



**INTENSIVE ENGLISH INSTITUTE
STUDENT HANDBOOK**

Table of Contents

- 1 [Welcome!](#)
- 2 [Introduction to the Intensive English Institute](#)
- 3 [Organization of the IEI](#)
- 4 [Length and Structure of the Program](#)
 - a [Curriculum Overview](#)
 - [Fundamental Level](#)
 - [Level 1](#)
 - [Level 2](#)
 - [Level 3](#)
 - [Level 4](#)
 - [Level 5](#)
 - [Level 6](#)
 - [Levels in the IEI](#)
 - b [The IEI- Academic Bridge Program](#)
- 5 [Course Numbers](#)
 - [IEI Course Numbers](#)
- 6 [Academic Calendar](#)
 - a [Ball State University Academic Calendar](#)
 - b [IEI Academic Calendar](#)
 - c [US Holidays Observed at BSU](#)
 - d [Daylight Savings Time](#)
 - e [Full-time & Part-time Study](#)
- 7 [Assessment](#)
 - a [Placement Testing](#)
 - [Initial Placement](#)
 - ["Re-Placement"](#)
 - [Examples](#)
 - b [Change of Section Requests](#)
 - c [Change of Level Requests](#)
 - d [Grades](#)

- e [Requirements for Passing a Course](#)
 - [Requirements for passing Levels F-5](#)
 - [Requirements for passing Level 6](#)
- 8 [Registration](#)
 - [Dropping a Course](#)
- 9 [Textbooks and Technology](#)
- 10 [Attendance Policy](#)
 - a [Definition of Absence](#)
 - b [Definition of Tardy](#)
 - c [Student Responsibilities](#)
- 11 [Academic Honesty](#)
- 12 [Course Evaluations](#)
- 13 [Student Resources](#)
- 14 [Complaint Procedures](#)
 - a [Student Complaints](#)
 - b [Grade Appeal Policy](#)
- 15 [Student Rights and Responsibilities](#)
- 16 [International Studies at BSU](#)
- 17 [US Customs and Practices](#)
 - a [Moving to a new country](#)
 - b [General Hints for Living in the US](#)
- 18 [Glossary](#)
- 19 [Some Important Abbreviations](#)

Welcome!

Welcome to the Intensive English Institute (also called the IEI) at Ball State University! The IEI is an exciting and dynamic place with students attending every year from many different countries and cultures.

This handbook is for you, the IEI students, to give you important information about the IEI and your future at Ball State University.

Please use the handbook to find important information, dates and forms. The Handbook will also explain what your responsibilities are as an IEI student.

Dates in this handbook are for IEI students and the directions for IEI students are NOT the same as for students who are taking credit classes at BSU. This is important to remember when you talk to other students you meet. Also, there are different needs for the different "levels" of IEI students. You will read about this later in the handbook.

Lastly, you will find important information about the IEI and Ball State University. You will also find information about being an international student and about living in the United States.

There is a lot of information in the handbook. It was written to help you find answers to your questions about the IEI. If you have questions after you read it, please ask your IEI advisor.

We are excited to welcome you to Ball State University and to teach you English to help you to prepare for university life in the USA. We also are excited to learn about you and life in your country.

Introduction to the Intensive English Institute

The IEI Mission

The mission of the Intensive English Institute (IEI) is twofold, with both parts having equal importance.

One goal is to facilitate international students' progress in English proficiency and the knowledge of US culture that is necessary for success in academic coursework in the United States. In other words, the IEI aids students in the acquisition of English in order for students to begin their coursework as soon as possible.

Our second purpose is to encourage the development and research of best practices in the area of language teaching and learning. Therefore, the IEI provides graduate students in the MA TESOL and the PhD in Applied Linguistics programs opportunities for hands-on teaching experience and practical teaching training in a supportive environment. Additionally, participation in classroom-based research is encouraged for all IEI faculty members.

Admission to the IEI and Ball State

Students may apply for study in the IEI or they may apply for admission to Ball State University. If a student has only applied to study English, he or she is admitted for "IEI only." If a student has been admitted to Ball State University, but has not reached a high-enough level of English proficiency, that student is often given "conditional admission." Usually, students who are admitted "conditionally," will begin their academic classes the semester after they complete the highest level in the IEI.

F1 Visa Holders

If you are studying in the US on an F1 Visa, US Immigration requires you to maintain fulltime status every semester you are studying. For the IEI, that means you must be enrolled in all six courses for your level in the IEI.

You are also required to stay enrolled as a full time student for the entire semester. This means that if you finish level six during the first session of the IEI term, you must enroll in and successfully complete the second session of the semester.

If you do not enroll in the needed classes, your immigration document will be cancelled and you will need to leave the USA immediately. Please see the Rinker Center for International Programs to assist in your VISA needs and before leaving the USA.

Location of the IEI

The IEI offices are in the Robert Bell building on the third floor. The main office is room 353 (at Ball State, we say “RB 353”). Also, most of the IEI instructors have their offices on the third floor. The IEI lab is also on the third floor in RB 354.

Organization of the IEI

Director

The Director manages and supervises the IEI. This person provides guidelines for present issues and future development. The Director is responsible for representing the IEI to the greater university community and to other people and schools in the teaching of English to speakers of other languages profession. The Director’s office is room 333 in the Robert Bell building. The Director of the IEI is Dr. Mary Theresa Seig.

Associate Directors

The Associate Directors support the Director by managing the daily operations of the IEI, and address daily student and instructor issues. There is an Associate Director of Student Affairs, Dr. Deborah McMillan, and an Associate Director of Curriculum, Mr. Michael Spence. (If students have a complaint about some aspect of the IEI, they should first contact their IEI advisor and follow the complaint procedures prior to making an appointment to see an Associate Director.) The Associate Directors’ office is room 353 in the Robert Bell building and their email addresses are demcmillan@bsu.edu and mjspence@bsu.edu .

Program Coordinator

The Program Coordinator does many important things in the IEI. The Program Coordinator keeps student records and also communicates important information to the students in the IEI and is in the IEI office in RB 353. The Program Coordinator is Ms. Kara Clark-Duquette. Her email address is kcdurette@bsu.edu,

IEI Faculty

The IEI faculty teach the IEI courses. They work hard to provide excellent classes that will challenge you to improve your English quickly and efficiently. Our goal is the same as your goal – for you to begin your academic coursework in your major field of study. IEI instructors are from all over the world and have much experience helping students to learn English.

IEI Advisors

Each IEI student has an IEI Advisor. Each IEI faculty member is also an advisor. You will learn the name of your IEI advisor on your first day in the IEI. You will meet with your advisor every session. You should meet with your advisor if you have a problem with living in the United States or studying in the IEI. The role of the IEI advisor is to discuss IEI academic progress, to give advice, and to help in solving any challenges that you face in the United States. Your advisor will not speak for you, but will help you to speak for yourself. For example, if you have cultural issues or issues with living in the USA or being a BSU student, your advisor will refer you to the proper on-campus service for support. Your advisor does not make an appointment for you, but advises you in how to meet your challenges appropriately in US culture.

Other Advisors:

It is important to note that you have more than one advisor while you study in the IEI and at Ball State University. You can also speak with the international student advisors at the Rinker Center for International Programs (RCIP). The RCIP is located in the Student Center, Room 102. International student advisors will help you with any issues that are not related to IEI academic issues, for example immigration and sponsor related issues and documents.

