants awards to both local and international undergraduate and graduate students. Financial aid grants will be determined according to student or family financial need, as appropriate, and academic merit within College budget limitations. Financial aid is a percentage reduction in the ACT tuition fees.

How can I apply?

Candidates should submit the following documents to the Admissions Office:

- a letter explaining in detail the financial situation of the candidate's family, and his/her educational objectives;
- the complete tax statements of the people financially responsible for the candidate (parents/guardians) for the last two years, including the real estate tax statement;
- a personal CV;
- a completed ACT Financial Aid Application Form (online).

When should I apply?

Candidates who wish to be considered for a Financial Aid Scholarships must complete ACT's Financial Aid Application online in addition to their application for admission. The application must be submitted, complete with all supporting material, at the time of admission application. Due to the limitation of funds available, it is advisable to apply in time. A Financial Aid scholarship is normally renewed on an annual basis, pending availability of funds, and providing that the recipient:

- Maintains a good academic standing based on the award level received.
- Maintains a full-time status (12 credit hours per term or above); unless you're a graduating senior.
- Continues to demonstrate financial need

The financial aid committee consists of administrative and faculty staff members. The committee decides based on the credentials submitted by the applicants and the availability of funds. Notification regarding financial aid scholarship is normally made within a month after the application.

Who is eligible for a financial aid scholarship?

Any candidate applying for admission to the school may apply for a financial aid scholarship. ACT does not discriminate on the basis of race, creed, color, sex, national origin, age or disability in the administration of its academic and admission policies, scholarship and financial assistance programs.

In order to be considered for the Institutional Financial Aid program, certain requirements must be met:

- Be enrolled or accepted for enrollment.
- Be degree-seeking.
- Demonstrate financial need through submitting the financial aid application.

An interview maybe required, either in person, for Greek residents, or via Skype, for international applicants.

OTHER ADMINISTRATIVE SERVICES

- **Parking:** Parking at ACT is free of charge. The total number of available parking spaces on the ACT campus is 270. This includes the parking area next to the New Building and north of the Bissell Library. Sufficient space is available to designate parking for faculty, staff, students and visitors and motorbikes. The current parking space is judged sufficient to cover ACT's parking needs for 800 full time students. On special occasions, additional parking on the Anatolia High School campus can also be used.
- **Security:** The main ACT campus gate is electronically controlled and the campus security makes frequent rounds both on weekdays and weekends.

D. STUDENT AFFAIRS - STUDENT LIFE

CLUBS AND ORGANIZATIONS

The Student Activities program at ACT includes a number of clubs, academic societies, and social, cultural, educational and recreational offerings. At the beginning of each term a clubs fair showcases all ACT student organizations for informational and recruitment purposes.

Student clubs, academic societies and programs usually include: Cinema Club, Field Trip Club, Equestrian Club, History and International Relations Society, ACT Radio (Radio ACTive), Sailing Club, Scuba Diving Club, Yoga Club, Canyoning, Tennis and Photography, and the Student Government Association.

Students and faculty wishing to propose a new club or society must meet with the Associate Dean for Student Affairs. All new proposed clubs are required to submit a written proposal.

FOOD SERVICES

The ACT Cafe, rented on a contract to a professional food service provider, is also located in the New Building (ACT main classroom building) and operates weekdays from 9:00 for as long as when classes are in session. The cafe offers an assortment of cold and hot sandwiches, coffee, salads and beverages.

HEALTH SERVICES

The resident Anatolia High School nurse accepts student emergency visits as well as regular appointments in her office located on campus. The Anatolia/ACT is also within easy access to both a private clinic and several hospitals, all of which provide emergency services. A resident doctor at ACT is available to students on campus during the doctor's office hours.

HOUSING

On-campus housing is available on a first come, first served basis and priority is always given to freshmen. Apartments are all shared and have both single and double rooms, common area, kitchen and bathroom. They are fully furnished and on-campus students have free access to internet, the gym, and also to basketball, football and tennis courts. There is an on-campus dining room where students can have warm meals and the Bissell library is in close proximity to the housing. All interested students must complete a Housing Application in order to be considered for on-campus housing.

The Student Services Coordinator will assist students in locating off-campus housing in local residential areas. A list of trusted real estate agencies and property owners who speak English will be made available for interested students. ACT does not have any official relationship with housing agencies and does not endorse any specific agency. With all off-campus housing, students are responsible for personally contracting with the landlord but ACT will provide guidance and assistance. Study Abroad students are housed in college-leased, off-campus, studios.

STUDENT IDENTIFICATION CARDS

All students at ACT are required to have Student Identification Card and must keep in mind the following:

1. This card is non-transferable and is to be carried at all times while on campus and must be presented to any authorized College employee upon request.
2. This card is required for any library use, use of the tennis courts and any athletic equipment and school transportation and for any other service or activity the card holder is entitled to.
3. Failure to present the card may result in denial of the service or activity.
4. Loss, mutilation or destruction of this card should be reported immediately to the Office of Student Affairs. There is a replacement fee for lost cards.
5. This card is valid for currently enrolled students, alumni, faculty, staff and invited guests.
6. The holder is personally liable for all obligations incurred by the use of this card.

