



FORT HAYS STATE
UNIVERSITY

Cross-Border Partnership Handbook

Zhengzhou Sias University
and
Shenyang Normal University

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Preface

The policies and procedures herein are intended to apply to FHSU cross-border partnerships involving Zhengzhou Sias University and Shenyang Normal University. These policies and procedures may be amended and are supplemental to, and not in lieu of, other university policies, procedures, rules, and regulations, as well as the governing agreements between FHSU and its cross-border partners, which are also applicable and eligible to change. Other university policies, procedures, rules, and regulations may be found at <https://fhsu.edu/policies/> and other policy and program locations.

Admission Requirements

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.

Students applying for admission to Fort Hays State University (FHSU) programs offered at Sias and SNU will apply as transfer students and must have a cumulative GPA of 2.0 (on a 4-point scale) in their university coursework to be fully admitted and registered in FHSU courses. FHSU and partners may agree to program specific requirements in addition to these general admission standards. Technically, it is understood that planned students join Sias/SNU dual degree program with expectation to continue into FHSU coursework after fulfilling first semester GPA requirement.

PROCEDURES

Sias/SNU will submit the application required information to FHSU on spreadsheets with data requested by FHSU.

1. Sias/SNU will submit to Global Affairs all the student information in one spreadsheet.
2. Sias/SNU will submit official transcripts electronically along with the admission list.
3. Sias/SNU should not submit applications or add names to the spreadsheet of those students who do not meet the minimum admission requirements.

The Operations Director will provide Sias/SNU templates for the admission and transcript information. Sias/SNU must format the data according to the template, and all fields must be completed.

Students not admissible after one semester, can be included in subsequent Admission spreadsheets after raising their GPA to at least 2.0.

Transcript Requests from other Institutions

FHSU requires that all courses taken at other institutions be reported to FHSU through official transcripts sent directly from the original institution.

Timelines

Student applications for admission information and transcripts must be received by the dates provided on the academic and operational calendar posted on Global Affairs website. (<https://www.fhsu.edu/globalaffairs/partners/resources>)

Letter of Admission

Global Affairs will mail SNU and email to Sias letters of admission to each student who meets the 2.0 GPA requirement. Partners will be notified once letters are sent out

Language Proficiency Requirements

Language Proficiency Requirements:

<https://www.fhsu.edu/international/international-admissions/Language-Requirements/>

POLICY

Students taking courses at Sias and SNU must meet FHSU English proficiency requirements. These requirements can be found at <https://www.fhsu.edu/future-international/Language-Requirements/>

Timeframe

Proof of English proficiency must be provided before Sias and SNU students begin their 13th FHSU credit hour. (This excludes credit by documentation or advanced standing credit courses.) The FHSU Global Affairs must receive the official passing score report before students are allowed to register in their 13th credit hour. Scores must be received in the FHSU Registrar's Office at least one week before classes begin.

Score Report Submission

Official scores reports should be sent directly to the FHSU Registrar's Office at this address:

Registrar's Office
600 Park Street
Hays, KS 67601

All English competency test scores are valid for a maximum of two years following the test date.

International Students On-Campus

International students including those from Sias and SNU partners who study abroad on the FHSU campus must meet English language requirements.

Academic Probation, Suspension, and Dismissal

<https://www.fhsu.edu/aace/probation---suspension/>

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, or dismissal.

PROCEDURES

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 register 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 6-11 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. It is possible to be placed on academic suspension without ever being on academic probation.

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 register the semester immediately following first academic suspension. It is assumed the student will seek assistance to improve study skills, English language, and other academic assistance. The student may register again at FHSU after the first semester of suspension is completed.

Academic Dismissal

If the student is academically suspended a second time, the student will be automatically dismissed from FHSU.

Notification

Students on academic's probation, suspension, or dismissal will receive notification via their primary email and other email addresses on their student account. Dismissal letters will be printed and mailed to the partner school by Global Affairs for distribution to students on academic dismissal. A spreadsheet of those on probation and suspension are sent to partners at end of each semester after GPA is calculated.

