



FORT HAYS STATE UNIVERSITY

Partnership Handbook Sias University and Shenyang Normal University

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Introduction

This handbook serves as a guide for FHSU faculty, staff, and cross-border students located at our partner schools, Sias University (Sias) and Shenyang Normal University (SNU). While all FHSU faculty, staff, and students are required to adhere to the standard policies of FHSU, this handbook outlines the policies, procedures, and expectations unique to these partnership programs.

Admission Requirements

Policy

All students must have a 2.0 GPA on the partner transcript at the time of admission to FHSU.

Procedures

Sias/SNU will submit the applicants' required application information to FHSU:

1. Starting Semester (fall or spring – year)
2. Student ID (issued by the partner school)
3. First Name (given)
4. Last Name (family)
5. English Name
6. Email Address (personal or school)
7. Date of Birth (YEAR/MM/DD)
8. Gender (male/female)
9. Program of Study Code
 - a. Concentration Code (if applicable)
10. Grade Point Average (GPA at the partner school)

Timeline

All required information must be received by the dates provided on the academic timeline posted on Global Affairs and International Student Services website:

<https://www.fhsu.edu/globalaffairs/partners/resources/>

Letter of Admission

Admission letters are issued upon request from the partners or students.

Exception

Students interested in studying at the FHSU main campus will need to follow the admission requirements on the admission website:

<https://www.fhsu.edu/international/admissions/admission-requirements/on-campus-index>

English Language Proficiency Requirements

Policy

Cross-border students at Sias and SNU are not required to provide proof of English proficiency at the time of admission; rather, the students must provide official proof of English proficiency before beginning their 12th or 13th FHSU credit hour.

[This excludes credit earned through Advanced Standing Credit (ASC) or Credit by Documentation (CbyD).]

Procedures

International Admissions must receive English language proficiency results two weeks before registration begins. During the two-week add/drop period International Admissions will review if official scores have been received.

English Proficiency Exams

The list of accepted exams and minimum score are listed on the FHSU website:

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

Exception

Students from Sias and SNU choosing to come and study on the FHSU campus located in the U.S. must provide proof of English proficiency prior to requesting an I-20, regardless of the FHSU credit hours they have completed.

Probation, Suspension, and Dismissal

Policy

Student with a cumulative GPA less than 2.0 may be placed on probation, be suspended, or be dismissed.

Procedures

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 FHSU cumulative grade point average is in these ranges:

FHSU Credit Hours	FHSU Cumulative GPA
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

Students may continue to register while on probation, but are being alerted to the danger of being suspended if academic performance does not improve.

Suspension

A student will be suspended if the FHSU cumulative GPA is in these ranges:

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

No student will be placed on academic suspension until they have attempted a minimum of 12 credit hours. Because academic suspension is based on cumulative grade point average, it is possible to be placed on academic suspension without ever having been on probation.

Suspended students may register again at FHSU after the first semester of suspension is completed.

Dismissal

Students who receive a second suspension will be dismissed from the university.

Notification

FHSU will send to Sias and SNU the list of students on probation, suspension, and dismissal following the completion of each academic semester.

Reinstatement

Policy

Dismissed students may be reinstated if they complete courses at a regionally accredited institution and transfer those credits to FHSU. The combined GPA of the transferred credits and FHSU credits must be 2.00 or above.

Procedures

Dismissed students should seek advice from the International Programs Degree Analyst regarding which courses they should complete at a regionally accredited institution to raise their GPA.

Once a student has transfer grades that combine with the FHSU grades to a 2.00 or above, they should reapply to FHSU and request that their official transcripts be sent to FHSU.

Withdrawal

Policy

FHSU students studying at Sias or SNU can withdraw from a course through the 70th day of the semester. The withdrawal dates will be indicated on the Academic and Administrative calendars posted on this website: <https://www.fhsu.edu/globalaffairs/partners/resources>

No refunds are given for withdrawals. Withdrawals will not be allowed after the 70th day of the semester.

Procedures

Students wishing to withdraw from a course 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’ GPAs.

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

Continuation of Dismissed Students

Policy

Dual-degree students dismissed from FHSU may continue their academic program as single-degree students through Sias or SNU. Since certain FHSU courses are required for the Sias degree, these students may register as non-degree-seeking students through FHSU to complete outstanding coursework.

Key Provisions:

- Dismissed dual-degree students may take FHSU courses only as non-degree-seeking students.
- These students forfeit the opportunity to earn an FHSU degree in the future.

