

**Intensive English Language Institute**

# **Student Handbook**

**2022 - 2023**



**UtahStateUniversity**

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## **MISSION**

As a high quality Intensive English Program, IELI creates a supportive and engaging environment that promotes the development of linguistic and academic skills and intercultural competence necessary for students, scholars, and professionals to be successful in their academic pursuits and become independent citizens and leaders in a constantly changing world. (revised August, 2021)

## **VALUES**

- Student-teacher relationships for mutual development in and beyond the classroom
- Respectful and inclusive environment offering opportunity for diverse perspectives
- Promoting student autonomy and leadership through collaborative projects and activities
- Engaged learning for success in local and global communities
- Continued professional and personal growth

## **IELI OFFICE**

Old Main Room 069

Phone Number: (435) 797-2081

E-Mail: [ieli@aggiemail.usu.edu](mailto:ieli@aggiemail.usu.edu)

Web: [ieli.usu.edu](http://ieli.usu.edu)

## Welcome

Dear Student,

Welcome to the Intensive English Language Institute (IELI) at Utah State University (USU).

IELI is an internationally recognized English as a Second Language program, which is designed to help you acquire the skills necessary for successful university study. You will be living and studying in a safe and beautiful place. Logan not only is an ideal place to live and study, it has easy access to skiing and snowboarding, hiking, biking, and other outdoor recreation. Logan is also within driving distance from some spectacular national parks, such as Yellowstone, Arches, Zion, and the Grand Canyon.

This handbook will help answer many questions you may have, but it does not cover everything. If you have a question which the handbook does not answer, please ask IELI staff or faculty to help you. You can also consult the *Utah State University General Catalog* found online at <https://catalog.usu.edu/> to answer questions for you.

Enjoy your studies and the time you spend here at Utah State University.

Sincerely,

Marta Halaczkiwicz  
Director of IELI  
Senior Lecturer, Department of World Languages and Cultures

## **About IELI Faculty and Staff**

IELI faculty and staff are here to help you succeed in your studies. Our doors are open to you.

IELI has one director, seven full-time faculty and one full-time staff person who functions as the academic advisor. To learn more about us, check out our website: <http://ieli.usu.edu/>

### *Intensive English Language Institute Office*

Our offices are located in Room 069 of Old Main. This is where you will meet with your professors and talk to administrators and staff.

Also located in Main 069 is the George Meyer Room. This room is dedicated to George Meyer, the founder of the Intensive English Language Institute; it is a place for students to study and to visit.

## **Program Objectives**

The Intensive English Language Institute (IELI) is an academic program contained in the Department of World Languages and Cultures in the College of Humanities and Social Sciences. IELI teaches international students, professionals, and U.S. residents who speak English as an additional language. IELI students learn the English skills and cultural knowledge they need to be successful university students. IELI also trains international teaching assistants (ITAs) for USU.

IELI serves three distinct groups:

- a pathway program for students seeking a degree at Utah State University. Students in the pathway program can enter directly into the university after finishing IELI. Some students may be able to take courses in their major simultaneously with IELI courses.
- a program for students who want to study English for personal or professional reasons. These students may enroll to study only in the IELI program.
- a program for English language learners who reside in the U.S. Students who have at least a 2.5 high school GPA can apply to USU and take classes in IELI.

## **Description of Program**

The IELI program has four levels of instruction. Each level takes one 15-week semester (or one 10-week summer session) to complete. Thus, a Level 1 (high beginning) student requires four semesters to complete the program. Other students will need less time, depending upon their initial placement.

### *Levels of Instruction*

Level I: High Beginning

Level II: Low Intermediate

Level III: Intermediate

Level IV: High Intermediate - Advanced

### *Academic Curriculum*

Classes focus on the language and cultural skills needed for successful university study. Over 80% of IELI's students continue academic studies at the undergraduate or graduate level at USU after completion of IELI. In order to meet the needs of our primary student population, we have oriented the curriculum toward language, culture, and academic skills necessary for successful university work.

### *Language Goals*

The IELI curriculum involves students in tasks aimed at improving their abilities 1) to **speak** comprehensibly and negotiate meaning in a range of situations from one-on-one requests and inquiries in university and community offices to more formal academic uses of English such as conducting interviews and making class or seminar presentations; 2) to **understand spoken** English in a variety of contexts including conversations, video, television, radio, and university lectures; 3) to **comprehend written** English from a range of genres including materials created for ESL students, newspapers, magazines, short articles, university textbooks, and scholarly journals and books; 4) to **write** comprehensibly for a range of genres including journals, letters, academic reaction papers, essays, and research papers.

### *Culture Goals*

The IELI curriculum involves students in tasks aimed at 1) improving their abilities to interact cross-culturally both with classmates from different cultures and with Americans; 2) increasing their understanding of what culture is and how it influences behavior, beliefs, and expectations; 3) increasing their knowledge of American cultures with the goal of helping students function well as members of the USU community; 4) providing opportunities to compare cultural expectations; 5) gaining an understanding of how American universities and classrooms operate, what expectations American teachers and students have, and what behaviors are acceptable in American university classrooms.

