

Intensive English Language Program



Student Academic Handbook

2024 – 2025 Academic Year

Compiled by Mr. Don Beck, Instructor IELP
Edited and Updated by Mrs. Jennifer Kinn, A.A. IELP

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IELP Faculty and Staff Contact Information

Before visiting a faculty member, please consult the faculty member’s course syllabus for information on office hour times and on rules for making appointments. Many faculty members also provide daily schedules and office hour times outside their office doors.

If an appointment is made, students should be polite to the faculty member in two ways. First, students should arrive at the faculty member's office on time. Second, students should arrive prepared to ask questions to gather necessary information.

Name	E-mail	Phone	Office
Beck, Don	dbeck@findlay.edu	4836	1114 Cory Rm. G
Mott, Greg	mott@findlay.edu	4833	1114 Cory Rm. A
Sean Farmer	sean.farmer@findlay.edu	5913	1114 Cory Rm. B
Hibah, Elnoor	elnoory@findlay.edu	5852	Frost 301A
Kinn, Jennifer	kinnj@findlay.edu	4830	1114 Cory Lobby
Kawamura, Hiro	kawamura@findlay.edu	4619	1120 Cory Rm. F
Cullen, Kevin	cullenk@findlay.edu	5852	Frost 301A

IELP Communication

IELP Students need to check their Findlay email on a daily basis to ensure they are receiving all of the information they need to be successful in their classes and an active member of the University of Findlay community. When sending an email to a teacher please give that teacher 24 hours to respond, except for holidays, weekend, or if the teacher is ill, which may take longer.

Students need to check Canvas on a daily basis. This is where teachers will post grades and assignments. If not checked on a daily basis you may miss an important assignment or instruction from the teacher.

Academic Standards and Requirements

Placement and Promotion Standards for Level 1: Students who are placed in Level 1 must meet two requirements before they are promoted to Level 2. First, the Level 1 students must successfully complete all Level 1 core coursework with a score of 73% or higher. Second, they must pass their comprehensive exams with grades of 73% or higher. Important note: Students may have split schedules if they are proficient in some skills but not in others. For example, if a student fails the reading/vocabulary exam, but passes the other exams, s/he may advance to Level 2 for listening/speaking, and writing/grammar but retake Level 1 reading/vocabulary.

Placement and Promotion Standards for Level 2: Students who are placed in Level 2 must meet two requirements before they advance to Level 3. First, they must successfully complete all of Level 2 IELP core coursework with a score of 73% or higher. Second, they must pass their comprehensive exams in listening/speaking, reading/vocabulary, writing/grammar with grades of 73% or better. Important note: Students may have split schedules if they are proficient in some skills but not in others. For example, if a student fails the reading/vocabulary exam, but passes the other exams, s/he may advance to Level 3 for listening/speaking, and writing/grammar but retake Level 2 reading/vocabulary. Students, who fail Level 2 but present a verified Level 3 IELTS, TOEFL or accepted language proficiency test score, must retake Level 2.

Placement and Promotion Standards for Level 3: Students who are placed in Level 3 must meet two requirements before they advance to their undergraduate courses or Level 4. First, they must successfully complete all of Level 4 core coursework with a score of 73% or higher. Second, they must pass their comprehensive exams in listening/speaking, reading/vocabulary, and writing/grammar with grades of 73% or better. Important note: Students may have split schedules if they are proficient in some skills but not in others. For example, if a student fails the reading/vocabulary exam, but passes the other exams, s/he may advance to the Level 4 for listening/speaking and writing/grammar but retake Level 3 reading/vocabulary. Students, who fail Level 3, but present a verified Advanced Level IELTS, TOEFL or accepted language proficiency test score, must retake Level 3.