STUDENT TRANSPORTATION

In addition to public bus service to and from campus, ACT offers students shuttle service on a daily basis which connects the campus to the city. The shuttle bus picks students up from pre-defined stops in the morning on week days and brings them back every afternoon. The timetables for the shuttle bus service are posted at the beginning of each term on ACT main classroom building bulletin boards. Maps and bus routes in English are available through the I.P.O.

ATHLETIC PROGRAMS AND FACILITIES

Varsity sports involving male and female students include basketball, volleyball, soccer and beach volleyball. The gymnasium, fitness room, dance studio and the outdoor fields for soccer, team handball, volleyball, tennis, track and field and a beach sports court make the College's athletic/recreational facilities among the most comprehensive in northern Greece. These facilities are used for training/ practices, games and events.

Varsity athletes are usually selected through tryouts. Annual Invitational Intercollegiate Tournaments hosted by ACT, involving a number of other colleges, allow student athletes to participate in highly competitive sporting events.

An intramural sports program offers spirited competition among teams, with faculty and staff teams occasionally joining in. Intramural sports include "3 on 3" basketball, "5-a-side soccer", beach volleyball, table tennis and tennis.

CAREER SERVICES AND GUIDANCE

The Careers Office provides services for current students and alumni of all ACT programs. The focus is on individual attention, where students & alumni are provided with help in career planning and job forecasting, job-search and interviewing strategies, and finding and applying for Internships, and other experiential learning opportunities. Students also benefit from workshops, discussions and seminars which the BLCS organizes, with topics covering skill-building, career tools, job-trends, entrepreneurship, and more.

The Career Office also serves as Liaison with the Business Community, and works actively with Industry and Academia to identify placement opportunities and keep students informed of local and regional trends. Leading representatives from the private and public sectors visit ACT regularly as guest speakers in classes and events, reinforcing ACT's strong ties with companies, institutions and organizations throughout the local, national and international business environment.

THE LEARNING HUB

The ACT Learning Hub is a service provided to all ACT students throughout their academic careers. The Learning Hub offers a warm and supportive atmosphere in which students can receive assistance with all writing assignments and with the overall development of their language skills.

The Hub operates on an appointment, walk-in and e-mail basis throughout the academic year, during which times both professional and peer tutors are available to assist students of all levels with improving their written and oral expression. From helping students explore a subject, to working with students to restructure a document for better coherence or unity, to rethinking and revising – the Learning Hub tutors are available to provide customized guidance. Student projects may be at any stage in the writing process.

We recommend that all first-year students visit the Learning Hub to familiarize themselves with the Hub and to discuss with the tutor the range of services which the Hub can offer during their years at ACT.

The Learning Hub is located on the 1st floor of the Bissell Library.

STUDY ABROAD PROGRAM

US Students Coming to ACT

ACT has a long standing tradition of offering very strong Study Abroad Programs. The International Programs Office oversees all aspects and services provided in connection to all Study Abroad programs at ACT. All incoming study abroad students are bound to the rules and regulation of the Student Handbook and the Catalogue.

The ACT study abroad program offers a two-day comprehensive study abroad orientation, two organized cultural excursions (one day trip to Vergina and a 3 day trip to Athens/Delphi), assistance with Visas and Residence Permit applications, and guarantees housing to incoming Study Abroad students.

Study-abroad students are fully integrated into ACT's regular courses and programs during their time on campus. In addition to Modern Greek, students are free to enroll in any other regularly-scheduled courses they wish, in order to fulfill either elective or major requirements at their home institution.

A Study Abroad Guide is updated annually by the I.P.O. and is available on the ACT website.

ACADEMIC PLANS FOR STUDY ABROAD STUDENTS

CASE (A): Mandatory departure of students by reason of *force majeure*.

Subcase (a) 1: *75% of term completed*

Students shall be awarded final grades in all courses based on their grade at the time of departure.

Subcase (a) 2: *50-75% completed*

Students will complete the term's work through extended essays, research papers/reports, and other such learning and assessment tools, as individual professors may deem appropriate.

Subcase (a) 3: *Less than half of the term completed (<50%)*

Students shall not receive credit for their courses.

CASE (B): Student(s) choose(s) to depart the College for personal reasons although there is no immediate crisis.

Subcase (b) 1: *75% of the term completed*

Students shall have the option, with professors' and administration's consent, of completing the term through an appropriate range of learning/assessment means as outlined under (a) 2 above.

Subcase (b) 2: *Less than 75% of the term completed (<75%)*

No credit shall be granted in cases where a student departs voluntarily before completing 75% of the term at the College.

FINANCIAL PLANS

CASE (A): Mandatory departure of students by reason of *force majeure*.

Subcase (a) 1: If courses are completed as outlined above under *Academic Plans* Subcase (a) 1-2, there will be no tuition or fee refund.

Subcase (a) 2: If students fall into the category Subcase (a) 3 as outlined above under *Academic Plans*, there will be a 30% tuition refund.

Housing, orientation and all other program-related fees are non-refundable in all cases. Field trip fees are partially refundable (30%) in the cases when students leave due to *force majeure* prior to the trip.

CASE (B): Student(s) choose(s) to depart the College for personal reasons although there is no immediate crisis.

In this case no tuition or fee refund (including housing, orientation and field trips) will be granted.