Re-Admission to FHSU

POLICY

Dismissed students shall have the right to apply for re-admission to FHSU after raising their GPA to at least 2.0 by taking other courses at regionally-accredited institutions. This policy applies mainly to unplanned students of Sias/SNU yet can be used by planned students.

PROCEDURES

To help facilitate students' attempt to apply for re-admission, FHSU has established a special educational program with Cowley College in Arkansas City, Kansas. Students may apply directly to Cowley College. <https://www.cowley.edu/international/index.html>

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

After completing courses at Cowley College or other regionally-accredited institutions, students must request that their transcripts be sent directly to the FHSU Registrar's Office at this address:

Registrar's Office
600 Park Street
Hays, KS 67601

The grades granted by Cowley College or other regionally-accredited institutions are calculated into a cumulative GPA in order to fulfill the requirement of a 2.0 GPA or higher for re-admission to FHSU.

Student Withdrawal

POLICY

FHSU students at Sias or SNU will be allowed to withdraw from a course(s) through the 70th day of the semester. No withdrawals after the 70th day of the semester will be allowed. The withdrawal dates will be indicated on the Academic and Administrative Calendar posted on the Global Affairs website <https://fhsu.edu/globalpartnerships/Resources1/index>
No refunds will be given for withdrawals.

PROCEDURES

Students wishing to withdraw from a course(s) must submit this request before the 70th day of the semester to the appropriate staff responsible for course registrations at Sias or SNU. Sias and SNU staff will then forward these requests to Global Affairs for processing before the 70th day. Students will receive a "W" on their transcripts for the withdrawn classes. The "W" will not affect students' GPA. Requests for withdrawal after the 70th day will not be allowed and students will receive final grades for the course.

Faculty will receive an email notification that the student has withdrawn.

Continuation of Dismissed Students

There are two policies that provide a last chance for planned and unplanned students from Sias and SNU to continue taking courses, after they are dismissed the first time from FHSU.

For Planned Students–“Non-degree-Seeking” Policy

Even after planned students are dismissed from FHSU, they still have the privilege to complete a degree from the partner university, i.e. Zhengzhou Sias University or Shenyang Normal University.

At Sias and SNU, students are required to take certain FHSU courses as part of their degree. The content from some of the FHSU courses is the content for some of the credit courses at Sias and SNU.

Students that are dismissed from FHSU will be reclassified, upon request, as non-degree seeking in all FHSU systems. Once reclassified as non-degree seeking, they may register in FHSU courses offered at Sias or SNU in order to complete the single degree offered by Sias or SNU.

“Non-degree-seeking” students shall have the opportunity to take FHSU courses offered at Sias and SNU. They will be required to pay full FHSU tuition and fees, be permitted access to the Blackboard or other learning management system used by FHSU and earn grades from FHSU faculty members for the courses they register in as “non-degree-seeking” students.

The names of the “non-degree-seeking” students shall be submitted to FHSU on a separate non-degree seeking student registration spreadsheet by Sias/SNU and shall be invoiced under a separate category on the FHSU invoice. The non-degree seeking students shall pay full FHSU tuition and fees per course based on the total per credit hour tuition that is in effect for dual degree programs.

“Non-degree-seeking” students shall never have a chance to matriculate with a FHSU degree or diploma.

This policy only applies to planned students registered in a FHSU dual degree program.

For Unplanned Students–“Second-Chance” Policy

Refer to policy on Re-admission to FHSU on page 6.

Incomplete Grades

<https://www.fhsu.edu/registrar/academic-policies-and-information/>

ASSIGNING INCOMPLETE GRADE

An incomplete "I" grade may be 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 may include a serious illness or family tragedy.

