

The background of the entire page is a pixelated world map. The map uses a variety of colors to represent different continents and countries, including shades of green, blue, yellow, red, and brown. The pixels are small and square, giving the map a digital, mosaic-like appearance.

# English Language Institute

## Student Handbook

### 2022 - 2023

Information for students enrolled in the English Language Institute

**ELI ONLY SECTION – Information for English Language Institute Students ONLY**

*(This section for ELI students only. If you are not an ELI Student, please skip to Appendices.)*

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## English Language Institute

### **Welcome!**

We are pleased that you have chosen Millersville University as a place to improve your English language skills, learn more about American culture, and experience University life. This handbook section has information that will answer questions about the ELI program. The ELI instructors and staff are here to help you master your English proficiency. We wish you all the best for the upcoming semester.

Sincerely,

***The ELI Team***

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## ELI Mission Statement

As part of the Office of International Programs and Services, the English Language Institute at Millersville University equips English Language Learners for a successful transition into U.S. university programs, where they participate fully as confident members of the campus and local community.

To achieve this mission, the ELI will:

- **Prepare** English language learners for academic and professional success through progressive levels of instruction in a student-centered environment.
- **Support** English language learners throughout their student journey by providing individualized academic and student services.
- **Engage** students in diverse learning opportunities, not only in the classroom, but through civic service, trips, and social activities.

## ELI Program General Overview

The English Language Institute at Millersville University (MU) is a non-credit, intensive English program designed to help students improve their English proficiency for academic, personal, or professional purposes. Most students in the program plan to begin undergraduate or graduate study in an American college or university after they complete their English program.

### **Important Reminders**

ELI students are responsible for following classroom and program policies, as communicated at orientation and in this *Student Handbook*.

- Students are accountable for their actions.
- Students must be respectful to their classmates, teachers, and ELI administrators at all times.
- Students should strive to use English 100% of the time.

### Overview - ELI Program and Classes

The ELI has six levels. These levels are designed to provide enough time for students to progress gradually from their starting proficiency level to the point where they are able to join mainstream academic classes. Each of the six levels includes courses on interaction (speaking and listening), literacy (reading and writing), and grammar. A special topic elective course and language lab are also part of the curriculum. In their first semester on campus, new ELI (and all International Students) are required to participate in the Student Success Seminar, which builds on topics in initial orientation sessions and provides several check-in points for supporting students. The table below presents how the levels are related to the [Common European Framework of Reference](#). (See text box on page 74 for more details.)

ELI Level	Notes	CEFR	Other names
Level 1		A1	Low beginner
Level 2		A1	High Beginner
Level 3		A2	Low intermediate
Level 4	□ May apply for concurrent classes	B1	Intermediate
Level 5	□ May apply for concurrent classes □ Exit level for undergraduate students	B2	High intermediate
Level 6	□ Graduate Students Only (Exit level)	C1	Advanced

ELI Level	MU ELI Description
Level 1	

<b>Level 2</b>	<b>Levels 1 &amp; 2</b> are beginner levels and focus on developing general English. Students learn to communicate about familiar topics and to use the language in everyday situations. The emphasis is on writing on a sentence level and on reading and listening to shorter passages on general topics. Other goals include building students' foundations in grammar and vocabulary.
<b>Level 3</b>	<b>Level 3, 4 and 5</b> are intermediate levels and focus on developing academic skills. Students learn to construct paragraphs and essays, practice reading and listening to academic material, and learn to give presentations and communicate in a classroom. Students also expand their grammar and vocabulary range.
<b>Level 4</b>	
<b>Level 5</b>	
<b>Level 6</b>	<b>Level 6</b> is an advanced level and prepares students for graduate classes. Students practice research skills, writing and editing skills, giving professional presentations, and reading and listening to longer, more complex academic passages.

## ELI Application, Admission, and Enrollment

### **Admission Requirements**

Admission to the English Language Institute at Millersville University is open to F- and J-visa students, U.S. citizens and permanent residents, as well as other visa holders. ELI admission policy follows the [MU undergraduate admissions policies](#), which state the following requirements:

- Students must [apply](#) and be admitted to the ELI before attending classes completing the following steps:
  - 1) Print and fill out the application.
  - 2) Submit documents with application.
- **Transcripts** (of high school, colleges or universities you have attended.)
- **Copy of Passport Biographical Page**
- **Proof of Financial Support** (students must be able to show proof that they are capable of financing their education in the U.S. Please submit the [Sources of Funds form](#), along with supporting bank statements of sponsorship letters.)
- **English proficiency test scores** (scores may be provided if the student has taken a formal, standardized test. However, A TOEFL or IELTS score is not required for admission to the ELI. A proficiency test will be given prior to the start of classes to determine level placement.)

### **Types of Admission**

#### *Conditional Undergraduate Admission*

Applicants who intended to enter a degree program at MU, who are academically admissible, but do not meet the minimum English language requirement, may be conditionally admitted to Millersville University, with the understanding that they will first enroll in the ELI program. The ELI program is designed to improve English language proficiency and prepare students to succeed in university level classes. More about the English proficiency requirement is found here:

[www.millersville.edu/international/prospective-students/english-proficiency.php](http://www.millersville.edu/international/prospective-students/english-proficiency.php)

- If you have questions about the process, email us at [International@millersville.edu](mailto:International@millersville.edu)

- Learn more about [Next Steps After Acceptance](#) to Millersville University.

