

Fulbright

Academic Policy

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Approved by:



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Dean of Undergraduate Studies

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INTERNAL



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INTERNAL

Version History

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1 INTRODUCTION

Fulbright University Vietnam (Fulbright) is co-designed by students and faculty. The following policies and procedures have been put in place to provide support, standards, and flexibility for students to make effective choices as participants in and co-designers of Fulbright’s undergraduate program. Thank you for supporting the effective operation of Vietnam’s uniquely student-centered learning environment by adhering to the policies described here.

Important notice: this document reflects a university undergoing growth, with a commitment to innovation and continuous improvement. Therefore, this document is subject to change, and you should expect many new features, upgrades, and significant improvements, just as you would from 2.0, 3.0, and later versions of your favorite smartphone. Keep your eye out for new versions of this document, and the exciting updates that they will bring.

2 CITIZENSHIP

Fulbright students are expected to behave with respect towards other members of their community, including faculty, staff, peers, and broader Fulbright networks. Every member of this community will treat each other with honesty, integrity, open communication, and respect.

This is achieved through shared commitment to the following values:

1. Excellence: We strive for excellence in the classroom, in our research, and in ourselves.
2. Co-learning: We are reimagining the learning relationship between faculty, students, and staff to embrace direct experience and agency, continuous feedback and improvement, and empowered participation.
3. Curiosity: We embrace wonder. We are growth-minded, and open to change.
4. Personal development: We practice compassion, respect, and integrity.
5. Engagement: We ensure that our learning translates into meaningful actions.

3 STUDENT ENROLLMENT

3.1 Course Load and Credit Hours

Fulbright University Vietnam uses the “credit hour” as the quantum for course workload in the undergraduate program. A credit hour typically represents 3 hours of work during each week of a 16-week term. For a 4-credit hour course, a student would therefore be expected to put in 12 hours of work per week including class time, for a total of 192 hours of work during a term.

To graduate with an undergraduate degree from Fulbright, a student must earn a minimum of 128 credit hours. A student may choose to earn more than 128 credit hours but should be aware of the implications for financial aid if attempted credit hours exceed 144 (see [Section 3.2](#)).

A student may need to earn more than the minimum 128 credit hours to graduate if:

- A student has not chosen a major by the end of their Sophomore year;
- A student changes their major in their Junior or Senior year;
- A student adds a second major, or a minor.

The degree audit records the number of credit hours that have been earned by a student toward their undergraduate degree.

All undergraduate students at Fulbright who are receiving financial aid are expected to maintain a full-time course load. The typical full-time course load is 16 credit hours per term, or 4 courses of 4 credit hours each. In order to make standard progress toward completing the degree, students are expected to register for no fewer than 12 credit hours and no more than 20 credit hours per term. Students who wish to take fewer than 12 or more than 16 credit hours in one term must submit the [Petition for Alternative Course Load](#) or [Maximum Course Load Request](#) form to the Registrar's Office. Request form must be approved and signed by Academic/Major Advisor before submission.

Students on a Leave of Absence (see [Section 8](#)) are considered to be still enrolled in the Fulbright undergraduate program during the period of the leave, though they are not registered for any courses. The Leave of Absence status might hinder the students from joining other official University activities.

3.2 Credit Hours and Financial Aid

For students receiving financial aid, the total credit hours attempted by a student is directly related to the cost to the University of that student's financial aid. In order for the University to manage these costs, and to distribute available financial aid in the most equitable way, the student shall follow the confirmation and guidance in the Fulbright Offer Letter sent by the Fulbright's Office of Admissions and Financial Aid.

In an ideal world, students should only need to attempt and earn 128 credit hours in order to graduate. Acknowledging that life seldom goes to plan, (a course fail, a major change, a leave of absence due to personal/medical matters, etc.), Fulbright will apply financial aid to a maximum of 144 attempted credit hours (attempted as opposed to earned).

After a student has attempted 144 credit hours (i.e. 36 x 4 credit hour courses), that student will need to pay the full course fee if they need to, for example, repeat a course due to a fail or to get a better grade.

Credit hours earned by transfer from other schools or universities, or from the Fulbright Co-design program, are not counted towards the maximum of 144 attempted credits.

3.3 Registration

Registration, or change of registration, is the process of formally recording the enrollment of a student in a course by the Office of the Registrar. Registration requires agreement by the student to be bound by the bylaws, policies, codes, and procedures

of Fulbright. The registration process validates the student's intent to participate in courses for each term of the academic year. Students cannot register for courses in the forthcoming term if they are not in "Active" status and/or have an outstanding financial balance on their account.

3.4 Course Change/Add/Drop and Waitlist Policies

All courses offered at Fulbright follow the same course change/add/drop/ and withdrawal timeline.

- **Course Change/Add/Drop:** The Add/Drop period lasts for two weeks from the start of each term, from the beginning of Week 1 to 4:00 PM on Friday of Week 2. During this period, students have the option to drop up to two (02) courses without consequence. Students can freely add/drop the course(s) (except the Core courses) during this time, starting from Spring 2024 term. In addition, students should be aware that changes are subject to space limitations and are responsible for maintaining the full-time enrollment status of attempting to a minimum of 12 credits per term. To minimize disruption to the start of the term, exceptions must be authorized by the affected course instructors and the Registrar's Office.
- **Course Withdrawal:** There are two Withdrawal periods per term. The first period starts after 4:00 PM Friday Week 2 to 4:00 PM Friday Week 4. During this time, students can request to withdraw from the course without any consequence. The second period starts after 4:00 PM Friday Week 4 to 4:00 PM Friday Week 8. Attempted credits and a "W" grade will be recorded on the transcript for the course(s) from which students withdraw in this period. This grade does not affect a student's GPA. In any course withdrawal period, students need to submit the [Course Withdrawal form](#) to Registrar's Office, following the above timeline.

