



Global and Intercultural Affairs Center

*Intensive English Program
Student Handbook*

Spring 2023

Intensive English Program
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Dayton, OH 45469-1701
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Welcome to the University of Dayton from the Office of Global and Intercultural Affairs Center!

Thank you for choosing the University of Dayton. We are glad that you are here and hope you explore all the University has to offer. Whatever your background or goals, we promise to provide you with the highest quality English and cultural program with a personal approach.

We are here to help you. We know that learning a new language and culture can be both a reward and a challenge. Feel free to contact any of the staff in the Center. 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 in Isidore on their course webpages.

Welcome to the University of Dayton community!

Amy Anderson
Associate Provost, Global and Intercultural Affairs
Executive Director, Global and Intercultural Affairs Center

Nicholas R. Taggart
Director, Intensive English Program

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Part 1: About the Intensive English Program

Get the latest information!

**Download a copy of this handbook at
www.udayton.edu/international/iep**

Introduction to the IEP

Offering five 7-week terms of study per academic year, the Intensive English Program serves both full-time and part-time students ranging in proficiency from true beginner to advanced levels. Full-time students receive 18 to 21 hours of instruction per week addressing a complete range of language skills including reading and vocabulary development, writing and grammar, oral communication, and academic listening. Enrichment courses that complement the curriculum at each level are also included. IEP courses are non-credit bearing.

Both inside and outside the classroom, the Intensive English Program creates structured opportunities for interaction between U.S. and international students to promote both language fluency and intercultural awareness, and build a sense of community. Attending classes on the main campus, our students are part of the tapestry of campus life.

Our Mission

The Intensive English Program at the University of Dayton welcomes a diverse community of English language learners to prepare them for success in their academic and professional careers by providing English language instruction rooted in best practices. The IEP's diverse team of TESOL professionals guide students toward autonomy as they learn, explore, and practice the skills and habits necessary for success in U.S. universities and the global community. Together with the broader University, the IEP creates and facilitates opportunities for intercultural exchange, experiential learning, and academic preparedness while linking learning and scholarship to leadership and service.

The University of Dayton IEP is a member of EnglishUSA (formerly the American Association of Intensive English Programs, AAIEP) and is accredited by the Commission on English Language Program Accreditation (CEA): <http://www.cea-accredit.org/>.

Admission to the IEP and the University of Dayton

All applications and admission decisions are made by the [UD Admissions Office](#). Students may apply for study in the IEP, or they may apply for admission to the University of Dayton. If a student has only applied to study English, he or she is admitted for "IEP only."

Some students are "conditionally admitted" to the University of Dayton if they meet all requirements for admission, but they have not submitted proof of English language proficiency. These students can sometimes take 1-2 academic classes during IEP Level 6 (undergraduate majors) or Level 7 (graduate majors). Successful completion of the IEP is one pathway for full admission. For more information about conditional admission, click [here](#).

Placement Testing Requirement

All new IEP students must complete placement testing prior to being enrolled in our Program and before the start of the term for which they were accepted. If you cannot complete placement testing as scheduled, you must defer (wait) until the next IEP term. We will not register/enroll any students who have not completed placement testing by the scheduled date. We will not do any late testing. All individual testing dates are communicated directly to students via email. If you have not received an email to sign up for the placement test, you can contact us directly at iep@udayton.edu to request to sign up. A list of tentative dates for testing follows below. For more information about orientation and placement testing, please see our [Orientation web page](#).

IEP Term		Testing Period
Spring A	January – March	Mid-November through mid-December
Spring B	March – May	Mid-January through mid-February
Summer A	May – June	Early to mid-April
Fall A	August – October	Month of July
Fall B	October - December	Month of September

IEP Administration, Faculty, and other Key People to Know



Nicholas Taggart
Program Director
Location: Rike 111
Email: ntaggart1@udayton.edu



Nichole Lucas
Associate Program Manager
Location: Rike 113-C2
Email: nlucas1@udayton.edu



Kathy Wehkamp
Student Advisor & Support Specialist
Location: Rike 110A
Email: kwehkamp1@udayton.edu

See our IEP Faculty Instructors' profiles at
www.udayton.edu/international/about/faculty.php

IEP World Associates

Yasmeeen Behbehani
Abdulwahed Mushabbab
Zhe Yu Yu

Location: Rike 112 (IEP Front Desk)
Email: iephelp@udayton.edu
Phone: 937-229-1510
Website: www.udayton.edu/international/iep

The World Associates (WAs) are current students at the University of Dayton. They are here to help you!

Ask a "WA" if you need to:

- find your teacher's office
- make an appointment to see the IEP advisor
- sign up for IEP activities
- sign up for tutoring
- request documents for your embassy advisor
- ask any other questions about IEP or UD

International Student and Scholar Services (ISSS)

This office helps students with immigration questions and provides social, cultural, and academic events throughout the year.

Location: Rike 204
Phone: 937-229-2748
Office Hours: Mon-Fri 8:30 am-4:30 pm. Virtual and in person advising M, W, F 2:00-3:00 pm, and T, R 9:00-10:00 am.



Tim Kao
Senior Director,
ISSS



Emily Grasso
Associate
Director



Morgan Hoog
Immigration
Coordinator



Catherine Kline
International
Student
Advisor

Advising and Student Services

The IEP Student Advisor tracks student progress in the IEP and helps students make the transition from IEP study to full-time academic study. The IEP Student Advisor is also available to meet with you to discuss your academic progress, to give advice, and to help you solve the cultural and academic challenges you might experience in the United States. The IEP Student Advisor also advises students who are struggling to make progress and advance through the IEP.

Where to go for help with common questions

HAVE A QUESTION ABOUT...?	TALK TO...	WHERE?
Help with your IEP classes	Your teachers. Full-time instructors have office hours during the week. Visit them during these times reserved for helping students.	In office or via Zoom. Go to Rike 112 for in person visits. Get a Zoom link from your instructor for a virtual visit.
More help with your IEP classes/homework	The IEP Tutoring Place	Rike Center 110 Check Isidore or ask at Rike 112 for the current tutoring schedule or to make an appointment.
Difficulties or complaints about your IEP schedule or teacher(s)	See the IEP Student Advisor: Kathy Wehkamp Advisor office hours are:	You may meet with the Advisor in-person or via Zoom meeting. Just email the Advisor to make an appointment. Their email address is: kwehkamp1@udayton.edu. An appointment is a time reserved especially for you. <u>Please be on time</u> for your scheduled appointments.
Questions about American culture or feeling homesick	Monday through Friday by appointment only.	
Taking academic class(es) during Levels 6 or 7	If you would like to meet with the IEP Director, stop by Rike 112 to check on availability for the day or to make an appointment.	
Applying for admission to study at UD		
TOEFL/IELTS tests		
Scholarship from your government (Kuwait, Oman, SACM, etc.)	Need papers/letters/transcripts? Ask a World Associate (WA).	iephelp@udayton.edu 937-229-1510
Any questions about immigration/visa/I-20	See one of the ISSS advisors: Tim, Emily, Morgan, or Catherine	Rike 204 iss@udayton.edu 937-229-2748

IEP Calendar

The IEP program calendar is shown below. You can also find it online at the IEP website's [main page](#) and [Program Information page](#).

Term	Orientation & Late Testing	First day of class	Last day of class & Final Exams
Spring A 2023	January 3 - 6	January 9	March 2
Spring B 2023	March 8, 9, & 10	March 13	May 5
Summer 2023	May 10,11, & 12	May 15	June 28

There are **no regular IEP classes** in July and early August. We offer only **one** summer session.

U.S. and Catholic Holidays Observed at the University of Dayton

During the school year, there are several United States holidays. UD is a Catholic school, so we also observe some religious holidays. On these holidays, there are no academic classes at UD and no classes in the IEP. There are also two university breaks. **Follow announcements from the IEP Administration and your teachers** about when IEP classes do not meet. NOTE: The following holidays are **TENTATIVE** and subject to change, i.e. may **NOT** be observed.

Fall: Labor Day (the first Monday in September)
Thanksgiving (fourth Thursday in November)
Christmas on Campus (near the beginning of December)

Spring: Martin Luther King, Jr. Day (third Monday in January)
Good Friday (Easter Holiday, near the beginning of April or late March)
Stander Symposium (near the middle of Spring B term; no classes, but students must attend Symposium events; your instructor will give you details)

Summer: Memorial Day (the last Monday in May)
Juneteenth (June 19th)
Independence Day (July 4th)

For more detailed information and exact dates for each semester:

[DOWNLOAD THE UNIVERSITY ACADEMIC CALENDAR](#)

Or go to: https://udayton.edu/fss/resources/files/registrar/academic_calendar/2022-2023.pdf

Remember, ask your teacher, an IEP administrator, or one of the WAs if you have questions about vacation dates, class dates, or term dates. Your friends might be wrong!

IEP Tuition and Fees

Costs per 7 week term	August 2022-June 2023
Tuition (full-time)	\$3,255 per term ^{1 2}
Tuition (part-time)	\$155 per credit hour ^{1 2}

¹Prices subject to change.

²IEP courses do *not* count as credit toward your academic degree program.

³Follow this link for information on the IEP's [refund policy](#).

Additional Costs

1. **Textbooks** - the costs of textbooks will vary, but your estimated total should be around \$225 each term.
2. **Health Insurance** - the cost of your health insurance varies by insurance company. All F-1 visa students must have health insurance coverage. If you do not have one from your home country, you must purchase it prior to your arrival to the U.S.

***All international students must submit information about their health insurance to the university, every semester. See [page 40](#) to read more about this requirement.

3. **Housing** – The University of Dayton **requires** students less than 21 years of age, who are not married and without parents or guardians in the local area, to live on campus. Living on campus is a wonderful, easy way to make American friends and increase your English language fluency quickly!

UD housing accommodations will cost will vary, depending on where you are placed. See the [housing website](#) for more details on the requirement and costs, or visit the Housing and Residence Life office in Gosiger Hall. For off-campus housing costs, prices will vary.

4. **Meal Plan on Campus** - the cost of meal plans varies depending on the particular meal plan selected. The most commonly purchased University meal plan costs \$3,065 per semester. Each semester lasts approximately 16 weeks. Some University housing requires students to purchase a meal plan. [Click here](#) to learn about the different meal plans offered to UD students.

You can [view all this information online](#) at the IEP website.

How & Where to Pay Tuition

You must pay the entire amount owed to the university **BY THE END OF THE FIRST WEEK OF CLASSES**.

You can pay online by logging into porches.udayton.edu.
Click on “Flyer Student Services” and find “My Payment Center.”

