



Center for International Programs
at the University of Dayton

Intensive English Program Student Handbook Fall B 2009

October 22, 2009



Center for International Programs
University of Dayton

Alumni Hall, Room 117
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Dayton, OH 45469-0315

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Welcome from the Center for International Programs!

To all of our students, whatever their backgrounds and goals, we promise to provide professional education, cultural expertise, and personal understanding. We want you to feel welcome to express any concerns and discuss any situations which you encounter in our country. Your teachers share our interest in your welfare and will also be happy to meet with you after class. Teachers' office hours are listed on their syllabi and posted outside the teachers' office.

Welcome to the University of Dayton!

Amy Anderson
Director, Center for International Programs

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PART 1: Important People and Phone Numbers

If you have questions about:	Make an appointment with:
Immigration rules or your status	Jane Hart 9-2748 jane.hart@notes.udayton.edu
Conversation Partner Program	Sofia Rector 9-3569 rectorsc@notes.udayton.edu
International admission to the University of Dayton	John Huart 9-3201 jhuart@udayton.edu
Banking, car rental, I.D. cards, or meal tickets	Cindi Lewis 9-4907 clewis@udayton.edu
Living on campus / International Learning and Living Community	Tricia Barger 9-4283 tpenno@udayton.edu
Host families	Cindi Lewis 9-4907 clewis@udayton.edu
IEP or University fees / Your bill	Cindi Lewis 9-4907 clewis@udayton.edu
Your IEP classes (placement, grades, progress, what is being taught, or your relationship with other students in the class)	Karin Avila-John 9-3571 karin.avila-john@notes.udayton.edu
Life in the United States or just feeling homesick	Karin Avila-John 9-3571 karin.avila-john@notes.udayton.edu
Having a letter or document faxed or photocopied	Linda Hickman 9-3514 linda.hickman@notes.udayton.edu

More Telephone Numbers

**Main Office: Center for International Programs
and the Intensive English Program** 229-3514
Office hours: Monday through Friday, 8:30-4:30
*After 4:30 pm on Monday - Friday, weekends,
vacations, or holidays, please leave a message*

University Public Safety 229-2121

UD Student Health Center 229-3131

Miami Valley Hospital - Emergency Room 208-2444

Yellow Cab 228-1155

Mom's Limo (On campus escort service) 229-2124

Carefinders 208-3463
Will help you find a Doctor close to your location

Emergency number 911
*Immediate ambulance or police response for
severe illness or accidents*

Medical Emergencies

- If you are ill, call the Intensive English Program at 9-3571 (Off-campus dial (937) 229-3571) to let us know you will not be able to attend class.
- If you are ill or need to see a doctor, make an appointment at the **Student Health Center** (229-3131). You should be able to see a doctor the same day. **An appointment is required.**
- If you have a minor medical emergency such as a small cut, go the Student Health Center. Walk-ins are accepted for emergencies.
- If you have a more serious medical emergency, such as a broken bone, a severe cut, chest pains, or a head injury, go to Miami Valley Hospital's Emergency Room. It is open 24 hours a day. It is located at 1 Wyoming St., Dayton, Ohio.

Directions: From the corner of Stewart St. and Brown St. go west on Stewart St to first traffic light, turn right and go until you see Miami Valley Hospital. Follow the signs to the Emergency Room. The telephone number is (937) 208-2444. If this is an emergency, dial 911 and an ambulance will pick you up and take you to the Emergency Room.

For Emergency School Closing

If there is extremely bad weather or you hear about any other city-wide event that might delay the start of classes, watch Channel 7 (WHIO) on your television or go to their website (<http://www.whiotv.com>). Schools and businesses which will be closed or delayed are listed alphabetically. You should watch for "University of Dayton – Closed or Delayed."