### *Academic Goals*

The IELI curriculum aims to help students become self-regulated learners capable of performing academic tasks that will be required of them in an American university. Specific goals include 1) developing an awareness of one's individual learning preferences; 2) listening to lectures and discussions or reading and taking notes; 3) paraphrasing, synthesizing and

summarizing information; 4) judging the importance of information; 5) organizing information; 6) recognizing and using common rhetorical patterns; 7) discerning author's viewpoint and purpose; 8) developing an awareness of audience in writing and speaking; 9) editing written text; 10) using context to determine meaning; 11) participating in both informal and formal discussions; 12) using visual organizers; 13) learning to use libraries and internet for research.

For more information about the curriculum go to <https://chass.usu.edu/languages/intensive-english-language-institute/curriculum>

### ***Credit Courses***

All IELI courses carry USU academic credit. At each level, full-time students are registered through USU for 18-credit hours. Depending upon their major department, undergraduate students may apply up to 36 credits as elective credit toward graduation. Credits earned completing the IELI program also qualifies students for the Bachelor of Arts degree upon graduation.

IELI admits new students according the same schedule as USU. Upon successful completion of the advanced level (level 4), students who are admitted into a major program may register for full-time study in major field classes. Students who have less than a full-time load remaining in IELI and fewer than three IELI classes, may take major field courses with the approval of the IELI director and the academic advisor. Students who have three or more IELI classes remaining will complete a "Reduced Course Load Form" and remain in IELI.

### **Calendar**

IELI's starting dates usually follow Utah State University's calendar. See the USU academic calendar for exact dates. <https://www.usu.edu/calendar/academic/>

### **Admission Criteria**

All IELI students must apply to USU. The IELI program serves students who are seeking a degree at Utah State University, as well as students who want to study English for personal or professional reasons. If you want to study English only, you must meet admission requirements comparable to requirements for undergraduate degree-seeking students. In general, USU accepts students who have completed the equivalent of high school with a Grade Point Average (GPA) of academic coursework comparable to a GPA of 2.5 within the American (4.0) system. GPA calculations are made in USU's Office of Global Engagement.

Undergraduate students who apply to USU without a TOEFL score of 525 for the paper-based test or 71 for the internet-based test or a minimum IELTS score of 6.0 (with a minimum of 5.0 on each sub-scale), and graduate students who do not have a TOEFL score of 550 for the paper-based test or 79 for the internet-based test (iBT) or a minimum IELTS score of 6.0, must take the IELI Placement Examination. IELI gives this test before each academic session. Based on your examination results, you will be placed in or exempted from IELI. If you are required to study in IELI, you must study at the class level indicated by your placement test score. Be advised

that students are expected to have a basic knowledge of English before coming here. Level 1 is high beginning for listening, speaking, reading, and writing English.

## Program Costs

Tuition costs for classes in the Intensive English Language Institute are the same as for other undergraduate classes. Utah State University's Board of Regents sets these rates and periodically changes them. See a current IELI application or visit <http://www.usu.edu/registrar/htm/tuition> for current tuition rates. IELI charges a \$50 placement testing fee for all students. There is an additional \$50 late fee for payments on or after the day of the exam.

## Health Insurance

Utah State University (USU) requires all international students to have health insurance for themselves and their dependents (wife, husband, and/or children). USU has specific requirements for the insurance coverage of international students.

You will automatically be enrolled in USU's student health insurance when you register for classes. To waive this student health insurance charge, go to [http://www.firststudent.com/school\\_detail/waive-your-schools-health-insurance-utah-state-university/](http://www.firststudent.com/school_detail/waive-your-schools-health-insurance-utah-state-university/) and follow the instructions.

This must be done immediately every semester.

If you wish to review or purchase the student health insurance offered by USU, please begin by visiting the web page <https://www.firststudent.com>, select Utah State University as the school and follow the instructions.

If you choose to use insurance other than USU's health insurance plan, you must opt-out/waive the USU insurance **each semester** by providing proof that your insurance meets the following requirements:

- Provides coverage for the full semester
- Provides coverage for medical expenses at a minimum of 70% of the eligible expenses
- Be Affordable Care Act (ACA) compliant (which includes but is not limited to pregnancy, no pre-existing conditions, preventative care, etc.)
- Deductible of \$500 or less for international students or \$3,000 for subsidized graduate students
- Issued by a U.S.A.-based insurance company (includes Utah State University pre-approved coverage)
- Coverage is not discriminator or based on age or gender
- The plan you choose CANNOT be an international student only plan

To opt-out (waive) coverage under USU's health insurance plan (You can only waive this if you have coverage under another acceptable insurance plan), go to [http://www.firststudent.com/school\\_page/utah-state-university/home-utah-state-university/](http://www.firststudent.com/school_page/utah-state-university/home-utah-state-university/)

Choose “Waive Your School’s Health Insurance” from the left navigation bar. Read the information and scroll down to the “Waive Now” button. *To complete this process, you will need: your health insurance plan ID card, your insurance information, and current insurance card.*

Exchange visitors may be subject to the requirements of the Affordable Care Act. Find out more information at <https://www.healthcare.gov> for commonly asked questions.

For more information about health insurance go to <https://globalengagement.usu.edu/current-students/health-insurance>

### ***Health Insurance Definitions***

*Copay/Copayment* - A payment made by the insured (often you, the student) at the time you receive services. You can make this payment in cash or by credit card at the hospital or doctor’s office. For example, the USU co-pay is 30.00 so when you see a doctor you must pay 30.00 when you leave.

