

# 温州肯恩大学本科生学籍管理规定

(2024年5月修订)

## 第一章 总 则

**第一条** 鉴于温州肯恩大学（以下简称“学校”）中外合作办学模式，为维护学校正常的教学秩序，保障学生合法权益，促进学生全面发展，依据《普通高等学校学生管理规定》（中华人民共和国教育部令第41号）和《美国肯恩大学本科生手册》（Kean University Undergraduate Catalog）制定本规定。

**第二条** 温州肯恩大学学生同时在温州肯恩大学和美国肯恩大学注册，具有中美双学籍。学生美国学籍管理根据美国肯恩大学本科生手册相关内容执行。学生中国学籍管理根据《普通高等学校学生管理规定》等有关法律、法规，结合学校中外合作办学特点执行。

**第三条** 本规定适用全体全日制普通本科学生。自主招生学生，港澳台侨学生、留学生的管理，参照本规定执行，另有特殊规定的按其规定执行。

## 第二章 入学与注册

**第四条** 按国家招生规定录取的新生，持录取通知书和有关证件，按学校有关要求 and 规定的期限到校办理入学手续。因故不能

按期入学者，应当在规定的期限内以书面形式向学校请假。未请假或请假逾期者，除因不可抗力等正当事由以外，视为放弃入学资格。

**第五条** 学校在报到时对新生入学资格进行初步审查，审查合格的办理入学手续，予以注册学籍；审查发现新生的录取通知、考生信息等证明材料，与本人实际情况不符，或者有其他违反国家招生考试规定情形的，取消入学资格。

**第六条** 新生可以在规定期限内以书面形式向学校申请保留入学资格。经学校审核同意后予以保留入学资格。保留入学资格期间不具有学籍。保留入学资格期限为一年。保留入学资格时间计入学习年限。新生保留入学资格期满前应向学校申请入学，经学校审查合格后，办理入学手续。审查不合格的，取消入学资格；逾期不办理入学手续且未有因不可抗力迟延等正当理由，视为放弃入学资格。

**第七条** 应征参加中国人民解放军（含中国人民武装警察部队）的新生可向学校申请保留入学资格，服役期间不计入学习年限。入伍新生可在退役后两年内在高校新生入学期间，持《应征入伍普通高等学校录取新生保留入学资格申请表》和录取通知书，到学校办理入学手续。

**第八条** 学生入学后，学校在三个月内按照国家招生规定进行复查。复查内容主要包括以下方面：

- (一) 录取手续及程序等是否合乎国家招生规定；
- (二) 所获的录取资格是否真实、合乎相关规定；
- (三) 本人及身份证明与录取通知、考生档案等是否一致；
- (四) 身心健康状况是否符合报考专业或者专业类别体检要求，能否保证在校正常学习、生活；
- (五) 艺术、体育等特殊类型录取学生的专业水平是否符合录取要求。

复查中发现学生存在弄虚作假、徇私舞弊等情形，确定为复查不合格，取消学籍；情节严重的，学校移交有关部门调查处理。复查中发现学生身心状况不适宜在校学习，经学校指定的二级甲等以上医院诊断，需要在家休养的，可以按照第六条的规定保留入学资格。

**第九条** 学生入学后三个月内，须根据学校通知登录学信网等相关学籍注册系统自查本人学籍信息，核对姓名、姓名拼音、性别、出生日期、民族、身份证号、层次、专业、学制、学号、入学年份等信息。其中个人信息与实际不符者，需提供相关材料（身份证、户口簿、护照等）纸质件至注册办公室申请办理信息更新。

**第十条** 学校教学每学年分春季、秋季两个学期，春秋学期之间根据需要安排夏季课程和冬季课程。学生应在自报到日起一周内按学校规定办理注册手续，并在规定时间内缴清学费、住宿费等相关费用。

### 第三章 学业考核与成绩记载

**第十一条** 学生应根据培养方案完成相应课程和各种教育教学环节（以下统称课程）的学习，取得相应学分。成绩记入成绩册，并归入本人档案。

**第十二条** 学校采用绩点评估方法来评估学生掌握课程知识的程度和能力，以平均学分绩点来综合评价学生学习质量和水平。课程成绩等级与绩点的对应关系为：A = 4.0；A<sup>-</sup> = 3.7；B<sup>+</sup> = 3.3；B = 3.0；B<sup>-</sup> = 2.7；C<sup>+</sup> = 2.3；C = 2.0；D = 1.0；F = 0。绩点统计只限于本校课程。

