

Student Handbook

Summer 2022

May 23 – August 4, 2022

Intensive English Language Program
at the
University of Arkansas - Little Rock



2801 South University Avenue
Little Rock, AR 72204
USA

Telephone: (501) 916-3468

Fax: (501) 569-3420

Email: ielp@ualr.edu

Website: <http://www.ualr.edu/ielp>

Facebook: @ielp.ualr

Instagram: ielp_ualr

General Policies

Placement in the Program

Before new students (or students who have been out of the IELP for one term or more) begin the program, they take a computer-based placement test consisting of listening, reading, and structure. **Students may only take this test once unless they are gone from the IELP for a minimum of one (1) academic semester. Students who return after being gone from the IELP for one or more semesters must take the placement test again.**

New students are evaluated by all their teachers during the first week of the term. If the students demonstrate better skills than the original placement test showed, the teachers will recommend that the students be moved to the next appropriate level during the second week. A student may only progress one level with this recommendation. ***Students should notify both their teachers of this desire before classes end on Friday of Week 1.*** All level changes will be decided upon at the end of the first week. Students will be informed at the beginning of Week 2. Students may request to move down a level. **Continuing students may not change to a higher level.**

Returning students to IELP who have been gone for 1 semester or more must retake the placement exam. These students will not be placed any lower than the last level they passed at IELP prior to leaving, and it is not guaranteed that they will place into a higher level.

IELP Levels

Levels: Foundations
 Intermediate
 Pre-university/TOEFL Preparation

Fee Payment

All students are required to have a balance due of zero (“0”) dollars or arrangement for fee payment made by the end of the first week of the course as published in the brochure and online. Students may request a deferred fee payment schedule, but this must be approved by the IELP Director. These are not always granted and must be presented with a good reason. **Students who do not follow any deferred payment schedules WILL be reported to a collection agency, will not be allowed to take the IELP Exit Exams, will not progress to the next IELP level/graduate, will have a hold put on their UA Little Rock Banner record, and may not be granted a request to transfer to another institution.**

A minimum of half (1/2) of the tuition must be paid by the midterm of the semester, June 24, 2022. If half the tuition is not received by June 24, students may not attend classes until payment has been made. Any delay in payment will count in students’ absences for the semester and may affect final grades (see page 5). All of the tuition must be paid by 4:00 pm on Consultation Day, July 29, 2022. Students may not take the final exams unless all of the tuition is paid.

Refund Policy

There will be no refund of tuition paid or tuition rescinded after the end of the first week of classes, June 3, 2022. If you choose to leave during the first week, you will receive 75% of the fee. No student will be allowed to attend classes until fees are paid in full or financial arrangements have been made.

Required Medical Insurance

All students at UA Little Rock are required to have active medical insurance. If a full-time IELP student with an F-1, J-1, or M-1 visa does not show proof of sufficient insurance by May 27, 2022, he/she will automatically be enrolled in the UALR insurance plan. **Even if medical insurance is obtained during the semester, the IELP student is still responsible for paying the full amount of the medical insurance coverage for the given semester, without exception.** *Beginning Summer 2014 – any student without the IELP medical insurance will be required to pay the full fees for the state-mandated MMRs and TB screening.*

U.S. Immigration Requirement for F-1 Students

A student who has come to the United States on an F-1 visa (with an I-20) is required by law to be a full-time student. Full-time at IELP is defined as Modules 1 and 2 plus 3 hours of CLE per week per semester. F-1 students may not take less than a full-time schedule unless there is a special difficulty, such as a medical problem. Permission to take a reduced load can only be given by the IELP Director and International Student Advisor, and there must be written proof of the limiting condition(s) for the student's file. **All immigration questions must be addressed to the Office of International Services, and their decision is the final decision.**

Failure due to excessive absences in the classes might result in the student being suspended and out-of-status. See the section "Academic Expulsion."