PART 2: Daily Class Schedule and Academic Calendar

Class Schedule

Monday, Wednesday, and Friday

9:00 – 10:50	Reading/Writing
11:00 – 11:50	Grammar
12:00 – 12:50	Lunch
1:00 – 2:50	Listening/Speaking (Mondays and Wednesdays only)

Tuesday

9:00-10:15	Grammar Lab
10:30 – 11:45	Reading/Writing Lab
12:00-1:30	Lunch
1:30-2:45	Special Topics

Thursday

9:00-10:15	Grammar Lab
10:30 – 11:45	Listening/Speaking Lab
12:00-1:30	Lunch
1:30-2:45	Special Topics

Lab Classes

Lab classes are regular classes that supplement Grammar, Reading/Writing, and Listening/Speaking at all five levels. The grammar labs are designed to give the student concrete practice with grammar points introduced in class. The reading/writing lab is designed to provide additional support in reading and writing skills. The listening/speaking lab will provide additional practice in listening and speaking skills. Each lab is considered part of the main class, and work in the lab classes will be part of the final grade for the class.

Students in Level 5 who are taking UD classes that conflict with the lab classes may have the lab classes waived. Students must submit their official schedule of UD classes to the Academic Coordinator (Karin Avila-John) by Wednesday, October 28, at 4:00 p.m.

Final exams are given during the last week of the term.

Academic Calendar

For the current IEP calendar, see Appendix B.

The IEP calendar is also available online at http://international.udayton.edu/iep/calendar_acad.htm

PART 3: IEP Program Policies

Deposit and Payment/Refund Policy

Tuition and fees for the current term can be found in Appendix C.

The IEP fees are also available online at <http://international.udayton.edu/iep/programs/fees.htm>

1. Applicants must pay a non-refundable deposit of \$200 for the Intensive English Program.

Upon registration at the University of Dayton, the deposit is applied to the student's first term's tuition amount. THE ENTIRE AMOUNT OWED TO THE UNIVERSITY IS DUE BY THE END OF THE FIRST WEEK OF CLASSES. Exceptions can only be made by permission of the Director for the Center for International Programs. Payment plans are only available to those students/sponsors who have permanent work situations in the local area. Payment plans are not available for the three-week Summer Intersession Program. Billing plans are only available to embassy, military, international organization, or corporate-sponsored students and must be approved by the Director for the Center for International Programs (See # 3, below).

2. Refunds: During the four-week cancellation period for the Fall 1, Fall 2, Spring 1, Spring 2, and Summer 1 terms, tuition refunds will be given according to the following schedule:

During the first week of classes	80%
During the second week of classes	60%
During the third week of classes	40%
During or after the fourth week of classes	0%

(The 1st week starts on the first day of a term; the 2nd week begins 7 days later, etc.)

Students who are on payment plans or who, for whatever reason, have not yet paid all tuition fees and/or other fees due the school WILL be billed for the entire amount due upon and after withdrawal and will be held legally responsible for these fees. Tuition fees are not refundable for the Summer Intersession program after the second day of classes.

NOTE: Students who submit official verification that they have passed the TOEFL/IELTS **before** the first day of class may drop their IEP classes and receive a refund according to the refund schedule above. However, if a student submits official verification that he/she has passed the TOEFL/IELTS **after** the first day of class, he/she will remain enrolled in the IEP classes and will be responsible for the full amount of tuition and fees for that term.

3. Sponsored Students. For students whose sponsors are billed, rules for refunds are the same as those for non-sponsored students.

4. Refunds of fees. Absolutely NO fees (i.e., general fees, textbook fees, housing fees, etc), other than the approved percentage of tuition fees, are refundable.

5. Textbooks. Students will be taken to the UD bookstore on Monday, October 26th. ALL STUDENTS must have their textbooks by Tuesday, October 27th. No photocopies allowed. No used books with markings allowed, either. Text books are ONLY returnable for refund /exchange if the reason for the return is that an approved level change has occurred AND the textbook is completely

unmarked/undamaged.