Once you are admitted to the university, then you will also have an academic advisor. Your academic advisor will give you advice about your academic program.

Lab Monitor

The Lab Monitors are in charge of the IEI laboratory (or “lab”). The IEI laboratory is in RB 354. If your instructor gives you an assignment to do in the lab, then you must check in with the Lab Monitor. Have your BSU ID card with you to show the Lab Monitor and tell the Lab Monitor your name, your instructor, your course, and the assignment. You can use the IEI lab only if there is a Lab Monitor there. You cannot use the IEI lab, if there is no Lab Monitor. If you want to know when the IEI lab is open, look at the hours posted outside of the lab’s door.

Length and Structure of the Program

Curriculum Overview

Every new student takes the IEI placement test (see the Placement section). The IEI uses the placement test results to put students in one of the IEI’s seven levels. The beginning level is level F (or Fundamentals). The final level is level 6/7 (advanced, academic English).

In each level, students take six courses. The list of courses is as follows:

Depending upon which level students are placed into, they will take the following courses:

Fundamental Level

ENIEI 101 – FUNDAMENTAL LEVEL WRITING
ENIEI 102 – FUNDAMENTAL LEVEL GRAMMAR
ENIEI 103 – FUNDAMENTAL LEVEL READING
ENIEI 104 – FUNDAMENTAL LEVEL ORAL COMMUNICATION
ENIEI 105 – EXTENSIVE READING & KEYBOARDING I
ENIEI 106 – FUNDAMENTAL VOCABULARY & LITERACY

Level 1

ENIEI 111 – LEVEL 1 WRITING
ENIEI 112 – LEVEL 1 GRAMMAR
ENIEI 113 – LEVEL 1 READING
ENIEI 114 – LEVEL 1 ORAL COMMUNICATION
ENIEI 115 – EXTENSIVE READING & KEYBOARDING II
ENIEI 116 – LEVEL 1 VOCABULARY & LITERACY

Level 2

ENIEI 121 – LEVEL 2 WRITING
ENIEI 122 – LEVEL 2 GRAMMAR
ENIEI 123 – LEVEL 2 READING
ENIEI 124 – LEVEL 2 ORAL COMMUNICATION
ENIEI 125 – EXTENSIVE LISTENING I
ENIEI 126 – LEVEL 2 VOCABULARY & LITERACY

Level 3

ENIEI 131 – LEVEL 3 WRITING
ENIEI 132 – LEVEL 3 GRAMMAR
ENIEI 133 – LEVEL 3 READING
ENIEI 134 – LEVEL 3 ORAL COMMUNICATION
ENIEI 135 – EXTENSIVE LISTENING II
ENIEI 136 – LEVEL 3 VOCABULARY & LITERACY

Level 4

ENIEI 141 – LEVEL 4 WRITING
ENIEI 142 – LEVEL 4 GRAMMAR
ENIEI 143 – LEVEL 4 READING
ENIEI 144 – LEVEL 4 SPEAKING
ENIEI 145 – LEVEL 4 LISTENING
ENIEI 146 – PRONUNCIATION & PRESENTATION SKILLS I

Level 5

ENIEI 151 – LEVEL 5 WRITING
ENIEI 152 – LEVEL 5 GRAMMAR
ENIEI 153 – LEVEL 5 READING
ENIEI 154 – LEVEL 5 SPEAKING
ENIEI 155 – LEVEL 5 LISTENING
ENIEI 156 – PRONUNCIATION & PRESENTATION SKILLS II

Level 6

ENIEI 161 – LEVEL 6 WRITING
ENIEI 162 – LEVEL 6 GRAMMAR
ENIEI 163 – LEVEL 6 READING
ENIEI 164 – LEVEL 6 SPEAKING
ENIEI 165 – LEVEL 6 LISTENING
ENIEI 166 – PRONUNCIATION & PRESENTATION SKILLS III

If a student completes Level 6 during the middle of a semester, additional classes are required to maintain the students' VISA status.

Each course meets for 4 hours every week. Full-time IEI students have 24 hours of class every week. A student receives 1.5 BSU credit hours for each course. If you pass an IEI level, you receive an IEI grade of "Credit" for each course", and if a you fail an IEI level, you receive an IEI grade of "No Credit" for each course. Credits earned for IEI courses do not count toward your degree program. IEI credits allow you to become regular Ball State students after you master the language skills. IEI courses are not included in your grade point average at Ball State University.

Levels in the IEI

Every Level in the IEI must be passed to complete the IEI. From the beginning levels of F and 1 and to the end of Level 6/7, each level builds on the other and provides academic work that prepares the student for academic coursework. These courses are for students ready to learn advanced English to study at a university.

The class 171 (writing skills) is the writing course that graduate students take when they are in Level 6. There are also a few specific classes designed to help graduate students prepare specifically for graduate assistantships in departments at Ball State University. While other graduate students are generally allowed to take the ITA Skills class, graduate students with teaching assignments have priority.

The IEI-Academic Bridge Program

The IEI has launched a new initiative this academic year (2011-2012) called ***The IEI-Academic Bridge Program*** for our Level 6 undergraduate students who have

conditional admissions to their respective academic programs. After receiving approval from your academic advisor, you will be partially released and allowed to spread your six level 6 courses over two successive sessions. There are possibilities for graduate students as well, but you must discuss these with Dr. McMillan, IEI Associate Director.

Finals

IEI classes do not have finals during the Ball State finals week. IEI finals take place during the last two days of each session. The IEI final exam schedule is determined at the beginning of each session. If you are a partial student and there is a problem with an IEI exam and a BSU academic exam occurring at the same time, you must talk to both teachers and inform the IEI Associate Directors at least 48 hours **before** the exams.

Course Numbers

At Ball State University, course numbers have a lot of information. A few example course numbers are below:

ENG 103, Section 27, Reference # 34526

ENIEI 131, Sec. 2, Ref. 27892

MATHS 113, S.13, R. 67345

Each course number begins with a prefix. The prefix tells you what department the course is taught in. In the examples above, the prefixes are: ENG (for the English Department), ENIEI (for classes in the IEI), and MATHS (for classes from the Mathematical Sciences Department).

Each course number also has a Section number and a reference number. If you look at the examples above, you can see the many abbreviations for “section” and “reference number” used at BSU. The section number tells you how many different classes –or sections – of a particular course are available. The reference number is a specific number that you will need in order to register for classes once you are out of the IEI.

IEI Course Numbers

The course numbers in the IEI have a simple system. There are 3 digits (or numbers) in each course number. The first digit for all classes is ‘1’. The second digit is the level. This will be the same for all courses you are taking in one semester. If you are in level 1, all of your courses will be 11X.

