



AVC Academic Policy and Procedures

Admission, passing, transfer, final graduation certification (exams), diploma and master's thesis defense procedures

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ADMISSION PROCEDURE

Programs

Certificate, Diploma, and Master's Degree

AVC students may choose to earn credits from each course completed ultimately leading to a certificate, diploma, and/or Master's Degree.

Certificate

A Certificate is obtained by a student upon the completion of one level of course in any department, and is issued at a student's request.

Diploma

Earning a Diploma requires the completion of a minimum of 21 credits. The student qualifies for a major if 18 out of 21 credits have been taken in a single department. The student may also qualify for a minor if 12 out of 21 credits come from another department.

Master's Degree

AVC administers, and confers a Master's Degree program in Linguistics and Intercultural Communication. The program is a joint undertaking by two Departments. It brings together the expertise of two departments to allow students to explore the linguistic, historical and cultural contexts of the Armenian past and present from an interdisciplinary perspective. The program offers the degree with the following specialization:

- Armenian Language and History
- Armenian Language and Art History
- Armenian Language and Culture

This intersection invites students to further develop their knowledge in the Armenian heritage, as well as their skills in conducting research and producing writing in matters pertaining Armenian Studies.

Admission

Students, who hold a Bachelor's degree in any traditional field of study, may continue their studies at AVC toward a Master's degree.

To be eligible for the Master's degree program, students will be asked to provide the following documentation:

- Copy of undergraduate diploma;
- Transcript of undergraduate studies;
- Two letters of recommendation. At least one of the recommendations must be from a referee familiar with student's study abilities and ethics.
- A 500-word statement describing their interest in the field of Armenian Studies and Intercultural Communication, relevant experience (academic, professional and/or personal), and the expectation of their studies at AVC for their future professional goals.

Questions regarding admissions should be sent to academicdirector@avc-agbu.org.



Coursework and Research Requirements

The program consists of two parts, coursework and research. To qualify for the degree, students are expected to earn a total of 120 credits according to the following breakdown:

Coursework: Group A and Group B courses (72 credits):

At least 48 credits, namely Group-A courses, must be taken in the field of specialization selected as the student's major. Students minoring in History and Culture should take a total of 24 credits (Group-B courses), which must be taken from the department listed as the student's minor (at least 18 credits) and electives. Students minoring in Art History should earn at least 30 credits from Group B courses.

The selection of courses depends on the specialization of the student. The Academic Advisor will guide students in their selection of courses.

Research: Group R Courses and Thesis (48 credits):

36 credits should be earned from research assistantship, teaching assistantship and research required for the thesis. The MA thesis totals 12 credits.

All students are expected to spend at least 160 hours per year in face-to-face consultation with their instructors and supervisor, through videoconference or in person.

Credits/Curricula per Specialization

Armenian Language and History

Armenian Language courses (Eastern or Western) – 48 credits (Group A)

Armenian History (as minor – 18 credits) and electives (as electives, 6 credits) – 24 credits (Group B)

Research and Thesis – 48 credits (Group R)

Armenian Language and Art History

Armenian Language courses (Eastern or Western) – 42 credits (Group A)

Armenian Culture course (12 credits) and History (12 credits) courses covering the historical period of student's specialization as minor, and electives (6 credits) – 30 credits (Group B)

Research and Thesis – 48 (Group R)

Armenian Language and Culture

Armenian Language courses (Eastern or Western) – 48 credits (Group A)

Armenian Culture courses (18 credits) and electives (6 credits) – 24 credits (Group B)

Research and Thesis - 48 credits (Group R)

Students are required to have at least a B grade point average from the coursework and research to qualify for MA degree.

M.A. Advising

The Academic Director acts as the Master's program counselor and is available to advise students on any question about the program. Students will also be assigned an adviser in accordance with their interests, as well as faculty availability. The advisor is responsible for student's course of study and completion of requirements leading to the degree.

Courses to be taken must be determined in consultation with the adviser. Thesis topic needs to be approved by the Graduate Review Committee.



Master's Thesis

Master's thesis is written under the supervision of two faculty members

The Master's degree is awarded upon the completion of coursework and the successful defense of the Master's thesis that demonstrates the student's ability to conduct independent research. The Graduate Review Committee must be notified of the student's choice of the topic. The topic should be in student's major field. The thesis should not be less than the required 40 pages, and should meet the standards and ethics of academic writing.

Scholarship to M.A. Students

MA applicants may apply for Scholarship in accordance to [AVC Scholarship Policy](#).



GRADING POLICY

The grades are assigned by letters and calculated by the grade point value listed below:

Letter	Percentage	Grade Point	Description	
Passing	A	95-100	4.0	Outstanding to excellent: high performance; marked perception of the subject matter.
	A-	90-94		
	B+	87-89	3.3	Good: a good performance; noticeable perception of the subject matter.
	B	84-86	3.0	
	B-	80-83	2.7	Satisfactory: reasonable level of perception of the subject matter.
	C+	77-79	2.3	
	C	74-76	2.0	
	C-	70-73	1.7	Passing: minimum level of perception of the subject matter.
D	60-69	1.0		
Fail	F	0-59	0.0	Failing: unacceptably low level of perception of the subject matter.

