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INTENSIVE ENGLISH PROGRAM

2020 SCHEDULE
Session dates for the Intensive English Program

SPRING 2021 | 16 WEEKS
Jan 11, Mon  International Student Orientation
Jan 13, Wed  Language proficiency testing
Jan 15, Fri  Results available after 3 pm
Jan 18, Mon  Martin Luther King Jr. Holiday
Jan 19, Tues  Classes begin; orientation & registration
Mar 8-12  Mid-term
Mar 11, Thurs  Arrival for mid-term entry
Mar 11-15  Spring Recess (St. Pat’s break)
Mar 15, Mon  Week 9 begins
Mar 21, Sun  Spring Break begins
Mar 28, Sun  Spring Break ends
May 6, Thurs  Last full day of classes
May 7, Fri  Language proficiency testing
May 12, Wed  Test & grade results available

SUMMER 2021 | 8 WEEKS
June 3, Thurs  Language proficiency testing
June 4, Fri  Results available; registration
June 7, Mon  Classes begin
June 28 -July 2 Mid-term week
July 5, Mon  Independence Day Holiday
July 28, Wed  Last full day of class
July 29, Thurs  Language proficiency testing
Aug 4, Wed  Test & grade results available
FALL 2021 | 16 WEEKS

Aug 10 Tues  International Student Orientation
Aug 11, Wed  Language proficiency testing
Aug 13 Fri  Results available after 3 pm
Aug 23, Mon  Classes begin; registration & orientation
Sept 6, Mon  Labor Day Holiday
Oct 14, Thurs  Arrival for mid-term entry
Oct 11-15  Mid-term week
Oct 25, Mon  Week 9 begins
Nov 21, Sun  Thanksgiving vacation begins
Nov 28, Sun  Thanksgiving vacation ends
Dec 9, Thurs  Last full day of classes
Dec 10, Fri  Language proficiency testing
Dec 15, Wed  Test & grade results available

STAFF & FACULTY

ADMINISTRATIVE STAFF
Dr. Jeanie Hofer | Associate Provost | jeanie@mst.edu
Dr. Thu H. Tran | Program Manager | tranthu@mst.edu
Ms. Eleanor Chapman | Office Support Associate | echapman@mst.edu

FACULTY
Mr. Evan Bell | MA-Applied Linguistics | belle@mst.edu
Ms. Mary Rosario | MA-TESOL | rosariom@mst.edu

SUPPORT STAFF
Academic assistance | Your teachers or Dr. Thu H. Tran | 201 IDE
Immigration issues | Amy Smith | 104 Norwood Hall
Insurance | Rhonda Sherman | 104 Norwood Hall
Sponsored Student Services | Eleanor Chapman | 103 Norwood
Counseling | 204 Norwood Hall
MISSION STATEMENT

The mission of the Applied Language Institute (ALI)/the Intensive English Program at Missouri S&T is to assist international students in attaining the proficiency level needed to meet language standards and promote a successful transition to academic programs.

WELCOME

Dear Missouri S&T International Student:

I would like to congratulate you on your admission to the Missouri University of Science and Technology (Missouri S&T). We welcome you to Missouri S&T, and are glad you are joining our international family.

While you are a student at Missouri S&T, the Office of International Affairs (IA) is your primary resource on campus. Our office is open from 8:00 am - 4:30 pm Monday, Tuesday, Wednesday, and Friday. On Thursdays the office hours are 10:00 am to 4:30 pm. You can also contact us anytime by sending an e-mail to ia@mst.edu. We will help you find solutions to problems and answers to your questions. The IA staff is dedicated to providing a full range of professional services which are essential to you as a student studying in a different culture and a new educational system.

My staff and I want to welcome you!

Sincerely,

Dr. Jeanie Hofer
Associate Provost
Office of International Affairs
Dear students,

Welcome to the Applied Language Institute (ALI)/Intensive English Program (IEP) at Missouri S&T! We thank you for choosing us as a destination to improve your English language proficiency. The dedicated instructors and staff of the ALI/IEP are excited to help you perfect your English language knowledge and skills to be prepared for the academic rigor at the university level.

During your studies in the program, you will learn to enhance your ability to use American English for successful communication in daily activities and academic settings. Our primary classes include: grammar, writing, reading, presentation/pronunciation, and listening. The classes will enable you to increase your oral and written repertoire in English. You will also learn to interact with others in an informal manner in Seminar and Conversation Partners sessions.

The program’s ultimate goal is to provide you with optimal learning opportunities so that you can develop your English language proficiency quickly to be ready for successful social interactions and academic pursuit. Through interaction with peers from different linguistic, cultural, and religious backgrounds in the program, the university, and the community, you will learn to appreciate and embrace the beauty of diversity in our program, on our campus, and in our country.

On behalf of the instructors and staff of the program, I would like to extend our warm welcome to you. We look forward to learning with you.