*Deductible* – A specific amount of money that the insured must pay before an insurance company will pay for services. For example, the USU insurance plan has a 250.00 deductible. This means you must pay for the first 250.00 of medical services before the insurance company will pay.

*Emergency Room (ER)* – An ER provides immediate treatment for a serious injury or illness. The cost for an ER visit is MUCH higher than a regular doctor’s visit. (see *Urgent Care Center*)

*Inpatient* – A patient who stays in a hospital while under treatment.

*Intensive Care* – Special medical treatment of a dangerously ill patient, with constant monitoring

*Medical Emergency* – A serious injury or illness that poses an immediate risk to a person’s life or long-term health.

*Out-of-pocket maximum* – The most you will have to pay during a policy period (usually a year) for health care services. Once you have reached your out-of-pocket maximum, your plan begins to pay 100% of the allowed amount for covered services.

*Over-the-counter Drug* – A drug that is safe and effective for use by the general public. It does not require a doctor’s prescription.

*Physician/Doctor* – A person qualified to practice medicine.

*Prescription Drug* – A drug that requires a prescription which can only be obtained from a physician.

*Urgent Care Center* – Primarily treat injuries requiring immediate care, but not serious enough to require an Emergency Room visit.

## **Financial Assistance**

### ***F-1 Visa Students***

#### ***Scholarships for International Undergraduate Students for Study in the Major***

Some scholarships and loans for undergraduate international students may be available. Talk to the advisor in the Office Global Engagement for details. The Global Engagement is located in the Military Science building room 115, phone (435) 797-1124.

#### ***Scholarships for International Graduate Students***

Graduate students seeking financial assistance should contact their individual departments or the School of Graduate Studies. The School of Graduate Studies is located in Old Main room 164, phone (435) 797-1189.

### ***IELI Scholarships***

One \$500 scholarship, the Osamu Fujiwara Scholarship, is available to students who have completed IELI and are admitted as undergraduates at Utah State University. All IELI students, regardless of their visa or alien status in the U.S., are eligible to apply.

### ***IELI Scholarship for Utah residents***

IELI offers a number of scholarships each semester for Utah residents (i.e. U.S. citizens and green card holders). Students may get up to \$400 per semester. Talk to the IELI advisor in M069 for the application.

### ***Employment***

Students on F-1 visas may work on-campus part-time (20 hours per week or less) after they obtain permission from the Office of Global Engagement. Students who wish to work off-campus must obtain permission from U.S. Immigration Services. The Office of Global Engagement assists students with this request.

### ***U.S. Citizen, Resident and Refugee Students***

Financial assistance is available to citizen, resident, and refugee students enrolled in IELI classes if they are officially admitted to an undergraduate or graduate program. For more information, students in this category should contact the IELI Office, or the Financial Aid Office, 106 TSC, Utah State University, Logan, UT 84322-1800, phone (435) 797-0173, Latinex Cultural Center, 227 TSC, phone (435) 797-0446 or the Inclusion Center, TSC room 315, phone (435) 797-1728.

## **Student Consultation**

The Intensive English Language Institute has an “open door” policy regarding student consultation. You should feel free to speak to faculty and staff on any matter that may concern you. You are assigned a Faculty Advisor (Old Main 069) who will help you with academic problems. You should visit IELI faculty either during their office hours or by appointment. The

IELI Academic Advisor will help you with questions regarding many of the challenges you face while studying at Utah State University. She will assist you in obtaining an advisor in your major. If you have a personal problem, she will help you or you can ask a faculty member for assistance. Students should never hesitate to ask questions or seek advice.

The Office of Global Engagement assists international students with immigration and many other matters. They also assist international students with many of the challenges they face while studying at Utah State University.

### **Some Important Immigration Rules for Students**

#### ***Students Admitted to Study English Only***

English-only students on an F-1 visa must be enrolled for the full program. This is 18 credit hours each semester. You are not required to be enrolled during the summer session (unless your study begins in the summer). Further, after two (2) consecutive semesters of full-time study, you are entitled to one (1) semester in the U.S. without study.

If you finish the Intensive English program before your I-20 expires, you have two options. You may return to your home country, or you may apply for admission for further study at Utah State University or another college or university. If you are not enrolled for a full program of study, you must return home.

Occasionally, IELI allows English-only students to carry less than a full load and remain in status with immigration services (SEVIS, Student & Exchange Visitor Information System). This is done on a case-by-case basis, subject to approval by the Office of Global Engagement, Military Science room 115, phone (435) 797-1124.

#### ***Students Admitted for Undergraduate Study pending IELI***

Students who are admitted for undergraduate study at Utah State University pending IELI must successfully complete the Intensive English program before beginning their major classes.

As a student admitted for undergraduate study pending IELI, you are also required to be enrolled for a full load of study each academic session. A full load is 18 credit hours per semester for as long as you are enrolled in the Intensive English program. Once you finish your IELI courses, a full load of study is 12 hours per semester.

You are not required to be enrolled during the summer session (unless your study begins in the summer). Further, after two (2) consecutive semesters of full-time study, you are entitled to one (1) semester without study.

#### ***Students Admitted for Graduate Study pending IELI***

The same rules that apply to undergraduates apply also to graduate students. In some cases, exceptions to these rules are made by the School of Graduate Studies, Old Main room 164, phone (435) 797-1189. If you have questions, please contact the IELI Director, Old Main 069C.

