

STUDENT HANDBOOK



VCU

English Language Program
Global Education Office

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VCU ELP MISSION STATEMENT

The Virginia Commonwealth University English Language Program's mission is to prepare students for academic, career, and personal success through English language proficiency.

ELP achieves its mission by:

- providing excellent instruction and advising within a safe, caring, and inclusive environment;
- offering comprehensive and structured curricula featuring academic preparation;
- being a learner-centered and culturally diverse program;
- taking advantage of local and global partnerships to broaden educational opportunity and cultural understanding;
- offering specialized short-term programs to advance English language learning for academic and professional reasons.

IMPORTANT CONTACTS

VCU Police - emergency	804-828-1234	
VCU Police - non-emergency	804-828-1196	
Campus Escort Security Service	804-828-WALK (9255)	
Inclement Weather Hotline	804-278-1727	
ELP Main Phone Line	804-828-2551	
Dr. Moe Debbagh Greene	mdgreene@vcu.edu	Director
Rachel Aziz	rcwiltshire@vcu.edu	Program Manager
Shakeela Noori	snoori@vcu.edu	Administrative Coordinator
Immigration Advising	804-828-0595/ geois@vcu.edu	
English Language Program Faculty	3rd floor of 912 W Grace Street	

THE MOST IMPORTANT THINGS TO REMEMBER

- Undergraduates must be registered for at least 12 academic credits or the ELP equivalent (18+ hours); graduate students must register for at least 9 academic credits or the ELP equivalent (18+ hours).
- You must be covered by medical insurance the entire time you are enrolled at VCU.
- You must take care of any holds – financial, medical, etc. – before you are allowed to enroll.
- You should make requests for I-20 extensions and change of levels at least 30 days prior to

"On my honor, I have neither given nor received unauthorized aid on this assignment, and I pledge that I am in compliance with the VCU Honor System."

expiration, and you should request I-20 travel signatures at least 15 days prior to travel.

- You should be on campus at least one week before classes begin each term. You should not leave campus before the end of the exam period each term. Plan your travel arrangements accordingly.
- Be aware of add/drop and withdrawal deadlines for courses. The dates are absolutely firm.

ACADEMIC INTEGRITY

ACADEMIC INTEGRITY AND THE VCU HONOR SYSTEM

All students must know and understand the Honor System. It is a student's responsibility to ask teachers and advisors to clarify requirements for each assignment if they are uncertain.

The Honor System prohibits the following acts of academic misconduct as defined below:

- Plagiarism is copying another person's ideas or words without giving him/her credit, pretending that the work is your own.
- Cheating is getting help from someone or something or giving help to someone on a class assignment, quiz, test, etc.
- Lying is not telling the truth to someone, especially your teacher or another university employee.
- Stealing is taking something that is not yours without permission.
- Facilitation is helping someone else doing any of these things.

Questions about the VCU Honor System should be directed to the ELP Director.

ELP students are responsible for knowing both the rules of academic integrity and the consequences of violating those rules, both in ELP and in any subsequent academic courses.

ELP ACADEMIC INTEGRITY PRACTICE AND POLICY

When an instructor believes an ELP student has violated academic integrity rules in an ELP class, the instructor will:

- Meet with the student to discuss the situation, taking notes of the conversation to be signed by both the faculty member and the student.
- Refer the student to the ELP Director.

Students who violate academic integrity rules may be assigned a grade of zero and/or be required to repeat or make up assignments in order to receive full or partial credit.

The ELP Director may place a registration hold on a student's account, preventing self-registration. The ELP Director may place the student on warning or probation within the program or suspend a student from the ELP as a result of an academic integrity violation.

Students may be referred to the VCU Office of Student Conduct.

A student may appeal a sanction by submitting an ELP Academic Integrity Sanction Appeal form to the ELP Grade Review and Academic Integrity Committee via the ELP Director.