Here is to a great learning journey in the ALI/IEP!

Dr. Thu H. Tran
Program Manager
Intensive English Program
Applied Language Institute
All students in the Intensive English Program must take a placement test on the first day of class.

IEP instructors will review the results and place students in classes and levels that are appropriate for each student.

The program manager advises students and handles class registration. The office support associate also registers students in classes.

If students are enrolled in classes at Missouri S&T, they must bring a printed copy of their Missouri S&T class schedule to registration.

Students can add additional IEP classes during the semester. Classes must be paid for in full before students are allowed to attend them.

New students are required to take language proficiency tests upon their arrival. Language proficiency testing is composed of a battery of four tests: Michigan Test of English Language Proficiency, Test of Writing Proficiency, Test of Listening Proficiency, and Oral Proficiency Evaluation. If they fail to achieve the required scores, they will have to take the placement test to be placed in the level appropriate with their language ability.
Michigan Test of English Language Proficiency (MTELP) | Developed by the English Language Institute at the University of Michigan, this test evaluates skills/abilities in reading comprehension, vocabulary, and grammar. A score of 75+ is one indicator of readiness for university-level coursework.

Test of Writing Proficiency (TWP) | Developed by the faculty of the ALI, this test asks students to respond to a general prompt in a written essay. It is scored on a scale of 6. A score of 5 or 6 indicates the abilities needed for university writing activities.

Test of Listening Proficiency (TLP) | The Listening Comprehension Test is a 50 item tape-recorded listening test. Our program requires a minimum score of 78 for this test for courses at Missouri S&T.

Oral Proficiency Evaluation (OPE) | Students’ verbal abilities are evaluated based on their interactions with faculty during the course of a semester. These abilities are evaluated according to each student’s capabilities of communicating effectively and clearly. [Entrance evaluations are based on an entrance interview with each student.] A score of 5 or higher demonstrates the necessary abilities for university activities.

PLACEMENT TESTING
Placement testing consists of the English Placement Test (EPT) and the Writing Test. A combination of the results from the EPT and the Writing Test are used to place students in their suitable levels.

During the first two weeks of classes, instructors can make recommendations to change individual students’ levels based on the students’ performance. A request for change of level must be forwarded to program administrators. The case will be reviewed;
a decision will be made as efficiently as possible and the student will be informed.

**English Placement Test (EPT)** | Developed by the English Language Institute at the University of Michigan, this test is designed to quickly place learners of English into appropriate ability levels. The test is made up of 100 multiple choice items covering listening comprehension, grammar, vocabulary, and reading. Students are usually placed into different levels based on the score range below:

<table>
<thead>
<tr>
<th>LEVEL</th>
<th>SCORE RANGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>High beginner (L1)</td>
<td>0-35</td>
</tr>
<tr>
<td>Low intermediate (L2)</td>
<td>36-55</td>
</tr>
<tr>
<td>High Intermediate (L3)</td>
<td>56-75</td>
</tr>
<tr>
<td>Advanced (L4)</td>
<td>76-100</td>
</tr>
</tbody>
</table>

**Writing Test** | Students’ writing samples scored on a scale of 6 are also used to determine the students’ levels: L1 (1-2), L2 (2-3), L3 (3-4), and L4 (4-5).

**INTERPRETATION OF THE PROFICIENCY SCALE**

<table>
<thead>
<tr>
<th>LEVEL</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>HIGH BEGINNING (L1)</strong></td>
<td>By the end of the level, students will be able to:</td>
</tr>
<tr>
<td></td>
<td>• The student can read and understand main ideas and details in texts of about 300 words.</td>
</tr>
<tr>
<td></td>
<td>• The student can understand daily conversations about familiar topics delivered slowly and can speak about their personal information, basic needs, and daily activities with relative ease.</td>
</tr>
<tr>
<td></td>
<td>• The student can write a paragraph of about 5 to 7 sentences.</td>
</tr>
<tr>
<td>LEVEL</td>
<td>By the end of the level, students will be able to:</td>
</tr>
<tr>
<td>-------</td>
<td>--------------------------------------------------</td>
</tr>
</tbody>
</table>
| **LOW INTERMEDIATE (L2)** | • The student can read, understand, and identify the topic and main ideas of a relatively short text of about 300-500 words.  
• The student can write a short paragraph that includes a topic sentence, supporting sentences, and a concluding sentence.  
• The student can speak and understand conversational and academic English with increasing ease. |
| **HIGH INTERMEDIATE (L3)** | • The student can read, understand, and identify the topic and main ideas of a text of about 500-700 words.  
• The student can write a three to five paragraph essay.  
• The student can listen to and understand academic lectures delivered at a near normal rate with some repetition. The student can also take notes while listening.  
• The student can speak with little hesitation and can deliver a short presentation that is three to five minutes long. |
| **ADVANCED (L4)** | • The student can read, understand, and identify the topic and main ideas of a text of about 700-1200 words.  
• The student can write an essay of five paragraph or longer within 30 minutes. |
minutes with almost no spelling and grammatical mistakes.
• The student can listen to, understand, and identify the main points of an academic lecture delivered at a normal rate. The student can take notes while listening.
• The student can speak with little or no hesitation. The student can deliver a presentation that is five to ten minutes long.

