

HAITC Student Information Guide

ASU 3 Strike Policy

The ASU Policy regarding retakes permits students the ability to take a course two times. If a student fails to pass a course after the two attempts, the student will be required to meet with our ASU Student Support Specialist (ASU-SSS) to review their academic record and the student's academic goals. If at that point the ASU-SSS believes the student has made significant progress (i.e., does not continue to fail other courses, are showing improvement overall), then the student will fill out and sign a third request, which will be sent to ASU for approval. Each student and ASU will then keep a copy of this agreement for their records. Please note that a petition to retake **is not guaranteed**, and the ASU-Student Support Team is permitted to deny the request after two attempts.

The third retake is the **final** attempt at the course. If the student does not pass, they cannot take it again, which may prevent them from graduating with an ASU degree.

Academic Probation

ASU students are required to maintain a minimum Grade Point Average (GPA) of 2.0 or above. If a student's GPA falls below this minimum requirement within their first semester, they will receive an Academic Warning. Students who receive an Academic Warning will receive an email notification from the Student Support Team informing them of their status.

If a student's GPA does not improve, or if a student's GPA falls below the minimum requirement after the first semester, they will be put on Academic Probation. Students on Academic Probation will receive a letter from ASU and an email notification from the Student Support Team informing them of their status.

If given an Academic Warning or placed on Academic Probation, students **must** meet with the Student Support Team.

If the student receives a semester GPA of 2.0 at the end of the semester but has not reached a cumulative GPA of >2.0 they will be placed on Continuing Probation for one more semester. Failure to improve one's GPA after being placed on Academic Probation or Continuing Probation may result in disqualification from the ASU degree program.

12 Credit Retake Cap

ASU policy permits students to repeat up to 12 credit hours of a singular division (100, 200 level classes – lower division; 300, 400 level classes – upper division). Courses

taken within that cap will replace the previously failed course in the student's academic record and GPA.

Any courses retaken **after** that 12-hour cap is reached will be averaged with previous attempts and applied to the student's GPA but will have **no effect** on the student's academic record.

Ex. If a student has retaken TDM448 three times and passed with an A- on the third attempt after hitting the 12-hour cap, the A- will not replace the previous grade and will only influence the student's GPA, not the course requirement.

<https://registrar.asu.edu/grades>

Two Week Drop/Add Policy

Students have two weeks from the start of classes to address any enrollment issues, including adding coursework, retaking coursework, dropping coursework, going on leave, or studying abroad. Any courses dropped within 2 months following the drop/add window will result in a W or failing grade, and any enrollment requests or changes will be denied. Students who announce their leave or study abroad after the two-week (*noting exceptions for medical/emergency situations) period will be responsible for the courses and enrollment.

English Proficiency Exam-Schedule and Submit to ASU

All HAITC students are required to submit their English Proficiency exam results **directly** to ASU **before Term 3 (see procedures below)**. Submissions to TAO or to the student support team will not be accepted.

All HAITC students are required to have a **passing** English Proficiency result uploaded to their ASU account **before Term 3** or before progressing to Sophomore status. Students who do not have passing results will not be enrolled in ASU coursework.

Students must follow the following procedures:

1. Schedule their English Proficiency exam through an ASU-approved organization, i.e. EUGA, Global Launch, IELTS, or Duolingo.
2. Upon completion of the exam, students will request that the organization submit their results **directly** to Arizona State University
 - a. Please be aware that submission methods may vary from organization to organization. If students have questions on how to submit their results directly to ASU, they will need to message the organization they tested with.
3. Students will then save their proof of submission from the testing organization.

ENG107/ENG108/COM225

All HAITC students are required to have passed ENG107, ENG108 and COM225 with a C or higher **before Term 5** or before progressing to Junior status. Students who do not pass COM225 on the first attempt may retake it concurrently with their Junior courseload.

