INTENSIVE ENGLISH PROGRAM HANDBOOK

Policies, Procedures, and Academic Rules

Intensive English Program

University of Southern Indiana

8600 University Blvd

Evansville, IN 47712

812/461-5365

[**https://www.usi.edu/international/intensive-english/**](https://www.usi.edu/international/intensive-english/)



[**Intensive English Program at USI**](https://www.facebook.com/IntensiveEnglishProgramUSI/)

This *Student Handbook* is published by the Intensive English Program University of Southern Indiana.

June 2015

**Last updated: September 2022**

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**IEP PROGRAM**

**MISSION STATEMENT**

The Intensive English Program at the University of Southern Indiana strives to provide quality English language instruction and cultural, social, and academic orientation to the United States for non-native students. Our student-centered teaching practices and well-trained, culturally diverse faculty prepare our students to be successful in university academic programs and/or to achieve professional and personal language goals. We support the students’ integration into the target academic and general culture while respecting their own cultures, traditions, and values.

As part of the Center for International Programs, the Intensive English Program works to enhance the international dimensions of the University and to connect international students to the campus and local communities.

**What is the Intensive English Program?**

The Intensive English Program (IEP) at the University of Southern Indiana offers English language instruction using a curriculum designed for students of all levels of English proficiency based on students’ needs and interests. Students from around the world learn English side-by-side in small classrooms led by highly qualified teachers.

**CONTACT INFORMATION**

**Office Address:**

Orr Center (OC)

OC 3052 3rd floor

University of Southern Indiana

8600 University Blvd.

Evansville, IN 47712

**Office Hours:**

Monday – Friday

8:00 a.m. – 4:30 p.m.

**Contact Information:**

Phone number: 812/461-5365 or 812/461-5362

Fax: 812/228-5021

Email: usi1iep@usi.edu

Internet: [www.usi.edu/iep](http://www.usi.edu/iep)

Facebook: [Intensive English Program at USI](https://www.facebook.com/IntensiveEnglishProgramUSI/)

Instagram:

**ADMINISTRATION**

Emilija Zlatkovska, Ph.D.Executive Director of CIP

Emilija Zlatkovska, Ph.D.Director of IEP

Terry McIntoshSenior Administrative Assistant

**FACULTY**

Mokhtar Al-Zuraiki, Ph.D.Affiliate Assistant Professor

Lisa Butler, MAInstructor

**PART-TIME FACULTY**

For more information about the part time faculty, please visit our website at: [IEP Faculty](https://www.usi.edu/international/intensive-english/contact/) | [www.usi.edu/iep](http://www.usi.edu/iep)

**Academic Calendar**

To view the current IEP academic calendar and Orientation Dates go to the USI website link below:

<http://www.usi.edu/international/intensive-english/calendar>

|  |
| --- |
| **2022-2023 Academic Year** |
| **Fall 2022****Session 1** | August 22-October 14IEP Orientation is on August 17 | USI Closed: September 5 (Labor Day)Fall Break (no classes) October 10-11Final Exams: October 12,13,14 |
| **Fall 2022****Session 2** | October 19-December 16IEP Orientation is on October 5 | USI Closed: November 23-27 (Thanksgiving Break)Final Exams: December 14,15,16 |
| **Spring 2023****Session 1** | January 9-March 3IEP Orientation is on January 5 | No Class Days: January 16 (Martin Luther King, Jr Day)Spring Break (no classes) March 6-10Final Exams: March 1,2,3 |
| **Spring 2023****Session 2** | March 13-May 5IEP Orientation is on March 8 | USI Closed: April 7 (Good Friday)Final Exams: May 3,4,5 |
| **Summer 2023** | May 15-July 7IEP Orientation is on May 9 | USI Closed: May 29 (Memorial Day)                                                      USI Closed: July 4 (Independence Day)Final Exams: July 5,6,7 |

**Orientation**

**New Students**

Orientation for new students occurs one week before classes begin. During orientation, students learn more about USI/IEP, get help with the necessary USI documentations, health insurance, banking, and information about USI Academics, Facilities, and Policy. The ***Center for International Programs*** organizes the schedule for Orientation for all new international students at the beginning of the fall, spring, and summer semesters. IEP assists in New Student Orientation with information specific to the program.

This is an example of a typical Orientation schedule.

* (Schedule is subject to change per semester.)

|  |  |  |
| --- | --- | --- |
| **Day** | **Activity** | **What to Bring** |
| 1 | Welcome and Introduction to CIP and IEP | Passport, I-20 or DS-2019 documents, $15 for TB skin test, and health insurance information (if you have insurance from home) |
| TB skin test  |
| Banking  |
| Getting Started at USI |
| Information on transportation and communication at USI |
| Making Connections at USI clubs and organizations |
| Group Photo |
| Scavenger Hunt around campus |
| Welcome Reception |
| CIP Fun Night |
| 2 | Intensive English Program (IEP) Placement Test (9:00 a.m. in OC 3052) | Passport |
| Shopping at Eastland Mall and Dinner | money (do not need passport) |
| 3 | IEP Orientation (9:00 a.m. in OC 3052) | nothing |
| Tour of Rice Library | nothing |
| International Connections (\*All new students must attend.) | nothing |
| Tuberculosis Test Read (TB Skin test) | nothing |
| Movie Night |  |
| 4 | Tour of Evansville and Lunch  | money (\*Reservations are required) |
| Convocation | nothing |
| Welcome Bash Dinner |  |
| 5 | Tour of New Harmony and Lunch | money (\*Reservations are required) |

**Student Returning to IEP**

The Director of IEP will meet briefly with all returning and new students to discuss and review IEP Policies and Expectations. All IEP students will be notified about the Orientation Meeting via their USI student email and in an announcement in each classroom on the first day of class.

**PLACEMENT AND ASSESSMENT**

**Placement**
All new students are given a placement test to determine the level they will start in IEP. The placement test consists of the CaMLA, an in-house writing component, and an oral interview. All three components of the placement test are analyzed, and a final decision of starting level is determined by the Placement Committee, which included the Affiliate Assistant Professor, a full-time instructor, and/or the Director of IEP.

During the first week of instruction, teachers may recommend that a student be placed in a lower or higher level a based-on performance in class. The instructor(s) complete a form to support their recommendation to move a student. The Placement Committee reviews the forms and makes a final decision regarding the level that is best for the student. The student is informed by the Director.

Students who believe they have been placed in the wrong level may make an appeal to the director.

At the end of each session, students in levels 4 and 6 will take the itpTOEFL test to measure their readiness to continue to the more academic subset of the program at level 4 or to complete the IEP at level 6.

**Assessment**
In order to pass to the next level or graduate, students need to achieve an overall 80% in each class.

Assessment includes projects, quizzes, mid-term exams, and final exams. If a student fails one class within a level, he or she will repeat that level. \*

Students graduating from the Intensive English Program will receive a certificate of completion and will be able to pursue their future interests.

Students can obtain their final grades through MyUSI “Self-Service”.

*(\*) Exceptions will be considered on a case-by-case basis—see Appendix 5*

**TOEFL REQUIREMENTS**

Students may apply for undergraduate or graduate admission and admission to the Intensive English Program simultaneously.