### ***All F-1 Students***

Because you are in this country on a student visa, you must attend classes and make progress in your studies. If you don't, you will be out of status with Immigration and may be sent home.

### ***Driving in the U.S.***

In order to drive a car in the U.S., you *must* get a Utah driver's license, carry it with you whenever you drive, always wear a seatbelt, and have automobile insurance. There are strict laws in the U.S. about cell phone use while driving, please be aware of these laws. For more information, ask the IELI staff or go to the Office Global Engagement.

### ***Leaving the USA***

If you are leaving the USA and you intend to return to Utah State University, before you leave you must have your I-20 signed by an appropriate official in the Office of Global Engagement, Military Science room 115.

### ***Change of Address***

All official information from the university and anyone you do business with, for example, your bank, cell-phone company, Internet provider, landlord, electricity, gas, etc. is sent to your mailing/street address. Whenever you move from one place to another, it is *your* responsibility to tell everyone what your new address is. First, go to the post office and fill out a change-of-address form. Then, come to the IELI office and tell us (we can help you change your address in Banner, the computer system at USU). After that, contact all of the businesses and tell them that your address has changed (you can do this online).

## **Academic Policies**

### ***About Grades in Your IELI Classes***

Each teacher in the Intensive English program has his or her individual grading policy. Teachers will explain these policies to you at the beginning of each semester. Grading procedures are also explained in each course syllabus. The teacher makes the final decision on grades. If you disagree with your teacher's grade, please see page 12 of this handbook for more information on USU's grievance policy.

The grades you get for each class are based on the **work** you do for that class. Attendance and effort are important factors for successful learning but do not directly affect your grade. It is important for you to do your best on all your in-class and at home activities as they will be graded on how well you complete these activities. Successful completion of these activities will help you gain the knowledge and skills you need to meet learner outcomes for each course. Your teachers will inform you of your progress during the term.

### ***IELI Attendance Policy***

Learning a language requires that you actively attend and participate in your classes. If you do not regularly attend classes, you may miss important information and fail the class, not progressing to the next level in the IELI program. Missing multiple classes and/or failing

multiple courses can have serious consequences for some students as it can be grounds for revoking their visa and requiring the students to immediately return to their country. According to the [USU policy](#), a student may not miss more than 20% of any course even if it is excused. This means that to remain in good standing or to maintain your immigration status (if you are on an F-1 visa), you cannot miss more than 6 classes for any one course, even if some of the absences are excused.

## Assessment and Advancement within the IELI Program

### *Placement Exam*

As a new student in the Intensive English program, you will take the Placement Exam on or before the first day of the semester. The test lasts about 3 hours, and covers the areas of reading, writing, listening, grammar, vocabulary, and speaking. A sample of the exam questions and scoring can be obtained from the IELI office. Information about the exam and a sample of test questions are available on the IELI website <http://ieli.usu.edu/future-students/testing-and-placement>

Students are placed based on their overall placement score as well as their writing score. The overall score is used to place a student in all the classes except for writing. The writing test score determines writing placement. Consequently, a student may test into one level and place into a writing class that is one level below. A student who scores 146 or higher on the IELI Placement Exam but scores 30 points or lower of the writing section is required to take the writing class into which he/she places.

Overall score	Placement	Writing Score	Writing Placement
45-65	Level 1	1 to 10 points	Level 1
66-105	Level 2	11 to 16 points	Level 2
106-125	Level 3	17 to 22 points	Level 3
126-145	Level 4	23 to 30 points	Level 4
146 and above	out	31 points or higher	out

You may take the Placement Exam only once in a 12-month period. Further, you may re-take the Placement Exam only if you have not been enrolled in any IELI classes for that 12-month period. The test score is valid for one year.

### *First week evaluations for Level Changes*

During the first week of each semester, your IELI teachers will evaluate you in each course. If you can demonstrate through your work that you meet the course objectives, your teacher may move you to a higher level course or exempt you. Please see your individual teachers for level change criteria. You should also note that during the first week, a teacher also has the option of suggesting that you move you to a lower level, if the teacher finds that you are unable to do the

coursework. Teachers make the final decision regarding moving students from one level to the next.

### ***In-term evaluations***

Your teachers will inform you, in writing, of your grade three times during the semester. For the midterm evaluation, IELI faculty assign a letter grade to students in each of their courses. If you are doing work at a level lower than C in any of your courses, your professor will meet with you to discuss what you will need to do to pass the course.

Mid-term evaluations are also used to determine whether Level 4 students are allowed to register for their major courses for the next semester. If you are receiving lower than a B- at mid-term in any of your courses, you must ask your professor to confirm you are passing the course before you may pre-register for major courses. It is your responsibility to have your professor e-mail the IELI advisor and inform her that you are passing the course.

### ***Final Exams***

IELI finals follow the final exam schedule in the Schedule of Classes listed on the Registrar's website <http://www.usu.edu/registrar/htm/registration/dates>. Some IELI professors require final projects instead of a final exam. Please, do not make travel reservations until after your scheduled exams.

### ***Progressing to the next level***

You must receive a grade of C- or better in any IELI course in order to pass that course and move to the next level of that course. Students who receive lower than a C- are required to repeat the course until they receive a passing grade. If you are not passing a course at mid-term you will be re-registered for the course until final grades are posted. If your final grade shows that you passed the course, you will be moved up into the next level or the course will be dropped.

