



Intensive English Program

**STUDENT
HANDBOOK**

For thirty years, students have been coming to the Intensive English

Program at West Virginia University to learn English and to get used to life in the United States. The process is not always easy, but we hope that you will learn many things about yourself and others that will enable you to be the best person that you can be. The first day you arrive, when everything is strange and new, you may not believe that some of your classmates will someday be as close as family, but I assure you that will be the case. In order to succeed, we ask you to put away your mother tongue and study as hard as you can. Your friends in the office and teachers are here to help you in any way we can. Keep your mind and your textbooks open.

With best wishes,

Stacy Fint, Director

IEP Mission Statement

Our mission is to serve the language and cultural needs of our international students with outstanding teaching in an atmosphere of service, personal attention, respect, and mutual cooperation. The IEP hopes to accomplish this by providing a secure environment where students of all cultures can participate in classes and activities which advance English proficiency. In addition, the IEP strives to serve as a model of unity whose members develop global understanding and awareness. The program encourages teacher excellence through professional development and the contribution of ideas to all aspects of the program.

WVU IEP Student Handbook

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Admissions Policies and Procedures for IEP and Enrollment and Registration

- Prospective IEP students must be at least 18 years old and must have completed high school.
- After filling out an application form and submitting the required documents – copy of the first page of their passport and a financial guarantee – applicants will be added to the IEP roster and an I-20 form will be issued.
- Students will be registered for classes once it is confirmed that they have arrived in the country and taken the placement test.
- Enrollment will be completed after tuition and all mandatory fees are paid for.

Immigration Documents

- Most full-time IEP students must have an F1 visa accompanied by an I-20 form. Always keep track of the expiration date on your I-20 in order to avoid problems regarding your immigration status. In order to request I-20 extensions, please sign up at the IEP front desk. For further assistance, contact the Office of International Students and Scholars – OISS – at the Puriton House. You can also check their website: <http://oiss.wvu.edu/>.
- Full-time students who come via special programs might have a J1 visa, which will be accompanied by a DS-2019 form.
- F2 visa holders and B1 visa holders may take IEP classes as part-time students only (up to four classes).
- Permanent residents (green card holders) and US citizens may take IEP classes full-time or part-time according to their needs and/or availability.

Payment and Financial Guarantee

- The Office of Student Accounts is located on the second floor of the Mountaineer Student Hub Center on the Evansdale campus. Students are expected to pay their tuition in full by the end of the first week of class. If a student does not pay within the first week of classes, a non-refundable 1.5% late fee is applied to the student's

account on the second day of each month. Unpaid late fees will result in your student ID not working for WVU services, such as the PRT, library, sporting events, etc. If you have not paid, you may not register for the following semester. You may check your MIX account to see if you owe any fees. If you have a scholarship, you are still responsible for late fees.

- Students may also choose a payment plan, which means dividing their tuition into installments. For more information, go to <http://studentaccounts.wvu.edu/>.
- Students who are sponsored by their embassies or other institutions are supposed to present a financial guarantee by the end of the first week of class in order to avoid additional/incorrect charges to their accounts.
- Students who fail to pay their tuition or submit their financial guarantee in time will not be registered for classes. This violates their visa status, which might result in deportation.

Cancellation of Enrollment and Refunds

If a student decides to withdraw from IEP classes, that is, cancel their registration in order not to be an IEP student anymore, they need to follow two steps:

- First, they need to see our director, Stacy Fint, in person in order to let her know that they are leaving the program.
- Second, they need to go to the Registrar's Office in order to officially withdraw from classes and avoid incorrect charges to their account. The Registrar's Office is located on the second floor of the Mountaineer Student Hub Center on the Evansdale campus. For more information, go to http://registrar.wvu.edu/web_registration/withdrawal-policies.
- IEP students who wish to request a refund should refer to the WVU policy concerning refunds. For more information, go to http://studentaccounts.wvu.edu/refunds/reduction_schedule.