**第十三条** 学生违反考核纪律或者考试作弊的，按学校相关规定给予处分。

**第十四条** 每个学期结束后，学校进行学术预警评定。学生出现累计平均学分绩点低于 2.0 将收到学术预警。

### 第四章 转专业与转学

**第十五条** 为充分体现“以学生为本”的教育理念，尊重学生个人志向，学生在第一学年有一次自主选择专业的机会，可在学校当年开设的所有专业中选择，但文理类专业与艺术类专业不得互转，学生入学当年招生章程中规定的例外情形参照当年招生章程执行。转专业申请不影响当前学期课程的修读。第一学年后，如有特殊原因申请转专业，需经相关学院和学校教学主管部门根据学生学业成绩以及教学实际情况综合评估决定。转专业后的学

生按自主选择的专业培养方案修读课程，进行毕业审核、学位授予资格审核。

**第十六条** 因患病或有特殊困难、特别需要等原因，无法继续在本校学习的学生，可以申请转学。学生转学按国家有关规定及学校的相关规定办理。

## 第五章 休学与复学

**第十七条** 学生申请休学或者学校认为应当休学的，经学校批准，可以休学。

**第十八条** 学生休学原则上以一学年为单位，申请休学需要提供相关依据，可以申请连续休学一次。在学期和课程结束前两周内，不批准休学申请。

**第十九条** 休学按以下规定办理：

（一）休学学生应当办理休学手续离校，休学期间，学校保留其学籍，但不享受在校学习学生待遇。休学时间计入学习年限；

（二）休学手续需在学生一站式服务中心办理；

（三）休学期间不能申请转学和转专业；

（四）提交毕业申请后不得申请休学。

**第二十条** 学生休学期满，应于学期开始前向学生一站式服务中心提出复学申请，经学校复查合格后，方可复学。

## 第六章 退学与开除学籍

**第二十一条** 学生有下列情况之一，经学校审核同意后，予以退学处理：

- （一）学生本人申请退学的；
- （二）休学、保留学籍期满，在一年内未提出复学申请，或者申请复学经复查不合格且不具备继续休学条件的；
- （三）经学校指定医院诊断，患有疾病或者意外伤残无法继续在校学习的；
- （四）未经批准连续两周未参加学校规定的教学活动的；
- （五）超过学校规定期限未注册而又无正当事由的；
- （六）到达学校规定的最长学习年限仍不能完成学业的；
- （七）学业成绩未达学校规定要求的；
- （八）学校规定的不能完成学业、应予退学的其他情形。

**第二十二条** 学生有下列情形之一，学校可以给予开除学籍处分：

- （一）违反宪法，反对四项基本原则、破坏安定团结、扰乱社会秩序的；
- （二）触犯国家法律，构成刑事犯罪的；
- （三）受到治安管理处罚，情节严重、性质恶劣的；
- （四）代替他人或者让他人代替自己参加考试、组织作弊、使用通讯设备或其他器材作弊、向他人出售考试试题或答案牟取利益，以及其他严重作弊或者扰乱考试秩序行为的；