REMOVING AN INCOMPLETE GRADE

The instructor will determine the conditions to be met for removal of an incomplete "I" grade and communicate those conditions to the student. These conditions will be copied to the appropriate person at Sias or SNU. 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 and receive a letter grade shall be no longer than one year. If the work is not completed within this timeframe, the incomplete will revert to a grade of "NC" (No Credit).

PAYMENT

A student completing a course assigned an incomplete grade does not need to pay tuition and fees for the course.

Graduation Requirements

POLICY

Intent to Graduate spreadsheet and official transcripts are provided by Sias and SNU and must arrive in the FHSU Registrar's Office by the deadlines provided on the Academic and Administrative Timeline posted on Global Affairs website. Failure to adhere to the deadlines could result in students not graduating on time.

PROCEDURES

Intent to Graduate Spreadsheet

The Global Affairs will provide the staff at Sias and SNU with an Intent to Graduate template spreadsheet. The staff at Sias and SNU must use the template when submitting a list of students intending to graduate. Students not eligible for graduation should not be included on the spreadsheet.

Submission of the Intent to Graduate spreadsheet to the FHSU Registrar's Office does not guarantee a student will graduate. All FHSU requirements must be met before a degree is awarded. If a student fails to meet all the requirements for graduation, the FHSU Registrar's Office will inform Sias or SNU through email of the failure to meet the requirements and will move the student to the next semester's Intent to Graduate list.

Official Transcripts

All final official transcripts for students planning to graduate must arrive in the FHSU Registrar's Office by the dates indicated on the Academic and Administrative Timeline posted on the Global Affairs website <https://fhsu.edu/globalpartnerships/Resources1/index>

Degree Audits

Once the FHSU Registrar's Office receives the Intent to Graduate spreadsheet and final official transcripts, degree analysts will make sure all the academic requirements have been met including meeting English language proficiency requirements. If all the requirements have been met, FHSU will print a final FHSU transcript and diploma for each graduate. Diplomas and transcripts will then be mailed to Sias and SNU. (See "Delivery of Diplomas" section below for more information.)

Cost

The FHSU Intent to Graduate fee is a one-time \$50. FHSU will invoice Sias and SNU for this fee at the time of admission.

Delivery of Diplomas

POLICY

Student diplomas and final transcripts will be mailed to Sias or SNU for distribution to students.

PROCEDURES

After students graduate from programs offered at Sias or SNU, Global Affairs will mail the diplomas and transcripts to Sias and SNU. Diplomas and transcripts will not be mailed to students' home addresses. The office staff at Sias and SNU will be responsible for seeking appropriate Chinese government approval and then delivering the diplomas and transcripts to each student.

Diplomas and transcripts will be mailed according to the date specified in the Academic and Administrative Calendar posted on Global Affairs website (<https://www.fhsu.edu/globalpartnerships/Resources1/index>).

If a Sias or SNU student studies on the campus of FHSU in Hays, Kansas and completes the degree program, he/she can pick up the diploma and transcript in person from the International Degree Analyst in the Registrar's Office. The student must notify the International Degree Analyst of this intention before the diplomas and transcripts are mailed to Sias and SNU.

Teaching Materials

POLICY

It is the policy of Fort Hays State University (FHSU) that all materials used in the instruction of FHSU courses shall be selected or approved by FHSU. These course materials include, but are not limited to textbooks. Sias and SNU will be given the opportunity to review the proposed materials and to provide comments on their use. If differences of opinion occur between FHSU and Sias/SNU regarding the selected materials, FHSU will attempt to use reason and diligence to resolve any and all differences of opinion.

FHSU retains the right to determine the method of instruction and the materials used for FHSU courses. All students must obtain the required (i.e. legitimate, authorized, and non-pirated) course materials before classes begin. FHSU will make an effort to use teaching materials for multiple years.

