

# **The University of Arizona – UA Lima**

## **Dual Degree Program:**

## **Industrial Engineering**

## **Student Handbook**

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## 1. Welcome to The University of Arizona – UA Lima Dual Degree Program!

This handbook provides an overview of The University of Arizona – Universidad Peruana de Ciencias Aplicadas dual degree program in Industrial Engineering, including a summary of program details, admission requirements, timeframes for completion, study abroad details, and academic support options. It is intended to be used alongside other information provided by academic and administrative staff at Universidad Peruana de Ciencias Aplicada (UPC) and The University of Arizona (UA).

Please note that while information in this handbook is subject to change, it will provide you with a general guide to the programs. Specific details about course requirements should always be confirmed with the appropriate member of the UA or UPC team.

## 2. What are the admission requirements?

Students must meet the following requirements before starting UA courses. These include:

- Completion of prerequisite courses
- English Composition 1 and 2 with a grade of “C” or higher
- UPC grades of 13 < and UPC GPA of 13 <
- Submit degree seeking application

In addition, Engineering students require “Department Approval” before they can begin UA coursework.

Department approval is gained by completing all prerequisite courses, obtaining the required GPA, and submitting any supplemental materials. More details will be provided by the UPC admissions office.

## 3. How will courses be taught between the two schools?

Students take courses each semester from both UPC and UA. UPC and UA classes are taught on their respective platforms. UA uses D2L, and UPC uses Blackboard.

## 4. What degrees can I earn?

In addition to your UPC bachelor’s degree, you can obtain a bachelor’s degree, and in some programs, a master’s degree, from UA in the same 5-year period. The UPC and corresponding UA programs are shown below.

*Figure 1: UPC program and corresponding UA program, bachelor’s, and master’s degrees*

| UPC Program | UA College | UA Bachelor’s | UA Master’s |
|-------------|------------|---------------|-------------|
|-------------|------------|---------------|-------------|

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|             |                                 |                           |                           |
|-------------|---------------------------------|---------------------------|---------------------------|
| Engineering | College of Engineering<br>(COE) | BS Industrial Engineering | MS Industrial Engineering |
|-------------|---------------------------------|---------------------------|---------------------------|

All master's programs require a minimum number of students enrolled. Please consult UPC and/or UA administrators for specific availability.

### 5. What is the graduation timeline?

It typically takes 5 years to satisfy both universities' graduation requirements and complete the programs.

| Year ONE                                                                                                                                  | Year TWO                                                                                                                                  | Year THREE                                                                               | Year FOUR                                                                                                                                                                              | Year FIVE                                                                                                                                                                                                                              |
|-------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>Complete UPC courses to meet UA admission requirements, including English Composition 1</li> </ul> | <ul style="list-style-type: none"> <li>Complete UPC courses to meet UA admission requirements, including English Composition 2</li> </ul> | <ul style="list-style-type: none"> <li>Take UA and UPC courses per study plan</li> </ul> | <ul style="list-style-type: none"> <li>Take UA and UPC courses per study plan</li> <li>Option to participate in Study Arizona</li> <li>Graduate with a UA bachelor's degree</li> </ul> | <ul style="list-style-type: none"> <li>If applicable and admitted, take UA master's level courses per study plan and graduate with UA master's degree</li> <li>Complete UPC courses and graduate with UPC bachelor's degree</li> </ul> |

### Additional details about the graduation timeline:

#### Year TWO

##### 1. UA Courses

In year two, students will have access to Succeeding as a Global Wildcat in the UA D2L Community platform. This information will introduce students to the UA, its policies, D2L, main campus, and what it means to be a Wildcat.

