

U of A – NKU DUAL DEGREE PROGRAM

Student Handbook

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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 at UA Petropavl as you pursue your dual degree in either a Bachelor of Science in Applied Biotechnology, Bachelor of Science in Information Science, or Bachelor of Science Education in Mild to Moderate Disabilities. Students in these dual degree programs are eligible to earn undergraduate degrees from both North Kazakhstan 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 U of A portion of your program.

Structure of the Program

The first two years of your program focus mostly on NKU coursework and English language development. In year three, you will start taking U of A taught major-focused courses along with your NKU courses. Students who complete the requirements per the prescribed study plan are expected to finish their U of A degree by the end of semester 8. Some of your U of A classes will count toward your NKU degree, and some of your NKU classes will count toward your U of A degree. Students must earn a **D grade or higher in each NKU taught class** to receive credit for the U of A degree.

Progression Requirements

To become a UA Petropavl student, you must first be accepted to North Kazakhstan University, and you must also pass an ITP TOEFL exam with a B1 score or higher.

You will begin your U of A studies as a non-degree seeking student. You will submit this application as soon as you arrive at the NKU campus in semester 1. At the end of your fifth semester of study, you will be reviewed for degree seeking status and submit another application. This is a very important step. If you do not become degree seeking by this time, you may be dismissed from the program.

In order to progress and become a U of A degree seeking student, you will need to meet two criteria:

1. Achieve a cumulative GPA of 2.00 or higher in all courses taken in semesters 1-5 (i.e., all U of A and NKU courses).
2. Demonstrate proof of English proficiency by earning a **C or higher** in both ENGL 107 and ENGL 108 (U of A taught).

ENGL Sequence Completion: It is highly recommended, that you successfully pass ENGL 106 with a D grade or higher before you begin taking major coursework at U of A. Additionally, it is highly recommended you complete all courses in the English sequence with a grade of D or higher (ENGL 106, ENGL 107 and ENGL 108) before you begin fourth year major courses taught by U

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of A.

English Course	Minimum Grade for Becoming A Degree-Seeking Student
ENGL 106	D
ENGL 107	C*
ENGL 108	C*

*If you do not earn a C or higher in both ENGL 107 and ENGL 108, or you do not complete these courses prior to semester 6, you will need to complete a separate English proficiency exam and achieve the scores as listed below to be admitted for degree seeking status:

English Proficiency Exam	Minimum Requirement
TOEFL	70
IELTS Academic	6.0
CEPT	100
Duolingo	100

Please note:

1. English proficiency exam scores do **NOT** take the place of a grade for ENGL 107 and ENGL 108. You will still need to meet the ENGL 107 and ENGL 108 grade requirements for graduation. Please refer to “Graduation Requirements” below.
2. If you meet the requirements of becoming a degree-seeking student by earning a C in ENGL 108, you may need to re-take this course later to meet the graduation requirements. Please refer to “Graduation Requirements” below.
3. If you have Dual Citizenship OR are a U.S. citizen OR are a citizen of an English-speaking country, please contact microcampus@arizona.edu to determine your language requirements.

U of A Graduation Requirements

The requirements to graduate with a bachelor’s degree from the University of Arizona are listed below. **Students are expected to complete all courses in 4 years.**

1. **Have you completed ALL the required coursework with a “passing” grade?** Students should obtain D grades or higher in U of A taught and NKU taught courses required for the U of A degree. However, too many Ds will negatively affect your GPA, and result in not satisfying the GPA requirement for graduation (see #7 below). If you have not obtained a passing grade

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in a course required for the U of A degree, please contact your U of A and NKU advisors to discuss your academic status.

2. Have you completed the “Mid-Career Writing Assessment” by earning the minimum grade in one writing course as listed in the table below? If not, please contact your U of A and NKU advisor about retaking a course.

Minimum grade...	Applied Biotechnology	Information Science	Mild to Moderate Disabilities
For Satisfying English Course Requirement for Graduation	ENGL 106 – D ENGL 107 – D ENGL 108 – D	ENGL 106 – D ENGL 107 – D ENGL 108 – D	ENGL 106 – D ENGL 107 – D ENGL 108 – D
For Satisfying English Writing Requirement for Graduation	ENGL 108 – B OR ENVS 408 – B	ENGL 108 – B No alternative	ENGL 108 – B OR a B in one of the following: SERP 407A, SERP 408A, SERP 408B, SERP 402

3. Have you completed 120 total credits towards your degree? You can view this total on the U of A Advisement Report on UAccess Student.

4. Have you completed 42 upper division credits (300-400 level) towards your degree? You can view this total on the U of A Advisement Report on UAccess Student.

5. Have you completed 30 residence credits towards your U of A degree? You can determine completion in Course History in UAccess Student.

6. Are at least 18 of those residence units upper division (300-400 level)? You can determine completion in Course History in UAccess Student.

7. Is your final cumulative and major University of Arizona GPA a minimum of 2.00? You can view this GPA on the U of A Advisement Report on UAccess Student.

FAQs about Graduation

What can I do if my U of A GPA is below 2.00 and I am in my final year of study?

