

## **Subject: Undergraduate Degree Requirements**

Undergraduate students are expected to graduate under the Catalogue in effect at the time of their first enrolment. The Catalogue year is the year student starts the degree program. Students may not “tailor make” their own degree requirements by selecting partial requirements from more than one catalogue.

### **Graduation Requirements**

Students must complete at least 240 credit hours with a cumulative GPA of 2.00 or better. Last 60 credit hours must be completed in residence at ADA University. Students may transfer a maximum of 30 cumulative credits from an accredited institution.

The minimum graduation requirement of 240 credit hours must be satisfactorily completed in order to satisfy University and Major Requirements. Some programs may require more than 240 credits for completion of all requirements.

### **University General Education Requirements**

Successful completion of 60 credit hours of General Education courses is required to meet the University requirement for degree completion. The purpose of the General Education is to cultivate a well-rounded person in foundational areas such as English for Academic Purposes, Writing and Information Literacy, Leadership and Communication, Humanities, Social Sciences, Natural Sciences and Quantitative Reasoning.

#### ***English for Academic Purposes Program (EAPP) – no credit***

All undergraduate students of ADA University must be able to communicate in English with a level of mastery equivalent to the requirements of the university course work. In addition, students need to possess adequate critical thinking, reading and listening comprehension skills to succeed in their degree programs.

Incoming students whose command of English is below a sufficient level, must enroll in and successfully complete the English for Academic Purposes Program (EAPP).

EAPP is a non-credit program. Grades earned in EAPP are not used in computing the grade point average.

Based on the results of the TOEFL/IELTS or ADA University English Proficiency Exam (EPE), incoming students are placed in one of the four levels of EAPP or enroll directly in a degree program:

- Elementary (level 1/A group);
- Lower-intermediate (level 2/B group);
- Intermediate (level 3/C group); and
- Upper-intermediate (level 4/D group).

The students (unless they fail a level) remain designated at their original groups (A, B, C, D) till the end of academic year.

ADA University EPE is administered three times a year in August, December and May. EPE held in December and May helps the EAPP students measure their overall progress.

Students who qualify can take the English Proficiency Exam, and those scoring sixty percent (60%) and above in EPE, can enroll directly in a degree program.

The EAPP students receive some 17 - 21 hours of in class instruction per week. Depending on the groups placed (A, B, C, or D), the average number of study hours required to complete the program varies and is covered in:

- Four 7.5-week sessions for those starting in A group;
- Two 7.5-week sessions and one 15-week semester for those starting in B group;
- Two 15-week semesters for those starting in C group;
- One 15-week semester for those starting in D group.

See *EAPP Program Curriculum* for more details about the levels in EAPP, competences students are expected to acquire by the end of the program, as well as for level-by-level outcome for each course. To graduate from EAPP and enroll in a degree program, students must successfully complete Level 4, i.e. Upper-Intermediate.

### ***Writing – 12 credit hours***

University requires two courses in writing, as part of developing analytical thinking and critical reasoning skills. Students must take the University Writing requirement within the first 120 credits earned in residence and earn a grade of “C-” or better. Students who do not successfully complete the University Writing requirement within the first 120 credits will be blocked from registering for subsequent semesters until the requirement is met.

***Leadership and Communication - 12 credit hours***

University requires 12 credit hours as part of developing a competence in leadership, ethics and communication in our students, and exposing them to problem solving within society early on.

***Humanities, Social and Natural Sciences – 36 credit hours***

University requires four courses of six (6) credits each from the following areas: Humanities, Social Sciences, Natural Sciences and Quantitative Reasoning.

Students are expected to satisfy their General Education requirements during the first 120 earned credits. There may be cases in which courses in the General Education curriculum also meet requirements of the major; however, students will not be able to substitute courses in their major field for General Education requirements and vice versa.

**Major Requirements**

A major requires a minimum of 180 credit hours and consists of 4 components.

**Core requirements** are for students who need to acquire fundamental understanding of subjects covered in their major before they proceed to advanced studies. Subjects include prerequisite, introductory and core courses in major. Core consists of some 20 courses or equivalent of 120 credit hours.

All programs require 24 credit hours as **Technical Electives** offered to students who want to take courses in advanced topics towards their major. Undergraduate students take 4 technical electives during their last year of studies at ADA University.

All programs require 24 credit hours as **Free Electives**. Free Elective is a course which students may take from any other degree program within their school and/or other schools of the university. Undergraduate students take 4 free electives during their third and fourth years of study at ADA University.

**Functional Enablers** are an important part of the undergraduate studies. All programs require 12 credit hours as part of better preparing of our students for their studies at ADA University, developing core work-related skills, career strategies, and internship.

## **Second Career Track**

Undergraduate students wishing to pursue a second career track may do so by carefully planning their free electives and course overloads with their academic advisor. Several such tracks are available, where students take a set of six (6) courses predefined by programs across the university.

## **Changes in Major, Academic Unit Affiliation**

To change from one academic unit to another or to change majors within an academic unit within ADA University, students must receive the permission of the academic unit designee in charge of the program to which they wish to transfer. The various academic units may establish additional requirements which must be met by each of their candidates for a degree.

## **Time Limits to Degree**

Undergraduate students are expected to complete all degree requirements in no more than four years after the date of the first enrolment in the degree program, following completion of the EAPP.

Students may appeal to the Dean of their academic unit with a request for an extension to complete their degree within the period specified. The time to degree may be extended by the Vice Rector of Academic Affairs for a compelling reason. Those who receive an extension must complete all degree requirements in no more than six years after the date of the first enrolment in the degree program.

Separations and temporary leaves do not count toward the time limits to degree.