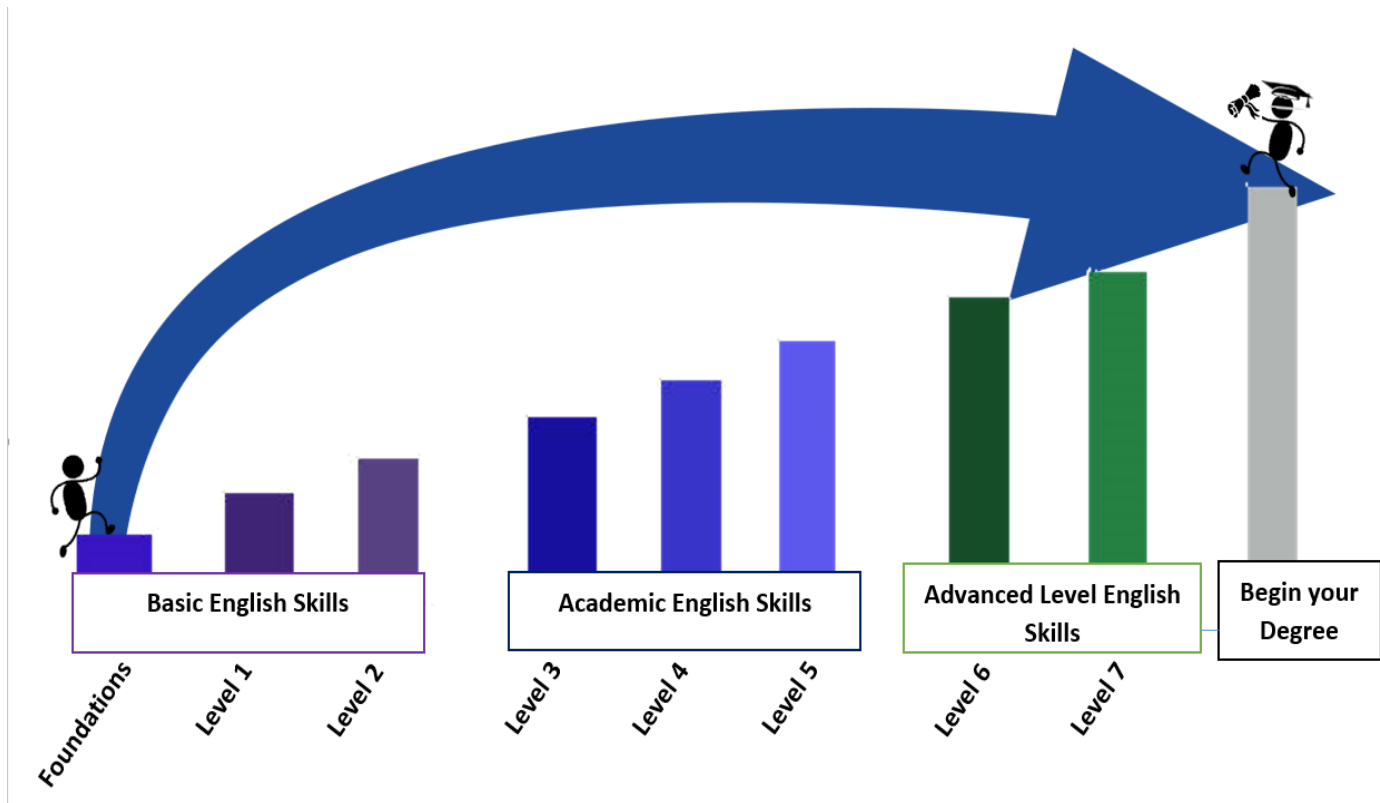
- Monthly payment plans are available. Check with the Office of Student Accounts to see if you qualify: fss@udayton.edu
- Billing plans are only available to embassy, military, international organization, or corporate-sponsored students. Check with the IEP Director for more information: iep@udayton.edu.

Placement Test

The IEP has seven proficiency levels. Every new student takes the IEP placement test before they first arrive to campus. The placement test includes the Michigan EPT (English Placement Test), a computer-based listening, reading, vocabulary, and grammar test, and a written essay.

A new student will be placed in the same level for all of his/her classes. To learn more about the placement test, please visit our website at www.udayton.edu/international/iep/placement.php.

NOTE: Due to enrollment numbers, not all levels may be offered each term.



Level Descriptions

Foundations Level

Introductory level: For students who have very little or no working knowledge of English. Students work on developing phonemic awareness, acquiring basic vocabulary with emphasis on spelling and learning basic sentence structure.

Level 1

Beginning level: For students who have some basic knowledge of English, but who struggle with simple communication situations. Students may have a basic

knowledge of some grammatical structures.

Level 2

High beginning level: For students, who understand simplified input and can be understood, but demonstrate a lack of fluency. Students begin to show understanding of verb tenses and are able to express ideas in simple written and oral language.

Level 3

Low Intermediate level: For students who can understand and read adapted material with some ease, but may make frequent mistakes when writing and speaking. Level 3 represents the curricular shift in focus from basic interpersonal communication skills to an emphasis on production, fluency, and accuracy in academic language skills.

Level 4

Intermediate level: For students who understand adapted reading material and some authentic material and are able to communicate most ideas clearly when speaking or writing, but may still need support to identify and correct errors. With guidance, students can engage in authentic academic listening and collaborative speaking tasks, and produce essays on abstract concepts incorporating complex grammatical structures.

Level 5

High intermediate level: For students who can read and understand most authentic reading material with guidance and engage in authentic academic speaking and listening tasks with some guidance. In writing, students are able to produce well-organized essays and incorporate source material, academic vocabulary, and complex grammatical structures. In speaking, students are able to discuss complex and abstract ideas with minimal hesitation and few errors that interfere with comprehensibility.

Level 6

Advanced level for students who can read and understand authentic reading material and engage in authentic academic discourse with limited guidance.

Level 7

Advanced level for graduate students who can read and understand authentic reading material and engage in authentic discourse with limited guidance.

Note: *Advancement from one level to the next (in all levels of the Program) and/or achievement of proficiency required to complete a level or a course or courses within a level may require more than one 7 week term of study.*

What Courses Will You Take?

All full-time IEP students are enrolled in 21 hours of class per week (18 hours for levels 6 & 7):

Writing/Grammar	6 hours/week
Reading/Vocabulary	6 hours/week
Oral Communication/Listening Note-taking	6 hours/week
Special Topics Course (Foundations through Level 5)	3 hours/week

The goals of the Special Topics courses are:

- to provide students with additional opportunities to practice the new language they are learning in the core courses – building language skills, fluency and confidence.
- to improve students' understanding of American culture and university expectations.

Special Topics courses are a required part of the IEP curriculum. Every IEP student will be enrolled in one of these courses, every term. Similar to the language skill courses, students must pass each level of Special Topics in order to move to the next as well as in order to graduate from the IEP.

The content of these courses changes each level. Some courses focus on developing language skills (such as Writing Fluency, Vocabulary Development, or Pronunciation) and some courses focus on specific enrichment content (such as English for Engineering or Business or other academic areas, American History & Culture, and Academic Success Strategies).

About Intersection Courses

Some sections of regular IEP courses are designated as “Intersection” courses. What does this mean?

An “intersection” course is designed in coordination with a faculty member at the undergraduate level at UD, and the students from that undergraduate course will sometimes join the IEP course to work on shared class projects. This is a great opportunity for IEP students to gain experience working in groups with American students before they leave the IEP.

Teacher Office Hours

All teachers will be available to meet with students outside of class for a few hours during the week. These are called “office hours.” **Look at your syllabus for your teacher’s schedule of office hours.** During office hours, your teacher will be at his or her desk ready to talk to you. You can discuss homework assignments, ask questions, and get advice or extra help. Please use this opportunity well!

IEP Schedule: Depending on enrollment and student needs, the IEP will utilize the schedule that best supports the needs of the program.

Daily Schedule: Fall, Spring A and B Terms

Course	Monday	Tuesday	Wednesday	Thursday	Friday	Hours
OC/LNT (6 hrs)	8:00 - 10:00am		8:00 - 10:00am		8:00 - 10:00am	6
W/G (6 hrs)	10:30 - 12:30pm		10:30 - 12:30pm		10:30 - 12:30pm	6
R/V (5 hrs)		8:00 - 10:30am		8:00 - 10:30am		*5 (+ 1 OFC)
ST (3 hrs)		11:00-12:30pm		11:00- 12:30pm		3

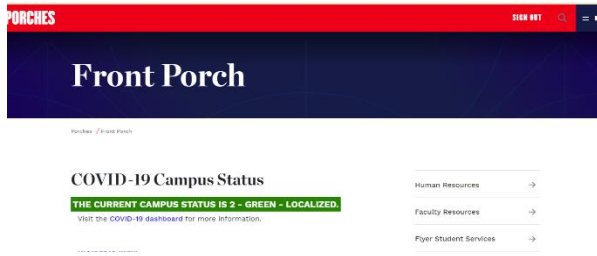
*OFC- Out of Class scheduled independent work (Vocab, extra reading, etc.)

Daily Schedule: Summer Term

Course	Monday	Tuesday	Wednesday	Thursday	Friday	Hours
OC/LNT (6 hrs)	8:00 - 10:00am		8:00 - 10:00am		8:00 - 10:00am	6 + 1 OFC
W/G (5 hrs)	10:30 - 12:30pm		10:30 - 12:30pm		10:30 - 12:30pm	6 + 1 OFC
R/V (5 hrs)		8:00 - 11:00am		8:00 - 11:00am		6 + 1 OFC
ST (3 hrs)		11:15-1:00 pm		11:15- 1:00pm		3 + 30 OFC

*OFC- Out of Class scheduled independent work as appropriate per course.

How to Know Your Class Schedule



Look for Your Schedule in PORCHES

1. Go to porches.udayton.edu
2. Log in
3. Along the side, click on “Flyer Student Services”
4. Go to “Quick Links”, “Registration”, click on “Student Schedule”
5. Now you need to select the current semester (for Example, Summer 2022).

About the Schedule Block

- The same courses (Writing/Grammar, Reading/Vocabulary, etc.) are taught at the same times across all the levels of the Intensive English Program.
- Students will be placed in or registered into the appropriate course(s) by the IEP administration based on their placement test results or previous term course grades and visa status (full-time or part-time). We do our best to create balanced classes with students in mixed groups by gender, first language, and new/returning students. This provides a helpful language-learning environment.

Students’ schedules **will not be changed** because of difficulty travelling from housing to campus, teacher preference, etc. Please read the section below for information on planning transportation to campus every day.