School Calendar

- The IEP has 2 types of semesters: 6 weeks and 16 weeks. The sixteen-week semesters are in the Spring and Fall and the six-week semesters are in the Summer. The dates of all sessions are the same dates that are found on your I-20. School begins on that date and ends on that date, and those are the dates that you should be in Morgantown. Arriving late for classes makes you absent for class. You will not be excused for leaving class early. If there are personal problems in your life that don't allow you to be in school all semester, come at another time.
- Students are expected to be in school on the day that their program begins. One exception to this rule is the Kinjo Gaukin University model, which allows, due to the difference in the US – Japanese school calendars, for our Kinjo students to begin Spring semester the first week of February. Teachers and students are allowed one week to attain the level that students who started at the beginning of the semester have attained.
- There is no school on national holidays, and school is not required if you have a religious holiday during the school year. Such days are called “days of special concern”. Check the WVU academic calendar at calendar.wvu.edu for a complete list of days off for any specific semester.
- Summer school is made up of 2 six-week sessions. Students on special or vacation programs may attend classes for one six-week session. However, students who have applied to or are conditionally admitted to West Virginia University are expected to stay in one level for the entire twelve week session.

Placement Testing and Levels

- On the first day of class, all new students are given a placement test to determine what level would be best for them to begin their studies. The test is given and graded, and then students are placed in classes with the returning IEP students according to their scores. The test, which is an answer sheet only, is not returned to the students. They may be told the range of their score. The placement test cannot be retaken, so

students should arrive in Morgantown in plenty of time and be rested for their first day of school. You may not request a level change.

- When students take the midterm TOEFL, they may be recommended by their teachers for a level change. Teachers and administration will discuss such a change and advise a student who has been recommended. However, level changes are only possible if students achieve the required or higher score. See information below.

Green - Blue A 450

Blue B - Gold A 470

Blue A - Blue B 460

Gold A - Gold B 480

Housing

There are several housing options in Morgantown, which include homestay families, dorms, and off-campus housing. The IEP can arrange for students to live with homestay families. However, if students decide that the dorms or off-campus apartments are the best choice for them, they need to make those arrangements on their own.

- Homestay families – These are American families that enjoy hosting international students and learning about their countries as well as teaching IEP students about American culture. If you're interested in living with a host family, you should contact Karen Allen via e-mail: Karen.allen@mail.wvu.edu.
- Dorms – These are apartments that are managed by WVU. For more information, go to <http://housing.wvu.edu/>.
- Off-campus housing – These are apartments and houses that are owned by several companies or individuals throughout Morgantown. They are not located on campus and they are not managed by WVU. For more information, go to <http://campuslife.wvu.edu/off-campus-housing>.

Student ID

As a full-time IEP student, you will receive a WVU student ID. You are responsible for keeping your ID safe. If you lose it, you will be charged a \$20 fee in order to get it replaced. Your WVU student ID allows you to take advantage of the following services:

- Student Rec Center – This is the WVU student gym located in the Evansdale campus. It has a swimming pool, a climbing wall, basketball courts, exercise machines, etc. It also offers a wide range of fitness classes and outdoor activities. For more information, go to <http://studentreccenter.wvu.edu/>.
- WVU Libraries – WVU has three main libraries: Downtown, Evansdale, and Health Sciences. They have millions of books that you can check out, electronic databases that you have access to, study rooms that you can use, and a lot more. For more information, go to <https://lib.wvu.edu/>.
- PRT – This is WVU’s Personal Rapid Transit. It has five stations that connect the campuses: Walnut, Beechurst, Engineering, Towers, Health Sciences. It usually runs from Mondays through Saturdays during the Spring and Fall semesters. For more information, go to <http://transportation.wvu.edu/prt>.
- Mountain Line Buses – These are city buses that can take you to different parts of Morgantown, not only WVU campuses. To check out their routes and schedules, go to <http://www.busrider.org/>.
- WVUp All Night – Students can go to the Mountainlair on Thursdays, Fridays, and Saturdays in the evening for free food, movies, games, and activities. Check out their schedule of activities on <http://mountainlair.wvu.edu/wvupallnight>.
- Sports Tickets – Students can attend WVU sporting events, such as football, basketball, baseball games, etc., for free. To get your student tickets, go to <http://wvugame.com/>.

MIX Account and Login

All full-time IEP students are assigned a WVU ID number and a WVU e-mail account that give them access to several online services.