Note: Grammar books have an online access code in a separate packaging which looks like a CD cover. Be careful not to throw it away when you unwrap the book.

6. Late Registration Service Charge: A late registration service charge will apply for tuition fees or payments made late:

Full-time: \$25.00 per week to a maximum of \$75.00

Part-time: \$15.00 per week to a maximum of \$45.00

Students whose full tuition fees are not paid by the end of the first week of classes will incur a late registration charge. Students on a payment plan will incur the fees for any payments made after the due date.

Scholarships

The Intensive English Program offers a partial scholarship to one student per 50 students each seven-week term. Following is an explanation of the scholarship and requirements:

The IEP Scholarship will cover one-fourth of full-time tuition for a returning student, but *does not cover* fees or books. It is limited to one person per seven-week term. STUDENTS AT ANY LEVEL OF STUDY IN THE INTENSIVE ENGLISH PROGRAM MAY APPLY.

The requirements for eligibility for the Scholarship are as follows:

1. Applicants must be F-1 or J visa students who are enrolled and registered for full-time study for the term for which they are requesting the scholarship.
2. Applicants must pay all fees and the remaining tuition according to the University's payment guidelines and requirements.
3. Applicants must have completed *at least one term of full-time study at IEP* for which they must have paid personally (or a family member) and they must have paid *full fees* and tuition amount.
4. Applicants must have demonstrated satisfactory attendance (*absent or tardy in no more than 10% of class hours*) during their previous term at IEP; they must have received all *A's or B's* in graded classes or *P's* in non-graded classes.
5. *Applicants must formally apply for the Scholarship by the end of the **fourth week** of the preceding term. The application materials must include a *two page essay* explaining the applicant's goals and how they plan to use their English training and further education to reach them.
* This requirement may be waived or amended for students in level one or two.

IEP and CIP Faculty and Staff will review all applications carefully. Their decision will be based on: (a) the application letter, (b) the student's involvement on campus or at IEP, and (c) the student's academic performance.

NOTE: This scholarship *is subject to revocation* at the end of the fourth week of the award term if any or all of the following conditions are not met:

1. The award recipient must have no more than 10% absences for the first four weeks of the award term. Exceptions made in cases of physician-verified illness.
2. The award recipient must maintain satisfactory grades in all of his or her classes throughout the first four weeks of the term.
3. If the scholarship is revoked, the student must pay the remaining tuition by the end of the term.

The University of Dayton offers scholarships to graduates of IEP to pursue study in the University of Dayton academic programs. Contact Karin Avila-John or John Huart for more information.

Level Placement, Testing, and Evaluations

Level Placement

Upon arrival at the University of Dayton, the students must take the IEP Placement Test, which includes the COMPASS listening, reading and grammar tests, an oral interview, and a written composition.

NOTE: Grammar and Reading/Writing placement are evaluated together. A student will always be placed in the same level of Grammar as they are in Reading/Writing. Listening/Speaking placement level may be one level higher or lower than that of the Grammar and Reading/Writing placement level.

Level Change

If a new student thinks that he/she has been incorrectly placed in an IEP class level, he/she must follow this procedure:

1. Write a letter to IEP's Academic Coordinator requesting the desired level change by the Wednesday of the first week. NOTE: No petitions for level changes will be considered after the end of a new student's first week in IEP.
2. Attend the assigned class every day, doing all homework as well as any extra tasks requested by the instructor for level determination.
3. Do not write in your books in case you need to return them due to level change.

Level change requests will be reviewed by the Academic Coordinator and the instructors involved, and the student will be notified of any level change decisions before the first class of the second Monday of the term.

NOTE: No actual level changes will take place unless they are instructor-initiated and approved by the Academic Coordinator. No returning student may request a level change. Level changes for returning students are solely instructor-initiated.