COMBINED CLASS LEVELS
During semesters when enrollment is low, classes from different levels may be combined. Students who achieve a B or higher in a combined class are promoted to a level higher than their current level. For example, if level 2 and 3 are combined, students from level 2 earning a B or higher are promoted to level 3 and students from level 3 receiving a B or higher are promoted to level 4.

LEVEL AND CLASS PROMOTION
Students must earn either an A or a B at the end of a course to move to a higher level course in a specific skill area. Failure to make satisfactory progress will prevent students from moving to a higher level course.

REPITITION OF A LEVEL AND CLASS
Students can repeat a level or class no more than three times or semesters.
ENGLISH LANGUAGE PROFICIENCY ASSESSMENT
At the end of each semester, students must take the battery of language proficiency tests including: the Michigan, the writing test, the listening test, and the oral language proficiency test. To meet the university English language proficiency requirement: students are required to earn the following score:

- Michigan Test of English Language Proficiency [MTELP]: 75 or higher
- Test of Writing Proficiency [TWP]: 5 or higher
- Test of Listening Proficiency [TLP]: 78 or higher
- Oral Proficiency Evaluation [OPE]: 5 or higher

MEETING THE S&T LANGUAGE REQUIREMENT
Students can meet the English language requirement of Missouri University of Science and Technology by submitting TOEFL (79), IELTS (6), or PTE (53) test scores. They can also meet the language requirement by earning satisfying scores on the English language proficiency tests, as described above. In addition, students who complete level 4 classes with A’s or B’s also meet S&T language requirement and will be given a certificate of completion.

IEP COMPLETION
A student who has received all A’s or B’s in his/her IEP classes at the advanced level (level 4) will be issued a Certificate of Completion. Students who are issued a Certificate of Completion meet the language requirement at Missouri S&T.
ABOUT
The Pathway Program at Missouri S&T allows students to concurrently enroll in both academic courses and English language classes during their first semester on campus.

Students who meet all admission requirements at Missouri University of Science and Technology except English language proficiency are admitted into the Pathway Program. They take academic, credit-bearing courses in their academic department and English language development classes in the Intensive English Program. Students are allowed to enroll in the Pathway Program for up to three (3) semesters. The program is unavailable during the summer semester due to a limited number of S&T courses.

Students admitted to the pathway program can choose any academic courses in their academic degree program. During their first semester, they must take a minimum of three (3) credit hours.

ELIGIBILITY REQUIREMENTS
- Students meet Missouri S&T’s admission requirements except English language proficiency.
- Students meet one of the following English language proficiency requirements:
  o TOEFL iBT: 60 or above
  o IELTS: 5.5 or above
  o PTE: 50 or above
  o English language proficiency testing results from Missouri S&T
<table>
<thead>
<tr>
<th>TOEFL iBT</th>
<th>60 or above</th>
<th>Below 60</th>
</tr>
</thead>
<tbody>
<tr>
<td>IELTS</td>
<td>5.5 or above</td>
<td>Below 5.5</td>
</tr>
<tr>
<td>PTE</td>
<td>50 or above</td>
<td>Below 50</td>
</tr>
<tr>
<td><strong>IEP TESTING RESULTS</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Michigan test: 68 or above</td>
<td></td>
<td>- Michigan test: below 68</td>
</tr>
<tr>
<td>- Writing test: 4.4 or above</td>
<td></td>
<td>- Writing test: below 4.4</td>
</tr>
<tr>
<td>- Listening: 68 or above</td>
<td></td>
<td>- Listening: below 68</td>
</tr>
<tr>
<td>- Oral proficiency: 4.4 or above</td>
<td></td>
<td>- Oral proficiency: below 4.4</td>
</tr>
<tr>
<td><strong>ACADEMIC ENROLLMENT</strong></td>
<td>A minimum of 3 credit hours</td>
<td>0 credit hours</td>
</tr>
<tr>
<td><strong>PROGRAM COMPLETION CRITERIA</strong></td>
<td>- Meet the test scores required at the end of semester (Michigan 75, Listening 78, Writing 5, OPE 5)</td>
<td>- Meet the test scores required at the end of semester (Michigan 75, Listening 78, Writing 5, OPE 5)</td>
</tr>
<tr>
<td></td>
<td>- Complete IEP courses with A’s or B’s</td>
<td>- Complete IEP level 4 courses with A’s</td>
</tr>
</tbody>
</table>

*The timeline indicated above is based on the successful completion of classes. Students who fail their classes are allowed to remain in the pathway program no more than three semesters.*
Students are informed of their academic achievement during their studies in the program. Classroom instructors regularly provide students with feedback on their progress through informal discussions, results from quizzes, assignments, presentations, and tests. Students who encounter difficulties in learning are encouraged to discuss with their teachers as well as program administrators to find effective ways to learn.

