FORT HAYS STATE UNIVERSITY

Forward thinking. World ready.

International Education Management Group (IEMG)

Policy Handbook

for

International Education Partner Schools

Effective: February 25, 2005
Updated: April 16, 2013

Statement of Disclaimer

Any university policy not contained in this document is still applicable for FHSU student enrollment and class participation. Other policies applicable to student enrollment and class participation may be found in the University Catalog (http://web.fhsu.edu/universitycatalog/), Faculty and Unclassified Staff Handbook (http://www.fhsu.edu/provost/handbook/), Student Handbook (http://www.fhsu.edu/studenthandbook/) and other policy locations. All students are responsible for observing the rules and regulations published herein, as well as those in other official publications regarding policies and requirements which may be issued from time to time.

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Official Charge from the Provost

The charge to the International Education Management Group (IEMG) is to provide a forum for representatives from FHSU's three divisions (academic, student affairs and administration/finance) to identify challenges and issues, discuss strategy and operations, and propose recommendations and guidelines to the provost and the president for improving the management of the institution's partnerships and arrangements for the delivery of international learning experiences. The Group's deliberations are inspired by an understanding that academic excellence is inextricably embedded in the relentless pursuit of continuous quality improvement, the strategic advantage of having all three divisions work together for total institutional effectiveness and the importance of not being restricted to any particular geographic focus.

International Education Management Group
2012 - 2013

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Academic Probation and Suspension Policy

I. Policy

Students are expected to perform at a level that will lead to graduation. A minimum of a C average [2.00 grade point average (GPA)] is required to graduate with an undergraduate degree from FHSU. It is the policy of FHSU that when students are not making academic progress towards a degree, they will be placed on academic probation/suspension.

II. Procedures

CLASSIFICATION DETERMINATION

A student's classification and probation/suspension status will be determined based on only the FHSU credit hours attempted. All international partnership students who are admitted and initially start taking FHSU courses are classified as sophomores. Once students attempt 18 credit hours at FHSU, their classification will change from sophomore status to junior status. Once students attempt 36 credit hours, their classification will change from junior status to senior status. FHSU will begin calculating GPA for possible academic probation after 6 hours have been attempted. Academic suspension can be implemented after 12 hours have been attempted.

ACADEMIC PROBATION

Academic probation is a warning that a student is having difficulty in meeting academic requirements. A student is placed on academic probation when the GPA falls below 2.0 in the first semester. The probation standard for each FHSU semester following the first is indicated below.

FHSU Credit Hours	GPA Requirement
6 – 12	1.40 – 1.99
13 – 21	1.70 – 1.90
22 – 33	1.80 - 1.94
34 or more	1.86 – 1.95

The student may continue to enroll at FHSU while on academic probation. Probation, however, is an indication that the student is in danger of being suspended if academic performance does not improve. Students who have attempted 6 credit hours can be placed on academic probation only.

ACADEMIC SUSPENSION

A student is placed on academic suspension if the FHSU GPA does not meet the minimum standard at the end of a semester. No student will be placed on academic suspension until they have attempted a minimum of 12 credit hours.

Academic Probation and Suspension Policy (continued)

FHSU Credit Hours	GPA Requirement
12	Below 1.40
13 – 21	Below 1.70
22 – 33	Below 1.80
34 or more	Below 1.86

The student may not enroll the semester immediately following first academic suspension. It is assumed the student will seek assistance to improve study skills, language, etc. The student may enroll again at FHSU after the first semester of suspension is completed. If the student is academically suspended a second time, the student will be dismissed from the university and not allowed to enroll again. It is possible to be placed on academic suspension without ever being on academic probation.

Effective 01/05
Approved by FHSU Office of the Provost

Revised 10/27/09

Admission Requirements (Undergraduate)
Pertaining to International Education Partner Schools

I. Policy

It is the policy of Fort Hays State University (FHSU) that all new students in international education partnerships must meet FHSU admissions requirements and be fully admitted prior to taking FHSU courses.

II. Procedures

MINIMUM GRADE POINT AVERAGE

All new students in the international partnerships applying for admission to FHSU must have a fall semester freshman grade point average of 2.0 or higher on a 4.0 scale in order to be admitted. The grade point average will be calculated based on academic performance in the fall semester freshman courses offered by the partner institution. However, if a student is not admissible based on the fall semester freshman coursework, the student could apply for a subsequent semester once the cumulative grade point average at the partner institution is at least a 2.0 or higher.

GRADE POINT AVERAGE DETERMINATION

A grade point average calculator is available on the FHSU web site at: www.fhsu.edu/registrar/gpa-calculator. A semester grade point average is the grade point average for that particular individual semester. A cumulative grade point average is the average of all the grades a student has for every semester at both the partner institution and Fort Hays State University.

APPLICATION PROCEDURE

Students who are applying for admission to FHSU and who have met the minimum grade point average requirement must submit the necessary application information to the appropriate administrators at the partner international university. Students should not use the FHSU online application. The application for admission information will be inserted into the spreadsheet by the appropriate international personnel. The spreadsheet will be provided by FHSU.

The partner school must then format the student's application information in the spreadsheet provided by FHSU. Students who do not meet the minimum grade point average requirement for admission to FHSU should not be listed on the spreadsheet. For fall semester applicants, the spreadsheet must be emailed to the FHSU Registrar's Office by the last day of April of that calendar year. For spring semester applicants, the spreadsheet must be emailed to the FHSU Registrar's Office by the last day of November of the calendar year proceeding the spring semester. For instance, the spreadsheet must be sent to FHSU by April 30, 2005, for students to be considered for admission for the Fall 2005 Semester or November 30th, 2005, for students to be considered for admissions for the Spring 2006 Semester. Additional names and application information submitted to FHSU after the April 30th and November 30th deadlines will not be processed.

Admission Requirements (Undergraduate)
Pertaining to International Education Partner Schools (continued)

OFFICIAL TRANSCRIPTS

All international partner schools will provide official transcripts for each individual student. The FHSU Registrar's Office will not accept a spreadsheet of names with grades in place of individual transcripts. An acceptable transcript will be provided by FHSU. Official transcripts for each individual student who is on the admission application spreadsheet mentioned above must be sent in paper format to the FHSU Registrar's Office by the April 30th (for Fall admissions) or November 30th (for spring admissions) deadlines mentioned above. The individual official transcript must be signed by the appropriate administrator at the partner school. If a student's name appears on the spreadsheet and no transcript is sent by the deadline, that student will not be considered for admission. Conversely, if the FHSU Registrar's Office receives a transcript, but the name of the student is not on the admission application spreadsheet by the deadline, that student will not be considered for admission.

LETTER OF ADMISSION

FHSU will supply the BGS office or the appropriate office at the partner schools with official letters of admission for each student that is officially admitted to FHSU.

Approved by the Provost and IEMG
02/18/05

Blackboard Operations Policy

It is the policy of FHSU that a lead instructor in the international partnership program will be given instructor access to Blackboard. The rights and responsibilities of the lead instructor and cooperating teacher are included in this policy.