##### 2. Applications

Students will submit a degree-seeking application to the UA by the end of their second year. In this application, **students are required to list any previous universities attended in which they earned college credit, including UPC. They will also be required to submit official transcripts in English from these universities by the end of their first term with UA, however, students should aim to submit the official transcripts prior to acceptance. For**

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**transcripts to be considered “official,” they must be submitted directly from the issuing University to the University of Arizona.**

Once accepted, students will receive an email with instructions to create a UA NetID, password, and email address (known as ‘CatMail’), and set-up duo-factor verification known as Duo Mobile. They must complete these tasks immediately. Once a UA email address is created, **UA will only communicate with students via their UA email address.** Students can forward their UA email to their preferred email address.

Please keep in mind that at the end of year two, Engineering students will also undergo department review to determine their continuation in the dual-degree program.

### **Year THREE**

#### **1. UA Courses**

Students who have been admitted by UA will begin their UA classes.

#### **2. Academic Requirements**

Students must maintain a minimum 2.0 cumulative UA GPA. Please note ONLY UA courses count in UA GPA.

Students that fall below a 2.0 UA GPA will go into academic warning for one semester. **If unable to improve UA GPA, students will be unable to continue the program.**

#### **3. Applications for the Accelerated Master’s Program (AMP)**

At the end of year three, eligible engineering students can apply for the Industrial Engineering Accelerated Master’s Program (AMP). To be eligible to apply, students must have completed 12 UA units, 90 total college units, and have earned a UA GPA of 3.3 or above. Eligible students will receive an email containing detailed information confirming eligibility, next steps, deadlines, and instructions. Supplemental materials will be required at the time of application, including transcripts, personal statements, references, and resumes.

Please note that Master’s programs are subject to enrollment numbers. If there are not enough students in the program, the department may decline to accept a new cohort and may cancel course offerings.

Lastly, please note that at the end of year four, eligible engineering students must submit one more final application to continue their progress in the AMP. See year four below for details.

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#### 4. Apply for Study Arizona

Students in good academic standing can attend classes in-person in Tucson, Arizona, during the final semester of their UA undergraduate program. This opportunity is called “Study Arizona.” Information and applications will take place at the end of year three. Tuition and fees associated with Study Arizona semester will be paid, by the student, through their UA’s Bursar’s Office account by credit card or Flywire.

Related expenses:

- Visa application fees
- Housing in Tucson (on campus housing may or may not be available)
- Meal plans (optional)
- Mandatory health insurance
- UA Program Fees
- Textbooks, course materials, course fees, etc.
- Department program fee
- Tuition
- Additional living and traveling expenses

Other requirements:

- Valid passport (within at least 6 months of expiration from return date).
- Apply for a Form I-20 for student visa (information will be sent with the application process).
  - Students with U.S. residency or citizenship are not required to complete this form, but they will need health insurance that provides coverage in the United States.
- Students must enroll in a minimum of 12 credits at UA Main Campus.

Important notes:

- At the beginning of the semester, students will receive an email with important withdrawal deadlines. Making schedule adjustments after the stated deadlines will result in “W” (withdrawal) grades and UA tuition refunds will **not** be granted. All UA courses taken in Tucson will appear on your UPC transcripts as “CE,” meaning external credit/transfer, and will not count towards the UPC GPA.
- Students who are eligible to graduate at the end of their final semester in Tucson can participate in the official graduation ceremony in Tucson, Arizona. Details for participation will be sent to you by email.

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## Year FOUR

### 1. UA Courses

Students will continue with their UA major courses. Engineering AMP students must complete paperwork each term with their UA advisor to enroll in their 500-level courses. The UA advisor will communicate with students by email with instructions.

### 2. Applications for the Accelerated Master's Program (AMP)

As mentioned, Engineering AMP students must submit a second application at the end of year four to continue in their Accelerated Master's program. To be eligible to apply, students must have completed a Bachelor's degree and have earned a 3.30 UA GPA or above. Eligible students will receive an email containing detailed information confirming eligibility, next steps, deadlines, and instructions. Supplemental materials (transcripts, personal statements, references, and resumes) will **not** be required at the time of application as they were already submitted with the previous application.

