



Undergraduate Academic Policy

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Approved by:

Marcia B. France

Dr. Marcia Beth France
Provost

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INTERNAL



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INTERNAL

Version History

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1 INTRODUCTION

The undergraduate program at Fulbright University Vietnam (Fulbright) was 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 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 will be updated regularly as needed.

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.

There are earned credits and attempted credits. Earned credits refer to the number of credit hours a student successfully completes with a grade of D or higher for letter grade options and a Pass for Pass/No Pass options. Attempted credits are the credit hours students enroll in and are recorded in the transcript, regardless of whether they complete the courses or pass them. This includes all courses for which a student receives a grade,

including withdrawals (W), incompletes (I), repeats (RP), and failures (F). See section 4 for more details on different types of grades.

To graduate with an undergraduate degree from Fulbright, a student must earn a minimum of 128 credit hours. 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 required 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. The request form must be approved and signed by the Academic/Major Advisor before submission.

Students on a Leave of Absence (see [Section 9](#)) 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 does hinder the students from joining other official University activities.

3.2 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.

3.3 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. Students can freely add/drop course(s) during this time, except the Core courses. In addition, students should be aware that changes are subject to space limitations, and students are responsible for maintaining the full-time enrollment status of registering for a minimum of 12 credits per term.
- **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 order to withdraw from a course, students need to submit the [Course Withdrawal form](#) to the Registrar's Office, following the above timeline.

A student who withdraws from a course beyond the halfway point of that course (end of week 4 for an 8-week course or end of week 8 for a full-term course) automatically receives a grade of 'F', which will affect the student's GPA. Exceptions will only be permitted in exceptional circumstances (see [Section 12](#)), 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 in the course in order of their appearance on the waitlist during the registration or Add/Drop time.

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.' Grade points are assigned to letter grades according to the following scale (unless otherwise decided by faculty in individual courses):

Letter Grade	Grade Point	Grade Category	Percentage
A	4.0	Excellent	94-100%
A-	3.7	Excellent	90-93.9%
B+	3.3	Good	87-89.9%
B	3.0	Good	83-86.9%
B-	2.7	Good	80-82.9%
C+	2.3	Fair	77-79.9%
C	2.0	Fair	73-76.9%
C-	1.7	Passing	70-72.9%
D+	1.3	Sufficient for Electives	67-69.9%
D	1.0	Sufficient for Electives	60-66.9%
F	0.0	Failing	0-59.9%

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

A grade of 'D' is the minimum grade to earn credit for a course. A minimum grade of 'C-' is required to pass a course taken on Pass/No Pass basis, or to be counted toward major/minor requirements, or to be used to fulfill a prerequisite to register for more advanced courses. Consequently, grades

'D' or 'D+' can only be counted toward the requirements for elective courses.

- **P/NP = Pass/No Pass:** Students may elect to take a total of 8 credits (typically 2 courses, 4 credits each) in one academic year on a Pass/No Pass basis 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:
 - Once a student converts a course grade option to Pass/No Pass, the grade option cannot be changed back.
 - Pass/No Pass grades do not apply to core courses. They cannot be used to count toward major/minor requirements.
 - 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 'C-' or higher will be counted as a Pass. Courses graded with a Pass grade can be used to meet prerequisite requirements for next-level courses.
 - Any grade below a 'C-' will be counted as a No Pass. No credit is granted for this result. The NP grade will be shown on the Official Transcript. Courses with a NP grade cannot be used to meet prerequisite requirements for next-level courses.

• **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 12](#)), 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 6 months 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.

• **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*]. All courses for which a P/NP, I, W, or RP grade is awarded are excluded from the GPA calculation.

• **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 students' request.

4.1 Repeating Courses

Students are required to repeat core courses in the case of receiving the grade F and/or course(s) counted toward major/minor in the case of receiving a grade below 'C-'.

Students may repeat a course if they have received a grade of 'D+', 'D', 'F', or NP for the course or have withdrawn and received a grade of 'W'.