I. FHSU BLACKBOARD CONTROL CENTER RESPONSIBILITIES

- To provide timely technical assistance.
- To provide training during scheduled times or upon request.
- To research the most effective content-delivery methods.
- To provide a stable operating environment for access by partner schools.
- To provide reasonable notification of scheduled maintenance.
- To maintain and offer effective multimedia development facilities at FHSU.
- To maintain the international website. (www.fhsu.edu/virtualcollege/faculty/international)
- To provide batch functions (i.e. student enrollment) upon request within the established deadline.
- To communicate in a professional manner.

II. LEAD INSTRUCTOR'S/INSTRUCTOR OF RECORD BLACKBOARD RIGHTS AND RESPONSIBILITIES

- To request the creation of a Blackboard course-shell from the appropriate party.
- To manage the options available within the Blackboard course-shell.
- To receive training on Blackboard and appropriate technology.
- To abide by FHSU's computing policies and standards.
- To notify the appropriate personnel at FHSU of issues. (www.fhsu.edu/virtualcollege/faculty/contact)
- To provide timely response and assistance to student and Cooperating Teacher issues.
- To coordinate the Add/Drop process and other classroom management activities with the CT after the lead instructor is notified by the Registrar's Office.
- To request the batch loading of students into Blackboard within the established deadline, if desired.
- To communicate in a professional manner.
- To develop and deliver the course context.

III. COOPERATING TEACHER'S BLACKBOARD RIGHTS AND RESPONSIBILITIES

- To receive training on Blackboard and appropriate technology.
- To notify the appropriate FHSU personnel of issues. (www.fhsu.edu/virtualcollege/faculty/contact)
- To work with the lead instructor for Blackboard course settings/options.
- To obtain permission from the lead instructor prior to altering course content, assessments, settings/options.
- To provide timely response and assistance to student issues.
- To provide lead instructors with appropriate feedback.

- To work with the Lead Instructor to establish a process for Add/Drop and other classroom management activities.
- To communicate in a professional manner.

Approved by IEMG
02/18/05

Changes to Student Names
Pertaining to International Education Partner Schools

I. Policy

It is the policy of Fort Hays State University (FHSU) that all students in international education partnerships are prohibited from making changes to their given name for the duration of their association with the University. They must apply, attend and, if applicable, graduate, under one name; this includes the "English name" the student chooses.

II. Procedures

The official record of a student is established when the application for admission is submitted to the Registrar's Office and a student number is assigned. When letters of admission status are provided to the International Partner Office, this signifies the official name on each student's record at Fort Hays State University. Thus it is important that the student and the partner office understand that it is critical to list the student name exactly as they would like it to be as this is the student's PERMANENT record with the University. The admission letter specifically states the given and family and "English" name and asks the student to notify the partner office to notify the Fort Hays State Registrar's Office immediately in a name is listed incorrectly. The name on the application form will be the name on the student's transcript and diploma.

Routine corrections due to typographical errors will continue to be made.

If a student marries, the change of name will be made in accordance with the regular Official Name Change policy for all married students wherein the Maiden name is listed and the new married name is listed as the current family name.

Approved by IEMG
4/ 2/10

Code of Conduct on Impartiality for FHSU Faculty at Chinese Partner Schools

Partly because of cultural differences between China and the U.S., foreign instructors and cooperating teachers are occasionally approached by members of a Chinese partner school (faculty, staff or administrator) and asked to show favor to certain students with whose families the school may have a special relationship.

Such requests are in conflict with professional codes of conduct at American universities, including Fort Hays State University. Therefore, the following policy attempts to identify what constitutes an "inappropriate request" and what actions should be taken if such a request is made.

INAPPROPRIATE REQUESTS

Inappropriate requests from members of a partner school include, but are not limited to, the following:

a) requesting the instructor or cooperating teacher to allow a student to ask another student to attend class, take exams, etc. on the first student's behalf;
b) requesting the instructor or cooperating teacher not to administer consequences to a student caught cheating or engaging in other academic misconduct;
c) requesting the instructor or cooperating teacher to allow a student who does not earn a passing (or adequate) grade in the course to do some extra assignment(s) after the course has finished in order to increase the final grade;
d) requesting the instructor or cooperating teacher to inflate a student's grade or evaluate a student's assignment more leniently.

ACTIONS TO BE TAKEN IF AN INAPPROPRIATE REQUEST IS MADE

If a face-to-face instructor or cooperating teacher is approached by a member of a Chinese partner school and asked to show some kind of special favor to a student, the following steps should be taken:

1. Face-to-face instructors or cooperating teachers should make a written statement of the incident, recording the student's name, the partner school member's name and position, and a summary of the request including the date and any pertinent surrounding circumstances.
2. Cooperating teachers should notify the FHSU instructor- of- record and send a copy of the written statement of the incident to that person.
3. Instructors-of- record and face-to-face instructors should notify the designated contact person for Chinese partner courses in their department as well as the Assistant Provost for Strategic Partnerships.

Approved by IEMG
8/11/09

Policy and Procedures for Cross-Border Credit by Documentation and Advanced Standing

I. Policy Statement

This policy is designed to govern and inform the inclusion of Credit by Documentation (CbyD) and Advanced Standing Credit (ASC) courses in the FHSU cross-border international curriculum. Multiple academic departments at FHSU utilize CbyD and ASC courses to fulfill the requirements of their degree programs.

II. Definitions

CbyD and ASC are two forms of acceptance of credit by FHSU. These two approaches are related but distinct.

CbyD – this approach involves a course offered by the partner institution, with FHSU faculty reviewing and subsequently assigning credit for the completion of a comparable course at FHSU. The deliverables that the FHSU faculty review for these courses are established ahead of time and generally include two or three major components of the class. Examples include evaluation of papers, exams, journals, and/or other major assignments. These classes are reviewed every semester by an academically qualified FHSU faculty member for acceptance of credit.

ASC – this approach involves courses offered by the partner institution with FHSU faculty assisting in the creation of the course. If the course is part of a program seeking or maintaining specialized accreditation, the partner institution will designate one or more faculty who must be approved by the relevant department chair at FHSU. The FHSU faculty member will review the course materials and work with the relevant faculty at the partner institution to align the course with the learning outcomes for the FHSU credit course. The FHSU faculty member will review textbooks and materials, the course syllabus, assignments, assessment measures, and other materials before designating the course as ASC. Once a partner institution course has ASC designation, no further review takes place on a semester basis other than transferring the final grades from the partner to FHSU for assignment of credit. All ASC courses are required to be reviewed and recertified for ASC standing at least once every three years. (This version is for international partners only)

III. Procedures

CbyD

1. The partner institution will work with the relevant FHSU department to determine which courses need to be developed as CbyD in accordance with the degree plan.
2. The department and the partner institution will develop and agree upon in writing the criteria for assignment of credit. For example, 75% of students with a 70% or greater final grade.

3. The FHSU academic department will assign a faculty member who will be charged with reviewing the materials from that term. The partner institution will also designate the faculty member that will be teaching the class.
4. Prior to the start of the semester, the FHSU faculty member will work with the partner institution faculty member to establish what deliverable assignments will be completed and reviewed. Typically a CbyD course will have two or three graded assignments. The faculty members should also establish the logistical processes for completing this transfer and review, i.e. blackboard.
5. Periodically throughout the course (when appropriate based on the particular assignments), the FHSU faculty will review the assignments and provide updates to the department chair.
6. If the review of the assignments meets the requirements of FHSU's assignment of credit, the department chair will notify the Registrar's Office and the Office of Strategic Partnerships (OSP) to assign credit for the entire class. If the review is not satisfactory, the credit will not be accepted. The academic department, at the discretion of the department chair, may engage in a further review of the assignments to establish credit, but no such review will be mandatory.

