IEP Mission Statement

The IEP serves the English language learning and cultural needs of our non-native English-speaking students by:

1. Preparing students for the rigors of study in an American academic setting
2. Facilitating global understanding and awareness of cultural diversity
3. Cultivating an atmosphere of service, personal attention, respect, and mutual cooperation
4. Fostering the use of current methodology and mentoring for instructor professional development
5. Incorporating special programs for professional and non-traditional students

The IEP accomplishes this by providing a supportive and secure environment where students of all cultures can participate in classes and activities which advance English proficiency.
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A. Admission Policies and Procedures

I. Enrollment and Registration

- Prospective IEP students must have completed high school and must provide the high school diploma.
- 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 for students in the US).
- Students will be registered for classes once it is confirmed that they have been admitted and have taken the placement test.
- Enrollment will be completed after tuition and all mandatory fees are paid for.

II. Immigration Documents

For students in the US:

- 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 complete an online request at https://isss.wvu.edu/requests (listed under I-20 Extension). Once this form is completed, it will be signed by the IEP Academic Co-Director and returned to the Office of Global Affairs (OGA) to be processed.
- For further assistance, contact International Students and Scholars Services – ISSS – at the Purinton House. You can also check their website: https://isss.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.

For students not in the US:

- Online students who are not in the US do not have any visa requirements.

III. Payment and Financial Guarantee

- The Office of Student Accounts is physically located on the second floor of the Mountaineer Student Hub Center on the Evansdale campus or reached at https://studentaccounts.wvu.edu.
- Students are expected to pay their tuition in full by the end of the first week of classes. 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. 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](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. For students in the US for the fall or spring semesters, this violates their visa status, which might result in deportation.

### IV. 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 contact our Academic Co-Director in order to let her/him know that they are leaving the program.
- Second, they need to contact 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 or by email at [https://registrar.wvu.edu/registration/withdrawal-policies](https://registrar.wvu.edu/registration/withdrawal-policies).
- IEP students who wish to request a refund should refer to the WVU policy concerning refunds. For more information, go to [https://studentaccounts.wvu.edu/refunds](https://studentaccounts.wvu.edu/refunds).

### V. School Calendar

- The IEP typically has 2 types of semesters: 16 weeks and 12 weeks. The sixteen-week semesters are in the Fall and Spring and the twelve-week semesters are in the Summer.
- The dates of all sessions are the same dates as on the WVU Academic Calendar at [https://provost.wvu.edu/academic-calendar](https://provost.wvu.edu/academic-calendar).
- For students with visas, the dates of all sessions are the same dates that are found on your I-20 or on the WVU Academic Calendar at [https://provost.wvu.edu/academic-calendar](https://provost.wvu.edu/academic-calendar). 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 also 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. Regular sessions follow the WVU academic calendar.
- 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 [https://provost.wvu.edu/academic-calendar](https://provost.wvu.edu/academic-calendar).
https://provost.wvu.edu/academic-calendar for a complete list of days off for any specific semester.

- Summer school is one twelve-week session. Students who have applied to or are conditionally admitted to West Virginia University are expected to complete the entire twelve week-session.

**VI. Placement Testing and Level Change**

- On the first day of the summer session, in order to determine which level would be best for students to begin their studies, new student placement is determined by a combination of their language proficiency test score (e.g., iBT, IELTS, or Duolingo) and a short written essay. Students are placed in classes with the returning IEP students according to their scores. They will be placed on the second day of the semester orientation and will begin attending classes on the first day of classes.
- Returning part-time students will be required to take the placement test at the beginning of each new semester to verify their placement.
- Due to shortened summer registration requirements, teachers will be asked to use the first two days of classes to assess the accuracy of student placement. On agreement of all core class teachers in a given level, teachers may recommend to move students up or down in their level placement by the end of the first week of class.
- Also, if a student feels that she/he has been misplaced, she/he can request in writing that the placement be reviewed using the form below.

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**Level Appeal Form**

Level appeals by new students may be made within the first week of school. Students must complete this form and submit it to the IEP Academic Co-Director for review. In addition to this document, the student’s initial placement score, writing sample, and oral interview results will be reviewed by the IEP Academic Co-Director and the teachers in the student’s current level. The student will be asked to meet with the IEP Academic Co-Director to discuss the results of the appeal. Decisions made in this meeting are final.