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 kept and used in the GPA calculation. The lower grade will be overwritten by the notation "RP", meaning "repeated", and remain on the transcript. Credits of the repeated course are counted toward the total attempted credits.

A student may not retake the same course for the third time unless he/she 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.

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).

For more information, please refer to the **Transfer Credit policy_Final_V3.0** published in the One Stop portal.

5 APPEALS

A student who wishes to dispute a final grade in a course should first discuss the matter with the course instructor(s). If the matter remains unresolved and the student believes there has been an error in grading, bias, or failure to follow published grading policies, 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 informs the Dean's Office of the case. After investigation, if the Deans can mediate, no further action is required. Otherwise, the Registrar's Office organizes a panel review with the Dean's Office 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's Office will defer to the course syllabus whenever possible and otherwise will make a final ruling on the matter.

6 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.

6.1 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.

6.2 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 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.

6.3 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.

6.4 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's Office, 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 permission is given from the Dean's Office or the Vice President of Student Affairs for the purpose 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 canceled. 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's Office in consultation with the appropriate members of faculty and staff. Students who are re-admitted must also re-apply for financial aid.

7 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 present harm to others in the Fulbright community, or if a student's academic performance is unsatisfactory to the 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's Office in consultation with appropriate members of faculty and staff.

8 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.

8.1 Types of Absences

- General absences must be discussed directly with the instructor(s). This type of absence includes but is 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.

8.2 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 the absence is 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 the instructor to complete the Excused Absence form if having an absence due to participation in a sponsored academic event or being under exceptional circumstances applies.
- 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.

9 LEAVE OF ABSENCE

Students who wish to take a period of leave from their studies at Fulbright must complete and submit the [Undergraduate Leave of Absence form](#), along with supporting documents, before the last day of class.

Fulbright permits students in Good Academic Standing to apply for a leave of absence for one to two terms. Normally, a student is not permitted to remain on campus during a period of absence from their studies. Students may return earlier to Fulbright by notifying the Registrar’s Office at least eight (08) weeks in advance of the returning term. Students who return and resume their studies at Fulbright are expected to complete their program without further interruption.

The effective date of the Leave of Absence will be from the date of request submission if it’s approved. By submitting the Leave of Absence request after Week 8 of the 16-week term (Fall & Spring) or after Week 4 of the 8-week term (Summer), students must be aware of the potential impact on their grades, which may result in an “F” or “W” grade depending on the exceptional circumstances and supporting documents provided.

9.1 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.

9.2 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 medical leave would be beneficial, the student must submit the **Undergraduate Leave of Absence** form and the **Fulbright Impact Assessment** form, along with all medical supporting documents, before the last day of class. Voluntary medical leaves are based on the recommendation of a health services professional that verifies 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.

9.3 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 Student Financial Services to request a late and/or an extension of tuition fee payment. Before placing a student in this type of absence, the Student Financial Services team will attempt to determine the circumstances and request a timely response from 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.

After the approved period of absence, a student is put on Administrative Leave of Absence (Admin LOA) for a maximum of one term if the Registrar's Office receives no response of return confirmation or no registration in the returning term.

After one term of Admin LOA, a student is officially withdrawn from Fulbright unless they have contacted the Registrar's Office and confirmed the plan to return by registering for course(s) or have been granted a leave extension, a maximum of another term. The extension must be endorsed by the Registrar's Office and approved by the Dean's Office.

10 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 Vice President of Student Affairs.

A student who is placed on Administrative Leave of Absence status for one term without formally withdrawing or receiving approval for a leave extension before the term census date (Friday of Week 4) will be considered as having withdrawn without permission and may be administratively withdrawn.

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 the Fulbright One Stop portal.

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

11 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 decided by the Dean's Office.

12 EXCEPTIONAL CIRCUMSTANCES

The University acknowledges that sometimes a student will experience circumstances that will impact their ability to fulfill 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., hospitalization 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 everyday 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 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 consideration.

13 DEGREE REQUIREMENTS

Students graduate if the degree requirements are met. This also 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.