ASC

1. The partner institution will work with the relevant FHSU department to determine which courses need to be developed as ASC in accordance with the degree plan.
2. The academic department will designate a faculty member to work with the partner institution to develop the ASC course. The partner institution will also identify a faculty member that will be developing and/or teaching the course.
3. The FHSU faculty member will work with the partner institution faculty member to develop the course. The FHSU faculty should evaluate the partner institution course based on its ability to address the relevant learning outcomes of the FHSU credit course.
4. Once the course has been developed to the satisfaction of the FHSU academic department, the faculty member will notify the department chair that the course is ready to be accepted for inclusion as ASC.
5. The partner institution will staff and teach the course.
6. Upon the completion of the semester, the partner institution will supply to the academic department at FHSU a final grade report for each section of ASC courses.
7. The academic department at FHSU will notify the Registrar's Office and OSP to assign credit for the course.
8. Each ASC course will be reviewed for its relevancy and recertified for credit by the academic department at least every three years. Aside from this periodic review, no further review of the courses is necessary to accept ASC on a semesterly basis.

IV. General Guidelines

- All CbyD and ASC course credit will be recorded by the FHSU Registrar with a designation of "CR." No student will receive a letter grade for a CbyD or ASC course.

- The partner institution is responsible for ensuring that the $25 fee for each student requesting CbyD or ASC credit is received by Student Fiscal Services prior to the assignment of any credit for FHSU courses.
- FHSU faculty will be compensated for their time in reviewing CbyD courses and developing ASC courses in consultation with the partner institutions. Please see the "Policy and Procedures for Compensating Faculty for Development and Administration of Credit by Examination and Credit by Documentation Practices" (Provost's Council, June 2009) for details.

Approved by IEMG
1/24/12
Implementation Date: May 2012

Policy Regarding Diplomas for International Education Partnership Students

Due to difficulties relating to logistics and communication between FHSU and its partner institutions, resulting primarily from language and cultural differences, FHSU has found it increasingly difficult to communicate directly with its international partnership students and cannot have any reasonable assurance that the student receives any communication from FHSU other than that directed to the partner institution in which the international student is also enrolled. The purpose of this policy therefore is to ensure that the student receives his or her diploma. Because FHSU desires consistency in its dealings with its international partners and students, this policy will be enforced even if the student personally appears on FHSU's Hays campus to request the diploma.

In response to and as a result of these observations and circumstances, and to realize the purpose noted above, it is the policy of Fort Hays State University (FHSU) that all diplomas of any and all FHSU students who initiate their studies at FHSU through one of FHSU's international partners, will be distributed to the partner institution and not to the student directly. This policy applies regardless of whether or not the student attends a graduation ceremony on FHSU's Hays campus, and whether or not the student personally appears or otherwise requests the diploma be sent directly to that student.

FHSU adopts this policy with the express understanding that its partner institutions will use all reasonable diligence and prudence to forward the diploma of the international partnership student to that student as soon as possible. FHSU prohibits any of its partners from withholding the diploma from any student for whom it was issued. In the event FHSU determines that diplomas or any other communication or documents relating to any given international partnership student are not reaching the student in a reasonably prompt manner, or are being withheld, FHSU reserves the right to reconsider this policy.

Approved by IEMG
07/07/05

Visiting Students from International Education Partner Schools
Requirements and Procedures Pertaining To Short-Term J-1 Student Program

I. Policy

It is the policy of Fort Hays State University (FHSU) that students at international partner schools who wish to participate in a Short-term J-1 Student Program to the FHSU campus must complete an application process and meet the established requirements to participate in the J-1 Student Program.

II. Procedures

APPLICATION PROCEDURE

Students must submit a completed DS-2019 request form, a personal statement or letter, an academic transcript, a listing of Chinese classes student will miss while at FHSU, financial support statement and recommendation letter. Letters of recommendation for undergraduate or graduate students should come from a faculty member, or administrator at the partner school who can address the student's academic potential and merit to participate in the program. Only complete applications will be considered.

MINIMUM LANGUAGE SCORE REQUIREMENTS

The minimum score requirement for the TOEFL test is 500 paper-based or 173 computer-based for all undergraduate students and 550 paper-based or 213 computer-based for all graduate students. The Language Institute administers an English proficiency test and determines a passing score. Students must score at least an 80 or above on two (2) of the three (3) tests given, which is equivalent to passing level IX.

TIMEFRAME

The FHSU International Student Services Office (ISS) must receive the completed application six (6) months prior to the start of the J-1 program date. Once the student is approved for the J-1 program, FHSU will mail the student's acceptance letter along with Form DS-2019 and supporting documents to the FHSU International Official designated at each partner school.

PREPARING FOR DEPARTURE

After the student receives his or her acceptance letter and DS-2019 form from the FHSU International Office at the partner school, the student should make arrangements to pay the SEVIS fee of $100.00. Students can refer to the FHSU International web site for application information, or go to http://www.ice.gov/graphics/sevis/. A receipt must be secured <u>BEFORE</u> a visa appointment can be made. Once the SEVIS fee receipt is received the student should make an appointment to secure a visa at the U.S. Embassy or U.S. Consulate General Office in the home country. Students will need the following documents: a current passport; DS-2019; recommendation letter(s); SEVIS fee receipt; evidence of financial support/statement; proof of a permanent residence outside the U.S.; a non-immigrant visa application and visa fee.

Arrangement for travel should be made to meet the report date in the acceptance letter at the FHSU. Students should plan to arrive two (2) to three (3) days BEFORE the start of the academic semester. The ISS Office should be notified of the arrival date and time so

arrangements can be made for transportation from the Hays Airport or the Hays bus station. Students will be responsible for travel and transportation expenses to FHSU and for their return home.

It is suggested that the students bring the following documents with them to the U.S.; medical and dental records including immunization record, information about medical conditions, and T.B. skin test results if previously taken.

HOUSING ARRANGMENTS
It is required that students live on-campus in residence halls during at least the first semester of their program. The International Student Services Office should be contacted if the student needs assistance with making on-campus housing arrangements. Students are responsible for bedding and other personal items related to their housing.

FINANCIAL ARRANGEMENTS
An estimated cost to participate in the J-1 program will be provided based on the length of the program period. The length of student program is approximately nine (9) months, or an academic year consisting of fall and spring semesters. A shorter five (5) month, or semester program can also be arranged. The cost of attendance will be based on full-time enrollment, on-campus residence hall housing, books and supplies, health insurance and estimated personal expenses. Students should plan to bring enough money, or have funds available to them upon arrival and enrollment. Fort Hays State University will not defer payment of tuition or other institutional charges. Fort Hays State University will not manage funds for students. In addition, the university <u>will not</u> bill a third party for any educational expenses. Students can deposit funds on their Tiger Card account to pay tuition, housing, books and other educational related expenses.