- **ACT Students Studying in the US**

ACT has signed a number of study abroad exchange agreements with partner colleges and universities that enable students to spend a term studying in the US. Through these agreements, ACT students may spend one term, normally in their second or third year of study, at a college in the US, and upon return to ACT receive full transfer credit for all courses successfully completed while abroad. Agreements with partner schools allow ACT students to enroll at collaborating institutions while continuing to be enrolled at the home school and pay tuition and fees at ACT. Students are encouraged to look into study abroad opportunities early in their academic career with the director of the I.P.O. Good academic standing is a pre-requisite for considering such a possibility.

INTERNATIONAL STUDENTS

ACT hosts a large number of international degree-seeking students. Students that come from non-Schengen countries need to apply for a visa to enter Greece and for a residence permit once they are in the country (see below). The Student Services Office provides guidance and assistance for both these documents.

- **Visas and Residence Permits**

Non-EU citizens must abide by the following Student Visa and Residence Permit requirements:

Students who are non-EU citizens and plan to stay in Greece longer than 90 days, must obtain a Student Visa AND a Residence Permit. Both (Student Visa & Residence Permit) are required by Greek law. The Student Visa must be obtained prior to coming to Greece from your local Greek Consulate. Student Visas are only

issued in your country of citizenship. Filing for the Residence Permit takes place after your arrival in Greece. A special session during orientation will assist you with the Residence Permit filing process. ACT will also recommend trusted health insurance companies and banks and will provide chaperoning when needed.

Non-EU Students may obtain the most recent Student Visa and Residence Permit information from the Student Services Coordinator.

- **Contingency Plan for International Students**

In the event of a major crisis that may result in conditions that affect the day-to-day functions of international students the following plan will be put into place.

DECISION MAKING/COMMUNICATION/TRAVEL

Permanent members of the Critical Incident Response Team (CIRT) are: (a) The Associate Dean for Student Affairs, (b) The Director of International Programs, (c) The Study Abroad Coordinator, and (d) The Coordinator of Student Services. Additional individuals are invited to attend CIRT meetings depending on the nature of the incident (e.g. in-house medical attendant, information and technology services manager, supervisor of campus security services, legal counsel, chairs of departments, etc).

In the unlikely event of international crises or catastrophic events, careful contingency plans have been developed under which the Provost and members of the CIRT will review the situation in consultation with the appropriate Embassies/Consular Office and the corresponding partner schools, keep students, local and US offices of partner schools informed and, in extremis, plan for the safe return of students to their homes.

The Director of International Programs also serves as the official Warden designated by U.S. Consulate General in Thessaloniki with responsibility to notify all American citizens at the American College of Thessaloniki in the event of a change in the security situation.

E. STUDENT CONDUCT

STUDENT CODE OF CONDUCT

Each member of the ACT community must commit her/himself to respect the rights of others and to observe the rules of decent living. All community members must keep the ideal of just community in the forefront of their minds while conducting themselves and making decisions. The College cannot and will not permit destructive or antisocial behavior. Therefore, it reserves the right to intercede and require the immediate withdrawal/suspension (or any other suitable measure) of a student where that behavior is perceived to constitute a violation or threat to members of the community. Disciplinary authority for social behavior is vested in the Office of the Provost.

Unacceptable behavior includes (but is not limited to):

- Falsification of Records/Furnishing False Identification
- Gambling
- Inappropriate Behavior toward Peers, Faculty & Staff
- Inappropriate Use of the Internet
- Interruption of College Operations
- Loitering
- Physical or Verbal Assault
- Possession or consumption of alcoholic beverages (this is prohibited on campus unless served at a sanctioned College event).
- Possession, sale or use of illegal drugs.
- Sexual Assault / Harassment
- Theft
- Unauthorized Use of College Name or Emblem
- Vandalism

All of the above inappropriate behavior must be addressed to the Provost.

DISCIPLINARY ACTION/APPEALS PROCESS

Students engaging in unacceptable social behavior will be addressed and disciplined accordingly. The disciplinary procedure is carried out by the Associate Provost for minor offenses and by the Academic Standards and Performance Committee (ASPC) for major offenses. Charges against a student for exhibiting unacceptable behavior can be made verbally or in writing to the Associate Dean for Student Affairs. The Associate Dean for Student Affairs decides whether the offense is minor or major and proceeds accordingly. In the event of a major infraction, the ASPC is assembled for a hearing procedure. The Associate Dean for Student Affairs will meet with the accused student prior to the hearing to assist the student in her/his understanding of the hearing procedure.

In the case of both minor and major infractions, the student will be informed of the disciplinary action in writing. The Associate Dean for Student Affairs (in rare cases) may refer the appeal to the Provost depending on type and severity of the infraction. The appeal will be heard by the Provost, who will make the final disciplinary decision.

F. LIBRARY RESOURCES AND FACILITIES

BISSELL LIBRARY - GENERAL INFORMATION

The Bissell Library offers a collection of about 26,400 books in print, over 126,000 of electronic books and hundreds of videos, DVDs, and CD-ROMS. Already one of the largest English language libraries in Greece, its collection is rapidly growing into a space designed to accommodate the institution's needs for years to come. The collection includes subscriptions to periodicals in hard copy as well as access to over 42,000 full-text scholarly journals, magazines, and newspapers .