Quizzes, Unit or Chapter Tests, and Final Exams

Quizzes and unit/chapter tests will be given at the discretion of the instructor. See your instructor's syllabus for course-specific quiz and test information. Final exams for grammar, reading, and writing will take place during the last week of each term. Final exams are comprehensive.

Evaluation Reports

The student will receive a final evaluation at the end of the term. This evaluation form will indicate the final grade achieved for each course as well as progress made on standardized testing, attendance, GPA and program status. Students who have successfully completed IEP will have this indicated on the form and will receive a Certificate of Completion. In addition to this evaluation form, the student will receive a grade report from the University. **See Appendix D for an example of this evaluation form.**

Grading Scale

Students must achieve 70% or higher to pass any IEP course.

Grade		Percentage/Points
A	Excellent	93-100
A-		90-92
B+	Good	87-89
B		83-86
B-		80-82
C+	Fair	77-79
C		73-76
C-		70-72
D	Failing	60-69
F	Failing	0-59

Additional requirements:

- In order to pass the reading/writing and grammar classes and move up to the next level, the student needs to have a combined score of at least 70% and individual scores for reading, writing, and grammar each no lower than 65%.
- Because Grammar and Reading/Writing are considered together for placement and evaluation, a student must pass BOTH Grammar and Reading and Writing to be moved up to the next level of those classes. In other words, a student will either be moved up in both classes or remain at their current level in both classes. There is no other alternative.

Academic Appeals

The Intensive English Program academic appeals process provides you with a means to question academic behavior by faculty members, administration, or staff. Examples of expected appropriate academic behavior are set forth in the American Association of University Professors' Code of Ethics.

For appeals regarding any academic concerns, such as differences of opinion on grades, assignments, classroom procedures or related issues, the following procedures will be followed:

- You are encouraged to discuss any academic concern with the faculty member directly as it occurs.
- Where resolution is impossible or unsatisfactory to either party, the issue should be appealed immediately to the Academic Coordinator, preferably within the same academic term.
- If you consider the response of the academic coordinator to be unsatisfactory, the issue should be appealed in writing to the CIP Director, preferably within the same academic term. The Director's decision regarding the issue will be final.

These proceedings will occur in a professional manner, and all efforts will be made to protect the rights of all parties involved.

Nonacademic Appeals

The University of Dayton nonacademic appeals process is to be used for issues other than academic matters and provides you with protection against unwarranted infringement of your rights. A grievance may concern an alleged violation of college policies, infringement of your rights and other such problems dealing with other students, college staff and faculty, and authorized college activities.

For details of the appeals process, refer to Appendix E or the UD website:

<http://campus.udayton.edu/~studev/studenthandbook/PDF/Standards%20of%20Behavior.pdf>

Graduation Policy

In order to graduate from the Intensive English Program and receive a certificate of graduation, a student must:

1. Pass the TOEFL test; **or**
2. Pass all level 5 classes

Additional Requirements:

Students conditionally accepted to the University of Dayton must receive the appropriate TOEFL test score **or** pass all level 5 classes in order to begin full-time academic study.

Students conditionally accepted to the University of Dayton's Master of Laws (LLM) Program must obtain a score of 600 on the Paper-based TOEFL or a 100 on the Internet-based TOEFL (iBT)

How to Earn College Credit

If you are not already conditionally admitted to the University of Dayton, you may take a university class for college credit under certain circumstances. This can be done ONLY with the recommendation and approval of IEP's Academic Coordinator:

1. Level 4 students must attend IEP full-time, and may be permitted to take one approved university course. However, students in level 4 can only take an academic class after they have successfully completed one IEP term.

2. Level 5 students may be permitted to attend one approved university course in addition to either a full-time or part-time course load at IEP. Part-time conditionally-admitted students must submit a copy of the UD acceptance letter which specifies their conditional status and a copy of their UD class registrations to the Academic Coordinator.