Students should plan to bring with them a small amount of U.S. currency to have available upon their arrival in the U.S. Banks are not open over the weekend to obtain cash or open a bank account.

AFTER ARRIVAL
Students should report to the ISS Office and plan to attend Orientation. Students who have not had a T.B. skin test will be required to schedule a visit to the Student Health Center. The ISS Office will assist the students in opening a bank account, obtaining a Tiger Card (student ID), finalizing housing arrangements, arranging a campus tour and answering any additional questions regarding the University. Students will meet with their Academic Advisor at the Academic Department for registration and then finalize their enrollment. Arrangements will be made to take students shopping locally to purchase personal items needed for their stay. Additional personal transportation throughout the exchange period cannot be provided by FHSU.

Visiting Students from International Education Partner Schools
Requirements and Procedures Pertaining To Short-Term J-1
Student Program (continued)

COMPLETION OF VISIT

Program periods can be shortened once the student arrives, but students will not be allowed to transfer to another school or program while visiting on a DS-2019 issued by Fort Hays State University. An extension to the program period and DS-2019 can be only be requested if a student meets the following criteria; one, they are in their final semester of their program and will finish all degree requirements for their BGS degree while at Fort Hays State University, and secondly they have been admitted to a graduate program at Fort Hays State University within the same department area listed on their original DS-2019 form. Admission into the graduate school must be completed before the end date on the DS-2019 for an extension to be granted. The extension is only to pursue a graduate degree at Fort Hays State University, and no further extensions, transfers or employment authorization will be granted once the degree is completed. At the completion of the Visiting Students program, students should make arrangements to check out of their housing arrangement, take care of any final bills and complete coursework that is in progress. Transportation will be provided to Hays Airport or the Hays bus station upon request.

Approved by IEMG
04/28/06

General Education Requirements For Students With Three-Year Baccalaureate Degrees

If (1) a student has earned a bachelor's degree from an institution outside of the United States and (2) that degree requires fewer than 120 semester credit hours or equivalent (a so-called "three year bachelor's degree") and (3) that student is pursuing a bachelor's degree at FHSU, then that student is required to complete the General Education program that Fort Hays State University specifies as its "partnership" General Education program.

The Partnership General Education Program

1) Students in the category described above must satisfy the following general education requirements. Based on their competency in the native language, students from a non-English speaking country will receive a waiver of up to 7 hours of the 12-hour Humanities requirement. Students who receive such a waiver will be required to complete the humanities requirement by completing courses from at least two departments, not including modern languages.

- 6 hours of English Composition
- 3 hours of computer literacy
- 12 hours of Humanities courses from at least 3 of the following disciplines: Art, Communication, English, Modern Language, Multiculturalism, Music and Theatre, and Philosophy (Performance /studio courses are excluded.)
- 12 hours of Social and Behavioral Science courses from at least 3 of the following disciplines: Economics, History, Multiculturalism, Political Science, Psychology, and Sociology.
- 12 hours of Mathematics and Natural Science courses from at least 3 disciplines: Biological Sciences, Chemistry, Geosciences, Mathematics and Computer Sciences, and Physics.

2) Transfer courses used to satisfy general education requirements must be approved by FHSU.

Approved by IEMG
03/28/13

Grade Verification Policy

All students' final grades are posted on the TigerTracks site at Fort Hays State University by the end of each semester. Students are advised to be aware of their current grade point average by viewing the "TigerTracks" at http://tigertracks.fhsu.edu

It is the responsibility of the student to verify their grades. Any grade discrepancies must be reported to the FHSU faculty immediately. A student request for a change of grade by the FHSU faculty will be accepted for only one semester after the class ends.

Approved by IEMG
April 2007

Graduation Requirements (Undergraduate) and Procedures Pertaining to International Education Partner Schools

I. Policy

It is the policy of Fort Hays State University (FHSU) that Intent to Graduate forms and official transcripts arrive in the FHSU Registrar's Office by the deadlines described below. Failure to adhere to the deadlines could result in students not graduating on time.

II. Procedures

INTENT TO GRADUATE FORMS

Submission of an Intent to Graduate form for each student must be received in the FHSU Registrar's Office by December 1, for all seniors expecting to graduate the following spring semester (May graduation). The partner institution should work with the FHSU Virtual College to complete these forms.

If a senior student fails to meet all the requirements to graduate in the spring, the Intent to Graduate form does not need to be re-submitted. The FHSU Registrar's Office will keep the Intent to Graduate form on file until the student successfully completes all requirements. The graduation fee, customarily charged by FHSU, will not be assessed more than once.

Submission of the Intent to Graduate form to the FHSU Registrar's Office does not guarantee a student will graduate. All FHSU requirements must be met before a degree is awarded.

OFFICIAL TRANSCRIPTS

All final official transcripts for students planning to graduate in a spring semester must arrive in the Registrar's Office at Fort Hays State University by March 1st of the year they intend to graduate. Students who plan to graduate in the fall semester must have their final official transcripts to the Fort Hays State University Registrar's Office by October 1st of the year they intend to graduate. Every student must have an individual official transcript signed by the appropriate administrator at the partner school. A list of students on a spreadsheet with grades will not be accepted.

Once the FHSU Registrar's Office receives the final official transcript, FHSU will make sure all the academic requirements have been met including meeting English language proficiency requirements. If all the requirements for a student have been met, FHSU will post the credits and degree awarded on the FHSU transcript and order the diploma. Diploma orders normally take 8-12 weeks to process. Once FHSU receives the diplomas, the Office of Strategic Partnerships at FHSU will deliver them to the appropriate personnel at the partner institution for distribution.

If the FHSU Registrar's Office receives an updated transcript with change in grades from a partner school after the final grades have been posted to the FHSU transcript, the grades will not be changed on the FHSU transcript.

If a student plans to retest in some courses, the partner school must wait to send an official final transcript to the FHSU Registrar's Office until all retests are complete and appropriate grades

issued. The student will graduate the next semester depending on when the final official transcript arrives in the FHSU Registrar's Office and after the Registrar's Office makes sure all the academic requirements have been met.

Approved by IEMG
2/18/05

Incomplete Grade Policy for Undergraduate Students at International Partner Schools

It is the policy of Fort Hays State University that in very rare cases an assignment of Incomplete ("I") is assigned at the discretion of the instructor when work is of otherwise passing quality but incomplete, usually for reasons beyond the student's control. Reasons beyond a students control may include a serious illness or family tragedy. A student must request a grade of “I” from the instructor prior to the end of the course. Verification of the reason for requesting the incomplete must be sent by an official from the partner school. The student must be doing satisfactory work (cumulative 70% or better) for the request to be considered.

A faculty member awarding an "Incomplete" will indicate on a form secured from the office of the department chair what must be done to replace the incomplete with a letter grade. The instructor will then file the form in the departmental office. The department will make certain that every "Incomplete" appearing on a final roster is represented by a completed form. Additionally, the instructor will indicate the grade of “I” for incompletes on the final rosters turned in to the Office of the Registrar.

The instructor will determine the conditions to be met for removal of an “I” for undergraduate courses. These conditions will specify the work to be completed and the time allotted for its completion; however, the maximum length of time for fulfillment of requirements to remove an incomplete grade shall be one year. A copy of the conditions will be delivered to the partner’s BGS office through FHSU’s Office of Strategic Partnerships. The BGS Office at the partner school will forward the conditions to the student. The BGS Office at the partner school will indicate on the roster when the student is completing the incomplete.