If you want to check on how well you met the learner outcomes for each course, there are two ways to do so: 1) you can get a copy of the student achievement form from the IELI staff assistants or 2) you can access your grade in your USU account and then compare the grade to the Grade Descriptions on the IELI website (<https://chass.usu.edu/languages/intensive-english-language-institute/current-students/academics>).

Remember that your individual course grades are based on the work you do in the course and not simply on attendance and effort. See *About Grades in Your IELI Classes*, on page 9 for more details.

### ***Completing IELI***

Students must pass 18 credits at Level IV to complete the program. Completion of Level IV satisfies the USU English language requirement. This means students who have been admitted to USU may begin study in their major programs after passing all IELI Level IV classes; they do not need to take the TOEFL or IELTS.

### ***Grievance Procedure for Students***

The Intensive English Language Institute follows Utah State University policy in all grievance procedures. <https://studentconduct.usu.edu/studentcode/article7>.

### ***Student Complaints***

If you as a student feel you have been treated unfairly in any area, you should first discuss the problem with the person most directly involved – teacher, advisor, staff, or administrator. If the problem cannot be resolved in this way, you should take the problem to the IELI Director – or if the problem is with the IELI Director – to the Head of the Department of World Languages and Cultures.

If you feel that the problem has not been resolved, you may file a formal complaint. Here two ways to file the complaint:

1) Fill out and submit the complaint form on this page:

<https://chass.usu.edu/languages/intensive-english-language-institute/current-students/complaints>

If you need help filling out this form you may ask the IELI advisor. She will keep this information confidential (i.e. she will not share it with anyone).

Or

2) Download the form linked at the bottom of this page:

<https://chass.usu.edu/languages/intensive-english-language-institute/current-students/complaints>

Take the complaint form to the World Languages and cultures department head. The department head will then try to help you solve the problem.

If the department head cannot resolve the grievance, the written complaint with documentation goes to the dean; then if it is still unresolved to the vice-president of student affairs, who appoints a grievance board which hears the grievance and makes a decision. You may appeal the decision, and if so, the complaint moves forward to an appeals board appointed by the president of the university. The decision of the appeals board may be further appealed to the president, who will make the final decision.

**Complaint form**

(download from <https://chass.usu.edu/languages/intensive-english-language-institute/current-students/complaints>)

**Student Complaint Form**

Student Name: \_\_\_\_\_  
Student A number: \_\_\_\_\_

**What type of complaint**

Teacher \_\_\_    Class \_\_\_    Another student \_\_\_    Other \_\_\_

Please describe the complaint (what happened and why are you unhappy?):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Who have you already talked to?

\_\_\_\_\_

\_\_\_\_\_

### ***Grade Point Average (GPA)***

American universities use a letter grade system. Each letter grade has a numerical value. Further, letter grades are often modified by plus (+) or minus (-). The system works in this way:

A	4.00	Exceptional performance
A-	3.67	
B+	3.33	
B	3.00	Above average performance
B-	2.67	
C+	2.33	
C	2.00	Satisfactory performance
C-	1.67	
D+	1.33	Failing performance
D	1.00	
F	0.00	

Grade point average is determined by dividing the total number of grade points earned by the number of credit hours carried. You receive grade points for each course you take. The number of grade points you receive depends upon the number of credits you take and the grades you receive. For example, suppose you take only one 3-credit course and that you get an "A." An "A" is worth 4 grade points for each credit. Since the course is 3 credits, you receive 12 grade points (3 credits x 4) for the course. Your overall grade point average is the total number of credits for all semesters you have studied divided by your total number of grade points. (For more information, consult the [Utah State University General Catalog](#).)

### ***Official Transcript***

All grades you earn in your IELI courses as well as your other courses at USU are recorded on your official transcript. If you are earning an undergraduate degree at USU, up to 36 credits of IELI can be applied towards your degree program, depending on your major. Your transcript is a permanent record of all the courses you take at USU, including your IELI courses. It shows all your grades and gives your grade-point average. You have to show your transcript when you apply to another school or when you apply to graduate school. Employers often require that you show your transcript when you apply for a job.

### ***Minimum Grade-Point Average Required to Enter Your Major Field of Study***

A 2.0 GPA will keep you in good standing at USU, but for many majors it is not sufficient for you to enter and/or remain in a major field. Many majors require that you have a 2.5 grade-point average or higher to enter and remain in the program. For example, Computer Engineering requires a GPA of 2.8 and Accounting requires a GPA of 3.0. Talk to an advisor in your major field of study to learn the specific GPA requirements for your chosen major.

### ***Repeating Courses***

You may repeat any course you take. However, courses in levels 1 through 3 must be repeated the following semester after you originally take the course. You may not repeat lower level IELI

courses once you have completed the IELI program and moved into your USU major. You may, however, repeat level 4 courses. The total number of times you can take the same course is three (once, plus two repeats). To repeat a course four or more times, you must have approval from the dean of your college.

Additionally, the total number of repeats at USU allowed is limited to ten. You must have approval from the dean of your college to repeat more than ten times. If you receive a higher grade in a course after repeating the course, the lower grade will not be included in your GPA calculation. Your transcript will show an "E" for "excluded" next to the lower grade and an "I" for "included" next to the higher grade. If you need assistance, the IELI Academic Advisor can help you.