**UNDERGRADUATE:**

* Conditional admission to the University of Southern Indiana is granted without a TOEFL or IELTS score upon the successful completion of IEP for students whose academic or professional qualifications meet USI Admission requirements but need to improve their English language before pursuing their academic program.
* Students need to successfully complete the Intensive English Program to be eligible to enroll in an academic program at USI. It may be competitive to get into some academic programs, so additional documents may be required. An Admission Representative will inform students of documents needed when applicable.
* Students proficient in English and do not need the Intensive English Program. Below are the minimal scores for undergraduate admission:
	1. TOEFL - IBT minimum 71, PBT minimum 527
	2. IELTS – minimum 6.0
	3. Cambridge English Advanced – minimum 169
	4. EIKEN – minimum Grade Pre-1\*

For more information about admission requirements, refer to the [International Admissions website](https://www.usi.edu/international/admissions/apply/).

**GRADUATE:**

* Graduate students can apply as non-degree seeking for the Intensive English Program only and can apply for a graduate program while attending English classes. Graduate students must submit a minimum ibtTOEFL score of 79 or a minimum IELTS score of 6 for application purposes. Higher scores may be required for some programs. Students should check for additional program requirements before applying. For more information, please refer to [Graduate Studies](http://www.usi.edu/graduatestudies).

**TOEFL TESTING**

The University of Southern Indiana is an official ETS ibt TOEFL testing center.

**Testing Location**

The ibt TOEFL exam is administered in the **Miller Language Lab (Room LA0120)** in the lower level of the Liberal Arts Center on the USI campus. Signs for directions will be posted for each test date.

Tests must register through the ETS website to schedule a test date and location. [ETS website](http://www.ets.org/toefl).

TOEFL exams administered in the Miller Language Lab are prescheduled. For a list of testing dates, check here: <http://www.usi.edu/international/intensive-english/toefl>

**REGISTRATION**

Registration Schedule includes dates for priority registration, open registration, schedule changes, billing, and late registration. View current [Registration Schedule](https://www.usi.edu/registrar/registration/registration-schedule/)

**CLASS SCHEDULE**

The IEP class schedule changes each session and is based on the enrollment of students in the program.

Students in IEP receive notification via email of their level and class level schedule within 2 days prior to the start of a new session.

***Example of an IEP class schedule:***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **LEVEL 2 / OC 3054** | **MONDAY** | **TUESDAY** | **WEDNESDAY** | **THURSDAY** | **FRIDAY** |
| 9:00 – 10:30 | WRITINGTeacher | SKILLSTeacher | SKILLSTeacher | SKILLSTeacher | WRITINGTeacher |
| 10:45 – 12:15  | LISTENING/SPEAKINGTeacher | LISTENING/SPEAKINGTeacher | WRITINGTeacher | LISTENING/SPEAKINGTeacher | READING Teacher |
| 12:15 – 1:15 | **LUNCH BREAK** | **LUNCH BREAK** | **LUNCH BREAK** | **LUNCH BREAK** |  |
| 1:30 – 3:00 | SKILLSTeacher | READING Teacher |  | READING Teacher |  |
| 3:15 - 4:00 | Pronunciation Workshop |  | Conversation Circle |  |  |

**LEVEL PROMOTION**

Students who achieve an overall 80% in all classes will be promoted to the next level. Students in Level 6 who successfully pass all classes will matriculate to their academic program in the university or move on to their own personal interests.

Assessments include projects, quizzes, mid-term exams, and final exams. Participation and attendance are also factored into the overall performance and achievements in the classroom.

Grades in each class are based on:

* Achievement of the student learning outcomes per the Can-Do Statements
* IEP Final Exam Score
* Overall performance and readiness to continue to the next level

To be promoted to the next level, a student need to:

* Pass each class with an 80% or higher
* Have evidence of good attendance
* And, for students in Levels 4 and 6, must pass itpTOEFL as part of their TOEFL class

*(\*)Exceptions will be considered case by case.*

**REPEATING A LEVEL or Dismissal from IEP**

If an IEP student does not meet the criteria and expected outcomes in a level, he/she will repeat that level. It is not uncommon for English language learners to repeat a level to help improve his/her level of English proficiency. **However, students cannot repeat the same level for a fourth time**. Students who do not demonstrate the ability to pass the same level for a third time will be dismissed from the IEP. They are not making satisfactory progress in developing English language proficiency.

(\*) The Director of IEP may make some exceptions based on medical circumstances and/or family emergencies. Such situations will be evaluated on an individual basis.

Students who are dismissed from the IEP due to low performance and lack of progress will be advised to either:

1. Transfer to a different English program at another university or language school, or
2. Return to their home country

The Center for International Programs will be notified of the dismissal and a request for a transfer will be made, if applicable.

Students dismissed for lack of progress who wish to return to USI may take the TOEFL or IELTS to demonstrate language ability to continue to the university at any point.

**TRANSITIONING FROM IEP TO THE UNIVERSITY**

Students in Level 6 who are ready to exit IEP will meet with the Director who advises them through the process of transitioning from IEP to regular academic courses in the university. The director communicates with the **University Center** to schedule the Assessment Test for level 6 students. This assessment test determines the academic course level the students will begin in the university. Students receive their scores and level of course placement immediately after the test. After the Assessment Test, the IEP director arranges advising appointments with academic program advisors relevant to the student’s major of study. These advisors then assume responsibility to help the student register for classes and provide advice throughout their academic program.

In addition to the meetings with the **University Center** and the individual Academic Advisors, the Director also arranges a meeting with the Immigration advisor form the Center of International Programs for a briefing on immigration requirements and services available to them after they leave the IEP.

The Director of IEP informs Level 6 students via email about the date, time, and location of the Assessment Test, and the schedule is posted in the Level 6 classroom.

**CERTIFICATES OF COMPLETION**

Students who successfully complete all the requirements for graduating from the Intensive English Program receive a ***Certificate of Completion.***

A reception is given for all IEP graduates at the end of the semester.

(\*) Students who attend IEP for short-term programs or for personal interest in improving English, receive a certificate of hours completed in the program.

**ACADEMIC INFORMATION ACCESS**

Students who have a scholarship or a financial sponsor for IEP tuition and fees, must complete the *Academic Information Access Permission form*. Students who do not have a scholarship or financial sponsor but give permission to a specific person, must also sign the form before any information or documents can be released.

[Authorization to Release Academic Information](https://usisurvey.az1.qualtrics.com/jfe/form/SV_3vM9XVmLzb5W2Ee)

***NOTE: Because of the Family Educational Rights & Privacy Act (FERPA), we are not allowed to share academic or financial information about you with anyone (including spouses, parents, cousins, friends, or classmates) without your permission.***

**ADVISING**

The Director and the IEP Instructors serve as advisors to students. Students are assigned to an IEP advisor according to their level.

Students may meet with their advisor by **appointment** at any time during the session. Office hours for each IEP advisor is posted on their office doors and in the syllabus each session. If there is an emergency, then the advisor or the director will address the need immediately.

**(Mid-Term Advising)**

**During the fifth week of each session**, the advisors will arrange appointments to meet with each student to discuss academic progress and address any concerns the student and/or teachers may have. The advisors will write a summary of the meeting and save it in the ***Individual Student Report***.

The Individual Student Report includes comments from the Mid-term meetings and final comments from all the teachers. Students will be given a copy of this report at Mid-term and at the end of the session report.

(\*) *Students are contacted about their Mid-term advising appointment in person and via their USI Eagles email.*

**Advising for Students Ready to Leave IEP (level 6 students)**

(\*) See Transitioning to the University

Students ready to graduate from the IEP will transition to an academic advisor within their academic program. These advisors will take over the responsibility of guiding the students throughout their academic path at USI.

[**See Appendix 1: Individual Student Report Form**](#Appendix1)

**TUITION AND FEES**

**IEP Tuition and University Fees**

IEP tuition is charged to students’ account each session. Other mandatory charges for each semester will also be charged to their account.