### *Conditional Graduate Admission*

Conditional and Direct Admission Options Exist for graduate students. Students interested in MU Graduate Programs, who also need English language proficiency courses, may apply directly to their graduate program for conditional admission. If students are not eligible for conditional admission to their graduate program, they may then apply directly to the ELI. If accepted, they may apply to their graduate program again later in their studies. Graduate students in level 6 will have the option to apply for taking concurrent, non-ELI, MU courses for credit. (See page 86 for more details.) The ELI follows the MU graduate admissions policies found here:

<https://www.millersville.edu/admissions/graduate/admissions/apply/international-applicants.php>

### ***Transferring to/from Millersville University***

Millersville University welcomes transfer students from other accredited institutions. Nationally, 60% of students begin their education at one institution and complete their bachelor's degree at another. Annually, nearly 700 transfer students chose Millersville to continue their educational journey. Read more about your specific transfer situation here:

[www.millersville.edu/admissions/undergrad/transfer/index.php](http://www.millersville.edu/admissions/undergrad/transfer/index.php)

### **Program Fees & Payment**

ELI students will not receive a tuition and fee bill until they are registered for classes. Payment may be made in-person or online. Students should make payment or begin a payment plan by the first date of classes each term. Non-payment will lead to late fees added to your bill; non-payment also leads to a hold being placed on your account, which would restrict registration in later terms. If non-payment is not resolved, the student will be dismissed from program. The following notes will be helpful to students related to payment:

- *Flywire* – International students are encouraged to use [Flywire](#) for tuition payments. This service offers an opportunity to pay securely from any country or bank using any currency.
- *Fees Related to Concurrent Enrollment* – Students who take advantage of the concurrent Millersville University course enrollment option during ELI levels 4, 5 or 6 will be responsible for the additional tuition and fees required by MU. (See page 86 for details on Concurrent Classes.)
- *Sponsored Students* – Students who are sponsored through a government or other third-party must work with the Office of International Programs and Services and the Office of Student Accounts to ensure timely invoicing and payment of tuition and fees.

### Refund Policy

The refund policy applies to tuition only. Other fees are not refunded. Special cases may be reviewed on a case-by-case basis.

- Students who withdraw from the program during the first week of the program (that is, the Add/Drop period) may receive a full refund on tuition paid.
- Students who withdraw from the ELI after the first week are not eligible for a refund.
- Students who have to repeat a level due to not meeting the 80% attendance or academic performance requirements will not receive a refund.

### ELI Proficiency Testing and Initial Placement

After arrival or during new international student orientation prior to the start of the term, all new ELI students will have English language proficiency placement. Placement will be done using a rubric that considers the following: pre-arrival interview, when possible; on site objective testing; writing sample; and formal interview. Students will be placed within level 1 through 6, according to their placement test results. Any questions related to initial placement by student or teacher are processed during the first week of the term. Any changes in initial placement would happen no later than the second week of the term. Initial placements are very thorough; changes of initial placement are rare, but the ELI is committed to ensuring proper placement. At the end of each term, students are tested again to confirm sufficient progress and promotion to the next level.

### Registration – Full-Time & Part-Time Status

ELI staff will register ELI students for their ELI classes. Generally, ELI students may enroll full-time or parttime. However, F-1 students are not allowed to study part-time unless they are enrolled full-time in an academic program, or taking courses during the summer months. Students with F-2 and J-2 visas, as well as other visa categories, have the option of studying part-time.

### Exiting the ELI

Once students have been placed and entered the ELI program, they will have begun their *conditional admission* to MU. This means they must complete all required levels of the ELI.

- *Undergraduate Students* – All undergraduate ELI students must complete Level 5 in order to exit the program.
- *Graduate Students* – All graduate ELI students must complete Level 6 in order to exit the program.

Note: Students may not test out of the ELI program by submitting a new TOEFL, IELTS, or related score.

## Withdrawal from Classes During the Term

There are many implications of withdrawing. Students wanting to withdraw from classes at the ELI or the University in the middle of a term should talk to their advisor or the IPS staff for assistance.

## Safety for ELI Students

As explained in earlier sections of this handbook (See page 23), all ELI students should use the following two apps during their time of study at the ELI:

1. **LiveSafe App** – Read more here: <https://www.millersville.edu/police/livesafe.php>.
2. **MU Alert** – Used for weather-related delays and cancellations, as well as safety concerns related to the campus. Sign up: <https://millersville.omnilert.net/subscriber.php>

## ELI Program Details

### Schedule

The ELI follows Millersville's [academic calendar](#), which is generally as follows:

- **Fall Semester** – late August through mid-December (16 weeks)
- **Spring Semester** – late January through early-May (16 weeks)
- **Summer Intensive** – mid-June through mid-August (10 weeks, MU's Summer 2 & Summer 3)

Full-time ELI students receive a minimum of 18+ instructional contact hours per week, as part of the intensive English program. Short-term and specialized programs may be different. The table below shows how the hours are calculated.

Class Type – All Levels	Length of Class	Times Meeting Per Week	Total Hours Per Week	Total Contact Hours Per Week
Core Class 1	2.25 hours	2	4.50	4.50
Core Class 2	2.25 hours	2	4.50	9.00
Core Class 3	2.25 hours	2	4.50	13.50
Special Topics A	2.25 hours	1	2.25	15.75
Special Topics B / Writing Lab	2.25 hours	1	2.25	18.00
Language Lab	2.25 hours	1	2.25	20.25
Conversation Partners	1.00 hours	1	1.00	21.25
<i>Student Success Seminar</i>	1.00 hours	1 (6 weeks)	1.00 (.375 avg. 16 wks.)	21.63

Classes are held Monday through Friday. Hours typically range between 8:00 AM to 7:00 PM. The sample schedules from past terms shown below give a sense of a typical schedule. Present hours and courses may vary per term. The current schedule format for hours of contact for the intensive English program is shown in the table above.

### Length of Study

The amount of time it takes to learn a new language depends on the individual. Students who begin the ELI program in levels 1 or 2 should expect to study for at least 12 months (or 3 semesters) prior to taking full-time courses in their academic programs. Students in levels 3 or 4 should expect to study for at least 8 months (or 2 semesters) prior to taking full-time courses in their academic programs. Students beginning in levels 5 or 6 should expect to study at least 4 months (or 1 semester) prior to taking fulltime courses in their academic programs.

### Civic Engagement

ELI students have the opportunity to learn more about the community around them through civic engagement. Students will engage in a variety of programs in the city of Lancaster through service or experiential learning. Students will have the opportunity to reflect on their experiences through writing and other class activities.