NOTE: Only the modified early schedule (or some close version of it) will be offered for the Fall A, B, 2022 and Spring A, B and summer 2023 terms. Check online or with the IEP office in person or at iep@udayton.edu if you questions about the schedule for any particular term.

Plan your Transportation to Campus Every Day

Full and part time IEP students should make a commitment to attend class regularly and on time. Therefore, it is important for you to think about how you will travel to the UD campus every day.

Please note that students who live off-campus are responsible for finding transportation to and from campus to be on campus as early as 8 a.m. and as late as 4 p.m.

Many IEP students find housing close enough to campus that they can walk. Otherwise, students sometimes arrange to carpool with other students, or use Dayton’s [RTA bus system](#). In addition, students with young children are responsible for arranging any necessary daycare.

The University of Dayton also offers many types of on-campus housing to meet students' personal, cultural and religious needs. If you will be a first- or second-year undergraduate or conditionally admitted student under the age of 21, and you are not married, then you are required to live on campus. **All eligible students are encouraged to live on campus, when housing is available.**

For IEP students, living on campus can be a great idea, for two reasons: you can easily arrive to classes on time, and life on campus provides you with many opportunities to practice communicating in English every day! [Click here](#) to learn more about how to request on-campus housing.

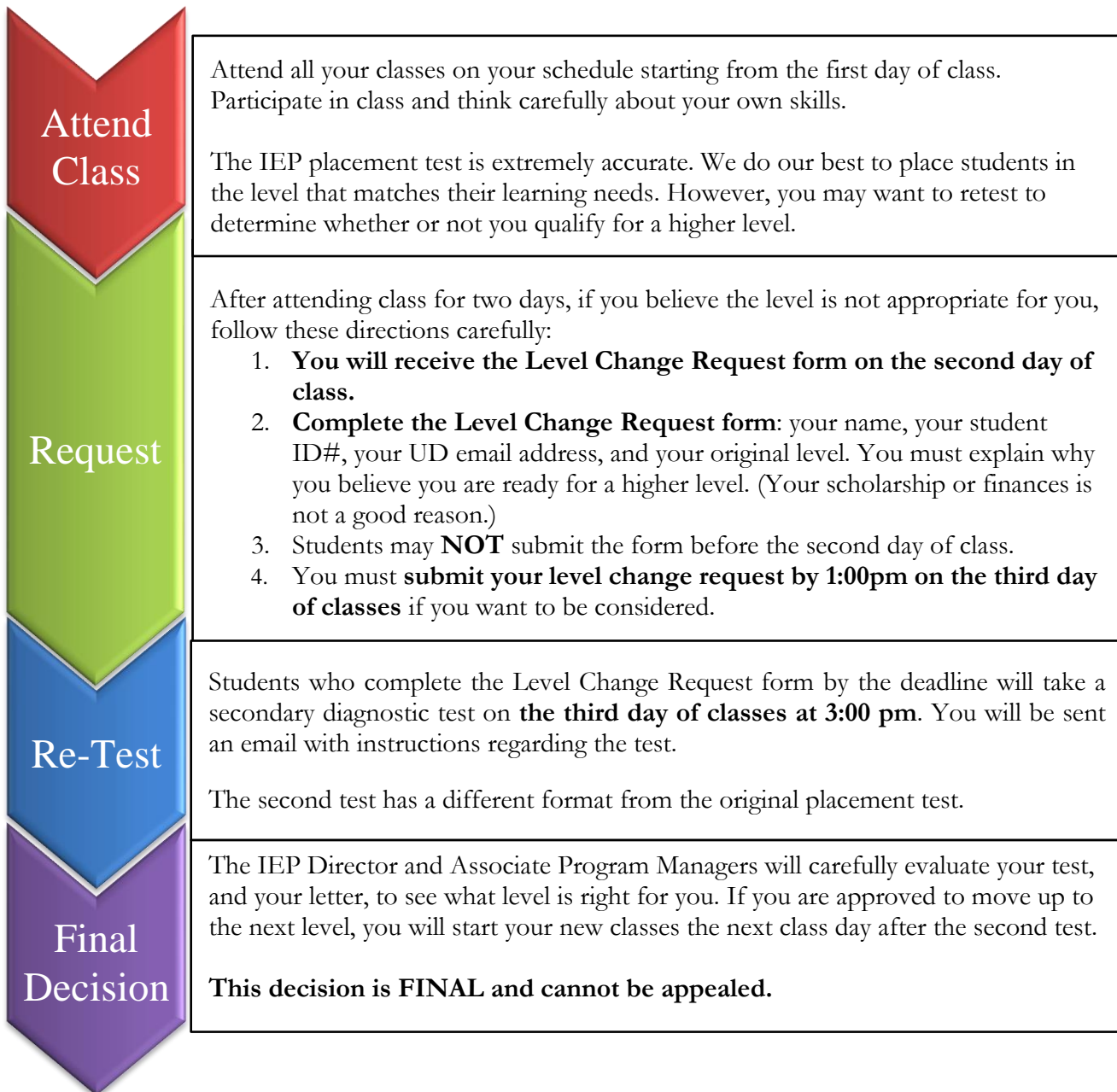
Level Change Requests (New Students Only)

NOTE: Returning students may NOT request a level change. The only way a returning student can move to the next level is to pass each course!

You are a new student if you are beginning your study in the IEP for the first time. We know that a few students may not have done their best on the placement exam because, for example, they were sick or they arrived in the U.S. the night before placement testing and had no sleep.

As a new student, you may request a “change of level” if you feel you have been “misplaced” by the placement exam results. However, please note our placement test is very reliable; most new students should not need to take the secondary diagnostic test.

If you truly think you weren't placed in the level that matches your skills, **follow these directions carefully:**



Textbooks and Technology

Textbooks

All students must have their textbooks by the end of the first week of class. **No photocopied books or used books with markings will be allowed.** You can buy the textbooks at the campus bookstore or online. The bookstore is in Marianist Hall. Instructions on how and where to purchase books are emailed to each student before the term starts.

NOTE on buying textbooks online. If you buy your textbooks online from a website such as [Amazon.com](https://www.amazon.com) you may save some money. However, it can take a long time for your books to arrive, **AND you might purchase the wrong book!!** If you purchase online from a vendor other than the UD bookstore, be sure to check that the ISBN number is correct for the book or books you are purchasing; make sure that you will receive the books in time for the start of classes: you may have to use express, 2 day, or next day delivery. Please note, the instructor will not wait for your books to arrive. If you purchase the books online and they arrive late, then **you will lose points if you miss homework while you wait for the book(s) to arrive.**

Students may return books to the bookstore ONLY IF:

- they have the correct sales receipt
- the book is in perfect condition
- the return is completed by the end of the sixth day of classes.

You may also purchase books through the following publishing company for your convenience as well.

- Pearson Publishing- [BuyMyLab.com](https://www.buymylab.com)

Technology: UD Network

During your first week on campus, you should go to Anderson Hall 028 and present your student ID card to receive your UD network username and password or contact Udit at helpdesk@udayton.edu. This “log-in” lets you use three very important online services. You can also use this to access any computer around the University, in the Library, or in computer labs.

1. [Porches.udayton.edu](https://porches.udayton.edu)

Porches is the main university home page for anything you need to do. On this website, you will find your schedule, your student financial account, your email, and many other useful things. If you become a full-time academic student at UD, you can search for classes and register using this website.

2. UD Email

Open your UD email from Porches. It is very, very, very, very, very important to **check your UD email every day!**

If you miss some important information because you did not read your email, **this is no excuse.**

To sign in to your mail, log in to Porches. Then click on UD Email in the righthand menu.

It is EVERY STUDENT'S RESPONSIBILITY to read their UD emails EVERY DAY!



3. [Isidore.udayton.edu](https://isidore.udayton.edu)

Every class that you take will have an Isidore site. Teachers use this website to record your grades, collect homework assignments, and share class readings and other materials. Learn to use this website so that you

can complete your classes successfully.

To sign in to Isidore, log in to Porches. Then use the “My Sites” menu at the top right side of the screen. Select Isidore. You can also go directly to the page using the following link/URL: isidore.udayton.edu.

For Students Sponsored by their Government

We understand that your government allows you a limited time for English language study.

ندرك أن حكومتكم تمنحكم وقتاً محدد لإكمال دراسة اللغة الإنجليزية

We want to support your success, but you may need extra time.

نريد دعمك لكي تنجح ولكن ربما تحتاج إلى المزيد من الوقت

Language learning requires practice, practice, practice!

تعلم اللغة يتطلب الممارسة بشكل مستمر

The best way to improve your English quickly is to use it 24/7.

أفضل طريقته لتحسين لغتك هي استخدامها على مدار الساعة

If you have a scholarship from your government, you will need to send them regular information about your

academic progress:

إذا كنت حاصلًا على بعثه من بلدك، ستحتاج أن تبعث لهم معلومات عن أدائك الأكاديمي بشكل دوري

“I need a grade report.”

أحتاج إلى كشف درجات

→ Go to St. Mary’s 108 for a “transcript,” or order one online through Porches.

The IEP Office does not print grade reports.

“I need to report my absences/attendance/ progress in IEP.”

أحتاج إلى تقرير الحضور و الغياب
أحتاج إلى تقرير اللغة

→ All requests for documents MUST use our Online Document Request Form:

<https://docs.google.com/forms/d/e/1FAIpQLSfQbo7z-571s0Z4Nhb6EWZwsYL6cpMFAPVLM6KnVDcAsn8iyQ/viewform>

“I have a new financial guarantee letter.”

عندي ضمان مالي جديد

→ **ALWAYS** take a copy of your new financial guarantee letter to St. Mary’s 108, the Flyer Student Services office, or email it to them at: udbilling@udayton.edu. They need this to make sure that you don’t get a registration hold!

Part 2: Attendance and Grading Policies

Get the latest information!

**Download a copy of this handbook at
www.udayton.edu/international/iep**

Grading Policies and Level Progression

What is a Syllabus?

On the first day of every class in the IEP and at the university, your instructor will usually give you a document called a “syllabus.” It will explain the goals of the class, describe the major assignments and tests, and usually include a basic calendar for the class. The syllabus also explains your responsibilities as a student and the teacher’s policies for late and missed work. Read the syllabus carefully so that you know how to be a successful student!

Moving to the Next Level

In every IEP class, students must earn a final average course grade of **80% or higher** to move to the next level.

**Earn a grade of
B- (80%) or higher
to move to next level**

Check your **Isidore** gradebook often to see how you are doing in each class. After final grades are posted, there is **NO** chance for extra credit or changes to your grade.