All degrees require the completion of 128 credits, including the institutional requirements listed below.

13.1 Core Curriculum

Students need to complete the following three core courses:

- Global Humanities (4 credits)
- Modern Vietnamese Culture and Society (4 credits)
- Design and Systems Thinking (4 credits)

and one course in QUEST (Quantitative Understanding and Empirical Scientific Thinking), a core group consisting of the following four courses:

- Quantitative Reasoning for a Digital Age (4 credits)
- Scientific Inquiry (4 credits)
- Introduction to Statistics (4 credits)
- Programming for Data Science and Visualization (4 credits)

These courses are pre-assigned to students in their first year or the first semester of the second year.

Notes:

Class of 2027 students and earlier need to complete five core courses (20 credits). These core courses are:

- *Global Humanities (4 credits)*
- *Modern Vietnamese Culture and Society (4 credits)*
- *Quantitative Reasoning for a Digital Age (4 credits)*
- *Scientific Inquiry (4 credits)*
- *Design and Systems Thinking (4 credits).*

13.2 Exploratory Requirements

Exploratory requirements encourage students to step out of their comfort zone by exploring broad areas of study and discover more fully where their interests and passions lie. Students need to complete 8 credits (2 courses at the 100-level or 200-level) chosen from each of the three categories: E1-Arts and Humanities, E2-Social Sciences, and STEM.

No course can be taken to fulfill more than one category. At most, 8 exploratory credits can be taken as Pass/No Pass. Up to two 8 exploratory credits (2 courses) can be counted towards the student's major

requirements. If a student has more than one major, the 8-credit limit is independently applied to each major.

Students should aim to complete the Exploratory requirements by the end of their second year.

Notes:

- *Class of 2023 students are exempted from the Exploratory requirements.*
- *There are four exploratory categories for the students of classes of 2024, 2025, 2026, and 2027: E1-Arts and Humanities, E2-Social Sciences, E3- Sciences and Engineering, and E4-Mathematics and Computing.*
- *Class of 2024 students need to complete 16 credits (4 courses) to fulfill their Exploratory requirements, one course from each category, with at most 4 out of 16 credits counted as Pass/No Pass.*
- *Students of classes of 2025, 2026, and 2027 need to complete 32 credits (8 courses), eight credits from each category, to fulfill their Exploratory requirements.*

13.3 Major Curriculum

Areas of study at Fulbright are organized into majors. Students will declare their major after completion of the Core and Exploratory requirements. Students also need to fulfill the specific requirements (if any) of the major. All courses used to fulfill major or minor requirements must be taken for a letter grade. Students can claim a maximum of 8 credits (2 courses) toward both their Exploratory and major requirements. During their final year of study, students have the option to either complete a capstone project, which will count for 8 credits in their major area of study, or fulfill those credits with additional advanced coursework.

Students pursuing a double major must complete all requirements for each major. If two majors (or two minors, or a major and a minor) share cross-listed or tagged¹ courses, up to 8 credits (two courses) can be used to satisfy both sets of requirements. This limit is per each pair of majors (or major and minor) and does not restrict the total number of double-counted credits or courses a student can claim. For example, a student can major in both A and B and minor in C with a total of 6 double-counted courses: two in A and B, two in B and C, and two in A and C. This rule does not apply to courses that are not cross-listed or tagged. For instance, if major A requires certain courses from major B for out-of-area foundation, exploration, or applications of the major, and these courses are not cross-listed between A and B, they do not count toward the 8-credit limit.

¹ In interdisciplinary minors, the requirements mainly consist of courses from other majors. These courses are usually not cross-listed with the minors and are referred to as 'tagged' by these minors.

13.4 Experiential Learning Requirements

Experiential Learning can count toward elective or major requirements (upon advisor approval). Fulbright's Experiential Learning Program (ELP) exists to create, standardize, and facilitate academic credit-bearing experiential learning experiences. All full-time, undergraduate, degree-seeking students must complete at least 04 credits and a maximum of 12 credits under the ELP as a graduation requirement.