For a **current** estimated breakdown of tuition and fees: <http://www.usi.edu/international/admissions/tuition-fees>

**Health Insurance Requirements**

Mandatory Health Insurance

All international students (F-1 or J-1 visa holders and J-1 dependents) must have adequate health insurance while enrolled at the University of Southern Indiana. The University health insurance program offers comprehensive coverage designed for international students. There are three enrollment periods per calendar year; spring, summer and fall. Exchange students or other international students who only enroll for one semester can purchase coverage for that period. International students must enroll in the university provided health insurance unless they have insurance provided by a sponsor (SACM, World Learning, Fulbright).

Exchange programs funded through the US Department of State provide comprehensive health insurance for the duration of your exchange, either through a third-party provider or through our university insurance program.  Participants of the International Student Exchange Program (ISEP) are required to enroll in the ISEP health insurance program in order to finalize your placement at USI.

Participants of a direct exchange program are required to enroll in our health insurance program in order to finalize your enrollment at USI.

Please contact the Center for International Programs at 812-465-1248 with questions regarding insurance.

**Payment**

Payment for tuition and fees is due by the fifth week of the session. Students who do not make payment by the deadline will have a hold on their account and will not be able to register for the next session classes. Students who do not make payment by the deadline will not be permitted to take any final exams until all fees and tuition for that session currently enrolled is paid and a receipt submitted to the Director.

**(\*) IMPORTANT** Insurance payment is due the first week of classes. For an accurate cost of insurance, contact the Center for International Programs 812-465-1248.

**Withdrawal from the IEP**

Students who wish to withdraw from IEP/USI, must officially complete a withdrawal form with the Registrar’s office. Failure to officially withdraw from a course or from the program, and within the deadline, may result in the student incurring an “F” for the course(s) that will be permanently on their academic record. ***(\*) Not attending classes does not automatically remove the course from a student’s record. Students are responsible to officially withdraw from a course or the program. In addition, students who fail to officially withdraw will be responsible for the balance of fees and tuition.***

**Students are responsible for their enrollment!** Effective fall 2006, enrolled students must take action to drop/withdraw themselves from any classes. The University no longer cancels students’ classes for failure to settle their account.

**Refunds**

The refund schedule includes start and end dates for all course lengths offered in a semester/term, as well as the corresponding dates for:

Visit the USI website for a current schedule of dates for refunds:

<https://www.usi.edu/registrar/schedule-changes/refund-schedules>

* 100% refund
* 75% refund
* 50% refund
* 25% refund (no refund thereafter)
* last day to drop or withdraw without evaluation (automatic ‘W’ grade)
* last day to drop or withdraw with evaluation (‘W’ or ‘F’ grade)

**IEP POLICIES**

**Attendance Policy**

* A daily attendance record is kept by all teachers. Absences are recorded on the students’ Final Grade Report at the end of each session.
* This is an intensive program. There are ***NO*** excused absences. All absences are counted. A medical note from a U.S. doctor is necessary for any serious medical condition that may interrupt attendance in IEP classes. Excessive absences for medical reasons may result in withdrawal from the program for that session per the Associate Provost’s recommendation.
* The number of absences determine the action taken.

|  |
| --- |
| Number of Absences |
| 3 absences | = 1st Warning, meet with the teacher |
| 4 absences | = 2nd Warning, meet with the Director of IEP |
| 5 absences | = 3rd Warning, meet with the Assistant Provost in the International Program and Services |
| More than 5 absences | = At risk for expulsion from the IEP and may jeopardize immigration status to remain in the United States |

* Arriving late to class is disrespectful to the instructor and the other students. Go to class on time.

|  |
| --- |
| Arriving Late to Class |
| Two late arrivals to class  | = one absence |
| If student is 15 minutes or more late to class | = one absence |

* Student will sign the Attendance Policy electronically upon arrival to the IEP. The form is also available on the IEP website: <http://www.usi.edu/international/intensive-english/student-resources>

**IEP Policy for Students** **Dismissed for Attendance**

For students **with** a valid I-20 for the subsequent (next) session:

If an IEP student is dismissed (ineligible to enroll) for the subsequent session, the student will have 21 days from the last day of classes of the current session to:

1. Transfer their SEVIS record to another university,

2. Apply for a change in immigration status, or

3. Depart the United States.

On the 21st day, if the student has not transferred to another university, the student’s SEVIS record will be terminated. The SEVIS record will be terminated in both other cases.

[**IEP Attendance Policy**](https://usisurvey.az1.qualtrics.com/jfe/form/SV_3KjINZwuFnVHXLf)

**BEHAVIOR POLICY**

**Academic Misconduct:**

Academic misconduct is defined as any activity that tends to undermine the academic integrity of the institution. The university may discipline a student for academic misconduct. Policies of academic misconduct apply to all courses, departments, school, and university-related activities.

**Academic misconduct means**:

1. **Cheating** = acting dishonestly or unfairly to gain an advantage, especially in a game or during an examination (test)

2. **Fabrication** = to deceive (to lie)

3. **Plagiarism** = using the language and thoughts of another author as your own work without his or her approval

4. Helping someone else cheat or copy

**Within the IEP**, if a student commits academic misconduct, the student will meet with the teacher of the course and the Director of the program to discuss the issue. *The teacher will file an academic misconduct/plagiarism report along with a copy of the student’s assignment to the Director as evidence.* At the first offense, the student will get a warning and a chance to redo his or her assignment after making sure that he or she understood the issue. If the same student commits academic misconduct again while in the IEP, possible **consequences** will include:

* A score of “0” or failing the assignment
* “F” for the IEP Class
* Repeat the entire level in IEP

Students who complete the IEP program must also adhere to the university policy regarding this Academic Misconduct and Plagiarism.

[**See Appendix 3: Plagiarism Report Form**](#Appendix3)

**Code of Student Conduct at** **University of Southern Indiana**

IEP Students are USI students and are responsible to follow the regulations in the Code of Student Rights and Responsibilities.

[Student Rights and Responsibilities: A Code of Student Behavior](https://www.usi.edu/media/5621376/code-section-2019-2020.pdf)

IEP Students are USI students and are responsible for the following:

* Follow all rules for the University of Southern Indiana.
* Attend classes regularly, complete class assignments and prepare for class.
* Use facilities appropriately.
* Maintain & monitor university accounts (email & Bursar accounts).
* Be honest (academically & professionally).
* Be responsible for own behavior and respect the rights and dignity of other students and members of the community.

**Personal Misconduct**

The university may discipline a student for personal misconduct on or off university property and inform local authorities (police).

**Personal misconduct on university property:**

* Lying or false reports
* Pretending to be someone else
* Dangerous or harmful actions
* Not following directions of university officials
* Disorderly conduct
* Damage or destruction to property
* Stealing
* Having weapons
* Harassment, Physical or Verbal Abuse

**Personal misconduct not on university property:**

USI is committed to the promotion of a civil community both on campus and off campus. Please abide by the USI principles and the laws of the U.S.



**USI is a Tobacco-Free Campus**

The campus of the University of Southern Indiana has been tobacco-free since July 1, 2011. Smoking and the use of other tobacco products are not permitted except in personal vehicles and, for those in student housing, in designated outdoor spaces in the apartment and residence halls areas. The policy applies to all University-owned, -operated, and -leased property and vehicles.

**Drug & Alcohol Policy**

The University of Southern Indiana prohibits the illegal manufacture, possession, use, and/or distribution of drugs and alcohol by students, employees, and visitors on University-owned or leased property or as a part of any "university activities" as that term is identified by the University.