The Bissell Library offers, to currently enrolled students, on site and remote access to over 20 research databases to support inquiry and research. Business databases include Ebsco's Business Source Elite, Regional Business News, Hoover's, and ProQuest ABI Inform Global. Databases for research include: Academic Search Premier, E-books collection, Encyclopaedia Britannica, ERIC, GreenFILE, Columbia International Affairs Online (CIAO), JSTOR, Oxford English Dictionary and Oxford Music Online. We also subscribe to the Ebsco A-Z service, providing listing of all the electronic resources accessible from the library.

In order to maximize the value of our collections and increase the ease of their use, a new service has been introduced. EBSCO Discovery Service™ brings together the most comprehensive content providing to users an easy, yet powerful means of accessing all of the library's information resources through a single search.

The Bissell Library shares an integrated library management system with the Socrates Eleftheriades and Olga Mavrophidou-Eleftheriades Library of Anatolia College. Access to both collections is available through the web-based library catalog. Library users can search the catalog, databases or the Internet through public access terminals available on both floors of the library. Network ports are available for laptops and the entire building is Wi-Fi enabled.

In order to use the computer resources, borrow books or other library materials, including Reserve materials for use within the Bissell Library, and in order to make printouts and photocopies in the Library, you must have a current student ID card and bring it with you each time you wish to use the Library– Most library materials may be borrowed for 14 days and overdue fines are 15 cents per day for most materials. Also, please be aware that grades are not issued until all outstanding library materials have been returned.

Users may call 2310 398390, email actlib@act.edu or use the "Ask a Librarian" instant messaging service for assistance.

• **Bissell Library Access Policy**

Bissell Library Mission Statement

The mission of the Bissell Library of the American College of Thessaloniki is to provide access to information resources which enable members of the college community to pursue their inquiries in an environment which is consistent with the principles of higher education. Moreover, the Library aims to promote knowledge and stimulate appreciation for learning by supporting faculty, students, graduates, and the general public in locating and retrieving information relevant to their areas of study and interest. It strives to cultivate critical thinking and independent judgment by assisting the library patrons to evaluate and make effective use of information resources. And finally, the Library aspires to provide a setting which is conducive to the carrying out of these endeavors.

ACCESS TO SERVICES

All current ACT students, faculty and staff are welcome to use the Bissell Library and all of its services. Graduates of the American College of Thessaloniki and Anatolia College may use the Library and may borrow materials with certain restrictions. Visitors and the general public are welcome to use the Bissell Library. However, that use may be subject to restrictions. Since priority is given to members of the college community, services for others are provided subject to the availability of staff and resources. Borrowing privileges are accorded to visitors by specific arrangement and the payment of a pre-determined fee.

Services which are covered by license agreements or other contractual requirements, such as online subscription databases, are available only to those library users specified by the providers of those services. Library users must observe all applicable intellectual property laws. The Library Administration may deny access or library service to anyone in violation of library rules.

BORROWING RULES

Library materials may be borrowed under the conditions determined by Bissell Library loan policies. Valid ACT ID cards must be present when borrowing books. Library users with borrowing privileges are responsible for the return, in undamaged condition, of all materials borrowed in their name by the due date or upon request of the library staff. No library materials may be removed from the library without being properly checked out.

Certain types of materials, such as items in Special Collections & Archives, reference and non-loan (in library use only) reserve books, are not available for loan, and may be used only within the library. Back issues of the print periodicals may be checked out, while the current issues may be used only within the library.

A library fine will be levied on the borrower of any item not returned by the due date. Borrowers who lose a book or other item will be charged the current replacement cost of the item plus a processing fee. If the item is irreplaceable, the borrower will be charged the established default replacement cost.

BUILDING ACCESS AND USE

Library facilities may be used for those purposes that are consistent with the library's mission statement.

Permission for events to take place on school grounds outside the library building must be granted by the Library Administration in consultation with the institution's Provost.

Display of posters, photographs, signs and notices is prohibited except in designated areas and with approval by the Library staff. Individuals who wish to film or photograph within the library must first obtain permission from the Public Relations Office and the institution's Provost. Such requests will be accommodated only if there is minimal impact on library service and its environment.

All areas of the Bissell Library are accessible to individuals in wheelchairs. An elevator provides access to all three levels of the building. Library staff will assist in retrieving items from shelves.

Use of the Stavros S. Niarchos Technology Center facilities is supervised by the Director of the Center. Requests from faculty for use of classrooms, computer labs, the teleconference center, etc. should be directed to the ACT Reception. (Telephone: +30 2310 398 216).

The Bissell Library Bibliographic Instruction lab (Room 211) may be booked for course use by instructors at the Bissell Library Circulation/ Reference Desk (telephone: +30 2310 398 390 or email: actlib@act.edu).

The ACT Writing and Learning Center is located on the upper floor of the Library. Students are invited to meet with the tutors and receive assistance with their English language and Mathematics needs. The Admissions and the Enrollment department offices are also located on the upper floor of the Library. Prospective students may obtain from there all the necessary information concerning their studies and financial support.

Use of the Group Study Rooms is determined by library staff according to the following rules and guidelines:

GROUP STUDY ROOMS

Group study rooms are available on both the first and second floors of the Bissell Library. These rooms are for use by groups of currently enrolled ACT, MBA students and, upon availability, also available to Anatolia High School, IB students and Anatolia/ACT alumni or any other "special groups" who need to discuss course and project work while not disturbing other library users. They are available for groups of two (2) or more people.