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You need to raise your GPA to at least a 2.00 to graduate with a bachelor's degree from U of A. The first way to raise your GPA is to use a Grade Replacement Option (GRO) (<https://www.registrar.arizona.edu/academics/grade-replacement-opportunity-gro>) And re-take a class in which you received a poor grade. You can use up to 3 GROs during your studies to increase your GPA. The second way to raise your GPA is to take additional U of A classes, though this takes longer to significantly raise your GPA.

What happens if I can't meet the English proficiency requirement on time to become degree seeking?

Your only option is to meet the English Requirement as quickly as possible, using any of the means accepted for English proficiency to become a degree-seeking student (see Progression Requirements above). Students must submit test scores at least *one month* before classes begin. For this option, if you have any additional questions or require assistance, please email microcampus@arizona.edu.

If you are unable to obtain the minimum test scores on time, you may be dismissed from the UA program.

What do I do if I haven't met the Writing Requirement?

You must meet the writing requirement to graduate with a U of A bachelor's degree. If you have not met the graduation writing requirement by the time you are ready to graduate, you must retake a writing course and achieve the minimum grade. For this option, you should talk to your U of A and NKU advisors.

Enrollment Verification or Withdrawal:

If students need to show enrollment verification for any reason, a verification document can be obtained through UAccess. Instructions on how to obtain this document can be found at: <https://arizona.app.box.com/s/v6sci8lyeo95g9tcme6z39h1fcyolgvy>

Alternatively, the instruction document can be directly accessed at: <https://registrar.arizona.edu/records-enrollment/transcripts-verifications/verifications>

Students should not process any U of A enrollment activity. Arizona International will enroll and withdraw students as necessary each term. If students need to withdraw from a class or the entire term, they must inform their NKU and U of A coordinators immediately so that they are aware of the consequences of withdrawing and so that they do not incur any penalties. U of A courses are only offered once a year, so withdrawing from a U of A course or the entire term may result in a deferral of one's graduation term.

Please note that the date for *withdrawing* from a U of A class without penalty depends upon the specific course. Withdrawing after the deadline means U of A 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. If the course is 9 weeks or more, it is still recommended

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to request withdrawal in the first week of class.

To review the drop/add policies for the University of Arizona, please use visit: <https://registrar.arizona.edu/dates-and-deadlines>

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 U of A cumulative grade point average is below 2.00 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 U of A cumulative GPA falls below 2.00. When a student's grade point average falls below a 2.00, UAccess will generate the number of units of grades of B a student needs to get to a grade point average of 2.00. This is referred to as the "units of B needed to reach a 2.00." If your U of A cumulative GPA is below 2.00, please contact your Location Manager or the Office of International Education at microcampus@arizona.edu.

Repeating a U of A Course

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

1. GRO – Grade Replacement Option

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

Students can use a Grade Replacement Option (GRO) and retake a class in which they received a poor grade (e.g., C, D, or E only). By using a GRO, the original grade a student received in a class will be completely replaced by the grade they receive when they take the class a second time. A student can use **no more than 3** GROs over the course of 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/repeating-course>

Students can repeat (**without using a GRO**) any U of A course **no more than once** (i.e., you can take the same class twice only). If it is necessary for you to take a U of A course a second time, the grade points you earned the first time will be averaged with the grade points you earned the second time. For example: If you receive an "E" the first time you take HPS 433 and you receive a "C" the second time you take HPS 433, your GPA will be calculated according to the below mathematical equation:

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HPS 433 (3 units) x 0 grade points (for grade of E) = 0

HPS 433 (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).

****All U of A courses can only be taken up to 3 times with approval from the academic department. ****

U of A Grading System

Additional information about how to calculate the U of A 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>.

Some of your classes are administered by NKU on the NKU grading system, with credits that are to be applied to the U of A degree. For these classes, the grading conversion will be calculated as follows (see table below). In courses taught by NKU that are required for the U of A degree, students must earn a **D or higher**:

NKU Letter Grade:	Suggested U.S. Equivalence:
A, A-	A
B+, B, B-	B
C+, C, C-, D+, D	C
F	F

U of A Policies and CodeCode 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 <https://deanofstudents.arizona.edu/policies/code-academic-integrity>.

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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>.

As a microcampus dual degree student, there are recommended policies and procedures to follow that may differ from email communications or information posted online for Tucson Main Campus students. If you read any contradictory information online or receive email communications from U of A Central Administration that conflict with information in this handbook or emails from the Office of International Education, please email microcampus@arizona.edu for clarification.

Any matters that are not directly outlined in this handbook, or are not already included in the University's policies linked above, may be addressed by the U of A-NKU partnership review committee as the need arises. The committee will promptly discuss the matter and share the results with the inquiring party.

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 microcampus@arizona.edu for information on how to work with U of A's Disability Resource Center (DRC) to establish reasonable accommodations.

U of A Helpful Resources

- [Disability Resources Center](#)
 - o The University of Arizona DRC leads campus in a progressive and proactive approach to accessibility. Our goal is to ensure disabled students, employees and visitors have a similar, if not identical, experience to their non-disabled counterparts. We work to reduce the need for individual accommodations through proactive collaboration with University partners to impact the systemic design of campus environments.
- [UA Library](#)

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- [IT 24/7 Help Center](#)
- [UAccess Student Center How – Tos](#)

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