## **Academic Standing**

### ***Good Academic Standing***

You are in good academic standing when your cumulative (overall) GPA is above 2.0. However, many USU departments require a higher GPA for acceptance into that department.

### ***Academic Warning and Academic Probation for Undergraduates***

When your overall GPA drops below 2.0, you are placed on either academic probation or academic warning. If a student falls below a 2.0 they are first placed on *academic warning*. If the student's GPA is still below 2.0 the second semester, they are put on *academic probation*. If you continue to have a GPA below 2.0 for a third consecutive semester, you may be placed on *academic suspension* (see below).

You are removed from academic warning or probation when your overall GPA rises above 2.0.

### ***Academic Suspension for Undergraduates***

You are placed on academic suspension when you are on academic probation and your GPA for one semester is lower than 2.0. Please note that a GPA of less than 2.0 for one semester is not enough to merit suspension.

When you are placed on academic suspension you must apply for re-admission to USU. The first time you are suspended, you must wait at least one semester or summer session before applying for re-admission. A student who has been suspended two or more times may not apply for re-admission for at least one year.

For more information regarding academic standing for undergraduate students, see the USU's general catalog. For information regarding academic standing for graduate students, contact the Office of Research and Graduate Studies.

## **Split-Level Enrollment (Being Enrolled for courses in more than one level)**

Students may be enrolled in more than one level, depending on their placement test results. In addition, if a student fails one or more courses, they may be enrolled in two different levels. A student may only take courses from consecutive levels. For example, you may enroll in Level 2 and Level 3 course. However, you may not enroll in Level 2 and Level 4 courses. In order to take a Topics course (i.e. IELI 2450) or Cross-Culture Perspectives (IELI 2470), you must be enrolled in at least three courses in the level of the course (e.g. for a Topics level 3 course, you would have to be enrolled in at least three other level 3 courses).

## **Enrolling in IELI Courses and Major Courses Simultaneously (Pathways/ Concurrent Enrollment)**

Pathway students enrolled in IELI courses may simultaneously be allowed to enroll for major courses under the following conditions: You may take no more than a total of 18 credits during the semester of concurrent enrollment. You **may not** enroll in English 1010 or 2010 if you have not completed IELI 2420. You cannot enroll simultaneously in IELI 2420 and English 1010 or 2010. Please, see the IELI advisor for help in concurrent enrollment.

## **IELI Courses with General Education Designation**

Two IELI courses in level 4 count as general education courses. The first one is IELI 2470, Cross-Culture Perspective. Taking that course satisfies 4 credits of Breadth Social Sciences (BSS) requirement.

The second course is IELI 2420, Writing from Academic Sources. It satisfies the Communication Literacy 1 (CL1) requirement. This course is an equivalent to the English 1010 course. This means that after completing the IELI 2420, you will not have to take English 1010 and can register for English 2010 directly. For all USU General Education Requirements go to <https://catalog.usu.edu/content.php?catoid=35&navoid=26613>.

## **IELI Course Audits**

IELI follows USU's audit policy: Students and visiting scholars may be enrolled as an auditor only with the instructor's permission. When you audit a course, you do not receive academic credit for the course nor do you receive a grade. Teachers may elect to not grade any of the work you do while auditing a course. You do not receive an official grade for the course. At no future time may you request or receive credit for the audited course by any other means than by officially registering for the course and doing the required work.

## **Completion Certificate**

After successfully completing at least a full level four of IELI, you may request a completion certificate. See the Advisor in the IELI office for assistance.

## **Student standards of conduct**

As USU students, you are expected to follow the University's Standards of Conduct. <http://www.usu.edu/studentconduct/>. In addition to following the rules on campus, you must follow the local laws off campus, or you will be in serious legal trouble.

Please, be honest; act responsibly and with integrity. Respect other people. Work hard and do your best. We want you to have a positive experience while you are here.

## **Student Awards**

Every semester we recognize students who have demonstrated academic excellence and an ability to get along with people from other cultures. From those students, each fall the faculty select three Students of the Year.

## **Registration and Tuition Payment Information**

### *New IELI Students*

The registration procedure for *new* students in IELI is fairly simple. At the Intensive English Orientation, you are given your course schedule and a tuition and fees handout. The IELI Office will register you for your courses and you will pay your tuition after registration. Tuition should be paid in full by the end of the third week of classes. If you feel that you cannot pay your tuition in full by that time, you can sign up for a tuition payment plan. Please, see the IELI Advisor for help. If tuition has not been paid in full by the tuition payment date you will be assessed a late payment fee.

You pay your tuition and fees at the Registrar's Office, located in the Taggart Student Center (TSC), Room 246 or online through the "MyUSU, Access, Touchnet Payment System." When you pay your tuition, your student card is automatically "activated."

### *Returning IELI Students*

Towards the end of the semester, you should make an appointment with the IELI Academic Advisor to register for your next semester courses. At that time you will receive your course schedule for the next semester. You may pay at the Registrar's Office or online through the "My USU, Access, Touchnet Payment System" by the USU deadline.