Students who fail to make satisfactory progress are reported to program administrators to receive additional assistance in improving their English language ability.

GRADE REPORTS
Progress reports will be completed and distributed at the midterm of each semester. At the end of each semester, each student will receive a grade report. Grades are assigned to indicate student performance in each course. Sponsors will receive a copy of all grading reports, should they require them from Sponsored Student Services.

End of semester grades are not always an assessment of a student’s readiness to enter the university. A grade of A or B is required for promotion to a higher level in the program unless the student has completed classes at the advanced level.

STUDENT ASSESSMENTS
Students are assessed at various times during their studies. Assessment is a continuous process and is conducted both formally and informally. To ensure that students are fairly and objectively evaluated, different evaluation measures are employed:
• Formal assessments include placement tests, mid-term tests, and final tests
• Informal assessment can be instructors’ questions inside and outside of classes, quizzes, and assignments

STAFF ASSESSMENTS
At the end of each semester, students complete online surveys about each class and instructor. The anonymous results are reviewed by faculty and staff and recorded for future reference and use.

COSTS & FEES

Tuition | Each course meets four hours per week and costs $1,040 per 16 week semester. A student who is enrolled in the IEP full-time with five classes will pay $5,200 per semester for tuition.

Textbooks | Students are responsible for purchasing assigned textbooks.

Trips | Special trips are planned throughout the year. The ALI covers costs of transportation, but students should always plan to take money to cover lunch costs and shopping expenses. If students need to pay any fees, they will be notified in advance.

Conversation Partners | This course costs $130 for international students who are not enrolled in the ALI.

Sponsored Students | All fees are charged to the sponsor.
Admission to and completion of the IEP does not guarantee admission to Missouri S&T. Students are encouraged to get admission to Missouri S&T before traveling to the U.S.

If you think you will make A’s at the advanced level of IEP coursework or get good results in the final testing, you might be eligible for the Pathway Program.

All grades, test results, and attendance records will be carefully reviewed before we determine completion of the program or approval for the Pathway Program.

**IEP PROGRAM POLICIES**

**ATTENDANCE**

Attendance in IEP courses is required. Students are expected to attend all class sessions. Meeting with advisers, taking driving tests, etc. are not considered acceptable reasons for absences. If you have a medical issue and cannot go to class, contact the IEP administration and provide a letter from your doctor. Class attendance and participation is vital to student success and is mandatory.

**ABSENCE POLICY**

*One absence refers to missing one class. If you miss an entire day, you can miss up to 6 classes, which equals 6 absences.*

After five absences from class, the student will receive a warning e-mail from the IEP Program Manager.
After **eleven** absences, a meeting will be scheduled with the Program Manager. At this time, students could be asked to sign a performance contract. A verbal or written warning of potential dismissal from the program will be given to the student.

After **fifteen** absences, the Program Manager will notify the Office of International Affairs and schedule an appointment for the student. The student will meet with their International Student Advisor and the IEP Program Manager. A recommendation will be made on the student’s progress in the IEP and the effect it has on the student’s immigration status.

After **twenty** absences, the student could be dismissed from the Applied Language Institute. This dismissal will be reported through the SEVIS student database and if the student is sponsored, an alert memo will be sent immediately to his or her sponsor. Sponsors receive reports of grades and absences.

**TARDINESS**

If students arrive after the time the class starts, they are counted as tardy. Three tardies count as one absence. Students who come 20 minutes after the time the class starts are considered absent from that class. Students who leave a class a significant amount of time can also be counted as tardy.

**ACADEMIC INTEGRITY**

Missouri S&T and the IEP has a zero tolerance policy on cheating, academic dishonesty, and plagiarism. All cases will be forwarded to the director of the IEP, Associate Provost of International Affairs, and Vice Provost of Academic Support. If the student is a sponsored student, the case will be forwarded to that student’s sponsor. As a student of the university, you are required to follow the collected rules and regulations as outlined in the following link:
CHEATING

Examples of cheating include copying an answer from another student’s paper or test, looking at another student’s work during a test, or looking at notes, textbooks, dictionaries, or other helps when they are not allowed to be used for a test. If a student cheats during a test, the teacher will take that test and give the student a score of zero. All cases of cheating will be forwarded to the Program Manager. Instances of reoccurring violations (2 or more) will be referred to the Associate Provost of International Affairs.