Please note that Master's programs are subject to enrollment numbers. If there are not enough students in the program, the department may decline to accept a new cohort and may cancel course offerings.

### 3. GPA Requirements for UA Graduation

Table 1. GPA requirements for UPC-UA Program

| Program                | Min GPA for Bachelor's Graduation | Min Bachelor's GPA for Master's Programs | Min GPA for Master's Graduation |
|------------------------|-----------------------------------|------------------------------------------|---------------------------------|
| Industrial Engineering | 2.00                              | 3.30                                     | 3.0                             |

### 4. Graduation and Diplomas

Students will receive a graduation application Qualtrics survey from the Office of International Education at the beginning of their last semester at UA. **The completion of this survey is MANDATORY for all students.** Students may receive communications from the Registrar's Office to apply for graduation through UAccess. **DO NOT APPLY FOR GRADUATION IN UACCESS.** Doing so will add graduation fees to students' UA Bursar's Account. UA Lima students do not need to pay graduation fees because the Office of International Education covers these costs.

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Students who have met all requirements will graduate from the UA with a Bachelor's degree. This typically occurs at the end of Semester 8, which will be a Fall term and end in December. If students do not complete requirements by the projected semester, students may defer their expected graduation term and continue taking courses for additional terms until the requirements are finally met.

Once students complete their final semester at UA, UPC will send final official UPC transcripts to UA. UA advisors will review that all requirements have been met and award the UA degree. Once degrees are awarded, UA diplomas will be shipped in bulk to Lima, Peru. This can take two to four months after the end of the semester. Students will be notified when their diploma has been received and ready for pick-up at the UPC campus.

Most UA colleges/departments hold graduation convocations in December and May each academic year. There is also a university-wide commencement in May each year. Students are welcome to attend ceremonies in Tucson in either or both months. Graduation ceremonies are also held in Lima, Peru, every year. UA Commencement dates can be found here: <https://commencement.arizona.edu/> Details for participation in all events will be sent to you by email.

#### **Year FIVE (Master's Students Only)**

##### **1. UA Courses**

Students that have been accepted into the Master's program will complete graduate level courses at UA.

##### **2. Academic requirements**

Students must maintain a 3.0 UA GPA or higher to continue with the program.

##### **3. Study Arizona**

Study Arizona is not available for students in a Master's program. The degree must be completed while students are located in Lima, Peru.

##### **4. Graduation and Diplomas**

Upon completion of the fifth year and fulfilling all graduation requirements, students will be eligible to graduate with their UA Master's degree. This typically occurs at the end of Semester 10, which will be a Fall term and end in December. If students do not complete requirements by the projected semester, students may defer their expected graduation term and continue taking courses for additional terms until the requirements are finally met.

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Once students complete their final semester at UA, UPC will send final official UPC transcripts to UA. Additionally, graduation paperwork known as “GradPath” will be required before students’ degrees are awarded. Instructions for this process will be sent to students by email. UA advisors, faculty and staff will review that all requirements have been met and award the UA degree. Once degrees are awarded, UA diplomas will be shipped in bulk to Lima, Peru. This can take two to four months after the end of the semester. Students will be notified by email when their diploma has been received and ready for pick-up at the UPC campus.

Students will again be invited to attend graduation ceremonies in Tucson. The same opportunities are available as when the Bachelor’s degree was earned. Additional information on these events will be provided to you by email at the appropriate time.

#### **6. How do I enroll into UA classes?**

UA administration will enroll students into the mandatory UA courses each semester. Students should not process any enrollment themselves. Students are responsible for ensuring they are correctly enrolled into their UA and UPC classes, following the articulation chart. Students can view their UA schedule in their [UAccess Student Center](#). If students believe they are enrolled incorrectly, they must notify the Location Manager and UA advisor.

