Upper Iowa University Hong Kong Campus
Academic Policy

Online Program Registration – Portal

Online registration will be available for new and currently enrolled students approximately 4 weeks before the start of each term. You are strongly encouraged to register early. Vacancies are offered by first come first serve basis, registration may be closed when enrollment reaches classroom capacity. You course registration status from portal will either shown:

Accepted – If your team status shows **accepted**, this particular course registration is successfully confirmed.

Rejected - If your team has been unfortunately **rejected**, the decision **shall be final** in this regard, and will not be contestable.

Pending - If your team status shows **pending**, it indicates that registration is yet to scrutinize your data or you are still on the waiting list. This status will be changed to **Accepted** at any time before term commence.

Class status

- Freshman: A learner who has earned fewer than 30 semester credits.
- Sophomore: A learner who has earned 30 to 59 semester credits
- Junior: A learner who has earned 60 to 89 semester credits
- Senior: A learner who has earned 90 semester credits or more.

Course Load

We provide our students with flexible program and students can study at their own pace. The normal course load is nine to a maximum of twelve credit hours each semester.

As a full time learner, you will normally enroll for five terms per year; no learner can register for five or more courses per term in any circumstance.

Grade Point Average

In order to determine your grade point average (GPA), points are awarded for each hour of credit and are shown as below. When an Upper Iowa course is repeated, the GPA is calculated using the highest grade earned in the course.

Each grade point equivalent to the marks listed as below, individual instructors have the academic freedom to implement +/- grades in their courses at their discretion.
*C+ grades and lower are below the standard expected of graduate learners.

A	4.00
A-	3.67
B+	3.33
B	3.00
B-	2.67
C+	2.33*
C	2.00
C-	1.67
F	0.00

Standard of Academic Progress

If you are enrolled in at least three semester credits per term, you are expected to be able to meet or exceed the completion and GPA standards states below. These standards serve as guidelines for the Academic Review Committee (ARC) to use in determining whether or not a learner will be able to progress towards the 2.0 GPA graduation requirements.

Semester Credit Completion	Standards Per Term
Semester Credits Attempted	**Semester Credits Earned**
3 or more	3 semester credits

Graduation Honors

Graduation with honors signifies recognition of your achievement in scholastic excellence as the baccalaureate program of study is completed. Your program will bear one of the following inscriptions to recognize this excellence: **Summa Cum Laude**, if your grade point average (GPA) is at least 3.9; **Magna Cum Laude**, if your GPA is at least 3.7 but less than 3.9; or **Cum Laude**, if your GPA is at least 3.5 but less than 3.7. A total of 60 graded semester credits must be earned at Upper Iowa University before Magna Cum Laude or Summa Cum Laude honors may be granted.

If you are a transfer student who has not completed 60 graded credits at Upper Iowa University, you will graduate Cum Laude if you attain at least a 3.5 grade point average and have completed a minimum of 30 graded credits with Upper Iowa University. Experiential learning credit does not apply to the 60 graded credits for Magna or Summa Cum Laude honors. Grades earned in courses accepted for transfer will not be included in the GPA maintained for purposes of determining graduation honors at Upper Iowa University.

Satisfactory Academic Progress

At Upper Iowa University a criteria to know students are maintaining academic progress towards completion of a degree is minimum cumulative GPA expectations as follows:

- Freshmen – 1.75 (0 to 29 completed credits)
- Sophomore – 1.90 (30 to 59 completed credits)
- Junior and above – 2.00 (60+ completed credits)

The first term or semester a student does not meet the cumulative GPA for completed credits the student is placed on academic warning. If the student fails to meet the minimum cumulative GPA for completed credits, by the next review of their progress (term or semester) the student is placed on academic suspension.

The student, with the help of their academic advisor, can appeal the suspension and request to be re-admitted to the University. If the student elects to appeal the suspension, the appeal and required documents must be forewarned to the Academic Affairs Committee no later than two weeks prior to the start of the next term.

The Academic Review Committee will meet periodically and review the appeals. The Committee will forward their decision on each appeal to the student and the academic advisor and place a copy in the student's file.

If the student's appeal is approved, the student is placed on academic probation. The agreed upon Academic Improvement Plan is implemented and as long as the student continues to make academic progress as outlined in the Plan, the student will remain on probation. If the student does not follow the Plan or does not continually progress according to the Plan, the student may be permanently suspended.

(Please contact our staff for the detail of an Appeal of a Suspension)

Administrative Withdrawal

The grade of AW is assigned when students fail to attend 50% of the classes by the end of Week 5. Disregard the number of class within Week 1 to Week 5; students have to attend 50% of the classes during this period so as to receive a grade. Any class after the cutoff point (ending Sunday of week 5) will not be taken into account for AW. Student who fails to do so will receive an "AW" (Administrative Withdrawal) in the transcript.