ACADEMIC INTEGRITY RESOURCES

Students have available several resources for avoiding violations of academic integrity.

- [VCU Honor System Overview](#)
- [VCU Writing Center](#)
- [VCU Libraries' online Writing with Integrity Workshop:](#)
- [Purdue Online Writing Lab-Avoiding Plagiarism](#)

ATTENDANCE, PARTICIPATION, AND PROGRESSION

CLASS REGISTRATION REQUIRED FOR ATTENDANCE

Students may only attend those classes for which they are registered. Faculty may not add students to class rosters. Students attending a class for which they are not registered must stop attending immediately and come to the ELP main office for an advising appointment.

ELP ATTENDANCE, PARTICIPATION, AND PROGRESSION POLICY

All students are required to attend all class meetings. Most material covered in class, including group assignments and class participation, cannot be made up. Every absence will negatively (although indirectly) impact a student's grade. It is impossible to learn and become fluent in English without attending class and actively participating. While attendance is required, students should not expect to do well simply by attending.

GUIDELINES

- Attendance is recorded in every course starting on the first day. If a student changes classes, their attendance record from the previous class will be transferred to the new class.

- Each absence is counted towards the total number of absences regardless of whether an absence is excused or unexcused. Attending and arriving to class on time are required.
- Absences are marked as either excused or unexcused. Examples of excused absences include official VCU representation (such as athletics), religious observances, medical conditions, or family emergencies.
- The total amount of class time missed by a student will be considered including arriving late, returning late from breaks, or leaving early.
 - Arriving to class late will count as one tardy.
 - Accumulating three tardies will equal one absence.
 - Arriving 40 minutes late or more will be counted as one absence.
 - Missing an entire class session will count as one absence.
- If a student misses a class, it is their responsibility to notify their instructor via text or email and provide an explanation before class in order for the instructor to make the necessary accommodations.
- A student is required to provide a verified explanation or documentation (doctor's note, email from the embassy, etc.) to make up missed graded class work if:
 - A student has already missed 10% of classes this semester (8 classes for courses meeting 5 times a week, 6 classes for courses meeting 4 times a week, 5 classes for courses meeting 3 times a week, and 3 classes for courses meeting 2 times a week)
 - A student has missed more than 3 days in a row
 - A student has missed a major assignment (test, exam, presentation, etc.)
- A student who misses 10% or more of their class is required to provide a verified explanation or documentation in order to make up missed graded class work. Students should keep their documentation for future reference.
- A student must complete all coursework by scheduled due dates even if absent.
- A student who does not regularly attend classes may expect to fail the course.
- ELP faculty report all absences using Navigate to record attendance.

SANCTIONS

- A student receives an attendance warning and will be required to meet with their instructor if they miss 10% or more of their class (8 classes for courses meeting 5 times a week, 6 classes for courses meeting 4 times a week, 5 classes for courses meeting 3 times a week, and 3 classes for courses meeting 2 times a week).
- A student will be required to meet with an ELP Advisor if they miss 20% of their class (16 classes for courses meeting 5 times a week, 12 classes for courses meeting 4 times a week, 10 classes for courses meeting 3 times a week, and 6 classes for courses meeting 2 times a week).
- A student will be placed on attendance probation and will need to meet with either an ELP Advisor or the ELP Director if they miss 50% or more of their class. (40 classes for courses

meeting 5 times a week, 30 classes for courses meeting 4 times a week, 24 classes for courses meeting 3 times a week, and 15 classes for courses meeting 2 times a week).

- At such meetings, expectations, policies, and consequences will be discussed, and the student will sign a notice of understanding, which will be included in the student's permanent file.
- Subsequent to a student's meeting with the ELP Advisor or Director regarding attendance, a student may face the following consequences:
 - A registration hold may be placed on the student's account, preventing self-registration.
 - The student may be required to check in weekly with the main office to discuss classroom performance.
 - The student may be placed on warning or probation within the program. If the student's attendance and performance do not improve, the student may be suspended from the ELP.
 - The student's embassy or other sponsor may be notified.
 - Any student who does not regularly attend classes may expect to fail the course.