Current ELP streams are housed within Academic Affairs (AA), Career Services (CS), and Center for Entrepreneurship and Innovation (CEI), where each team is responsible for administrative and academic duties of their respective stream(s). The ELP operates within Fulbright's undergraduate program's standard operating procedures and is developed in consultation with undergraduate program leadership and faculty.

For more details, please refer here

<https://onestop.fulbright.edu.vn/s/article/Experiential-Learning-Program>

13.5 Electives

To complete the degree, students are free to take elective courses from the Course Catalogue. While the number of elective credits may vary, the total number of earned credits must be at least 128. Electives enable students to explore different subjects across the curriculum to build a broad and diverse background or to pursue more specialized studies within their major. Alternatively, students may use electives to fulfill requirements for another minor or major.

13.6 Capstone

All majors at Fulbright offer an optional capstone pathway to be completed during the student's final year. Students may apply for the opportunity to fulfill 8 credits of their major requirements via a capstone project. A student wishing to do a capstone must apply during the term prior to the first term of the capstone (Capstone I), and may only apply after having completed 80 credits of coursework. Students who do not do a capstone will need to fulfill 8 credits of coursework as specified in their major. Individual majors will determine eligibility requirements, and students should discuss their proposals with program coordinators and potential advisors to prepare their applications. Capstone projects will be graded No Pass/Pass/Honors and must be evaluated by the supervising faculty at least one month before the end of the student's graduating term. Students whose capstone is graded Honors will be awarded Graduation with Honors.

13.7 Special Requirements

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

- Military training course

- Physical Education
- Political courses

These courses do not count toward the 128-credit requirement.

All students for whom English is not their first language must take an English Assessment Test required by NECHE Accreditation.

13.8 Double Counting

In satisfying degree requirements, some courses can be double-counted. For example, an exploratory course can also be counted as a major course for the corresponding major. However, the number of double-counted credits is often limited (e.g., see subsections 13.2 and 13.3). Additionally, any particular course can only be used to satisfy at most two requirements. For instance, if course X is cross-listed between major A and major B and tagged by minor C, then X can be used to fulfill the requirements of major A and major B, or major A and minor C, or major B and minor C. Triple counting is not allowed.

13.9 Maximal Length of Study

Fulbright follows MOET regulations, which state that the maximum time to complete the program cannot exceed double the standard duration. In other words, students have a maximum of 8 years to complete their studies.

14 ADDITIONAL REQUIREMENTS AND EXCEPTIONS

This policy is applied university-wide. Majors and minors may have additional policies and requirements. These additional policies and requirements should be made clear in the major's description and flowchart or handbook.

Any exception to this policy must be approved by the major coordinator and the Dean's Office.

15 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's Office and submitted to the Provost for approval. The approved policy will be published and available in the One Stop portal.

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 THE ACADEMIC ADVISOR, OR THE DEAN'S OFFICE:

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

COURSE ID

SECTION#

COURSE TITLE

i.e. CORE 104

001

Scientific Inquiry

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

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: _____

INTERNAL

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.e. CORE 104	001	Scientific Inquiry	Thu/2:00-5:00 PM
_____	_____	_____	_____
_____	_____	_____	_____

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 (online, on-campus, blended...)	Equivalent to the Fulbright course (Y/N)	Transfer Credit Granted	Recorded on Student Academic Record (Transfer, Exemption)
<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 or Associate Dean of UG (*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	
<input type="checkbox"/> 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:

Faculty/Supervising Staff (signature and full name)

Date

Dean or Associate Dean of UG (signature and full name)

Date

Vice President of Student Affairs (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:

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

Vice President of Student Affairs (*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.e. CORE 104	001	Scientific Inquiry	Dr. Smith
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--	--	--	--

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:

COURSE ID **SECTION#** **COURSE TITLE**

i.e. CORE 104 001

Scientific Inquiry

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

Student (*signature and full name*) _____

Date _____

For Office Use Only

☐ Approved

☐ Not Approved

Date received _____

Initials: _____