A student who withdraws from a course beyond the half-way point of that course (end of week 4 for an 8-week course, or end of week 8 for a full-term course), and without authorization, automatically receives a grade of 'F', which will affect the student's GPA. Exceptions will only be permitted in exceptional circumstances (see [Section 11](#)), and it requires supporting documentation as well as the authorization of course instructor(s), the student's academic/major advisor, and the Registrar's Office.

In the case of approved exceptional circumstances, tuition credit will be considered and follow the "Fees & Charges Guide" for undergraduate students. No reduction in tuition is granted to students whose course withdrawal results in fewer than 12 academic credits. Students should be aware that course withdrawals may affect their financial aid eligibility if resulting in fewer than the minimum credits for full-time enrollment.

- **Waitlist:** Each course at Fulbright has a maximum capacity. The registration system on the Fulbright One Stop portal allows students to join a waitlist for courses that are full. Should space become available, students will be enrolled into the course in order of their appearance on the waitlist.

When a waitlisted student is added to a course, it is the responsibility of the student to obtain details of any missed assignments in the new course.

4 GRADING

At Fulbright, the majority of courses apply a standard letter grade ranging from 'A' to 'F.' Letter grades are assigned a grade point value used in the calculation of GPA (see the GPA table below). Grades are assigned after the end of each course and can be viewed by students online.

A grade of 'D' is the minimum grade to pass and receive credit for a course. A minimum grade of C is required to pass a course counted toward major/minor requirements and to register for some courses when a higher level of mastery than a D is necessary for the student's success in the subsequent course. Students should check the requisites (recommended course work) and enrollment requirements (required course work) when planning their class schedules and registering for the next term. Recommended and required course work is noted in the Course Details published on the One Stop portal.

- **Grade Reports (Transcript):** At the end of each term, grade reports are available for viewing on the Fulbright One Stop portal, named Unofficial Transcript. Paper copies of grade reports, named Transcript of Records, can be issued by the Registrar's Office upon student's request.
- **Course Evaluation and Learning Reflections:** At the end of each term, students are required to complete a course evaluation and learning reflection of each course taken. Academic Affairs team is responsible for collecting and reporting this evaluation. The results of the evaluation are anonymous and will be shared with the course instructor after students have received their grades.
- **Grade Point Average (GPA):** GPA is calculated by dividing [*the sum of (grade points earned * credit hours earned) for each course*] by [*the total attempted credits for GPA*]. Excluded from the GPA calculation are all courses for which a Pass/No Pass, Incomplete, Withdrawal, or Repeated grade is awarded. Fulbright uses the 4.0 grade point system. Grade points are assigned to letter grades according to the following scale (unless otherwise specified by faculty in individual courses):

Letter Grade	Grade Point	Percentage
A	4.0	94-100%
A-	3.7	90-93%
B+	3.3	87-89%
B	3.0	83-86%
B-	2.7	80-82%
C+	2.3	77-79%
C	2.0	73-76%
C-	1.7	70-72%
D+	1.3	67-69%
D	1.0	60-66%
F	0.0	0-59%

Table 01: Grade Point Value (GPA) at Fulbright University Vietnam

- **P/NP = Pass/No Pass:** Students may elect to take the total of two (02) courses in one academic year on a Pass/No Pass basis, with a maximum of one (01) course per term by completing a [Petition to Elect Pass/No Pass Grade](#) form and submitting it to the Registrar's Office before 4:00 PM on Friday Week 4 of the term (16-week term). The following conditions apply:
 - Students may request the Pass/No Pass grade option until the end of first period of course withdrawal, by 4:00PM on Friday Week 4 of the term. Students must consult and get the approvals from the course instructor for this request.
 - Once a student converts a course grade option to Pass/No Pass, the grade option cannot be changed back.
 - Pass/No Pass grade would not be applied for core courses. It would also not be elected for any required courses counted toward major/minor, unless approved by the Major Coordinator and the Dean of Undergraduate Studies.
 - The Registrar's Office is responsible for converting to the P/NP after receiving the final grade submission by the instructor at the end of the term.
 - A grade of D or higher will be counted as a Pass. Courses graded with P will meet prerequisite requirements for the next-level course.
 - Any grade below a D will be counted as a No Pass. No credit is granted for this result and the student will need to repeat the course if it is a core course. The NP grade will be shown on the Official Transcript and will impact a student's Academic Standing. Courses graded with NP will not meet prerequisite requirements for the next-level course.
- **I = Incomplete:** If a student is unable to complete the work in a course because of illness, family emergency, or other exceptional circumstances (see [Section 11](#)), a temporary grade of 'I' (Incomplete) may be awarded by the faculty until unfinished course requirements are completed. The student has until the date agreed upon with the faculty (not to exceed one term from the end of the course) to complete all remaining course work; otherwise, the

student will be awarded a letter grade, which may be an 'F', based upon the work completed by the deadline.

The student must fill out an [Incomplete Grade Request](#) form. The signed request form must be submitted no later than 4:00 PM to the Registrar's Office, on the last day of the term end date.