Students who do not pass ENG107 or ENG108 will not be enrolled in ASU Junior level coursework, which will delay their degree completion. Students who do not pass COM225 by their second attempt will not be enrolled in upper division coursework, which will delay their degree completion.

ASU Credit Hour Cap

Students are permitted to take a maximum of 18 credit hours with ASU (6 3.0 credit hour courses) in a single semester. If a student needs to retake coursework, these courses will apply towards the semester credit cap and take priority over new classes. This credit hour cap also applies to students studying abroad at the ASU downtown campus.

If a student is under Academic Probation with a GPA of less than 2.0, they cannot take more than 12 credit hours with ASU (4 3.0 credit hour courses). Retake coursework will be prioritized over new classes.

ASU Courses

Students are not permitted to enroll in standard ASU courses outside of the HAITC curriculum. This includes summer courses, iCourses, and retake courses. ASU periodically sends advertisements for upcoming courses to the student body through their ASU emails; **students are to disregard these emails.**

All coursework is predetermined within the HAITC program. There is no need for students to enroll in any additional coursework on their own.

If students enroll in an official ASU course, they are to correct the enrollment immediately and will be responsible for **all** financial charges accrued.

ASU Minors and Certificates

HAITC students taking courses in China (not in Arizona) cannot enroll in ASU minor programs or certificates. The only accepted certificate in the HAITC program is the Convention Sales and Meeting Planning Certificate. Any other requests or attempts to enroll in ASU programs outside of HAITC will be denied.

Note: Students studying abroad **at** the ASU downtown campus may pursue a minor or certificate so long as they complete it **before** returning to the Hainan campus. (This option is only valid at the ASU downtown campus and is not applicable for studying abroad in other countries through HNU)

Communication-Who do I contact?

Questions relating to coursework, classes, schedules, and general inquiries are to be directed to the ASU-Student Support Specialist located on the Hainan University Campus at Mission Hills.

All HNU related questions are to be directed at TAO. The ASU-SSS **cannot assist** with HNU course or HNU degree related matters.

Concerns regarding student and faculty behavior may be directed to the HAITC Director and/or student support coordinator, with whomever the student feels comfortable.

Parents and legal guardians cannot communicate with the Student Support Team without the student's consent. Please review ASU's FERPA policies:

<https://registrar.asu.edu/policies/ferpa>

<https://registrar.asu.edu/parent-guest-access>

Studying Abroad

Students interested in studying abroad through HNU are required to inform TAO and fill out the Status Validation form that TAO provides at the beginning of each term prior to their departure. Failure to do so may result in enrollment in coursework, which will be the student's academic responsibility to maintain.

Students studying abroad with HNU are **not exempt from HAITC course progression requirements** and will still be **required** to pass ENG107/ENG108/COM225 before taking upper division coursework. It is not advised to study abroad in Terms 3 or 4 as students will be required to make up these courses upon their return before progressing to upper division coursework, which may delay their academic career.

Always check your ASU email!

Emails from the student support team, faculty, and similar alerts will be sent to students' ASU email. Students should check their inboxes frequently to avoid missing vital information.

Always check your myASU dashboard!

The myASU dashboard will display students' current classes, GPA, grades upon submission, any holds on the student's account, and provide access to student's degree audit (DARS). Students should always consult the myASU dashboard before reaching out to the student support team with questions.

Please Note: Students should regularly review their DARS degree audit, found on their myASU page under "Programs." The degree audit tracks their progression towards their ASU degree and should be the first place they review if they have questions regarding required coursework, credit hours, and passing scores prior to reaching out to the student support team.

Contact Information:

HAITC Associate Dean, Director, Dr. Kelly Bricker

Email: kelly.bricker@asu.edu

HAITC Student Support Coordinator, Brynn Kowalski (Arizona)

Email: bkowals1@asu.edu

HAITC Student Support Coordinator, Min Qu (Mission Hills)

Email: min.qu@asu.edu

HAITC Student Support Specialist, Hengjia Zhang (Mission Hills)

Email: hjzhang@asu.edu