IELP Student Vacation Policy

IELP students are not eligible to take a semester off until they have graduated from the program. At that time, if a student has applied and has been accepted into UA Little Rock, then he/she may be eligible to take summer vacation at the discretion of the international student advisor. If the student wishes to transfer to another institution, he/she must seek counsel from the international student advisor of that institution regarding deferred enrollment for vacation.

If a student takes Authorized Early Withdrawal, is gone from IELP for one semester or more and then returns, the student will be required to report for Orientation and re-take placement tests. Based on those tests, the student may be required to repeat the last level he or she passed, but will not be placed any lower than the last level passed. To repeat, **students who return after being gone from the IELP for one or more semesters must take the placement test again.**

Working

IELP students who are attending on a student visa (F-1) are not allowed to work while they are studying at IELP. Once an IELP student graduates from the program, he/she might be able to work on campus, but the student must talk with the UA Little Rock immigration official first.

English Language Requirement for Admission to UALR

To satisfy the UA Little Rock Language Proficiency Requirement for undergraduate admission, you must do one of the following:

- (1) Graduate from IELP at the highest level.

OR

- (2) Have an official TOEFL score of 61 (internet-based) or 525 (paper-based) or an official IELTS score of 6. These must be less than two years old. These scores are only valid to enter UA Little Rock's **undergraduate** school.

To satisfy the UA Little Rock Language Proficiency Requirement for graduate admission, you must do one of the following:

- (1) Graduate with an undergraduate degree from an accredited post-secondary U.S. institution.

OR

- (2) Graduation from IELP will not fulfill the requirements for graduate study at UA Little Rock, but will help students prepare for language proficiency exams for admission.

Masters degree: A TOEFL score of 71 (internet-based) or 525 (paper-based) or an official IELTS score of 6.5 is required. Individual departments/programs may have higher TOEFL or IELTS requirements.

Doctoral degree: A TOEFL score of 79 (internet-based) or 525 (paper-based) or an official IELTS score of 6.5 is required. Individual departments/programs may have higher TOEFL or IELTS requirements.

Check <https://ualr.edu/admissions/international/> for other possibilities.

Tolerance Policy

Since IELP is an institution that educates many students from many different backgrounds, it is IELP's policy to be religiously, socially, politically, and culturally tolerant of all beliefs and of all students, faculty, and staff. We ask that all students at IELP follow this policy and leave behind any religious, social, political, or cultural issues and have open minds. This is the only way that IELP, its faculty, and its students can be truly successful.

Because of this policy, IELP will not tolerate anyone who violates it. Please follow and honor it.

Academic Policies

Respect between Teachers and Students

1. There will be mutual respect between teachers and students.
2. Students should always remain calm and never yell at a teacher; the same is true for a teacher to a student.
3. When a teacher ends a conversation, a meeting, or any other event, the student will not argue.

During Class Breaks

1. Please do not open the doors of other classes, and speak softly in the halls because other classes might still be having class.
2. Physical violence of any kind is not tolerated. A student who uses physical violence may be expelled from the program after judicial process.
3. Please report any problems to your teachers.

Cell Phone and Pagers

It is **STRONGLY** suggested that cell phones **NOT** be used during classes; however, it will be the individual teacher's discretion to determine general cell phone policies for each class.

Institutionally, during class, quizzes, exams, and when in the language laboratory, **ALL** cell phones and/or pagers **MUST** be **TURNED OFF**, set to vibrate, or muted. If they ring, it disturbs the other students, the teacher, and the lesson. If a cell phone rings or a pager goes off during any of the previously-mentioned situations, the teacher may count a tardy or absence against you.

Cheating

The following are considered to be "cheating:"

1. having someone else write your homework for you.
2. talking to any classmate during a quiz or test.
3. looking at a classmate's quiz or test paper
4. telling or showing your answers to another student during a quiz or a test.
5. opening books or notebooks during a quiz or test.
6. looking at papers or notes during a quiz or test.
7. having writing on your hand, body, or desk during a quiz or test.
8. writing answers anywhere except on your quiz or test paper.
9. having someone else write your essays.
10. copying someone else's papers, either physically or virtually.