**Schedule Level 3**

ELI	Mon	Tue	Wed	Thu	Fri
8:00-10:00 am					
10:15 am – 12:15 pm	University Literacies ELI 033	University Interactions ELI 032	University Literacies ELI 033	University Interactions ELI 032	Elective ELI 037
12:30-2:00 pm	Language Lab	Language Lab	Language Lab	Language Lab	
2:45-4:45 pm	Grammar in Communication ELI 034		Grammar in Communication ELI 034		
6:00-7:00 pm					

**Schedule Level 4**

ELI	Mon	Tue	Wed	Thu	Fri
8:00-10:00 am	Grammar in Communication ELI 044		Grammar in Communication ELI 044		
10:15 am – 12:15 pm		University Literacies ELI 043		University Literacies ELI 043	Elective ELI 037
12:30-2:00 pm	Language Lab	Language Lab	Language Lab	Language Lab	
		University Interactions ELI 042		University Interactions ELI 042	

- 8:00-10:15 AM
- 10:30 AM-12:45 PM
- 1:00-3:15 PM
- 3:30-5:45 PM
- 6:00-8:15 PM

**Schedule Level 5**

ELI	Mon	Tue	Wed	Thu	Fri
8:00-10:00 am		University Literacies ELI 053		University Literacies ELI 053	
10:15 am – 12:15 pm					Elective ELI 037
12:30-2:00 pm	Language Lab	Language Lab	Language Lab	Language Lab	
2:45-4:45 pm	Grammar in Communication ELI 054		Grammar in Communication ELI 054		
6:00-7:00 pm	University Interactions ELI 052		University Interactions ELI 052		

**Schedule Level 6**

ELI	Mon	Tue	Wed	Thu	Fri
8:00-10:00 am	Advanced Literacies ELI 063	Advanced Interactions ELI 062	Advanced Literacies ELI 063	Advanced Interactions ELI 062	
10:15 am – 12:15 pm	Advanced Grammar in Communication ELI 064		Advanced Grammar in Communication ELI 064		Elective ELI 037
12:30-2:00 pm	Language Lab	Language Lab	Language Lab	Language Lab	
2:45-4:45 pm					

**Common European Framework of Reference (CEFR) Descriptors (2019)**

**A1 – Level 1&2**

Can understand and use familiar everyday expressions and very basic phrases aimed at the satisfaction of needs of a concrete type. Can introduce him/herself and others and can ask and answer questions about personal details such as where he/she lives, people he/she knows and things he/she has. Can interact in a simple way provided the other person talks slowly and clearly and is prepared to help.

**A2 – Level 3**

Can understand sentences and frequently used expressions related to areas of most immediate relevance (e.g. very basic personal and family information, shopping, local geography, employment). Can communicate in simple and routine tasks requiring a simple and direct exchange of information on familiar and routine matters. Can describe in simple terms aspects of his/her background, immediate environment and matters in areas of immediate need.

**B1/B2 – Levels 4 & 5**

Can understand the main points of clear standard input on familiar matters regularly encountered in work, school, leisure, etc. Can deal with most situations likely to arise whilst travelling in an area where the language is spoken. Can produce simple connected text on topics which are familiar or of personal interest. Can describe experiences and events, dreams, hopes & ambitions and briefly give reasons and explanations for opinions and plans.

**C1 – Level 6**

Can understand the main ideas of complex text on both concrete and abstract topics, including technical discussions in his/her field of specialization. Can interact with a degree of fluency and spontaneity that makes regular interaction with native speakers quite possible without strain for either party. Can produce clear, detailed text on a wide range of subjects and explain a viewpoint on a topical issue giving the advantages and disadvantages of various options.

### Concurrent Classes

Students in levels 4-5 may apply to take non-ELI, MU undergraduate courses. (See Appendix D to apply) Level 6 students may apply to take MU graduate courses. (See Appendix D to apply) Read more about Concurrent Classes on page 86.

### Special Topics

In addition to core courses, ELI students will take special topic classes. Possible options include American Literature, Community & Self, Service Learning, Creative Writing, Dramatic Speaking, and other courses in development. Further elective courses may be chosen based on availability; not every course is offered in all semesters and at all levels.

### Language Lab

The ELI's Language Lab provides opportunities for students to practice a variety of language skills learned in Core Courses: University Interactions, University Literacies & Grammar in Communication. Lab work is integrated with the overall ELI curriculum.

### Conversation Partners

Conversation Partners is a program available to ELI students. They are paired 1:1 with a volunteer student screened and monitored by the IPS Global Ambassador Program and the ELI administration. Students meet one hour per week to talk about various topics related to culture or student life.

### Syllabus

To help students in managing their time, the ELI will provide a syllabus for each class at the beginning of the semester. This syllabus gives information about the weekly class schedule, how to contact the instructor, the textbook, the learning goals of the class, the grading system, and other important reminders.

### Student Evaluation & Grading

Students will have regular assessment measures throughout their courses, including a final exam or project in most courses. In order to pass a course, ELI students must earn a B- (80%) or higher academically. The 80% average – academic and attendance – across all courses is critical to passing a level.

### Communications: Grade Reports

ELI students will receive a mid-term progress report and a final grade report each term. These will contain attendance records. Comments from teachers about progress will be in these reports or in the online learning platform. In addition to the official grade reports, students will have regular feedback of their progress through daily and weekly activities in the term.

### Communications: Alerts and Warnings

If necessary, ELI students will receive communications related to unmet ELI program expectations. Examples of this would be habitual tardiness, excessive absences, or unfavorable conduct. Warnings may lead to probation or even dismissal from the program. If applicable, students will receive communications in this order of severity:

- **Alert** – drawing attention to issue, informing student of consequences
- **Warning** – noting increased seriousness, consequences pending
- **Letter of Probation** – official communication of probationary status
- **Letter of Dismissal** – official communication that student is being removed from the program

Note: Any such communication will require that the student acknowledge receiving notice and that he or she understands the message and related consequences.