2 nd digit-Level:	0	Fundamental
	1	Level 1
	2	Level 2
	3	Level 3
	4	Level 4
	5	Level 5
	6	Level 6
	7	Level 7

The third digit is for the class type or the skill that on the class focuses on. This is the same across all levels. For example:

		STAGE 1		STAGE 2		STAGE 3		
Level		Fundamental	1	2	3	4	5	6
3 rd -Digit	-1	Writing				Writing		
	-2	Grammar				Grammar		
	-3	Reading				Reading		
	-4	Oral Communication				Speaking (Discussions)		
	-5	Fluency		Listening		Listening		
	-6	Vocabulary and Literacy				Pronunciation and Presentation Skills		

Examples: ENIEI 152 = Level 5 Grammar
 ENIEI 141 = Level 4 Writing
 ENIEI 133 = Level 3 Reading
 ENIEI 116 = Level 1 Vocabulary and Literacy

Academic Calendar

Ball State University Academic Calendar

Ball State University offers two fifteen-week semesters in the fall and spring and at least one session in the summer. The terms are as follows:

Semester	Begins	Ends
Fall	Late August	Mid-December
Spring	Early January	Early May
Summer	Mid-May	Late July

IEI Academic Calendar

The schedule for the IEI is a little different. The most important difference is that there are two 7-week sessions in each Ball State semester. Each of Ball State's semesters is 15 weeks long. The first 7 weeks of the semester are for one session. The 8th week is to help the IEI prepare for the next session. During that week, students meet with their advisors and prepare for the next session.

Semester	Session	Begins	Ends
Fall	1	Late August	Mid-October
Fall	2	Mid-October	Mid-December

Spring	3	Early January	Early March
Spring	4	Mid-March	Early May
Summer	To be determined (TBD)		

US Holidays Observed at BSU

During the school year, there are several United States holidays. On these holidays, there are no classes at Ball State University and no classes in the IEI. There are also two university breaks. There is one break during Fall semester. There is also one break during Spring semester.

Fall: Labor Day (the first Monday in September)
 Fall Break (set each year by the university in mid-October)
 Thanksgiving (third Thursday in November)

Spring: Martin Luther King Day (third Monday in January)
 Spring Break (one week break near the beginning of March)

Summer: Memorial Day (final Monday in May)
 Fourth of July

For more detailed information and exact dates for each semester, see the [official calendar of Ball State University](http://www.bsu.edu/calendar). These days could change slightly and so students should always check the official BSU calendar on the Ball State website: <http://www.bsu.edu/calendar>.

Daylight Savings Time

In the United States, there is a change of time every year. It is called Daylight Savings Time.

This means that in the spring, you must set your clock one hour forward.

For example, change your clock from 10:00 to 11:00 on Daylight savings day in the Spring. Every year, this day is the second Sunday in the month of March.

In the Fall, you must set your clock backward. For example, change your clock from 11:00 to 10:00 on Daylight savings day in the Fall. Every year, this day is the first Sunday in the month of November.

You should pay attention to the news and your instructors. These people will remind you when it is time to change your clock.

Full-time & Part-time Study

Full-time students- A full-time IEI student is a student who is required to take 6 courses in the IEI.

Partial students- A partial IEI student is a student who is taking both IEI and academic courses. If you are an undergraduate, you must take a minimum of 12 credit hours and a minimum of 9 credit hours if you are a graduate student.

IMPORTANT: Full-time or part-time study in the IEI is determined by a number of factors including but not limited to your admission status, your sponsor requirements, and what semester of the year it is. You may not change your status with the IEI without permission from an international student advisor at the Rinker Center for International Programs and the Director of the IEI.

Assessment

Placement Testing

The IEI uses a placement test to decide which level students will study in. The IEI currently uses the ACT COMPASS ESL test, but this could change to a different test.

The placement test has four different parts: listening, reading, writing, and grammar. Students take all four parts in one day. A computer grades the listening, reading, and grammar parts of the test. IEI instructors, the ADs, or the Director grade the writing part of the test.

Students take this placement for two different reasons:

1. Initial placement (mandatory for all new students) into a "level"
2. "Re-Placement" to attempt to skip levels (optional for returning students)

Students take the same test for the two different reasons, but there are different rules for each reason. These rules are described in the next two sections.

Initial Placement

During the week before classes start every session, all new students must take the IEI placement test. The test is mandatory for all new students who have not submitted an appropriate TOEFL score to the Rinker Center for International Programs.

The IEI uses the test scores from the four different parts to place the students in one level. The student enters the level of their third highest score.

Examples:

Student #1 earns the following scores:

Listening: Level 4
Reading: Level 3
Writing: Level 4
Grammar: Level 4

Student #1 enters Level 4.

Student #2:
Listening: Level 1
Reading: Level 5
Writing: Level 2
Grammar: Level 3

Student #2 enters Level 2.

Student #3:
Listening: Level 6
Reading: Level 2
Writing: Level 1
Grammar: Level 2

Student #3 enters Level 2

Student #4:
Listening: Level 5
Reading: Level 3
Writing: Level 3
Grammar: Level 5

Student #4 enters Level 3.

“Re-Placement”

If you are already studying in the IEI, you can also take the placement test. They can use the test to try to move to a higher level. The test results can only help the student. The test results cannot move a student down. To move up, you must show that you are advanced in all of the skill areas. You can take the placement test at 3 different times during the year: during the last two weeks of fall semester, during the last two weeks of spring semester, and during the last two weeks of summer semester. You must make an appointment with Testing Programs when you do not have class. Testing Programs is in Lucina Hall, room 366. Their phone number is 765-285-1290. The IEI instructors will inform IEI students when the testing window is open and appointments can then be made with the Testing Center. Appointments and registration can also be made online.

After you take the Re-Placement test, IEI instructors, the associate directors, or the director grade the writing section. Your level for the next session will be one of three levels:

1. The original level that you placed into through the Initial Placement test
2. The level that is one above the last level that you earned a passing grade in (so if a student took and passed level 4 in session 2, then in session 3 he will be in level 5)
3. The level of your lowest skill on the re-placement test.

The student will be placed in the level that is the highest of these three. Therefore, the re-placement test can never hurt the student, because he or she can always enter the next level in the sequence if he or she passes the previous level.

Let us take a look at some examples to understand how the re-placement test scoring works.

Examples:

Student #5 was taking level 3 classes in session 2. She took the re-placement test, and she thought she could move up to level 5. She took the re-placement test, and these were her results:

Listening: Level 6

Reading: Level 5

Writing: Level 3

Grammar: Level 5

Re-Placement Result: Level 3

Student #5 did well on Listening, Reading, and Grammar. Her lowest score was in Writing. Therefore, her re-placement scores show that she should be in level 3.

Student #5 did well in her level 3 classes during session 2. She passed those classes. Therefore, she will enter level 4, because the highest level that the student has earned is used (the highest of the 3 different levels noted above).

Student #6 was taking level 1 classes during session 2. Session 2 was his first session in the IEI. He was often absent from class. He did not do his homework. He was worried that he would fail level 1. He decided to take the re-placement test, because he knew he could still move up to level 2, if he did well on the test. Here are his results:

Listening: Level 3

Reading: Level 2

Writing: Level F

Grammar: Level 2

Re-Placement Result: Level F

Student #6's results show he should be in Level F. He had not passed any level, and he did not pass level 1. However, he was originally placed in level 1. Therefore,

Student #6 stayed in Level 1 because it was the highest of the three levels that he earned.

Student #7 was taking level 2 classes during session 2. She knew that she was only in level 2, because of her grammar score on the initial placement test. During sessions 1 and 2 she worked very hard, because she wanted to skip a level. She wanted to take level 4 classes during session 3. Here are her results:

Listening: Level 6
Reading: Level 5
Writing: Level 4
Grammar: Level 4

Re-Placement Result: Level 4

Student #7 passed all of her level 2 classes, but she also did well on the re-placement test. The test shows she should be in level 4. During session 3, Student #7 was placed into level 4 because of her re-placement results.

