UW-Platteville Faculty Handbook: Teaching Policies

Title*:* English Language Program (ELP) Policies and Procedures

Keywords: English Language Program, ELP, English as a second language, ESL, international students

Policy Approval Date:

Policy Source and Authority for Approval: Faculty Senate, International Programs

Policy Statement:

Testing and Placement Policies

- **New students.** During orientation, all ELP students will be given the UW-Platteville ESL Placement Test. The test will assess reading and listening comprehension, grammar and vocabulary knowledge, as well as writing and speaking skills. Students will be placed in the appropriate level of instruction based on the result of this placement test.
- **Continuing students.** Grades earned on ELP courses, achievement tests, and teacher recommendations will be used to determine placement for students continuing in the ELP or exiting the ELP.

Attendance Policy

Attendance is not only important academically, it is also part of the terms and conditions set by the US Government for student visas. Students must follow their institution's attendance policy, which complies with the full course of study requirements of the US Department of State's Student and Exchange Visitor Program (SEVP) to maintain their student visa status.

Students in the ELP will have 20 hours of instruction per week and may also have required tutoring sessions. Daily attendance of classes is essential to make progress on improving language skills. Therefore attendance will be taken in each class and absences will be recorded. There are no excused absences. Excessive tardiness (being late) will affect attendance as well. In general, being late three times is equivalent to one absence.

Consequence	**When**
1st warning letter issued	After 3 hours of absence in one course OR 8 total hours of absence (whichever comes first
2nd warning letter issued	After 5 hours of absence in one course OR 16 total hours of absence (whichever comes first)
The student may fail the Course or may be dismissed	After 7 hours of absence in one course OR 24 total hours of absence

from the ELP*

** Dismissal from the ELP means that you have violated the terms of your visa status and your SEVIS record will be terminated.*

If a student feels that extenuating circumstances have had a significant impact on attendance, dismissal may be appealed to the UW-Platteville English Language Program Appeals Committee which is comprised of one representative from the ELP, one representative from International Programs, and one representative from outside the ELP and International Programs. Students will receive information about the appeals process in writing at the time of dismissal.

Academic Policy

- **Grades**. Students will receive evaluation on their progress throughout the session in each course. At the end of each session, students will receive a grade for each course. Each instructor will have specific requirements for a course, but in general, tests, assignments, homework, presentations, compositions, class participation, and attendance will contribute to the final grade you receive in each class. Students will receive points for each course and an average of these points is called a Grade Point Average (GPA). GPA is used to determine the academic status of students. Students who do not maintain Good Standing (see below) may be put on probation and eventually dismissed.

Grade	Percentage	Points
A	90-100%	4.0
B	80-89%	3.0
C	70-79%	2.0
D	60-69%	1.0
F	Below 60%	0

Good Academic Standing

ELP students must maintain a session GPA (the average of all courses taken in a session) of 2.0 or above to be in Good Standing. Students will receive mid-term reports. If their GPA at this point in the session is below 2.0, they will receive a warning letter.

Academic Probation

Students who fail one or more courses or whose GPA falls below 2.0 will be placed on academic probation. Students will be notified in writing when they are placed on probation. Students who are on probation will be monitored closely by the ELP Coordinator and ELP instructors.

Dismissal

Students who fail one or more courses in two consecutive sessions or whose GPA falls below 2.0 for two consecutive sessions may be dismissed from the ELP. Please note that students who receive a GPA below 1.0 may be ineligible to continue in the ELP and may be

dismissed. Dismissal from the ELP means that the US Government will be notified that the student has broken the terms and conditions of his/her visa status.

Dismissal may be appealed to the UW-Platteville English Language Program Appeals Committee, which is comprised of one representative from ELP, one representative from International Programs, and one representative from outside the ELP and International Programs. Students will receive information about the appeals process in writing at the time of dismissal.

Behavior

Academic Misconduct

Academic honesty and integrity are very important at American universities and students can be dismissed for academic dishonesty. Academic misconduct includes, but is not limited to, cheating on a test, copying another student's work/assignment, and other forms of plagiarism. The ELP will provide students with instruction about what academic misconduct is, how to avoid it, and what could happen if students break the rules. Please note that ELP students are subject to the same rules on academic honesty as all other UW-Platteville students. Below are some of the possible consequences for students who are found guilty of academic misconduct:

- Receive a warning
- Fail the assignment/test
- Fail the course
- Be placed on probation
- Be dismissed from UW-Platteville

Non-Academic Misconduct

ELP students are expected to be respectful to staff and to their fellow students both in the ELP and throughout the university. Behavior that disrupts the learning environment may result in disciplinary procedures.