11. see section on **Plagiarism**

If you are caught cheating, you will be called to talk with your teacher and/or the Director, and you will fail that assignment. **Continued cheating could result in your expulsion from the program.**

UA Little Rock Classes

During an IELP semester, students may **NOT** take UA Little Rock classes until they have graduated from IELP.

UA Little Rock Email Accounts

All IELP students receive an email account from UA Little Rock (xxxx@ualr.edu). The students are notified within the first week what their specific UA Little Rock email account is. However, there have been problems with students gaining access to their @ualr.edu accounts. Because of this, you may use your personal email accounts **IF** your teachers approve. **Under no circumstances will an offensive email account be approved; this will be decided by your teachers and/or the IELP Director.** If you cannot access your UA Little Rock email account, notify your teachers and/or the IELP Director immediately. All university offices, including International Student Services, only use your UA Little Rock email to contact you.

Attendance (Absences/Tardies)

Traditional Attendance Policy (Not in a global pandemic):

All students have the equivalent of **thirteen (13)** “free” hours for Module 1 and **thirteen (13)** “free” hours for Module 2 to use for any purpose (sickness, visiting, etc.) After these original 13 hours for each module have been used, the final teacher grade will be **lowered by 10%**, and, thereafter, the grade will drop an additional 10% with every additional 4 hours. These excessive absences will be counted as the number of hours missed, **not** the number of classes.

| Additional hours | Hours missed | Result | |
|-------------------------|---------------------|---------------|------------------------------|
| | 13 | OK | |
| | 14 | lose 10% | |
| 4 | 18 | lose 20% | |
| 4 | 22 | lose 30% | impossible to pass the class |
| 4 | 26 | lose 40% | |
| 4 | 30 | lose 50% | |
| 4 | 34 | lose 60% | |
| | etc. | etc. | |

COVID-19 Attendance Policy for Summer 2022:

This is a very unusual time to go to school, with a pandemic happening in the world and in our community. Our first priority is that we all stay healthy. Our usual rules for attendance will be a little different.

If you think you're healthy and haven't been close to anyone who might be sick, please come to class. Our goal for attendance is participating "live" (in person or online) in at least 80% of the class sessions.

If you think you might be sick, or if you have spent time with someone who might be sick, please stay home, and let your teacher know by sending an email. Get a COVID test if you need to and follow the instructions of the Health Department. Don't worry that you will miss class -- you can attend online until you're able to return.

- [What to do if you have symptoms of COVID-19](#)
- [What to do if you get a positive COVID test](#)
- [What to do if you are a "close contact" of someone who tested positive](#)

If you are feeling sick and it is hard to attend the online class sessions live, the classes will be recorded for you to watch later, whenever you can. Keep communicating with your teachers so we can do whatever we are able to help you. Do what you need to do to get well!

There may be **various other reasons you need to miss class**. Just communicate with your teachers. If it is clear that you are still participating and getting your work done, we will work with you. Of course, we want you interacting in class as much as possible because that's the best way to improve your English skills, but we also don't want you to suffer silently and "disappear" from class if we can help you. :)

Books

All students are required to purchase all books needed for the level. Students may purchase paper or digital books. Students may not copy (by hand or machine) any book without being guilty of copyright infringement. After the first week of classes, teachers may ask the student to leave class and not return until books have been purchased. **These missed days will be counted as absences**. Therefore, the students will receive zeros for work missed. This could lead to possible problems with the student's immigration status.

Long-term sharing of books is not allowed. All students **must** have their own books in order to complete the class, homework, and CLE assignments.

Laptop Usage

You may use a laptop or tablet during class to access your electronic version of the textbook, and to work in groups with online students. At times when the class is not using the textbook, the

teacher may ask you to close your laptop. Please don't let your devices distract you from participating in class. If a device is very distracting over a period of time, the teacher may ask for devices to be turned in or put away during class.