- MIX e-mail – This is your WVU e-mail account, and you should check it regularly. Go to <https://portal.wvu.edu>.
- eCampus – Some of your teachers might post some class content on this website and they might also ask you to submit some assignments through this online portal as well. If that's the case, there will be more detailed information in your class syllabus. You can check their website on <https://ecampus.wvu.edu/webapps/login/>.
- Login – this is the username and password that you are going to need in order to have access to WVU online services, such as your MIX e-mail, your eCampus account, the libraries databases, wireless Internet connection on campus, etc. For more information, go to <https://myid.wvu.edu/self-service/dist/index.html#/>.
- If you need extra help regarding MIX and Login, you can see Tracy Dingess in office 130 in Eiesland Hall.

Computer Labs

The IEP has three computer labs at the following locations:

- Hodges 313
- Eiesland B22
- Eiesland 134

Students can go to the computer labs in order to do online research, type and print out assignments, do supplemental listening and speaking exercises, etc. Each lab has a proctor who will help you with whatever you need. For student access hours, go to <http://www.worldlang.wvu.edu/llrc> or contact Tracy Dingess via e-mail: tracy.dingess@mail.wvu.edu. Each lab also has their schedule for the current week posted at the door.

Health Insurance

All IEP students must have health insurance. **All students who do not have an approved [student health insurance waiver](#) on file for the academic year will be automatically enrolled in the Aetna student health insurance plan, which will be charged to their student account.** For more information, please contact the Student Insurance Office at sio@mail.wvu.edu or call 304.293.6815.

Student Health vs. Emergency Room

- Student Health is located in the Health and Education Building on the Evansdale Campus.
- Call (304) 285-7200 to make an appointment for primary care, women's health, physicals, and allergy injections. No appointments are necessary for minor illnesses and injuries.
- You must take your student ID and insurance card with you and pay a co-pay if you have insurance.
- Student Health will treat fevers, coughs/colds, minor burns, minor fractures, and more. However, they will not treat severe bleeding, head injury, trauma, loss of consciousness, etc.
- Regular hours are Monday-Friday, 8:00 AM- 8:00 PM, and Saturday, 10:00 AM- 4:00 PM.
- Go to <http://wvumedicine.org/hospitals-and-institutes/student-health/> for more information.

After Hours Care

- If you are unable to go to Student Health, we recommend that you go to WVU Urgent Care – Suncrest. It is a walk-in clinic and you do not need to make an appointment. They are open every day, except Thanksgiving and

Christmas, from 8:00 AM-8:00 PM. You will need to take your insurance card with you and pay a co-pay. For more information, go to <http://wvumedicine.org/hospitals-and-institutes/urgent-care/>.

- If you have a life threatening emergency, please call 911 or go directly to the Emergency Department at Ruby Memorial Hospital at 1 Medical Center Drive.

Carruth Center for Psychological and Psychiatric Services

- The Carruth Center is located in the Health and Education Building on the Evansdale Campus. The hours are Monday-Friday, 8:15 AM-4:45 PM. Call (304) 293-4431 to make an appointment.
- If you are having trouble with school or studying, adjusting to WVU and being away from home, having problems with your mood, not fitting in, grieving a loss, sexual assault, or substance abuse, this is the place where you can get help.
- Full-time students can receive up to 12 counseling sessions for free. After that, sessions are \$15.
- If you or a friend are in immediate need of assistance, please call the National Suicide Prevention Lifeline at 1-800-273-TALK (8255) or the University Police Department at (304) 293-COPS (2677). Go to <https://well.wvu.edu/ccpps> for more information.

Going to Class, Teachers' Office Hours, and Referral Policy

It is your responsibility to attend class, do your homework, study for tests, and help your fellow students and your teachers. This does not mean allowing someone to copy your paper or copying someone else's paper. Copying from another person or source is an act of plagiarism, and you will be asked to sign an Academic Dishonesty form, which will stay with you throughout your college career. If you have problems that are not directly related to your classwork, you will be referred to other units on campus that can better assist you.

