

# **Regulation on Graduate Student Academic Management and Registration at Wenzhou-Kean University (Interim)**

## **Chapter 1 General Provisions**

**Article 1** This Regulation is formulated in compliance with the *Regulations on Student Management for Higher Education Institutions* (namely the Order No.41 from the Ministry of Education of China) and *Kean University Graduate Catalog*, combined with the status-quo at Wenzhou-Kean University (WKU), with the purpose to ensure the University's smooth operation of graduate education, secure students' lawful rights, and promote all-round student development.

**Article 2** This Regulation applies to all graduate students at Wenzhou-Kean University, except stipulated by specific articles.

## **Chapter 2 Admissions and Enrollment**

**Article 3** The WKU Graduate College (in preparation) of the University is the executive body to issue the *Acceptance Letter for Wenzhou-Kean University Graduate Program* to admitted students according to the University's admissions policy of the year.

**Article 4** Newly admitted students should enroll with the Acceptance Letter and other relevant identification documents before the deadline specified in the Letter, and pay prescribed tuition and fees. Students who cannot enroll on time due to special reasons should apply to the Student One-Stop Service Center of the University for postponement of enrollment. The maximum of postponement period is two weeks. Those who fail to enroll by specified deadline without approved postponement or fail

to enroll within the two-week postponement period without valid reasons such as force majeure will be deprived of the admission.

### **Chapter 3 Matriculation Status and Registration**

**Article 5** New admitted students' admission qualification documents will be reviewed by the WKU Graduate College (in preparation), and the Office of the Registrar will register them into the National Student Registration System of Chinese-Foreign Cooperatively-Run Institutions. If students are found mismatching with their Acceptance Letter and/or other relevant identification documents, they will be deprived of the admission.

**Article 6** Students should register for courses under the guidance from their academic advisors. Students should also pay both tuition and fees within specified payment period.

### **Chapter 4 Academic Record and Transcript**

**Article 7** The official purveyor of student academic information, the Office of the Registrar, maintains the integrity of all student records from the time of matriculation to beyond graduation. The Office of the Registrar provides information of enrollment, academic records, grade collection and recording, degree diplomas, and other information within the service areas.

**Article 8** Students shall complete required courses and other academic activities as specified in the curriculum. The academic results shall be recorded in transcripts and archived in the Office of the Registrar.

**Article 9** Students' overall academic standing is indicated by a grade point average (GPA). GPA is determined by dividing the total grade points earned by the total credits earned.

**Article 10** Attendance can be a component of grading of any course if so stated in the syllabus. Students are responsible for receiving approval from their instructors and informing the Office of Student Affairs in advance of the reasons for their absence.

### **Chapter 5 Change of Major and Credit Transfer**

**Article 11** Students cannot change their majors automatically during their graduate study at the University.

**Article 12** Students can apply to the admission of another graduate program. To do so, a student must submit a new application to the intended program and the application will be evaluated along with other applicants. Individuals may be required to submit copies of documents evidencing the completion of the program's admissions requirements. This includes, but is not limited to, copies of official transcripts, official score reports from standardized admissions tests, letters of recommendation, and narrative statements.

**Article 13** If students cannot continue their study at the University due to exceptional circumstances, they may apply to other higher education institutions for transferring. The students themselves shall be responsible for the application process for transfer, and the students shall withdraw from the University.

**Article 14** A maximum of six credits may be transferred providing that: the course(s) are applicable to the program to which it is being applied; is approved by the program coordinator, the grade is "B" or better, and the course(s) fall within the six-year time limit requirement for completion of programs. No course may be transferred unless documented on an official transcript from the college or university at which the course was taken. Transfer Request forms are available online at the official webpage of Office of the Registrar.

### **Chapter 6 Leave of Absence and Reactivation**

**Article 15** A graduate program must be completed within a six-year time limit (seven-year for the doctoral programs considering defending for dissertation), with a cumulative grade point average of 3.0 or higher. If circumstances prevent a student from completing a program within the required six-year time frame, an extension may be considered upon submission of a formal request to the Office of the Registrar. Students must consult with their program coordinators for approval. The request form is available online at the official webpage of Office of the Registrar.

**Article 16** Students request leave of absence at the Student One-Stop Service Center.

**16.1** Medical leaves shall be processed based on appropriate evaluation report by a hospital of Grade III Level A or above.

**16.2** Non-medical leaves shall be processed based on good standing. Good standing is defined as follows: a cumulative grade point average at the completion of the semester prior to a request for leave of absence that meets the minimum academic requirements of the University (2.0 or higher); all financial and other obligations to the University have been met in full; and there is no disciplinary probation/suspension/dismissal in effect.

**Article 17** If the University decides a student should leave, the Student One-Stop Service Center should process the student's leave of absence accordingly.

**Article 18** Students who request a leave of absence after a semester has begun should do so no later than two weeks prior to the end of the semester. The ordinary length of a leave of absence is a semester. In unusual circumstances, the Office of the Vice Chancellor for Student Affairs may approve a renewal of leave for the semester immediately following.

**Article 19** Students on leave of absence shall remain as matriculated students in the National Student Registration System of Chinese-Foreign Cooperatively-Run Institutions, but they will not be treated as active students. Students on leave of absence shall apply for reactivation no later than one month prior to the beginning of the following semester at the Student One-Stop Service Center. Reactivation from medical leaves shall be processed based on an appropriate evaluation report proving full recovery by a hospital of Grade III Level A or above. Students will be reactivated only after the University's review and approval.