- **W = Withdrawal:** A grade of 'W' (Withdrawal) is issued for a student-initiated withdrawal after 4:00 PM Friday Week 4 and prior to the end of Week 8. A 'W' does not affect the student's GPA. (See [Section 3.4](#)).

4.1 Repeating Courses

Students may repeat a course if they have received a grade of D, F, or NP for the course or have withdrawn and received a grade of W. Students are required to repeat core course and/or course(s) counted toward major/minor in the case of receiving the F or NP grade.

In special cases, a student may request to repeat a course after having received a grade higher than a D following consultation with the student's academic/major advisor, the course instructor, and the Registrar's Office. Considerations will include course availability and capacity in the next academic term or next academic year.

A higher grade will be used in the GPA calculation. The grade for the previous course attempt, if it was not a "W" grade, will be overwritten by the notation "RP", meaning "repeated", and remain on the transcript. Attempted credits of the repeated course are counted toward the total attempted credits toward the degree.

A student may not retake the same course for the third time unless the course failed the second time or if a specific grade is needed to meet the major requirements. Students shall consult with their Academic/Major Advisor about their program plan if they are considering taking the class for a third time.

Students receiving financial aid and having to repeat courses should keep track of how many credit hours they have attempted. Once a student has exceeded 144 attempted credit hours, financial aid will no longer be deducted, and the full tuition fee will need to be paid. See [Section 3.2](#) for more information on credit hours and financial aid.

4.2 Final Grade Release

Final grades will be posted by the Registrar's Office and accessible via the One Stop portal.

4.3 Credit Transfer and Exemptions earned from other universities.

A student who has earned credit at another school or university may apply to have that credit counted towards their Fulbright undergraduate degree. This is referred to as Credit Transfer. In addition, a student who has credit for a course passed at another university that is evaluated to be equivalent to a course at Fulbright may be given an Exemption from being required to do that Fulbright course.

A maximum of 64 credit hours can be transferred and credited to a Fulbright undergraduate degree. That is, to earn a Fulbright University Vietnam undergraduate

degree, a student must earn at least 64 credit hours from courses delivered by Fulbright.

When applying for Credit Transfer, a student is responsible for providing all the information that is requested about the course(s) for which they are applying to transfer. Information may include but not limited to course curriculum, learning outcomes, course content, and assessments.

To apply for Credit Transfer or an Exemption, students should submit an [Application for Credit Transfer](#), along with the required information on the course(s), to the Office of the Registrar. The Registrar will coordinate with the Office of the Dean to determine whether credit or an exemption is justified.

Credit Transfer from A-level, Advanced Placement (AP), International Baccalaureate (IB), and Cambridge International Exam (CIE) courses will be determined according to the AP/IB/CIE Credit Policy (in development).

Refer to the [Transfer Credit policy_Final_V3.0](#) published in the One Stop portal.

5 ACADEMIC STANDING

Academic standing refers to how well a Fulbright student is meeting the general expectations toward the fulfillment of their degree. There are four categories of academic standing.

5.1 Good Standing

Students with a minimum of 2.0 GPA, who are not on academic or non-academic warning, probation, suspension, or dismissal, and who are in good standing financially, are considered in Good Standing. Only students in Good Standing may participate in off-campus programs and other opportunities as specified.

5.2 Academic Warning

This is usually the first level of intervention for students who are not making satisfactory progress toward their degree and/or who fall below a 2.0 GPA, or for other reasons such as failure of attendance, participation, citizenship, or academic integrity.

An Academic Warning is sent out by the Registrar's Office. The student is required to attend an Academic Progress Meeting during which a Learning Contract will be created with the specific conditions tailored to the individual situation. The Registrar's Office will be informed as a matter of record and follow-up.

Three official warnings shall result in Disciplinary Action, constituting Academic Probation or Academic Suspension.

5.3 Academic Probation

This is the second level of intervention. It is intended to make students aware that their academic performance puts them at risk of losing the opportunity to study at Fulbright, either temporarily (Suspension) or permanently (Dismissal). Students on Academic Warning who fail to meet all the requirements of their Learning Contract may require an additional Academic Progress Meeting and may be placed on

Academic Probation, typically resulting in an updated Learning Contract. Academic Probation typically lasts for a term.

5.4 Academic Suspension

A student on Academic Probation who fails to fulfill all the requirements of their Learning Contract may be placed on Academic Suspension. Suspensions are entered on the student's transcript as part of their academic record. The suspended student must meet with the Dean of Undergraduate Studies, who establishes the conditions that the student must meet prior to returning to Fulbright. While on suspension, a student may not visit the Fulbright campus, unless with permission from the Dean of Undergraduate Studies or the Director of Student Life for the purposes of attending relevant meetings. Suspensions typically are for one term or one academic year.

A student may be suspended a maximum of two times. A student will not be suspended a third time but will instead have their enrolment in the program cancelled. A student in this situation must apply for re-admission. The student must include with his or her application for re-admission a letter that addresses the reasons for their suspensions and cancellation, and the measures they have taken to address those reasons. The re-admission decision is made by the Dean of Undergraduate Studies in consultation with the appropriate members of faculty and staff. Students who are re-admitted must also re-apply for financial aid.

6 DISMISSAL

In all circumstances, Fulbright's goal is to support students in the completion of their degree. However, dismissal from Fulbright may occur if a suspended student does not fulfill the conditions of suspension, if a student's behavior represents a present harm to others in the Fulbright community, or if a student's academic performance is unsatisfactory to a degree that continued enrollment is deemed unsupportable. Such decisions are never taken lightly, and dismissal occurs only in extraordinary circumstances following multiple written warnings, as determined by the Dean of Undergraduate Studies in consultation with appropriate members of faculty and staff.