MAKING UP MISSED WORK

When a student misses class, it is their responsibility to notify the instructor and provide a verified explanation. A student who misses a class is responsible for completing all coursework and assignments made or due during the absence. An instructor may discuss with the student options for completing missed coursework within the limits of the course and according to the ELP attendance policy.

PROGRESS THROUGH THE PROGRAM

Each student is expected to make satisfactory progress in the program, completing the program within three terms if the student begins in Level 1. A student who fails to make satisfactory progress may be placed on warning or probation or be suspended.

A student must achieve a course average of 70% to pass.

WARNING / PROBATION / SUSPENSION

Students are placed on:

- warning following failing a course one time;
- probation following failing the same course a second time;
- suspension following failing the same course a third time.

GENERAL INFORMATION

SUPPORT FOR STRUGGLING STUDENTS

ELP Administration maintains a confidential Advising list of students based on excessive absences, faculty or other referral, and evidence of other factors, such as illness or ELP warning or probation. Students added to the list meet with the ELP Director or Program Manager. During these meetings, students are asked to share any relevant information and concerns and are informed about resources and expectations. Notes on these meetings are maintained confidentially, and students receive a written summary via email following the meeting.

ELP STUDENT PLACEMENT TESTS AND ORIENTATION

The ELP Placement Test is given at the beginning of each term to all students who do not meet the English language requirement for academic matriculation at VCU. Following placement testing, students participate in ELP Orientation and Advising.

ENROLLMENT AND REGISTRATION POLICIES AND PROCEDURES

ELP Student Advisors manually register all incoming ELP students for ELP courses.

Continuing ELP students register for ELP courses online through VCU e-Services during the Advance Registration period, the dates of which are published on the VCU ELP website.

Students who fail a course are automatically re-registered into that course for the next term.

Students may add courses during the ELP Advanced Registration and Add/Drop period each term. VCU ELP students may only add or drop a course within the first 5 business days of each 16-week semester session and on the first day of the course in 12- and 8-week sessions.

Holds prevent students from registering. Holds may be placed by ELP, as well as by VCU Student Accounting, VCU Student Health, and other university units. Students should monitor their holds in e-Services and take care of them as needed.

Students can use one of the following methods to officially drop or withdraw from a class:

- using VCU eServices online at <https://my.vcu.edu>
- writing to the English Language Program advisor
- meeting with the English Language Program advisor

Students who have never attended class within the first four weeks of a sixteen-week term may be administratively dropped from all courses. Students are responsible for the immigration and academic consequences of such retroactive drops based on non-attendance.

Due to immigration requirements, students may not withdraw from a VCU ELP course without meeting with ELP administration. Withdrawal policies and dates for each session are published on the website. Dropped courses are removed from a student's schedule and official transcript.

Withdrawn courses are not removed from a student's schedule and official transcript. It results in a grade of W on the transcript. Students are responsible for paying for withdrawn courses as seen in the table below.

Drop / withdrawal period	Student refund	Retained by University
Drop prior to the first day of classes	100% tuition	0%
Drop first week of classes*	100% tuition	0%
Withdraw second week of classes*	80% tuition	20% tuition
Withdraw third week of classes*	60% tuition	40% tuition
Withdraw fourth week of classes*	40% tuition	60% tuition
Withdraw after fourth week of classes*	0%	100% tuition

*This schedule is different for summer and other short sessions.

STUDENTS ARRIVING LATE / AFTER ADD/DROP

Students may not register for ELP courses after the end of Add/Drop in each session. Students who are registered for courses but arrive on campus after the end of Add/Drop must meet with the ELP Program Manager before attending classes.