Name:___________________________________________________________

Student ID#:__________________________________________________________

Email Address:__________________________________________________________

Phone #:______________________________________________________________

Semester you are requesting the appeal:  Fall / Spring / Summer (circle one)

Year:__________________

Request to move from:__________________  Request to move to:__________________
Reason:________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
Signature:____________________________________________________________
Date:________________________

FOR OFFICE USE ONLY

MEETING OUTCOME:
_____________________________________________________________________________
_____________________________________________________________________________

SIGNED BY:
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
VII. Student ID Summer Services

- With your WVU credentials, you will have access to the WVU Libraries:
  - WVU Libraries – The WVU Libraries are currently offering online assistance, document delivery, and waived late fees. The library also offers online access to a variety of resources and databases. All physical library locations are closed to the public until further notice as part of WVU’s response to COVID-19. Questions? Learn more or live chat with a librarian.
- For current information about library accessibility, see https://library.wvu.edu/

VIII. 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 – Your online summer courses will be delivered on eCampus. Teachers will post your class content on this website, and they will also ask you to submit your assignments through this online portal as well. There will be more detailed information in your class syllabus. You can access your course through the website at https://ecampus.wvu.edu.
- 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 library databases, wireless Internet connection on campus, etc. For more information, go to https://login.wvu.edu.
- Duo Two-Factor Authentication – This is an additional layer of security that you must activate either on your own personal electronic device or on a display token which can be purchased at the bookstores on campus. If using your own device, you will need to download the free Duo Mobile smart phone app. Check http://twofactor.wvu.edu/ for more information on how to enroll and set up your device.
- If you need extra help regarding MIX, Login, or Duo, or other technology help, you can contact Information Technology Services (ITS) at (304) 293-4444 or go to http://its.wvu.edu

IX. IEP E-mail Listerv

At the beginning of each new semester, an IEP student email listserv will be formed. You will receive all IEP announcements by e-mail every week. You can also stay up to date by listening to announcements in class. You can also check the following online portals:

- IEP website – iep.wvu.edu
- Facebook – facebook.com/IntensiveEnglishProgramWVU
- Twitter – @WVU_IEP
- Instagram - wvuiep
B. Academic Code of Conduct

It is your responsibility to attend class, do your homework, study for tests, and help your fellow students and your teachers. No one is allowed to copy someone else’s work. Copying from another person or another 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 help that WVU offers that can better assist you.

I. Attendance

- Be on time for class. Synchronous class sessions will generally be held twice a week through the online classroom on eCampus. Regular class attendance is required to be successful in your classes. You are expected to attend all synchronous online class sessions.
- Since technological issues may arise, please join the class session a few minutes early to allow your computer to connect.
- If you are unable to attend class due to an unforeseen technical issue, please email your instructor within 24 hours. An absence from class for any reason will give you an absence for that day. There are no excused absences. If you must be absent from a class session due to technical difficulties or other issues, you should notify the instructor ahead of time.
- Regular class attendance is required for students to be successful in their classes. Students are expected to attend all classes. If a student is not in class, he or she is losing opportunities to communicate in English. Absence from class for any reason will give a student one absence for that day in that class. In addition, for students in the US, attendance is part of SEVIS requirements for F1 student visas.
- All IEP students are required to attend class daily and to arrive to class on time. Attendance will be recorded at the beginning of class, and teachers will report student attendance weekly. Student attendance will be monitored weekly, and students who miss an excessive number of classes will be notified of their absences three times throughout the semester: approximately every 3 weeks: week 3, midterm (week 6), and week 9.
- 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.

For all students:

- Notification of excessive absences will follow a 4-part process of warnings:
  1st warning in writing delivered by email at 5% (8 classes)
  2nd warning in writing via email by the IEP director at 10% (15 classes)
For students with visas:

3rd and final warning by a student advocate designated by OGA at 15% (22 classes)
4th notification resulting in punitive measures by OGA immigration office at 20% (30 classes). Student will be dismissed from the semester by OGA and sent home.

• Failure to attend class may result in deportation. If you are not in class for 2 weeks, administration will be notified.

II. Class Preparation

• Always be prepared with pencils, pens, erasers, notebooks and all basic classroom materials.
• Always complete all in-class and out-of-class assignments and activities (i.e., before, during, and after class activities) at the required time.
• All IEP students must purchase the textbooks listed in the syllabi for their classes. This semester all of your materials will be electronic: ebooks, online laboratories and workbooks as well as course materials in eCampus.
• Organize your papers, notes, and syllabi. Keep all of your work filed in case you may have to show the teacher later. Keep track of your own grade.
• All assignments will be submitted in eCampus.
• In addition to our online class sessions, you will spend a considerable amount of time studying, reviewing, practicing, and writing for your classes.
• This is a 12-week online program that covers the same amount of content as a regular 16-week face-to-face semester. Therefore, in this accelerated program format, it’s important that you take responsibility for your own learning by being organized, keeping track of your assignments, spending more time on guided self-study, managing your study time mindfully, and communicating with your instructors often.
• Being a responsible student is the best way to succeed in any class!

