Intensive English Program (IEP) 2018-2019 Policies

Class Schedules
Class schedules may be viewed on My GL (My Global Launch: mygl.asu.edu) one day prior to class start date. There will be no changes to class schedules.

Class Hours & 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). All other students are permitted to enroll up to the number of hours allowed by immigration regulations, depending on class availability.

Payment of Tuition & Fees
You are responsible for all charges on your ASU student account. You can view and pay your tuition and fees on your My ASU 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 Global Launch 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 if you do not pay and register by 5:00PM on the 4th day of the new session.

Refunds & Withdrawals
If you officially request a withdrawal 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 and transcripts posted with actual grades earned through the end of the session, including missed minutes and unfinished academic work.

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

[End of Document]
Student Resources (UHCSR) plan for Global Launch students and your ASU account will be charged. To download your insurance card, you must log on to the UHCSR website at [www.uhcsr.com](http://www.uhcsr.com). Show this card whenever you visit any medical care providers, such as ASU Health Services, doctors’ offices, urgent care providers, or hospitals.

**Waiver of Global Launch Insurance for Sponsored Students:** The following sponsors provide their students with an ASU-approved insurance plan: Abu Dhabi Education Council, Abu Dhabi Investment Authority, Abu Dhabi National Oil Company, Aramco Services Company, Egypt, Embassy of the Arab Republic, Embassy of Kuwait, Qatar Airways, Embassy of the State of Qatar, Rasgas Qatar, Saudi Arabian Cultural Mission, Thai Royal Embassy, UAE Military Attaché, UAE Presidents Scholarship Office (SCO).

You must submit a currently dated, official Financial Guarantee from one of the above sponsors to the Global Launch Sponsored Student Advisor by 5:00 pm on the 5th day of classes in order to be waived from the IEP United HealthCare Student Resources 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.

For help, please contact the Global Launch Sponsored Student Advisor.

**Student Conduct & Attendance**

Students are required to follow all university and Arizona Board of Regents policies, including the ABOR Code of Conduct and Student Disciplinary Procedures: [https://eoss.asu.edu/dos/srr/codeofconduct](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. In accordance with university policy, 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.
Title 9
Title 9 is a federal law which provides that no person be excluded on the basis of sex from participation in, be denied benefits of, or be subjected to discrimination under any education program or activity. Both Title 9 and university policy make clear that sexual violence and harassment based on sex are prohibited. An individual who believes they have been subjected to sexual violence or harassed on the basis of sex can seek support, including counseling and academic support, from the university. If you or someone you know has been harassed on the basis of sex or has been sexually assaulted, you can find information and resources at https://sexualviolenceprevention.asu.edu/faqs.

Every ASU employee is a mandated reporter and is obligated to report any information when an employee becomes aware of alleged acts of sexual discrimination, including sexual violence and dating violence. ASU Counseling Services, https://eoss.asu.edu/counseling, is available if you wish to discuss any concerns confidentially and privately.

Disability Resources Center
Students may request accommodation for a learning or physical disability but must first be registered with the Disability Resource Center (DRC) with appropriate documentation submitted from the DRC as specified in the Student Services Manual, SSM 700. Please ask at the Welcome Desk for help if needed.

Academic Honesty
All Global Launch students are required to follow the ASU Student Integrity and Plagiarism policy (see Student Academic Integrity Policy at https://provost.asu.edu/academic-integrity)

Global Launch will not accept any violation of the Student Academic Integrity Policy. The affected activity will earn a failing grade and potential dismissal from the program.

Grades

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

ASU Undergraduate and Graduate Admission 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 requests 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.

**Repeating & 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. Please refer to the Probation and Expulsion section for additional information.

• Students can only repeat B1 or A2 two times, for a maximum of 3 sessions in B1 or A2.

**Probation & 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 My ASU account by 5:00 PM on the 4th day of the new session will result in expulsion.

• Students may be removed from classes for disruptive behavior and may face further consequences including missed minutes and/or probation. Additionally, students may also be expelled from the IEP program for violating the ASU Student Code of Conduct, including by academic dishonesty, plagiarism of assignments, sexual violence or threatening behavior.

• Students expelled from Global Launch cannot return to any Global Launch program for 3 full semesters (not including a Summer term).

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 lose their F-1 student status and will not be eligible for transfer without reinstatement.
ASU English Language Proficiency Requirements

Full-time students may meet the English language proficiency requirement for admission to most Undergraduate and Graduate ASU degree programs by successfully completing the IEP Advanced 2 (A2) level within a single IEP session (or within a single ASU semester if concurrently enrolled in ASU academic credit courses). Successful completion means:

- For most ASU Undergraduate and Graduate programs: 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 require higher English language proficiency.

- For ASU Graduate Law programs or Graduate English programs, 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.

ASU-USA Pathways Admission Requirements

Only F-1 visa students are eligible for the ASU-USA Pathways Program. Students must meet the following entry requirements.

Eligible for Business, Arts and Sciences Pathways Program:

- Completion of all classes required for high school graduation with a minimum GPA of 2.5.
- Proof of English proficiency:
  - Grades of at least B (84%) in all Intermediate 2 classes or passing grades (C or higher) in all Advanced 1 classes.
  - OR
  - A minimum 55 iBT TOEFL score or equivalent plus passing grades in all current level IEP classes.
- Any existing prior college credit, regardless of your intent to transfer that credit, will be considered in Pathways admissions decisions, based on published admissions criteria.

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.

Continuing Student Registration (CSR)

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 My ASU account in order to be eligible for Continuing Student Registration.

- Continuing Student Registration will end at 5:00 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 5:00 PM on the 4th day of the new session.
● Students who do not complete registration by 5:00 PM on the 4th day of the new session will have their SEVIS record terminated for failure to enroll. These students will immediately lose their F-1 student status.

● 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.