Additional Notes: *Full-time students* may not be enrolled in IEP courses that are more than one (1) level apart. For example, you may be enrolled in level 2 and level 3 courses, but not in level 2 and level 4 courses. *Part-time students* must fully complete ALL courses in one (1) level before moving on/beginning to take courses in the next level.

Final Exam Policies



Final exams for Writing/Grammar, Reading/Vocabulary, Oral Communication, Listening and Note-Taking, and Special Topics will take place during the last week of each term. Final exams are comprehensive; this means they test all the skills you have learned during that term.

1. **Students must arrive to final exams ON TIME.** Students who arrive more than 5 minutes late to a final exam will not be allowed to take the exam.
2. **Final exams will be held ONLY on the scheduled date.** Teachers will announce final exam dates at the beginning of each term, and post them on Isidore for students’ easy reference.
3. **There will be no early exams given and no make-ups.** Students with scheduling conflicts, travel plans, faulty alarm clocks, etc. will have to repeat the course if they miss the final exam. Students enrolled in academic classes: If there is a conflict between your class time and your IEP final exam time, you must notify your professor immediately that you will be absent from any classes meeting during your IEP final exams.
4. **Childbirth or medical emergencies requiring extended hospitalization** are some of the rare exceptions to this policy. These are handled on a case-by-case basis by the IEP Student Advisor and Associate Program Managers (APMs).
 - a. Written permission for any exceptions must be sent to teachers from the APMs.
 - b. If approved, teachers will enter a grade of I-Incomplete, and the final exam must be taken before registration for the next level/term or within 30 days if the student will not return the next term.

IEP Policy on Plagiarism and Cheating

Copying words or sentences from someone else's work (like from a website, article, or book) without including a citation to show where those words or sentences came from is called plagiarism, and it is a *very serious mistake* in American universities. Your teachers will show you how to avoid plagiarism. In addition, if someone else does a student's work, or if someone lets a friend copy their work that is considered cheating.



Students will get a grade of 0% on any assignment in which they have plagiarized or cheated, and the teacher will file a report with the IEP Advising Office.



Students who are reported for plagiarism a second time, even in a different IEP class, will automatically fail the course and may be dismissed from the Intensive English Program.

Requirements to Graduate from the IEP

In order to graduate from the University of Dayton IEP, all students must meet **BOTH** requirements below:

1. Earn a grade of B- or higher in all IEP courses.
2. Maintain an overall GPA (grade point average) of 2.667 or higher in the program.

Notes:

- 1) If you fail (earn a grade of 'F') in any IEP course (Writing/Grammar, Reading/Vocabulary, Oral Communication, Special Topics), but then pass that course at a later time, only the passing grade is calculated in your final GPA.
- 2) All Special Topics course grades are included in GPA calculations.
- 3) **What if a student passes all IEP courses, but his/her total GPA is below 2.667?** This student **does not graduate** IEP and cannot move to full-time academic studies. The IEP Director and Student Advisor will contact the student with requirements to be met in order to graduate from the program.

Certificates

Students who graduate from the IEP (see above) will receive a certificate of graduation. You can visit the IEP office in Rike 112 to pick up your certificate, or request a certificate by sending an email to iephelp@udayton.edu. You may also request that your certificate be mailed to you via USPS (local/USA addresses only).



Graduating during the middle of a semester: Students who know that they will graduate from the IEP in the middle of a normal University of Dayton semester – meaning graduating in October or March – must visit the ISSS office in Rike 204 to discuss how this will affect their visa status. **These students have special requirements.**

What is a Grade Point Average (GPA)?

The IEP and University grade point average (GPA) is based on the system at right:

A	4.0	C+	2.33
A-	3.67	C	2.0
B+	3.33	C-	1.67
B	3.0	D	1.0
B-	2.67	F	0.0

Every IEP term, the grade you earn in each class is assigned points. Then we take the average of all your points for the term. This is your GPA.

For example:

Writing/Grammar 2.....A- (3.67 points)
Reading/Vocabulary 2... B+ (3.33)
Oral Communication 2...F (0.00)
Special Topics 2.....C (2.00)
GPA..... ~2.25

Term Grades and Official Transcripts

After the end of each term, you can view your final grades by logging into Porches and clicking on “Flyer Student Services.”

You can choose “View Academic Transcript” to print an unofficial transcript.

For official transcripts:

1. **You can request in person** at the Cashier window in St. Mary’s Hall, Room 108.
2. **OR you can request one** by logging into porches.udayton.edu.

A transcript will list all the classes you have taken in the IEP and the grade you earned in each class. The IEP office **cannot** print official transcripts.

IEP Attendance Policy

Students who are absent for 20% or more of the total class hours in a term will be dismissed.

Arriving more than 5 minutes late, or leaving more than 5 minutes early, equals a one-hour absence.

Success in the university begins with a basic expectation: you will always attend class. In the Intensive English Program, time in class is not only for learning new language and skills, but also for practicing what you know. Therefore, if you are serious about improving your listening, speaking, reading and writing skills in English, then coming to class should be your first priority.

Remember that according to the [United States government](#), “**Your visa says that you are coming to the United States to study. You should not consider any action that detracts from that purpose.**” In addition, many assignments are completed in class, and many quizzes and tests are given in class. This means that if you want to make progress in the IEP and move up to the next level, you should attend classes every day.

Two Rules to Remember:

Explanation:

1. **Students who are absent for 20% or more of the total class hours in a term will be dismissed.** Your teachers will send attendance records to the IEP Advising Office at the end of every week. You should also keep track of (remember) when you miss class. We will send warning messages, **but it is your responsibility to keep track of your absences.** The student's sponsor/scholarship advisor, if applicable, will be notified.

	Total Hours of Class Assigned	20% of Total Class Hours (Limits for Dismissal)
Full-time IEP Schedule	21 hours/week, ~150 hours/term	30 hours in one term
Writing/Grammar	6 hrs/wk, 42 hrs/term	9 hours
Reading/Vocabulary	6 hrs/wk, 42 hrs/term	9 hours
Oral Communication/LNT	6 hrs/wk, 42 hrs/term	9 hours
Special Topics	3 hrs/wk, 21 hrs/term	6 hours

As you can see above, a **full-time IEP student who is absent for 30 hours or more, in one term, is eligible to be dismissed from the program.** More importantly, high rates of absences mean that the student is putting their learning, and their visa status, at risk. *Part-time students should calculate their own 20% limit based on the number of classes they are registered for; limits for individual courses are listed in the chart above in the far right column.*

Attendance for Levels 6 and 7

	Total Hours of Class Assigned	20% of Total Class Hours (Limits for Dismissal)
Full-time IEP Schedule	18 hours/week, ~126 hours/term	25 hours in one term
Writing/Grammar	6 hrs/wk, 42 hrs/term	9 hours
Reading/Vocabulary	6 hrs/wk, 42 hrs/term	9 hours
Oral Communication/LNT	6 hrs/wk, 42 hrs/term	9 hours

As you can see above, a **full-time IEP student enrolled in either level 6 or 7 and who is absent for 25 hours or more, in one term, is eligible to be dismissed from the program.** More importantly, high rates of absences mean that the student is putting their learning, and their visa status, at risk. *Part-time students should calculate their own 20% limit based on the number of classes they are registered for; limits for individual courses are listed in the chart above in the far-right column.*

2. **Arriving more than 5 minutes late for class equals a one-hour absence.** Students who are late to class miss important information. Some IEP classes are two hours long, and some are three hours long. Your teacher will count you absent for one hour if you arrive 5 minutes or more after the class begins. Your teacher will also count you absent for one hour if you leave class more than 5 minutes early.
3. **NOTE – Full-time and Part-time students: Missing 20% or more total class hours from any individual class will result in automatic failure of the course.**
4. **Missing fifty-percent or more of twenty-nine (29) hour absence limit may result in placement on attendance probation for the next term. During attendance probation, students may face immediate dismissal should they continue to have excessive absences.**

Common Questions about the Attendance Policy:

1) Will I get a grade for good attendance?

No – you will not get points just for being in class. However, when you miss class, you also miss hearing the directions for homework, and you miss in-class activities that are graded, such as tests, group discussions, and presentations. You cannot make up in-class graded assignments (see #3, below). Therefore, students who attend class regularly have a better chance to earn higher grades.

2) Are there excused absences?

Only for serious medical emergencies.

If you have a serious medical situation that requires emergency doctor or hospital treatment and that will prevent your regular attendance in the IEP, you should notify an IEP Student Advisor as soon as possible. Examples of a medical emergency would include being hospitalized for one or more days for an illness, or having surgery. We will ask you to provide documents from a U.S. medical doctor, licensed clinical psychologist, or doctor of osteopathy to make a decision about your status in the IEP.

- Please note that scheduled, non-emergency doctor's visits will **not** be accepted for excused absences. Please schedule any doctor's appointments for a time when you do not have class.

3) What if I am absent on the day of a scheduled test or quiz?

You are permitted to make-up one scheduled test/quiz per class per term. The test or quiz must be made up the day you return to class. After using the one make-up test/quiz, students will receive a zero for any future missed tests/quizzes in that class during that term.

- Final exams cannot be made up. Final exams **must** be taken on the scheduled day. Before you buy any airplane tickets, please check your course syllabus for the dates of your exams!
- Do not be late to your final exams. Students who arrive more than 5 minutes late to a final exam will **not** be allowed to take that exam. **Read the Final Exam Policies on [page 18](#).**

4) What if I am pregnant?

Students who are pregnant and new mothers will be held to the same attendance policy as all other students, unless a doctor believes she should not attend school for medical reasons.

Title IX (a law of the United States Department of Education) requires a school to excuse a student's absences due to pregnancy or related conditions, including recovery from childbirth, for as long as the student's doctor believes the absences to be medically necessary.

This means that pregnant students should bring documents for any medically necessary absences to the IEP Office. Please make an appointment to see the IEP Student Advisor by talking to the World Associate in Rike 112.

- Please note that scheduled, non-emergency doctor's visits will **not** be accepted for excused absences. Please schedule any doctor's appointments for a time when you do not have class.
- If these excused absences total more than 20% of all classes in a single term, the student will be encouraged to visit the ISSS office in Rike 204 and request permission for a Reduced Course Load, which would allow the student to drop some or all classes and stay in the United States.
- If the birth of the baby is expected during final exam week, the student and teachers may make arrangements for alternate final exam dates. However, the Associate Program Manager **must** approve any alternate final exam arrangements.
- If the father is also a student, he will be held to the same attendance policy as all students.