### Level Completion and Promotion

As stated for emphasis in other places in this handbook, ELI students must earn a B- (80%) or higher academically in all core courses to be promoted from one level to the next. Students must also maintain 80% or higher in attendance. Level 5 is the exit level for undergraduate students. Level 6 is the exit level for graduate students.

Students who want to enter degree programs at MU must work with the MU Admissions Office to be admitted into an academic program outside of the ELI. Note: Applicants must meet all other Millersville University admission requirements, including program-specific requirements. For more information about being admitted to MU's academic programs, visit our International Admissions page:

[www.millersville.edu/international/index.php](http://www.millersville.edu/international/index.php).

### Repeating a Level

Students who do not meet requirements for promotion from one level to the next, must repeat the present level. Students are expected to make adequate and consistent progress in their ELI coursework, as explained throughout this section of the new student handbook. Students who are required to repeat a level may only do so one time. If a student does not pass the level the second time, he or she will be dismissed. In other words, students may not take the same level for more than two semesters.

### Academic Probation, Dismissal & Loss of Immigration Status

Students who do not meet requirements to pass a level due to academic performance, attendance, or other issues (see list below), may be placed on *Probation* or be *Dismissed* from the program. In

most cases, students would receive alerts, then warnings, then probation before being dismissed from the program.

### *Probation*

Students who fail to make adequate progress in the program, i.e. achieve 79% or lower, will be placed on academic probation for one term and allowed to repeat the level. If satisfactory progress is not made in the following term, probation can lead to dismissal from the program.

### *Dismissal*

Dismissal will mean a student's I-20/DS-2019 being terminated, which would affect legal immigration status. Students who are dismissed will need either to find admission to another program or university or to return home.

- Possible reasons for *Probation* or *Dismissal*:
  - Non-payment of ELI or related fees
  - Academic grade average below 80%
  - Attendance below 80%      ○
  - Disciplinary or safety reasons



## ELI Expectations for Students

The following are expectations for ELI students:

### Participation

It is expected that students show up and actively participate in classes. Your success in the ELI and at MU are very important to us. These strategies will help you do well:

- Attend classes consistently.
- Be on time.
- Participate fully in class.
- Come ready to engage and learn.
- Complete all required work.
- Take advantage of additional language-learning supports, such as conversation partners, IPS social and intercultural events, and MU campus activities.

## Homework

It is important for students to complete homework assignments to continue improving their English. Homework must be completed and turned in on time. ELI instructors and staff are here to assist if students do not understand an assignment. Missing homework will negatively affect course grades.

## Cancelled Class Policy – As Communicated to Students

In the unlikely event that a class needs to be cancelled due to weather or other events, students will be notified through the main MU channels, including text, email, and the main MU website. If the teacher needs to cancel class for any reason, the teacher will notify students through D2L or by MU Email.

## Making Up Classes or Coursework

### *Due to Weather*

In the event that classes are delayed or cancelled due to weather, teachers may use D2L and other remote teaching applications to assign make-up work in order to not lose ground in meeting course objectives.

### *Due to Student Absence or Related*

- If a student misses a major assessment at the appointed class time, the student should contact the teacher and remain in communication.
- If medical/health reasons exist, the student should provide proof to the teacher/office of an appropriate reason for missing, such as a note (documentation) from the Health Center or the doctor's office.
- If the teacher/office determines that the reason for absence is appropriate, the teacher may allow make-up work by arrangement, at the teacher's convenience.
- If the conditions of the quiz/test or activity are impossible to make up, the teacher may drop this one activity from the overall grade, averaging out the other assessments for final grading, or arrange for an alternative assessment.

### NOTES:

- Students are encouraged to notify the teacher of tardiness or absences in advance, if possible. If they are ill and not able to notify beforehand, the soonest possible notification after class is expected.
- The ELI knows that some ELI students are parents or have many other work and life responsibilities outside of the ELI classes. Our ELI staff will do our best to be helpful, patient, and understanding of your circumstances without violating the overall requirements and expectations of the ELI program or immigration regulations.

## Communication

If students have any issues, questions, or concerns, we recommend that they communicate as soon as possible with their teachers, IPS staff, or other support people on campus as described above. It usually works out much better to talk about something early and often, than to let it go and hope it gets better.

Related to ELI requirements and expectations, students are expected to communicate regularly with their teachers. They may discuss attendance, assignments, course materials, or other concerns. It is very important to communicate with the ELI instructors. They are here to help students.



## Student Conduct

### ***Having Helpful Information***

This *Student Handbook* contains helpful information and expectations around student life at MU and the ELI. All students are required to read the handbook in full, and to confirm they understand the contents by submitting the *Handbook Agreement Form* (See Appendix A.) To help all new ELI students understand expectations, rules, policies, and helpful information related to their time of study at MU, IPS provides both pre-arrival Online Orientation, on-arrival International Student Orientation (ISO), and conducts Student Success Seminars (SSS) for the first part of the semester. Orientation leaders and staff are available to help explain the information and answer questions. ISO and SSS are formatted to have small breakout groups for discussion on the main points of orientation. In addition,

ELI teachers emphasize important points of ELI and course expectations in their syllabi and first class sessions.

Students may ask questions about anything in the handbook during orientation, in student seminars, in ELI classes, or by talking to any staff from the Office of International Programs and Services. We are all happy to assist students in understanding the material. The handbook contains keys to success in the ELI and at MU.

***Important Requirements – Remember:***

- Students are responsible for their actions and their consequences.
- Students are accountable to rules and regulations of the ELI, Millersville University, the laws of the Commonwealth of Pennsylvania, and the laws of the United States.

### Conduct in the ELI Classroom

It is important for students to demonstrate appropriate behavior in class. This includes interacting with other students and participating in all ELI class activities. Engaging in this way not only creates a good learning environment and welcoming community, it also helps language development.

Behavior that is disruptive or disrespectful to fellow students or instructors is not acceptable. Students may be asked to leave the classroom if conduct does not meet these expectations. If a behavior or incident in class requires it, teachers will inform the ELI office and submit an Incident Report. The office will communicate with the student and teacher and take appropriate actions until a resolution is reached. (See Appendix F – Incident Report Form.)