Student #8 was taking level 4 classes. He tried and studied very hard, but he forgot to hand in some of his homework and he was sick a lot. He was worried that he was going to fail level 4. He decided to take the re-placement test, because he hoped that he could still move into level 5. Here are his results:

Listening: Level 5
Reading: Level 5
Writing: Level 5
Grammar: Level 6

Re-Placement Result: Level 5

Student #8 failed level 4, but his re-placement results showed he should be in level 5. Therefore, even though Student #8 failed level 4, he still moved up to level 5.

IMPORTANT NOTE: The placement test cannot replace grades for a class. You can move up a level with the placement test even if you fail the level. However, the official grade that you will earn will still be “No Credit.” In the above examples, Student #8 failed his classes, but he still moved up to level 5. However, Student #8 still received “No Credit” on his official university transcript. In addition, Student #7 skipped level 3. She did not receive credit for level 3. You must pass the class to earn the credit.

Change of Section Requests

Class lists are carefully put together after considering a number of pedagogical factors, so requests for changing sections are only considered for the following reasons:

1. You have a medical condition supported by a doctor's note. For example, you may have a condition that restricts your movement, so one schedule may be better since it provides enough breaks for you to get from building to the other.
2. You have a child at a daycare that closes before your last class finishes.

Change of Level Requests

You may request to move out of your proficiency level at the beginning of any session. You may only request a change of level for two reasons:

1. Instructors have determined that the course material is too difficult or too easy for you.
2. You feel that the course material is too difficult or too easy for you.

If you are a **returning student**, you will be considered for a change of level request if and only if, you:

- have passed the previous level, and
- obtained a 90% or above in every class

You are a **new student** if you are beginning your study in the IEI for the first time or if your immigration status has changed. As a **new student**, you may also request a "change of level" if you feel you have been "misplaced" by the placement exam results.

Follow these steps if you wish to move out of your current proficiency level:

Step 1: Talk to your advisor and the instructors of all of the classes you are taking *within the first four hours of class time in the new session*. Ask all of them if they think that you should change levels. If at least one of your instructors believes that you should change levels, then the advisor will gather information from your instructors at your level to request a change of level. The advisor will get the information to the ADs.

Step 2: Your advisor will get a change-of-level form. Fill out the form with all of your information: name, current level, requested level, signature and so on. Your instructors and your advisor will also sign the form.

Step 3: Your instructors will provide information to your advisor to give to the ADs with examples of your class work. This class work must demonstrate that you are misplaced in the level. It must show that you have mastered all of the learning objectives for the current level that you are placed in. This information is due to the IEI office **before the end of the first week of classes or before the first 4 hours of class time has passed. It is your advisor's responsibility to make sure that the Associate Director receives this information.**

Step 5: Your instructors will provide information to your advisor with your change of level form.

After your form and instructors' evidence have been given to the Associate Directors, the Director and Associate Directors will review the documents and make a decision about your request. You and your instructors will be informed of the decision via email before the second week of classes begins. If your form and instructors' evidence are not submitted by the announced deadline, then the Director and Associate Directors will not consider your request. The decision that the Director and Associate director make is final.

The Director and Associate Directors will consider only these things when making the decision:

- Does the evidence show that the student is in the wrong level?
- Is there enough space for the student in the new level? (In other words, is there room in the courses at that level for the student?)
- (For **returning students** who want to move up to the next level) Does the student have a history of success in the IEI? Does the students have all grades of 90% and above in every class?

Grades

There are two types of grades that you will earn while you study in the IEI. The first type of grades is the grades from individual courses. These are letter grades or percentages that the student earns in each course. Students must earn a 73% or higher ("C" or better) in a course. If a student earns a 73% or higher will, then he or she will pass the course. If a student does not earn at least a 73%, then he or she will not pass the course.

At the beginning of each session, you can pick up a grade report of your grades for your previous session. You will receive the grade report during the first week of the new session. Notices will be posted on IEI bulletin boards announcing when and where grade reports can be picked up. The grade report will tell you the percentages that you earned in each of your IEI courses for the session that you just completed.

There is a second type of grades used in the IEI. The second type is the Ball State University official grades. "Official" means that these grades are the grades that someone will see if they look at your university transcript. You can also request a copy of your transcript from the Registrar. For each level, you will receive one grade: "Credit" or "No Credit." If you pass the level, then you will receive "Credit." If you do not pass the level, then you will receive "No Credit." Level 6 is an exception. In that level, you will receive a grade for each of your courses. If you want to learn more about how to pass a level, read the "Requirements for Passing a Level" section below.

Requirements for Passing a Course:

Different teachers use different assessment and grading methods. They use different ways of grading you because they teach different skills and have different teaching

styles. You should read your syllabus, course outline, and any project or assignment guidelines carefully. These documents will tell you how the instructor will grade you. If you have questions about how grades in the course will work, then you should ask your instructor.

Requirements for passing Levels F-5:

There are two requirements for passing a level and moving up to the next level. You must meet BOTH of these requirements:

1. You must pass at least 5 of your 6 courses. That means you must earn a 73% or higher in 5 or more of your courses.
AND
2. The average of your grades in your 6 courses must be 73% or higher. That means you must add up all six grades. Then, divide them by 6 (for 6 courses). The number must be 73% or higher.

If you meet both of these requirements, you will move up to the next level.

If you do not meet one or both of these requirements, you will repeat the level during the next session.

Examples:

Student #1 received the following grades:

ENIEI 131 (Level 3 Writing)	81
ENIEI 132 (Level 3 Grammar)	82
ENIEI 133 (Level 3 Reading)	95
ENIEI 134 (Level 3 Speaking)	75
ENIEI 135 (Level 3 Listening)	90
ENIEI 136 (Vocabulary and Literacy)	78
Average	84 (83.5 rounds up to 84)

Student #1 received a grade of 73% or higher in all of her courses, so she passed all of her courses. Her average grade was an 83.5. Therefore, she met both requirements. In the next session, she will move up to level 4 and take level 4 courses.

Student #2 received the following grades:

ENIEI 131 (Level 3 Writing)	64
ENIEI 132 (Level 3 Grammar)	73
ENIEI 133 (Level 3 Reading)	51
ENIEI 134 (Level 3 Speaking)	23
ENIEI 135 (Level 3 Listening)	75
ENIEI 136 (Vocabulary and Literacy)	80
Average	61

Student #2 received 3 grades that were below 73% (131, 133, and 134). His average grade was a 61%. Therefore, he did not meet either of the two requirements. In the next session, he will repeat level 3. He will take level 3 courses again.

Student #3 received the following grades:

ENIEI 131 (Level 3 Writing)	73
ENIEI 132 (Level 3 Grammar)	48
ENIEI 133 (Level 3 Reading)	80
ENIEI 134 (Level 3 Speaking)	73
ENIEI 135 (Level 3 Listening)	81
ENIEI 136 (Vocabulary and Literacy)	75
Average	72 (71.66 rounds up to 72)

Student #3 received 5 grades that were 73% or higher (131, 133, 134, 135, and 136). However, her average grade was 72%. Therefore, she did not meet the second requirement. In the next session, she will repeat level 3. She will take level 3 courses again.