(五) 学位论文、公开发表的研究成果存在抄袭、篡改、伪造等学术不端行为，情节严重的，或者代写论文、买卖论文的；

(六) 违反本规定和学校规定，严重影响学校教育教学秩序、生活秩序以及公共场所管理秩序的；

(七) 侵害其他个人、组织合法权益，造成严重后果的；

(八) 屡次违反学校规定受到纪律处分，经教育不改的；

**第二十三条** 学生退学的有关问题，按下列规定办理：

(一) 学生本人申请退学的，通过学生一站式服务中心办理退学手续。对退学处理的学生，学校出具退学决定书送达本人或监护人处；难以联系的，通过邮件或学校网站公告送达。

(二) 退学学生的档案退回其家庭所在地，户口迁回原户籍地或家庭户籍所在地；

## 第七章 毕业

**第二十四条** 学校实行弹性学制，学生可以分阶段完成学业，本科阶段标准学习年限为四年，最长学习年限为十年。

**第二十五条** 应届毕业生须在学校指定的时间参加学校组织的由新华通讯社中国图片社实施的集体毕业生图像信息采集。因个人原因未能参加集体采集的学生应在指定期限内自行联系新华通讯社中国图片社完成补拍。拍摄完成后，学生须登录学信网核对

毕业照，如图像非本人须立刻报告注册办公室。未按时完成毕业生图像采集的，不能按时毕业。

**第二十六条** 毕业生图像信息经学信网人像比对技术不通过的，须配合学校根据省教育厅要求进行身份复核备案。未能通过身份复核的，移交有关部门处理。

**第二十七条** 学校实行毕业申请制，学生须在指定的申请期限内提交毕业申请。毕业申请经学生所在学院、中国国情与文化教育学院等相关部门审核，注册办公室复核，学生修完教育教学计划和国家规定内容，达到规定的成绩，获得规定的各项学分和总学分的，准予毕业，由学校颁发毕业证书。毕业资格的审核以学生入学当年的招生信息和人才培养方案为依据。

**第二十八条** 学生修完教育教学计划规定内容，未达到毕业要求，经申请准予结业，可申请结业证书或开具写实性学习证明。

**第二十九条** 学生在校学习一年以上（含一年），达不到毕业或结业要求，而又不愿继续在校学习要求退学者，完成退学流程后，可申请开具写实性学习证明。

## 第八章 学业证书

**第三十条** 学校按照招生时确定的办学类型和学习形式，以及学生招生录取时填报的个人信息，填写、颁发学业证书。

**第三十一条** 对违反国家招生规定取得入学资格或者学籍的，学校取消其学籍，不发给学业证书；已发的学业证书，学校依法



予以撤销。对以作弊、剽窃、抄袭等学术不端行为或者其他不正当手段获得学业证书的，学校予以撤销，并报教育行政部门宣布无效。

**第三十二条** 学业证书仅制作发放一次。若有遗失或者损坏，经本人申请，学校核实后出具相应的证明书。证明书与原证书具有同等效力。

## 第九章 附则

**第三十三条** 本规定由注册办公室负责解释。另有特殊规定的按其规定执行。

**第三十四条** 本规定自公布之日起实施，2019年8月17日发布的《温州肯恩大学学生学籍管理规定（2019年6月修订）》同时废止。

# Regulations on Undergraduate Student Enrollment Management of Wenzhou-Kean University

(Revised in May, 2024)

## Chapter One: General Provisions

**Article 1** The regulations outlined in this document have been drafted in accordance with the Regulations on Administration of Students in Regular Higher Education Institutions (Order No.41 of the Ministry of Education) and Kean Universities' Undergraduate Catalog, with the expressed purpose of carrying forward the university's administration of educational activities, upholding the academic integrity of the institution, securing students' lawful rights, and promoting all-round student development.

**Article 2** Students enrolled at Wenzhou-Kean University (hereafter referred to as the University) are dually enrolled at Wenzhou-Kean University and Kean University. In accordance, these regulations have been written to ensure universal compliance with all applicable regulations of Kean University; the National and Provincial authorities in China; the Federal and State authorities in the United States of America; the Middle States Commission on Higher Education and other accrediting bodies.

**Article 3** These regulations apply to all full-time undergraduate students enrolled at Wenzhou-Kean University. Students admitted through the independent admission process; students from Hong Kong, Macao, Taiwan, and international students can refer to this regulation, except where stipulated in other specific policies.

## Chapter Two: Enrollment Management

**Article 4** Newly admitted students shall register with the University with the admission letter and other relevant documents by the deadline specified in their admissions letter and pay prescribed tuition fees. Students who cannot register with the University by the specified date should request a deferral of admission from the University. Failure to do so by the deadline specified in the admission letter, or without a reason deemed valid by the University, will forfeit admission.

**Article 5** The admissions qualifications of each new student will be validated when they register at the University. Admissions qualifications that cannot be validated during the new student registration process will be grounds for revocation of the admission offer.

**Article 6** An incoming student may apply to defer their admission for up to one year. A student wishing to

defer admission must apply to do so by the deadline stated in their admission letter. During the period of deferred admission, a student is not considered to be enrolled at the University. A student wishing to exercise their option to register at the conclusion of a period of admission deferment must initiate the process with the University. Failure to do so will result in forfeiture of admission upon the expiration of their deferment period. This period will be counted towards this maximum period of study.