- For any official notice or communication related to conduct, the student will be required to confirm receiving the communication. For example:

*I have received this notice and understand the situation regarding my attendance.*

Signature \_\_\_\_\_ Date:

*(Print this letter/email, sign and return it to the ELI Office.)*

### Mobile Phones

Mobile phones should generally be put away during instruction or any time of interaction and engagement with the class material. It is okay to use phones during 1:1 work as a resource or tool, or as instructed by the teacher. If not specifically instructed otherwise, please turn phones off or put them away during class time. Phones are not meant to be used for texting, phoning, gaming, or other non-class related activities during class time.



### Textbooks

ELI students are provided with textbooks at the beginning of a semester. Students must use this new, unmarked text for class, not a book with writing or answers already recorded. Students should bring textbooks and other classroom materials to each class session and take them home again after class.

### Teacher Expectations

Please check instructor's syllabus for particular policies regarding classroom conduct. Students are responsible for following classroom and program policies, as communicated in this *Student Handbook*, online orientation, International Student Orientation, and the many other communication channels outlined here. Students must be respectful to classmates, teachers, and ELI administrators at all times.

### Bad Behavior by ELI Students

ELI students are members of a community at MU. It is very important for students to be respectful of the teachers, of other students, and of themselves whenever present in the ELI program. Bad behavior will not be tolerated. (See MU student [Code of Conduct](#) and other key reminders described and linked in this handbook.) If there is a situation where a student's conduct is disruptive or disrespectful, teachers will address the situation and seek support from the ELI office and IPS staff as needed. Teachers will do their best to speak with a student in private to talk about a behavior issue. If the situation cannot be resolved in the moment or is escalating in some way, the teacher may ask the student to leave class and will set a meeting time later to discuss the situation. As a student, if you have concerns about a behavior issue or how a teacher is talking to you, please contact ELI administrative staff, other teachers, or IPS staff nearby for assistance and support. (See also *Complaints* on page 28 and Appendix C.)

The ELI Administration will use a "Three Strike Approach" in communicating about behavior with students:

1. A gentle reminder explaining the issue
2. A stronger warning with direct information about possible consequences
3. A final warning potentially leading to dismissal

### Conduct on the MU Campus

ELI students must abide by the same rules as all other students at Millersville University. Failure to do this may result in suspension or expulsion from Millersville University, which will result in your I-20/DS-2019 being terminated, if applicable, which will take you out of legal immigration status. For more information, read about Student Rights and Responsibilities here: <https://www.millersville.edu/studentconduct/files/studentcodeofconduct.pdf>.

## ELI Student Support Services

Because transitions can be both challenging and rewarding seasons, the ELI has put into place many support services to help students succeed at the highest level in making the adjustment to this new situation. Some of these include online orientation, International Student Orientation (ISO), Student Success Seminars, and this handbook. Beyond these programs and the many services listed earlier in this handbook, students will find that ELI staff members are available and eager to help.

### Academic Advising

ELI staff are available to meet with students on questions related to classes and future options at Millersville University. Advising is available for a range of topics, including level placement, repeated courses, probationary status and cultural adjustment issues.

### Get Involved

The ELI encourages students to take advantage of programs and services offered at Millersville University and the ELI, as explained more fully above. Students will find many opportunities to be involved, make new friends, and improve English by joining in on activities, clubs, and organizations listed here:

- <https://getinvolved.millersville.edu/>
- <https://involved.millersville.edu/organizations>

### Campus Services and Resources

Read more about the many services and resources offered at Millersville University and listed below at this website: [www.millersville.edu/saem/student-resources/campuservices.php](http://www.millersville.edu/saem/student-resources/campuservices.php)

- Shuttle Service
- Career Services
- Costume Rental Shop
- Counseling Services
- Dining Services
- Financial Aid
- Club de'Ville
- Internships & Civic Engagement Services
- University Police

### Day Trips and Activities

In addition to language and academic instruction, the ELI offers students several cultural events, outside of class activities and trips to local and regional attractions, such as nearby locations like Washington D.C., Philadelphia, Baltimore, and historic Lancaster County, Pennsylvania.

### Student Satisfaction Survey

Each term, the ELI will send out a 4-week “How are things going?” survey, and then near the 16<sup>th</sup> week we will send out an end-of-term survey to students to ask how their experience is going. Your input is very welcome, as we continually strive for excellence. Please watch for and fill out the survey, giving us feedback or details you want to communicate. Your submission is confidential.

### D2L

During ISO and in classes, IPS staff and teachers will help you get used to using D2L, the LMS (Learning Management System) of Millersville University. To help everyone learn names in the early days of the term, and to help build community, please upload a photo of your face into your D2L profile. Choose an actual photo of yourself (not an avatar or other image). This will be very helpful for class interactions, such as discussion boards.

### Food and Water

The ELI recommends students carry a water bottle for easy access during classes. If students would like to have tea or coffee, snacks, lunch, or dinner, please feel free to bring these to class. However, please avoid distracting others. Also, please be sure to clean up afterward.

### Media Release Form

During the many events, trips, and activities that IPS organizes, photos are taken. Groups of students, large or small, will often be part of the photos taken, such as those throughout this handbook. It is helpful if IPS can use these photos at a later time for promotional materials for future students and events. We will ask you to sign the photo waiver during orientation. (See Appendix B to view Media Release Form waiver.)

## ELI Academic Policies

### ELI Attendance Policy

Students must attend at least 80% of ELI classes over the whole semester to maintain their legal immigration status. This means you may miss 20% of classes at most, no matter the reason. Students are at risk of failing to meet this requirement will receive an alert from IPS, followed by a warning and meeting with the Associate Director of International Student and Scholar Services and/or Director of

IPS. If the problem persists, a probationary period will be followed by having the form I-20 terminated, which would result in dismissal from the University.

