ASU-USA Pathways
2018-2019 Policies

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Class Schedules
Class schedules will be available on My ASU after registration and orientation events are completed. Students will be registered for classes based on their program of study. Students may not drop or add any classes while in the Pathways program. There are no exceptions.

Class Hours and Visa Requirements
Students must take a full course load to maintain their F-1 status. Pathways is not available for part-time students.

Payment of Tuition and Fees
You are responsible for all charges on your ASU student account. You can view and pay your tuition and fees on your My ASU account (http://my.asu.edu). You are responsible for checking your account and ensuring that payment is made by the due date.

For tuition payment deadlines, you should refer to http://students.asu.edu/academic-calendar

If you have unpaid charges on your account, you will receive late fees every month until your charges are paid. If you have past-due tuition charges in your ASU account on the last day of classes, you will be expelled from the program, your SEVIS record will be terminated and you will lose your F-1 student status.

If you are sponsored by your government or any other organization, you must submit your financial guarantee letter to the Global Launch office no later than 5:00 pm on the 5th day of classes or you will be responsible for full payment of tuition, fees and non-refundable health insurance.

Admission into Arizona State University
Pathways students are eligible for full admission into ASU by successfully completing the Pathways track for their Pathways-approved degree program. If you have university credits from any institution, you must disclose this in your university application. You must speak with a Pathways advisor because these credits will be considered in your admission evaluation.

Alternatively, Pathways students can apply for direct admission into an ASU degree program before the completion of the Pathways program. All direct admission requirements for ASU must be met, including the English proficiency requirement and academic requirements.
Directly admitted students must immediately inform the Global Launch office of their acceptance into ASU and their intended date for transferring to ASU.

If students requesting a transfer to ASU do not notify the Global Launch office by the last day of Global Launch classes, they will not be eligible to transfer to ASU in the next semester.

Students who are admitted into ASU are responsible for making any adjustments to their current ASU Housing and Dining contracts. Students must directly contact ASU Housing and Dining at housing@asu.edu.

**Refunds & Withdrawals**

New students withdrawing from the Pathways Program before the start of the program:
- If a new Pathways student is accepted into ASU and officially withdraws from Pathways by the no-penalty deadline, the student will be refunded the $888 enrollment deposit.

Continuing and new students withdrawing after registration in Pathways classes:
- To officially withdraw from Pathways classes, students must contact Global Launch administration. To be eligible for a 100% refund of ASU tuition and program fees*, students must withdraw no later than the withdrawal deadline posted by ASU for each semester. Refund policy dates are available at: https://students.asu.edu/tuitiondeadlines

Application fees and late fees are not refundable.

**Health Insurance**

F-1 students must have ASU-approved health insurance coverage at all times while enrolled in ASU-USA Pathways. This insurance is provided by ASU. If you have other insurance coverage and would like to request a waiver, go to the ASU Student Health Services website at https://eoss.asu.edu/health/resources/international.

You must complete the insurance waiver process at the start of each semester by 5:00 pm on the 5th day of classes as outlined in the ASU Health Services website above.

**Student Conduct and Attendance**

Students are required to follow all university and Arizona Board of Regents policies, including the ABOR Code of Conduct and Student Disciplinary Procedures: https://eoss.asu.edu/dos/srr/codeofconduct

Success in the ASU-USA Pathways program is performance-based and requires regular attendance in all classes in accordance with university policy.

- Bridge Courses – attendance is a critical part of your grade and if you do not attend class it will impact your grade negatively.
  - Missed quizzes, tests, exams, reports, and projects in Pathways classes can be made up within a strictly limited time period specified by the Pathways instructor for the following reasons only:
    - Documented medical reasons
    - Prearranged religious observances
• Credit Courses – students must follow the attendance policies specified by each professor.
  o Missed quizzes, tests, exams, reports, and projects in for-credit classes may be made up within the parameters determined by the professors.

Students are required to arrive on or before the start date identified in their I-20. Due to the intensity of the coursework, students should be in class on the first day of each semester. Students who do not follow these requirements can be withdrawn from the program at the discretion of Global Launch administration.

Title 9
Title 9 is a federal law which provides that no person be excluded on the basis of sex from participation in, be denied benefits of, or be subjected to discrimination under any education program or activity. Both Title 9 and university policy make clear that sexual violence and harassment based on sex are prohibited. An individual who believes they have been subjected to sexual violence or harassed on the basis of sex can seek support, including counseling and academic support, from the university. If you or someone you know has been harassed on the basis of sex or has been sexually assaulted, you can find information and resources at https://sexualviolenceprevention.asu.edu/faqs.

Every ASU employee is a mandated reporter and is obligated to report any information when an employee becomes aware of alleged acts of sexual discrimination, including sexual violence and dating violence. ASU Counseling Services, https://eoss.asu.edu/counseling, is available if you wish to discuss any concerns confidentially and privately.

Disability Resources Center
Students may request accommodation for a learning or physical disability but must first be registered with the Disability Resource Center (DRC) with appropriate documentation submitted from the DRC as specified in the Student Services Manual, SSM 700. Please ask at the Welcome Desk for help if needed.