7 ATTENDANCE

Fulbright students are expected to fully engage with the courses in which they are enrolled at Fulbright, including classes, seminars, talks, and other keystone events. Students are generally expected to miss no more than ten percent (10%) of class, but specific attendance policies may vary depending on the course instructors.

7.1 Types of Absences

- General absences must be discussed directly with the instructor(s). This type of absence includes but not limited to medical appointments, internship interviews, funerals, weddings, jury duty, etc.
- Military leave, while rare, the student is on-call duty may have the military trainings or orders that conflict with the first weeks of class. Students are aware of the training date in advance. Therefore, they must inform their instructors as much notice as possible. The university and instructor(s) are encouraged to accommodate the students.

- Excused absence due to the university-sponsored events/activities for academic, non-academic, and recognized student organizations (including but not limited to student athletes, student council presidents, student club members representing university, etc.). If a student must miss class(es) for a university-sponsored event, the faculty or staff responsible for that event requests a [University Official Activity Excused Absence Request Form](#) and submit it to the Dean's Office, keeping Academic Affairs and Registrar's Office in cc-ed for the record. Only faculty or supervising staff can request the Excused Absence for students. The student is responsible for submitting appropriate documentation and contacting their instructors to initiate arrangements to make up any missed work. For the trips during the term, the approval of the Office of the Dean and Deans of Students must be obtained. Students should be in good academic standing and not on probation to be excused from the class. *(Note: It's responsibility of the faculty or supervising staff to check the student's academic standing with the Registrar's Office before approving the excused absence form)*
- Emergency is applicable in the situations where students must be absent from the class because of emergency case but are unable to communicate their condition to the instructor(s). Emergency is a part of exceptional circumstances to consider.

7.2 Responsibilities

Instructors are expected to:

- Outline the expectations regarding students' attendance at the beginning of each term. Individual instructors may have attendance requirements stricter than that of university as long as it is stated in the class syllabus.
- Communicate clearly to the students the likely consequences of any class absence without permission.
- Allow the student to make up any missed assignments if it's reasonable.
- Inform the student if they are in danger of failing the course because of class absence or missed assignments. A course withdrawal or an Incomplete grade may be pursued if appropriate under the University policies.

Students are encouraged to:

- Request permission to be absent at least 24 hours prior to class time. No permission will be granted on the day of the absence, except in exceptional circumstances (see [Section 11](#)). Simply announcing an absence (for example, "I am going to miss tomorrow's class") does not constitute permission for an absence.
- Discuss any unplanned absence or any known conflict with the course instructor(s) as soon as possible.

- Make all late assignment submissions approved by the course instructor according to the instructions.
- Contact instructor to complete the Excused Absence form if having an absence due to participation of sponsored academic event or being under exceptional circumstances apply.
- Contact the Academic Affairs team or Registrar's Office during business hours should you be unable to follow these instructions due to an emergency such as hospitalization following an accident.

Fulbright is committed to supporting student learning when absences are unavoidable.

8 LEAVE OF ABSENCE

Students may undertake a period of leave from their studies at Fulbright. Normally a student cannot stay on campus during a period of absence from their studies. The student must complete the [Undergraduate Leave of Absence form](#) along with the appropriate required verification documentation based on the Registrar's Office's request.

Fulbright permits students in Good Academic Standing to apply a leave of absence for one to two terms. Student may return earlier to Fulbright by notifying the Registrar's Office at least eight (08) weeks in advance of the returning term. Students who are approved to return and resume their studies at Fulbright are expected to complete their program without further interruption.

8.1 Personal Leave

In unusual circumstances, students may need to interrupt their study at Fulbright for personal reasons to pursue an internship or other non-academic experience. Accordingly, the **Undergraduate Leave of Absence** form must be completed by the student at least three (03) weeks prior to the leave, or as soon as possible if circumstances do not permit an application within this period. Students must meet with their academic/major advisor to plan for the returning term to make up the credits toward the degree. Fulbright guarantees reinstatement to students following an approved leave of up to one academic year.

8.2 Medical Leave

A student may consider taking or be encouraged to take a voluntary medical leave in the event that physical and/or mental health concerns are significantly interfering with their ability to succeed at Fulbright and/or the demands of learning are interfering with the student's recovery or safety.

If a student determines that a leave would be beneficial, the student should contact the Registrar's Office to complete an **Undergraduate Leave of Absence** form. Voluntary medical leaves are based on the recommendation of a health services professional that verify the impact on the capability of completing the academic activities, including but not limited to:

- Able to attend the class (Yes/No)

- Able to do sustained reading, note-taking, and writing (Yes/No)
- Able to perform a task requiring intense concentration for 1-2 hours (Yes/No)

Leave duration is determined in conjunction with the health services professional, the Registrar's Office, and the student. Indefinite leaves are not permitted.

8.3 Administrative Leave of Absence

A student may be placed on an administrative leave of absence if he/she has an outstanding student account balance in an enrolled term without informing the Student Financial Services to request a late and/or an extension of tuition fee payment. Before placing a student on this type of absence, the Student Financial Services team will attempt to determine the circumstances and request a timely response by the student.

With this absence status, students are unable to register for new course(s) during the registration period, participate in classes or a Work-Study Program in the current term.