5) What if I miss a class because.... (my flight was late/I had a hold on my account/I did not sign my final probation letter before the first day/I had a meeting with my embassy/I had a meeting with my advisor/ I had to go to traffic court/I was studying for or taking the TOEFL/IELTS test)?

You will be counted absent.

6) I understand all this. But what should I do if I still need to miss a class?

Students are human beings, and that means you may have to miss one or two classes sometimes. Normally, this does not cause a big problem. If you are going to be absent, follow these steps to stay on a successful path:

- If you know you have to miss a class, email your teachers BEFORE you miss class.
Explain why you will not attend. This is common practice in American universities. If you do this, teachers will be more likely to help you plan your strategies to make up missed work.
- Use Isidore and email to turn in any assignments due that day, if you can.
Each teacher has his/her own late homework policy. This policy should be clearly written in the syllabus. Make sure you clearly understand your teacher's rules about late homework.
- Remember that **you** are responsible for making up what you missed.
As a university student, you must be your own manager! The teacher has given you a syllabus, and you should check Isidore and your email for instructions about preparing for the next class. Read all of these things carefully. Then, if you are still worried, ask your teacher or a classmate about what you missed.

You should come to the next class with your homework prepared as much as possible.

- If you are very sick, please go to the Health Center in Gosiger Hall.
See page 35 of this handbook for information about medical services at UD's Health Center.

“No-Show” Students:

We register our returning students automatically for the next term, unless we know they do not plan to return to classes. Registered students who have NEVER attended any classes by the 7th day from the beginning of the term will have their courses dropped. In addition, their SEVIS records/I-20s may be terminated.

Please be sure to tell the IEP Student Advisor as soon as possible if you decide to stop your studies. You will need to speak with the ISSS office in Rike 204 to manage your immigration status.

IEP Academic Probation & Dismissal Policies

We hope that all students find success and improve their English language skills quickly! When students are struggling, the IEP faculty and staff will help students try new study strategies and find helpful resources.

However, students who establish a history of not making progress in our program may be placed on academic probation, or in extreme cases, dismissed from the program.

There are 3 levels:

GPA < 2.67, one term

If your Grade Point Average (GPA) in one IEP term is less than 2.67 or if your overall GPA is less than 2.67, you will receive a warning.

Probation

For example:

Your GPA (**Grade Point Average**) could be < 2.67 if you...

- fail/not pass 2 or more courses in a term; have a majority of final grades less than 'B-'
- are absent a lot, don't participate in class, and don't do homework

So what?

You are required to meet your IEP advisor before the end of Week 1 of the next term. Together, you will make an action plan for success.

Most students who receive a probation warning do very well in the next IEP term!

GPA < 2.67, two IEP terms in a row

Final Probation

So what?

You are **at risk of dismissal** from the Intensive English Program!

You must meet your IEP Advisor to get your class schedule.

Your advisor will help you make an action plan, including:

- Regular advising meetings until you achieve a GPA of 2.67!
- Attending IEP Tutoring Place and/or Conversation Groups, etc.
- New strategies to solve the difficulties you are facing

Work hard and stay focused! Use the strategies that your advisor suggests.

GPA < 2.67, for three IEP terms OR Absences over 20%

IEP Dismissal:

There are 2 reasons that students can be dismissed:

1. You are **absent for more than 20%** of all classes in one term (30 hours for full-time students; 25 hours for levels 6 & 7); or
2. You earn a term **GPA or overall GPA less than 2.67 for three terms in a row.**

(Other situations may lead to dismissal, at the discretion of the IEP Director.)

What does Dismissal Mean?

Before a student is dismissed, the student will receive warnings. Talk to us about any difficulties, so that we can help!

- If a student has been absent for 30 hours or more, he/she can be dismissed at any time during the term.
- Dismissal from the IEP means that a student **cannot begin academic studies at the University of Dayton** unless he or she can submit a passing TOEFL or IELTS score before the first day of class of the following semester.
- A student who has been dismissed will receive an official email notice from the IEP Director, and his or her name will be reported to the ISSS office and the Registrar. If it is during the IEP term, courses will be dropped.
- After that, for F1 students, the ISSS office will begin the process of **terminating the student's I-20/SEVIS record.**

Asking for another Chance: Appealing your Dismissal

If you receive a dismissal letter and you believe you did not violate the IEP policies as described above or in your dismissal letter, you can appeal your dismissal (ask for another chance).

- **Write a 1-page formal letter (Word document)** to the IEP Director, Mr. Nicholas Taggart, and
 - send it as an attachment by email to ntaggart1@udayton.edu.
- In your appeal letter, please **answer these questions:**
 - Why do you believe you should not have been dismissed?
 - What specific actions would you take to fix your problems and improve your grades/attendance if you were allowed to return to the IEP?
 - Include any documents (medical excuses, etc.) to show the reasons for your difficulties.
- The **deadline is three (3) class days** after you receive your dismissal letter. We will not read any appeals after this date.
- The IEP Director and Associate Program Managers will read your letter and consider your situation carefully. They will meet with you to discuss your appeal. The **date, time, and location of your appeal meeting will be included in your dismissal letter.**
- You will **receive an email with the final decision** of the IEP Director within 2-3 business days after your meeting.

ALWAYS check your UD email account.

Student Conduct Expectations

The IEP is a preparatory program for university-level study. Our students are adults and we expect them to respect their teachers, their classmates, and the educational opportunity they are enjoying.



If a student is disruptive in class, he/she may be asked to leave and then marked **ABSENT. Teachers can require a student to speak with an IEP Advisor to get permission to return to class.**

Disruptive classroom behavior includes, for example: talking to other students during instruction, answering cell phone calls, sending or receiving text messages, leaving class frequently or 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. They should conduct themselves as they would in a place of business and higher education. Failure to meet student conduct expectations may result in appropriate corrective measures up to and including dismissal from the IEP.

Respect the Classroom Environment

Students in the IEP are responsible for helping maintain a safe, healthy and clean environment. Please help keep our environment clean at all times by doing the following:

- **No Smoking!**
 - Smoking is not allowed on campus, inside or outside, except in designated areas.
 - When smoking outside, please use official smoking shelters placed around campus.
 - Place all butts/discarded cigarettes in the proper container.
- **Do NOT write on the tables or desks; do not stick gum under tables.**
- **No food in classrooms.**
 - You may have drinks, but they must have lids!
 - ALL empty cups and bottles must be placed in the trash receptacles. Pick up personal trash (cups, papers, tissues, candy wrappers, etc.) in classrooms and hallways.
 - 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.
 - Halal dining options are available in the dining hall in Virginia W. Kettering residence Hall and at the Que restaurant in Kennedy Union.
- **When you leave at the end of class:**
 - Take all of your belongings with you. (Be sure to check underneath tables and chairs!)
 - Throw away all trash.
 - Return all chairs to their places under/next to the tables.
 - **Thank you!** ☺

Children on Campus

In order for the IEP to conduct its classes and other activities safely and professionally, students are discouraged from bringing children with them to campus. If students must bring children to campus in rare and unusual circumstances, the children must be under the direct supervision of a parent or guardian at all times. When classes are in session, students should first get permission from an IEP faculty member (their instructor) or administrative staff to be sure that the child's presence will not interfere with the learning environment.

The University of Dayton and the IEP do not accept any responsibility or liability for injuries of children who are

on campus in violation of the above guidelines. If at any time a faculty or staff member determines that a child is becoming disruptive, the parent will be required to take the child away from that location.

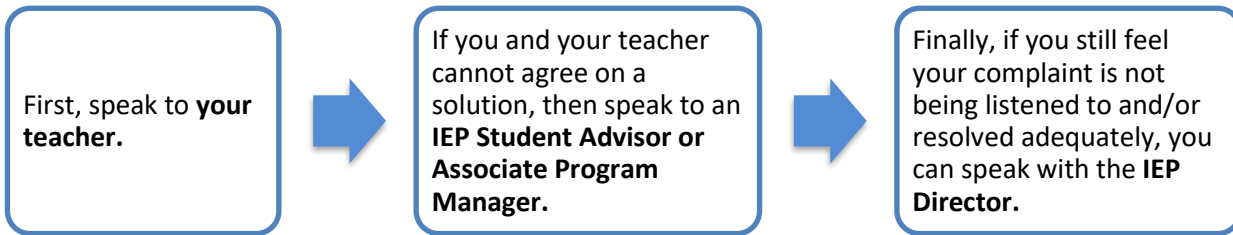
Student Complaints and Academic Appeals

The Intensive English Program (IEP) is dedicated to helping our students along the journey to competence in English, to awareness of self and sensitivity to cultural differences, and to lifelong learning, all of which will prepare them to succeed in their academic endeavors.

The IEP Director, faculty, and staff want students to be confident that they are being provided the best experience in a caring environment. If students feel their needs are not being met, they may file a complaint.

Informal Complaint

To speak with someone informally about your complaint, follow these directions:



You can visit the IEP front desk in Rike 112 to make appointments with an IEP Student Advisor or with the IEP Director. But, you should always begin by talking to your teacher first.

To make a formal complaint, please complete the [Formal Student Complaint Form](#).

You may get a copy in 4 locations:

1. [IEP Student Complaint Form](#)
2. The IEP front desk, located in Rike Center 112
3. Associate Program Managers' Office, Rike 113
4. At the end of this Student Handbook

If you need help with completing the form or a translator, please check with a World Associate in Rike Center 112, and help will be provided.

Return your completed formal complaint form to the IEP Director (Rike Center 111) or the IEP front desk, located in Rike Center 112. We also review the

What happens after you turn in your formal complaint form?

The IEP Director will read your complaint, and will send a formal written reply to your UD email account within 10 business days. If the Director decides that a meeting is necessary, you will be contacted within 10 business days to setup an appointment to discuss your complaint.

Notice of Nondiscrimination

As a Marianist institution that values the dignity of all, the University adheres to all federal and state civil rights laws banning discrimination in private institutions of higher education. The University of Dayton is deeply committed to creating a community free of unlawful discrimination, harassment, and violence. The full description of this commitment is found in the Nondiscrimination and Anti-Harassment Policy. The University has made all employees mandatory reporters of violations of this policy (*except counselors, doctors and clergy acting in that capacity*).

For details of the Non-discrimination Policy and complaint process, [click here](#).

Part 3: Registration & Financial Policies

Get the latest information!

**Download a copy of this handbook at
www.udayton.edu/international/iep**

Registration Policies & Late Arrival

NEW STUDENTS

All new students must be present on the first day of placement testing. There will be no late placement testing. If students cannot appear by this date, they must defer enrollment until the next IEP term. We will not register any students who are not here on the first day of placement testing.