Academic Honesty
All Global Launch students are required to follow the ASU Student Integrity and Plagiarism policy (see Student Academic Integrity Policy at https://provost.asu.edu/academic-integrity)

Global Launch will not accept any violation of the Student Academic Integrity Policy. The affected activity will earn a failing grade and potential dismissal from the program.

Grades

<table>
<thead>
<tr>
<th>A = Excellent</th>
<th>B = Above Average</th>
<th>C = Average</th>
<th>D = Poor</th>
<th>E = Failure</th>
</tr>
</thead>
<tbody>
<tr>
<td>97.0 - 100%  = A+</td>
<td>87.0 - 89.9% = B+</td>
<td>77.0 - 79.9% = C+</td>
<td>60.0 - 69.9% = D</td>
<td>0.0 - 59.9% = E</td>
</tr>
<tr>
<td>94.0 - 96.9% = A</td>
<td>84.0 - 86.9% = B</td>
<td>70.0 - 76.9% = C</td>
<td></td>
<td></td>
</tr>
<tr>
<td>90.0 - 93.9% = A-</td>
<td>80.0 - 83.9% = B-</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

ASU Undergraduate and Graduate Admission Services offices are able to view all grades. https://students.asu.edu/grades
Program Progress
Progression through the program requires successful completion of all prerequisite for-credit courses to advance academically. Successful completion is defined as follows:

- Business and Arts and Sciences Pathways Programs:
  - 2.5 GPA in all classes and attendance policy compliance.
  - Students with less than a 2.5 GPA in Bridge and/or for-credit classes at the completion of the program are not guaranteed admission to ASU.
  - If a student fails a class, he or she must work with Pathways administration to determine options for continuing participation in the program.
  - Students who earn any grade below a B- in a class must meet with their academic advisor.

Track Changes
Pathways students who wish to change their track can only do so once, before the end of the current semester. You must tell the Pathways advisor about your request to change tracks during CSR. Changing tracks can result in a longer time in your degree program to make up for classes not taken.

Academic Probation
If Pathways students’ GPA falls below 2.0 by the end of a semester in either for-credit or non-credit courses, they will be placed on Academic Probation (AP) and will be required to meet with a Pathways advisor at least two times during the following semester to create a plan of action. While on AP, students must complete the next semester with a 2.0 GPA or higher.

If students achieve satisfactory academic progress, they will no longer be on AP. However, your Pathways advisor will review your GPA to determine your ability to reach the required 2.5 GPA to be admitted to ASU. If students do not improve their GPA at the end of the next semester, they will be expelled from the Pathways program and will have the following options:

- Join the Global Launch Intensive English Program for further language training, if eligible. All students who wish to join the Intensive English program must take the English placement test in order to determine their English level. Students do not choose their own language level.
  - Students who have been expelled previously from the Intensive English Program are not eligible to rejoin the program.
  - Students who have successfully completed the Advanced 2 level of the Intensive English Program are not eligible to rejoin the program.
  - Students who have already taken the Advanced 2 level of the Intensive English Program three times are not eligible to rejoin the program.
- Transfer to a community college.
- Transfer to another institution.
- End studies and exit the U.S.

Before leaving the Pathways program, students must notify Global Launch administration.
ASU English Language Proficiency Requirements
Students meet the English language proficiency requirement for ASU admission by successfully completing three semesters of Bridge classes in the Pathways program with a cumulative GPA of 2.5 or greater. ASU Admission Services recognizes this language proficiency proof for two years from the Pathways program completion date. Some departments may require higher English language proficiency requirements.

Program Expulsion
- Students may be expelled from the Pathways program for violating the ASU Student Code of Conduct, including by academic dishonesty, plagiarism of assignments, sexual violence or threatening behavior.
- Students may be removed from classes for disruptive behavior and may face further consequences including missed class time, Academic Probation or expulsion.
- Students who fail to improve their status after being on Academic Probation for one semester will be expelled from the Pathways program.
- Documented extenuating circumstances may be considered on an individual basis, at the discretion of Global Launch administration.
- Students who are expelled from the Pathways program for disciplinary reasons or for non-payment of program fees will have their SEVIS record terminated. These students will lose their F-1 student status and will not be eligible for transfer without reinstatement.

Continuing Student Registration (CSR)
Every semester, all students must complete Continuing Student Registration and declare their intent for the following semester. Students must meet all deadlines regarding choice of track, submission of all application documents, transfer requests, continuation or withdrawal from the Pathways program.

- Students must clear all holds on their My ASU account in order to be eligible for Continuing Student Registration.
- Continuing Student Registration will end 30 days before the last day of the current semester. Continuing students who register after that deadline will be charged a $300 late fee.
- Students may cancel their registration by the withdrawal deadline in the new semester by visiting the Global Launch Welcome Desk or by emailing Globallaunch@asu.edu and requesting cancellation. If registered students do not make this cancellation request by the deadline, they will remain enrolled, receive a schedule, and be charged for all applicable tuition and fees.