Academic Advising for IEP Students

IEP students who have been **conditionally admitted to The University of Dayton** should contact the IEP Academic Coordinator who will act as a liaison between students and their UD programs.

IEP students wishing to pursue an academic degree at the University of Dayton need to see John Huart in the Admission Office at UD. IEP's Academic Coordinator will help students contact Mr. Huart.

For **IEP students who want to pursue a degree at a university/college other than The University of Dayton**, The Academic Coordinator can help complete the selection and application process.

The Academic Coordinator meets with **IEP students who take the Institutional TOEFL** to discuss their progress, offer recommendations, and set goals.

TOEFL Institutional TOEFL

IEP offers the TOEFL Test once in the fall, once in the winter, and once in the summer (but not during the Summer Intersession Term). Students who wish to take this test must register with the Academic Coordinator and pre-pay at the University's Bursar's office. There is a \$30.00 fee for the test. The Institutional TOEFL is only accepted for admission to the University of Dayton and to other SOCHE-member schools. The test has three parts: (1) Listening, (2) Structure, and (3) Reading. It has a range from 0-677.

Persons who arrive late for the test will not be seated. Neither late arrivals nor **No Shows** will have their test fees refunded.

Internet-based TOEFL

The Internet-based TOEFL test has four sections: (1) Speaking, (2) Listening, (3) Reading, and (4) Writing. The score of the Internet-based TOEFL is accepted internationally. The test is given at certified test locations including the University of Dayton. Information about registering at the University of Dayton to take the Internet-based TOEFL can be found at <http://international.udayton.edu/iep/toefl.htm>.

PART 4: IEP Classroom Policies and Procedures

In order to provide a positive learning and teaching environment in the Intensive English Program, the following policies have been developed.

Attendance

Students' success in IEP depends on their attendance; therefore, there are penalties for excessive absences. Students in the Reading/Writing/Grammar class/lab may only miss 3 class periods. Students in the Speaking/Listening class/lab and the Special Topics class may only miss 2 class periods. If a student misses more than the allowed number of class periods, the student's grade will be lowered by 10%. Each additional absence will cause the student's grade to be lowered by an additional 5%. For example, if a Reading and Writing student's end of term grade was 80%, but the student missed 4 class periods, the student's final grade would be 70%. Properly documented illnesses will be dealt with on a case-by-case basis. If a student is more than 10 minutes late to class, the student will be considered absent. If a student is 1-9 minutes late, he/she will be marked tardy. Four tardies = 1 absence.

Any F-1 visa student who misses 20% or more hours of instruction per term (32 hours or more) may be reported to SEVIS and risk dismissal from the program and deportation.

Tests/Quizzes

A student is permitted to make-up **one test/quiz per class per term**. The test or quiz must be made up the day the student returns. The student receives a zero for any future missed tests/quizzes in that class during that term.

Disruptive Behavior

If a student is disruptive in class, he/she may be asked to leave the class and then marked absent.

Disruptive classroom behavior includes but is not limited to talking to other students during instruction, answering cell phone calls, sending or receiving text messages, leaving class for extended periods of time, sleeping, disrespecting the instructor or other students, using one's native language in class, and doing activities not related to the class. Students who arrive late should enter the classroom quietly, and quickly take a seat.

Students should also respect the work and study environment of the IEP, including behavior before and after classes in empty classrooms and hallways. Please conduct yourself as you would in a place of business and higher education.

Student Dismissal Procedure

Learning a language takes time and effort, and each student learns at his or her own pace. Some students may need to repeat a class even though they worked hard and showed interest. However, some students fail a class because they don't attend regularly, don't pay attention in class, don't do their homework or are disruptive in class. The following dismissal procedure applies to these students.

In order to be a student in good academic standing, the student will need to maintain a 2.0 GPA. If a student does not achieve a 2.0 for a given term, he/she will be placed on probation. The student has two terms to bring his/her GPA to 2.0. If the student fails to do this, he/she will be dismissed.