All testing dates are easily found online at www.udayton.edu/international/iep/program_dates.php

RETURNING STUDENTS:

The IEP office will automatically register continuing students for the next IEP term, unless they have transferred out, graduated from the IEP, officially withdrawn from classes, or have been dismissed from the IEP.



It is very important that all students be registered and able to attend classes from the **first day** of every term!

Below, you will find important policies about registration and arriving late to a term:

1) If we register you for class, but you never go to class:

The IEP will drop a student's courses if s/he never appears for any classes by the end of the first 7 days of classes. We must notify the ISSS office of all no-shows, and the student's SEVIS record (I-20) will probably be terminated. Note: This is *not* an official dismissal from the IEP; these students may return in the future.

2) If you can't get a schedule because you have a hold:

Students should have any holds on their account remove **BEFORE** the term starts so that they can be registered for class. The deadline to have holds removed and be registered for classes is the third day of the term. Students who cannot fix their holds before this deadline cannot study in the IEP during that term. They should see ISSS and do a temporary withdrawal. They are welcome to return in a future term.

Our office regularly sends email messages to all continuing IEP students about their holds along with instructions to fix them. Therefore, continuing students should be able to fix holds **before** the next term begins. ***Any days a student misses classes because he/she did not fix a hold will be counted as absences.***

3) If you want to return to the IEP after a break of only 1 term (not including summer):

Students who have previously studied in the IEP, but who have taken a break for one IEP term **must contact the IEP at least 30 days before the start of the term when they wish to return**. They are also required to contact the ISSS office (iss@udayton.edu). This ensures that the IEP can adequately plan classroom space and teacher assignments. It also ensures that the student's studying is not disadvantaged by late registration, or registration in an inappropriate level.

4) If you want to return to the IEP after taking a break of 2 or more terms:

Students who have previously studied in the IEP but who have taken a break for two or more IEP terms **must re-take the placement test**. They also **must contact the IEP at least 30 days before the start of the term when they wish to return**.

This is to ensure that the student is placed in the most appropriate level for his/her language proficiency, so that he/she will have the best learning experience. The IEP does not guarantee that a student will be placed at or above the student's previous level of enrollment, since the student's language skills may have declined over time without active practice. *Note:* These students will be held to the same placement testing policy as new students. (No late placement testing).

When Can IEP Students Take Academic Courses?

General Rules About Taking Academic Courses BEFORE Graduation from the IEP:

- This is **ONLY** allowed for Level 6 or 7 students. **Additional admission requirements may apply.**
- Students must be in good standing and have good attendance. Students must have an overall GPA of 3.0 or better in IEP courses.
- Students on IEP academic probation may **not** register for undergraduate or graduate courses.
- Current IEP students may **NOT** register for ENG 100 or 200, or CMM 100.
- You are only allowed to take one or two academic courses. The IEP student advisor will make this determination.
- In Fall B and Spring B, you cannot start a new academic course because it is the middle of the UD semester.

How to Register: Read the chart below. Based on the above requirements, are you allowed to take an academic class?

1. If 'Yes', first meet with the IEP Student Advisor (or IEP Director if the Student Advisor is not available).
 2. **Contact your academic advisor (via email) to get their permission.** (Example: School of Engineering email is soe@udayton.edu. Provide your name, Student ID#, and major in your email). If you do not know who your academic advisor is, visit Rike 112 and ask for help.
 3. Your academic advisor will contact the IEP Student Advisor to confirm you can register for one or two academic courses only.
 4. Your academic advisor will register you for class(es) for the upcoming semester.
- ** Please note:** your IEP courses come first; therefore, your academic course(s) may not be scheduled at the same time as your IEP courses. **

Do you have admission to UD?	Describe your IEP schedule:	Then you may register for ____ academic credit hours:
Graduate Student (Masters or Ph.D.)	Full-time Level 7 schedule	up to 3 credit hours
Graduate Student	Already passed one or more Level 7 subjects	up to 3 credit hours (remember, 6 credits is full-time for graduate students!)
Undergraduate Student	Full-time Level 6 schedule	up to 3 credit hours
Undergraduate Student	Already passed one or more Level 6 subjects	6-9 credit hours (depending on number of IEP courses remaining)
Don't have conditional admission yet	Any Level 6 or 7	Undergraduate students: No courses. Graduate students: 3 credits per semester, for a total of 6 cr. maximum Get permission of the department

Special Rules by Major:

- Students who are undergraduate business majors must be level 6 in all IEP subjects in order to begin taking academic courses.
- Students in the SBA, Computer Science, MBA program and Educational Leadership graduate program are **not** permitted to take any academic courses while in the IEP.

Always check with your Academic Advisor. Each department may have different rules.

Studying as an F2 Visa Student

- In our IEP, we limit F2 students to a **maximum of 15 hours/week**.
- Why? Per U.S. immigration regulations, F2 visa students **may not study full-time**.
- F2 students should meet an IEP Advisor before the end of each term to plan their next-term class schedule.
- **F2 Students are expected to follow and understand the [IEP Attendance Policy](#) and the [Probation and Dismissal Policy](#).**
- **F2 students must complete all courses in the same level before they are allowed to move to the next level.**



Students on F2 visas who are dismissed from the IEP (according to the Attendance, Conduct, or Probation policies) **cannot continue studying** in our program. However, this will have no impact on their immigration status.

Dropping Classes

Full-time students in the IEP are required to register for 21 hours/week. If you have already passed one or more Level 5 classes, this is the only reason your schedule would be less than 21 hours/week.



Important: IEP students **cannot drop classes after the end of Week 4** except in case of emergency where the student will return to their home country immediately.

Students who want to drop all IEP courses and return to their home country for a break must see the ISSS office to complete the “Authorized Withdrawal” process.

Students who want to drop all IEP courses and transfer to another school must visit the ISSS office. These students **MUST** complete official procedure for transferring with the help of the ISSS advisor or their I-20s may be terminated (cancelled). In addition, if classes have already started, we strongly suggest that these students complete the current IEP term before transferring.

Students who have achieved TOEFL or IELTS scores that meet the minimum for university admission should see the end of this handbook for policies about when they can drop IEP classes.

Refunds

The Intensive English Program follows the University of Dayton’s refund for [student withdrawals policy](#) and its policy on [refunds for dropped courses and withdrawal](#). Specifically, the IEP follows the refund schedule for the Summer I term. This is for **ALL** IEP terms. Follow this link for the University’s [refund schedule](#).

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. **In other words, if your government does not pay, the University will ask you to pay.**

For **sponsored students**, rules for refunds are the same as those for non-sponsored students. Absolutely **NO** fees (i.e., general fees, textbook fees, housing fees, etc.), other than the approved percentage of tuition fees, are refundable. **Sponsored students should speak with their embassy advisor before dropping IEP courses.**

About Registration Holds

You do not have to personally register for IEP classes. The IEP administration will complete registration for you before the first day of classes. Registration is based on the level you place into (new students) or on the level you have passed into (returning students).

If you are not registered for classes on the first day, it may be because you have a “Hold” on your account. Why? There are many possible reasons:

- You have not paid your tuition for a previous term, or are more than 30 days late for the current term.
- You have not given the Flyer Student Services office a Financial Guarantee letter with the appropriate term dates on it (government sponsored students).
- You have not paid a parking ticket or a Health Center bill.
- You have not completed the Health Insurance Waiver through Porches.
- You have not given the Health Center your immunization records.
- You have not given the Registrar a correct local (Dayton-area) address where they can send your bills.



The University does not allow registration for classes until all holds are removed from your account. If you have a hold, you cannot attend class and you will be counted absent.

How do you know if you have a hold on your student account?

- **Check your UD email account!**
- You can also come to the IEP Office in Rike 112 and ask the World Associates to check your account.

Billing and Financial Guarantees

All financial business for the UD Intensive English Program is coordinated through the university’s Flyer Student Services office. The IEP does not handle billing ourselves. Below, you will find information about paying the deposit to confirm your enrollment; regular tuition and fees; and tuition refunds.

Deposit

Applicants must pay a non-refundable deposit of \$400 for the Intensive English Program. This deposit is required to reserve a confirmed spot in your first IEP term. After registration at the University of Dayton, the deposit is applied to the student's first term tuition amount.

Financial Guarantee Letters - الضمان المالي

If you are a sponsored student (you have a scholarship from your government, employer, or school):

- You are responsible for getting a Letter of Financial Guarantee, with the correct dates of the term, from your sponsor.
- You are responsible for sending your grade reports and any other documents to your advisor in early enough time to maintain your active scholarship.
- Submit all Letters of Financial Guarantee to:
Flyer Student Services, St. Mary’s Hall, room 108

The IEP Scholarship

The Intensive English Program offers a partial scholarship to one IEP student per 50 students each seven-week term. The IEP Scholarship will cover 25% of full-time tuition for a returning student, but **does not cover fees or books**.

Students must formally apply for the IEP Scholarship. The IEP Student Advisor will announce when it is time to apply by sending an email to all current students.

Are you eligible (Can you apply)?

1. Applicants must be F-1 or J visa students who are enrolled and registered for full-time IEP study for the term for which they are requesting the scholarship. Students who are sponsored by their government, employer, or other organization are not eligible to apply. Students enrolled in pathway/partnership programs are not eligible to apply.
2. Applicants must pay all fees and the remaining tuition according to the University's payment guidelines and requirements.
3. Before applying for the scholarship, applicants must have already 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 their IEP classes.
5. Students at any level of study in the Intensive English Program may apply.

How to apply:

Write a detailed **letter** (not an e-mail) to the IEP Director.

- ✉ Complete IEP Scholarship application. It will be sent to you via email Week 6 of the term.

The application must **include ALL of this information:**

1. Your name and university ID number
2. Term you are applying for the scholarship
3. If you or your family is paying your tuition
4. GPA
5. Attendance
6. Extra-curricular academic, cultural and/or social activities outside of class at UD or in Dayton.
7. The reason you should receive the scholarship.

How we choose the scholarship recipient(s):

The IEP Director and Associate Program Manager will review all scholarship 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.

Students may re-apply for a second term if all other requirements are met.

NOTE: At the end of the fourth week of the award term, this scholarship **may be cancelled 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 cancelled, the student must pay the remaining tuition by the end of the term.

Part 4: Life at UD / Campus Services

Get the latest information!