#### **7. How do I withdraw from UA classes?**

Students must not drop any courses without consulting the Location Manager and UA advisor. Please note that there are strict deadlines for modifying course schedules. Making schedule adjustments after the deadlines will result in “W” (withdrawal) grades and UA tuition refunds will **not** be granted. At the beginning of every semester, students will receive an email noting these important withdrawal deadlines.

Please note that UPC course enrollment is a separate matter and managed by UPC administration. Students must follow UPC course enrollment procedures as instructed by UPC.

#### **8. What textbooks are required?**

Every UA course is different. Most often, the assigned materials will be posted through D2L and are free of charge. There are some occasions when a textbook may be assigned that will require additional fees.

Textbooks may be delivered through a platform called Inclusive Access (IA). Any textbooks purchased through this platform will be charged to you by UPC. These fees are not paid in full immediately. They are divided into three monthly payments. UPC administration will send students instructions for payments.

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IA allows students to opt-out of purchasing books and automatically sends an email with instructions on how to opt-out, this email will contain a deadline. After this deadline, you will be charged for the book. However, some assigned textbooks are **mandatory** through IA, in which case, students **cannot** opt-out. In those cases, UA/UPC administration will communicate with students and announce when opting-out is not permitted. However, students should always confirm with their professors.

Students can check for their booklist of required textbooks and associated fees each term in their [UAccess Student Center](#): Login to UAccess → Student Center → Enrollment → Booklist → Proceed to the Bookstore

## 9. What else do I need to know?

### UA Grading System

UA policy regarding grades and grading systems are available at:

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

The UA GPA calculator can be found here:

<https://advising.arizona.edu/online-tools/gpa-calculator>

### Tutoring/Workshops/Online Resources

Additional student support is offered through UA and UPC. Information is provided below.

Most of these services are free of charge, although a few may have small administrative costs.

- **Think Tank:** UA provides academic support online and in person to ensure student success. Various services are offered through Think Tank at <https://thinktank.arizona.edu/>
- **UAccess Student Center:** In UAccess, you can view your schedule, GPA, transfer credit, make personal changes to your information and other important information.
  - [Click here](#) to visit the UAccess Student Center.
  - [Click here](#) to review the Student Center Help Guides.

### Other UA Resources

- [IT Support Center](#)
- [D2L](#)
- [Counselling and Psychological Services](#)
- [UA Library](#)
- [Disability Resources Center](#)

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## **Additional Resources**

### **Professors**

UA and UPC professors are great resources for students, and they hold office hours. UPC professors will be the primary point of contact for in-person courses.

### **Academic Advisors**

Each individual program has both UPC and UA designated academic advisors. Students' first point of contact should be the UPC director/advisor listed below:

**UPC Advisor:** María Gracia Coronado – [maria.coronado@upc.pe](mailto:maria.coronado@upc.pe)

For any questions specifically related to UA courses, UA enrollment or UA grades, contact the program advisor listed below:

**UA Advisor:** Stacey Fox – [swfox@arizona.edu](mailto:swfox@arizona.edu)

## **Policies**

### **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

<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.

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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>.

### **Academic Eligibility**

The University of Arizona has GPA requirements you must meet and maintain in order to progress in the program. If sufficient academic progress has not been made after the second enrolled term as a degree seeking student, particularly if the UA grade point average is below a 2.0 for two consecutive terms, the UA may change the student's status to Ineligible.

Students with a UA cumulative or major GPA below 2.0 must complete an Academic Support Plan (ASP) with their UA major advisor. This will outline the requirements to return to good standing.

Students in Ineligible status might be removed from the dual-degree program unless an appeal is submitted, reviewed, and granted.

### **Repeating a UA Course**

There are two ways students can retake a UA course to attempt to increase an unsatisfactory grade. Additional tuition may apply.

#### **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

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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. GRO is only available one time per course, if offered.

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 [oiie@arizona.edu](mailto:oiie@arizona.edu) for information on how to work with UA's Disability Resource Center (DRC) to establish reasonable accommodations.

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