Free assistance and on-going educational programs are provided by the University for students and employees. Additional information is available by requesting a Drug and Alcohol Abuse Policy and Prevention brochure from the USI Counseling Center or Human Resources department.

**IEP Complaints and Petitions Policy**

**What if a student has a problem or complaint?**

Exchange of information and a constructive interchange of views about IEP operation, teaching, and procedures in general are welcome. Student should pass these comments on to the Director who will present the information for discussion with the rest of the staff.

In case of a complaint, the following procedure applies:

1. The student should first talk with the instructor involved and/or the IEP advisor.
2. If the student believes the situation was not satisfactorily resolved, the student should fill out the **IEP Student Grievance Form** and provide additional information to explain the issue at place.

To download this form, go to this link:

<http://www.usi.edu/international/intensive-english/student-resources> .
A hard copy of this form is also located on the wall in the IEP student area.

1. The Director will hear the students’ side in person and then discuss the issue with the Complaint Resolution Committee, which consists of 2 faculty members and the teacher concerned.
2. Students will be notified of the resolution either in person or within 48 hours, and all appropriate documents will be filed in the Student Complaint Folder and in the student’s file.
3. If the student feels that the issue has still not been resolved, he/she can take the issue to the Dean of Students’ Office and/ or to the Associate Provost for International Programs.

[IEP Complaint/Grievance Form](https://usisurvey.az1.qualtrics.com/jfe/form/SV_bdNuePNMPd7Fbzo)

[**See Appendix 5: Grade Complaint Form**](#Appendix5)

**PERFORMANCE WARNING**

**Academic and Attendance Warning**

When necessary students with low performance scores and / or low attendance will meet with the IEP director and sign a *Student Contract*. The director schedules appointments with each student to monitor progress and offers university resources to improve academic skills, performance, and grades.

[**See Appendix 6: Student Contract**](#Appendix6)

**Student Evaluations of Instructors and Class**

Course evaluations are an important resource that provides feedback about the program, the courses, and the instructors. The feedback helps the IEP team carefully consider any curriculum and/or instructional adjustments needed to improve the program.

This online survey provides feedback about instructors, courses, and the extra services IEP offers, such as Pronunciation Workshop, Tutoring Center, and Conversation Circle. The survey will be sent to students’ during week 7 of the session by email. Students have the option to complete the survey by computer or using their cell phone. The office of ***Planning, Research, and Assessment*** will manage the responses and communicate the results with the Director of IEP. The Director will share the results of the survey with the IEP team. Open the link to view an example of the IEP Course Evaluation.

[**IEP Course Evaluation Form**](https://usisurvey.az1.qualtrics.com/jfe/form/SV_cATQiMpUUcYTzRs)

**IMMIGRATION**

**Center for International Programs (CIP)**

The Center for International Programs provides a comprehensive range of services designed to meet the needs of international students, including orientation program before the beginning of each term.

The CIP issues and maintains IEP students’ immigration records. Any questions about your visa, I-20, or SEVIS status should go to the CIP.

**Office Address: Office Hours:**

Center for International Programs Monday through Friday

University Center East (UC East) 8:00 a.m. – 4:30 p.m.

Main Level, Room 1234

8600 University Blvd

Evansville, IN 47712

**Contact Information:**

Dr. Emilija Zlatkovska

Phone Number: (812) 465-1248

ezlatkovsk@usi.edu

**(Immigration Officer)**

Dr. Emilija Zlatkovska

Phone Number: (812) 465-1248

ezlatkovsk@usi.edu

(\*) For more information about services offered through the Center for International Programs, visit the webpage [Center for International Programs](https://www.usi.edu/international/)

**Types of Student Visas**

|  |  |
| --- | --- |
| **F-1** | This visa allows a person to enter the US for full-time study at an authorized institution. |
| **F-2** | This visa allows spouses or children of F-1 students to enter the US. |
| **J-1** | There are several types of J-1 visas, also called exchange visitor visas. This visa may be issued to allow a person to study. |
| **J-2** | This visa allows spouses or children of J-1 exchange visitors to enter the US. |

*There are many other types of visas with different requirements. If you are not sure about your visa status, please ask at the* ***Center for International Programs*** *office.*

**Definitions of Visas and Immigration Documents**

**Visa**

* A visa is a stamp in your passport issued by an American Embassy or Consulate in your country.
* It allows you to get on a plane to the US and request entry to this country.
* The date of a visa does **not** affect how long you can stay in the country. Your visa can expire while you are in the US without affecting your status.

**USCIS**

* The United States Citizenship and Immigration Service is a part of the Department of Homeland Security. It controls the status of aliens who are in the U.S.
* ***Note: The State Department issues visa stamps at Embassies or Consulates abroad. It is a different part of the government.***

**SEVIS**

* SEVIS is a ***government required*** web-based system used to maintain accurate and current information on F-1 students, J-1 exchange visitors, and their dependents. SEVIS enables schools to produce visa documents and record information about a student’s stay in the United States.

**I-20**

* This document is issued to an F-1 student.
* It shows the beginning and expected completion of studies, level of study, field of study, and funding. It is issued by the school the F-1 student will attend.

**DS-2019**

* This document is issued to a J-1 exchange visitor.
* It shows the beginning and expected completion dates, level of study, field of study, and funding. It is issued by the program sponsor. This may be Indiana University or some other sponsor.

**I-94**

* This important immigration document must be printed out from the U.S. Customs and Border Protection website at [Printing Most Recent I-94 Document](https://i94.cbp.dhs.gov/I94/#/home)
* **If you do not have this document, go to the Center for International Programs in UCE**
* Your visa status and D/S will be on the I-94 document.
* The official name of the I-94 is the **Departure Record**. When you leave, it is given to the airline so immigration can confirm that you are no longer in the US.

**D/S**

* I-94 documents for F and J students and dependents should be marked D/S, which means **duration of status**.
* This means that a student may remain in the US until the “completion of studies” date on the I-20 or DS-2019, if the student remains in status.

**Travel Information**

**If you plan to travel outside the country and return to the IEP, you need to follow the procedures below:**

* Contact the Center of International Programs (CIP) and let them know of your travel plans. Your I-20 and any dependent 1-20s must be signed by the CIP for travel ***before*** you leave.
* If your plans change while you are home and you will not be returning for the next session, contact IEP and CIP by email as soon as possible.
* If you decide to return to the US to attend another school, you MUST enter the country using the new I-20. You will need to complete the F-1 Transfer Form.
	+ <http://www.usi.edu/media/588633/2012_international_transfer_form.pdf>
* Your F-1 and F-2 visa stamps must be valid on the date of your return travel. If they are not, you will need to have them renewed while you are in your home country.
* Your passport MUST be valid for at least 6 more months after your return date. If it is not, you will need to have it renewed while you are in your home country.

***NOTE: If you plan to travel inside the US, you do not need to have your I-20 signed.***

**What will happen if I am out of status?**

US immigration laws make staying ***in-status*** very important. Students who are out of status or have overstayed their study time will have serious problems. It may be impossible for them to return to the US in the future.

***You will be out of status if:***

* You stop attending classes without permission before the end of a session.
* You are studying after the program end date on your I-20 or DS-2019.
* You are an F-1 and remain in the U.S. more than 60 days after your last IEP class.
* You are a J-1 and remain in the U.S. more than 30 days after your last IEP class.
* If you are out of status:
* *You cannot re-enter the US without a* ***new*** *I-20 or DS-2019*
* *You will have difficulty applying for a visa from a third country such as Canada or Mexico*

**Staying In-Status (Basic Information)**

The Center of International Programs (CIP) works to help IEP students with their immigration issues.

