

University of Arizona Student Handbook

UA Jakarta

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University of Arizona Program Progression and Graduation Requirements

Welcome to the University of Arizona! The University of Arizona is thrilled to have you join us as you pursue your dual degrees in Industrial Engineering, Mechanical Engineering, Business

Administration, Electrical and Computing Engineering, Applied Computing, or Psychology. Students in these dual degree programs are eligible to receive undergraduate degrees from both Sampoerna University and the University of Arizona, providing unique opportunities for pursuing graduate school or exciting career goals. Our faculty at the University of Arizona are outstanding instructors who care deeply about sharing knowledge with their students.

This guide provides some useful information about the progression and graduation requirements for the UA portion of your program.

If you have dual-citizenship, and one of them is from an English-speaking country (U.S., U.K., Canada, etc.), and the other is not, please select the non-English speaking citizenship in your application. If you only have citizenship from an English-speaking country, please select that country and notify your location manager or oe@arizona.edu.

Structure of the Program

The first two years of your program focus mostly on SU coursework (which also includes coursework from affiliated partnerships such as Lone Star College, Broward College or Keiser University, here on out noted as, "SU et al."). In the last two years, you will focus more on your UA coursework. Your UA classes will count toward your SU degree, and your SU et al. classes will count toward your UA degree. Students must earn **a grade of C or higher in each Sampoerna et al. class** to receive credit for the UA degree.

Please note that the date for withdrawing from a UA class without penalty depends upon the specific course. In general, students have two weeks from the start date of a course to withdraw from that course without penalty – for any course that is 10 weeks or longer. Withdrawing after the two-week deadline means UA will request payment from the partner university for your attendance in the course. The student's home university may pass that cost onto the student.

Please note if the course is 9 weeks or less, students will only have one (1) week to withdraw from a course before incurring a penalty.

To review the drop/add policies for the University of Arizona, please use this [link](#).

Progression Requirements

UA Jakarta students will apply to the University of Arizona at the end of their first year at SU. While you might be admitted to UA for your second year, there will be an additional review process at the end of your second year. For all engineering programs, this review process is called Advanced Standing. For Business Administration, this review process is called Professional Admissions. All of your courses and grades will be reviewed to determine if you can progress in the program.

In order to be admitted to UA, you will need to meet two criteria:

1. Achieve a 2.0 grade point average (GPA) in all coursework: SU et al. courses combined plus any coursework taken at a non-affiliated school.
2. Demonstrate English proficiency

To demonstrate **English proficiency**, you need to fulfill **ONE** of the following:

Earn **at least a C** in the UA equivalents of English 107 and English 108. Since these two courses are required for the UA degree, you should earn a C or higher in both of these courses to avoid having to complete a separate English proficiency exam. If you do not earn a C or higher in both of these courses, you will need to have an alternative proof of English proficiency, which are listed below.

Engineering and Business students:

- [CEPT Exam](#) score of 110
- TOEFL score of 79
- IELTS of 6.5
- Other options are available at: <https://everywhere.arizona.edu/english-proficiency>

Applied Computing and Psychology students:

- [CEPT Exam](#) score of 100
- TOEFL score of 70
- IELTS of 6.0
- Other options are available at: <https://everywhere.arizona.edu/english-proficiency>

Specific Progression Requirements for ALL Engineering Students

All Engineering students are required to meet GPA requirements in specific UA (or UA equivalent) classes in order to progress from Year 2 to Year 3. This requirement is called “Advanced Standing.”

For ME students, you will need to have a cumulative GPA of 2.5 or higher to fulfill Advanced Standing requirements. The Advanced Standing courses are taught by Sampoerna et al., those courses include: English 101/107, English 102/108, Math 122B/ Math 125, Math 129, Math 223,

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Updated February 6, 2023

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Math 254, Chemistry 151, Physics 141/142, Engineering 102, ECE 175, AME 211, CE 214, AME 105, AME 205, AME 250, AME 230, ECE 207, and AME 313.