ACADEMIC DISHONESTY

Stealing an exam to study, giving another student answers during a test, handing in work or papers written or completed by someone else, downloading a paper from the internet, or taking a test for someone else are all very serious offences. All cases of academic dishonesty will be forwarded to the Student Program Administrator. Instances of reoccurring violations (2 or more) will be referred to the Associate Provost of International Affairs and Vice Provost of Academic Support.

PLAGIARISM

Plagiarism is stealing another person’s idea or illustration and using it as one’s own without giving credit to the original author or artist. Copying sentences or paragraphs directly from a book, article, webpage, or other student’s paper without giving credit to the author is illegal. Even if a student changes the wording a little bit, the idea still came from the original author and he or she must receive the credit for the idea. This means when writing papers, if a student uses direct quotes or paraphrases (changing the wording) from any other work, published or unpublished, he or she must use proper footnotes and a “Works Cited” page in the back of the paper that lists all the places where the student found
the quotes or information. All problem cases will be processed by the Program Manager and forwarded to the Associate Provost of International Affairs.

BUILDING PROTOCOL

The classrooms used for Intensive English Program classes must be respected. All students must follow the university guidelines and expectations for classroom behavior.

- IEP students must follow all policies outlined in the student handbook as well as all classroom procedures
- Do not disrupt the Intensive English Program classes. This includes being too noisy, keeping students away from their studies by delaying their return to class, entering the classrooms without an invitation from the instructors, etc.
- Please do not enter offices unless invited
- No use of foul language
- No violent or threatening acts
- Individuals are expected to maintain appropriate behavior without acting out or engaging in unruly conduct.
- Keep the premises (indoor and outdoor) neat and tidy at all times

If any student or staff member feels that there has been a violation of the rules, a report may be filed to the program manager. Individuals who have violated any of these policies will be asked to leave the premises and may be prevented from re-entering the premises in the future. In addition, violations may be referred to the Office of the Vice Provost for International Affairs and the Dean of Students for review.

These rules will be enforced at all times.

TITLE IX
The IEP at Missouri S&T does not discriminate on the basis of age, color, national origin, race, religion, sex, disability. Inquiries or reports regarding discrimination or sexual assault or harassment should be made to Equity and Title IX: equity@mst.edu, 573-341-7734.

UCARE
Missouri S&T's University Committee for Assistance, Response, and Evaluation (UCARE) was formed to address the need for greater communication and preparedness regarding students facing difficulty through prevention and intervention strategies.

Often times, multiple people have small bits of information, but no one person has all of the pieces. UCARE works to connect the pieces of the puzzle to identify needs and students who are at risk. This allows for early intervention, prevention and support.

Members of the campus community are encouraged to make a UCARE referral when they are concerned about a student, regardless of how insignificant the concern may seem.

ucare@mst.edu | 573-341-4209

CLERY ACT
As required by the U.S. Department of Education, the CLERY Act requires higher education institutions to make public certain crime data. Missouri S&T's crime statistics, hate crimes, and fire reports can be found at: https://police.mst.edu/programs/info/crimestatistics/

TOBACCO
Missouri S&T is a tobacco-free campus. Students are not allowed to smoke on campus property. Individuals are encouraged to practice peer enforcement of this policy. Violations may be reported to the Vice Chancellor, Finance and Administration, and
will be addressed by the appropriate authority, supervisor or administrator.

CLASSROOM POLICIES

APPROPRIATE CLASSROOM BEHAVIOR

• Be prepared for class
• Complete homework assignments before class
• Participate in activities and discussions
• Have materials with you in the classroom
• Be cooperative in the classroom
• Be respectful of the teacher and other students
• Buy all necessary supplies and books
• Speak English the entire time

UNACCEPTABLE CLASSROOM BEHAVIOR

• Talking to another student while the teacher is speaking
• Interrupting another student who is talking to the teacher
• Making unnecessary noises or gestures
• Talking too much so that other students don’t have a chance to answer the questions or participate
• Verbally or physically threatening the teacher or other students
• Speaking in your native language

CONSEQUENCES FOR UNACCEPTABLE BEHAVIOR

• If you are disruptive in class or have bad classroom behavior, you must meet with the program manager
• If you are required to meet with the program manager three times, you will be asked to sign a contract stating intentions to have better behavior. Based on the severity of the disruption, your case may be referred to the Dean of Students
• After the fourth violation, you will be reported to International Affairs and could be dismissed from the Intensive English Program

**KEEPING RECORDS**

The IEP keeps students’ records for data retrieval for seven (7) years. If the IEP is unable to store hard copies of records, the records are sent to the university archives for storage. Proficiency and grade reports are stored in two different locations. They are kept in the student file and in a secure website accessible only by authorized IEP staff members or faculty.

**APPEAL PROCEDURE**

**INITIAL PLACEMENT**

If students are not satisfied with their placement decision, they should meet with IEP administrators to appeal. Students need to talk to the program administrator regarding the appeal. The decision made by the program administrator is final.