A student will only be reinstated as "Active" status if the outstanding balance is clear. If the student anticipates being unable to clear the account on time, the student should meet with the Student Financial Services team as soon as possible to request assistance and alternative solutions.

Notes: After the approved period of absence, a student is officially withdrawn from Fulbright unless they have confirmed the plan to return by registering for course(s) or have been granted a leave extension by the Registrar's Office.

9 WITHDRAWAL FROM THE UNIVERSITY

All students who decide to end their education at Fulbright, or who apply for but do not qualify for a leave of absence and still take leave, or who wish to transfer to another institution, are expected to formally withdraw from the University. Normally a student cannot stay on campus upon withdrawal. For extenuating circumstances that require a student to stay on campus past their withdrawal date, the student must apply for permission from the Dean of Students.

A student who leaves Fulbright without formally withdrawing, or being approved for a leave of absence, or has been inactive for an extended period of time, will be considered withdrawn without permission and may be administratively withdrawn at the discretion of the Registrar.

A student may withdraw from Fulbright by submitting a completed [Withdrawal from Fulbright](#) form to the Registrar's Office. The date the completed forms are postmarked, emailed, or received in the Registrar's Office shall be considered the effective date of the withdrawal unless a later date is noted on the forms. Once withdrawn, a student's access to their Fulbright email account will be terminated and they will no longer have access to Fulbright One Stop portal.

Please refer to the "Fees and Charges Guide" published on One Stop portal for refund options if any.

10 RE-ADMISSION TO FULL-TIME STATUS

Students who wish to return to Fulbright after withdrawing formally, or without permission, must reapply for admission and financial aid. Students who are readmitted must follow the academic regulations, degree program, and curriculum requirements in effect at the time of readmission.

The academic record of the student remains unchanged upon reinstatement except under special circumstances approved by the Dean of Undergraduate Studies. Exceptions may be made based on medical or personal circumstances that are supported by a written statement from an appropriate health or social service professional citing the issue, the treatment plan undertaken, and any recuperative or adjustment factors that might reasonably support the exception.

11 EXCEPTIONAL CIRCUMSTANCES

The University acknowledges that sometimes a student will experience circumstances that will impact their ability to fulfil the expectations of the University, including but not limited to assessment, attendance, and paying fees.

Circumstances that may fall into this category are:

- Exceptional medical circumstances e.g., hospitalisation or incapacitation through injury, illness, or mental health crisis.
- Close bereavement e.g., partner, child, parent, sibling, grandparent, and grandchild. Housemates or very close friends may also be considered as ‘close’, though evidence of the relationship may be required.
- Victim of a serious crime
- Disabilities for which reasonable adjustments are not yet in place and where the delay is not due to the student
- Exceptional and unforeseeable transport difficulties e.g., major transport incidents, cancelled flights. This does not include every-day issues e.g. traffic congestion, missed buses or trains.
- Legal proceedings requiring attendance
- Exceptional personal circumstances e.g. events that result in a serious impact on a student’s ability to engage with academic work during the assessment period in question.

The following circumstances never qualify as exceptional circumstances:

- Loss of work not backed up or printing problems
- Accidental submission of an incorrect document (e.g. an assignment from another module or an incomplete earlier draft of the assignment)
- In the event of electronic submission, the following will not be accepted as exceptional circumstances:
 - submitting the wrong file type or a corrupted file

- starting the file upload after the deadline has passed
- a claim of technical issues with no proof of an error message or system failure.
- Misreading of the assessment or examination timetable
- English not being a first language
- Deadlines for work or exams being set close together

The following may only be regarded as exceptional if there is evidence that they are unforeseeable, unavoidable, and had an impact on the assessment:

- Constraints arising from paid employment (full-time students)
- Relationship breakdown
- Disabilities for which reasonable adjustments have been made
- Financial difficulties

When there are circumstances beyond the control and need adjustment(s), students may request for special considerations. In this case, a student will directly contact the instructor at least two (02) business days prior to the assessment due date for the consideration.

12 DEGREE COMPLETION

Students graduate if the degree requirements are met. This applies to students on academic probation from the prior term, even if they do not fulfill the normal probationary requirements for good academic standing in their final term.

Vietnamese students are required to complete the extra credits to fulfill the requirements from Ministry of Education and Training (MOET), including:

- Military training course
- Physical Education
- Marxist-Leninist Philosophy courses
- English Assessment Test required by NECHE Accreditation.

13 APPEALS

A student who wishes to dispute a final grade in a course should first discuss the matter with course instructor(s). If the matter remains unresolved, the student may file an appeal as follows:

- Submit the [Review of Final Grade Request](#) form to the Registrar's Office within five (05) business days from the date on which the Registrar's Office posts the final grade for the term.
- The Registrar's Office organizes a panel review with the Dean of Undergraduate Studies for an independent evaluation of the grade.
- The grade determined after this evaluation shall be the final grade.

In cases concerning the interpretation of a course policy, the Dean of Undergraduate Studies will defer to the course syllabus whenever possible, and otherwise will make a final ruling on the matter.

14 ACADEMIC POLICY REVISIONS

This Academic Policy is effective from the date of signing. It is reviewed annually for the forthcoming academic year. Any substantive changes will be reviewed by the Dean of Undergraduate Studies and submitted to Provost for approval. The approved policy will be published and available in the One Stop portal.

INTERNAL

Annex – Request Forms

[F 01-RO-FUV]

Petition for Alternative Course Load

The completed form shall be submitted to the Office of the Registrar before the term starts.