III. Tests and Homework

• Do not ever miss a test or a quiz.
• 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.
• If you are going to miss work, ask your teacher for your assignments before you are absent and submit them on the day you have arranged with your teacher in order to get credit for your assignments.
• 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 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.

IV. Use of Electronic Devices

• Since this is an online program, students will need access to a computer, tablet, or smartphone as well as access to a reliable internet connection. Audio and video recording capabilities are also required. Students with concerns over access to this technology should contact the instructor as soon as possible.

• This course will primarily be conducted using the online system eCampus. If you find you are having difficulty with eCampus, Collaborate Ultra, Turnitin, or any other online tool, please check your browser. These systems work best with Google Chrome and Mozilla Firefox.

• The system of eCampus does not recognize formats such as .pages often used with Apple products. If you need access to Microsoft Word, PowerPoint, or any other software, please let your instructor know, as many of them are available for free through WVU.

• Failure to turn in assignments in an appropriate readable format (such as .doc or .pdf) will result in a zero for the assignment. The use of a microphone is required, and the use of a webcam may be needed for certain assignments, including (but not limited to) assessments and presentations.

• Please do your best to stay focused on classwork when we are in class. This is especially hard when you’re working from your computer or phone. Turn off your notifications during class time to avoid distractions.

V. Student Conduct during Class Time

• 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.

• 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 events and activities will help you learn about our culture and language.
VI. Academic Dishonesty

Cheating on a test, copying the work 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 Jennifer Simpson at jdsimpson@mail.wvu.edu.

C. Grade Policies

I. Midterm & Final Grades

• At midterm, all grades are reported. Students that receive a D or an F will also receive a comment 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.
• The number of absences will also be recorded.
• Students with failing grades will also meet with the Academic Co-Director to develop a study plan to improve their performance and their attendance. Student progress will be monitored again in three weeks with additional interventions if needed.
• At the end of the semester, all student grade reports are posted in eCampus. Students are required to access their grades in eCampus before their course access is closed (within 30 days after the end of the semester.) Students should meet with their teachers if they need clarification, and meet with the Academic Co-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 2.5 or higher GPA in all of their classes. Students who do not demonstrate satisfactory progress by the end of the semester – 2.49 or lower GPA – are required to repeat classes at the same level.
• Grading scale for all IEP courses:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90-100</td>
</tr>
<tr>
<td>B</td>
<td>80-89</td>
</tr>
<tr>
<td>C</td>
<td>70-79</td>
</tr>
<tr>
<td>D</td>
<td>60-69</td>
</tr>
<tr>
<td>F</td>
<td>59 and lower</td>
</tr>
</tbody>
</table>

II. Records Retention Policy

Students’ records, such as students’ files with personal information forms, immigration documents, financial guarantees, grades, test scores, etc., are kept in our electronic office files – 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.

III. 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 Academic Co-Director to talk about any situation, or complete a Student Complaint Form, which is available online on the eCampus website for the 202005-IEP-000-001 course.
- 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.
- 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, online classrooms, study hall, extracurricular activities, and everything necessary for you to learn English in the IEP. How you use them is up to you.

D. IEP Co-Curricular Activities

The IEP offers several activities that complement its academic curriculum to help students enhance what they learn in the classroom.

I. Study Hall

The study hall sessions are open to any IEP students who need extra help with their classwork or homework. This is served on a voluntary basis. This is offered from 11:00-11:30 every Monday, Tuesday, Wednesday, and Thursday.

E. IEP Extracurricular Activities

I. Social & Recreational Activities

The IEP offers several kinds of activities every semester. In our online Summer program we are planning fun activities through English in Action (e.g., students competing in games and solving problems using English and with Adventure West Virginia (e.g., exploring West Virginia, solving a Breakout Box, and participating in group games). A few days before each activity, announcements will be posted on your MIX and announcements will be made in class and in the weekly MIX email announcements.
II. Conversation Partner Program

The IEP's Conversation Partner Program pairs IEP students with American students for one-on-one conversation practice and language and culture exchange. Students will meet with their partner once a week at the time they choose for at least six weeks.