Placement Standard for Level 4: Students who are placed in Level 4 must meet two requirements before they advance to their graduate courses. First, they must successfully complete all Level 4 core coursework with a score of 80% or higher for graduate students or a 73% for undergraduate students. Second, they must pass their comprehensive exams in listening/speaking, reading/vocabulary, and writing/grammar with grades of 80% or better for graduate students and a 73% or better for undergraduate students. Important note: Graduate Students may have split schedules if they are proficient in some skills but not in others. This will be at the discretion of the graduate directors. Students who fail Level 4, but present a verified IELTS, TOEFL or accepted language proficiency test score, must retake the Level 4.

Important Note to ALL IELP Students: IELTS, TOEFL, PTE, iTEP, Cambridge, Duolingo and for scores must be presented by the first day of orientation at International Admissions. New scores presented later than the first day of orientation will not be considered.

Academic support on campus

Need	Program	Location	Notes
Help with English	ELL (English Language Learner) support center	Frost 306	For all English language learners on campus.
Advising & support for students; The Oiler Success Center can connect students with services all over campus!	Oiler Success Center	First floor of Old Main (Room 122)	<p>If a student is put on academic warning, probation, or suspension, he/she will work with the Oiler Success Center. However, any UF student may visit the OSC for assistance.</p> <p>https://www.findlay.edu/offices/student-affairs/oiler-success-center/</p>

Help with content studies (math, history, science, etc.)	ASC (Academic Support Center)	CBSL	Also provides testing services http://www.findlay.edu/offices/academic/academicsupportcenter/
Help with papers for English.	Writing Center (live or online)	CBSL 135	https://www.findlay.edu/offices/academic/writing-center/

Student Complaint Procedure

It is important for all faculty and staff to work promptly, effectively, and fairly with student complaints. A student may use the student complaint policy to voice any complaints and/or problems concerns with an IELP policy and/or violation of teaching practices. In addition, if a student believes the integrity of their program, instructor, and/or coursework are at jeopardy; the student can choose to file a written complaint with the Director of the IELP, Greg Mott. Please visit the administrative assistant, Jennifer Kinn, to obtain a copy of the student complaint procedure and form.

Prior to filing the written complaint, it is important for the student to take the preliminary measures in order to maintain a respectable level of communication.

Step One:

Students must discuss concerns with the instructor. Visit your instructor after class, during office hours, or e-mail to set up an appointment. Address your concerns directly with the instructor.
Faculty, staff, and students are co-responsible for maintaining communication with each other.

Step Two:

After unsuccessfully resolving a concern with an instructor, please visit your advisor. Visit your advisor during office hours or e-mail to set up an appointment. It is important to explain your situation with your advisor and to discuss earlier measure to resolve the concern.

Step Three:

If the concern is not resolved in step two, please see the director of the program, Greg Mott. Visit during Mr. Mott's office hours or e-mail to make an appointment to address your concerns. Before contacting Mr. Mott:

1. Please visit the administrative assistant, Jennifer Kinn, and ask to fill out a *formal complaint form*.
2. When the formal complaint form is complete, an appointment will be made with Mr. Mott to discuss the concern and she will review your written complaint prior to the meeting.

Step Four:

After a *formal complaint form* has been filed out with an appointment has been made with the Director, the student will have a meeting with Mr. Mott. The *formal complaint form* is a preventative measure to ensure the student has adequately expressed his/her concerns in writing.

The steps listed above are to ensure the proper chain of command is properly communicated with for student concerns. The IELP maintains respect towards all students, faculty, staff, and the objectives and goals of the Intensive English Language Program at all times.

IELP Placement Appeal Form

Student name _____ **ID#** _____
_____ (semester) _____ (year)

Placement level: _____

Online writing score: _____

Accuplacer score: _____

Diagnostic scores:

Listening/Speaking _____

Writing/Grammar _____

Reading/Vocabulary _____

Briefly explain why you are appealing your level of placement.

Student's signature _____ Date _____

Please return this form to the Director of the IELP by the last day of the second week in the semester.

Academic Advising Information

Faculty advising is an essential part of the personalized education at The University of Findlay. When students enroll at The University of Findlay, they are assigned a faculty adviser. Enrolled students will receive a registration email from the university Registrar's Office eight weeks into the fall and spring semesters. The registration will include a course registration date. On or shortly after this date, students should make an appointment with their faculty adviser to complete a course registration entry. In order to create a course registration entry, a student and a faculty adviser have separate roles.