Students on probation will receive a letter at the end of the term notifying them of their probation status. Students on probation may petition for an extension of their probation status.

IEP Environment

Students in the IEP are responsible for helping maintain a safe, healthy and clean environment.

Protection of Personal Property

Crime prevention requires active, cooperative efforts by students. The IEP is concerned for your personal security and the protection of personal property.

For this reason, please do not leave book bags or other valuable personal property unattended in classrooms, the seminar room or the WEX. The IEP is not responsible for damage or loss of personal property that is left unattended.

In particular, do not leave personal property in the seminar room or WEX because these rooms may be scheduled for other meetings.

For details about public safety, go to the U.D. website at campus.udayton.edu/~safety and click on Campus Safety and Security Act Report for 2007.

Health

For your own personal health and for the health of others, please stay home and rest when you are sick. If you have a fever of 100 degrees F. (37.8 degrees C.) or more, you should seek medical attention. Do not return to classes until your fever has been normal for 24 hours. If you need to see a doctor, call the Student Health Center (229-3131) and make an appointment.

See the IEP Student Handbook for information on excused absences and missed tests. See course syllabi for individual instructor requirements related to missed assignments and class work.

Housekeeping

Please help keep our environment clean at all times by doing the following:

- Pick up personal trash (cups, papers, etc.) in classrooms and hallways.
- Place recyclable materials in containers in the WEX if there is not a meeting in progress.
- **Please! Do not eat your lunch in Alumni Hall.** Whether you bring your lunch or buy your lunch, please go to the Kennedy Student Union (K.U.) where you will find tables, appropriate trash containers, and a microwave oven.

World Associates

Our student workers, the World Associates, are at work in the reception area. Please respect their work time by not engaging them in long conversations.

Cultural Sensitivity

Students and teachers from many cultures are studying and working side by side in the IEP. Please try to understand and respect cultural differences in gender roles, ethnicity (beliefs, values, and traditions), and religions. For example, comments about skin color and racial body characteristics show a lack of sensitivity. You should also be aware of cultural expectations related to “touch”. Please respect the “personal space” of others.

PART 5: Student Services

For information about UD ID privileges, on-campus recreation, housing, parking and transportation, off-campus activities and opportunities, see the University of Dayton International Student and Scholar Guidebook 2009-2010.

Returning Home and Traveling Outside the U.S. (including Canada and Mexico)

Be sure to talk to Jane Hart about any plans you have to leave the country.

Returning Home

After successfully completing your studies

After students successfully complete their studies, they have sixty days to leave the US. When students decide to return to their home country, they must provide International Student and Scholar Services with a copy of their airline ticket.

Without successfully completing your studies

If students decide to return home and did not successfully complete their studies, they must leave the US immediately. You must provide International Student and Scholar Services with a copy of your airline ticket. An exception to this rule may be granted by the Center for International Programs; however, with this exception, the student must leave the US within 15 days.

Traveling outside the United States (includes Canada and Mexico)

Before students depart, they must provide International Student and Scholar Services with a copy of their airline ticket and have their I-20 signed by International Student and Scholar Services.

Computers

There are multiple computer labs across campus that are available to all students. These contain computers and printers.

All students within the University are issued a Novell/LDAP account, which allows students to access the University’s network from any of the computer labs, on-campus houses or via the UD Portal.

E-mail service is also provided through a Lotus Notes account, which can be forwarded to another

e-mail account (e.g. AOL, Hotmail, Juno, Yahoo) if desired. See Appendix G.

Instructions for forwarding your Lotus Notes e-mail account to another e-mail account can be found in Appendix G.

Computer labs are available in the Anderson Center, Chaminade Hall, Kettering Labs, Roesch Library, St. Joseph Hall and the Science Center. Students may access these computers with their Novell/LDAP ID and password. When you arrive on campus, you will receive your Novell/LDAP user name and password from the IEP Academic Coordinator. You can also get your user name and password at the walk-in help desk located in Miriam Hall, room 053.