In order for all students to have an equitable chance to use a GSR the following guidelines and procedures must be observed:

- A valid ACT or Anatolia ID must be presented at the library service desk by the person who has reserved the room before access will be allowed.
- Study rooms are to be used for academic purposes only. The rooms may not be used for society meetings or social purposes.
- A group study room may be booked in advance of its use via the library service desk. Bookings may be made in person or over the phone.
- Rooms may be reserved for up to two consecutive hours per day. If no other booking has been made for the time following, a request for an extension may be made at the Circulation/Reference Desk. Rooms not reserved in advance will be allocated to groups on a first-come, first-served basis.
- Only one booking per day will be accepted from the same person or from the same group. Attempts to make more than one group study room booking per day will result in the forfeiture of the subsequent reservations.
- If a room booking has not been honored within 15 minutes of the time booked, the room may be allocated to another group.
- Pairs may not reserve group study rooms but may use unreserved rooms if not needed by a group.
- All guidelines and rules for use in effect at the Bissell Library apply to use of the group study rooms. Any person not observing such rules and guidelines will forfeit the use of the study room for the group.
- Library staff shall monitor the use of the group study rooms and shall control all bookings and access to the rooms.
- Blinds must remain open at all times in the group study rooms.

CODE OF CONDUCT

- Loud conversation or other disturbance is forbidden in the public areas as is any behavior that interferes with the normal use of the library.
- Mobile phones must be turned off or turned to silence.
- Smoking is prohibited except in designated areas outside the building.
- Consumption of food or beverage is not permitted inside the library unless consumed in the food designated area at the left of the main entrance.
- Library users are responsible for their personal belongings and must not impede use of the library by others by leaving personal belongings on library furniture or in the aisles.
- Only animals trained to assist and accompanying persons with disabilities are allowed inside the library.
- Library users are not permitted in areas designated for staff.

- Library users must not vandalize, alter or damage library materials, furniture, facilities or equipment, including computer systems, programs or data. Those who fail to observe this may face loss of library privileges or disciplinary action.
- Persons leaving the library must produce any library item in their possession for inspection if called upon to do so by a member of the library staff.
- Any person in the library building may be asked by library staff and/or security personnel to show identification and, if the person refuses, he or she may be asked to leave the building.
- Library users must leave the premises if requested to do so by a library staff member. Anyone violating these rules may be denied future access to the library.

• **Library Hours**

Fall /Spring

Monday through Thursday	09:30a.m. – 8:00p.m.
Friday	09:30a.m. – 6:00p.m.
Saturday	11:00 a.m. – 2:00 p.m.
Sunday	Closed

When the school is closed for holidays, the Bissell Library hours differ from the above.

Please call in advance to confirm or check the Bissell Library’s website <http://library.act.edu>

COMPUTING SERVICES & NETWORKING FACILITIES

ACT has state of the art computer infrastructure and facilities. All computer facilities are connected to a high-speed campus network, which is based on fiber optic cables connecting all buildings. In addition a large high speed wireless network access (WI-FI) covers large areas of the campus giving students the ability to use the school’s resources or access the internet on their laptop.

The computer facilities include the Stavros S. Niarchos Technology Center in Bissell Library and a number of other computer laboratories located in various buildings. There are over 20 high-speed servers present in the network infrastructure and there are approximately 100 Intel® Core™ latest technology workstations, connected to the Internet, available to students in the following laboratories:

- 2 general purpose laboratories: A total of 45 stations
- 1 Multimedia Laboratory: 19 Intel 8 core 3.9GHz stations, 22” monitors, all with media capture capabilities, 2 HP-2400 flatbed scanners and color Laser printer.
- 1 Multimedia Production Studio: 2 Intel 8 core 3.9GHz workstations with Digital & Analog Capture cards, 2 HP-2400 flatbed scanners, 4 DV-Camcorders, 4 Digital Cameras, 2 Canon Slide Scanners & Audigy 2 ZS Sound cards and other film production equipment
- 1 Bibliographic Instruction Laboratory: 24 stations
- 1 Networking Laboratory: 10 Stations

Upon matriculation, each ACT student is given a personal web-mail account. Students are strongly encouraged to check their accounts regularly, as major announcements are communicated electronically.

The laboratories are used both as general access and instructional computer labs. They are equipped with data projectors and black and white or color laser printers. All stations are networked with full Internet Access and run the latest software such as MS office, Oracle, Power-builder, Visible Analyst, Java, Visual Basic, 3-D Max, Adobe Photoshop, Adobe CS Production Studio Premium, Macromedia Studio, Macromedia Authorware, PanaView Image Assembler, Mathematica Player, Minitab, MathCad, Daedalus, etc.

• General Computer Policy

Introduction

In support of the institution's mission of teaching, research and service, the American College of Thessaloniki provides access to computing and information resources within institutional priorities and financial capabilities. The Institution encourages faculty, staff, and students to make full use of these resources. The Institution relies heavily upon these systems to meet educational, operational, financial, and informational needs. It is essential that these systems and computer stations be protected from misuse and unauthorized access.

This policy applies to all computer systems used by faculty, students, staff and authorized guests and refers to all hardware, data, software and communications networks associated with these computers.