Approved by IEMG
07/19/05

Language Proficiency Requirements and Procedures Pertaining to Undergraduate Students Taking Courses at International Education Partner Schools

I. Policy

It is the policy of Fort Hays State University (FHSU) that students taking courses at international partner schools must meet FHSU English proficiency requirements.

APPROVED ENGLISH PROFICIENCY METHODS AND MINIMUM LANGUAGE SCORE REQUIREMENTS

The following are the various acceptable means of verifying English proficiency for purposes of admission of students taking courses at international partner schools: (1) verification that the applicant's native language is English, as shown to a high degree of probability by citizenship in an English-speaking country such as United Kingdom, Australia, New Zealand, or English-speaking provinces in Canada; (2) a U.S. high school diploma; (3) evidence of successful completion of a minimum of 24 transferable credits from a regionally accredited U.S. institution of higher education; (4) evidence of a score of 173 on the computer-based exam or 61 on the Internet-based version of the Test of English as a Foreign Language (TOEFL); (5) minimum overall band score of 5.5 on the International English Language Testing System (IELTS); (6) minimum score of 4 on the International Test of English Proficiency (iTEP) Academic Plus examination; (7) minimum score of 72 on the Michigan English Language Assessment Battery (MELAB); (8) minimum score of 500 on the Kaplan Test; (9) a level 9 score on The Language Company examination; or (10) documentation showing that the student has completed other recognized and approved intensive English language programs. Examples of documentation are grade reports, a letter from the intensive English director, and/or copies of a program completion certificate. All English competency test scores are valid for a maximum of two years following the test date.

Applicants who do not meet undergraduate English language proficiency requirements may be admitted into the intensive ESL program. Students may matriculate into FHSU undergraduate courses upon successful completion of the FHSU intensive ESL program.

After having been admitted, all international undergraduate students will be screened for satisfactory English language abilities prior to enrollment in FHSU courses. Academic advisors will place students in appropriate courses which can include developmental English courses.

II. Procedures

TIMEFRAME

A language proficiency test must be passed before students begin their 13th FHSU credit hour (this excludes credit by documentation or advanced standing credit courses). The FHSU Registrar's Office must receive the official passing score report before students are allowed to enroll in the 13th credit hour. Scores must be received in the FHSU Registrar's Office on or before the first day of classes.

Language Proficiency Requirements and Procedures Pertaining to Undergraduate Students Taking Courses
at International Education Partner Schools (continued)

METHOD OF RECEIVING SCORES

Official scores reports should be sent directly to the FHSU Registrar's Office, 600 Park Street, Hays, KS 67601. FHSU will not accept email or fax score reports as official reports.

All students taking the TOEFL test must code FHSU on the TOEFL registration form. The FHSU institutional code for TOEFL registration is 6218. FHSU will then receive official score reports from TOEFL A student who has taken the TOEFL and did not code in FHSU can request the test report to be sent to FHSU by going to the official TOEFL web site: www.toefl.com and click on Test Scores.

If a student chooses to take the Language Institute test, then the Language Institute is responsible for providing the student's score to the FHSU Registrar's Office. Students should seek counsel from the partner school in order to select the best option for the student. Information about testing and test dates should be provided on a timely basis to the students from the partner schools.

Approved by IEMG
01/24/12

Reentry for Unplanned and Planned Students

Process for reentry to FHSU for Unplanned and Planned Students
It is the policy of Fort Hays State University (FHSU) that dismissed International Partnership students shall have the right to reenter the university by raising their grade point average to or above a 2.0 grade point average at a regionally accredited institution. To facilitate an international partnership students' attempt to raise their grade point average, FHSU has set up special educational program with Hutchison Community College in Hutchison, Kansas.

Students requesting reentry to FHSU must have official transcripts sent to FHSU's Registrar's Office. The International Partner should indicate those students requesting reentry on their rosters.

All students should check with their advisor before pursuing courses intended for reentry to FHSU. Courses taken at other institutions do not apply towards the required credit hours needed to graduate from FHSU.

Student Code of Conduct

It is the policy of Fort Hays State University (FHSU) that all students enrolled in courses at the international education partnerships follow the rules and policies of the Student Code of Conduct found in the FHSU Student Handbook. If a student violates the rules and policies of the Student Code of Conduct, he/she will face the disciplinary process described in the FHSU Student Handbook. Students facing possible disciplinary actions are assured that due process will be provided.

Because impersonating another student for the purpose of taking exams or completing course work for someone other than himself is a most grievous offense, each alleged incident should be investigated immediately by both the international partner institution and FHSU. Subsequent action will be taken swiftly. This action could include dismissal from FHSU.

The policies for “Fraud or Lying” and “Student Identification” are reprinted below:

Student Identification
Using fake identification or falsely identifying oneself is prohibited. This includes furnishing false identification to the university or to any university employee or agent, including campus law enforcement or security officers, acting in good faith and in the performance of their duties.

Fraud or Lying
Lying or fraudulent misrepresentation in or with regard to any transaction with the university, whether oral, written or by other means, is prohibited, including misrepresenting the truth before a hearing of the university or making a false report or statement to any university official.

Approved by IEMG
12/17/2010

Transcript Requests from Other Institutions

The University requires that all courses taken at other institutions be reported to FHSU and that these courses be reported on an official transcript sent directly from the original institution.

Approved by IEMG
01/20/06

Withdrawal Policy and Procedures
Pertaining To International Education Partner Schools

I. Policy

International partner students will be allowed to withdraw from a course(s) after final rosters are submitted to FHSU from the International Office of the Chinese university through the 70th day of the semester with a notation on the transcript of "W" (withdraw). No withdrawals after the 70th day of the semester will be allowed. The withdrawal dates will be identified on the FHSU International Partner Academic and Administrative Calendar. No refunds will be given for withdrawals.

II. Procedures

Students who intend to withdraw must notify the International Office at their respective university prior to the 70th day of the semester. The International Office will maintain a list of the students who request a withdrawal and send the list via a spreadsheet to the FHSU Virtual College on a weekly basis up to the 70th day of the semester. The Virtual College will ensure the withdrawals are processed. Once the withdrawals are processed, the faculty of record will receive an email identifying the student who withdrew from their course. The faculty of record will then notify any other necessary individuals. Request for withdrawals after the 70th day of the semester will not be processed and the student will receive a final grade for the course.

Approved by IEMG
4/2/2010

International Sponsored Visitors and Visiting Faculty
Policy and Procedures

I. Policy
It is the policy of Fort Hays State University (FHSU) that international sponsored visitors and/or visiting faculty at higher education institutions who wish to participate in an academic or administrative visit to the FHSU campus must complete an application and meet established requirements to participate in an international visit to FHSU.