**GRADES**

Only final grades are available for a grade appeal. A student must truly believe the final grade in a course was given unfairly. Questioning the grading criteria and disputing an accurate assessment of the student’s work is not subject to a grade appeal. Only a student who alleges he/she was subjected to unfair grading may use the grade appeal procedure.

If a student wishes to appeal a final grade, he or she must contact the class instructor and provide them with concrete proof to justify a grade change.

If the student and the instructor are not able to resolve the issue, the student must submit a final grade appeal request in writing to the IEP administration within 30 days after final grades are
released. Students will be informed of the final decision within 30 days of receipt of the grade appeal form.

**COMPLAINT PROCEDURE**

If a student feels they have been treated unfairly and without due process regarding the program, its policies, or their work in class, the student should discuss the matter with the appropriate people. The following list identifies the order of persons with whom the student should meet:

1) Instructor (for situations regarding that teacher and his or her class)
2) Program Manager (573) 341-6351
3) International Student Advisor
4) Vice Provost of Undergraduate Studies or Vice Provost of Graduate Studies

If a grievance ever proceeds to Level 3, the student must explain the situation in writing, and the person with whom he or she spoke first will do the same. Appointments can be made for meetings with the director of International Affairs or other campus administrators.

**WITHDRAWING & REFUNDS**

**WITHDRAWING FROM CLASSES**

To drop a course, talk to the IEP office assistant and program manager. They will ensure that dropping a class will not jeopardize the full-time enrollment requirement. If you drop a course, you will be refunded based on the policies below.
REFUND SCHEDULE

Fall and Spring Semesters
16 weeks
- Before the first day of classes | 100% refund
- 1st through 5th day of classes | 90% refund
- 6th through 10th day of classes | 70% refund
- 11th through 25th day of classes | 50% refund
- After 25 days of classes | No refund

*Class days are counted by excluding Saturdays, Sundays, and holidays.

Summer Semester
8 weeks
- Before the first day of classes | 100% refund
- 1st through 3rd day of classes | 90% refund
- 4th through 5th day of classes | 70% refund
- 6th through 13th day of classes | 50% refund
- After 13 days of classes | No refund

*Class days are counted by excluding Saturdays, Sundays, and holidays.

APPEAL

Students who wish to appeal tuition refunds and adjustments must meet with IEP administrators to discuss their options.

SPONSORED STUDENTS

Sponsored F-2 spouses whose tuition is covered by a sponsoring agency will be charged for the number of weeks that they are seated in the classroom. Students must report to IEP administration to complete a withdrawal form with signature and date of withdrawal. This will allow IEP administration an efficient means of processing student data and allow clear communication with sponsoring agencies.
PHOTO RELEASE

The IEP may take photos and make audio and/or video recordings during its events or classes. Your image or voice, as a result, may be in our photos, audio, and/or video recordings. Enrolling in the IEP or participating in our events is considered permission for the IEP to use your voice and image for our website, publications, promotional materials, or other forms of display and distribution.

If your image or voice is used in our materials and you wish to remove it, please tell us and we will remove it.

CONVERSATION PARTNERS

Conversation Partners helps students improve their conversational English skills. Volunteers come to the SWBCC every Tuesday from 3:00 – 3:50 pm. Students have the opportunity to discuss their culture and customs as well as American traditions.

FIELD TRIPS

The IEP sponsors field trips for all students. These field trips are a fun time to spend the day with fellow students, see the tourist attractions of Missouri, and learn about the United States. Some of the past destinations have been:

- St. Louis Arch
- Jefferson City: State Capital and Ice Skating
- Bass Pro Wonders of Wildlife Museum in Springfield, Missouri
- Bridal Cave at Lake of the Ozarks

The ALI covers costs of transportation, but students should always plan to take money to cover lunch costs and shopping.
expenses. If students need to pay admission fees, they will be notified in advance.
STUDENT ORGANIZATIONS

Missouri S&T has over 200 clubs on campus. There are clubs based on majors, degree levels, interests, skills, and culture. For a complete list of campus organizations, see the website at: https://involvement.mst.edu/

SOME CLUBS TO CONSIDER JOINING:
- African Student Association
- Association of Black Students
- Chinese Students & Scholars
- India Association
- International Student Club
- Libyan Student Association
- Muslim Student Association

ID CARDS

You will receive a Missouri S&T student identification card (ID) that will give you access to the cafeterias, computer labs, recreation building, and the library.

