ASU Global Launch
Intensive English Program (IEP)
2017-2018 Academic Policies

• Class Schedules • Class Hours and Visa Requirements • Payment of Tuition and Fees
• Refund and Withdrawal • Health Insurance • Student Conduct and Attendance • Grade Scale
• Program Progress • Repeating and Demotion • Probation & Expulsion • ASU English Language Proficiency Requirements • Continuing Student Registration

Class Schedules
Class schedules may be viewed on My GL (My Global Launch, myasugl.force.com) one day prior to class start date.

There will be no changes to class schedules.
If you wish to add an additional specialization class, you may do so until 5:00 pm on the 4th day of classes. Specialization class additions are based on availability and eligibility. Each 3-hour specialization class costs $393. To request an additional specialization class, visit the Global Launch Welcome Desk during the first four days of the session. If you add an additional specialization class, you may drop the new specialization class until 5:00 pm on the 4th day of the session but may not drop the original specialization class selected during registration.

Class Hours and Visa Requirements
A full-time schedule is 21 hours per week: Listening/Speaking 9 hours, Reading/Writing 9 hours, and one specialization class 3 hours.

F-1 visa students must take a full course load (21 hours of classes per week). F-2 visa students are permitted to enroll in classes up to 15 hours per week. All other students are permitted to enroll up to the number of hours allowed by immigration regulations.

Payment of Tuition and Fees
Students are responsible for all charges on their ASU student account. Tuition and fees are billed to your MyASU account (http://my.asu.edu). Charges may change if a schedule change is made. Full payment of tuition and fees is due no later than 5:00 p.m. on the 5th day of classes. If you have unpaid charges on your account, you will receive late fees every month until your charges are paid.

Sponsored Students: you must submit your official financial guarantee letter to the GL office by 5:00 pm on the 5th day of classes or you will be responsible for full payment of tuition, fees, and non-refundable health insurance.

If you have past due charges on your account, you will not be allowed to register for the next session and may be expelled after the last day of the current session.
Refund and Withdrawal

If you officially request to withdraw from IEP courses, you will receive refunds and grades as follows.

- Withdrawals requested before 5:00 pm on the 5th day of classes: 100% refund and classes removed from transcripts.
- Withdrawals requested after 5:00 pm on the 5th day of classes and prior to midterm grade posting: 25% refund and W grades (withdrawal) posted on transcripts.
- Withdrawals requested after midterm grade posting: 0% refund; midterm grades of D or above are posted as W on transcripts; midterm grades of E (failing) are posted as E on transcripts.

Refunds include tuition, health insurance (unless used), and the student services and technology fees. Application fees and late fees are not refundable.

Health Insurance

F-1 and J-1 students must have ASU-approved health insurance coverage at all times while enrolled in the IEP. When you register for each session, you will be enrolled in the United HealthCare plan for Global Launch students and your ASU account will be charged. To download your insurance card, you must log on to the UHC website at www.uhcsr.com. Bring this card with you to go to ASU Student Health, hospitals, or other medical care providers.


You must submit a currently dated, official Financial Guarantee from one of the above sponsors to the Global Launch Sponsored Students Advisor by 5:00 pm on the 5th day of classes in order to be waived from the IEP United HealthCare plan. If your Financial Guarantee is submitted late, the insurance charge will not be removed. “Admissions Only” Financial Guarantees do not qualify for an insurance waiver.

Private Kuwaiti students with Embassy insurance and Aramco employee dependents may request a waiver from ASU Student Health Services, by 5:00 pm on the 5th day of classes. Please contact the GL Sponsored Students Advisor for help.

Student Conduct and Attendance

Students are required to follow all university and Arizona Board of Regent policies, including the ABOR Code of Conduct and Student Disciplinary Procedures: https://eoss.asu.edu/dos/srr/codeofconduct

There are no excused absences and no excused tardies for any reason. Because IEP classes are performance-based and require participation for success, any missed class time is not excused, regardless of the reason. Teachers keep a daily record of missed class time. Late arrival or early departure for any reason is counted as missed class time. You should record your own missed time and regularly check the accuracy of your attendance records with your teachers. Missed minutes due to disciplinary action will not be excused. Documented extenuating circumstances may be considered on an individual basis, at the discretion of the IEP administration.