- Be on time for class.
- Always be prepared with a pencil, paper, textbook, and notebook. Bring your homework written carefully and clearly on a separate sheet of paper to be turned in.
- Each student has 5 free absences. These absences are to be used wisely. No other excuses are accepted. After 5 absences (3 in summer school), your grade will drop one letter grade (for example, from an A to a B).
- Organize your papers, notes, and syllabi. Keep all of your work filed in case you may have to bring it to show the teacher later. Keep track of your own grade.
- Do not ever miss a test or a quiz.
- If you need help, see your teacher during office hours which are listed on the syllabus for each class. All teachers have at least 2 hours of office hours a week. They're also available by appointment.
- You are to have ALL electronic devices, phones, iPods, etc. completely turned off during class, no headphones are allowed and no calls are to be taken. Be prepared to have these objects taken away if the rules are not followed. If there is an emergency, ask your family to call the IEP main office.
- If you are going to miss work, ask your teacher for your assignments before you are gone and return them on the day you get back in order to get credit for your assignments.
- Students who experience serious illnesses (requiring hospitalization), may have up to two weeks of excused absence. Please call and e-mail the IEP should you have a problem that will lead to missing school. Maternity leave will be two weeks of excused absence as well.
- Do not enter a classroom while someone is speaking. Wait at the door until the person has finished and then enter quietly. Do not leave the room during class for any reason.
- If you buy used textbooks, erase them as completely as possible and do not write in them. Reading someone else's answers will not help you learn.

- Speak in class as much as you can, even if you are shy at first. By the same token, do not speak constantly in class. Give someone else a chance. By being respectful of everyone around you, they will in turn be respectful to you.
- You are expected to follow written and verbal instructions in class. Before you start working, read and try to understand the questions. If you have questions, ask them. There is a good chance that others in the class have the same question.
- No doing homework in class. It's called HOMEwork for a good reason.
- Do not sleep in class.
- There will probably be students from many different countries in your classes. Each culture has its own customs, beliefs, and behaviors, which should be respected. You need to be patient and sensitive to the needs and opinions of other students and interact in a positive, friendly atmosphere.
- You are here to learn about U.S. culture as well as to learn English. You do not have to like our culture, but you should try to understand and respect it. Taking part in IEP trips, events, and activities will help you learn about our culture and language.
- Failure to attend class may result in deportation. If you are not in class for 2 weeks, administration will be notified.

Homework, Tests, and Grades

- Students should keep their notes, returned homework, and tests in an organized fashion so if there is a question at the end of the semester, the student has a record of all completed work to compare with the teacher's records.
- **If a student is to be absent at the time of a scheduled quiz or test, the student should arrange to take the test before the absence. There are to be no makeup tests or exams.**

Grading scale for all IEP courses:

Grade	Percentage
A	90-100
B	80-89
C	70-79
D	60-69
F	59 and lower

Grade Policies

- At midterm, only D's and F's are reported. Besides the number of absences and letter grades, the grade reports include comments from each teacher in order to let students know why they have such low grades and what they need to do in order to improve.
- At the end of the semester, all students are given their grade reports on Grade Day, which is a designated day for students to get their grades, meet with their teachers if they need clarification, and meet with the director if they want to appeal.
- In order to be promoted to the next level at the end of the semester, students need to have a final 2.0 or higher GPA. Students who do not demonstrate satisfactory progress by the end of the semester – 1.9 or lower GPA – are placed on a probation list and are required to repeat classes at the same level.

Activities

- The IEP offers several kinds of activities every semester. Students can attend English Table, Ice-cream Party, Conversation Breakfast, Prom (in the Spring), Halloween Party and Thanksgiving Luncheon (in the Fall), among other great activities free of charge. A few days before each activity, flyers will be posted on the second floor of Eiesland Hall and announcements will be made in class.

- Many activities in the IEP require travel. For that reason, we need to know who plans to attend each trip or activity. Sign-up sheets for activities are posted outside the lounge. Students are encouraged to take part in as many activities as they can.
- Some trips are free of charge. However, some trips require payment in advance. If students miss a trip which they've signed up for, their money will not be refunded. Transportation and hotel reservation fees will still apply.
- If you are interested in an activity, please let your teachers know. We may be able to arrange to take a trip. There are also things going on in Morgantown all the time, you can go to sporting events like basketball and football games any time by using your WVU ID. There are movies in the Mountainlair and you can work out and swim at the Rec Center. There are many theater productions and concerts as well. Get online and research opportunities to get together with friends in Morgantown. You can use your WVU ID for free or discounted admission.