II. Procedures
APPLICATION PROCEDURE
Sponsored visitors and/or visiting faculty must submit a complete application packet which consists of:

1. A cover letter outlining the proposed visit to FHSU. This cover letter shall address the following questions: (a) what is the desired outcome of the applicant's residency at FHSU, (b) why has the applicant chosen FHSU to pursue this project, (c) what unique resources does FHSU offer that are vital to the completion of the proposed project, (d) how does the applicant plan to apply the knowledge/skills gained from this experience at their home institution, and (e) how will a residency at FHSU contribute to the applicant's professional development in his/her field?
2. A recommendation letter in English from the applicant's immediate supervisor addressed to the Provost
3. An administrative resume or curriculum vitae (as appropriate)
4. A completed DS-2019 request form
5. A financial support letter/statement outlining how financial requirements of the proposed stay will be met. This must include a budget for the purchase health insurance, if necessary.
6. Visiting teaching faculty must provide proof of English language abilities with TOEFL or IELTS scores, affidavit of completion of an ESL institute, or a transcript indicating an earned degree from an English language institution of higher education. [Note: KBOR policy requires that non-native English speakers proposing to perform instructional work within academic departments at FHSU must have their English abilities verified through an oral interview with two faculty/staff members and a student by the academic department chair.]
7. Proposed arrival and departure dates

FHSU REVIEW PROCESS

The steps for review and approval of the application will be:

1. The Assistant Provost for Strategic Partnerships will forward the complete application to the requested department. There will be three possible outcomes of the application process: (1) the applicant is accepted without conditions, (2) the applicant is accepted with conditions, or (3) the applicant is denied.

2. The academic department or administrative unit will indicate its recommendation to the Provost with a copy to the Assistant Provost for Strategic Partnerships regarding the acceptance of the international visitor. The unit supervisor will comment on the application form what role the visitor will be expected to perform during their residency.

3. The Provost or his/her designee will communicate the application decision to the applicant with carbon copies to all units involved. This will include, but not be limited to: (a) the department chair or unit supervisor, (b) the appropriate academic dean, (c) the graduate dean/assistant provost for internationalization, (d) the office of international student services, (e) the director of the virtual college, (f) the office of strategic partnerships, (g) the director of residential life (if on-campus housing is approved), (h) the director of student fiscal services (if on-campus housing is approved).

4. If the decision is negative, then the Assistant Provost for Strategic Partnerships may approach another academic department with the original application and begin the process again.

5. The Director of International Student Services will prepare the DS-2019 and an official confirmation letter from Student Affairs once the visit has been approved.

TIMELINE

1. The applicant must send the packet with the required documents at least three (3) months in advance of the expected arrival date. The packet should be mailed or electronically delivered to the Assistant Provost for Strategic Partnerships for consideration.

2. Upon approval, the Office of International Student Services will mail a confirmation letter along with form DS-2019 and other supporting documents to be used with the Embassy or Consulate.

3. Upon approval, the international visitor or the partner school shall make arrangements to pay the SEVIS fee of $200. International visitors should refer to the SEVIS website www.ice.gov/graphics/sevis for information on how to pay this fee. A receipt must be secured before a visa appointment can be made.

4. The international visitor shall make an appointment with the US Embassy or US Consulate General Office in their home country. The following documents will be needed for the appointment:

i. Current passport
ii. DS-2019 form
iii. Support letters
iv. SEVIS fee receipt
v. Evidence of financial support
vi. Proof of permanent residence outside the U.S.
vii. Non-immigrant visa application and visa fee
viii. Head’s Up Form (if being interviewed by the U.S. Embassy in Beijing)

5. The Office of Strategic Partnerships will suggest travel arrangements to Hays.

6. The sponsored visitor or the partnership school will provide the Office of International Student Services and the Office of Strategic Partnerships with specific travel details including date of arrival and mode of transportation to Hays, Kansas.

7. The Office of International Student Services will communicate with the international visitor in advance of their arrival regarding housing and meals plans and will meet with the visitor once they arrive on campus to help finalize arrangements.

8. The Office of International Student Services will coordinate the transportation from the Hays Airport or Hays Bus Station to the FHSU campus upon arrival.

9. All international visitors **MUST** have health insurance. This is the responsibility of the international visitor to secure before they arrive or within the first week of their arrival.

10. The Office of International Student Services will welcome the visitor and make certain that all accommodations with Residential Life are in order. On campus meal allowance for use in the residence hall cafeteria during normal operational periods will be arranged with the Virtual College. Meal service on campus is not available during official breaks of the university. Meals during official breaks will be the visitor's responsibility. It is suggested that the international visitors bring the following documents with them to the U.S.: medical and dental records including immunization record, information about medical conditions, and T.B. skin test results if previously taken.

HOUSING ARRANGEMENTS FOR PARTNERSHIP VISITORS

Approved international visitors from FHSU partnership institutions will be housed on-campus in residence halls at no cost during their time on campus**.** There is a limit of four (4) residence hall rooms available per semester.

HOUSING ARRANGEMENTS FOR NON-PARTNERSHIP VISITORS

Living arrangements will not be arranged by FHSU and are the responsibility of the visitor. A list of off campus short-term housing contacts will be provided upon request by the Office of International Student Services.

FINANCIAL ARRANGEMENTS

An estimated cost will be provided based on the length of the international visit on campus. The length of a short-term scholar is approximately six (6) months or less, and a sponsored visitor or visiting faculty can be arranged for nine (9) to 12 months or an academic year consisting of fall, spring and summer terms. A shorter five (5) month, or semester visit can also be arranged. The cost of visit will be based on on-campus residence hall housing, supplies, health insurance and estimated personal expenses. FHSU will not manage funds for international visitors. In addition, the university

will not bill a third party for any expenses. FHSU will not provide any type of stipend to international visitors. International visitors should plan to bring with them a small amount of U.S. currency to have available upon their arrival in the United States. Banks are not open over the weekend to obtain cash or open a bank account.

UPON ARRIVAL

Upon notification of arrival in Hays, a representative from FHSU will pick up the visitor and bring them to campus. On the next business day following their arrival, international visitors should report to the International Student Services Office (Sheridan Hall Room 208) and bring their passport and DS-2019. The visitor will also receive an orientation packet with information about the FHSU and the Hays community. International visitors who have not had a T.B. skin test will be required to schedule a visit to the Student Health Center. Visitors will also be advised of the meningitis policy and may either purchase the vaccination when they arrive, or sign a waiver that they do not wish to receive the vaccination. The International Student Services Office will assist the international visitor in obtaining a Tiger Card, finalizing housing arrangements, arranging a campus tour and directing the visitors to the academic department or Virtual College for further instructions and assignments. The academic department hosting the visitor will help arrange for necessary computer access, office space, textbooks, etc. The Virtual College will meet with the international visitor to explain the meal plan process. Arrangements will be made to take international visitors shopping locally to purchase personal items needed for their stay. Additional personal transportation throughout the exchange period cannot be provided by FHSU.

COMPLETION OF VISIT

The international visitor's time on campus can be shortened once the visitor arrives, but an extension to the visit period may not be possible. An international visitor's time on campus cannot be extended past six months. At the completion of the visit, the international visitors should make arrangements to check out of their housing arrangement, make payment arrangement for any final bills, and complete an exit interview with the academic department, Virtual College, or Office of Strategic Partnerships. For transportation to the Hays Airport or Hays bus station, visitors should contact their academic department or the International Student Services Office to make this arrangement.