Student Information

Student Name (Print) _____

Student ID _____ Contact Phone Number _____

Email Address _____

Academic Year 20__ - 20__ Term (check one): Fall Spring Summer

Reduce Course Load

How many courses are you currently enrolled in? _____ courses.

You are requesting to change to _____ course(s).

What is the reason? ___ Academic ___ Medical ___ Others

Please specify your rationale in detail:

TO BE COMPLETED BY ACADEMIC ADVISOR, OR DEAN:

I recommend this student be authorized to change the number of courses for the term listed above, based on the following. The student:

- Is expected to complete all degree requirements by the end of this term and fewer courses are needed.
- Is prevented by illness or medical condition from pursuing a full course of study. **A letter from a licensed medical doctor must be attached.** The letter should include: (a) description of the medical problem, including how this affects the student's ability to study; (b) details of treatment; (c) recommendation of when the student may resume taking full-time course work.
- Has initial academic difficulties that make full time registration unreasonable. Student is facing initial difficulties with the English language, reading requirements, unfamiliarity with the teaching methods, or because of improper course level placement. Students must resume to a full course of study next available quarter. **A letter from the academic unit specifying one of the issues mentioned here must be attached with applicable supporting documents.**
- Other reasons. Please specify:

Student (*signature and full name*) _____ Date _____

Advisor (or Dean) (*signature and full name*) _____ Date _____

For Office Use Only		
<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved	Date received _____
Initials: _____		

INTERNAL

Request for maximum course load per term

This form is required for the student who wants to register the maximum course load of 20 credit hours per term. The student needs to complete this form and request the Academic Advisor's approval.

The completed form shall be submitted to the Office of the Registrar before the end date of the online registration period.

Student Information

Student Name (Print) _____ Student ID _____

Fulbright Email _____

Course Load Information

Please provide the detail of academic year and the courses that you are planning to register:

Academic Year 20____ - 20____ Term Fall Spring Summer

<u>COURSE ID</u>	<u>SECTION#</u>	<u>COURSE TITLE</u>
<i>i.e. CORE 104</i>	<i>001</i>	<i>Scientific Inquiry</i>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Reason to register a maximum course load in this term:

Please detail a plan to help prepare you to successfully achieve a good academic performance this term:

Student (*signature and full name*)

Date

Approval

Advisor's Comment(s) (optional):

Advisor (*signature and full name*)

Date

For Office Use Only

Approved

Not Approved

Date received _____

Initials: _____

Course Withdrawal Request

From Week 3 to Week 4 of the term, a student can request to withdraw the course(s) without any consequences in the Academic Records. From Week 5 to Week 8 of the term, attempted credits and a “W” grade will be recorded on the transcript which does not affect the student’s GPA. Please consult with your Academic/Major Advisor before withdrawing from the course.

*Refer to the **Fees and Charges Guide** for further information about fees related to the withdrawal weeks.*

Student Information

Student Name (Print) _____ Student ID _____

Email Address _____

Academic Year 20____ - 20____ Term Fall Spring Summer

How many credits are you registered for this term? _____

Course Information

Please specify the course that you want to withdraw from:

<u>COURSE ID</u>	<u>SECTION#</u>	<u>COURSE TITLE</u>	<u>SCHEDULE</u>
<i>i.e. CORE 104</i>	<i>001</i>	<i>Scientific Inquiry</i>	<i>Thu/2:00-5:00 PM</i>
_____	_____	_____	_____
_____	_____	_____	_____

Instructor(s) Comments:

Signature

Student (*signature and full name*)

Date

Instructor (*signature and full name*)

Date

For Office Use Only

Approved Not Approved Date received: _____

Initials: _____

Incomplete Grade Request

This form must be completed by the student requesting an incomplete grade and granted by the instructor. No incomplete grades will be recorded unless this completed form is submitted to the Office of the Registrar prior to 4:00 PM on the last day of the term end date.

Student Information

Student Name (Print) _____ Student ID _____

Email Address _____

ACADEMIC YEAR 20____ - 20____ TERM Fall Spring Summer

Course Information

Please specify the course that you request an Incomplete Grade:

<u>COURSE ID</u>	<u>SECTION#</u>	<u>COURSE TITLE</u>	<u>SCHEDULE</u>
<i>i.e. CORE 104</i>	<i>001</i>	<i>Scientific Inquiry</i>	<i>T-Th/2:00-5:00</i>
_____	_____	_____	_____
_____	_____	_____	_____

Reason for making this request:

To be completed by Instructor

Work(s) that must be completed to change the incomplete

Date by which all work(s) must be completed _____

Final grade for the course if work is not completed _____

Student (*signature and full name*)

Date

Instructor (*signature and full name*)

Date

For Office Use Only

Approved Not Approved Date received _____

Initials: _____

Application for Credit Transfer

Fulbright will not evaluate transferable credit prior to acceptance. Transferable credit is determined after a student enrolls. Please read the Transfer Credit Policy V1.0 published in the One-Stop portal prior to submitting a request.

An official transcript with seal from the issuing institution must be sent directly to the Office of the Registrar at the email registrar@fulbright.edu.vn or the mailing address in the Policy.

Student Information

Student Name (*Print*) _____

Student ID _____ Email Address _____

Academic Advisor _____

Declaration:

I declare that the information contained in this form is complete and correct. I understand that the information collected in this form is used for evaluating and granting of transfer credit. Fulbright University Vietnam has full access to this information in compliance with the University policies.

