



Monte Ahuja College of Business

UNDERGRADUATE PROGRAMS & STUDENT SERVICES

Undergraduate Sponsored/Full Scholarship – Advisement Student Policy

In an effort to maintain compliance with University policies, college procedures, immigration regulations, and sponsorship agreements, the Academic Advising Community on campus in coordination with the Center for International Services and Programs (CISP) has designed this policy to govern all sponsored/full scholarship students, international or domestic.

1. **Mandatory academic advising.**

- a. All sponsored students in the Monte Ahuja College of Business are required to attend an academic advising session during the spring semester (or upon admission to the university) to complete multi-term registration for the next school year.
 - i. If a student intends to enroll in summer courses, he/she must do so at this time.
 - ii. At the conclusion of the appointment, students will be provided with electronic PDF copies of the major program check sheets, an updated term-by-term graduation plan, and an academic progress letter to be turned into the sponsoring organization by the student.
 - iii. Any and all changes to a student's registration or academic plan must be approved by a College of Business academic advisor.
 1. Approval of credit hour overloads requires a minimum 3.0 GPA and will be determined on a case-by-case basis. The advising staff reserves the right to deny a credit hour overload based on a student's recent academic performance or past academic history.
 - iv. Students will also complete and sign a contract of responsibility during this appointment.
 - v. To assure best class selection and appointment availability, advising appointments should be scheduled in advance and during the main registration period (see academic calendar for registration times).
- b. A mandatory advising hold will be placed on all sponsored student accounts to facilitate and manage mandatory academic advising.
 - i. Account holds will only be removed while a student is in their assigned advising office for an academic advising session so classes must be registered during this time.
 - ii. The advising office maintains the right to make concessions for hold removals on an individual case-by-case basis if one of the following exception conditions is met.
 1. Exceptions:
 - a. The student is on a waitlist for a course that has been approved by the advisor and is required for the student's program of study.
 - b. It has been determined that the student is out of state/country and it is not physically possible for the student to attend an in-person academic advising session in a timely manner to register for classes prior to the start of a new term.
- c. Students who choose not to take advantage of multi-term registration will be required to seek additional academic advising.
- d. Once registered for classes, schedule changes will only be permitted if necessitated by program or pre-requisite requirements and with academic advising consultation.
- e. Scheduling of academic advising appointments is the student's responsibility.
 - i. If a student is out of state/country and unable to make an in-person academic advising appointment, then it is the student's responsibility to initiate contact with his/her advisor to discuss an alternate solution.
 1. In the event that an alternate solution is agreed upon, the student acknowledges that his/her academic record at the time of service may not be complete or up-to-date and

that it is the student's responsibility to follow-up regarding transcripts and transfer credits.

- a. International transcripts typically have a longer processing time as courses often require further departmental review.
 - i. We ask that you please be patient during this process. Sending multiple emails or calling your advising office on a daily basis will not result in a quicker review of your transfer credits.
 - b. It is the student's responsibility to follow-up on additional course review when necessary.
2. The student's assigned advising office reserves the right to require in-person advising prior to course registration as appropriate.

2. Online courses are PROHIBITED.

- a. Students attending Cleveland State University under a sponsored scholarship program are expected to fully immerse in the campus community and therefore, online courses are prohibited.
 - i. This policy is to ensure compliance with existing immigration regulations for international students, as well as policies and expectations upheld by the sponsoring organization.
 - ii. Student requests for online course permission letters will be denied unless a student qualifies for one of the exceptions below.
 1. Exception:
 - a. The student is in his/her second to last or last semester and it has been determined by the academic advisor that an online course is necessary to avoid a delay of graduation or to not fall below full-time enrollment.
 - i. The exception must be clearly documented in writing from the academic advisor who made the determination.
 - b. The Monte Ahuja College of Business makes NO allowance for online courses unless the student qualifies for EXCEPTION A or is requesting a course that is ONLY offered online (this only applies to OSM 442 for General Business majors with fall 2014 and forward catalog rights).
 1. Online general education courses are strictly prohibited within the College of Business.

3. Process for sponsored student letter requests.

- a. All requests for scholarship-related letters must be submitted through the student's college. Please use the link below to access the letter request form for the College of Business.
 - i. [Monte Ahuja College of Business](#)
 1. The College of Business will complete academic progress letters and four-year graduation plans for first-year business students. The letter will be sent directly to the student and will be copied to the student's first-year advisor and the Center for International Services & Programs.
- b. The advising office reserves the right to require an in-person academic advising appointment as appropriate before a letter will be written and released.
- c. The letter will be written and submitted as a PDF document via email directly to the student. The Center for International Services & Programs will also be copied on any and all emails containing letters for sponsored international students.

PLEASE NOTE: The College of Business reserve the right to modify this policy as needed to address circumstances that may arise and do not fit one of the preceding categories.

Source: COB Undergraduate Programs/Student Services Office: August 2015