If you have any technical questions (getting your ID, logging on, or installing software), please call 937-229-3888 or visit the walk-in Help Desk located in Miriam Hall, room 53.

APPENDIX A

Center for International Programs (CIP) Directory

Name and Title/Area	Contact Information:
Amy Anderson Director	(937) 229-3514 aanderson@udayton.edu
Cindi Lewis Assistant Director	(937) 229-4907 clewis@udayton.edu
Karin Avila-John Academic Coordinator, IEP	(937) 229-3571 karin.avila-john@notes.udayton.edu
Patrick Czupik Instructor, IEP	(937) 229-3502 patrick.czupik@notes.udayton.edu
Sylvia Koestner Instructor, IEP	(937)-229-3747 koestnsi@notes.udayton.edu
Leah Konicki Instructor, IEP	(937) 229-3727 leah.konicki@notes.udayton.edu
Lilia Moyer Instructor, IEP	(937) 229-3681 moyerlim@notes.udayton.edu
Brenna Seifried Instructor, IEP	(937) 229-2740 seifribr@notes.udayton.edu
Susan Sandro Instructor, IEP	(937) 229-3724 sandrosl@notes.udayton.edu
Sofia Rector Instructor, IEP	(937) 229-3724 rectorsc@notes.udayton.edu
Jane Hart International Student & Scholar Services Coordinator	(937) 229-2748 (Cell: (937) 479-2621) jane.hart@notes.udayton.edu
Linda Hickman International Services Coordinator	(937) 229-3514 linda.hickman@notes.udayton.edu
Sally Raymont Education Abroad Coordinator	(937) 229-3728 sally.raymont@notes.udayton.edu
Patti Procuniar Study Abroad Assistant	(937) 229-3728 patti.procuniar@notes.udayton.edu
Tricia Barger International Learning Community	(937) 229-4283 tpenno@udayton.edu

APPENDIX B IEP ACADEMIC CALENDAR 2009-10

Term (7 weeks)	Orientation	Beginning of term	End of term
Fall A 2009	August 27-28	August 31	October 16
Fall B 2009	October 22-23	October 26	December 16
Spring A 2010	January 7-8	January 11	February 26
Spring B 2010	March 4-5	March 8	April 28
Summer A 2010	May 6-7	May 10	June 25
Intersession (3 weeks)	Orientation	Beginning of term	End of term
Summer Intersession 2010	July 8-9	July 12	July 30

APPENDIX C IEP Tuition and Fees 2009-10

Costs	7-week term	3-week summer term
Tuition (full-time/four classes)	\$2400	\$1075
University fee	\$25	\$25
Textbooks (estimated)	\$150	\$150
Health insurance (one month)*	\$36+ (varies by age)	\$36+ (varies by age)

Appendix D End of Term Report



The University of Dayton Intensive English Program Term Report

IEP ID _____ Name _____

Current Term _____

Section ID	Description	Final Grade	Notes	Absent

Tests	Date	Name	Result

Definition of Course Grades:

A	93 - 100	B+	87 - 89	C+	77 - 79	D	60 - 69
A-	90 - 92	B	83 - 86	C	73 - 76	F	0 - 59
		B-	80 - 82	C-	70 - 72		

Definition of Codes:

Improvement Codes	
1	Listening comprehension
2	Speaking fluency
3	Pronunciation
4	Vocabulary
5	Attitude
6	Grammar Usage
7	Reading skills
8	Writing Skills
Progress Codes	
P	Progress made, more work at same level
Comment Codes	
L	Grade lowered for absences
N	Excessive use of native tongue
T	Test grades are low

- Should continue full time ESL instruction only.
- May enroll in part time ESL/part time university work.
- Has completed the IEP program.
- Has met TOEFL requirement for full UD admission.
- Has met TOEFL requirement for full MU admission.