Guidelines for Use

1. The computer facilities and information resources are for the use of authorized persons only. Faculty, staff, students and guests are responsible for maintaining password security and the security of the computer system they use. Especially faculty and employees must not allow anyone to use their passwords to gain access to the computer facilities including e-mail. In addition faculty and staff members are advised to change their password every 30 days.
2. Computer and information resources are meant solely for legitimate purposes relating to education, course work, teaching, research and administration of the Institution.

Inappropriate uses include but are not limited to:

- Causing intentional damage to any component of the computing and information resource facilities.
- Removing any computer equipment (hardware, software, data, etc.) without written authorization.
- Unauthorized access, alteration, copying or deletion of system accounts, passwords, directories, files or programs belonging to any other user.
- Unauthorized dissemination of confidential records obtained through computer and information resources.
- Using the facilities to harass or intimidate individuals or interfere with their normal use of the system.
- Sending chain letters or "fake" e-mail, "spamming" (sending hundreds of copies of the same message), introducing computer viruses or otherwise deliberately breaching system security.
- Sending foul, inappropriate or threatening messages such as those including offensive racial or sexual content.
- Creating personal copies of licensed, proprietary software or running illegally copied software.
- Attempting unauthorized access to computers outside the institution using the institution's computers or communication facilities.

3. Any faculty member, staff member, or work-study student who has access to confidential information must access only that information that they have a legitimate administrative or academic need to use, modify or otherwise view. The confidentiality of all such information must be strictly maintained.

Penalties

The Institution reserves the right to examine files, programs, passwords, accounting information, printouts, or other computing material in order to ensure proper use of resources and eliminate possible abuse.

The Institution will take appropriate action in response to user abuse or misuse of computing services. Action may include, but not necessarily be limited to: suspension or revocation of computing privileges; denial of access to all computing facilities and systems; reimbursement to the Institution for resources consumed and equipment damaged; other legal action including action to recover damages; referral to law enforcement authorities; computer users (faculty, staff and/or students) will be referred to the appropriate office for disciplinary action.

Students abusing or misusing the computing resources will be referred to the chair of the appropriate division. Depending upon the severity of the incident penalties might include warning, temporary or permanent suspension of computer privileges, or even expulsion from the College.

If the Information Technology Staff determines that the inappropriate activity is a serious harm to the system, user-computing privileges will be suspended immediately without warning.

Persons who engage in activities that violate the law will be referred to the proper law enforcement authorities.

Distribution of this policy

The institution will insure that all users are aware of the policy by publishing it in appropriate media designed to reach all faculty, staff, students and authorized guests. Copies of the policy will be placed in Faculty, Staff and Student Handbooks.

Application

This general computer policy applies to all computer stations and systems connected to the ACT network.

• **Bissell Library Computer Use Policy**

Purpose

The purpose of this policy is to define acceptable use of the computer resources in the Bissell Library.

Acceptable Use

In order to ensure that all library users have access to the computerized resources which are provided in support of ACT's educational mission, priorities and some restrictions are set for use of those resources.

Highest priority for use of the open access computers is given to searching the online catalogue or the subscription databases. Library or systems administration staff may curtail personal use of computers if it interferes with or causes disruption to the institution's ability to provide computer resources.

The Bissell Library provides computer access so that library users may make full use of the information resources available to them in support of the campus mission and student success. Users must respect the rights of others to make use of these resources and refrain from inappropriate use. Such use includes:

- Attempting to modify or remove equipment or attempting to disrupt system performance.
- Distributing information not intended for distribution by its owner.
- Playing games.
- Viewing obscene or harassing material.

Access

Each ACT student is issued a user account and should always log onto a computer under that account. Using any other account is an invasion of the privacy of the individual holding that account. Therefore, a student should not give his or her username and password to another individual. Each user is held responsible for the computing activities that occur under his or her account.

Access to subscription databases and other information made available by ACT from a computer off campus is a privilege and not a right. Users of this service acknowledge their responsibility to keep their user IDs and passwords for their personal use only as a student, faculty or staff member or other authorized user.

ACT takes seriously its legal responsibility to comply with licenses and current copyright law and is obligated to investigate reported misuse of licensed resources. Therefore, remote use is tracked. Users of the service further acknowledge compliance with this policy and any other applicable policy or procedure of the institution.

Each library user with borrowing privileges is issued a barcode in order to be able to check out materials in accordance with the Access Policy. Each user with such privileges is responsible for all materials borrowed using his or her library barcode, including overdue fines, lost item replacement fees, etc.

Computer users must relinquish use of a library computer if requested to do so by library or systems administration staff.

Compliance and Enforcement

Any student found violating the provisions of this policy will be reported to the Library Administration, the Chair of the appropriate academic department and the Vice President of Academic Affairs. Access to the ACT computer network resources may be denied by disabling the student's user account for a period of not less than five (5) days depending on the severity of the violation. That determination is made by the Library Administration in consultation with the department Chair and the Vice President of Academic and Student Affairs. Further disciplinary action may be taken.

If the person violating the provisions of this policy is not a student, the person's user account will be disabled for a period of not less than (10) days depending on the severity of the violation. That determination is made by the Library Administration.