Visit the IEP office assistant to obtain your student ID number. Then, go to New Student Programs, Room 106 – Centennial Hall. The fee for student ID is $10.
CAMPUS SERVICES

COER
The Career Opportunities and Employment Relations office has many helpful resources, from résumé writing materials and workshops, to practice interviews for helping students get a job. Students that register with COER will have access to job listings, internship openings, and co-op opportunities. career.mst.edu

COUNSELING SERVICES
The Counseling Center offers a wide variety of resources for individuals and groups. Students can find assistance ranging from adjustment to college life to family issues, depression, academic issues like test anxiety and study habits, and career decisions. The Counseling Center also offers peer support groups centered on anger management, stress management, family issues, and many other topics. counseling.mst.edu

FINANCIAL AID
Financial Aid can help students with any questions about loan repayment or scholarships, and even help students apply for more scholarships and see what loans they qualify for. sfa.mst.edu

IT HELP DESK
The Information Technology (IT) Help Desk can help students with problems on their student accounts, personal computers, internet connection, and network problems. Their website has many helpful resources, as well. it.mst.edu

LEAD
Learning Enhancement Across Disciplines (LEAD) offers peer tutoring and collaborative learning centers for students who
wish to improve their understanding of concepts and skills in a number of foundational courses. It is the most comprehensive resource for specific courses on campus. lead.mst.edu

**PARKING**

To park in University parking lots, you must either:

- Purchase a parking permit sticker that allows you to park in a particular parking lot for more information visit: police.mst.edu/parking
- Park in the metered spaces and put enough coins in the meter for the amount of time that you will be parked.

**STUDENT HEALTH SERVICES**

Student Health offers a wide range of primary health care for currently enrolled students at Missouri S&T. Multiple providers are available to deliver care for acute illness and injury. The Student Health fee covers visits with the providers, but some procedures, labs, and medications may require a small fee.

Certain requirements need to be met before you can complete enrollment and move onto campus. Failure to meet these requirements will result in a hold on your registration process. To submit your information, please follow the instructions on the Student Health website in the New Student Information sections: https://studenthealth.mst.edu/newstudentinformation/

At a minimum, students must submit records including:

**Two Measles, Mumps, Rubella Vaccines (MMR)** | The first one must be done after age 12 months, the second at least 30 days later. If you are unable to provide proof of previous immunizations, you can receive the immunizations at Student Health for a fee.
Meningitis Vaccine | Given after age 16. Missouri Senate Bill 754 states, “each student attending a public institution of higher education who lives in on-campus housing must receive the meningococcal vaccine unless he or she has a medical or religious exemption.” Vaccination is strongly recommended for all university students. You may not be allowed to move into campus housing if we have not received your meningitis immunization documentation. More information about the meningitis vaccine and disease can be found on the Student Health Website. If you are unable to provide proof of previous immunization, you can receive the immunization at Student Health for a fee.

Tuberculosis Screening | All students must complete this form. This form is on the Patient Portal. To access the Patient Portal go to the Student Health Website. You will use your University username and password to log into the Patient Portal. All Students coming from an endemic country are required to have a Quantiferon Gold test or a T. spot; these are blood tests. A list of endemic countries is listed on the tuberculosis screening form. studenthealth.mst.edu

TESTING CENTER
Students may use the Testing Center for special accommodations, classroom exams, and other tests. The center also issues CLEP exams, allowing students to “test out” of classes in which they have prior knowledge of the subject material. testcenter.mst.edu

WRITING CENTER
The Writing Center provides assistance for everything from lab reports to English papers to thesis papers. The trained tutors can help with grammar and punctuation, idea generation, citations, and paper structure as well as give overall tips and pointers.
Walk-ins are welcome, but it is a good idea to schedule an appointment. writingcenter.mst.edu

**FERPA**
The Family Educational Rights and Privacy Act of 1974

All students are protected by FERPA. This Act protects the rights of students and their education records. More information about FERPA can be found at http://registrar.mst.edu/ferpa/.

If your family members need access to your educational records, we will ask you to complete a form that gives permission. All sponsored students must sign a waiver that allows us to share information with their sponsor.
MAINTAINING YOUR VISA STATUS

Student and Exchange Visitor Information System (SEVIS) is an internet-based automated system that allows schools and the United States Immigration and Customs Enforcement (USICE) to exchange data on the visa status of international students and exchange visitors. Current student/exchange visitor information is transmitted electronically throughout an F-1 student’s or J-1 exchange visitor’s academic career in the United States. U.S. Consulates also have access to SEVIS.

Below are some important reminders for maintaining your immigration status:

- Your passport must be valid for six months into the future
- Attend the school you are authorized to attend
- Be full-time enrolled
  - Undergraduate students: minimum of 12 credit hours
  - Graduate students: minimum of 9 credit hours
  - IEP students: minimum of 20 contact hours
  - Pathway students: a combination of IEP and academic coursework that is equivalent to full-time enrollment

*Do not drop below full-time enrollment requirements. Doing so will jeopardize your immigration status. Speak with your academic and immigration advisor.

- Review all information on your I-20 or DS-2019 for accuracy. Check its expiration date and take appropriate action as necessary.
- Follow United States Citizenship and Immigration Services (USCIS) procedures for changing your major. Sponsored students must follow sponsors’ regulations.
- Limit on-campus employment to 20 hours a week while school is in session.
Do not work off-campus without authorization.

