



## **Intensive English Program Academic Policies**

### **Academic Integrity**

Students are expected to conduct themselves with integrity and honesty while completing course requirements and complying with college academic regulations. Violations of academic integrity include, but are not limited to, the following: (a)Plagiarism: The presentation of another's writing or another's ideas as one's own without citation; (b)Cheating: The use or provision of any unauthorized assistance when completing an exam or individual assignment; (c)Falsification: The fabrication of signatures, notes, reports, data or other academic information; the submission of reports, papers or exams prepared by a person other than the student; this includes purchasing or selling term papers or other academic materials; (d)Procurement: The distribution or acceptance of prior or current lab assignments, exams or other academic matter without the permission of the instructor; and (e)Co-submission: The submission, without permission of the instructor, of academically required materials previously or contemporaneously submitted in whole or in substantial part in another course.

A breach of academic integrity as determined by the instructor will result in automatic failure of the exam, paper or course, and/or ineligibility to repeat the course, a requirement for additional academic work or other sanctions as stated in the course syllabus. In general, it is expected that most infractions will be handled between the student and the faculty member. Serious or repeated infractions, however, will be reported to the student's academic major program chair as defined below and to the vice president for academic affairs or dean, as appropriate. The student may appeal decisions or judgments as outlined in the appeals procedures below. Repeated infractions may result in dismissal from the college.

### **Attendance**

Students generally complete the program in one, two, or three semesters and will be allowed to repeat a level one time at the discretion of the program director and academic counseling.

Consistent attendance is an essential component of successful language learning. Students are expected to attend all classes. Attendance will be tracked electronically and reviewed weekly by the program director. Absences may be excused for medical or personal reasons with written

documentation. A student is responsible for all course work missed during an excused or unexcused absence. It is the student's responsibility to provide documentation to his/her teachers and request a make-up test and/or missed assignments from each teacher upon return from an absence. Make-up tests will be allowed for excused absences only.

Students must attend at least 90% of each class in order to maintain good standing. This includes excused and unexcused absences. For students on an F-1 visa, attendance is mandatory and monitored for immigration purposes. Excessive absences will require a student to repeat a course. Written warning will be provided to students whose attendance is a concern. Continued attendance issues may result in dismissal from the program.

### **Grades and Academic Probation**

Grades are reflective of English language skills and the completion of coursework. Students must attain a high level of English language competency in all domains to be successful in academic programs. Therefore, successful completion of a course requires a grade of C or higher. Students must pass all five classes in order to complete a level and take the next level of classes. Students with a C- or lower will receive a written notification by email mid-semester. The student should schedule a meeting with the program director to discuss reasons for the low grades and strategies for improvements. An academic improvement plan will be created at this time. At the end of the semester, students failing two or more classes may receive a probation letter. The letter must be signed prior to registration for the following semester. To be taken off academic probation, students will need to pass all classes the following semester. A student who does not do so risks dismissal from the program.

Upon successful completion, a student will receive a certificate and promotion to the next level of coursework. Upon completion of Level 4, students will have gained enough knowledge of the English language to meet academic expectations at D'Youville College and other institutions of higher education.

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