Safety Procedures during Social and Recreational Activities

- Students are expected to behave in a respectful manner during all school activities. Inappropriate behavior such as drinking alcohol, smoking, bringing along an outsider, etc. will not be tolerated during IEP activities on and off-campus.
- Only IEP students and staff go on trips. Students may not have non-students come to their hotel rooms. Every room will be checked at 11 p.m. to ensure that students are safe at that time.
- Please be at the bus stop on time for any trip departure. The bus will not wait for latecomers, and chaperones need to be able to keep track of all participants without affecting the trip schedule or jeopardizing everybody else's safety.
- Students should have emergency contact information readily available at all times.

IEP Street Team

This is a word-of-mouth announcement system. Two students from each section make announcements at the beginning of Reading class every Wednesday. The idea is to make sure that everybody knows what is going on in the IEP each week. In order to keep yourself up-to-date with IEP events, you can also check the following online portals:

- IEP website – iep.wvu.edu
- Facebook – [facebook.com/IntensiveEnglishProgramWVU](https://www.facebook.com/IntensiveEnglishProgramWVU)
- Twitter – @WVU_IEP
- Instagram - wvuiep

TOEFL Testing

The IEP administers the Paper-based ITP TOEFL twice a semester in the Fall and Spring and once every Summer session. Students are given two weeks to sign up and pay for the test. Students who miss the deadlines are not allowed to take the test. More detailed information about TOEFL registration is posted on the IEP bulletin boards as well as on our website: http://iep.wvu.edu/testing_resources/toefl.

Records Retention Policy

Students' records, such as students' files with personal information forms, immigration documents, financial guarantees, grades, TOEFL scores, etc., are kept in our offices – both electronic and hard copies – for five years. Therefore, former students may request their past grades for up to five years. However, students are expected to keep a portfolio with grade reports and other relevant documents for their own records.

Materials/IEP Library

All IEP students must purchase the textbooks listed in the syllabi for their classes. They must also have pencils, pens, erasers, notebooks, all basic classroom materials. Besides the materials that they are responsible for, all IEP students have access to the IEP library on the second floor of Eiesland Hall. There they can check out books, magazines, dictionaries, etc., in case they need/want some extra practice. For more information, e-mail Kristen Williams: Kristen.williams@mail.wvu.edu, or see her in person in 202 Eiesland.

Academic Dishonesty

Cheating on a test, copying your homework from a friend, or plagiarizing a paper are all examples of academic dishonesty, which is taken very seriously in the American educational system. If your teachers realize that you have not been honest regarding a given assignment, you will be called to a meeting with the program director and the appropriate paperwork will be filed. If you have questions concerning academic dishonesty, please contact Andrea Karnoupakis: andrea.karnoupakis@mail.wvu.edu.

WVU Policies

Since the IEP is part of West Virginia University, IEP students are expected to follow the same rules followed by undergraduate and graduate WVU students. Please refer to the WVU policies listed below.

Academic Integrity Statement

"The integrity of the classes offered by any academic institution solidifies the foundation of its mission and cannot be sacrificed to expediency, ignorance, or blatant fraud. Therefore, I will enforce rigorous standards of academic integrity in all aspects and assignments of this course. For the detailed policy of West Virginia University regarding the definitions of acts considered to fall under academic dishonesty and possible ensuing sanctions, please see the Student Conduct Code at <http://studentlife.wvu.edu/r/download/180235>. Should you

have any questions about possibly improper research citations or references, or any other activity that may be interpreted as an attempt at academic dishonesty, please see me before the assignment is due to discuss the matter."

Copyright

"All users of WVU technology and Data Resources must adhere to the [Acceptable Use of Data and Technology Resources](#) Standard, which states that unauthorized access or use of copyrighted materials is unacceptable.

All WVU students must adhere to [WVU Board of Governors Policy 31 - Student Conduct Code](#) , which states that use of computing facilities and resources in violation of copyright laws is considered abuse of computer time. Violation or non-compliance of these standards and/or policies will be addressed in accordance with established university disciplinary policies and procedures."