For ECE students, you will need to have a cumulative GPA of 2.5 or higher to fulfill Advanced Standing requirements. One Advanced Standing course is taught by UA (ECE 220) and the rest are taught by Sampoerna et al. Those courses include: English 101/107, English 102/108, Math 122B/ Math 125, Math 129, Math 223, Math 254, Math 243, Chemistry 151, Physics 141/142, Engineering 102A/B, ECE 175, ECE 275, ECE 472A, and Physics 143.

For IE students, you will need to have a cumulative GPA of 2.0 or higher to fulfill Advanced Standing requirements. The Advanced Standing courses are taught by Sampoerna et al., those courses include: English 101/107, English 102/108, Math 122B/ Math 125, Math 129, Math 223, Chemistry 151, Chemistry 152, Physics 141, Physics 241, ENGR 102A, ENGR 102B, ECE 175, CE 214, SIE 250, SIE 277, SIE 265, SIE 270, and SIE 295S.

Students will only be allowed to start Upper Division UA Engineering courses in the Fall semester at UA (August) of every year. Students cannot begin their Upper Division UA courses in a Spring semester.

Please note that your grades from the UA Success courses will not be considered in the Advanced Standing GPA calculation. For more information, please use this [link](#).

Professional Admission process for Business

All Eller students are required to have a Transfer GPA of 2.5 or higher to progress from year 2 to year 3 via Professional Admissions. The UA will not accept any transfer course work where a student earned below a "C" grade. The UA calculates a student's transfer GPA by calculating all attempts in transferrable classes (not Prep, EAP, or pre-university level courses). Foundations courses (ENGL, MATH, ACCT, ECON, MIS, BCOM, BNAD) are required business courses, not General Education courses. The GPA will be calculated using the Foundations courses and General Education courses.

Graduation Requirements

Whether at Sampoerna, at UA's main campus in Tucson, Arizona, or at another global microcampus, all students must meet the same requirements to graduate with a bachelor's degree from University of Arizona.

UA Grading System

Additional information about the UA grading system and how to calculate the UA GPA is available online at:

<https://catalog.arizona.edu/policy/grade-point-average-gpa-calculation-or-averaging-grades>

University policy regarding grades and grading systems is available at:

<http://catalog.arizona.edu/policy/grades-and-grading-system>

GPA Requirements and Academic Eligibility

The University of Arizona monitors students' grade point averages through a process called Academic Eligibility. The policy is designed to help undergraduates stay on track for degree completion at the University of Arizona.

Please read the information found [here](#) to learn more about the Academic Eligibility process and how to check your own eligibility status. It is important that you understand Academic Eligibility.

Academic eligibility standards vary across different degree programs. If a student's UA cumulative grade point average is below 2.0 for three consecutive terms, the student's status will be changed to Ineligible, and the student will no longer be allowed to continue in the degree program. There is an appeal process, should a student become Ineligible for the degree; however, it is not guaranteed an appeal will be granted. Students will be notified of their Academic Eligibility status if their UA cumulative GPA falls below 2.0.

When a student's grade point average falls below a 2.0, UAccess will generate the number of units of grades of B a student needs to get to a grade point average of 2.0. This is referred to as the "units of B needed to reach a 2.0." If your UA cumulative GPA is below 2.0, please contact your Location Manager or the Office of International Education at UA (microcampus@arizona.edu).

Grade Replacement Opportunity

Students at the University of Arizona are eligible to use a "Grade Replacement Opportunity" or GRO to replace grades that are a C or lower. However, the following conditions must be met:

- The student must have fewer than 60 University of Arizona units completed.
- The student can only repeat 3 courses or 10 total units.
- The student must file for the GRO before the deadline.

For additional information about this process, please see the GRO policy here: <https://catalog.arizona.edu/policy/grade-replacement-opportunity-gro>.

UA Policies and Code of Conduct

Code of Academic Integrity

Integrity and ethical behavior are expected of every student in all academic work. This Academic Integrity principle stands for honesty in all class work, and ethical conduct in all labs and clinical assignments.

Students engaging in academic dishonesty diminish their education and bring discredit to the academic community. Students shall not violate the Code of Academic Integrity and shall avoid situations likely to compromise academic integrity. Students shall observe the generally applicable provisions of this Code whether or not faculty members establish special rules of academic integrity for particular classes. Students are not excused from complying with this Code because of faculty members' failure to prevent cheating.