Student #4 received the following grades:

ENIEI 131 (Level 3 Writing)	70
ENIEI 132 (Level 3 Grammar)	98
ENIEI 133 (Level 3 Reading)	93
ENIEI 134 (Level 3 Speaking)	67
ENIEI 135 (Level 3 Listening)	95
ENIEI 136 (Vocabulary and Literacy)	69
Average	82

Student #4 received 3 grades that were lower than 73% (131, 134, and 136). Therefore, he did not meet the first requirement. His average was 82%. He did meet the second requirement. However, he must meet both requirements. In the next session, he will repeat level 3. He will take level 3 courses again.

Requirements for passing Level 6:

Because classes in Level 6 are the final capstones for each of the skills, students in Level 6 are required to complete each course with a final grade of 73% or higher. If a student receives a grade lower than 73%, then he or she must repeat that course in the next session. However, he or she must only repeat the course that he or she failed. If the repetition occurs in the middle of a semester, the student will still be required to maintain full-time enrollment in the IEI and pass the courses during the second session.

Example:

Student #5 received the following grades:

ENIEI 161 (Level 6 Writing)	60
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ENIEI 162 (Level 6 Grammar)	54
ENIEI 163 (Level 6 Reading)	84
ENIEI 164 (Level 6 Speaking)	73
ENIEI 165 (Level 6 Listening)	71
ENIEI 166 (Pronunciation and Presentation)	92
Average	73 (72.7 rounds up to 73)

Student 5 received a passing grade (73% or higher in 3 courses: 163, 164, and 166. Therefore, she does not have to take any more classes in reading or speaking courses in the IEI. However, she received a failing grade (below 73%) in 3 courses: 161, 162, and 165. She must repeat these courses in the next session. She must earn a 73% or higher in each of these courses in the next session or she will repeat them until she earns this grade. It may be possible for Student #5 to become a partial student, but only with permission.

If you are a student who must repeat only a few classes in level 6, then you may want to become a partial IEI student. You should discuss this with your IEI advisor, your academic advisor, and your international student advisor at the Rinker Center for International Programs.

Registration

The IEI Program Coordinator registers all full-time IEI students. The Program Coordinator also registers part-time students in their IEI classes, but part-time IEI students must register in their academic courses in consultation with your academic advisor. If you have any questions, please talk to the IEI Program Coordinator, Ms. Kara Duquette, in the IEI main office (RB 353).

Dropping a Course:

No full-time IEI student is allowed to drop a course.

If you are a partial IEI student, you may drop a non-IEI course if the following requirements are met:

- You have met with your academic advisor. Your academic advisor agrees that it is a good idea.
- You have met with your international student advisor to ensure that you will still be registered for enough credits to maintain full-time student status (for visa purposes)

Partial IEI students may not drop any IEI courses because you are required to complete them before you begin your other coursework at the university. If partial IEI students do drop an IEI course, they will be unable to register in the next semester until they complete the IEI course requirements.

Textbooks and Technology

Textbooks

You are required to buy a textbook for most of your courses in the IEI. BY the end of the first week of IEI classes in any session, you should have bought your IEI textbooks.

You can buy the textbooks at the campus bookstore. This bookstore is near the Atrium in the Arts and Journalism building. There are also other bookstores especially those in the Village. These bookstores may also have your textbooks. Finally, you are also allowed to buy the textbooks online. If you buy your textbook online from a website such as Amazon.com you may save a lot of money. However, it can take a long time for your book to arrive. The instructor will not wait for your book to arrive. If you choose to purchase the book online, then you must find a way to make sure you can still do your work while you wait for the book to arrive.

You can buy many of your textbooks used. That means that you can buy a copy of the book that someone else has already owned and sold back to the bookstore or sold on Amazon.com. However, you cannot buy your textbook used if it is a workbook. If your book has the answers written in it already, then you cannot buy it. You will have to find a different book. Be careful of this when buying used textbooks.

Email

Ball State University gives every student a Ball State email address. Your Ball State email address looks like this: studentname@bsu.edu. You should remember your email address and your password. It is your responsibility to remember this information. It is also your responsibility to check your Ball State email address at least once a day. The IEI and the university will send you important messages to your Ball State email address. The IEI will not send emails to any other email address. You should use only your Ball State email address to send emails to your instructors or anyone else in the IEI.

Blackboard

Blackboard is an online tool for teachers and students to help with course management. Some of your teachers will set up a blackboard site for your class. This is a place for online discussion, file sharing and submission of course work. Many courses at Ball State utilize this program, so it is important to spend some time getting familiar with the way it works.

Wireless

Ball State University is committed to maintaining a wireless campus, so if you have a laptop of your own it will be able to wirelessly access the internet from any point on campus. You will use your Ball State ID to log on to the system!

Attendance Policy

University instructors expect to begin class right when the class is scheduled to begin. If the class starts at 9:00 a.m., then professors will begin class at 9:00 a.m. This may be a different expectation from your culture. This means that instructors expect you to be at their desks, with appropriate writing materials and textbooks for the class out on the desk. You should arrive early for class, at least two or three minutes before the class begins, to prepare adequately for the lesson.

You must attend all IEI classes all the time. Each class builds upon skills learned previously, and missing a few classes in a row can be harmful to your learning and your grade. In addition, many of our classes depend on student interaction and creating a community. When students are absent, this changes the way the class works together and is harmful for all students. Being absent will hurt your grade.

It is also important that you arrive to class **on time** every day. This means that you should be in the room *before* the class is scheduled to start. Instructors often give out important information at the beginning of the class. You need to be there to hear it.

Remember, attending class is not optional. It is a mandatory part of your learning experience. It is your responsibility to ensure that you are in class, on time every day.

With that in mind, the IEI has a strict attendance policy.

Definition of Absence:

A student is absent for the class if any of the following is true:

- The student does not come to class. He or she is not present during the entire class period.
- The student arrives to the class 15 or more minutes late.
- The student leaves the class 5 or more minutes early.

There are two types of absences:

1. Unexcused absences
2. Excused absences

Most of the time, when a student is absent, he or she receives an unexcused absence. An unexcused absence is an absence without a valid reason for being absent. Unexcused absences include absences for being sick (and not visiting a doctor's office), for sleeping too late, for making an appointment during class time, for taking a day off to work on other work, and for any other reason not included in the excused absence section below.

Sometimes, you can receive an excused absence. Excused absences are for absences that are necessary for some valid reason. There are five types of valid reasons:

1. Medical emergencies - A “medical emergency” refers to a situation where you are sick or injured and go to see a doctor either at the Ball State Student Health Center or another medical facility. A scheduled doctor’s appointment is not a medical emergency. You need to schedule routine medical appointments before or after class. Normally there are no classes on Wednesday mornings and this is a good time to make doctor appointments. If you were absent for a medical emergency, then you should bring a doctor’s note to the instructors whose classes you missed.

2. Academic field trips and events - From time to time, instructors may schedule field trips for students. Because these opportunities are targeted toward learning, students are welcome to attend these trips or events even if they will occur during class time. However, you should be aware that there is a proper procedure for making sure that your absence will be excused. If you will participate in an academic field trip or event, please follow these steps:

Step 1: Ask the instructor who is planning the event to write a note or an email to any other instructors, whose classes you will miss. Ask your instructor do this at least one week before the field trip or event. You should do it as soon as you know you will miss classes.

Step 2: Give the note to the instructors, whose classes you will miss. Give them the note and tell them you will be absent at least one week before you will miss the class. You should do it as soon as you know you will miss classes.

Step 3: When you give your instructors the note, ask them for the homework you will miss. They may or may not be able to give you your homework assignments. You should ask your instructor later for your work. Politely remind your instructor that you will miss class, so that he or she gives you your assignments before you miss the class. Check each class syllabus for the directions about “make-up” work.