New students who arrive after placement testing and/or ELP Student Orientation will be required to meet with staff to complete immigration check-in, placement testing, and orientation activities. Classwork and assessments missed due to arriving late may not be made up.

Students who arrive after the second week of a sixteen-week term may be administratively dropped from all courses. Students are responsible for the immigration and academic consequences of such retroactive drops.

PAYING FOR ELP CLASSES

A detailed description of ELP costs, including course fees and other anticipated expenses, such as tests, housing, and health insurance may be found on the VCU ELP [website](#).

All payments for course fees and other University expenses are handled by the VCU Student Accounting Office. VCU does not send bills by mail. After registering for classes, students receive an email to their VCU email account, which tells them how much and when payment is due.

Students may pay:

- in person at the VCU Cashier's Office (Harris Hall) with cash, check, or money order.
- online through their VCU eServices account, using a Visa, MasterCard, Discover, or American Express card. There is a 2.75% interest fee for credit or debit transactions.
- using an international wire transfer payment.

TEXTBOOKS AND OTHER RESOURCE MATERIALS

Students will find a complete list of all required and recommended texts, materials, and resources on the course syllabus. Texts may be purchased at the campus bookstore.

ESERVICES AND CANVAS

Students may view their VCU student records in eServices. Using eServices, students may:

- register for courses
- view course schedule
- view final grades and transcript
- request official transcripts
- view holds
- view Student Accounting statements and payment history
- make a payment to Student Accounting
- update their immunization records through the Student Health Web Portal

Students may access courses on Canvas through the myVCU portal at <https://my.vcu.edu>.

Instructors use Canvas to provide students with the course syllabus, course materials, discussion boards, grades, and more.

COURSE SYLLABI

It is essential that every student read and frequently consult their course syllabi. Each syllabus contains important information about the course, its requirements, and dates of assignments and tests / exams. The syllabus is a contract between each student and the teacher.

ELP GRADING POLICY AND REPORTING GRADES:

ELP faculty members use Canvas' Grade Center to provide students with timely and accurate access to their grades.

ELP Grading Scale:

90 - 100% = A = Passing

80 - 89% = B = Passing

70 – 79% = C = Passing

69 % Below = F = Failing

Using Canvas, faculty must report all grades (assignments, assessments, etc.) in a timely manner. Grade weights must correspond with those in the curriculum. If a course team wishes to amend grade weights or any other curriculum content, they must notify and request input from the Curriculum Committee and the ELP Director before making formal changes to the syllabus and Canvas.

Faculty must include on course Canvas pages an accurate, up-to-date, and visible column showing students' realtime averages in percentage format. Faculty must show students how to view and interpret this column within the first week of class.

MIDTERM AND FINAL TESTS AND GRADES

Midterm grades are entered in VCU e-services following mid-term evaluations. Your final grade for the class is posted within 2 business days of the last day of class and can be viewed on eServices.

PLACEMENT AND GRADE REVIEW

Students may appeal their initial placement or promotion decisions by submitting a Level Review Form to the ELP Main Office.

Students may appeal their grades by submitting a Grade Appeal Form to the ELP Main Office.

Before initiating a formal appeal, a student should meet with his/her instructor and/or ELP advisor/administrator to discuss his/her concerns and to share relevant materials and information. The faculty member will explain how the final grade was determined. If the student continues to feel that the grade was incorrectly assigned, a written appeal may be submitted to the Grade Review Committee. The appeal should state and support with evidence the reasons why the student believes the grade should be changed.

Written appeals must be received no later than fifteen (15) business days following the end of the term but no later than the first day of the subsequent term.

The ELP Director or Program Manager will attempt to mediate an amicable solution within two business days of receipt of the written appeal. If the complaint is not resolved, the Director will forward the student's appeal to the Grade Review Committee. The committee will determine whether the grade was assigned correctly. The Director will communicate the decision of the committee to the appealing student and faculty member/s.

If the grade has been changed, the Director also will notify the registrar via a change of grade form.