Transfer Information

Name of the institution at which courses taken (*Print*) _____

State the academic credit system: Quarter Term

Official Transcript: Attached To follow

Course(s) that you wish to receive the transfer credit or exemption.

Note: Course details, including course curriculum, learning outcomes, and assessments of each course indicated in this application are required to submit.

				FOR SME USE ONLY		
Courses for which Transfer Credit requested	Credit Value	Final Grade	Course Format (<i>online, on-campus, blended...</i>)	Equivalent to the Fulbright course (Y/N)	Transfer Credit Granted	Recorded on Student Academic Record (<i>Transfer, Exemption</i>)
<i>i.e. Principles of Economics</i>	<i>4</i>	<i>A</i>	<i>Online</i>	<i>Y</i>	<i>4</i>	<i>Transfer</i>

SME's additional note(s):

SME (*signature and full name*)

Date

Dean of Undergraduate Studies (*signature and full name*)

Date

The course(s) approved for transfer credit will be updated in Official Transcript under the "Transfer Credit" Section in the following term by the Office of the Registrar.

For Office of Registrar Only

Transfer Student Date received: _____

Initials: _____

Official Activity Excused Absence Request Form

This form must be completed by the faculty or supervising staff and sent to the Office of the Registrar. No approval of Excused Absence Request is issued after an activity has occurred.

Faculty/Supervising Staff Name (Print) _____

Student Information

Student Name (*Print*) _____

Student ID _____ Email Address _____

Academic/Major Advisor _____

Student is on good Academic Standing and/or on Academic Probation Yes No

Note: It's responsibility of the faculty or supervising staff to check the student's academic standing with the Registrar's Office before completing the excused absence form.

Excused Absence Information

Name of Activity/Event: _____

Location of Activity/Event: _____

Date of Departure: (DD/MM/YYYY): _____ Date of Return: _____

Reason for excused absence:

INTERNAL

Faculty/Supervising Staff (*signature and full name*) Date

Dean of Undergraduate Studies (*signature and full name*) Date

Dean of Students (*signature and full name*) Date

For Office of Registrar Only

Transfer Student Date received: _____

Initials: _____

Undergraduate Leave of Absence (LOA)

This form is submitted by the student who needs time off because of extenuating circumstances. You should consult with your Academic Advisor to plan for your learning path before submitting the form. Refer to the Academic Policy, section Leave of Absence for further details.

Student Information

Student Name (Print) _____ Student ID _____

Email Address _____

Academic Year 20____ - 20____ Term Fall Spring Summer

Enrollment Status Information

Duration of your Leave of Absence:

Leave: Academic Year _____ Term _____

Return: Academic Year _____ Term _____

Where will you be during your Leave of Absence? *(please specify address if applicable)*

Reason for your leave *(check all if that apply)*:

Personal

Financial

Medical (Physical/Non-physical)

Internship/Activity contribute to my study (Refer to [Notes](#))

Other. Please specify _____

Have you met with your Academic Advisor to discuss a plan to complete a degree?

Yes

No

Please complete below to elaborate on your reasons for taking a Leave of Absence. Please detail what steps, if any, you plan to take during your leave to help prepare you to successfully return to Fulbright to complete a degree.

Residential Life information

Normally a student cannot stay on campus & residence during a period of absence from his/her studies. The exception will be considered case by case.

The below items are to assist you with all procedures that need to be completed before departing from Fulbright. (*Check the status that applied*)

	Completed	Pending	Not Applicable
Removed all personal belongings from your side/portion of the room, bathroom, and/or common area.	_____	_____	_____
Returned key and access card to Residential Life Staff	_____	_____	_____

Others

	Completed	Pending	Not Applicable
Returned belongings (<i>IT devices, books from Library</i>)	_____	_____	_____

Notes

If your leave contributes to your studies at Fulbright, please complete the following section in order to support your reason for Leave of Absence. (*Depends on your leave, you may be required to complete this*).

- Summary of a program or an activity you will be attending during your absence (100 - 200 words)
- Proof of your attendance at the activity. This can be the acceptance email, invitation letter, or an offer.
- Proof of your travel (i.e. flight and accommodation information/ itinerary).
- After your trip, please write a 300-500 words reflection paper about your experience and your take-aways from the activity and submit it to ug.academic.affairs@fulbright.edu.vn no later than 7 days after you are back.

STUDENT SIGNS below to indicate you read and understand the following:

- If my leave starts during a current term, my classes will be dropped, and I will receive a “W” grade if the leave is after the Withdraw deadline.
- A leave does not clear my bill.
- I may lose eligibility for scholarships.
- It is my responsibility to inform the Office of the Registrar upon my return.
- It is my responsibility to register for classes using the One-Stop platform for the term I plan to return.

Student (*signature and full name*)

Date

For Office Use Only

Approved Not Approved Date received _____

New Expected Graduation Term: _____

Initials: _____

INTERNAL

Withdraw from Fulbright

This form is submitted by the student who decided to end his/her education at Fulbright, or who apply for but do not qualify for a leave of absence and still take leave, or who wish to transfer to another institution.

Please consult with the Student Account Coordinator (Billing) if any refund is requested.