Intellectual Property

"All course materials, including lectures, class notes, quizzes, exams, handouts, presentations, and other materials provided to students for this course are protected intellectual property. As such, the unauthorized purchase or sale of these materials may result in disciplinary sanctions under the Campus Student Code. For more information, please see Intellectual Property: Sale of Course Materials Prohibited at <http://online.wvu.edu/Faculty/CourseAdministration/policies.php>."

Inclusivity Statement

"The West Virginia University community is committed to creating and fostering a positive learning and working environment based on open communication, mutual respect, and inclusion. If you are a person with a disability and anticipate needing any type of accommodation in order to participate in this class, please advise me and make appropriate arrangements with the Office of Accessibility Services (304-293-6700). For more

information on West Virginia University's Diversity, Equity, and Inclusion initiatives, please see <http://diversity.wvu.edu>."

FERPA

"Students at West Virginia University and its divisional campuses ("WVU" or "University") benefit from the Family Educational Rights and Privacy Act of 1974. This Act, with which West Virginia University intends to comply fully, was designed to protect the privacy of education records, to establish the right of students to inspect and review their education records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. A more detailed explanation of rights afforded to students by FERPA can be found at <http://ferpa.wvu.edu/policy>."

Title IX

"West Virginia University is committed to fostering a diverse and inclusive culture by promoting diversity, inclusion, equality, and intercultural and intercommunity outreach. Accordingly, the University does not discriminate on the basis of race, color, national origin, ancestry, age, physical or mental disability, marital or family status, pregnancy, veteran status, service in the uniformed services (as defined in state and federal law), religion, creed, sex, sexual orientation, genetic information, gender identity, or gender expression in the administration of any of its educational programs, activities, or with respect to admission or employment. This Policy sets forth how discrimination, harassment, sexual and domestic misconduct, certain consensual relationships, stalking, and retaliation will be addressed by West Virginia University." For more information, go to <http://titleix.wvu.edu/what-is-title-ix>.

Tobacco Free Campus

“Beginning July 1, 2013, use of tobacco products, in any form, by a member of the University community located on or visiting the WVU campus is prohibited. Members of the University community shall be required to comply with this prohibition on the use of tobacco products.” For more information on how to quit smoking, go to http://www.well.wvu.edu/articles/like_to_smoke.

Student Complaints

- In the case that a student believes that they have been graded or treated unfairly, or that they have concerns that they wish to discuss with their teachers, they are asked to make an appointment at the time of the teacher’s office hours to discuss the situation. If a student feels uncomfortable discussing a matter with their teacher, they may make an appointment with the director to talk about any situation, or complete a Student Complaint Form, which is available at the IEP front desk.
- If the student does not feel that the matter has been resolved to their satisfaction, they should make an appointment with the Chair of the Department of World Languages, Literatures, and Linguistics, Dr. Angel Tuninetti, by calling (304) 293-5121.
- In matters concerning home stays, students should speak to the Homestay Coordinator.
- We do not want any student to feel uncomfortable or feel that they have difficulties. Do not hesitate to ask for help anytime you need it.
- You are responsible for your own education. We have teachers, classrooms, computer labs, books, and everything necessary for you to learn English here in the IEP. How you use them is up to you.

Academic Advising

The IEP offers a number of academic advising seminars throughout the year. During these sessions, university personnel are present in order to make sure that IEP students understand the procedures for university applications and admissions. Students are given multiple opportunities to ask questions and get individualized assistance with their paperwork.

WVU Admissions

If you are applying to undergraduate school, there are two ways to be admitted into WVU:

- Passing the IEP's highest level (Gold B) with a 3.0 or higher GPA.
- Passing a standardized test with a minimum score of:
 - ITP TOEFL – 500
 - iBT TOEFL – 61
 - IELTS – 6

However, if you are applying to graduate school, you must pass a standardized test with a minimum score of:

- ITP TOEFL – 550 (some departments might require a higher score)
- iBT TOEFL – 79 (some departments might require a higher score)
- IELTS – 6.5

Besides your English proficiency requirement, you need to make sure you have all the documentation needed for university admission ahead of time. For an Admissions checklist, go to <http://admissions.wvu.edu/how-to-apply/international-students#anchor-intlreqs>.