The student's role in the advising process includes the following tasks.

1. Make sure all of the tasks in your inbox in Workday are done.
2. Make an appointment to see your faculty adviser seven days prior to the registration date.
3. Prepare a list of questions about advising before the appointment.
4. Have an idea of the courses in which you will enroll.
5. Be aware of deadlines, academic policies, and requirements for majors and graduation.
6. Be aware of academic or financial holds. This needs to be remedied prior to registration for the next semester.

The faculty adviser's role in the advising process includes the following tasks.

1. Advise and register students for the next semester.
2. Help students to set career goals.
3. Discuss grade requirements, Starfish reports, mid-term grade reports, and final grades with students, educate and help understand C.O.R.E + and major requirements, proper sequence of English classes and others, make sure students have taken proper placement exams for Math & Chemistry if need be.

4. Inform students of university support programs and university organizations.
5. Help students to understand university academic policies.
6. Inform students of how to switch advisors when they leave the IELP to their undergraduate or graduate program.

IELP students may be assigned to one of these faculty advisers.

Name	E-mail	Phone	Office
Dr. Hiro Kawamura	kawamura@findlay.edu	4619	1120 N. Cory Rm. F
Mr. Greg Mott	mott@findlay.edu	4833	1114 N. Cory Rm. A
Mr. Don Beck	dbeck@findlay.edu	4836	1114 N. Cory Rm. G
Ms. Sean Farmer	sean.farmer@findlay.edu	5913	1114 N. Cory Rm. B

University of Findlay, IELP Directions for registering for classes

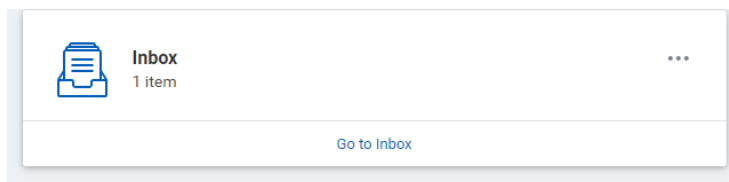
All student registration items are done on Workday.

1. Log into Workday to find your registration date. This can be found in the Academics work tag.



Academics

2. The Workday system will not allow you to register before this day. You will be able to register any day after your registration day.
3. You will need to first take care of all the holds and updates that have been posted in your Workday inbox. Registration cannot be done unless all updates and holds have been cleared.



4. You will first need to make a course schedule of courses you want to take. The instructions for this can be found in Workday under the Workday resources for students.



Workday
Resources for
Students

5. Once you have created a schedule you will need to meet with your advisor. Your advisor will look over your schedule and help make changes if needed. The advisor will then approve your schedule and remove the advisor hold on your registration. After this, you will then be

able to register for the classes on your schedule. Again, the Workday student resources can help with this process.

IELP Registration Information Sheet

Name _____ Nickname _____

U-F ID # ____ _ Home Country _____ Date ____/____/____

Circle your advisor's name: Dr. Kawamura Mr. Mott
Ms. Farmer Mr. Beck
Other _____

Please respond to the following questions with an "X".

1. What are your plans for the next semester?

_____ I plan to continue my studies at The University of Findlay.

_____ I plan to transfer to another university or college.

_____ I plan to return to my home country.

_____ Other? _____

2. Which of the following best describes your plans for course registration next semester?

_____ I am certain that I will register for next semester.

In which level will you enroll? _____ Advanced _____ Intermediate _____ Beginning
_____ Split Levels: These levels are _____ and _____.

_____ I plan to register, but I must wait.

_____ I must speak with my parents or sponsor.

_____ I must confirm my financial situation.

_____ I must extend my I-20.

_____ Other _____

3. What are your long-term plans?

- _____ I plan to finish the IELP only.
- _____ I plan to complete the IELP and complete an Undergraduate degree.
- _____ I plan to complete the IELP and complete a Master's degree.
- _____ I do not plan to earn a degree, but I will be here for _____ more semesters.