III. English Challenge

The English Challenge is open to any IEP students who want to enhance their reading and listening skills. All participants choose their own materials, set their own goals, and share their stories and challenges with the other participants.

IV. Social Media Club

The Social Media Club is open to any IEP students who want to create an IEP social media presence via YouTube, Instagram, Facebook, etc.

V. Here & There

Here & There is a cultural project that enables students to share cultural aspects of their current environments based on common themes with their classmates across the globe. Here & There is open to any IEP student.

F. IEP Facilities

I. Student Lounge

- The IEP Virtual Student Lounge is open to all IEP students who would like to relax with classmates after class. This is an online eCampus classroom (202005-IEP-000-001 course) where you can meet and have a chat with your classmates from 11:30-1:30 Monday through Friday. Go to the eCampus website for the 202005-IEP-000-001 course, select Student Lounge, select the correct dated session, and join the classroom!

G. Student Health Care Service

At WVU our highest priority is the health and safety of our campus and our community. Information about COVID-19 continues to evolve, and WVU is updating protocols and guidelines accordingly. More information about COVID-19 can be found at https://coronavirus.wvu.edu/students/
I. Student Health Insurance

For students in the US:

All IEP students in the US 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.

II. Student Health

For students on campus:

- For students on campus, if you need medical attention, 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 7:45 AM-8:00 PM. You will need to take your insurance card with you and pay a co-pay. For more information, go to https://wvumedicine.org/ruby-memorial-hospital/services/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.
- There is a 24-hour emergency phone number from the Office of Global Affairs. Call (304) 293-9456.

III. Carruth Center for Psychological Psychiatric Services

For students on campus:

- The Carruth Center is available to help you 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.
- Services are available through telehealth and other online methods. You can reach the Carruth Center at (304) 293-4431 or via email WVUCCPS@mail.wvu.edu if you have questions or are interested in scheduling services.
- If immediate assistance is needed, the Crisis Text Line is available by texting WVU to 741741 to reach a live, trained counselor. It is free, confidential, and 24/7.
- Information about our response and care model for COVID-19 is updated frequently.
- 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://carruth.wvu.edu/ for more information.
H. 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.

I. WVU Admissions

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

- Passing the IEP’s highest level (Level 4) with a 3.0 or higher GPA.
- For Fall 2020, Spring 2021, and Summer 2021 passing a standardized test* with a minimum score of:
  - ITP TOEFL – 500
  - iBT TOEFL – 61
  - IELTS – 6.0
  - Pearson Test of English (PTE) Academic = 44
  - Duolingo English Test = 90
  - ACT English = 19
  - SAT Reading Test = 20

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 (overall band score)

*These test scores will change for Fall 2021 and forward

Students are responsible for checking the required admissions scores for their future departments. 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.

J. 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.
I. 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, instructors will enforce rigorous standards of academic integrity in all aspects and assignments of their courses. 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 West Virginia University Academic Standards Policy (http://catalog.wvu.edu/undergraduate/coursecredittermsclassification).

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 your instructor before the assignment is due to discuss the matter.

II. Appropriate Use of Technology Statement

- Use of technology in the classroom should always be directly related to class activities and/or course learning outcomes.
- Inappropriate technology use can be an impediment to learning and a distraction to all members of the class. As such, inappropriate use of technology in the classroom may be considered a disruption of the class and constitute a violation of the WVU Student Conduct Code and could potentially result in a referral to the Office of Student Conduct.
- Use of technology in the classroom when specifically prohibited by the instructor may also constitute a violation of WVU’s Academic Integrity policy.

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.”

III. Academic Standards Policy, including Academic Dishonesty

The WVU Catalog contains the full Undergraduate Academic Standards Policy and Graduate Academic and Professional Standards Policy.

IV. Intellectual Property

“All course materials, including lectures, class notes, quizzes, exams, handouts, presentations, and other course materials provided to students for their courses are protected intellectual property. As such, the unauthorized purchase or sale of these materials may result in disciplinary sanctions under the Student Conduct Code. (https://studentconduct.wvu.edu/campus-student-code)”
V. 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 your classes, please advise your instructors and make appropriate arrangements with the Office of Accessibility Services. (https://accessibilityservices.wvu.edu/) More information is available at the Division of Diversity, Equity, and Inclusin (https://diversity.wvu.edu/) as well.”

VI. 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.”

VII. 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.

VIII. Tobacco Free Campus

For students on 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 https://well.wvu.edu/resources/lifestyle/quitting-smoking.

Revised 5/18/2020 by

S. Braidi