### *Refund Policy*

Occasionally IELI faculty or administrators will change your schedule, due to a level change or a section change. When this is the case, you will not be penalized. You will receive a full tuition refund when it is applicable. However, if you add or drop a course for any other reason, all deadlines, fees and penalties apply. You should be particularly aware that after the fifteenth day of USU courses (Spring and Fall semesters), there will be no tuition refund. See the Refund Policy at [http://catalog.usu.edu/content.php?catoid=2&navoid=72#Tuition\\_Refund\\_Policy](http://catalog.usu.edu/content.php?catoid=2&navoid=72#Tuition_Refund_Policy)

for details. For Summer Semester, see the registration calendar on the USU Catalog website: <http://catalog.usu.edu>.

Permission to carry less than 18 credits can only be given by the OFFICE OF GLOBAL ENGAGEMENT. Only in special cases is this permission granted.

### ***Summer Tuition***

USU extends in-state tuition to international students enrolled for Summer Semester. This is a significant savings over regular international tuition. Consider staying for Summer and save some money on tuition.

### ***Students Leaving IELI***

The IELI Advisor holds an orientation for Level-four students who will complete the IELI program at the end of the semester and continue to study in a major at Utah State University. You will also need to meet with a major advisor in your field of study. The IELI Advisor can give you information about arranging an appointment with your major advisor.

### **Student Feedback**

#### ***IELI/USU End-of-Semester Satisfaction Survey***

All IELI students are surveyed each term regarding the Intensive English program. These responses are compiled and shared with faculty and staff in an on-going program review process.

### **Admission to USU Undergraduate and Graduate Programs**

The staff will assist IELI students in the application process for graduate or undergraduate admission at Utah State University. You may also contact the Admissions Office, Office of Global Engagement, or the School of Graduate Studies.

### **Transferring from a Program Within the United States**

If you have an F-1 visa and wish to transfer from another English program in the United States to the USU Intensive English Language Institute (IELI), you should contact [www.study.usu.edu](http://www.study.usu.edu) to learn how to apply. After admission, an international admissions counselor will assist you with the transfer paperwork. You must be in good academic standing at the institution you are presently attending before you may transfer to USU's IELI program.

### **Transfer and Application to Other Institutions**

The IELI Academic Advisor will assist students transferring or applying to other institutions when possible. The IELI staff can help students complete application forms and make suggestions. However, IELI is not able to provide application materials and related information from other institutions.

## **Conclusion**

We realize that we haven't covered everything you need to know in this small pamphlet. As questions arise, please ask IELI faculty and staff. We are here to help you. We want your stay at USU to be a happy and productive time. Also, at the back of this handbook, we have listed some of the student resources available at USU.

Again, we welcome you to the Intensive English Language Institute.

## Student Resources

### *Access and Diversity Center*

Taggart Student Center, Room 315

(435) 797-1728

<http://www.usu.edu/accesscenter/>

The Access and Diversity Center promotes access and full involvement in all aspects of student life at Utah State University. This center serves as a catalyst for the creation of a campus and community environment where all people are free to affirm and celebrate their differences, including, but not limited to, differences of race, sex, religion, gender identity, sexual orientation, class, age, ability, and parental or veteran status. The Center includes support for LGBTQA, Multicultural students, and non-traditional students.

### *Campus Recreation*

The Aggie Recreation Center (ARC)

(435) 797-0453

<http://www.usu.edu/camprecl/>

Campus Recreations coordinates many sports activities. The first of these sports activities is **intramural sports** (USU students competing against each other) in both team and individual sports. Intramural sports sponsored by Campus Recreation vary depending upon the season of the year. Sports may include soccer, volleyball, golf, tennis, ping-pong, basketball, as well as other sports. Campus Recreation also coordinates **sports clubs**. These sports clubs help promote a particular sport such as soccer, hockey, rugby and skiing, bringing students with similar interests together. In addition, Campus Recreation sponsors **recreational instruction programs (RIP)** in skills such as aikido, karate, and ballroom dance. RIPs are not for competition and there is usually an extra cost involved. Typically, these programs are for children as well as adults. Finally, Campus Recreation coordinates **informal recreation** in sports and games such as basketball, ping-pong, tennis, swimming, and weight lifting. Because available activities are constantly being updated, check out their website for current information.

### *Center for Intersectional Gender Studies and Research*

Taggart Student Center, Room 309

(435) 797-9222

<http://www.usu.edu/stusero/womencen>

The Center provides a broad range of support to faculty and students who are interested in issues of gender and intersectionality, especially as they relate to our research clusters: (1) race, ethnicity and Indigenous studies, (2) sexuality and the body, (3) global and transnational issues, and (4) science, technology and the environment.

## ***Computer Labs***

There are 12 open-access computer labs available to IELI students. These are located in the following buildings on campus:

<http://www.usu.edu/computerlabs/>

Taggart Student Center, Room 101  
Eccles Science Learning Center, Room 131  
Family Life Link Building, Room L201  
Agricultural Science, Room 135  
Business Building, Room 107, 115 118, and 120  
Sci-Tech Library, Room 002  
Merrill/Cazier Library, Information Commons, 1<sup>st</sup> floor  
Engineering Building, Room 301, 303, 305  
University Reserve, Graphics Room 101, 102  
Industrial Science Building, Room 119  
Education Building, Room 170

Hours open and available software differ from lab to lab. In order to use any of these computer labs, you must have a valid, current USU ID (you will receive this when you pay your tuition).