Thank you.

IELP Refund Information

1. Fall IELP is \$6,368 (>=12hrs) or \$714 per credit hour for ENIN classes:
 Classes start: August 19, 2024 (Fall) or January 13, 2025 (Spring)
 Students who are registered and drop/withdraw on or before the 2nd Monday will receive 100% refund of fees and tuition and will be charged the \$2,500 administrative fee.

Students who are registered and drop/withdraw on or after the 2nd Tuesday through the 2nd Saturday will be charged 50% tuition, all general service fees and the \$2,500 administrative fee.

Students who are registered and drop/withdraw during the 3rd or 4th calendar week will be charged 75 percent tuition, all general service fees and the \$1,825 administrative fee.

Students who are registered and drop/withdraw after the 4th week will be charged 100 percent tuition and all general service fees.

2. In association with the change in ELAC refund dates, the Student Health Insurance waiver will be accepted through September 1. It opens in Workday as soon as the student registers.

Here is the tuition refund calendar for ELAC & ENIN classes (FALL):

wk. 1	Aug. 19 – Aug. 26	99%
wk. 2	Aug. 27 – Aug. 31	50%
wk. 3 & 4	Sept. 1 – Sept. 13	25%
after wk. 4	Sept. 14 and after	0%

Here is the tuition refund calendar for ELAC & ENIN classes (SPRING):

wk. 1	Jan. 13 – Jan 20	99%
wk. 2	Jan. 21 – Jan. 25	50%
wk. 3 & 4	Jan. 27 – Feb. 7	25%
after wk. 4	Feb. 10 and after	0%

Length of Semesters in weeks

Fall	16
Spring	16
Summer	8

Hours in class per week

Fall	18
Spring	18
Summer	36

Fall 2024 semester classes begin August 19, 2024 and ends December 6, 2024.

Fall Semester 2024

Date	Scheduled Activity
August 13	All-Campus Opening Activities
August 14	Fall faculty meeting and faculty development workshops
August 15	Residence halls open for new students
August 15-18	New Student Orientation (Arch Ceremony on August 15)
August 18	Residence halls open for upperclassmen
August 19	Fall Standard - period begins
August 23	Fall Standard - last day to add a class without permission of instructor
August 26	Fall Standard - last day to drop a class without record
September 2	Labor Day (No classes)
September 6	Fall Standard - last day to add a class with permission of instructor
October 7-8	Fall Standard - Mid-Fall Recess (No classes)
October 9	Fall Standard - report grades less than "C"
November 4	Fall Standard - last day to withdraw from classes
November 27-December 1	Thanksgiving Recess (No classes)
December 6	Deadline to apply for May 2025 Graduation
December 6	Fall Standard - final class day
December 9-12	Fall Standard - final exams
December 12	Fall Standard - period ends
December 18	Final grades due for Fall Standard, 8-Week Block 2, and 11 week session by 9 AM

Spring 2025 semester classes begin January 13, 2025 and ends May 2, 2025.

Spring Semester 2025

Date	Scheduled Activity
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January 11	Residence Halls open
January 13	Spring Standard - period begins
January 17	Spring Standard - last day to add a class without permission of instructor
January 20	Martin Luther King Jr. Day (No classes)
January 21	Spring Standard - last day to drop a class without record
January 31	Spring Standard - last day to add a class with permission of instructor
March 3	Spring Standard - report grades less than "C"
March 10-14	Spring Standard - Spring break (no classes)
March 31	Spring Standard - last day to withdraw from classes
April 11	Symposium for Scholarship and Creativity
April 18-21	Easter Holiday (no classes)
May 2	Spring Standard - final class day
May 2	Deadline to apply for December 2025 graduation
May 5-8	Spring Standard - final exams
May 8	Spring Standard - period ends
May 10	Undergraduate and Graduate Commencement
May 14	Final grades due for Spring Standard, Spring 8-Week Block 2 by 9 AM

NOTES