Step 4: Do your homework assignments before you miss the class. Hand in your assignments before you miss the class

Step 5: Go on your field trip or attend your event.

Step 6: After your field trip or event, return to your courses. Be prepared to rejoin the course. Study for any tests or quizzes that the instructor will give on the day you come back.

3. Participation in Ball State University athletic competitions - If you are a member of a Ball State University athletic team, then you might need to miss classes sometimes. Your coach will give you a note to tell your instructors that you will miss your courses. You should follow the same steps that you should follow if you are going on a field trip or attending an academic event. Read the 6 steps above.

4. Medical Emergencies for immediate family members - If an immediate family member (parent, spouse, child, sibling) has a medical emergency, then you may also receive an excused absence to accompany that person to a medical facility.
5. Observance of approved religious holidays - It is university policy that instructors should allow students to observe religious holidays. Therefore, you can miss class if you would like to celebrate a religious holiday. In writing, you should explain the day or dates for the religious holiday that you would like to observe. You should take that explanation to and speak with your IEI advisor at least one week in advance of the religious holiday that you would like to observe. The IEI advisor will speak with the IEI Associate Director regarding your request. Once your request has been approved, it will be your responsibility to make arrangements with your instructors to make up the work that you will miss so that your absence does not harm your grade in your courses.

Definition of Tardy:

“Tardy” means late. Specifically, if a student is between 5 to 15 minutes late to class, then he or she is tardy.

Student responsibilities related to absences and tardies

It is your responsibility to find out what you missed when you miss part of a class or a whole class. You can find out this information in a few different ways:

- You can ask a responsible classmate to tell them what the assignments were.
- You can email the instructor to ask about the assignments.
- You can make an appointment or go to the instructor’s office hours to ask about the assignment.

It is your responsibility to find out this information before your next class. It is also your responsibility to get copies of all worksheets or other materials before the next class. You should do all of their homework before the next class when they return. You should also be careful not to accumulate too many absences as this can affect your grades through penalties as well as through missed class time and work.

Attendance can affect students’ grades. Excused absences do not affect your grade. Unexcused absences and tardies can affect your grade.

You may have two unexcused absences with no penalty to your grades. After two 2 absences, your grade will be penalized and 5% will be deducted from your final grade. If you have 3 absences, then you will lose 5% from your final grade. If you have 5 absences, then you will lose 15% from your grade.

Tardies (being late to class) can also hurt your grade. Two tardies count as one unexcused absence. Therefore, if you have 4 tardies in one semester, then you have 2 unexcused absences.

Examples:

Student #1 took ENIEI 145. He had these grades and this attendance record:

Grade before attendance	80
Unexcused absences	3
Tardies	0
Penalty	-5%
Final Grade	75%

Student #1 earned a 75%. He lost 5% because of his 1 absence that was over the 2 absence limit. He still passed this course, but earned a lower grade because of his attendance.

Student #2 took ENIEI 145. She had these grades and this attendance record:

Grade before attendance	97
Unexcused absences	6
Tardies	4
Penalty	-30%
Final Grade	67%

Student #2 earned a 67%. He lost 20% because of her 4 absences that were over the 2 absence limit. In addition, she also lost 10% because of her 4 tardies (4 tardies = 2 absences).

Student #3 took ENIEI 145. He had these grades and this attendance record:

Grade before attendance	74
Unexcused absences	2
Tardies	1
Penalty	-0%
Final Grade	74%

Student #3 earned a 74%. He lost no points, because he did not have more absences than he is allowed. Also, he had one tardy, but he did not have two. If he had had one more tardy, then he would have received a 5% penalty for tardies. He passed the class, but with one more tardy he would have failed.

Cell Phones: Cell phones are to be on silent or vibrate and in a pocket, bag, or purse. They are not allowed to be used or on desks, laps, or in your hands during class.

Academic Honesty:

The following is from the Ball State University Code of Students Rights and Community Standards. This is the section called the Student Academic Ethics Policy (Section VII). You can find these policies here on the Ball State website: <http://cms.bsu.edu/About/AdministrativeOffices/StudentRights/PoliciesandProcedures/StudentCode/VIIEthicsPolicy.aspx>

Below you will find the exact words of the Ball State University policy. Under each section you will find a summary of what this means. This summary will help you understand the difficult language in the policies.

7.1 Introduction

Honesty, trust, and personal responsibility are fundamental attributes of the University community. Academic dishonesty by a student will not be tolerated, for it threatens the foundation of an institution dedicated to the pursuit of knowledge. To maintain its credibility and reputation, and to equitably assign evaluations of scholastic and creative performance, Ball State University is committed to maintaining a climate that upholds and values the highest standards of academic integrity.

Summary of 7.1: In the United States, being honest about your schoolwork is very important. Professors and university officials are very serious about this. They feel that if a student is not honest about his or her work or if he or she cheats, then this can hurt the whole university.

7.2 Academic Dishonesty.

Academic dishonesty involves violations of procedures which protect the integrity of the coursework completed by a student.

Academic dishonesty includes, but is not limited to the following:

7.2.1 Violations of procedures which protect the integrity of a quiz, examination, or similar evaluation, such as:

- a.** Possessing, referring to, or employing open textbooks or notes or other devices not authorized by the faculty member;
- b.** Copying from another person's paper;
- c.** Communication with, providing assistance to, or receiving assistance from another person in a manner not authorized by the faculty member;
- d.** Possessing, buying, selling, obtaining, giving, or using a copy of any unauthorized materials intended to be used as or in the preparation of a quiz or examination or similar evaluation;
- e.** Taking a quiz or examination or similar evaluation in the place of another person;
- f.** Utilizing another person to take a quiz, examination, or similar evaluation in place of oneself;
- g.** Changing material on a graded examination and then requesting a re-grading of the examination;

h. The use of any form of technology capable of originating, storing, receiving or sending alphanumeric data and photographic or other images to accomplish or abet any of the violations listed in parts a through g.

Summary of 7.2.1: This policy says that you are cheating if you do any of these things:

- a.** Get the answers to a test, quiz, or exam from your textbook, notes, or some other place. Your instructor can give you permission to use these, but if your instructor does not give you permission that you may not use them.
- b.** Copy answers from another student's test, quiz, or exam.
- c.** Talking during an exam, quiz, or test when you are not allowed to talk. This includes sending emails, text messages, talking on the phone, or other forms of communication. You cannot communicate with another student or anyone else except your instructor.
- d.** Having or buying copies of the test, quiz, or exam or having something else that will help you on the test, quiz, or exam that you are not allowed to have.
- e.** Taking someone else's test, quiz, or exam for them. In other words, you cannot take a test, quiz, or exam for someone else and write his or her name on it.
- f.** Asking someone to take a test, quiz, or exam for you and ask them to write your name on it.
- g.** Changing answers on a test, quiz, or exam that was already graded and then asking the instructor to re-grade it. You cannot change something that was already graded, and then ask the instructor to re-grade it.
- h.** You cannot use any electronic devices to do any of the things already discussed. Even if you cheat through email or text message, it is still cheating!