Absence

If you are absent, please **email your teachers** the same day and include your name in the email. Your teacher will decide if you can make up any quizzes, tests, or exercises you might miss. See your teacher and the class syllabi for these policies.

If you must be absent for several days in a row for medical reasons, bring a letter of explanation from your doctor to your teacher and the IELP Office. If there is another reason, come to the IELP Office (Speech Building 101) before returning to class. Do not stop attending IELP without notifying your teachers and the IELP Director.

Medical excuses and Previously-arranged Professional UA Little Rock Commitments

Medical excuses are NOT considered under the Absence policy of 13 “free” hours for Module 1 and 13 “free” hours for Module 2. Please consider this when using your absences. **NO medical excuses will be issued by UALR Health Services, and the IELP Office CANNOT overturn this policy, except in extreme instances.**

Additionally, in all cases, in order to receive final grades in any or all classes, it is the student's responsibility to arrange and complete the make-up work per each class or skill's syllabus by a date set with the instructor. The work must be completed before the end of the course during which the absence occurred.

Assessments, Grades, and Performance Examinations

Printed final reports will be issued at the end of the last week of each semester, after the End-of-Term Performance Examinations (Final Exams) have been administered. These will include your assessment grade, number of hours absent, and, when appropriate, comments from each of your instructors.

During the semester, the classes are subject to letter grades based on the following numerical scale:

| | | |
|----------|------------------------|------------------|
| A | Excellent Work | 90 - 100% |
| B | Good Work | 80 - 89% |
| C | Acceptable Work | 75 - 79% |
| F | Failing Work | 0 - 74% |

Mid-term progress reports will be issued to the students at the mid-point of the semester.

All students will be required to take the End-of-Term Performance Examination. The Exam will be taken at the end of the semester in which the student completes all requirements for that level. Each level will have a level-specific exam that will test listening, speaking, reading, writing, culture, pronunciation, and grammar. These tests will be administered during the last week of the semester. A schedule will be given to the students prior to the Exam Week. If a student does not take the End-of-Term Performance Exam, he/she may not progress to the next level.

End-of-Term Examinations will not be given early. Students should plan to take the exams when posted. NO make-up exams will be given. The IELP semester does not end until the last published day for that semester. **Check the IELP web page (<http://www.ualr.edu/ielp>) for the exact course dates. Individual End-of-Term Examinations WILL NOT be discussed with students as these are institutional exams.**

Final grades will be calculated as follows and will use the above 10-point scale to assign the final cumulative grade. The cumulative grade is what will determine if the student progresses to the next level:

| | |
|-------------------------------------|--------------------------------------|
| Teacher/class grades | 50% (25% for each of the 2 teachers) |
| End-of-Term Performance Examination | 50% |
| | ----- |
| TOTAL | 100% |

Final Teacher Grades will be given to each class on the last Thursday of each semester. The Friday before exams begin is Consultation Day; this is your chance to discuss your Teacher Grades with your teachers. This is the ONLY time that Teacher Grades will be addressed. Final Semester Grade Reports will be distributed (along with Graduation Certificates) on the final Thursday of the semester as listed in your semester schedule. Final Semester Grades will not be discussed after this day.

Grade Reports may only be given to someone other than the student if the student gives written permission to do so. This must occur with each instance.

Questions about Class Grades or Exam Grades

If you have a question, problem, or comment about anything regarding a class, curriculum, or grade, you **MUST** contact the teacher directly via email, during office hours, or by making an appointment so that the question can be answered and any issues resolved.

All questions regarding class grades **MUST** be addressed by the student and the teacher by the Friday of the last week of class (week before exams begin) – **Consultation Day**. All questions regarding the exam grades **MUST** be addressed by the last day of the semester as posted on the IELP web site, on the student calendar, and on the front page of the Student Handbook. Once these dates have passed, no questions or issues will be considered as the semester will be closed.

Cultural Language Enrichment (CLE)/Lab Assignments

All full-time students have 3 hours of required Cultural Language Enrichment (CLE) assignments per week. These are in addition to class attendance. All CLE assignments will be handed in to the teachers on Fridays and will count as part of the class grades.