Validation of Enrolment / Non-Attendance

Registration for each course must be validated by attending at least one of the first three class sessions.

For classes meeting twice per week, you must attend the first, second or third sessions.
For class meeting once per week, you must attend either the first week or the second week.

Failure to validate enrolment when courses begin will result in a grade of NA (Never Attended) and removal from the course. NA's are recorded on your UIU transcript.

Withdrawal

If a student wishes to withdraw a course after <u>term</u> commenced, you must contact our Student Service Division in writing with a medical certificate/ company letter **before Saturday 02:00 pm of the 2nd week of the term**. The final decision will be made within 2 working days. And the **W** grade will be assigned with approval by Center Director.

Students with no medical certification or company letter are not allowed to withdraw from any course **after term commenced regardless the start date of a particular course**. A "W" will be shown on the transcript.

Add / Drop Policy

Students are allowed to withdraw from the program / course voluntarily prior to term commence without any administration fee charge.

Should a student wish to Add a course after online course registration period, a signed written request letter or in an email have to be sent to Student Service Division.

A signed written request letter can be handed to Student Service Division at the campus front desk, or you may send your request to <u>coursereg@uiu.edu.hk</u> .

If you send your request through email, you should receive an 'Auto-reply' claiming your request will be handle by our Student Service Division within 2 working days (excluding Saturday, Sunday and Public holidays) and you should notice that the status of the 'Add and Drop' course will be updated on the 'Student Portal'.

A signed written request letter or an email request must state the following information for our staff to process your 'Add and Drop' inquiry.

1) Student ID Number

2) Full Name

3) Course Code and Course Name of which amendment are to be made

4) The lecturer's full name

5) The 'Day' of which the course is held during the week and also state clearly whether it is a 'Day' or 'Evening' class

6) Student's signature (only require if it is a written request letter) and dated.

Please refer to "Withdrawal" should a student wish to drop a course after term commenced.

** Saturday 02:00 pm of the 2nd week of the term

Extension of Special Project Deadline

Each student has one UIU-HK term to complete a Special / Senior Project. You should begin to work on the project immediately upon enrolment and schedule meetings with your supervisor for grading and evaluation on a regular basis. A steady work flow will ensure your successful completion of the Special / Senior Project in the least amount of time.

A learner enrolled in a Special / Senior Project through the UIU-HK center who does not submit the rough draft of the project to the instructor by the end of week 5 will be withdrawn from the course and a grade of AW will be recorded.

It is your responsibility to be aware of the Project submission date. Extensions for Special / Senior Projects will not be granted, except in cases of emergency where students have made satisfactorily progress toward course completion and who have requested an extension. (Technical difficulties do not constitute a case of emergency).

You may receive one UIU-HK term extension for a fee of HK$400.00. The UIU–HK office must receive the written request with payment of the fee a minimum of two (2) weeks before your course expires. It is your responsibility to be aware of the course expiration date, and to obtain the extension before the course expires.

Upon approval of Project extension, you will receive grade of "I" (Incomplete) at the end of the UIU-HK term. An "I" grade posted to your official record will be

replaced with a final letter grade; however, the incomplete will remain on your official transcript as a notation. You are required to complete the Special / Senior Project before the end of the following UIU-HK term, at which time the grade "I" becomes a grade A – F based on work completed in relation to the total course requirements.

Grade Appeal

Students should send the request to us in writing, state the course(s) that you would like to appeal, together with the relevant reason(s) and / or document(s) to us within the next week. Please note that when a student asks for reassessment of grade appeal, an original grade may be raised, lowered, or confirmed. All applications for assessment will be referred to the lecturers for remark in the first instance. Students can only apply for course reassessment once for each course. The final grades after the reassessment / grade appeal shall be judged as the deserved grade and be used to determine the grade point average of a particular course.

Please note that student will be charged for an administrative fee of **HK$300** for grade appeal.

Time Limit for Course Completion

A BSC student will be granted a maximum period of seven calendar years (from the time they first registered in the program) for completion of the Program.

Student must apply for an extension of the entire program prior to the completion of program. An extension will be review and authorized with full explanation / medical certificate / company letter has to be submitted.

Change of major

Students can apply for a change of major with no extra charge on administration fee. It is suggested all student should make a thorough degree plan in order to minimize confusion. Students should also take their own responsibility of such decision; each student can only register on same major once in their life, student therefore is not entitled to make a back convert.

Any student who needs to apply study **withdrawal /change of major (including change of double major),** will need to write a formal request letter to UIU – HK campus, instead of emailing your application to UIU.

 A formal request letter should clarify:-

- The student's full name, student number and major.

- The reason for applying study withdrawal/ payment deferral/ change of major.

- For change of major, they need to clarify which major they prefer to change.

-END-