7.2.2 Plagiarism or violations of procedures prescribed to protect the integrity of an assignment, such as:

- a.** Submitting an assignment purporting to be the student's original work which has been wholly or partly created by another person;
- b.** Presenting as one's own work, ideas, representations or words of another person without customary and proper acknowledgment of sources;
- c.** Submitting as newly executed work, without faculty member's prior knowledge and consent, one's own work which has been previously presented for another class at Ball State University or elsewhere;
- d.** Knowingly permitting one's work to be submitted by another person as if it were the submitter's original work.

Summary of 7.2.2: Plagiarism is a very serious offense in the United States.

Plagiarism can mean any of these things:

- a.** Turning in an assignment that someone else wrote. This includes if they wrote only part of the assignment.
- b.** Turning in an assignment that takes ideas or words from another person and does not properly cite the words or ideas to show that they do not belong to you. If you take the words or ideas from another person you must cite them properly. You will learn about this in your writing classes.
- c.** Turning in work to an instructor that you have already turned in to another instructor at Ball State or at any other place.

d. Allowing another person to turn in your work as his or her own.

7.2.3 Falsely claiming to have completed work during an internship or class group assignment.

Summary of 7.2.3:

Claiming that you did work during an internship or special project when you did not.

7.2.4 Cooperating with another person in academic dishonesty, either directly or indirectly as an intermediary agent or broker.

Summary of 7.2.4:

You cannot help other people cheat. You can be punished for helping another student cheat.

7.2.5 Knowingly destroying or altering another student's work whether in written form, computer files, art work, or other format.

Summary of 7.2.5:

You cannot damage another student's work in any way.

7.2.6 Aiding, abetting, or attempting to commit an act or action which would constitute academic dishonesty.

Summary of 7.2.6:

You can be punished if you help someone cheat. You can be punished if you try to cheat but you are unsuccessful.

Consequences of Plagiarism and cheating: Consequences, on BSU and IEI specific bullet points.

Some of the severe consequences of plagiarism are failure of the class, being expelled from school, cancellation of a visa, having a grade changed in a class where the plagiarism was not caught until after the grade had been assigned, or having a degree revoked when plagiarism was detected after the degree was awarded.

Course Evaluations

In the United States, students have the opportunity to evaluate their courses and instructors. Students get to report what they think is good for their learning and what is bad for their learning. These course evaluations have a couple of purposes:

1. To help your instructors improve their teaching and understand what students want
2. To help the university decide which instructors are successful teachers and which ones are unsuccessful

Evaluations are online. The questions will ask you about things like your instructors' ability to teach, their professionalism, and the quality of the courses.

You might be afraid to evaluate your instructor because you might feel that the instructor will become angry. However, there are several ways that the university protects you from this:

1. Students do not write their names on their evaluations.
2. The instructor may not be in the room while you work on your evaluation
3. Since you type your evaluation, then your instructor will not know who completed the evaluation.
4. The instructor cannot see his or her evaluations until after he or she has handed in the students' grades.

Therefore, you should tell the truth. If your instructor has been a good teacher, then you should make that clear in your evaluation. If you do not think that he or she was a good teacher, then you should make your opinion clear in your evaluation.

Student Resources

The IEI makes sure that there are lots of resources available for all students. One important resource is the IEI lab.

IEI Laboratory (RB 354)

The language lab is usually open Monday through Friday in the afternoon and attended by a lab monitor. Hours are subject to change every semester, depending on the availability of a/the lab monitor(s).

Often your IEI teacher may assign homework that must be completed in the lab. It is your responsibility to make sure that you can get the assignment done during regular lab hours by checking the lab hours on the door of the lab. IEI students can use other labs on campus that are open to all BSU students; however, the software on those computers may not be what you need for the IEI assignment. Also, the lab monitor in other labs is not a trained ESL professional.

Outside of class, however, IEI students can use other labs that are open to all students.

Other Available Resources:

There are a number of resources available to IEI students for their IEI class work.

- Computers (word processing and internet access)
- Video materials
- Audio materials
- TVs with video equipment
- Voice recorders
- Tape recorders
- Magazines: *U.S. News and Readers' Digest*

- IEI student library (a variety of fiction and nonfiction books that can be checked out by IEI students only)

Some resources can be checked out; other can only be used in the lab room. In order to find out, speak with the lab monitor or your IEI instructors.

Complaint Procedures

STUDENT COMPLAINTS

From time to time, students may have a complaint or an issue that they do not understand regarding their class, their assignments, or an instructor's expectations. In such a situation, students should follow the IEI policy as it is stated below.

1. Speak directly to your instructor about your complaint.

Check your instructor's office hours and make an appointment after class to talk to your instructor. He or she may have another class right after your class ends and may not have time. Also, your conversation should be in a quiet place like his/her office. Describe your problem and discuss it respectfully. Students can respectfully ask for clarification of policies and explanations of homework after class, but you are encouraged to ask those kinds of questions during class by raising your hand and waiting for the professor to call on you. In the United States, instructors expect students to be engaged in their own learning process. They expect you to keep up in class, to work diligently on homework and class work, and to communicate with them. They expect you to talk to them about those needs and problems that are related to your class work. They also expect you to ask questions in class. If you have a question or did not understand, probably 3 or 4 other students did not understand either. It is expected that you raise your hand, wait for the teacher, and ask questions.

The first person you must talk to first about your problem is your instructor. There are several strategies for discussing a problem with an instructor. The one you should choose depends upon the seriousness of the problem:

- Respectfully ask for clarification or explanation of policies and assignments after class. Ask them to explain it again, so you can understand it, but remember he or she may have another class in another building in ten minutes.
- Talk to your instructor during office hours and discuss the issue.
- Send an email to the instructor with a question or request for an appointment to discuss the problem.

If you need help deciding which approach to choose, you should talk to your IEI advisor.

2. Seek advice from your IEI Advisor.

One of the IEI Advisor's responsibilities is to advise students in culturally appropriate ways to deal with problems that students encounter in their academic life. It is not the Advisor's job to advocate to your instructor for you, so you should not ask or expect your Advisor to do so.

If you have tried to speak to your instructor repeatedly, but your discussions have been

unsatisfactory, then you could ask for advice from your IEI Advisor. Your IEI Advisor can give you advice about ways to communicate with your instructor.

Most complaints should be resolved by this point in the process.

If, however, you still feel that the response from the instructor is unsatisfactory, you can make an appointment to see the IEI Associate Director to seek additional advice regarding the issue. Please make an appointment in the main IEI office to meet with the Associate Director.

When you meet with the Associate Director, the following procedure will be followed:

1. You will complete a written complaint which includes a timeline of your attempts and meetings with your instructor and your advisor to resolve the issue.
2. The IEI Associate Director will review the timeline and interview you.
3. The IEI Associate Director will meet with your instructor and share your written complaint with your instructor.
4. Your instructor will have the opportunity to respond in writing to your complaint providing a timeline etc. You will be given a written copy of that response.
5. One week after being informed of your complaint, your instructor will submit to the IEI Associate Director a response that includes a timeline as well as adaptations that have been adopted in the classroom (if necessary).

ALL complaints about instruction in the IEI will be dealt with in the manner described above.

For all other IEI-related complaints, please talk to your IEI advisor.

Grade Appeal Policy

IEI students can appeal the grade that they receive in any class by following Ball State grade appeal procedure. If you feel that you would like to appeal the grade you received in one of your IEI classes, please contact the IEI Associate Director to get a copy of the grade appeal process for IEI classes.