Approved by IEMG
09/06/07

Revision Approved 08/11/09
Revised by Provost 10/31/11

Official Travel

"Official Travel" means travel by any employee of FHSU in furtherance of or incidental to such employee's duties with the University. This policy only contains general requirements, and provisions relating to guests traveling with employees. Other provisions and requirements relating to travel by University employees and students may be found in other policies in this Handbook.

GENERAL REQUIREMENTS

University employees are required to follow strict regulations, which are established by the State of Kansas, when traveling. A handbook and personal assistance are available at the Business Office. The following general guidelines are not intended to provide all necessary information to travelers. Please contact the Business Office for current and accurate information.

IN-STATE TRAVEL REQUIREMENTS

1. Determine the dates and costs associated with the trip and complete a travel authorization form. The purpose of this form is to allow appropriate management the opportunity to approve the trip.

2. While on the trip, keep all receipts for reimbursable expenses.

3. After the trip is over and the exact costs are known, complete a travel expense voucher, attach all receipts, and forward to the business office. Reimbursement will follow as soon as possible.

OUT-OF-STATE TRAVEL REQUIREMENTS

1. Follow Steps 1 through 3 above.

GUEST POLICY

FHSU employees engaged in official travel are permitted to bring guests along with them, so long as the presence of any such guest does not distract from, interfere with or prevent the employee from fulfilling the purposes of the trip. No funds of the University or the State of Kansas will be used to pay for travel costs of the employee's guest. Any increased cost to the University or the State of Kansas resulting from the presence of the employee's guests on the trip must be paid directly by the employee or the guest, or reimbursed to the University, as the case may be. All travel arrangements for guests will be made by the guests themselves and no university resources will be used to arrange any part of the travel of the employee's guests.

Employees and their guests should not seek the assistance of hosts, including but not limited to, conference sponsors and organizers and international partner institutions, with any travel arrangements. International partner institutions will be informed by FHSU not to assist guests of

Official Travel (continued)

FHSU employees in arranging excursions or other such related trips. FHSU employees engaged in official travel shall not invite guests to attend functions, including but not limited to dinners, banquets, receptions, etc. arranged as part of the event for which the employee is attending, unless the event organizer specifically allows guests of all attendees to attend, and so long as any increase cost due to the guest attendance is paid for by the employee or the guest.

When engaged in official travel, FHSU employee shall obey all other applicable University, regent, and state laws, rules, regulations and policies. Consequently, any such policies prohibiting any persons not employed by the state or otherwise reasonably engaged in official state business from riding in state owned or leased motor vehicles apply. FHSU employees engaged in official travel whose guests are not reasonably engaged in official state business shall make other travel arrangements not involving state owned or leased vehicles.

FHSU cannot and does not guarantee the safety of participants, and will not be responsible for any harm or injury resulting to or caused by guests of FHSU employees engaged in official travel. The liability of FHSU for actions of employees is governed by the Kansas Tort Claims Act (K.S.A. 75-6101 *et seq*.) and other laws, rules and regulations. Nothing in this policy shall be construed as allowing or creating any inference or perception that a guest of an FHSU employee engaged in official travel is an employee or other duly authorized representative of the University, or that any guest of a university employee is authorized to represent or act on the behalf of FHSU in any circumstance.

To replace official travel policy in FHSU Faculty Handbook
Adopted by President's Cabinet 10/11/2006

Official Degree Titles of the Dual Degrees

Offered To Students at Chinese Partner Institutions

(Note: These universities are also sending students to study abroad in 2+2 and 3+1 undergraduate as well as graduate degrees.)

(The degree titles will be either one or two lines on the diploma, as written in this list)

Sias International University, affiliated with Zhengzhou University
Bachelor of Business Administration, Management
Bachelor of Arts, Organizational Leadership
Bachelor of Science, Information Networking and Telecommunications

Shenyang Normal University
Bachelor of Business Administration, Management
Bachelor of Science, Organizational Leadership
Bachelor of Arts, Political Science

Maxwell College
Bachelor of General Studies
Concentration: Business Management

Beijing Normal University—Zhuhai Campus (This is a 2+2 program)
Bachelor of Business Administration, Finance (Banking)

As of August 3, 2011

Policy Regarding Teaching Materials

It is the policy of Fort Hays State University (FHSU) that all materials used in instruction of FHSU courses, including but not limited, to textbooks, shall be selected or approved by FHSU. When any such materials will be used in instructing students at any of FHSU's International Partner Institutions, the Partner will be given the opportunity to review the proposed materials and to provide comment on the use thereof. FHSU will attempt to reasonably and diligently resolve any and all differences of opinion there may be between FHSU and the Partner Institution regarding the material to be selected, but FHSU retains the right to determine the method of instruction and the materials used therein. An effort will be made to use teaching materials for multiple years.

Approved by IEMG
05/12/05

After you have logged on you will see the following screen:

*** FORT HAYS STATE UNIVERSITY CICS MENU ***

01 Admissions Counseling Menu
02 Student Information Menu
03 Transcript System Menu
04 Course System Menu
05 Teacher Certification
06 Receivables Menu
07 Housing System Menu
08 Budgetary Accounting Menu
09 Personnel Information Menu
10 Scholarship System Menu
11 Financial Assistance Menu
12 Facilities System Menu
13 Career Planning Menu
14 Alumni System Menu
15 Course Equivalency Menu
17 Undergraduate Degree Audit Menu
18 Graduate Degree Audit Menu
19 Time and Leave Menu

Enter Function---> __

<<<<<<<<<<<<<<<<<<- F U N C T I O N K E Y S >>>>>>>>>>>>>>>>>>>>>>>>>

PF1 = Help PF2 = Exit Menu PF3 = Sign Off

One this menu you will have access to items highlighted in blue. The line highlighted in yellow is where you will enter the function number. After you input the function number you will press enter.

To access each menu enter the function number in the following field:

Enter Function---> 02_ *then press enter*

Enter Function---> 04_ *then press enter*

If you enter 02 Student Information System you will see the following menu:

```
        ***FORT HAYS STATE UNIVERSITY STUDENT INFORMATION MENU***
                ***** STUDENT FUNCTIONS *****
 01 STUDENT ADD                                11 STUDENT NAME SEARCH
 02 MAINTENANCE SCREEN ONE                     12 INQUIRY SCREEN ONE
 03 MAINTENANCE SCREEN TWO                     13 INQUIRY SCREEN TWO
 04 MAINTENANCE SCREEN THREE                   14 INQUIRY SCREEN THREE
 05 MAINTENANCE SCREEN FOUR                    15 INQUIRY SCREEN FOUR
 06 STUDENT DATA FORM UPDATE                   16 STUDENT-ADVISOR NAME SEARCH
 07 STUDENT REMARK/HOLD UPDATE                 17 STUDENT REMARK/HOLD INQUIRY
 08 STUDENT TEST SCORES UPDATE                 18 STUDENT TEST SCORES INQUIRY
 09 CONTINUING ED REGISTRATION
              ***** STUDENT SEMESTERLY FUNCTIONS *****
 20 PRINT STUDENT SCHEDULE                     30 COURSE INQUIRY
 22 STUDENT REGISTRATION
 23 STUDENT COURSE MAINTENANCE
 24 STUDENT COURSE ADD
 25 STUDENT COURSE WITHDRAWAL                  36 STUDENT SEMESTERLY REMARK
INQUIRY
 26 STUDENT SEMESTERLY REMARK MAINT            45 SEMESTER OFFERINGS SUMMARY
              ***** TRANSFER FUNCTIONS ---->   50 UG DEG AUDIT
 51 TRANSCRIPT   53 FINANCIAL ASST   54 PROSPECT STU   55 ACCTS RECV  56 HOUSING
 57 SCHOLARSHIP  58 NDSL          59 CDPS SYSTEM    60 GRAD DEGREE AUDIT
 ENTER FUNCTION, SSN, YR, SEM, CARD NUM--> __ _________ ____ _ _______________

 TO END SESSION, PRESS CLEAR OR PA2
```

One this menu you will have access to items highlighted in blue. The line highlighted in yellow is where you will enter the function number and required information. After you input the function number and required information press enter.