Application

This policy applies to use of all open access computers in the Bissell Library, including those in the Group Study Rooms. By extension, it applies to the use of personal computers that are connected to the ACT network, including via a wireless connection.

• Computer Lab Usage Policy

Introduction

ACT provides the information technology environment where users may get support and assistance in reaching their educational and administrative objectives. Computer laboratories are available to ACT students; ACT faculty and ACT staff members for instructional, academic, research and administrative purposes. This document provides general and specific guidelines for acceptable use. By using any computer in the computer labs at ACT, the user agrees to abide by this policy.

General Guidelines

- Only ACT students, faculty, staff and authorized guests should use the computer laboratory facilities.
- Each account is assigned to a single individual, who is responsible for all computer usage under that account. Sharing computer accounts is not permitted.
- Logged in computers should not be left unattended. Lab supervisors will consider available for use and switch off any computer, which has been unattended for more than 15 minutes. This time limit may be decreased on busy periods.
- ACT reserves the right to impose disk restrictions on all user accounts as deemed necessary.
- User data files should be saved on the personal storage space in the network, or on USB flash drive, external USB disk and DVD-RW.
- Users are not permitted to install, modify or delete any software on lab computers. Only the technical support staff, following a request by the faculty, can install software that comes with textbooks.
- No equipment in the computer labs can be removed, modified relocated or disassembled. Removal of equipment (such as mouse, memory chips, soundcards, etc.) or supplies (such as ink cartridges, paper, etc.) from the computer lab is strictly prohibited and may be considered as theft.
- Computers are not to be used for commercial gain. Using the Institution's network to solicit sales or conduct personal business is prohibited.
- All noise levels (talking, music, muffled headphone noise, etc) in the lab should be kept to a minimum so that others are not disturbed. The computer labs are to be used as a study environment.
- The consumption of foods and beverages, including bottled water, is strictly prohibited.
- Problems with computer lab equipment should be reported to the lab supervisor immediately.

Internet and Networking Policies

- Internet access is provided for educational use, visiting sites (viewing or printing) of inappropriate nature or that may be considered offensive is not considered acceptable use of this service and it is strictly prohibited.
- Sending/Posting harassing messages or repeatedly sending/posting unwanted messages to others is prohibited.
- Personal computer equipment (with the exception of USB memory sticks and external disks) may not be connected to the college network without prior written authorization.
- Interception, analysis, recording or tampering with network data packets is strictly prohibited.
- ACT's Computing Resources may not be used for illegal or disruptive purposes. Examples of illegal or disruptive purposes include, but are not limited to:
 - Intentional harassment of other users.
 - Intentional destruction of or damage to equipment, software, or data belonging to the institution or other users.
 - Intentional disruption or unauthorized monitoring of electronic communications.
 - Intentional denial of services to users.

Printing Policies

- Users must only print materials of academic relevance or co-curricular significance.
- Users are urged to use the “print preview” command before submitting a print job. Blank pages that appear in the “print preview” should be deleted before the print job is sent
- Users should submit the print command only once to avoid printing multiple copies of a document. Users should allow adequate time to ensure a successful print job before re-sending a print command.
- Users are expected to be conservative in their use of paper and to exercise discretion when printing documents to prevent waste of expensive printing materials.
- Users should notify the lab supervisor if the printer has failed to respond correctly after the first print command or if they have submitted an incorrect print job and under no circumstances should the users try to deal with the problem by themselves.

Skills needed to use the computing facilities

Campus computer labs are primarily self-service facilities. Users are responsible for learning the skills necessary to use the computer applications. Lab supervisors are responsible for enforcing the computer lab usage guidelines, correct printer malfunctions and provide limited assistance to users. Lab supervisors are not allowed to assist with users’ academic work or other college-related tasks and cannot do computer work on the users’ behalf.

Sanctions for Violations of this Policy

Penalties for abusing or misusing the computing resources may vary, depending on the severity of the incident, and may include warning, temporary or permanent suspension of computer privileges, and other penalties as described in the general ACT computer policy. Repeat or habitual offenders may have their computer privileges revoked. Any student found violating the provisions of this policy will be reported to the Provost who will determine the penalty in consultation with the Chair of the appropriate Division. Violations of law may also be referred to appropriate authorities for criminal or civil prosecution.

SCIENCE LABORATORIES

All science courses are accompanied by laboratory work. The purpose of the laboratories offered is to expose students to hands-on experience regarding concepts and principles learned in classroom. The College’s new Science Facilities are located in the New Building and the Upper Campus. The facilities include laboratories for Biology, Ecology, Physics, and Chemistry.

G. ALUMNI

The main objective of the alumni development office is to cultivate a comprehensive partnership with alumni and to develop programs and services that nurture a strong bond with the college. The office’s programs ranges from alumni campus visits, sharing their stories, participate in recreational activities like Thessaloniki guided tours or library book clubs. An important element of ACT’s alumni community is the valuable professional network, which allows the exchange of services, ideas, professional support and career advancement.

H. THESSALONIKI AT A GLANCE

ACT is located in Thessaloniki, the second largest city in Greece. Thessaloniki was founded in 315 B.C. and named after the sister of Alexander the Great, by the Macedonian general Kassandros. After the Romans took the city in 168 BC, Thessaloniki found her place and eventually became the capital of the new Roman province of Macedonia. The city's strategic location on the Thermaikos Gulf and ideal position on the Via Egnatia also ensured brisk trade between Greece and the Balkans. At one point, the Roman emperor Galerius even made it the imperial capital of the eastern half of the Roman Empire, and after the empire finally broke apart from internal strife it became the second city of Byzantium where it thrived as a spiritual and economic center.