**Article 7** When an incoming student is recruited to the Chinese People's Liberation Army (including the Chinese People's Armed Police Force), and with supporting documentation, the University will allow the student to defer admission for up to two years following the completion of their military service. This period will not be counted towards the maximum period of study. The student may register during the specified period within two years of completion of their military service with a deferred admission application form and admission letter. The student who applies for Gaokao or postgraduate examination will forfeit admission to the University.

**Article 8** New students will be subjected to admission review within three months of registration in accordance with national admission regulations. Admission qualification review can include the following elements:

1. adherence to admission procedures outlined in national admission regulations;
2. validity of student's admission qualifications;
3. authenticity of identification documentation, comparing information from the admissions file against the student's personal archives;
4. fitness of students' health, mental and physical, to participate in their program of study and life at the University;
5. admission qualifications for special admission programs including arts and sports;

A student who is found to have submitted fraudulent documents during the admission process or through illegal channels will be dismissed immediately. Those whose fraudulent behavior is deemed extremely severe will be reported to authorities for investigation. A student who is found unsuited to study for health reasons should request a deferral of admission as stated in article 6.

**Article 9** New students must log in to the national and University's enrollment systems and check their personal information as requested by the University within three months of their enrollment. A student requesting an update of their name, gender, ethnic minority, or identification number must submit appropriate documentation (identification card, household registration book, passport, etc.) to the Office of the Registrar.

**Article 10** An academic year is comprised of the Fall and Spring semesters and the Winter and Summer sessions. During the first week of the Fall and Spring semesters, students should register in person in accordance with the regulations of the University. Students should also pay both tuition and accommodation

fees according to the policy of the Department of Finance.

### Chapter Three: Academic Record and Standing

**Article 11** Students shall complete required courses and other academic activities as specified in the curriculum (hereinafter referred to as courses). The results of assessment shall be recorded on the official transcript and filed in their personal archives.

**Article 12** The student's overall academic standing is indicated by a grade point average (GPA). GPA is determined by dividing the total grade points earned by the total credits earned. Numerical points for each letter are as follows: A = 4.0; A- = 3.7; B+ = 3.3; B = 3.0; B- = 2.7; C+ = 2.3; C = 2.0; D = 1.0; F = 0. GPA is determined based on major specified courses taken at Wenzhou-Kean and Kean University.

**Article 13** In addition to other disciplinary action, course assessment results may be invalidated if a student is found to have violated the academic integrity policy in the completion of a course.

**Article 14** Matriculated students earning a cumulative grade point average of less than 2.0 after spring and fall semesters are subject to academic probation.

### Chapter Four: Change of Major and Domestic Transfer

**Article 15** Wenzhou-Kean University offers students the opportunity to change their major during their freshmen year. Change of major shall not affect the study of the courses of the current term. Students who wish to change their major after the completion of their first academic year shall apply individually. The application will be comprehensively assessed by the University based on the student's academic performance and other administrative considerations. Upon a change of major students must thereafter meet the course requirements outlined in the curriculum plan of their new major and meet all corresponding requirements for graduation.

**Article 16** A student admitted through the National College Entrance Examination who encounters special difficulties continuing their enrollment at WKU may apply for domestic transfer. Upon approval of the universities and provincial education administration a student who has applied to transfer shall complete all formal transfer procedures in accordance with regulations.

### Chapter Five: Long-term leave of absence and Resumption of School

**Article 17** Long-term leave of absence may be approved by the University in order to allow a student to

retain their enrolled status.

**Article 18** Long-term leave of absence is granted with a unit of one academic year and may be extended for one additional consecutive year with an approved application. Leave of absence requests will not be approved in the last two weeks of any semesters and sessions.

**Article 19** A long-term leave of absence is initiated and reviewed through the following procedures:

1. Students shall complete the procedure to be granted a long-term leave of absence before taking a leave. During an approved long-term leave of absence period, students do not retain access to services provided by the University. This period will be counted towards this maximum period of study;
2. the long-term leave of absence procedure shall be initiated by the student through the Student One-Stop Service Center;
3. Students on active leave of absence may not apply for domestic transfer or major change ;
4. Students may not apply for a leave of absence after submitting their application for graduation.