Exclusions:

This policy does not apply to unplanned students. Unplanned students must follow FHSU's Reinstatement Policy.

Procedures

Sias and SNU must submit to FHSU an official list of students choosing to continue as non-degree-seeking students.

Non-degree-seeking students will continue to pay the standard tuition and fees applicable to the courses offered at Sias and SNU.

Incomplete Grades

Policy

Incomplete grades are granted solely at the instructor's discretion. The instructor will determine the specific conditions and deadlines for resolving the incomplete grade. Students are responsible for fulfilling these requirements within the stipulated timeframe.

Procedures

Student Request

Students must proactively communicate their need for an incomplete grade to the instructor before the end of the term. Requests should include a valid reason (e.g., medical, emergency, or extenuating circumstances).

Instructor Discretion & Agreement

The instructor will evaluate the request and determine whether to grant an incomplete. If approved, the instructor will:

- Specify the outstanding work required to complete the course.
- Set a clear deadline for submission (not to exceed 2 years, though a shorter timeframe may be imposed).
- Provide these terms to the student.

Completion of Work

The student is responsible for fulfilling all agreed-upon requirements by the deadline. Extensions are only permitted with instructor approval (not to exceed two years).

Failure to Complete

If the work is not submitted by the deadline, the incomplete grade (I) will automatically convert to a No Credit (NC). This grade is final and cannot be appealed.

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. (This has not been followed by either Sias or SNU)

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 IP Transcripts

All final official IP 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 IP transcripts, the degree analyst 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. (I believe the fee is paid the semester after they graduate)

Delivery of Diplomas

Policy

Diplomas will not be mailed directly to the students' homes. Instead, the diplomas will be mailed to Sias or SNU, and the staff at the schools will distribute the diplomas to the students.

Procedures

After verifying students have met all the graduation requirements, FHSU will mail the diplomas along with transcripts to Sias and SNU. This will be mailed according to the dates on the Academic and Administrative calendars posted on this website:

<https://www.fhsu.edu/globalaffairs/partners/resources>.

Exception

If a student comes to Hays for the final part of the student's program and graduates in Hays, this student may personally pick up the diploma and transcript from the FHSU Registrar's Office.

Teaching Materials

Policy

FHSU will decide which materials will be required and used for all FHSU-taught courses.

Procedures

After selecting the course materials, these will be shared with Sias and SNU for administrative review and feedback. Both parties will attempt to resolve any disputes about the selected course materials, but FHSU will ultimately make the final decision about what course materials will be used.

Students will be expected to obtain the required textbooks and other materials before the start of the semester.

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/>

Impersonating another student can result in suspension or dismissal from FHSU.

Student Identification Cards

Policy

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

Procedures

At the beginning of each semester, a photographer will take pictures of all the new students. These pictures will be sent to FHSU where the ID cards will be printed. These ID cards will be shipped to Sias and SNU. The staff at Sias and SNU will distribute the ID cards.

Obtaining a Replacement Card

Students needing a replacement ID card must submit their request to the staff at Sias and SNU. This request will be forwarded to FHSU where the ID cards will be printed and then shipped to Sias and SNU.

Cost

The first ID card is provided for free. Replacement ID cards will cost \$7.00. This amount will be collected via invoice or payment from an FHSU administrator when on-site at the partner schools.

Student Information Changes

Policy

Students' personal information (name, birthday, etc.) will only be updated with the appropriate government documentation certifying a change.

Student-chosen English names can be changed.

Procedures

Students should notify the staff at Sias and SNU with a personal information change request. The student must submit the original government documents certifying the change. The partner school staff will scan these documents and email them to the FHSU IP Degree Analyst.

English names can be updated by the student emailing the FHSU IP Degree Analyst. If students notice their name is misspelled, they should immediately notify the office staff at Sias or SNU. This staff will then notify FHSU IP Degree Analyst.

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

Policy

This policy defines Advanced Standing Credit (ASC) and Credit by Documentation (CbyD) and the procedures for how these methods of assessment are utilized at Sias and SNU.

Definitions

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

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.)

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.

Procedures

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.

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.

General Guidelines

- All ASC and CbyD 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

Cross-Border Resources

<https://www.fhsu.edu/globalaffairs/partners/resources>

Student Handbook

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

Faculty and Unclassified Staff Handbook

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

Student Code of Conduct

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

GPA Calculator

www.fhsu.edu/registrar/gpa-calculator

International Language Requirements

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