Missed quizzes, tests, exams, reports, and projects can be made up within a strictly limited time period specified by the teacher, for the following reasons only:

- Documented medical reasons
- Prearranged religious observances

Absence for medical reasons or religious observances, however, will be counted as missed class time.
8-week Session Attendance
- **Reading/Writing**: More than 600 minutes of missed class time = absence failure.
- **Listening/Speaking**: More than 600 minutes of missed class time = absence failure.
- **Specialization**: More than 200 minutes of missed class time = absence failure.

4-week Session Attendance (if available on your campus)
- **Reading/Writing**: More than 300 minutes of missed class time = absence failure.
- **Listening/Speaking**: More than 300 minutes of missed class time = absence failure.
- **Specialization**: More than 100 minutes of missed class time = absence failure.

**Grade Scale**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>Excellent</td>
</tr>
<tr>
<td>A</td>
<td>Above Average</td>
</tr>
<tr>
<td>A-</td>
<td>Average</td>
</tr>
<tr>
<td>B+</td>
<td>Poor</td>
</tr>
<tr>
<td>B</td>
<td>Failure</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>97.0 - 100% = A+</td>
<td>87.0 - 89.9% = B+</td>
</tr>
<tr>
<td>94.0 - 96.9% = A</td>
<td>84.0 - 86.9% = B</td>
</tr>
<tr>
<td>90.0 - 93.9% = A-</td>
<td>80.0 - 83.9% = B-</td>
</tr>
<tr>
<td>C+</td>
<td>77.0 - 79.9%</td>
</tr>
<tr>
<td>C</td>
<td>70.0 - 76.9%</td>
</tr>
<tr>
<td>D</td>
<td>60.0 - 69.9%</td>
</tr>
<tr>
<td>E</td>
<td>0.0 - 59.9%</td>
</tr>
</tbody>
</table>

*ASU Undergraduate and Graduate Enrollment Services offices are able to view all grades.*

**Program Progress (Level Changes)**

- Full-time students in Basic 1 (B1) to Advanced 1 (A1) levels must have grades of C or higher in all current level classes in order to progress to the next level for the next session.

- Full-time students in the Advanced 2 (A2) level must have grades of at least B- in all current level classes to be eligible for the A2+ level, if offered. Students cannot enroll in the A2+ level without meeting the English language proficiency requirement for ASU admission. A2+ is only offered during selected sessions and only with sufficient enrollments.

- Class levels offered at various campuses are dependent on student enrollment.

- Part-time students in levels B1 to A1 must have completed all required courses with passing grades (as indicated above) to move to the next level, with no more than a one-session break between the sessions.

- Part-time students are not eligible for Advanced 2 completion or for enrollment in the A2+ level.

- Full-time students in B1 to I2 levels who receive all A grades may retake the placement test for the following session. Part-time students are not eligible for retesting. Qualifying continuing students must notify Global Launch that they are interested in taking this retest. Students must physically visit the Global Launch Office within 1 business day of final grades being posted to register for this retest. No email request will be accepted. Eligible students will be notified about the placement test date and time which will be 5-7 business days before the first day of class.

- If you withdraw and are away from the IEP for more than one session, you must retake the placement test and start at the level in which you are placed.
Pathway Bound Students:
- Students must have grades of C or higher in all current level classes in order to progress to the next level, OR
- A qualifying TOEFL score plus passing grades in all current level IEP classes.
  - Eligible for Business, Arts & Sciences Pathways Program:
    - In order to be eligible for entry, students must earn a B+ (87%) in all Intermediate 2 classes or passing grades (C or higher) in all Advanced 1 classes.
    - Students who have midterm grades below a B+ (87%) are required to meet with an advisor to discuss options for continued study.
  - Eligible for Engineering, Engineering-related & Computer Software Pathways Program:
    - In order to be eligible for entry, students must earn a B (84%) in all their Advanced 1 classes.
    - Students who have midterm grades below a B (84%) are required to meet with an advisor to discuss options for continued study.
- If you have previously been a Pathways student at Global Launch and want to re-enroll in Pathways, you must meet all requirements listed above and get approval of the Pathways Program Manager.