**Article 20** In advance of the expiration of a long-term leave of absence, the student shall apply to resume taking courses through the Student One-Stop Service Center and provide the required documentation and applications.

## Chapter Six: Withdrawal and Dismissal

**Article 21** A Student approved by the University will be withdrawn from the University under the following circumstances:

1. student-initiated withdrawal;
2. failure to apply or qualify for a return from a long-term leave of absence by the expiration deadline;
3. illness or accidental injuries that prevent the student from continuing study on campus with a supporting diagnosis from a hospital appointed by the University;
4. unapproved leave of absence or failure to take part in required curricular activities continuously for two weeks;
5. failure to register before the specified deadline without an approved exception;
6. failure to meet the graduation requirement within the maximum period of study;
7. unsatisfactory academic performance;
8. other circumstances which disqualify a student from acquiring their degree.

**Article 22** Students found to have committed the following will be subject to immediate dismissal:

1. violate the Chinese Constitution;
2. commission of criminal offence;

3. violate the public security administration punishment law, with serious circumstances;
4. engage in any type of identity falsification, organized cheating and other serious cheating, or serious disruption to instructional or examination activity;
5. engage in any type of academic dishonorable activities, such as plagiarism, forgery with serious circumstances, or ghostwriting and purchasing or selling papers;
6. seriously disrupt the University's teaching order, life order, or public place management order;
7. seriously infringe the legal rights of an individual or organization;
8. fail to correct inappropriate behavior after multiple formal warnings.

**Article 23** Issues related to dismissal or withdrawal should be processed according to the following regulations:

1. Student shall submit a withdrawal application to the One-stop Service Center for student-initiated withdrawal. The University will issue a written letter of withdrawal or dismissal for non-student-initiated withdrawal. For those who are unable to receive the letter, the decision will be published on the University's website for 15 days and the process is considered as served.
2. Student profile and residency status of a withdrawn or dismissed student shall be returned to the location of household registration.

## Chapter Seven: Graduation

**Article 24** The University offers undergraduate students a flexible study plan which allows them to complete the curriculum in phases. The standard study period is four years, and the maximum period of study is ten years.

**Article 25** Senior students must participate in the group degree photographing conducted by the Xinhua Press and organized by the University at the specified time. Students must log on to the CHSI (Chinese Higher-education Student Information) system and check their degree photos on time. Students who missed the collective photographing for personal reasons should contact Xinhua Press and complete the individual photographing within the designated period. Students who fail to complete the degree photographing on time will be delayed in graduation.

**Article 26** If the student's degree photo fails to pass the identity verification, he/she must cooperate with the University and complete the identity recheck process in accordance with the requirements of the Provincial Department of Education. Those who fail to pass the identity recheck will be referred to relevant departments for processing.

**Article 27** Student must submit the application for graduation within the period specified by the University. The graduation application will be audited by the responsible college and reviewed by the Office of the Registrar. To graduate and obtain a certificate of graduation, students must earn all the credits and courses required within the allowable period of time, and meet all other standards for graduation.

**Article 28** Students who have completed all required courses within the specified time period but fail to meet the requirements of graduation can be issued a certificate of completion.

**Article 29** After being enrolled for a minimum of one year, students who withdraw from the University can be issued a certificate of study.

## Chapter Eight: Graduation Certificates

**Article 30** Graduation certificates from Wenzhou-Kean University are issued based on granting conditions being met. Graduation certificates shall only be issued using information that has been verified through the admission process, or subsequently updated through a formal procedure.

**Article 31** The University will not grant graduation certificates to students who have violated national admission regulations. The University will revoke all academic credentials if a student is found to have obtained them through fraudulent activity, such as cheating, plagiarism, forgery, or other improper means. The University will also report such instances to the provincial education administration and declare any previously issued certificates as invalid.

**Article 32** Graduation certificates are issued only once. The University shall, upon students' application and after verification, issue corresponding verification letters to the students whose certificates have been lost or damaged. Such verifications, when issued by the Office of the Registrar at Wenzhou-Kean University, carry equal validity to the original document.

## Chapter Nine: Supplementary Provisions

**Article 33** These outlined regulations are subject to the interpretation of the Office of the Registrar. The office of the Registrar reserves the right to enforce special regulations as necessary.

**Article 34** These regulations take effect on May 2024, the previous provisions issued in August 2019 are retired simultaneously.