Academic term grades are assigned to regular students. If a regular student takes more than one course and/or enrolls for more than one academic term, the Registrar will retain the student's Grade Point Average (GPA) which is a weighted average calculated as $\text{sum of (grade point} \times \text{credit hours)} / (\text{sum of credit hours})$. No letter grades are assigned to auditors. An auditor receives a Pass or Fail grade upon the completion of minimum requirements as defined by the Online Instructor. For more details, please visit [Accreditation](#).

ACADEMIC HONESTY

AVC policy of academic honesty requires that all assignments, quizzes and exams are a result of the student's own academic effort. Any course assignment produced and presented to the online instructor which is not the result of the student's own academic efforts will be regarded as academic dishonesty. The following are considered to be cases of academic dishonesty:

Cheating

- communicating/sharing exam answers with another student during an examination or after an examination in case of differently timed examinations;
- using unauthorized material and prewritten notes during the examination;
- taking an examination for another student;
- having someone else take the examination for oneself;
- presenting another student's work as one's own;
- covering up for a passive student during a group project.



Plagiarism

- stealing someone else's ideas and/or words as one's own;
- using someone else's creative production without proper and complete credit to the original source.

Cases of academic dishonesty as defined above will be dealt with harshly. Each case will be referred to the Academic Board of AVC. If the student is found to have been dishonest, she/he will be expelled from AVC with a special grade of XF indicating that the failure is due to academic dishonesty. Students caught indulging in behavior which is suggestive of academic dishonesty, at a minimum, will be warned, and in the case of continued misbehavior will be expelled with XF grade. Any student who intentionally and knowingly helps another student perform any of the above acts of academic dishonesty will be guilty of collusion, and hence, be subjected to the same sanction of academic dishonesty. If you are unsure whether or not a certain act can be regarded as "academic dishonesty," please consult your online instructor for further guidelines.

LATE ENROLLMENT, DROP AND WITHDRAWAL POLICY

The enrollment period for each AVC term is open for a limited time window. All interested individuals are to apply for enrollment for a single or multiple courses during the enrollment period.

Late Enrollment

Late enrollment applications may be considered within two weeks after the start day of the academic term. An applicant's request for late enrollment may be honored based on availability, i.e. if the virtual class size has not reached its maximum limit.

All requests for late enrollment must be made to the Registrar at registrar@avc-agbu.org. If the late enrollment request is met, the student must complete the assignments of the missed week(s) according to the schedule set up by the Online Instructor.

Drop

Drop refers to cases when a student enrolled in more than one course, decides to drop one of them. Drop period is open in Week 0 and Week 1. All requests must be made to the Registrar at registrar@avc-agbu.org. All applications to drop made within the mentioned weeks but no later than the start of Week 2 will be met and 80% of paid tuition fee will be refunded.

Withdrawal

Withdrawal refers to cases when

- a student enrolled in more than one course wants to quit her/his participation after the drop period has ended;
- a student enrolled in a single course wants to quit her/his participation in the program at any time during the academic term.

Tuition refunds will be considered according to the schedule below:



Schedule	Refund %
Within Week 0 and Week 1:	80% refund of paid tuition fee
Within Week 2:	50% refund of paid tuition fee
After Week 3:	No Refund

All applications to withdraw must be made to the Registrar at registrar@avc-agbu.org.

Student Status Change

A student may decide to change her/his status from regular to auditor or visa-versa. Applications to change status must be made no later than prior to the start of Week 3. No tuition fee adjustments will be made for students who wish to change their status from regular to auditor. However, rate adjustments are applicable if a student wants to change her/his status from auditor to regular.

All requests to change status must be made to the Registrar at registrar@avc-agbu.org.

Suspension

Armenian Virtual College classes are interactive classes that require e-learner participation. The online instructor of a class may suspend a student for the following reasons:

- failure to maintain required participation and complete assignments;
- failure to respect AVC policy on Academic Honesty.

Note: If an e-learner's inactivity is due to illness or other legitimate reason, notify the Online Instructor immediately to prevent the possibility of suspension.

ASSESSMENT OF EDUCATION EFFECTIVENESS

AVC approach is based on the principle that online learning is fundamentally about learning, not technology. AVC educational and administrative strategies are therefore based on the needs and demands of students and the quality of their experience. The two key principles that underpin this approach are:

1. high quality teaching measured by the
 - (a) content of offered courses;
 - (b) efficient usage of technology and technical capabilities;
 - (c) pedagogical, methodological efficiency;
2. high quality learning measured by the degree to which
 - (a) courses and curricula impart knowledge to students;
 - (b) the program objectives are aligned with learning outcomes.

To help accomplish these goals, the Office of Evaluation and Educational Effectiveness administers interim and end-of-term student surveys and evaluations and reports the results to the AVC Chairman with recommendations for improvement and enhancement based on survey results.



ARMENIAN VIRTUAL COLLEGE

In addition to the recommendations from the Office, the AVC Chairman reports the survey results to the AVC Executive and Academic Boards for their input, and supervises the implementation of the recommendations from the Office and the two Boards by the Operations Center (matters concerning (c) of 1, and (a) and (b) of 2) and the Development Center (matters concerning (a) and (b) of 1, and (a) of 2).