## ***Counseling Center***

Taggart Student Center, Room 306  
(435) 797-1012

<http://www.usu.edu/counseling/>

If you have any kind of personal problem, you can get professional help in the Counseling Center. They provide confidential counseling services free of charge for qualified students.

## ***Disability Resource Center***

University Inn 101  
(435) 797-2444 voice  
(435) 797-1012 TTY

<http://www.usu.edu/drc/>

The Disability Resource Center provides services to students, faculty and staff with disabilities to help them participate in university programs, services and activities.

## ***Dolores Doré Eccles Center for Early Care & Education***

(435) 797-3657

<http://www.usu.edu/fchd/community/dde/>

Students with children 3-5 years of age may enroll their children at the Dolores Doré Eccles Center for Early Care & Education, an accredited quality early care and education program for

preschool age children. Contact them directly for information regarding enrolling your children.

***Housing and Dining Services***

1295 East 100 North

Logan, UT 84322

Tel: (435) 797-3113

<http://www.housing.usu.edu/>

<http://www.usu.edu/dining/>

Housing and Food Services provide on-campus housing and meal plans. Please note that Food Services have limited hours during the Thanksgiving holiday and winter break. To arrange on-campus housing, contact them directly.

***Intensive English Language Institute Student Association (IELISA)***

IELISA is an organization which includes all IELI students. IELISA officers, students, and faculty advisor plan several activities each semester designed to be fun and informative. Come to the meetings, volunteer to be elected as an officer, and meet new friends in IELISA.

***Library Services***

Merrill-Cazier Library

(435) 797-2633

<http://library.usu.edu>

The Library is open 7 days a week. Hours are posted at the entrance or can be found here:

[https://library.usu.edu/main/library\\_information/hours\\_and\\_parking.php](https://library.usu.edu/main/library_information/hours_and_parking.php).

***Office of International Students and Scholars (OFFICE OF GLOBAL ENGAGEMENT)***

Military Science 115

(435) 797-1124

<http://globalengagement.usu.edu>

This office assists international students with questions and problems regarding their visas. They also advise students on academic, social, cultural and personal matters. One of the first things you need to do when you arrive at Utah State University is check in with this office. Any time you travel outside of the United States, you must go to the OFFICE OF GLOBAL ENGAGEMENT to have your I-20 signed.

***Outdoor Programs***

805 E 700 N Logan, UT

(435) 797-3264

<https://www.usu.edu/campusrec/outdoor/index>

The Outdoor Programs rents to students sporting equipment for camping, water sports, winter sports, and water craft. In addition, they occasionally organize sporting activities, such as hiking, camping, river rafting, and so forth. Check out their website for current activities.

### ***The Service Center***

*Taggart Student Center, Room 332*

*(435) 797-1740*

<http://www.usu.edu/servicecenter/>

The Service Center is a student-run volunteer organization. It serves as a clearinghouse for more than 20 community volunteer programs, giving students a wide range of volunteer opportunities to choose from. These volunteer programs are an excellent way to practice your English in an authentic setting, to meet people and make friends, and learn about American culture.

### ***Sexual Assault and Anti-Violence Information (SAAVI)***

*Student Health and Wellness Center*

*850 East 1200 North*

*(435) 797-1510 (Office)*

*(435) 797-7273 (Hotline)*

The USU SAAVI Office provides safe and confidential counseling, advocacy, and information to ANYONE at USU who is a survivor of or has questions about sexual assault, rape, dating violence, domestic violence, stalking, hate crime, hazing, etc.

### ***Student Health and Wellness Center***

*850 East 1200 North*

<http://www.usu.edu/health/>

**Student Health Services** (435) 797-1660 provides students with the services of doctors, nurses, laboratory, pharmacy, physical therapy and GYN/Women's Clinic. All students registered for one credit or more are entitled to use the Health Center. There is no charge to see a physician. However, prescriptions, laboratory tests and other procedures require an additional fee and are due at the time of service.

**Student Wellness Center** (435) 797-1012 helps students learn to balance the many aspects of student life: academic, social, economic, physical and so forth. They also educate students regarding risks for substance abuse.

**Student Health Insurance Office** (435) 797-0066 assists students with questions regarding their USU student health insurance. If you bring your own health insurance policy with you to USU, this office will approve it so that you can register for your IELI classes.

***Student Involvement Office***

*Taggart Student Center, Room 326*

(435) 797-2912

The Student Activities and Government Office has more than 900 programs and activities during the year. These include clubs, dances, lectures, entertainment, homecoming, as well as many other activities.

***USU Card Office***

*Taggart Student Center, Room 212*

(435) 797-3852

<http://www.usu.edu/usucard/>

You get your student ID card here. Your ID card can be used on the USU campus for the library, dining, recreation, free concerts, sports events, the Copy Center, computer labs, and the Student Health and Wellness Center.

***Writing Center***

*Ray B. West 104*

(435) 2712

<http://writingcenter.usu.edu>

The Writing Center provides help at any stage of the writing process and is open to all students. English course fees fund the Writing Center, so students in other disciplines are required to pay a small user's fee. Appointments must be made online by going to the website listed above. The Writing Center opens the second week of each semester and closes the last day of classes. Hours are from 9:30 a.m. to 3:30 p.m., Monday through Friday and from 7:00 to 9:00 p.m. Monday through Thursday

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