Student Code of Conduct

POLICY

All students registered in FHSU courses at Sias and SNU must follow the rules and policies of the Student Code of Conduct in the FHSU Student Handbook which can be found at

<https://www.fhsu.edu/judicial/student-code-of-conduct/index>

Because impersonating another student for the purpose of taking exams or completing course work for someone other than himself/herself is a most grievous offense, each alleged incident should be investigated immediately by both the Assistant Vice President for Student Affairs as well as the partner school administration. Disciplinary action could result in suspension or dismissal from FHSU.

Student Identification Cards

POLICY

All FHSU students at Sias and SNU will be given a FHSU Student Identification (ID) card.

PROCEDURES

Obtaining an Identification Card for the First Time

At the beginning of each fall semester, a photographer will set up a studio on the Sias and SNU campuses to take pictures of all newly admitted students. The administrative staff at each partner school will provide each student cohort an assigned time period to have pictures taken.

The partner will then send the pictures, matched with the students' official FHSU Tiger ID numbers to Global Affairs. The ID cards will be manufactured by FHSU and then mailed to each partner school for distribution to students. The administrative staff at each school will distribute the cards to the students.

Obtaining a Replacement Card

A student needing a replacement card should contact the administrative office at Sias or SNU and request a replacement card. The administrative staff will forward the request to Global Affairs. The replacement card will be manufactured and then mailed to the partner school for distribution to the student.

A student needing a replacement card does not need to have a picture taken again. The original picture stays in the FHSU computer system.

Cost

The first ID card will be provided to students at no cost.

Replacement ID cards will cost students 50 RMB. Students shall give the money to the administrative staff at Sias or SNU and the administrative staff will transfer the funds to FHSU.

Other Information

- Students should carry their FHSU China ID Cards with them at all times.
- Teachers may require students to present their ID cards in the classroom, particularly at the time of exams.
- Students must never lend or transfer their cards to someone else.
- Students must not punch holes, cut, scratch or otherwise deface their ID cards. Such damage may render the cards invalid.
- The FHSU student ID card does not expire as long as the student is registered at FHSU.

Student Name Changes

POLICY

Names will only be updated with the appropriate documentation issued by the Chinese government certifying a name change.

English names will not be changed. However, misspellings will be corrected.

Only one name change is permitted during the program of study by the student.

PROCEDURES

Students should notify the staff at Sias and SNU when they have officially changed their name. The student must submit the original government documents certifying the name change. The partner school staff will scan these documents and email them to Global Affairs.

If students notice their name is misspelled, they should immediately notify the office staff at Sias or SNU. This staff will then notify Global Affairs for action to be taken.

Advanced Standing Credit (ASC) Credit by Documentation (CbyD)

POLICY

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

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. 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 policy version is for international partners only.)

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's 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 Global Affairs to assign credit for the 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 further review of the assignments to establish credit, but no such review shall 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's faculty member to develop the course. The FHSU faculty should evaluate the partner institution's course based on the 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 Global Affairs 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 course is necessary to accept ASC on a semesterly basis.

GENERAL GUIDELINES

- All CbyD and ASC course credit will be recorded by the FHSU Registrar with a designation of "CR" (credit). No student will receive a letter grade for a CbyD or ASC course. "CR" is not

calculated into GPA.

- The partner institution is responsible for ensuring that the \$25 fee for each ASC or CbyD course 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.

Appendix

Student Handbook

<http://www.fhsu.edu/studenthandbook/>

Faculty and Unclassified Staff Handbook

<http://www.fhsu.edu/provost/handbook/>

Academic and Administrative timeline

<https://www.fhsu.edu/globalpartnerships/Resources1/index>

Required Textbooks

<http://www.fhsu.edu/osp/resources/>

GPA Calculat

www.fhsu.edu/registrar/gpa-calculator

International Language Requirements

<https://www.fhsu.edu/future-international/Language-Requirements/>

Incomplete Grade Policy

<https://www.fhsu.edu/registrar/academic-policies-and-information/>

Re-Admission to FHSU -- Cowley College

<https://www.cowley.edu/international/index.html>

Student Code of Conduct

<https://www.fhsu.edu/judicial/student-code-of-conduct/index>