1. Contact office of CIP Office Hours

Email: ezlatkovsk@usi.edu Monday – Friday 8:00 – 4:30

(812) 465-1248

2. **Immigration Documents:**

* Passport (from your country)
* I-20/DS-2019
* Visa
* I-94 Document

3. **SEVIS (Student & Exchange Visitor Information System)**

All international students pay a $200 SEVIS fee when they apply for a U.S. visa. All schools must tell immigration (using SEVIS) about each international student several times:

* when the student arrives at the school
* student enrollment for each session
* when a student transfers to a different school
* when a student changes to a new program of study
* when a student changes his/her address

4. **Enrollment**

You must be a full-time student while you are studying in the IEP if you are on an F-1 or J-1 visa. Attendance is very important each session for you to be considered an enrolled student of the IEP.

5. **Transferring**

If you transfer to USI from another school, you need to bring ALL your previous I-20s to the CIP, even if you have submitted them to the IEP Office. This is VERY important.

6. **Travel**

* Request a signature for page 3 of your I-20 (page 1 of your DS-2019)
* Inform the IEP Office of your travel plans
* Do not leave the U.S. without a signature if you plan to return to the IEP

7**. Program Changes**

Check the date of your I-20 (or DS-2019) expiration. CIP and the IEP work together to help students who want to:

* extend their studies in the IEP (past the I-20 expiration date)
* transfer to another school

8. **Document Safety - Passport (from your country**)

* I-20/DS-2019
* Visa
* I-94 card

Your documents are your responsibility!

Keep them in a safe place. Do not throw them away (even if you transfer to a different school).

**9. Employment**

* F-1 and J-1 students can work on campus for up to 20 hours per week.
* IEP Students need permission from the IEP Director and CIP before getting a job.
* J-1 students need additional authorization from OIS to work on campus.
* International students ***CANNOT*** work off campus without authorization.

10. **Address Updates**

* All international students must report address changes to the IEP/CIP offices within 10 days!

11. **USI Email**

* Students should check their USI eagles email everyday and often for any updates or important messages from the university or their teachers.
* It is IMPORTANT to make sure the emails are an authentic email from USI. Sources outside of the USI community often attempt to “fool” USI students with important-looking messages. Students should contact the IEP office for any emails that appear suspicious as these could be a virus.
* Your email address is the only place you will receive important messages from the IEP, CIP, and your USI billing account from the bursar.

12. **Remember, you must:**

* Maintain full time enrollment
* Attend IEP classes
* Get a travel signature if you plan to travel outside of the U.S.
* Be aware of the expiration date on your I-20 document
* Transfer through SEVIS
* Keep the I-20 or DS-2019 valid
* Work only on campus with permission
* Update your address within 10 days
* Read all messages sent to your USI email

**USI FACILITIES AND RESOURCES**

|  |  |  |
| --- | --- | --- |
| **SERVICE** | **DESCRIPTION** | **LINK** |
| **USI Campus Map** | Where can I find…? | [Campus Map](https://www.usi.edu/images/map/map.pdf) |
| **Center for International Programs (CIP)** | Provides information, services, and programs to meet the unique needs of international students. | [Center for International Programs](https://www.usi.edu/international) |
| **Housing & Residence Life** | Options for living on campus | [Housing and Residence Life](https://www.usi.edu/housing) |
| **Eagle Access Card (Student ID Card)** | Personal Identification  | [Eagle Access Card](https://usi.sodexomyway.com/my-meal-plan/eagle-access-card) |
| **USI Computers / Internet** | Getting Connected to WiFi on campus | [Internet/WiFi](https://www.usi.edu/it/internetwifi) |
| **USI Email** | Help with setting up and using Eagles Mail | [Setup Eagles Mail](https://www.usi.edu/it/email/setup-eagles-mail-on-your-mobile-device/) |
| **Computer Labs** | Need to copy or print something?  | [Computer Labs](https://www.usi.edu/it/computer-labs) |
| **Printing and Making Copies/Flex Money** | Need to copy or print something? | [Printing/Flex Money](https://www.usi.edu/it/computer-labs/flex-money/) |
| **Rice Library** | Services, Research, Study Rooms, Tools | [Rice Library](https://usi.libguides.com/about/hours) |
| **University Health Center** | Health services on campus | [University Health Center](https://www.usi.edu/healthcenter/contact-us) |
| **Counseling Services** | Need someone to talk to? We can help! | [CAPS|Counseling and Psychological Services](https://www.usi.edu/counseling-and-psychological-services/) |
| **Writer’s Room / Writer’s Lab (\*)** | Need help with that writing assignment? | [Academic Skills|Tutoring](https://www.usi.edu/university-division/academic-skills/tutoring/)  |
| **Recreation, Fitness, and Wellness** | Exercise and Recreational Activities  | [Recreation, Fitness, and Wellness](https://www.usi.edu/rfw/) |

**(\*) The IEP Tutoring Center is in OC 3057.**

**COMMUNITY RESOURCES**

USI is aware that many students have questions about other resources both on and off campus.  Those questions may focus on banking or grocery shopping, health and wellness, or something more unique to identity.

|  |  |  |
| --- | --- | --- |
| **SERVICE** | **DESCRIPTION** | **LINK** |
| **Multicultural Center (on campus)** | Something for everyone on campus | [Multicultural Services](https://www.usi.edu/multiculturalcenter/community-resources) |
| **Banking** | Where do I find a local bank? | [Banking](https://www.usi.edu/multiculturalcenter/community-resources/banking) |
| **Social Security Office** | Obtaining a Social Security Number to work (guidelines) | [International Students and Social Security Numbers](https://www.ssa.gov/pubs/EN-05-10181.pdf) |
| **Indiana Bureau of Motor Vehicles (BMV)** | Obtaining an Indiana Driver’s License | [Indiana Bureau of Motor Vehicles](http://www.in.gov/bmv/) |
| **Groceries (food markets)** | Where can I buy food? | [West Side Grocery Stores](https://www.usi.edu/multiculturalcenter/community-resources/groceries) |
| **Cultural Grocery Stores/Markets** | Where can I buy food I am familiar with? | [Cultural Grocery Stores/Markets](https://www.usi.edu/equity-diversity-and-inclusion/local-community-events-resources/cultural-grocery-storesmarkets/) |
| **Area Entertainment** | What can I do in Evansville? | [Evansville and Area Attractions](http://www.visitevansville.com/attractions) |
| **Health and Wellness** | What type of medical or wellness help is available in the community? | [Health and Wellness](https://www.usi.edu/multiculturalcenter/community-resources/health-and-wellness) |
| **Transportation and Maps** | Getting around on campus and in the community | [METS Bus Schedule](https://www.usi.edu/public-safety/bus-schedules/) |
| **Taxi Services** | When you need transportation, who can you call? A taxi!  | [Comaier Services](https://comaier.com/)[Green Light Car Services](https://green-light-car-service-llc.business.site/) |
| **Religious Worship** | Where can I find a place to worship? | [Area Worship Information](https://www.usi.edu/religiouslife/area-worship-information) |

**STUDENT HEALTH**

**Staying Healthy**

Between making new friends, studying for class, and getting involved on campus, it can be hard to remember to take care of yourself. As a college student, health is essential for reaching your full potential. In order to establish and maintain your physical and mental health, you must develop healthy habits. USI offers various resources to assist you in doing so!