STUDENT PORTFOLIOS

At the completion of each Written Communication course, each student will compile a portfolio containing important and representative materials from that course. A list of required materials that correspond to the checklist of assignments in the course syllabus and illustrate a student's progress may include:

- Final papers that demonstrate increased proficiency
- Multiple drafts of student work that show improvement
- Representative in-class and homework assignments
- In-class writing tests
- Students' essays reflecting on their learning in the course
- Class projects and assignments that demonstrate skills learned and their application
- Mid-term and final exams
- Reading tests and quizzes

ELP CERTIFICATES OF COMPLETION AND ATTENDANCE

Students who successfully complete all requirements and courses of the VCU ELP receive a Certificate of Completion.

Students who successfully complete some ELP courses but do not complete all required courses and/or all other requirements receive a Certificate of Attendance.

Students may request a hard copy (print) Certificate of Completion or Certificate of Attendance, as well as a digital image (pdf) of their certificate, at the time of program exit.

Students who wish to receive an additional copy of their certificate may do so by requesting that from the ELP Main Office. Additional copies will be dated with the date of issue, not the date of original issue.

ELP TUTORING CENTER

The ELP Tutoring Center provides students with extra support in developing reading, writing, listening, and speaking skills. Students may work with tutors on particular skills or assignments at the recommendation of an instructor and may also independently visit to work on general English language development. Students may make appointments by visiting the ELP Main Office. Sessions are free and are typically 45 minutes long. The Tutoring Center is located on the third floor of 912 West Grace Street.

STUDENT EVALUATIONS

During the last week of each term, ELP students complete evaluations of all their instructors / courses. The evaluations are conducted online and are anonymous. Results are made available to faculty members and administration at the end of the term. Student evaluations of Reading, Writing and Grammar III courses will include additional questions which gather data on students' evaluation of and satisfaction with the ELP program as a whole.

HOLDING CLASS IN A LOCATION OTHER THAN ASSIGNED CLASSROOM

Faculty sometimes hold their class in locations other than the classroom. In such cases, instructors will notify students in class and via email, Canvas, and a note on the classroom door.

Should the need for an alternative classroom arise without warning, students will be notified via email, Canvas, and a note on the classroom door.

FIELD TRIPS IN ELP COURSES

Faculty sometimes take their students to sites off-campus. These field trips may be within walking distance of campus or may require the use of public transportation or VCU-provided transportation. When using VCU-provided transportation, every student must sign a liability waiver. All participants must share their cell phone number with the instructor before leaving for a field trip; the instructor will share an emergency number with all student participants.

CLASS CANCELLATION POLICY

Instructors make every effort to avoid missing any class meetings, but if doing so is unavoidable due to last minute illness or a family emergency, the instructor will:

- Post an announcement on Canvas and email all students as soon as possible.
- Post assignments for students on Canvas, with clear instructions, the same information being also shared via email.

ELP staff will post a note on the classroom door as well.

INCLEMENT WEATHER

To keep informed about the status of VCU and ELP classes:

- Sign up to receive VCU Emergency Text Messages - <http://alert.vcu.edu/signup>.
- Check the VCU homepage and click on ALERTS to monitor the status of classes at www.vcu.edu
- Call the Inclement Weather Hotline at 804.828.OPEN (6736)

For more information: <http://www.hr.vcu.edu/policies/>

RELIGIOUS OBSERVANCES

Students wishing to observe a religious holiday of special importance must provide advance written notification to each instructor by the end of the second week of classes. Faculty members will make

reasonable academic accommodations for students who are absent because of religious observance. Only in exceptional cases will a student be excused for more than one day at a time for religious observance.

STUDENTS WITH DISABILITIES

Students with disabilities should contact the ELP Main Office for advising. They will be referred to appropriate resources, including the Student Accessibility and Equity Office (SAEO), to determine next steps.