Report a change of address to the Office of International Affairs within 10 days of the change. You must also report your new address to the Registrar’s office. Change your Joe’sss account, too.

Always maintain the required insurance coverage. See information regarding the insurance requirement in the health insurance section of this handbook.

When traveling outside the U.S. you must have your I-20/DS-2019 authorized for travel before you leave, and you must carry it with you while you are traveling.

Speak to your immigration advisor if any issues arise or before you make any changes to your status or enrollment.

*This is a brief summary of basic immigration requirements and is not an exhaustive list. Please see your immigration advisor in International Affairs for any questions or concerns.

HEALTH INSURANCE

Missouri S&T requires all J-1 and F-1 visa holders to purchase a medical insurance plan provided by a company selected by the Missouri University S&T System. A single provider enables us to easily verify coverage and to assist students in processing claims and payments. J-2 visa holders must either purchase the health insurance available through Missouri S&T, or provide a U.S. insurance plan paid in advance for the term of their DS-2019. This plan must meet the U.S. Department of State J-visa insurance requirements.

HELPFUL FACTS

You should carry your health insurance card with you at all times. It will be mailed to you by the insurance company. Medical offices will ask to see your insurance card each time you visit.

If you are a Pathway student, your insurance will automatically be charged to your student account on Joe’sss. If you are a full-time student in the IEP, or a J-1 scholar, you must purchase
insurance when you check in at the Office of International Affairs.

- A J-1 visa is out of immigration status if the visa holder and their dependents fail to have the required insurance coverage.
- Some sponsored students may have insurance provided by their sponsors. International Affairs staff members will review these policies to make sure they meet immigration requirements.

**SOCIAL SECURITY**

Beginning October 13, 2004, F-1 students applying for a Social Security number on the basis of on-campus employment must present a letter from the Office of International Affairs stating that the student is authorized to engage in on-campus employment.

It is against Missouri S&T Human Resources policy to approve IEP students for on-campus work

Pathway students are checked to see if they make satisfactory progress in their academic courses at the university. Recommendations for full-time study and decisions on program completion will also be based on their academic performance and their performance in the IEP.

**TRANSFER POLICY**

USCIS requires students to attend the university which is noted on their visa. Students are eligible for transfer after one semester. IEP students who want to transfer to another Intensive English program must meet with the program administrator and immigration advisor to complete the transfer process.

If you attend a school other than the one authorized, you are out of status and have to apply for reinstatement.
STUDYING

Studying in a quiet environment is crucial for success in the IEP. Check out these available study spots on campus:

- **Library**: Computers, books, academic journals, private study rooms, and conference rooms for group study

TRAVEL DURING BREAKS

Your grade can be seriously affected if you skip class and especially if you miss a test. Be mindful of this when planning your travel. Exams, both at the university and the IEP, usually cannot be rescheduled.

Get your I-20 signed for travel by your immigration advisor before you leave the U.S.

SAFETY

EMERGENCY ALERT NOTIFICATION SYSTEM

You'll receive emergency news and updates regardless of where you are on or off campus. The system is used only for true emergencies. There is no charge for service except whatever your mobile carrier charges for the incoming call or text message.

To sign up:
- Log in to Joe’s
- Under Main Menu, click on Emergency Mass Notification

*New students will be prompted to opt into the Emergency Mass Notification System when they log into Joe'SS for the first time.*
SCAMS
Sometimes students receive phone calls or emails stating that the student will receive a large sum of money that needs to be deposited in their banking account. If you provide any personal information – bank account numbers, credit card numbers – you could have money stolen from you.

IDENTITY THEFT
Identity theft occurs when someone has stolen your name and other personal information and uses it to obtain credit, credit cards from banks and retailers, steal money from the victim’s existing accounts, apply for loans, establish accounts with utility companies, rent an apartment, file bankruptcy, or obtain a job using the victim’s name. The impersonator can steal thousands of dollars in the victim’s name without the victim even knowing about it for months or even years. Call the university police if you believe your identity has been stolen.

POLICE
University Police | (573) 341-4300 | 1201 N. State Street, G10
Campus Support

FOR EMERGENCIES CALL 911

SAFETY TIPS
• Never walk alone after dark, on or off-campus.
• Firearms and explosives are prohibited on campus. Knives and other weapons are subject to local ordinances and state statutes including bows and arrows.
• The blue lights around campus indicate emergency phones. You can be arrested and criminally charged if you steal or vandalize any part of them or make prank calls. For their safety, students need to be able to locate the phones and use them in emergencies.
• The S&T Police Department strictly enforces laws concerning alcoholic beverages.

• Pedestrians do not have clear right-of-way in a crosswalk on a city street. You must insure the traffic is not too close before proceeding. Additionally, joggers and walkers must use sidewalks if available, and yield right-of-way to cars on the roadway. Look before you cross the street.