Certified by:

Date: 1/6/2009

Karin Avila-John

APPENDIX E

Non-Academic Appeals Process

If a student is accused of violating University Standards of Behavior, OR feels that others (students, faculty, or staff) have violated those standards, the following applies:

RIGHTS AND RESPONSIBILITIES

Rights of Accused Student

- To be afforded a behavioral conference or hearing in a reasonable and timely manner.
- To have a behavioral conference or hearing that is closed to the public.
- To have written notice of the reported violation(s) prior to attending a Behavioral Conference and/or Accountability Hearing. Students will be notified of the time, date and location for Accountability Hearings and Appeal Hearings three to five days prior to the hearing in order to prepare an adequate response to the reported violation(s) or sanctions.
Note: This notification may be communicated via Lotus Notes e-mail. A student's Lotus Notes account is considered an official form of communication by the University.
- To have the case heard fairly and objectively.
- To have the opportunity to hear and respond to all information presented during the Behavioral Conference or hearing.
- To present relevant information and witnesses, in an informal manner, in order to substantiate his/her position.
- To consult an advisor who may be present at the hearing but who does not participate on behalf of the student in the hearing unless the advisor also will serve as a witness.
- To remain silent with no inference of responsibility. Silence does not preclude a finding of responsibility by the board.
- To receive in writing within seven University of Dayton business days of the Behavioral Conference and/or hearing, the outcome of the case and, if found responsible, a list of the sanction(s) assigned.
- To appeal the outcome within the guidelines of the University of Dayton Standards of Behavior.

Responsibilities of the Accused Student

- To respond to charges with the truth as they know it.
- To complete any sanction(s) imposed as a result of a Behavioral Conference and/or hearing.
- To demonstrate the Catholic and Marianist philosophy of Living in Community at UD through their words, compassion, and love for others involved in the process.

Rights of Accusing Student

- To be afforded a Behavioral Conference or hearing in a reasonable and timely manner.
- To have a Behavioral Conference or hearing that is closed to the public.
- To receive written notice of the date, time and location of the Behavioral Conference and/or hearing within five University of Dayton business days in advance of the Behavioral Conference and/or hearing in order to have adequate time to prepare.
- To have the case heard fairly and objectively.
- To have the opportunity to hear and respond to all information presented during the Behavioral Conference or hearing.

- To present relevant information and witnesses, in an informal manner, in order to substantiate his/her position.
- To consult an advisor who may be present at the hearing but who does not participate in the hearing on behalf of the student unless the advisor also will serve as a witness.
- To receive the outcome of the case in writing within seven University of Dayton business days of the Behavioral Conference and/or hearing.
- To appeal the outcome within the guidelines of the University of Dayton Standards of Behavior.

Responsibilities of the Accusing Student

- To report the truth as they know it.
- To demonstrate the Catholic and Marianist philosophy of Living in Community at UD through their words, compassion, and love for others involved in the process.

APPENDIX F

Instructions for forwarding your UD email to your personal email account

Instructions for forwarding your UD email to your personal email account

- Go to <http://address.udayton.edu>
- Select 'Login' from the left side of the screen.
- Enter LDAP user name and password, which you receive during orientation.
- Select 'My Record' from the left side of the screen.
- In the open white space, scroll down to the line labeled 'E-mail Address'. Replace the e-mail address in the box with the address to which mail should be forwarded.
- Select 'Yes' next to the 'Forward Notes Mail' option.
- Select the red 'Save' button in the bottom left corner of the white space.
- You have now set your Lotus Notes mail box to be forwarded.

APPENDIX G

Policy Review Form

I, _____ (print name), acknowledge that I was informed on all of the policies and procedures listed in this student handbook for international students. I acknowledge that each policy was discussed with me and I was able to ask questions about any/all policies listed in the handbook.

Sign: _____

Date: _____