STUDENT CONDUCT IN THE CLASSROOM

The expectation in ELP courses is that students will attend class on time, behave appropriately, come to class prepared and with required course material, and involve themselves fully and politely in classroom activities. Cell phones should be silent while in the classroom, and texting, checking and responding to emails, and using a mobile device to watch videos, play games, etc. are not permitted.

Faculty will report classroom disruptions and significant classroom challenges to the ELP Main Office. The following will always be reported to the ELP Main Office:

- Ongoing disruptions in class (students who are frequently upset, constantly challenging the instructor's authority, having adjustment issues, etc.)
- Students who miss major examinations or do not turn in major assignments
- Students who stop attending or have markedly sporadic attendance
- Any accident or major illness of which the instructor is aware
- Faculty may ask a disruptive student to leave the classroom and go immediately to the ELP Main Office.

Students may be referred to the VCU Office of Student Conduct by the ELP Director.

TITLE IX NOT ANYMORE TRAINING

New ELP students may be asked to complete Title IX Training. The sessions will be led by ELP faculty and administration and will include a screening of a video containing critical information. Following the video and group discussion, students will complete a short assessment to verify their participation and understanding.

STUDENT COMPLAINTS

Any student in the English Language Program who seeks to resolve a problem pertaining to academic or non-academic topics may submit a formal complaint.

Complaints regarding grades are resolved via the ELP Grade Review process, as outlined elsewhere in this document.

VCU has clear policies regarding sexual misconduct / violence and sex / gender discrimination (Title IX); discrimination and harassment; individuals with disabilities; bias response; threat assessment; and student conduct. All formal non-academic complaints made to ELP administration are referred directly to university units responsible for considering and resolving such complaints. ELP students may work with ELP administration and advisors before, during, and after reporting.

RESTRICTIONS ON ACCESS TO STUDENT INFORMATION

There are significant restrictions on access to student information.

Key responsibilities for students include:

- You may not share another student's email address, physical address, or telephone number with any non-employee of VCU, including other students.
- When you email other students in a group, you should Bcc them, so that their emails are not disclosed to one another.

For more details about this legislation and its impact on faculty, staff and students, visit <https://rar.vcu.edu/records/family-educational-rights-and-privacy-act/>, where you will find an extensive list of frequently asked questions. If you have further questions, please send them to the Office of Records and Registration at rar@vcu.edu.

HEALTH INSURANCE FOR ELP STUDENTS

International students (F-1) in ELP are required to be covered by health insurance. VCU international students may choose any health insurance plan that meets the following requirements:

- The insurance company does not have to be a U.S.-based or owned company, but it must have an office in the U.S.
- The plan must provide at least \$250,000 in medical benefits a year.
- The plan must include medical evacuation.
- The plan must include repatriation of remains.

ELP students are encouraged to meet with an advisor who gives students information about the GEO health insurance requirements, definitions of insurance terms, how to compare different health insurance plans, and what to do should a student get injured or sick. Students also learn about covered services and exclusions, deductibles, co-payments, co-insurance, pre-existing conditions, maternity and sports-related policies, and prior authorization for certain medical procedures or tests. Staff assist with online enrollment and an explanation of how to use their insurance most effectively. Students are advised to meet with a Student Engagement advisor if they receive a medical bill or have questions about their insurance coverage.

ELP STUDENT HOUSING POLICIES

Students are responsible for finding their own housing during the duration of their ELP program.

GEO staff members are available to advise students about on and off-campus housing and

determine which options best fit their needs. The GEO website includes basic information for students seeking housing in proximity to VCU.

EMERGENCY PROCEDURES AND INFORMATION

What do to be prepared for emergencies at VCU:

- Sign up to receive VCU text messaging alerts at vcu.edu/alert/notify.
- Know the safe evacuation route from each of your classrooms.
- Know the emergency phone number for the VCU Police (828-1234).
- Report suspicious activities and objects to VCU Police.