### ***Maintaining 80% Attendance – Buffer***

The ELI recommends students attend every class and be on time. However, we know that in life, there are times when this is not possible due to medical appointments, childcare duties, or other responsibilities. The ELI is structured so that 1 or 2 absences will not prevent you from meeting this requirement in order to maintain legal immigration status. This 20% “buffer” allows space for meeting other responsibilities or for unexpected time conflicts if absolutely necessary. Save them in case they are needed.

### ***Important Reminders About Attendance:***

- *Daily Monitoring* – Attendance is checked daily at the beginning of class.
- *Tardiness* – If students are late 1-9 minutes, they will be marked as “tardy,” which means “late.”
  - *Unusual Situations or Emergencies:*
    - If it would ever happen that all students are later than 15 minutes, the teacher may cancel the class and leave the classroom. (Students should communicate with the teacher as soon as possible to explain their actions.)
    - If it would ever happen that the teacher is not present 15 minutes after the class start time, the students may leave. They will not be marked tardy or absent. (The teacher will communicate with the class as soon as possible to explain.)
    - Either of these situations should be reported by the teacher to the Assistant Director of International Student Success for awareness.
- *Absences* – Students who miss class are marked absent. Students who are late 10 or more minutes will also be marked absent. (If a student is tardy or late more than 10 minutes [absent], it is still recommended he or she remain in class to make the most of the learning opportunity.)
  - However, instructors may also refuse entry to a student who is habitually tardy or after a test or other graded assignment has already begun and would be interrupted.
- *Weekly Monitoring* – Attendance is recorded online and monitored by the ELI office weekly.
  - Teachers are required to report attendance weekly.
- *Excused/Unexcused* – There is no distinction between an excused or unexcused absence.
  - However, if you do have to miss class for a medical reason, please provide documentation from the medical provider for consideration to have the absence excused. Submit a copy to your teacher, to be passed on to the ELI office.
- *Field Trips* – Field trips are designed to *enhance* (add to, make richer) a student’s English language acquisition and cultural learning. Students are expected to attend all ELI field trips related to classes. (Transportation is typically provided.) Failure to attend will count as an absence for the class and/or day, depending on the length of the trip. If there are

circumstances making it difficult for students to participate in a field trip, they should communicate with their teacher as far in advance as possible.

- *Special Event Attendance in Place of ELI Class* – If your teacher or the ELI has made an optional activity available to you as a cultural event in place of a class meeting time, you must attend the full event.
  - You may not go only to the beginning few minutes and then leave, or this will be treated as other absences.
  - Examples of this would be monthly International Tea Times, open houses or receptions that IPS organizes. Other examples might include the Millersville Community Parade, field trips, or other events approved by your teachers and/or by the ELI.
  - The reason for this is to help students practice English for social interaction English and learn more about a culture.

### ***Attendance Reporting and Warning System***

Communication about student absences will be sent to students' MU email, copied to the ELI Admin team, the teacher of the class, and if becoming a serious issue, copied to the Associate Director of International Student and Scholar Success and/or the Director of the Office of International Programs and Services. (For students in 1-2-1 programs, your partnership advisor will also be copied.) The following alert thresholds will be used:

- 1 Absence ⑦ Student monitors, teacher monitors
- 2 Absences ⑦ **Alert** to Student from ELI Office
- 3 Absences ⑦ **Warning** to Student from ELI Office, Required Meeting
- 4 Absences ⑦ **Letter of Probation**, Required Meeting
- 5 Absences ⑦ **Final Letter** noting consequences, including possible repeating of level or dismissal, Required Meeting

Number of Absences	Consequence
2	<b>Warning</b>
3	<b>Meeting with ISSS Associate Director</b>
4	<b>Meeting with Program Director</b>
5	<b>Risk Loss of Immigration Status</b>

**\*If you have any questions or concerns about your attendance, please speak with your course instructor**

### ELI Concurrent Class Policy

One of the great advantages of the MU ELI program is that students in level 4, 5, and 6 may apply to take concurrent classes for credit at MU. This allows students to begin earning credits in their academic programs before completing the ELI program. Level 1-3 students may not apply for concurrent classes. The following details and policies apply.

#### ***Concurrent Classes – ELI Is First Priority***

There are conditions for the concurrent class option. The reason for this is so that students' overall study experience remains sustainable. It is important that students are able to meet requirements for both ELI and MU courses. These policies are in place in order to help students complete all required ELI program levels successfully. It is important that the workload of non-ELI, concurrent classes does not interfere with this primary goal. The ultimate goal for the students is the best English language proficiency and academic success, not only in the ELI program, but in their MU academic major.

Note: Students must meet requirements in the ELI program as the first priority to remain eligible to remain at Millersville University. If ELI courses are not given priority, MU classes may be dropped from the student's schedule.

#### ***Student Requirement for Taking Concurrent Classes:***

- *Request Form* – Students must submit a Concurrent Class Request Form to the ELI office for each term in which they are requesting concurrent classes. (See Instructions below and Appendix D.) ○ NOTE: If a student registers for MU classes without completing this form and receiving approval, these courses will be dropped from the student's schedule.
- *Scheduling* – Students may take concurrent classes during fall, winter, spring, or summer terms, as long as they follow the guidelines explained here.
- *Number of Courses* – Students in Level 4 may apply to take ONE concurrent course. Students in Level 5 may apply to take TWO concurrent classes. Requirements below apply.
- *Online Courses* – Only one online course may be taken per academic term.
- *English 110* – May only be taken concurrently with Level 5 or higher. Level 4 students may not take English 110 concurrently.
- *Lab Courses* – Only one course with a required lab may be taken per semester while in ELI, e.g. Biology or Chemistry.
- *Recommended Concurrent Courses* – COMM 100, or other 100-200-300 level general education courses or beginning courses in your anticipated major.
- *Tuition* – The student is responsible for tuition and any related fees for concurrent courses.

***Instructions for Requesting Concurrent Classes***

To take advantage of this option, students must complete the *Concurrent Classes Request Form* for each term where MU courses will be taken alongside ELI classes.