**Download a copy of this handbook at
www.udayton.edu/international/iep**

IEP Social and Cultural Activities

Every semester, the IEP organizes a variety of field trips, social activities, and other ways for IEP students to enjoy the city of Dayton, get to know U.S. students and other international students, and feel comfortable at UD

DOWNLOAD THE IEP STUDENT ACTIVITIES CALENDAR

Global Game Days and World Exchange Wednesdays

Sponsored by: Intensive English Program



These are programs that are very popular! Global Game Days and World Exchange Wednesdays are offered at different times during each IEP term. Usually on Wednesdays or Thursdays

- Both IEP and American students are invited.
- Meets in Rike Center 108 (WEx Lounge).
- Every Global Game Day has a different theme. You'll learn to play games from Asia, Africa, the U.S.A., and more!
- World Exchange (WEx) Wednesdays offer the chance to have conversation with American students to practice English.
- Free snacks! Bring a friend, or meet a new friend!

We will announce specific dates and times the week before each Global Game Day and World Exchange Wednesdays event. See you there!

UD Student Clubs: Meet New People & Practice English!

As an IEP student, you are a part of the UD student community. This means you can join student clubs that you are interested in. This is one of the best ways to make friends with American students! It will also help you improve your English **and** understand how to adapt to American culture.

To find clubs that match your interest, check these options:

- During the first week of classes every August, go to **“Up the Orgs Day” on KU field** to meet student club directors face-to-face and ask questions.
- Clubs that volunteer to help people in need: www.udayton.edu/ministry/csc/clubs/

To join the **University of Dayton International Students Club**, follow their Facebook page for meeting announcements: www.facebook.com/udayton.internationalclub

Flyer ID Card/Flyer Express

Pick up your Flyer student ID card at the Campus Card Services office in Kennedy Union on the first floor during your first week on campus. Bring your passport and be ready to have your photo taken. All students are required to have the card.

You can put money on your Flyer Card and use it like a debit card – this is called “Flyer Express.” You can pay with Flyer Express at all dining locations on campus, the Bookstore, Library, and many places on Brown Street.



- Flyer Card Information: www.udayton.edu/finadmin/campus/campuscard/flyercard.php
- Flyer Express Information: www.udayton.edu/finadmin/campus/campuscard/flyer_express.php



Computers and Internet

Computer labs with computers and printers are available in Roesch Library and St. Joseph Hall Room 011. Students may access these computers with their UD username and password.

To get your UD username and password, go to Anderson Center, Room 028 or contact UDIT at helpdesk@udayton.edu

Make sure your word processing software is set to American format (left to right)!

Arts and Cultural Events on Campus

As an IEP student, you are welcome to participate in any and all activities on campus for University of Dayton Students. The university hosts many arts events, musical performances, and academic lectures throughout the year.

To find out about upcoming events, talk to other students on campus and check these websites:

- udayton.edu/calendar for sports, lectures, and some club meetings
- <https://udayton.edu/international/international-students/intensive-english-program/student-support-and-activities.php> for international events.



Faith and Prayer: Campus Ministry

The University of Dayton was founded and is guided by the Marianists, a Roman Catholic order. Our Marianist vision and mission help students develop critical minds and compassionate hearts. We strive to make the University a place where all are welcome, respected and supported.

All programs, service experiences, immersion trips, and retreats offered by Campus Ministry and the Center for Social Concern are open to students from all faiths. For more information, please visit www.udayton.edu/ministry/csc/

There is a **Prayer Room** located in Rike Center 205. It is available Monday through Friday from 7:30 am-7:30 pm. UD's Muslim Student Association organizes Friday prayer every week during academic semesters in Rike Center 205 (women's entrance Rike 207).

Sports and Recreation



The "RecPlex" offers basketball courts, weight machines, a swimming pool, and other fitness activities. If you like to play basketball or soccer, you can also join an "intramural" sports team - that means you play against other UD students on a regular schedule. Membership fees at the RecPlex are **not included in IEP tuition**. Undergraduate students

Learn more at udayton.edu/studev/health_wellness/campusrec/facilities/recplex.php

Medical Care

What to do if you are sick?

If you are sick, email your instructors to tell them you will not be able to attend class. For students' own personal health and for the health of others, we request that they stay home and rest when they are sick. If a student has a fever of 100 degrees F. (37.8 degrees C.) or more, he or she should see a doctor. He/she should not return to classes until the fever has been normal for 24 hours.

- If you are ill and need to see a doctor, you can make an appointment at the **Student Health Center**. See "Student Health Center" below.
- If you have a **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. 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.

Student Health Center

To see a doctor at the UD Health Center, you need to make an appointment, but you should be able to see a doctor the same day. **Walk-ins are only for minor emergencies** such as a small cut. The Health Center has a number of doctors and nurses, male and female, available to help you.

Director- Dr. Melinda Ruff (female) Effective July 1, 2022

- Location: Gosiger Hall
- Hours: Monday through Friday, 8:30 a.m. to 5:30 p.m.
- Make an appointment by telephone or online at myhealth.udayton.edu
- Bring your student ID card to the appointment.
- All charges will be added to your student account.

UD Student Health Center (937) 229-3131

Melinda Ruff
Director

**Miami Valley Hospital -
Emergency Room** (937) 208-2444

Carefinders (937) 208-3463
*Will help you find a Doctor
close to your location*

Health Requirements Form (Immunizations)



To protect the health of everyone on campus, the University requires all students to provide immunization information and do a Tuberculosis (TB) screening.

Your doctor must complete the health requirements form before you come to campus. The forms are available here:

<https://porches.udayton.edu/group/studev/health-wellbeing/healthcenter/vaccines>

Once you open the web page, simply download the form of your choice, ask your doctor to complete it, and send the completed form to the University of Dayton Health Center by fax or postal mail:
300 College Park | Dayton, OH 45469-0900 | Phone: 937-229-3131 | Fax: 937-229-3107

Questions? Please contact the Health Center at healthcenter@udayton.edu.

Health Insurance Verification



All international students are required to show that they have health insurance that will cover them during their studies at the University of Dayton. You must fill out a form online once every semester with information about your health insurance. The online form is called "verification."

"How do I verify my health insurance?"

The waiver is a short online survey. You can find it on Porches. You will need to give your insurance company's name and your policy number. If you do not have health insurance, please purchase it before accessing the waiver.

"Where do I find the verification survey?"

Log in to Porches. Click on the link for "International." in the left hand menu. Then look for the link to the 'International Health Insurance Verification.'

"When is the deadline for completing this?"

You will get emails when it is time to complete this requirement EVERY SEMESTER. Always read your UD email often! If you do not pay attention to emails about the Health Insurance Verification, you will not be able to register for classes in the next semester. This will result in the automatic termination of your I-20 and your immigration status will be cancelled. So don't miss the deadline!! Please be a responsible college student.

"What kind of insurance must I buy?"

The policy allows students to choose what type and amount of coverage is best for them.

"Where can I go to find health insurance for international students?"

Some popular international student health insurance providers are:

ISO Insurance: <http://www.isoa.org/>

Visit Insurance: <http://www.visitinsurance.com/>

Compass Insurance: <https://www.compassstudenthealthinsurance.com/>

The list above is provided to help you, but the University of Dayton does not officially endorse these companies. Students are free to choose a health insurance plan that best suits their needs. You should do good research before you buy insurance.

Questions?? Please contact studentinsurance@udayton.edu, or visit the ISSS office at Rike Center 204.

Safety on Campus

Ohio is a very safe state. People are friendly and helpful, they drive safely, and they look out for strangers. At the same time, you should use the same cautions you use in any big city.

If you have to be out very late at night, do not walk alone after dark, and avoid alleys (narrow back streets). Walk with friends. Lock doors and windows when you leave your residence and when you go to sleep for the night. When you are walking alone, pay attention to the environment around you.

If you are walking on campus late at night (from the library to your dorm, for example), you can call Public Safety. The phone number for this service is **937-229-2121**. They will pick you up and drive you to another location on campus, so you do not have to walk alone late at night.

Personal Property: Please do not leave book bags or other valuable personal property unattended in classrooms, the library, or anywhere on campus. The IEP is not responsible for damage or loss of personal property that is left unattended.

Emergency Telephone Numbers

On campus, for emergencies call Public Safety at (937) 229-2121 or 911

University of Dayton Public Safety

(937) 229-2121

On-campus police and emergencies

Emergency number

911

Use this to call an ambulance or police response for severe illness, accident, or crime; same number anywhere in USA

Yellow Cab

(937) 228-1155

Taxi service in Dayton

Anton's Transportation

(937) 252-4756

Taxi service in Dayton

Clean Cab

(937) 242-8779

Taxi service in Dayton

Cold Weather Safety

The winter season in Ohio can be very cold and snowy. Many of our IEP students are not experienced with this kind of weather. Please read the following advice carefully and stay safe this winter!

DRESS WARM!! Heavy coat, scarf, gloves, hat, boots and warm socks! You need to keep warm!! Your ears, nose, fingers and toes are the first things to get frost bitten.

DRESS IN LAYERS! Especially when coming to and from class! Put a t-shirt under a sweater under a heavy coat. You can layer the clothes on so you stay warm walking to and from class. You can take off your extra layers while in class.

STAY INDOORS! Even if you are dressed appropriately, you should not stay outside for long periods of time. In general, no longer than 30 minutes.

DRINK A LOT OF WATER. When it's this cold, people tend to forget water in favor of warmer drinks, but water keeps your body strong and healthy.

Emergency School Closings for Bad Weather

The first notice of a school closing or delay will be announced in your UD email. If there is extremely bad weather, **CHECK YOUR UD EMAIL.** If you do not see a message, then classes will still meet.

Items to keep in your car during bad weather, for emergencies:

- Blanket(s) and some extra clothes
- Flares/Matches/Flashlight
- Snacks /bottled water
- First Aid Kit
- Cell Phone charger
- Map or GPS
- Pieces of cardboard & small shovel for digging snow from under your tires

General Advice about American Culture

Moving to a new country (or continent!) can be both an exciting and scary process. You are likely to experience something called “culture shock”, which is when the differences between your home and the US can become difficult to deal with. Don’t worry, you are not alone! Most people, when living in a new place, experience some culture shock – and there are lots of resources here to help you adapt. If you ever feel lost or confused, check back here for some helpful hints, or ask a friend!

General Hints for Living in the U.S.

Alcohol: In the United States, a person must be 21 years old to drink alcohol legally. Underage drinking and supplying alcohol to an underage person are both crimes in the United States. Also, drinking while driving has severe legal penalties.

Eye Contact: In the United States, eye contact is very important. Looking at people’s eyes during a conversation shows respect (when you are listening) and honesty (when speaking).

Food: American food might be quite different from the food in your home country. Take the time to try a variety of American foods to find out what you like. We have more than hamburgers and pizza! Part of the fun of being in a new country is discovering the food and culture of the country.