Part-time students may have CLE requirements. They need to check with their teachers.

Speaking and Writing Assignments

ALL speaking and writing topics (including those related to PowerPoint presentations made to the class as a requirement) MUST be approved by your instructor.

Academic Paper Formatting

ALL computer-processed work must be submitted using the following standard academic specifications for the appropriate level abilities:

1. American-style English
2. Title – center first page, non-bold faced
3. One-inch margins
4. No right justification
5. 12-point, Times New Roman font
6. Double-spaced
7. References included, if required
8. Name and date, typed at top of first page

Requirements for Graduation

In order to graduate from IELP, a student must pass **all** placed levels with **all** Modules. For example, if a student is a Resident, places into the Pre-university/TOEFL Preparation level, and decides to take only Module 1, this student will not graduate from IELP until he/she completes **Module 2 at the Pre-university/TOEFL Preparation level**, takes the End-of-Term Performance Examination for the Pre-university/TOEFL Preparation level, and receives a passing final score which includes both modules and the exit exam.

Level Progression

At the end of each semester, End-of-Term Performance Examinations will be administered. These exams will be level-specific (one for the Foundations level, one for the Intermediate level, and one for the Pre-university/TOEFL Preparation level). These tests will include listening, speaking, reading, writing, culture, structure, and pronunciation. The results of these level-specific assessment tests will count as 50% of the student's final grade for the level. The teachers' grades will count as 50% of the student's final grade for the level. A student must have

the minimum required final grade of 75% to progress to the next level. If a student has a final grade that is lower than the minimum required final grade, he/she must repeat the level.

Repeating a Level

Because of the nature of language learning, it is expected that many students will take some levels more than once. However, if a student fails to make adequate progress after taking a level two times, additional plans need to be made.

After the student's 2nd semester in a level, the IELP Director will request a meeting with the student. The Director, in consultation with the student's teachers, will review the student's academic history and record of absences and missed work. Together, they will help the student develop action steps for improving problem areas. Importantly, renewing an I-20 for student visa-holders requires an academic representative to declare that the student is making satisfactory progress.

Summary: *If a student fails a level two times, they must meet with the IELP Director and make a special plan for their third semester.*

IELP classes for UA Little Rock Credit

IELP classes cannot be taken for UA Little Rock credit at this time.

Academic Expulsion

If a student has "Hours of Absence" of **60 hours or more** on his/her Final Grade Report for any semester, he/she **WILL BE PERMANENTLY EXPELLED** from the IELP and not allowed to return. The UA Little Rock I-20 will be terminated. The student's **ONLY** options will be to transfer to another US institution or leave the country. This policy will become effective **IMMEDIATELY** when Final Grade Reports are issued. Students will not be notified otherwise. **Once a student is expelled from IELP for absences, the student MAY NOT ever return to study at IELP, no matter the circumstances.**

Caveat: The IELP Director MAY suspend this in extreme cases.

Plagiarism

Plagiarism, reproducing exactly from a printed or verbal source and/or not citing the source, is illegal in the United States. Paraphrasing without citation is also considered plagiarism. In the United States, plagiarism is considered the same as stealing. **This will not be tolerated.** If you are caught plagiarizing, you will be called to talk with your teacher who will decide if you fail that assignment, fail the course, and/or must see the Director. Plagiarism is a serious offense in the United States and is dealt with severely.

Early Departure

The IELP **cannot** and **will not** give a student permission to depart the program early, and this will activate the “Refund” Policy stated earlier in this document.

IELP Consultation Day

The last day of the last teaching week is the IELP Consultation Day. There are no classes this day. It is a day when students may meet with their teachers to discuss their semester grades and hours absent. **After this day, there will be no discussion of teacher grades or absences, even with the IELP Director.** Please look for this date on your Semester Calendar.