**Tips for Staying Healthy in College**

1. Eat Healthy: Your diet impacts your immune system, your body weight, and your overall health. Check out USI’s meal plans or access a nutrition calculator.
2. Exercise: In addition to maintaining your physical health, exercise relieves stress, generates energy, and enhances your brain’s strength.
3. Get Enough Sleep: Lack of sufficient sleep can cause headaches, reduced brain function, and weight gain/loss.
4. Set Aside Time to De-stress: Stress can lead to poor health and negatively impact your academic performance.
5. Utilize Campus Resources: USI offers resources for maintaining your health.

**For more information on ways to stay healthy and other resources available on campus go to:**

[**Staying Healthy in College**](https://www.usi.edu/media/4676018/Week10FirstYear-USI-Health.pdf)

**UNIVERSITY HEALTH CENTER**

The University Health Center is a full-service clinic offering medical services and health-related information to students, faculty, and staff. We are located in the lower level of the Health Professions Center.

We recognize that health and education are precious assets. Our goal is to help you maintain or improve your health, allowing you to reach your highest potential both in and out of the classroom.

**Regular Office Hours**
Monday through Friday 8:00 a.m. to 4:30 p.m.

**Immunization Office Hours**Monday through Friday 8:00 a.m. to 4:30 p.m.

**Summer Hours**Beginning the week after finals week
Monday through Friday - 9:00 a.m. to 3:00 p.m.

**Location:**

Lower level of the Health Professions Building Room HP0091

**Phone: 812-465-1250**

**Fax:  812-465-7170**

[USI Health Center](https://www.usi.edu/healthcenter/)

**IMMUNIZATIONS**

**All students entering the University of Southern Indiana for the first time or living in University Housing must meet the immunization requirements of the University and Indiana Code 21-40-5 enacted by the 2007 Indiana General Assembly.**

* **MMR** (Measles, Mumps, and Rubella)

Student must be immunized with TWO doses (MMR 1 and MMR 2). First does cannot be given before the 1st birthday. *\*Second dose must be given at least 30 days after the first.*

* **Tetanus/diphtheria** (TD booster/Tdap): *Vaccination must have taken place within the past 10 years.  A tetanus toxoid alone NOT ACCEPTABLE.*
* **TB / Tuberculosis (International Students Only):**  All International students (those who are not Citizens or Permanent Residents of the United States) must provide documentation of TB testing prior to the start of their first semester of enrollment at USI.  This testing must occur no earlier than 6 weeks before the start of the semester.  This test may be done with a TB blood test, or a TB skin test administered in the United States by a medical professional.  Send medical documentation including your student ID number to the University Health Center (Contact information found below).
* **Meningitis vaccine:**Meningococcal conjugate vaccine (MCV4) two immunizations if given before 16th birthday or one immunization if given on or after 16th birthday**.**

For more information about the immunization requirements, open the link to the Center website.

[Immunization Requirements](https://www.usi.edu/healthcenter/new-students/)

**Disability Services/Resources**

USI Disability Resources (DR) coordinates services and academic accommodations for USI students with disabilities to ensure equal access to facilities, programs, services and resources of the University. We review documentation for eligibility, collaborate with students to determine appropriate accommodations, assist with the implementation of the accommodations, offer support and guidance, and advocate for access as needed.  Disability Resources is located in the Science Center, room 2206.

It is the policy of the University of Southern Indiana to be in full compliance with all federal and state non-discrimination and equal opportunity laws, orders and regulations relating to race, color, religion, sex (including pregnancy), national origin, age, disability, genetic information, sexual orientation, gender identity, or veteran status. Questions or concerns should be directed to the Affirmative Action Officer, USI Human Resources Department, University of Southern Indiana, 8600 University Boulevard, Evansville, Indiana 47712.

**Call 812-464-1961 for an appointment.**

[Disability Resources](https://www.usi.edu/disabilities)

**LOCAL HOSPITALS AND MEDICAL FACILITIES**

**Local Hospital Information**

[**Deaconess Hospital**](https://www.deaconess.com/Find-a-Location/Location-Search)

This page lists all local Deaconess branches, as well as their phone numbers, addresses, and maps to their facilities.

[St. Vincent | Ascension](https://www.stvincent.org/)

This page lists all local St. Vincent’s branches, as well as their phone numbers, addresses, and maps to their facilities.

[Deaconess The Women's Hospital](https://www.deaconess.com/The-Womens-Hospital)

This page lists information about locations and doctors in the Women’s Hospital.

**Finding a Local Doctor** [**Family Practitioners**](http://www.healthgrades.com/family-practice-directory/in-indiana/evansville)

**Medical Facilities Close to USI**

Deaconess Clinic (by appointment) [Deaconess Clinic West](https://www.deaconess.com/Locations/Deaconess-Clinic/Deaconess-Clinic-Locations/365/Deaconess-Clinic-West)

545 S. Boehne Camp Rd

Evansville, IN 47712

(812) 402-1264

**St. Vincent Urgent Care-Westide**  [St. Vincent Urgent Care-Westside](https://ascensionhealth.inquicker.com/facility/st-vincent-evansville-westside-urgent-care)

100 S. Reosenberger Ave.

Evansville, IN 47712

(812) 485-1550

**CAPS |Counseling and Psychological Services**

It is normal to experience distress at challenging times. We all have had times when we feel at a loss and don’t know what to do. Everyone needs help sometimes!

Students often seek assistance for difficulties associated with:

* Transitioning to college
* Loneliness or isolation
* Unhealthy relationships
* Sexual assault, relationship violence, or stalking
* Low mood/depression
* Anxiety/worry
* Sexuality or gender identity
* The loss of a loved one
* Traumatic events
* Alcohol or drug use
* The experience of discrimination and prejudice
* Body-image and/or eating disorders
* High levels of stress

***To schedule an appointment, please visit their website or visit in-person at OC1051. Appointments must be made by the student and cannot be made by a family member or friend.***

[***https://www.usi.edu/counseling-and-psychological-services/***](https://www.usi.edu/counseling-and-psychological-services/)

**Sexual Assault Prevention and Response**

USI is committed to creating and maintaining an educational and work environment free of all violence in which all members of the USI community are treated with respect and dignity.

USI condemns all gender-based discrimination including sexual assault, rape, sexual harassment, and all other forms of non-consensual sexual activity. The USI [Code of Student Behavior](http://www.usi.edu/deanofstudents/code) prohibits all forms of gender-based violence, harassment, and exploitation.

[**Sexual Assault Prevention and Response | Title IX**](https://www.usi.edu/sexual-assault-prevention-and-response/)

**The CAPS is a SAFE ZONE for individuals of all ethnicities, abilities, religions, sexual orientations, physical appearances/sizes, and gender identities.**