For Function 11: Enter 11 and press enter. You will be directed to a screen where you will type in the student's last name and first name (Example: SMITH John) then press enter. This will bring up a list of student names. After you have located the student record you want to view you can enter any of the functions from the menu above.

ENTER FUNCTION, SSN, YR, SEM, CARD NUM--> 11 _____ ____ _ _____

For Functions 12-18: Enter the function number and the student's social security number/ID number as follows:

ENTER FUNCTION, SSN, YR, SEM, CARD NUM--> 12 9999999 ____ _ _____

For Functions 20 & 30: Enter the function number and the student's social security number/ID number, the year and semester as follows:

Semester codes: U=Summer F=Fall S=Spring

ENTER FUNCTION, SSN, YR, SEM, CARD NUM--> 12 9999999 2004 F _____

If you enter 04 Course System Menu you will see the following menu:

```
                    ***FORT HAYS STATE UNIVERSITY COURSE SYSTEM MENU***
                              ***** CATALOG FUNCTIONS *****
 01 STATIC DATA, TITLE, FEES MAINTENANCE                11 STATIC DATA, TITLE, FEES
INQUIRY
 02 NARRATIVE MAINTENANCE                               12 NARRATIVE INQUIRY
                                                        13 OFFERINGS INQUIRY
 04 NOTES MAINTENANCE                                   14 NOTES INQUIRY
 05 COURSE NUMBER CHANGE, ADD, OR DELETE                15 COURSE CATALOG
SUMMARY
 06 REQUISITE MAINTENANCE                               16 REQUISITE INQUIRY
                          ***** SEMESTER COURSE FUNCTIONS *****
 21 SEMESTER CONTROL DATE MAINTENANCE                   31 SEMESTER CONTROL DATE
INQUIRY
 22 SEMESTER CONTROL COUNT MAINTENANCE                  32 SEMESTER CONTROL COUNT
INQUIRY
 41 SEMESTER COURSE SELECTION
 51 STATIC DATA,TITLE,NOTES,FEES MAINT                  61 STATIC
DATA,TITLE,NOTES,FEE INQUIRY
 52 MEETING INFORMATION MAINTENANCE                     62 MEETING INFORMATION
INQUIRY
 53 INSTRUCTOR INFORMATION MAINTENANCE                  63 INSTRUCTOR INFORMATION
INQUIRY
 54 HISTORICAL COUNTS MAINTENANCE                       64 HISTORICAL COUNTS
INQUIRY
                                                        65 SCHEDULE SUMMARY
 56 COMBINED COURSES MAINTENANCE                        66 COMBINED COURSES
INQUIRY
                       ***** ROSTER (GRADE REPORTING) FUNCTIONS *****
 71 ROSTER GRADE UPDATE     81 ROSTER INQUIRY        67 GRADE ENTRY CHECK LIST
 ENTER FUNCTION---> __  DEPT COURSE SECT YEAR SEMESTER---> _____ ____ ___ ____ _

 ENTER FUNCTION AND OTHER REQUIRED FIELDS AND PRESS ENTER
 TO END SESSION, PRESS CLEAR OR PA2
```

One this menu you will have access to items highlighted in blue. The line highlighted in yellow is where you will enter the function number and required information. After you input the function number and required information press enter.

For Functions 11-16 & 81: Enter the function number and Dept, Course Number, Section, Year, and Semester. When you view Function 81 Roster Inquiry you may need to press enter more than once to view the full roster.

Semester codes: U=Summer F=Fall S=Spring

ENTER FUNCTION---> 81 DEPT COURSE SECT YEAR SEMESTER---> COMM 682 CI 2004 F

One this menu you will have access to items highlighted in blue. The line highlighted in yellow is where you will enter the function number and required information. After you input the function number and required information press enter.

For Functions 11-16 & 81: Enter the function number and Dept, Course Number, Section, Year, and Semester. When you view Function 81 Roster Inquiry you may need to press enter more than once to view the full roster.

For Function 31 you will only need to enter the semester and year. This screen list the FHSU calendar dates for any given semester.

ENTER FUNCTION---> 31 DEPT COURSE SECT YEAR SEMESTER---> ____ ___ __ 2004 F

Academic Calendar

The latest version of the academic calendar is available on the Virtual College website. The URL is: http://www.fhsu.edu/osp/resources.

TigerTracks

@ Fort Hays State University

http://tigertracks.fhsu.edu/

Purpose: The ***TigerTracks* Web portal**, located at https://tigertracks.fhsu.edu, provides Single Sign-On access to student e-mail, the *Blackboard* course delivery system, and other FHSU Online Services. To activate your *TigerTracks* login, go to https://tigertracks.fhsu.edu/register/. For more information about *TigerTracks*, go to http://www.fhsu.edu/ctc/helpdesk/tigertracks-information.

TigerTracks Menu

Academics
Course Schedule
FHSU Academic Advising Evaluation
Grades
Intent To Graduate Form
Student Semester Schedule
Syllabi Online
Teacher Evaluations
Unofficial Transcript

Finances
Account Balance
Financial Aid Eligibility
Payment for Outstanding Charges
Student Account Information Release Form

Personal Information
Address Information
My FHSU ID
Request Name Change

Residential Life Housing Application
Log In to Residential Life Housing Application

Student Employment
JobX Access for Students

TigerEnroll
Log In to TigerEnroll

TigerTracks Login Information

If you are a new user, go to tigertracks.fhsu.edu/register/ and select the first option to view the *TigerTracks* username that has been assigned to you and activate your login. **For security, privacy, and legal reasons, this account may be activated ONLY by the student.**

If you have forgotten your password or would like to edit your registration information, go to tigertracks.fhsu.edu/register/ and select option two or three.

For more information or for assistance, please contact the CTC HelpDesk at: helpdesk@fhsu.edu.

APPENDIX A

FHSU Resources:

- Faculty and Unclassified Staff Handbook at http://www.fhsu.edu/provost/handbook/
- Forsyth Library Resources at http://www.fhsu.edu/library
- Internationalization Education Management Group (IEMG) Handbook: http://www.fhsu.edu/academic/provost/publications/
- Online Catalog at http://web.fhsu.edu/universitycatalog
- Policies and Procedures at http://www.fhsu.edu/virtualcollege/faculty/policies/
- Student Handbook at http://www.fhsu.edu/studenthandbook/