- Form is found in Appendix D.
- Form should be submitted to: [English.Language.Institute@millersville.edu](mailto:English.Language.Institute@millersville.edu).
- Form may be submitted during the early registration period, but no later than 5 days before the start of the term.

About the Form: The Concurrent Class Request Form indicates the courses taken, whether they have a lab requirement, the credit load, and other details. With this form, students also acknowledge their understanding and agreement that ELI class responsibilities are the top priority. Students' conditional admission to MU requires successful completion of the ELI program.

**Level Skipping:**

All undergraduate students must take level 5 to be fully prepared for exiting the ELI program and entering other university classes. Students in levels 1-4 may request a skip of the next level, if they and their teachers feel they have made significant progress in the present level. Skipping is not common or easy to achieve. This is a significant request, so the student's proficiency must be confirmed.

The following requirements must be met in order to request a level skip:

- Student must have earned an average grade of 95% or higher in all ELI courses in order to request an application for a level skip.
- Students who meet the 95% requirement above must submit the ELI Level Change form with a rationale or case made for why skipping a level is a good option for them.
- Student applying to skip a level must make the request on or before the last Friday of the term.
- Level Skip Assessment – The student will take an end-of-term, objective placement test and a speaking and writing evaluation conducted by ELI staff. Teacher input may also be considered.
- Decisions – the ELI will notify the student of the decision within 10 days of the assessment.
  - For students in 1-2-1 or other partnership program models, communication about student level and progress may also be communicated to partnership stakeholders in IPS and home university.

## Appendix A Handbook Confirmation – Handbook Release Form



Millersville University  
OFFICE OF INTERNATIONAL  
PROGRAMS AND SERVICES

## HANDBOOK RELEASE FORM

This form is used by international students to confirm they have read and agree to the guidelines in the student handbook.

Instructions: mark each box, print your name, sign and date the form.

- I have read the *Student Handbook* completely.
- I understand the contents of the *Student Handbook* because I have asked any questions needed.
- I agree to follow the instructions, guidelines, and rules described in the *Student Handbook*.

Print / Type Name:

Program / Major:

Signature:

Date:



## Appendix B Media Release Form



**Millersville University**  
OFFICE OF INTERNATIONAL  
PROGRAMS AND SERVICES

**MEDIA RELEASE FORM**

This form is to give permission to the Office of International Programs and Services (IPS) to use any media or images collected of the student while attending Millersville University as they see fit. Please ensure all information provided is correct and complete before returning this form to IPS.

**Please allow one week for processing.**

First Name, Middle Initial		Last Name		M Number
Date of Birth (mm-dd-yyyy)	Gender <input type="checkbox"/> Male <input type="checkbox"/> Female	Telephone	Millersville Email	
Current Address (U.S.)				
Degree Level	<input type="checkbox"/> Bachelor's	<input type="checkbox"/> Master's	<input type="checkbox"/> Doctoral	<input type="checkbox"/> ELI
Major/Field of Study _____				

**IMPORTANT NOTES. PLEASE READ.**

- I give my consent to Millersville University, its employees, and its agents (collectively "Millersville"), as well as Millersville's licensees, to take and use visual/audio images of me. "Visual/audio images" include any type of recording whatsoever including but not limited to photographs, digital images, drawings, renderings, voices, sound or video recordings, audio clips or accompanying written descriptions. I agree that Millersville University owns the images and all rights related to them and may transfer those rights.
- The images may be used in any manner or media without notifying me in advance. Such potential uses include educational, promotional, advertising, and trade, through any medium or format, including, but not limited to, videotape, audiotape, film, photograph, television, radio, digital, Internet, theater, or exhibition, and may appear on university-sponsored web sites, a Millersville licensee's website and in publications, promotions, broadcasts, advertisements, posters and theater slides.
- I waive any right to inspect or approve the finished images or any printed or electronic matter that may be used with them, or to be compensated for them. I understand that I will receive no consideration, monetary or otherwise, regardless of whether or not the project, or any part thereof, is published or sold.
- I release Millersville and those acting pursuant to its authority from liability for any violation of any personal or proprietary right I may have in connection with such recording or use. I hereby freely and voluntarily consent to and irrevocably license the use and publication of the images by Millersville and Millersville's licensees from this date forward.

**READ THE STATEMENT BELOW AND SIGN**

- I certify that I have read and understand the information in this form and that this information is true and correct.
- I certify that the answers I have given to all questions on this application are correct and complete to the best of my knowledge.

Applicant's name & signature \_\_\_\_\_

Date (month/day/year) \_\_\_\_\_

Parent/Guardian's name & signature\* \_\_\_\_\_

Date (month/day/year) \_\_\_\_\_

\*Required if student is under 18 years old.

No, I do not want to give my consent.

Appendix C ELI Complaint Form



**Millersville University**  
OFFICE OF INTERNATIONAL  
PROGRAMS AND SERVICES

**ELI COMPLAINT FORM**

This form is to be used report complaints within the English Language Institute at Millersville University		
Name of Reporter	Title/Role	Date of Report/Incident
Please give as much information as possible about the situation you are concerned about.		
Who are the people involved with the situation described above that you are concerned about?		
What action have you already taken to resolve the situation?		
Please list possible solutions that you feel may be of help to you in this situation.		
By signing below, you acknowledge that the information is correct. Please sign and date below.		
Signature, Printed Name _____		Date _____
<b>FOR OFFICE USE ONLY</b>		
Resulting Action/Follow-Up Action		
Form Received By	Form Received On	Decision Made On

## Appendix D ELI Concurrent Class Request Form



**Millersville University**  
OFFICE OF INTERNATIONAL  
PROGRAMS AND SERVICES

## ELI CONCURRENT CLASS REQUEST FORM

This form is for English Language Institute (ELI) students who would like to request enrollment in concurrent classes at Millersville University (MU).

Submit this form in person at the Office of International Programs and Services (IPS) or submit it via email to [English.Language.Institute@millersville.edu](mailto:English.Language.Institute@millersville.edu).