ELP EMERGENCY PLAN

In case of emergency, employees and students should notify the ELP Main Office immediately. If the emergency is critical, please call 911 and/or VCU Police at 828-1234 and then notify the ELP Main Office. Faculty will report all classroom incidents, including medical, to the Main Office, even if they seem to have been managed / resolved by the student.

Students should:

- Sign up to receive VCU text messaging alerts at <http://www.vcu.edu/alert/notify>.
- Identify emergency exits and evacuation routes at the beginning of the semester.
- In case of emergency, listen for and follow instructions from VCU or other designated authorities.
- Always evacuate during fire alarms.

CAMPUS SAFETY INFORMATION AND CONTACTS

Students are directed to:

- <https://police.vcu.edu/> for information on and from the VCU Police Department.
- <https://alert.vcu.edu/> for VCU Alert system, including campus safety advisories and notices.
- <https://srm.vcu.edu/> for detailed information on campus Safety and Risk Management.

In an emergency, please call:

- On campus (VCU Police): (804) 828-1234
- Off campus (Richmond Police): 911
- To contact VCU Police in a non-emergency situation, please call (804) 828-1196.
- To report a crime tip anonymously, call Metro Richmond Crime Stoppers: (804) 780-1000

Other useful VCU phone numbers to know for specific situations:

- Poison control: (804) 828-9123
- RamSafe: (804) 828-7233 (SAFE)
- Sexual assault: (804) 828-1234
- Telecommunications device for the deaf:
- Voice: (800) 828-1140
- TTY: (800) 828-1120
- Fire: (804) 828-1234

- Chemical/Biological/Radiation: (804) 828-9834
- Non-Emergency numbers:
- Fire, MCV Campus: (804) 828-7899
- Fire, Monroe Park Campus: (804) 828-0040
- Radiation: (804) 828-9131
- Chemical/Biological: (804) 828-1392
- Insurance/Risk: (804) 828-4989

FIRE ALARMS

Whenever an alarm sounds in the building, you and everyone else **MUST** evacuate. Once outside you should clear away from the building and await further instructions. You will be notified when it is time to re-enter the building.

SIRENS

When a siren sounds, an emergency has occurred or is imminent:

- If you are in a building on campus, remain where you are and seek additional information about what is happening and how to respond.
- If you are outside but on-campus, go to the nearest university building and seek additional information about what is happening.
- If you are off-campus, do not come to campus, but seek additional information about what is happening.

FEEDBACK ON POLICIES AND PROCEDURES

All VCU ELP policies and procedures are and will be implemented and assessed following best practices in policy management. Students may provide feedback on policies and procedures by contacting the ELP Director.

All policies and procedures are created, implemented, and assessed via the following steps:

- needs analysis
- research
- drafting
- consultation with stakeholders
- approval
- communication and implementation
- regular review

COURSE CREDITS AND SAMPLE SCHEDULES

FALL I AND SPRING I SESSIONS- 16 WEEKS

LEVEL 1

Class	Credits	Hours of Study/Day	
		5 days/week	4 days/week
Reading, Writing and Grammar I	10	2 hours	2 hours, 15 minutes
Listening and Speaking I	8	1 hour, 30 minutes	1 hours, 50 minutes
Integrated Pronunciation	4	1 hour, 15 minutes (3 days)	1 hour, 50 minutes (2 days)

SAMPLE SCHEDULE (LEVEL 1)

Monday	Tuesday	Wednesday	Thursday	Friday
Reading, Writing and Grammar I 9:00 -11:00	Reading, Writing and Grammar I 9:00 -11:00	Reading, Writing and Grammar I 9:00 -11:00	Reading, Writing and Grammar I 9:00 -11:00	Reading, Writing and Grammar I 9:00 -11:00
Listening and Speaking I 11:30 - 13:00	Listening and Speaking I 11:30 - 13:00	Listening and Speaking I 11:30 - 13:00	Listening and Speaking I 11:30 - 13:00	Listening and Speaking I 11:30 - 13:00
Integrated Pronunciation 13:15- 14:30	Integrated Pronunciation 13:15- 14:30	Integrated Pronunciation 13:15- 14:30		