Student Rights and Responsibilities

As a student here, you need to know that you DO HAVE RIGHTS. You have the right to an education that is free from abuse, harassment and unfair treatment. This extends to the administration of the university, the teachers, and the other students. As a student, you have the right to expect a safe environment, and you also have a responsibility to

ensure that others exist in a safe environment as well. It is your job to make sure that you are always upholding the expectations and standards of the school.

As a student, you also have the right to a fair hearing if you feel that your rights are not being upheld. This includes, but is not limited to, the right to seek recourse if you feel you are not being treated fairly.

One of the things you are protected from as a student here is discrimination. If you feel you are being discriminated against, the University has made sure that there are ways you can express your concerns. This goes two ways, however, and as a student you have a responsibility to make sure that you are not discriminating against other students.

Discrimination based on gender, sexuality, religion, race, skin color, language, nationality, culture or age is **not tolerated** under any circumstances.

The Ball State University Student Code describes all of your rights and responsibilities. You can read it here:

<http://cms.bsu.edu/About/AdministrativeOffices/StudentRights/PoliciesandProcedures/StudentCode.aspx>

However, some of the language can be difficult to understand. If you have questions about your rights, speak with your advisor. They will be able to help, or direct you to people who can.

International Studies at BSU:

This section is designed to help familiarize you with some important terms and situations related to an international student here at Ball State. For more questions, please refer to the [Rinker Center for International Programs](#).

SEVIS

SEVIS refers to the Student Exchange and Visitor Information System. SEVIS was created by the Bureau of Citizenship and Immigration Services (BCIS)---formerly known as the Immigration and Naturalization Services (INS)---to collect, maintain, and track information about international students and exchange visitors. SEVIS is an Internet-based system that allows Ball State, BCIS, and the Department of State to view a student's information. SEVIS is an effort to reduce paper work, improve reporting procedures, and facilitate compliance with regulations.

*SEVIS will require all students to be issued a new SEVIS-generated I-20 form.

*It is critical that your information be correct in SEVIS. Please report any changes to your personal information (name, address, phone number, etc.) promptly.

*Pay close attention to announcements and notices that may affect your F-1 status, thus your SEVIS record.

Maintaining F-1 Status

- To maintain F-1 status, students must:
 - Maintain a valid passport and I-20.
 - Pursue a full course of study.
 - Make normal progress towards completing the course of study.
 - Follow established procedures for transferring schools, changing education level or program, and/or extending the period of study.
 - Report any change of legal name or residence within 10 days of such change to the school.
 - Limit on-campus work to 20 hours a week or less while school is in session.
 - Do not work off-campus without special authorization.
 - Do not remain in the United States beyond the period of authorized stay.

Travel Information

Planning is the key to avoiding unexpected delays. Plan what you will need for your trip several weeks in advance. This way, you will not be stressed out at the last minute.

Make sure you have the following items when you travel:

- Passport (passport must be valid for at least 6 months)
- U. S. Visa
- Signed I-20
- New financial documents
- It is recommended that you make several copies of all your important travel documents. This includes all of the I-20s you've been issued (from every school you have attended) and the pages in your passport showing your picture, birth date, passport number, expiration dates, visa and I-94 card. Keep one set of copies in your carry-on luggage, one set in your checked baggage and leave a set at home preferably with someone who can send them to you if needed.
- Have your Designated School Official sign your I-20. Do not wait until the last minute!
- If you need a transcript for traveling purposes, you will need to request one from the Office of the Registrar. It typically takes about two days to have your request processed.
- If you need to request a "Verification of Enrollment" from the Registrar's Office, go to the Registrar's Office and fill out a "Verification of Enrollment" form. A verification letter states you are currently enrolled as a student at Ball State University. It typically takes approximately two business days to process your request.

If you are traveling outside the United States, there are additional steps to take, so contact your International Student Advisor at the Rinker Center for International Programs.

If you are traveling in the United States, make sure to carry your original passport and I-20 with you at all times. You will need to present these documents should you be stopped by any government official (police, border patrols, immigration officers, etc).

Renewing/Applying for a Visa

If you need to get your F-1 visa renewed or if you needed to apply for an F-1 visa, you should contact your International Student Advisor at the Rinker Center for International Programs. NOTE: Please be aware of the long delays affecting the visa application process. Be sure to plan ahead to avoid serious delays!

Returning to the United States

When returning to the U.S., be prepared for long waits at the initial port of entry. Different routing procedures may be used for students. You will need to plan your travel, transportation, and connecting flights accordingly.

US Customs and Practices

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 encounter culture shock to one degree or another, and there are lots of resources here to help you adapt.

The next few pages provide some advice for specific customs here in the US. If you ever feel lost or confused, check back here for some helpful hints, or ask a friend!

General Hints for Living in the US

Smoking: Smoking is not permitted inside any building on the Ball State campus. If you smoke, there are designated 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 Muncie has made it illegal to smoke indoors at restaurants and businesses.

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 and driving has severe legal penalties.

U.S. Social Customs

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

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. Part of the fun of being in a new country is discovering the food and culture of the country.

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.

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.

Eye Contact: In the United States, eye contact is very important. Maintaining eye contact shows interest and honesty.

Polite Words: Use words and phrases such as “please”, “excuse me”, and “thank you” in your conversations.

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.

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.

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.

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

Glossary

academic advisor: Your academic advisor is the person from your academic program that has been assigned to help you with your academic program. This person will help you with registration and answers all questions about your academic program.

bursar: This is the office that deals with billing (tuition) and payment. It is located in room B31 in Lucina Hall.

bursar hold: A bursar hold is placed on your account when you do not pay all the money that you owe Ball State. A bursar hold may prevent you from registering for classes and/or from being released from the IEI.

skill courses: This refers to the five skills that every student must take at each level. They are speaking, listening, reading, writing and grammar. These are different from the open topic courses.

International student advisor: the person who takes care of all your immigration papers and answers questions about your visas. This is the person that you **MUST** see if you plan to travel outside the US. This person can be found at the Rinker Center for International Programs (RCIP).

health center hold: A health center hold is placed on your account when you have not provided the health center with all the required medical records or when you still need to take some more tests and/or vaccinations. A health center hold may prevent you from registering for classes and/or from being released from the IEI.

IEI advisor: Your IEI advisor is the IEI instructor to whom you have been assigned. This is the person who can answer all your questions about the IEI and about student life here at Ball State.

registrar: This is the office where your official student records are kept. This is also the place where you can get a copy of your official Ball State transcript.

Some Important Abbreviations

CR: Credit

EFL: English as a Foreign language; technically this refers to English learned/taught in a non-English-speaking environment.

EIL: English as an International Language

ESL: English as a Second Language; technically this refers to English learned/taught in an English-speaking environment.

ESLG: English for Specific Language Groups (used in the IEI Library)

ESP: English for Specific Purposes; English for specific subject/career areas.

ETOC: English Texts from Other Countries (used in the IEI Library)

IEI: Intensive English Institute

IEP: Intensive English Program(s)

ITA: International Teaching Assistant(s)

NC: No Credit

R: Thursday (used at Ball State University)

RCIP: Rinker Center for International Programs

RB: Robert Bell Building

TEFL: Teaching EFL (see EFL)

TESL: Teaching ESL (see ESL)

TESOL: Teachers of English (or Teaching English) to Speakers of Other Languages; this is an umbrella term that includes both (T)ESL and (T)EFL.

TOEFL: Test of English as a Foreign Language; the standard English test for non-native speakers.