Grievance Procedures

Please feel free to speak honestly and openly to all your teachers or the Director. We are here to help you the best we can, and we appreciate your comments and suggestions. If you have problems, please see below:

Problems with New Placement

See the section entitled “Placement in the Program.”

Problems with a Teacher

See the Teacher or Director.

Problems with Another Student

See the Teacher or Director.

Inclement Weather Policy

Classes will not be held if UA Little Rock officially cancels classes. This information will be announced on the local TV stations (ABC, CBS, and NBC), on the local radio stations (KUAR/KLRE – 89.1 and 90.5 FM), and will be posted on UA Little Rock’s web site: <http://www.ualr.edu>. Please check these sources if you are unsure of whether classes will meet or not.

Disability Resource Center

Students with Disabilities: Your success in this program is important to us, and it is the policy and practice of the University of Arkansas at Little Rock to create inclusive learning environments consistent with federal and state law. If you have a documented disability (or need to have a disability documented), and need accommodation, please contact the Director or a teacher privately as soon as possible, so that we can discuss with the Disability Resource Center (DRC) how to meet your specific needs and the requirements of the course. The DRC offers resources and coordinates reasonable accommodations for students with disabilities. Reasonable accommodations are established through an interactive process among you, your instructors, and the DRC. Thus, if you have a disability, please contact us and/or the Disability Resource Center at 501-916-3143 (V/TTY) or 501-246-8296 (VP). For more information, visit the DRC website at <http://ualr.edu/disability/>.

UALR Smoking Policy

In accordance with Arkansas state law, UA Little Rock is a smoke free campus. Smoking, including the use of e-cigarettes or vapor devices, is strictly prohibited on all locations of the university. Any person who is convicted of a violation of this law may be punished by a fine (similar to a parking ticket). Any person who fails to comply with this policy is subject to the disciplinary actions of the university.

Please, DO NOT SMOKE.

UALR Non-Discrimination Policy

UA Little Rock adheres to a policy that enables all individuals, regardless of race, color, national or ethnic origin, age, religion, disability, sex, sexual orientation, gender, gender identity and expression, pregnancy, military or veteran status, marital or parental status, or genetic information to work and study in an environment unfettered by discriminatory behavior or acts. Harassment of an individual or group will not be condoned, and any person (student, faculty, or staff member) who violates this policy will be subject to disciplinary action.

Harassment that is considered discriminatory includes actions or conduct (verbal, graphic, gestural, or written) directed against any person or group with the intent to demean or create a hostile or threatening environment. It is not the intent of this policy to infringe upon or limit educational, scholarly, or artistic expression. Any person who believes he or she has been discriminated against should contact the Department of Human Resources to obtain assistance and information concerning filing a complaint.

At the same time, the university prohibits discriminatory practices; it promotes equal opportunity through affirmative action. Non-discriminatory affirmative action equal opportunity policies apply to recruitment, hiring, job classification and placement, work conditions, promotional opportunities, demotions/transfers, terminations, training, compensation, choice of contractors and suppliers of goods and services, educational opportunities, disciplinary action, recreational and social activities, use of facilities, housing, and university-sponsored programs.

The following offices have been designated to handle inquiries regarding this non-discrimination policy:

Employee Relations Manager/ADA Coordinator

Department of Human Resources
501-916-3180 (office)

Title IX Coordinator

Department of Human Resources
501-916-3180 (office)

Individuals may also use the online reporting form at:

https://cm.maxient.com/reportingform.php?UALittleRock&layout_id=1

In addition, individuals may also file complaints directly with the Office of Civil Rights within the United States Department of

Education: <https://www2.ed.gov/about/offices/list/ocr/complaintintro.html> or, the Equal Employment Opportunity Commission may be contacted by phone at 1.800.669.4000, or you may visit their website at <https://www.eeoc.gov/>.

UA Little Rock Student Governance Policy

Ultimately, **ALL** IELP students fall under the governance of the *UA Little Rock Student Handbook* (<https://ualr.edu/deanofstudents/student-handbook/>).

Policies may be subject to change in future editions of the Student Handbook.