Student Information

Student Name (Print) _____ Student ID _____

Fulbright Email _____

Personal Email _____ Contact Phone _____

I am planning to withdraw from:

ACADEMIC YEAR 20____ - 20____ TERM Fall Spring Summer

Withdrawal Information

The fact that you decided to withdraw, and the reason why are very important to us. Please help us to assess our programs by answering the following questions:

Reason for your withdrawal (check all that apply):

- Personal
- Financial
- Medical (Physical/Non-physical)
- Transfer
- Inadequate study habits, lack of motivation
- Desired major was not offered by Fulbright
- Unhappy Institutional Fit/Campus Climate. Please clarify:

- Accepted a full-time job or job conflict

- Others. Please specify:

Exit Checklist

The following checklist is to assist you with all procedures that need to be completed before departing from Fulbright. Please collect information, sign, and return it to the Office of the Registrar before leaving.

Exit Checklist with Academic Affairs:

	Completed	Pending	Not Applicable
Completed the Academic Year	_____	_____	_____
Returned all properties that belong to Fulbright to the appropriate departments (<i>i.e. library books</i>)	_____	_____	_____
Academic Affairs Manager (<i>signature and full name</i>)		Date	

Exit Checklist with Residential Life:

	Completed	Pending	Not Applicable
Removed all personal belongings from residence and/or common area	_____	_____	_____
Returned key and access card at the residence to Residential Life staff	_____	_____	_____
Completed the Residence Checklist	_____	_____	_____

Once this form is submitted, the Residential Life staff will do a final check on the student's room condition. If there is any assessed damage, he/she will contact a student with the fee that will be charged to a student account if applicable.

Residential Life Staff (*signature and full name*) _____ Date _____

Exit checklist with Registrar & Billing:

	Completed	Pending	Not Applicable
Paid all bills	_____	_____	_____
Cleared personal expenses (<i>i.e. insurance, club activities fund, etc.</i>)	_____	_____	_____
Returned Student ID card	_____	_____	_____

If you withdraw from Fulbright in the middle of the Academic Year, please make sure to submit an Official Letter to the Office of the Registrar.

Submitted Official Letter _____

Student Account Coordinator OR Registrar (*signature and full name*) Date

Exit checklist by IT:

	Completed	Pending	Not Applicable
Returned the University devices (<i>i.e. laptops, recorder, chargers, etc.</i>)	_____	_____	_____

Note: The student's Fulbright email will be deactivated after receiving the confirmation of Office of the Registrar related to the withdrawal effective date.

IT Staff (*signature and full name*) Date

Confidentiality Agreement

I agree not to use any access or information available to me in the course of my time at Fulbright University Vietnam to engage in any activity that conflicts with the interests of Fulbright or use any access available to me to provide information to others engaged in any activity that conflicts with the interests of Fulbright.

By signing below, I hereby acknowledge that I have completely read and fully understand the check-out procedure of Fulbright University Vietnam. I also affirm the truth of the above statements.

Student (*signature and full name*) Date

Dean of Students (*signature and full name*) Date

For Office Use Only

Approved Not Approved Date received _____

Withdrawal Effective Date (Last day Student Attended Class): _____

Initials: _____

Review of Final Grade Request

If you have discussed your concerns with your instructor(s) and you are not satisfied, you may request a formal review of your final grade. You may not challenge a final course grade on the basis of an individual in-course piece of work that has or has not previously been re-marked. A request to review a final grade will normally be premised on a miscalculation of the final grade or deviation from the evaluation procedures described in the course outline.

This request form shall be submitted to the Office of the Registrar within five (05) working days from the final grade released date.

Student Information

Student Name (Print) _____ Student ID _____

Email Address _____

ACADEMIC YEAR 20____ - 20____ TERM Fall Spring Summer

Course Information

Please specify the course that you would like to have a final grade review:

<u>COURSE ID</u>	<u>SECTION#</u>	<u>COURSE TITLE</u>	<u>INSTRUCTOR</u>
<i>i.e. CORE 104</i>	<i>001</i>	<i>Scientific Inquiry</i>	<i>Dr. Smith</i>
_____	_____	_____	_____

Assignment(s) to be reviewed:

Reason for request:

I have discussed the grade with my instructor(s) and I wish to proceed with a request to review by the Office of the Registrar. I agree that the Office of the Registrar will review the attached documentation, discuss my concerns with the instructor(s) and confirm the decision in writing within fourteen (14) working days of the receipt of my written request unless an extension has been mutually agreed to by both parties.

The grade will be final and is not subject to any further appeal unless there has been a breach of process, or the decision has a direct impact on a student's standing relating to academic probation or withdrawal.

Student (*signature and full name*)

Date

.....

To be completed by the Office of the Registrar

Date Review Conducted

Decision: Grade to Become _____ OR Grade to Remain Unchanged

Reason for Decision:

Registrar's Office (*signature and full name*)

Date

INTERNAL

Petition to Elect Pass/No Pass (P/NP) grade

Prior to submitting this petition, the student should carefully review the Pass/No Pass Guideline. The student should speak to both Course Instructor and Academic Advisor to check if the course is required for your intend-to-major or major before submitting the form.

Student Information

Student Name (Print) _____ Student ID _____

Email Address _____

Academic year 20____ - 20____ Term Fall Spring Summer

How many credits are you registered for this term? _____

Course Information

Please specify the course that you want to petition for Pass/No Pass grade:

<u>COURSE ID</u>	<u>SECTION#</u>	<u>COURSE TITLE</u>
<i>i.e. CORE 104 001</i>		<i>Scientific Inquiry</i>
_____	_____	_____
_____	_____	_____

Please provide a reason to take this course as Pass/No Pass:

Student (*signature and full name*) Date

Instructor (*signature and full name*) Date

For Office Use Only

Approved Not Approved Date received _____

Initials: _____