Language: It is recommended that students use English as much as possible while studying in the IEP. Frequent usage of English will make the adjustment to living in the U.S. easier and will greatly increase the likelihood of academic success.

Names: Use “Mr.,” “Mrs.,” or “Ms.” when you speak to people, especially when they are older than you or in formal situations. If someone tells you to call them by their first name, then you can do that.

Negotiating Prices: In the United States, the price listed on a product is generally not negotiable. The exception to this is high priced items such as cars and houses.

Polite Words: Use words and phrases such as “please”, “excuse me”, and “thank you” in all your conversations with classmates, teachers, advisors, and businesspeople.

Questions: In the United States, asking questions is seen as a good way to learn and show interest. Students are encouraged to ask questions in class.

Smoking: Smoking is not permitted inside any building on the University of Dayton campus. If you smoke, there are designated outdoor smoking areas you can use. If you’re not sure, you can look for signs, or just ask! But be aware, many Americans do not approve of smoking and it is not permitted to smoke indoors at restaurants and businesses.

Time: In general, Americans value punctuality. When specific times are given for events, it is expected that everyone involved will be on time or maybe a little early.

Visiting Someone’s Room or Office: Many Americans keep their office or dorm room doors open when they are in the room. Before you enter the room, you should still knock or ask if it is okay for you to enter the room.

(This list is taken from the Georgia Southwestern State University English Language Institute)

Part 5: Appendices

GIA Center Phone Directory
Immigration Highlights for IEP Students
Formal Student Complaint Form
Academic Dishonesty Incident Form

APPENDIX A

Global and Intercultural Affairs (GIA) Directory

NAME AND TITLE/AREA

Amy Anderson, Associate Provost, Global and Intercultural Affairs
Executive Director, Global and Intercultural Affairs Center

CONTACT INFORMATION:

(937) 229-3514, Alumni Hall 219
aanderson2@udayton.edu

Maiella Hollander

GIA Center Administrative and Budget Coordinator

(937) 229-3516, Alumni Hall 221

mhollander1@udayton.edu

Sangita Gosalia

Senior Director, On-Campus and Virtual Global and Intercultural Learning; Partnerships

(937) 229-4907, Alumni Hall 212

sgosalia1@udayton.edu

Brenna Seifried

Assistant Director

(937) 229-4283, Alumni Hall 210

bseifried1@udayton.edu

Margaret Burke

Assistant Director

(937) 229-4432, Alumni Hall 209

Mb Burke1@udayton.edu

Kelly Trail

Director, Education Abroad and Travel Away; Travel Risk Management

(937) 229-3596, Alumni Hall 218

ktrail1@udayton.edu

Heather Schieman

Assistant Director

(937) 229-1251, Alumni Hall 211

hschieman1@udayton.edu

Erin Gahimer

Senior Programs Coordinator

(937) 229-3534, Alumni Hall 216

jaym01@udayton.edu@udayton.edu

Zoe Krzywda

Senior Programs Coordinator

(937) 229-3526, Alumni Hall 222

krzywdaz1@udayton.edu

Maria Jay

Global Learning Advisor

(937) 229-3743, Alumni Hall 211

mgwinn1@udayton.edu

Abdullah Dashti

Programs Coordinator

(937) 229-2740, Rike 214

ddashti1@udayton.edu

Tina Kosobud

Administrative and Systems Coordinator

(937) 229-3743, Alumni Hall

Tkosobud1@udayton.edu

International Student and Scholar Services (Rike 204)

Tim Kao

Senior Director, International Student & Scholar Services

(937) 229-2770, Rike 204B

tkao01@udayton.edu

Emily Grasso

Associate Director, International Student & Scholar Services

(937) 229-3535, Rike 204C

egrasso1@udayton.edu

Morgan Hoog

Immigration Coordinator, International Student & Scholar Services

(937) 229-3502, Rike 204A

mhoog1@udayton.edu

Catherine Kline

International Student Advisor

937-229-3595, Rike 204D

klinec1@udayton.edu

vacant
Assistant Director, International Student & Scholar Services

Rike 204E

Intensive English Program Faculty and Staff (Rike 112)

Nicholas Taggart
Director, Intensive English
Program

(937) 229-3272, Rike 111
ntaggart1@udayton.edu

Dr. Nichole Lucas
Associate Program Manager,
Intensive English Program

(937) 229-1513, Rike 113C2
nlucas1@udayton.edu

Katherine Wehkamp
Student Advisor and Support
Specialist, Intensive English
Program

(937) 229-1507, Rike 110A
kwehkamp1@udayton.edu

vacant
Administrative Associate,
Intensive English Program

(937) 229-1514, Rike 114

NAME AND TITLE/AREA:

IEP Full-Time Instructors:

Nicholas Chima
Courtney Colborn
Julie Gee
Sarah Hernandez
Irena Joseph
Jeri Taylor
Holly Wehmeyer

IEP Adjunct Instructors:

Agatha Chojnacki
Deanna Perumalla
Elaine Zamonski

CONTACT INFORMATION:

To contact your teacher, ask the World
Associate at the desk in Rike 112.

OR

Read your syllabus for your teacher's email
address and office phone number.

Other Important Offices at UD

These offices are open from Monday-Friday: 8:30 a.m. to 4:30 p.m.

International Admissions Office

Ask about conditional admission to UD academic programs

(937) 229-1850, Albert Emanuel Hall

goglobal@udayton.edu

Flyer Student Services

Billing, Payments, Sponsored Students, Financial Guarantees

Ordering Transcripts, Academic Course Registration

(937) 229-4141, St. Mary's Hall Room 108

UDbilling@udayton.edu

fss@udayton.edu

UDIT Help Desk

For any on-campus internet/computer problems

(937) 229-3888, Anderson Center Room 028

helpdesk@udayton.edu

International Student Learning Services

Brenda Lecklider, Coordinator. For help with classes after IEP.

(937) 229-4005, Roesch Library Room 023

globalllearning@udayton.edu

Housing and Residence Life

Questions about living on campus

(937) 229-3317

housing@udayton.edu

Global Learning Living Community

Live in apartments with international and U.S. students

Contact gllc@udayton.edu or visit this

website: www.udayton.edu/international/gllc/

Parking Services

Purchase a parking permit; pay any tickets

(937) 229-2128, Fitz Hall Room 195

parking@udayton.edu

APPENDIX B

Immigration Highlights and Vacation Policy for IEP Students

If you graduate from IEP in October or March:

A conditionally admitted student who completes IEP in the middle of the UD semester must enroll full-time in their academic program during the next available term. Specifically:

If you graduate from the IEP...	... you must start your academic program in:
at the end of Fall A (October)	Spring semester (January)
at the end of Spring A (March)	Summer term (May)

Students who can follow this rule are allowed to remain in the U.S. while waiting to start their academic program. If you believe you will graduate from IEP in October or March, you should make an appointment at the ISSS office in Rike 204 to discuss how this will affect your visa status.

TOEFL/IELTS: Timelines to Submit Your Score

If you are a conditionally admitted student and you have an acceptable TOEFL or IELTS score, you can waive the IEP requirement by bringing a copy of your score report to the IEP Student Advisor, **on or before the first day of IEP classes.**

If you submit your score during Fall A or Spring A term....

Check the university's academic calendar to know the last day students can register for academic classes. Submit your score to the IEP Student Advisor before this deadline, and you will be able to start academic classes immediately.

- If you miss this deadline, then you must register for a full-time IEP schedule to protect your F1 visa status. At the end of the IEP's "A" term, you can stop IEP and take a break. If you stay in the USA during this break, then you **MUST** enroll in a full-time schedule in January, May, or August, whichever is sooner.

If you submit your score during Fall B, Spring B, or Summer term....

New students (first term on campus) must stay enrolled in IEP to protect their F1 visa status. However, continuing IEP students may drop their IEP classes and take a break. If they stay in the USA during this break, then these students **MUST** enroll in a full-time schedule in January, May, or August, whichever is sooner.

I-20 Signature Required for Travel Outside of the United States

Before students leave the US, 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.

Taking Time Off and Returning Home

After successfully completing your studies

After students successfully complete their studies, they have 60 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. They must provide ISSS with a copy of their 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.

IEP Vacation Policy

Due to U.S. guidelines and regulations, all F1 students must be enrolled on a full-time basis for one (1) academic year – four (4) IEP seven-week terms- before becoming eligible to take a break/vacation from their studies. The amount of time given for the vacation/break period is seven (7) weeks (e.g., one IEP term).



Intensive English Program
Formal Student Complaint Form

Return your completed formal complaint form to the IEP Director (Rike Center 111) or the IEP front desk, located in Rike Center 112.

Student Name: _____ University ID#: _____

UD e-mail address: _____@udayton.edu

Date ____/____/____ Current Level(s) _____
month day year

Please check [X] all that apply. I have a complaint about:

- My instructor: _____
My books
My class: _____
IEP Student Orientation
Placement Test
Student Services (at Rike 112)
IEP Tutoring Place
The IEP policy about: _____
Other (please explain): _____

Please explain your complaint in detail below. Use the back of this form if necessary.

Multiple horizontal lines for writing the complaint details.

Student's Signature _____

Assisted/Translated by _____
First name Last name

Page Intentionally Left Blank



Intensive English Program
Academic Dishonesty Incident Report

In their role as cultural informants, IEP Instructors and IEP Adjuncts should include information about academic honesty and avoiding plagiarism in their syllabi and discuss these concepts in their classes. In cases of clear violation of the IEP Academic Honesty Policy (stated below), the instructor should give the student a zero on the assignment, meet with the student to discuss the incident and the consequences, and then complete the following report.

Instructors should submit completed report to the Student Advisor within 7 days of the incident.

IEP Academic Honesty Policy from the Student Handbook:

Copying words or sentences from someone else's work (like from a website, article, or book) without including a citation to show where those words or sentences came from is called plagiarism, and it is a very serious mistake in American universities. Your teachers will show you how to avoid plagiarism.

In addition, if someone else does a student's work, that is considered cheating. Students will receive a zero on any paper in which they have plagiarized or cheated, and the teacher will file a report with the IEP Advising Office.

Students who are reported for plagiarism a second time, even in a different IEP class, may be dismissed from (asked to leave) the Intensive English Program.

Student's Name: _____ Date of Incident: _____

Teacher's Name: _____ Course Level & Title: _____

Category of the Incident:

- o Cheating on a test or other assignment
o Committing plagiarism with the intent to deceive
o Submitting work done by someone else
o Aiding or encouraging the dishonest actions of someone else
o Other _____

Description of the incident: _____

Action taken by instructor in this incident:

Instructor's Signature: _____