### **Chapter 7 Academic Probation, Dismissal, Withdrawal and Reinstatement**

**Article 20** After a graduate student attempts six total graduate credits as a matriculated student, a 3.0 cumulative GPA must be achieved. Failure to meet this minimum may result in the student being placed on Academic Probation. Upon completion of 12 attempted graduate credits, if a student fails to achieve a cumulative GPA of 3.0, the student may be academically dismissed from the University. If the student achieves a cumulative GPA of 3.0 or higher, they will be removed from academic probation. However, if at any time during subsequent semesters the student falls below a cumulative 3.0 GPA, they will be academically dismissed from the University.

**Article 21** All academic probation and/or dismissal will occur at the completion of the fall and spring academic semesters. All notices of academic probation will be sent out by the Student Academic Support Center at the completion of fall and spring academic semesters; all notices of dismissal will be sent out by the Office of Vice Chancellor for Academic Affairs at the completion of fall and spring academic semesters after the dismissal decision is reported to the WKU Administration Meeting – Special Session with the WKU Chair of the Board and the WKU Chancellor.

**Article 22** If a student is academically dismissed from the University, the student is entitled to appeal the dismissal to the Academic Standards Committee of the WKU Graduate College (in preparation) (or the Office of the VCAA). This Committee will be comprised of the Dean of WKU Graduate College (in preparation) (or VCAA's designee), as well as administrators and faculty members appointed by the Dean (or VCAA's designee). The appeal must be submitted in writing to the Office of the Dean of the WKU Graduate College (in preparation) (or the Office of the VCAA) within seven calendar days of the letter of dismissal. Failure to adhere to this time frame can result in the Committee's refusal to hear the appeal. No in-person appeals will be accepted. All appeals will be reviewed within a reasonable time frame and the Committee's decision will be communicated via an official letter from the University after the decision is reported to the WKU Administration Meeting – Special Session with the WKU Chair of the Board and the WKU Chancellor. The University will not accept any further appeal after the final decision.

**Article 23** If students are academically dismissed from the University, they will have the opportunity to apply for reinstatement no earlier than two subsequent semesters. Included with the application for reinstatements should be any supporting documentation which can include, but is not limited to: proof of academic growth, in the form of taking non-matriculated courses at another college/university, letter(s) of recommendation, and a personal statement expressing the student's growth, both academically and personally. The reinstatement appeal will be reviewed by the Office of the Dean of the WKU Graduate College (in preparation) (or the Office of the VCAA) and a recommendation will be sent to the Academic Standards Committee as to grant or deny reinstatement. The Committee's decision shall be reported to the WKU

Administration Meeting – Special Session with the WKU Chair of the Board and the WKU Chancellor.

**Article 24** The Academic Standards Committee reserves the right to make decisions regarding academic probation and dismissal based on a student's academic performance at their discretion. Some graduate programs may have additional requirements and/or conditions.

**Article 25** The University can dismiss students if the following circumstances occur. Notices of dismissal will be sent out by the Office of Vice Chancellor for Academic Affairs after the dismissal decision is reported to the WKU Administration Meeting – Special Session with the WKU Chair of the Board and the WKU Chancellor.

**25.1** The students do not complete their studies within the time limit for completion of programs required by the University.

**25.2** The students do not apply for reactivation/reinstatement within a regulated timeframe after the leave of absence period has passed, or the students do not pass the review of reactivation/reinstatement application.

**25.3** The students do not attend any academic activities as requested by the University for two consecutive weeks without permission.

**25.4** The students do not register within a regulated timeframe and do not apply for postponement either.

**25.5** The students do not fulfill other requirements which lead to dismissals.

If a student is non-academically dismissed from the University, the student is entitled to appeal the dismissal to the WKU Graduate College (in preparation) (or the Office of the VCAA). The appeal must be submitted in writing to the WKU Graduate College (in preparation) (or the Office of the VCAA) within seven calendar days of the letter of dismissal. Failure to adhere to this time frame can result in refusal to hear the

appeal. No in-person appeals will be accepted. All appeals will be reviewed within a reasonable time frame and the decision will be communicated via an official letter from the University after the decision is reported to the WKU Administration Meeting – Special Session with the WKU Chair of the Board and the WKU Chancellor. The University will not accept any further appeal after the final decision.

**Article 26** Matriculated students who wish to withdraw from a program must submit their request to the Office of the Registrar in writing. After the request of withdrawal is approved, the students need to complete relevant procedures of withdrawal at the Student One-Stop Service Center and leave the University.

### **Chapter 8 Academic Integrity**

**Article 27** Students must comply with the *Wenzhou-Kean University Academic Integrity Policy – Students*. Whenever academic integrity violation occurs, sanctions are imposed. Students shall refer to the policy for details.

### **Chapter 9 Graduation**

**Article 28** All graduate degree candidates must complete an online graduation application in KeanWISE to be considered for graduation. Before applying for graduation, students should communicate with their academic advisor to be sure they are on track to graduate, and that all substitutions, waivers, transfer credits, and extensions are on record.

**Article 29** Formal commencement exercises are held each year at the close of the spring semester. Diplomas also are available in January and August for students who complete degree requirements during the fall semester or the summer session. January graduates and May and August candidates will be invited to participate in the formal June commencement ceremony. To participate in the June commencement



ceremony, all required coursework must be completed by the end of Summer session of the same year.

**Article 30** The awarding of degree diplomas shall be processed by the Office of the Registrar, as stated in Article 7 of this Regulation.

#### **Chapter 10 Supplementary Provisions**

**Article 31** The Office of the Vice Chancellor for Academic Affairs is responsible for the explanation of this Regulation by reference to the *Academic Standards, Policies and Procedures* of the *Graduate Catalog*.

**Article 32** This Regulation shall come into effect as of the date of promulgation.