**STUDENT ACTIVITIES**

|  |  |  |
| --- | --- | --- |
| **ACTIVITY** | DESCRIPTION | LINK |
| **Activities Programming Board** | Student event planning | [Activities Programming Board](https://www.usi.edu/apb/about/) |
| **Orientation Week (Welcome Week)** | An important time to get familiar with the USI community | [Screaming Eagles Orientation](https://www.usi.edu/orientation/) |
| **Intensive English Program** | IEP students have opportunities to get involved and get help | [Intensive English Program](https://www.usi.edu/international/intensive-english/contact/) |
| **IEP Field Trips** | Educational, cultural, or entertainment field trips are scheduled per semester | IEP Staff will coordinate local field trips and inform students of the event. |
| **IEP Conversation Circle** | Weekly gatherings in the IEP area for conversational activities | Contact the IEP office for more information.  |
| **iClub** | The International Club organizes trips, Food Expo, dinners, and a great way to get connected. | [iClub](https://www.usi.edu/international/engage/iclub) |
| **Small World Program** | Designed for American and international students interested in meeting to practice English, exchange culture, and broaden their horizons by learning more about one another | [Small World Program](https://www.usi.edu/international/engage/small-world) |
|  **Friendship Family Program** | Designed to encourage international student involvement with American families in the Evansville community. | [Friendship Family Program](https://www.usi.edu/international/engage/hosting) |
| **Multicultural Center** | The MC provides resources for student organizations which aim to promote collaboration among underrepresented students and promote diversity across the campus at USI | [Multicultural Center](https://www.usi.edu/multiculturalcenter/get-involved/) |
| **Panas USI** | An organization that focuses on Latin American cultures. | [Panas USI Facebook](https://www.facebook.com/panas.usi.3/timeline?lst=1144556693%3A100040656826232%3A1569360158)  |
| **Student Development Programs** | Looking for a way to get connected and involved….check this link out! | [USI Center for Campus Life](https://www.usi.edu/campus-life) |
| **EagleSync** | An online management tool that shows organizations on campus and upcoming events | [EagleSync](https://www.usi.edu/campus-life/student-organizations/eaglesync/) |
| **Student Organization List** | A convenient list of organizations on campus with contact information | [Student Organization List](https://www.usi.edu/media/5626369/org-list-3-4-20.pdf) |
| **The Source** | A weekly newsletter for the USI community that features upcoming events for studentsSign up for the weekly newsletter (by email) | [The Source](https://www.usi.edu/campus-life/the-source/) |

**LIFE IN THE UNITED STATES**

American cultural differences are puzzling to many students from abroad. After students have developed an understanding of American culture and how to relate to people, they usually are more relaxed and find the experience more enjoyable.

You will find this website helpful in giving brief explanations to living in the US. [Smart Guide to Studying in the USA](http://www.edupass.org/living/)

**US Federal Holidays**

The campus is closed on most US Federal Holidays. Always check the Academic Calendar for days when classes and/or the university is closed for holidays.

To learn more about the US Federal Holidays: [US Federal Holidays](https://www.federalpay.org/holidays)

**EMERGENCY INFORMATION**

**University Delays, Cancellations, and Emergency Closings**

Classes and special events at the University of Southern Indiana are rarely cancelled or delayed, and seldom are University offices closed. When conditions warrant, USI may delay classes and/or opening the University, cancel classes (but University offices remain open) or close the University.

When the main campus is closed, all events (including those sponsored by off-campus organizations) are cancelled. Announcements about individual department or program activities will not be made.



[**USI Public Safety and Campus Alert Messaging**](https://www.usi.edu/public-safety/campus-alerts-and-messaging/)

**USI Rave Alerts**

USI Rave Alert is the University’s official notification system that gives immediate messages—via email, text message, and voice message—about emergencies, severe weather, crime, and other incidents impacting the University community. Everyone with an active USI email address is automatically enrolled in the Rave Alert system. You can also register your mobile, home or office phone number(s) to receive text and voice alerts and add additional emails if desired.

**Accessing Your Rave Alert Account:**

1. Log in to [myUSI](https://login.usi.edu/cas/login?service=https%3A%2F%2Fmy.usi.edu%2F)
2. Click on the Rave Alert icon under Eagle Apps in the upper left corner of the page. 
3. On the Rave Alert account screen, you may:
* Add mobile phone numbers to receive text and voice alerts.
* Add additional email addresses at which to receive email alerts.
* Add a landline phone number at which to receive voice alerts.
* Confirm your email addresses and phone numbers by pressing the yellow Test button.
1. Add Rave Alert numbers 67283 and 226787 to your mobile phone contacts.

[Rave Alert Opt Out Instructions](https://www.usi.edu/public-safety/campus-alerts-and-messaging/rave-alert-account-settings/)

While Rave Alerts are the main sources of emergency messages to the campus community, Rave Guardian is a new mobile app that provides valuable added safety features from your mobile device. Read more below.



**Rave Guardian App**

Rave Guardian is a free mobile app available for iOS and Android devices that allows USI students, faculty and staff access to a variety of safety features on their personal devices. The USI features of the app can be activated by anyone with an active USI directory listing. Rave Guardian is available in the Apple App Store and the Google Play Store.

****The Rave Guardian app provides several key features that make it an important safety resource for all users.

**Safety Timer**

The Safety Timer feature allows users to set a timer for the duration they expect to be traveling, regardless of mode of transportation. If the timer expires, the app sends a text message alert to a "Guardian," which is any personal contact designated by the user, that the timer is over prompting them to reach out and ensure the user’s wellbeing. If necessary, the designated Guardian can then contact USI Public Safety (if the user is on campus or other USI property) or 9-1-1 to report an emergency.

**Chat**

The chat function also allows users to directly and, if desired, anonymously contact USI Public Safety via chat to report an incident or request assistance, including the ability to share their location. This functionality works only on the USI campus or in one of the other two campus locations in downtown Evansville and New Harmony, Indiana. The user must manually choose their location.

**USI Emergency**

The USI Emergency button allows users to quickly call Public Safety with the touch of a button. This functionality also only works on the USI campus or in one of the other two campus locations in downtown Evansville and New Harmony, Indiana selected by the user. Those off campus should dial 911 for an emergency.

**Important Numbers**

This button provides access to a wide variety of campus and regional safety and wellness resources that can be called with a single click.

**USI on the Web**

This button provides one-click links to a comprehensive list of safety- and wellness-related campus resources and departments as well as several off-campus resources.

**Inbox**

The inbox collects important messages from Public Safety including Rave emergency alerts.

The app is not mandatory, but students, faculty and staff are encouraged to download and use the Rave Guardian app to enhance their personal safety and the safety of others on campus and other USI properties.

[RAVE Guardian FAQs](https://www.usi.edu/public-safety/campus-alerts-and-messaging/rave-guardian-faqs/)

**Fire Procedure**

A fire emergency exists when a building fire alarm is sounding or when there is a presence of smoke or flame. Campus buildings shall be immediately and totally evacuated whenever the building fire alarm is sounding.

Upon discovery of a fire, contact Public Safety at 7777. Follow the university's procedures for fire evacuations.

**The University of Southern Indiana Emergency Action Plan (EAP)**

**Policy Purpose:**

The purpose of this policy is to outline the emergency action plan in accordance with Occupational Safety and Health Administration (OSHA) regulations [29 CFR 1910.38(a)].

**Policy Statement:**

It is the policy of the University to notify all employees of the elements of the emergency evacuation plan and to expect all employees to read and understand the information presented in this plan. It is the intent of this plan to provide not only University employees, but also students and visitors with an appropriate emergency action plan.

[**USI Emergency Action Plan**](https://www.usi.edu/media/902268/eap.pdf)

**STORMS AND TORNADOES**

**What to do when a tornado warning has been issued for your area.**

When a tornado has been sighted, seek safe shelter immediately.

1. If you are in a small building, or other lightly built structure, move to a safe area in a larger, heavily constructed building. If the severe weather/tornado is upon you, and there is no time to escape to a safe area in a larger building, seek the safest area in your building (refer to item 2).
2. If you are in a larger building, shown on the attached chart, move to an interior hallway or room on the lowest floor away from windows, doors and outside walls.
3. Never try to outrun a tornado in a car or truck; instead, leave the vehicle immediately for safe shelter.
4. If caught outside with no shelter, lie flat in a nearby ditch or depression and cover your head with your hands.
5. Do not get under an overpass or bridge. You are safer in a low, flat location.
6. Protect yourself from flying debris. Flying debris from tornadoes causes most of the fatalities and injuries.