LEVEL 2

Class	Credits	Hours of Study/Day	
		5 days/week	4 days/week
Reading, Writing and Grammar II	10	2 hours	2 hours, 15 minutes
Listening and Speaking II	8	1 hour, 30 minutes	1 hours, 50 minutes
Pronunciation II	4	1 hour, 15 minutes (3 days)	1 hour, 50 minutes (2 days)

SAMPLE SCHEDULE (LEVEL 2)

Monday	Tuesday	Wednesday	Thursday	Friday
Reading, Writing and Grammar II 9:00 -11:00	Reading, Writing and Grammar II 9:00 -11:00	Reading, Writing and Grammar II 9:00 -11:00	Reading, Writing and Grammar II 9:00 -11:00	Reading, Writing and Grammar II 9:00 -11:00
Listening and Speaking II 11:30 - 13:00	Listening and Speaking II 11:30 - 13:00	Listening and Speaking II 11:30 - 13:00	Listening and Speaking II 11:30 - 13:00	Listening and Speaking II 11:30 - 13:00
Pronunciation II 13:15- 14:30	Pronunciation II 13:15- 14:30	Pronunciation II 13:15- 14:30		

LEVEL 3

Class	Credits	Hours of Study/Day	
		5 days/week	4 days/week
Reading, Writing and Grammar III	10	2 hours	2 hours, 15 minutes
Listening and Speaking III	8	1 hour, 30 minutes	1 hours, 50 minutes
Pronunciation III	4	1 hour, 15 minutes (3 days)	1 hour, 50 minutes (2 days)

SAMPLE SCHEDULE (LEVEL 3)

Monday	Tuesday	Wednesday	Thursday	Friday
Reading, Writing and Grammar III 9:00 -11:00	Reading, Writing and Grammar III 9:00 -11:00	Reading, Writing and Grammar III 9:00 -11:00	Reading, Writing and Grammar III 9:00 -11:00	Reading, Writing and Grammar III 9:00 -11:00
Listening and Speaking III 11:30 - 13:00	Listening and Speaking III 11:30 - 13:00	Listening and Speaking III 11:30 - 13:00	Listening and Speaking III 11:30 - 13:00	Listening and Speaking III 11:30 - 13:00
Pronunciation III 13:15- 14:30	Pronunciation III 13:15- 14:30	Pronunciation III 13:15- 14:30		

SUMMER I SESSIONS- 12 WEEKS

LEVEL (ALL LEVELS)

Class	Credits	Hours of Study/Day	
		5 days/week	4 days/week
Reading, Writing and Grammar	10	2 hours, 25 minutes	2 hours, 55 minutes
Listening and Speaking	8	1 hour, 55 minutes	2 hours, 25 minutes
Integrated Pronunciation	4	1 hour, 40 minutes (3 days)	2 hour, 25 minutes (2 days)

SAMPLE SCHEDULE (ALL LEVELS)

Monday	Tuesday	Wednesday	Thursday	Friday
Reading, Writing and Grammar I 8:00 -10:25	Reading, Writing and Grammar I 8:00 -10:25	Reading, Writing and Grammar I 8:00 -10:25	Reading, Writing and Grammar I 8:00 -10:25	Reading, Writing and Grammar I 8:00 -10:25
Listening and Speaking 11:00 - 12:55	Listening and Speaking 11:00 - 12:55	Listening and Speaking 11:00 - 12:55	Listening and Speaking 11:00 - 12:55	Listening and Speaking 11:00 - 12:55
Pronunciation 13:15- 14:40	Pronunciation 13:15- 14:40	Pronunciation 13:15- 14:40		