Repeating and Demotion
- If your current level grades are D or E in any class, you must repeat the current level. If in the next session you receive a D or E in any class again, you will be demoted to the level below.
- Students can only repeat A2 two times, for a maximum of 3 sessions in A2.

Probation and Expulsion
- Any student who receives any D or E grades in 2 consecutive sessions will be placed on probation due to lack of progress and will be required to receive assistance through the Student Success Coordinator. If the student receives another D or E grade in the next session, this may result in expulsion at the discretion of Global Launch administration.
- Absence failure for any class in 2 sessions will result in expulsion.
- Any type of failure in any class for any reason in 3 sessions will result in expulsion.
- Past due IEP tuition charges still listed on your MyASU account at the end of the current session will result in expulsion.
- Students may be removed from classes for disruptive behavior and may face further consequences including missed minutes, probation, or expulsion.

Documented extenuating circumstances may be considered on an individual basis, at the discretion of the IEP administration.

Students who are expelled for disciplinary reasons or for non-payment of program fees will have their SEVIS record terminated. These students will be required to exit the U.S. immediately and will not be eligible for transfer without reinstatement.
ASU English Language Proficiency Requirements

Eligible visa students may meet the English language proficiency requirement for ASU admission by successfully completing the IEP Advanced 2 (A2) level within a single IEP session (or within a single ASU semester if concurrently enrolled in the IEP and ASU). Successful completion means:

- For most ASU Undergraduate: grades of B- or higher in all classes at the A2 level, including the A2 specialization classes and any concurrently enrolled ASU classes. Successful completion of the IEP A2 level meets the English language proficiency requirement for ASU admission for 2 years. Some departments may have higher English language proficiency requirements.

- For ASU Graduate Law Program or Graduate English Department admission: grades of at least A- in all A2 classes, including the A2 specializations and any concurrently enrolled ASU classes.

- Part-time students are not eligible to use the successful completion of Advanced 2 to meet the English language proficiency requirement for ASU admission.

- Admission requirements to the ASU-USA Pathways Program depends on which degree track you choose. Part-time students are not eligible for the ASU-USA Pathways Program.
  - Engineering Pathways Program: B or higher grades in all Advanced 1 classes in addition to a 2.5 GPA (2.75 for Software Engineering) from your high school.
  - Business, Arts & Sciences Pathways Program: B+ or higher grades in all Intermediate 2 classes in addition to a 2.5 GPA from your high school.

Continuing Student Registration

- Every session, all students must complete Continuing Student Registration in My GL and declare intent to continue to study at Global Launch or to leave the program.

- Continuing Student Registration will open in My GL during the 5th week of the current session. Students will be informed via email when registration is available.

- Students must clear all holds on their MyASU account in order to be eligible for Continuing Student Registration.

- Continuing Student Registration will end at 11:59 PM on the last day of the current session. Continuing students who register after that deadline will be charged a $300 late fee. Late registration will be available until 11:59 PM on the 4th day of the new session.

- Students who have registered for the next session may change their specialization choice if available until the last day of Continuing Student Registration without a late fee. Any changes after that date are subject to the $300 late fee.

- Students may cancel their registration any time before 5:00 pm on the 5th day of classes in the new session by visiting the Global Launch Welcome Desk or by emailing Globallaunch@asu.edu and requesting cancellation. If registered students do not make this cancellation request by the deadline, they will remain enrolled, receive a schedule, and be charged for all applicable tuition and fees.