Thessaloniki stands on a naturally amphitheatrical site at the head of the Thermaikos Gulf. The old town was surrounded by a strong wall, which ran east, from the harbor, for about two kilometers until it reached the White Tower (Lefkos Pirgos). The White Tower, located on the seafront, was built in the 15th century and has become the city's most prominent landmark.

The city of Thessaloniki pulses with diverse interesting elements, such as archaeological and historical monuments, amazing natural sites and settlements, hospitable inhabitants with unique mentality and an enviable lifestyle.

Today, Thessaloniki is a true crossroads of East and West, and gateway to Southeast Europe. It is now a modern seaport city of more than 1.5 million inhabitants renowned for its wide avenues, neighborhood squares and tree-lined streets, Byzantine monuments, museums, theaters, hotels, restaurants, clubs, neoclassical buildings, and elegant shops. Gifted by history and nature and being a modern and organized town at the same time, in Thessaloniki you will find everything that you may need, from archaeological findings, to holiday resorts and innumerable entertainment centers of every kind.

Thessaloniki is host to very friendly environment and is characterized as a "college town". One in ten people is a college student with a basic command of the English language and an understanding of the international student scene. Greek college-age students normally enjoy a very active social life.

Thessaloniki enjoys sunshine year-round, and its seaside location lends itself to easy exploration of beaches and islands. A variety of popular beaches adorn the coastline near the city. The Chalkidiki peninsula, one of Greece's most beautiful and popular seaside resort regions, is only an hour away. Here students can discover charming inland villages, seaside-fishing hamlets, camping, protected coves, idyllic sandy beaches and pine-clad slopes. In students' spare hours they can sail the coast or during longer weekends visit the lesser-known Sporades islands only a short ferryboat ride away. For those interested in sightseeing outside of the city, historical sites such as Vergina, the Macedonian palace of Alexander the Great, the birthplace of Aristotle, Mt Olympus, Pella, Amphipolis, Kavala and Phillipi, to name only a few, offer opportunities for easy one-day excursions.

Thessaloniki has become the destination of choice for many tourists from surrounding countries, Europe and abroad. Its Port, International Airport and Railway Station, serving as final destination or transit points for visitors, have played an important role in its development.

Several international carriers serve Thessaloniki's international airport (Macedonia Airport). The airport has frequent connections to most western and eastern European cities, as well as numerous flights daily to/from Athens. The Thessaloniki Port Authority services passenger ships and flying dolphins with several destinations from Chalkidiki to the southern island of Crete. Additionally, the Thessaloniki Train Station serves as a major point of departure and arrival for trains to many destinations in southeast Europe with connections to other European countries.

I. CAMPUS MAPS

J. ACT TIMELINE

1981

Established as the tertiary-level division of Anatolia College and named the School of Business Administration and Liberal Arts (SBALA);

1981

Dr. William McGrew named President

1983

First AA / AS degrees awarded

1988

Board of Trustees determines to proceed to offering four-year degree programs

1991

Name of institution changed to American College of Higher Studies (ACHS) / Third year of instruction offered

1992

Fourth year of instruction offered

1993

First BA / BS degrees awarded / Initial NEASC accreditation candidacy on-site visit

1995

Name of institution changed to American College of Thessaloniki / Interim on-site visit by NEASC / Inauguration of the school's classroom/administrative building on the North Campus (Today referred to as NB)

1997

Initial accreditation by NEASC / Decision by Board to construct a new library on the North Campus inspired by Board Chairman George Bissell / First major grant by a private American foundation (Andrew W. Mellon)

1997-2000

Elaboration of academic administrative structure through creation of five additional departments, bringing the total to eight / Library begins transition to electronic information resources

1999

Richard L. Jackson assumes the presidency, following upon William W. McGrew (1974-1999)

2000

Groundbreaking ceremony for the Bissell Library / Restructuring of all BA/BS degree program requirements / Introduction of new concentrations and minors

2001

Contribution from the Stavros S. Niarchos Foundation for completion of Bissell Library's Stavros S. Niarchos Technology Center

SEPT. 2002

Full operation of all three levels of Bissell Library

SEPT. 2002

Introduction of the MBA program

OCT. 2002

Inauguration of Bissell Library

APRIL 2003

Full re-accreditation of ACT by the NEASC-CIHE

JANUARY 2008

Joint Executive MBA Program with ALBA

SEPTEMBER 2008

Validation agreement with the University of Wales

2009

Founding and Operating License as a “College”.

2009

Dr. Hans Giesecke assumes the presidency (August), following upon Richard Jackson (1999-2009).

2010

Renewed Operating License as a Center of Post-Secondary Education (KEME).

2011

Re-introduction of the English major.

2013

Dr. Panos Vlachos named President

2013

Validation Agreement with Open University

2013

Full re-accreditation of ACT by the NEASC-CIHE. Renewed Operating License as a College

2014

Dr. Stamos Karamouzis named ACT Provost

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DISCLAIMER

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