Multiple violations of this Code may subject students to additional sanctions, including suspension or expulsion at the discretion of the Academic Dean or his/her designee.

The following is a list of prohibited conduct. More detailed information can be read at

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<https://deanofstudents.arizona.edu/policies/code-academic-integrity>.

1. Cheating, fabrication, facilitating academic dishonesty, and plagiarism as set out and defined in the Student Code of Conduct, ABOR Policy 5-308-E.11, and F.1
2. Submitting an item of academic work that has previously been submitted or simultaneously submitted without fair citation of the original work or authorization by the faculty member supervising the work.
3. Violating required disciplinary and professional ethics rules contained or referenced in the student handbooks (hardcopy or online) of undergraduate or graduate programs, or professional colleges.
4. Violating discipline specific health, safety, or ethical requirements to gain any unfair advantage in lab(s) or clinical assignments.
5. Failing to observe rules of academic integrity established by a faculty member for a particular course.
6. Attempting to commit an act prohibited by this Code. Any attempt to commit an act prohibited by these rules shall be subject to sanctions to the same extent as completed acts.
7. Assisting or attempting to assist another to violate this Code.

A complete list of university policies, including the **Student Code of Conduct**, is available at: <https://deanofstudents.arizona.edu/policies/policies>.

Repeating a UA Course

There are two ways students can retake a UA course to attempt to increase an unsatisfactory grade:

1. GRO – Grade Replacement Opportunity

<https://www.registrar.arizona.edu/academics/grade-replacement-opportunity-gro>

Students can use a Grade Replacement Opportunity (GRO) and retake a UA class in which they earned a low grade (i.e., C, D, or E only). By using a GRO, the original grade a student earned in the class will be replaced in the UA GPA by the grade they earn in their second attempt. BOTH course attempts and their respective grades earned will appear on the UA transcript. A student can use **no more than 3** GROs during their studies to increase a specific course grade and increase their GPA.

Students must file for the GRO before the deadline. GRO filing deadlines are set by the Registrar and published at <https://www.registrar.arizona.edu/dates-and-deadlines>

2. Course Repeat Policy

<https://catalog.arizona.edu/policy/courses-credit/grading/course-repeat>

Students can repeat any UA course **no more than once*** (i.e., you can take the same class twice only). If it is necessary for you to take a UA course a second time, the grade points you earned the first time will be averaged with the grade points you earn the second time. For example: If you receive an E the first time you take PHYS 321 and you receive a C the second time you take PHYS 321, your GPA will be calculated according to the below mathematical equation:

PHYS 321 (3 units) x 0 grade points (for grade of E) = 0

PHYS 321 (3 units) x 2 grade points (for grade of C) = 6

Total grade points (6), divided by total units (6) = 1.0 GPA (or a grade of a D average).

****An exception to the repeat policy requires approval from the academic department and is not guaranteed.***

Enrollment Verification

If students need to show enrollment verification at any time, a verification document can be obtained through UAccess. Instructions on how to obtain this document can be found at:

<https://registrar.arizona.edu/records-enrollment/transcripts-verifications/verifications>

Accessibility and Accommodations

At the University of Arizona, we strive to make learning experiences as accessible as possible. If you anticipate or experience barriers based on disability or pregnancy, please contact Office of International Education at oie@arizona.edu for information on how to work with UA's Disability Resource Center (DRC) to establish reasonable accommodations.

FAQs

What can I do if my UA GPA is below 2.0?

You need to raise your GPA to at least a 2.0 in order to graduate with a bachelor's degree from UA. The first way to raise your GPA is to use a Grade Replacement Option (GRO) and re-take a class in which you received a poor grade. You can use up to 3 GROs over the course of your studies to increase your GPA. The second way to raise your GPA is to take additional UA classes, though this takes longer to raise your GPA and will come at an extra cost because you will need to take courses not typically offered through the dual degree program.

What if I haven't met the Writing Requirement?

You need to meet the writing requirement by re-taking course(s) in which you have low grades in order to meet the grade requirement that satisfies the writing requirement. For this option, you should talk to your UA advisor or the Director of the program.