**TORNADO WATCH vs. TORNADO WARNING**

When conditions are favorable for severe weather to develop, a severe thunderstorm or TORNADO WATCH is issued. Remain alert for approaching storms. When a WATCH is issued tune in and listen to either NOAA Weather Radio (162.550 MHz), commercial radio (WIKY 104.1 FM) or television (Local 7 WTVW), (Channel 14 WFIE) or Channel 25 WEHT) for the latest watch or warning information.

When a TORNADO WARNING is issued, a tornado has been sighted or indicated by weather radar. If a tornado warning is issued for your area move immediately to your pre-designated place of safety. In the Vanderburgh County area, emergency warning sirens are activated when there is a severe weather/tornado warning. This siren will be a long blast lasting 3 minutes or longer and you should seek safe shelter immediately.

**OUTDOOR AREAS**

If you are at an outdoor recreation field or caught outside when a severe weather siren sounds, you need to seek safe shelter immediately. Go to the nearest "SAFE AREA." If a "SAFE AREA" is not available, lie flat in a nearby ditch or depression away from trees or power lines and cover your head with your hands and avoid flying debris. 2

**USI APARTMENT BUILDINGS**

ADDITIONAL INFORMATION

[Emergency Preparedness: Are You Ready for a Disaster?](https://www.nsc.org/home-safety/safety-topics/emergency-preparedness)

[American Red Cross](https://www.redcross.org/)

If you are in a USI apartment building and hear an emergency warning siren, move to an interior room such as bathroom or hallway, away from exterior walls and windows. If you can, lay flat in the bathtub, cover your head to protect yourself from flying debris. Bring your battery powered weather radio, blanket, and flashlight with you.

**SAFE AREAS**

A SAFE AREA is defined as an interior hallway or room on the lowest floor of a larger, heavily constructed building away from windows, doors and outside walls. See the following attachment for a list of buildings with a "SAFE AREA" for severe weather/tornados.

**Earthquake**

If indoors, seek refuge in a doorway or under a desk or table.  Stay away from glass windows, shelves, and heavy equipment.  Stay under cover until shaking as stopped, then be prepared to calmly evacuate the building.

If outdoors, move quickly away from buildings, power lines, utility poles, and other structures. Always avoid power or utility lines to avoid electrocution.

If in a vehicle, stop in the safest place available, preferably an open area away from power lines, utility poles, and trees.  Stop as quickly as safety permits but stay in the vehicle for the shelter it offers.

Always protect yourself and be prepared for aftershocks.

**Reporting Emergencies – Calling Security**

* The quickest, easiest way to obtain help for any emergency is to call Public Safety at 812/492-7777.
* If using a cell phone, call 812/464-1845 or 812/492-7777.
* Stay calm and carefully explain the problem and location.

**APPENDICES**

**APPENDIX 1: Individual Student Report Form**

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**APPENDIX 2: Attendance Policy**

[**IEP Attendance Policy**](https://usisurvey.az1.qualtrics.com/jfe/form/SV_3KjINZwuFnVHXLf)

**APPENDIX 3: Plagiarism Report**

 Intensive English Programs

**Academic Honesty Violation Report**

Attach copies of all relevant materials and submit this form to the IEP Director within 5 business days of meeting with the student. Copies of this form and supporting documentation will be forwarded to the student.

Students who dispute the facts of the allegation or the severity of the sanction should first discuss the issue with the instructor. If they are not satisfied with the result of that meeting, they may request a formal meeting with the IEP Director. Very serious violations may also be reported to the Assistant Dean of Students for processing under the Student Code of Conduct.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Today’s Date: |  | / |  | / |  |  |  |
| Staff Member: |  | Phone: |  |
| Course Name: |  |  |  |
| Student: |  | ID#: | S0 |  |
|  |
| Date of violation: |  | / |  | / |  | Date of student meeting: |  | / |  | / |  |
| Description of violation (attach additional sheets if necessary): |
|  |
|  |
|  |
|  |
|  |
|  |
| Action taken (according to course policy as explained in the syllabus): |
|  |
|  |
|  |

See also:

IEP Staff Handbook, Academic Honesty Section

USI’s Policy on Academic Honesty:

**APPENDIX 4: Grievance Report**

[IEP Complaint/Grievance Form](https://usisurvey.az1.qualtrics.com/jfe/form/SV_bdNuePNMPd7Fbzo)

**APPENDIX 5: Grade Complaint Report**

OC 3052

8600 University Blvd.

Evansville, IN 47712

812/461-5365

**IEP STUDENT GRADE COMPLAINT FORM**

***This form should be used if you have a complaint or concern about your final grades.***

Your Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

IEP Level: \_\_\_\_\_\_\_\_\_\_

**What is your complaint? (Check all that apply).**

🞏 Problem with Reading grade Name of Instructor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |
| --- |
| Explain your problem: |

🞏 Problem with Writing grade Name of Instructor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |
| --- |
| Explain your problem: |

🞏 Problem with Listening & Speaking grade Name of Instructor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |
| --- |
| Explain your problem: |

🞏 Problem with Skills grade Name of Instructor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |
| --- |
| Explain your problem: |

🞏 Other Name of Instructor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |
| --- |
| Explain your problem: |

**Office Use Only:**

**Date Received: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Action Taken: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Responsible Authority: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**APPENDIX 6: Student Contract**

**Intensive English Program (IEP) Student Contract**

It is the goal of IEP to provide quality English instruction to students who are interested in achieving proficiency in the English language. The IEP program prepares students for academic programs at the University of Southern Indiana or other American higher education institutions.

Attendance is mandatory and crucial to your success in the IEP. You have had excessive absences in some of your classes and therefore, you are in jeopardy of leaving IEP and USI.

This contract is to serve as an agreement between the Intensive English Program and you to meet all criteria successfully in order to pass this level and remain in IEP or matriculate to the university.

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, agree to commit to the following criteria to pass this level or I will have to leave the Intensive English Program at USI.

1. Attend all classes on time.
2. Complete all homework assignments and give to the teacher on the due date.
3. Pass the tests and exams successfully.
4. Meet with the Director every other week for accountability.
5. If you have more than 3 absences, you will go back to previous level.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Emilija Zlatkovska, Ph.D Student Signature Date

Director of Intensive English Program

University of Southern Indiana

**APPENDIX 7: Student Evaluation Form**

Open the links to view the IEP course evaluations for each level.

[IEP Prep Course Evaluation](https://usisurvey.az1.qualtrics.com/jfe/form/SV_885tabxGnueKwBw)

[IEP Level 1 Course Evaluation](https://usisurvey.az1.qualtrics.com/jfe/form/SV_1Up33Gp2UUbTp2K)

[IEP Level 2 Course Evaluation](https://usisurvey.az1.qualtrics.com/jfe/form/SV_6nHvPij6m4mVoJE)

[IEP Level 3 Course Evaluation](https://usisurvey.az1.qualtrics.com/jfe/form/SV_cATQiMpUUcYTzRs)

[IEP Level 4 Course Evaluation](https://usisurvey.az1.qualtrics.com/jfe/form/SV_4TIPQODRxAQrdxI)

[IEP Level 5 Course Evaluation](https://usisurvey.az1.qualtrics.com/jfe/form/SV_5AU7cJZmPzsNgKa)

[IEP Level 6 Course Evaluation](https://usisurvey.az1.qualtrics.com/jfe/form/SV_2bDPYGP0Ej0mAHs)