Last Name (Family Name)	First Name (Given Name)	M Number	ELI Level
Date of Request	Request for Term (spring, fall)	Request for Year (e.g. 2021)	

List the course name, number of credits for that class and if the class has a lab for those classes you would like to take for credit:

Course Code (e.g. ENGL 110)	Nr. of Credits	Course Title	Lab
			<input type="checkbox"/> This course has a lab.
			<input type="checkbox"/> This course has a lab.

List the course(s) you will be taking in the ELI at the same time:

ELI Course Code	ELI Course Name	Instructor

Acknowledgements:

- I understand that my admission as a student at Millersville University and my immigration status depends successful progress in the ELI.  
 I understand that my ELI classes must take first priority.  
 I understand that I am required to have 80% attendance in my ELI classes.  
 I understand that I **may not** do non-ELI schoolwork during ELI classes.

Printed Name of Student: \_\_\_\_\_

Signature of Student: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

**For ELI Office Use Only**

- Approved      Signature of ELI Staff Person: \_\_\_\_\_ Date: \_\_\_\_\_  
 Declined

## Appendix E Trip Waiver

**Millersville University of Pennsylvania  
Waiver of Liability, Assumption of Risk, and Indemnity Agreement**

THIS IS A LEGALLY-BINDING RELEASE, WAIVER, INDEMNIFICATION OF LIABILITY, AND EXPRESS ASSUMPTION OF RISK.

**Participant Information (\*Denotes REQUIRED information if a Millersville Student)**

\*First Name: \_\_\_\_\_ \*Last Name: \_\_\_\_\_ \*Student ID: \_\_\_\_\_

\*Phone: \_\_\_\_\_ \*Email: \_\_\_\_\_

**I acknowledge that (initial one):**

I AM AT LEAST 18 YEARS OF AGE

I AM NOT AT LEAST 18 YEARS OF AGE

I am a current Millersville Student (initial one):  YES

NO

Please read this form carefully, fill in all blanks, and initial each paragraph before signing.

I, \_\_\_\_\_, hereby affirm that I have read this document in its entirety. By my signature below and by my initialing each paragraph, I agree to each and every term and condition of this contract.

I UNDERSTAND THAT PARTICIPATION IN \_\_\_\_\_ (Hereafter referred to as "Activity") at \_\_\_\_\_ on \_\_\_\_\_ (MM/DD/YY) involves RISKS AND DANGERS. THESE RISKS AND DANGERS INCLUDE, BUT ARE NOT LIMITED TO: PERSONAL DAMAGE, BODILY INJURY, AGGRAVATION OF PRE-EXISTING CONDITIONS AND/OR ILLNESSES, PARALYSIS, LOSS, DEATH, OR PROPERTY DAMAGE OR LOSS. I understand that these risks are described by way of example only, and that there are numerous other risks inherent in this activity to which I may be exposed to.

I verify that I have health insurance, and acknowledge that Millersville University and the State System of Higher Education, the Commonwealth of Pennsylvania, and their employees, officials or agents are not responsible for any health care expenses as a result of my participation in this activity. In the event of possible injury, I give permission for Millersville University to authorize the administration of medical care with the understanding the costs of any such treatment is my responsibility. To the best of my knowledge, information, and belief, I am physically able to participate in the activity without any undue or unusual risk to me or others.

IN CONSIDERATION OF BEING PERMITTED TO PARTICIPATE IN ANY WAY in this activity, I, on behalf of myself or anyone claiming interest through me, DO HEREBY HOLD HARMLESS MILLERSVILLE UNIVERSITY OF PENNSYLVANIA, and all its employees, trustees, volunteers, students and representatives FROM ANY AND ALL LIABILITY, CLAIMS AND ACTIONS, SUITS, PROCEDURES, COSTS, EXPENSES, LOSS, AND DAMAGES brought as a result of my participation and involvement with this activity. I understand that this release covers liability, claims, and actions caused entirely or in part by any acts or failures of the University including, but not limited to, NEGLIGENCE, or MISTAKE OR FAILURE TO SUPERVISE.

I understand that the University in no way represents, or acts as an agent for any third party trip organizer, the transportation carriers, hotels, and other suppliers of service during this event. I understand and agree that the University is not responsible for losses or expenses due to sickness, weather, strikes, hostilities, wars, natural disasters, terrorism, or other such causes or disruptions. Further, the University is not responsible for any disruption of travel arrangements, or any consequent additional expenses that may be incurred therefrom.

**Please initial one of the following regarding transportation:**

Activity does **NOT** require transportation off campus.

Activity **IS** off campus, and I **DO** desire to travel with the University's Group. I fully understand and accept the dangers, hazards, and risks inherent in the transportation to, from, and during this event, which dangers include, but are not limited to, serious or event mortal injuries and property damage.

Activity **IS** off campus, and I **DO NOT** desire to travel with the University's Group. I choose to use travel by my own will and agree that the University has no liability regarding my transportation, and I travel at my own risk.

OVER →

\_\_\_\_\_ I HEREBY ASSERT THAT MY PARTICIPATION IS VOLUNTARY AND THAT I KNOWINGLY ASSUME ALL SUCH RISKS. I acknowledge that MILLERSVILLE UNIVERSITY has not required, coerced, or encouraged me to participate in this event. I understand that I signed this document as my own free act and deed; no oral representations, statements, or inducements, apart from the foregoing written statement, have been made. I hereby acknowledge that I understand and voluntarily accept the hazards, risks, rights and responsibilities noted in this release.

I, the undersigned, am at least 18 years of age, and competent to sign this release. By signing this release, I hereby acknowledge that I understand and voluntarily accept the hazards, risks, rights and responsibilities noted in this release.

\_\_\_\_\_  
\*Participant's Signature

\_\_\_\_\_  
\*Print Name

\_\_\_\_\_  
\*Date

Signature of Parent or Guardian (if under 18 years of age) : \_\_\_\_\_

\*\*\*\*\*

**EMERGENCY CONTACT PERSON (Please print):**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Relationship: \_\_\_\_\_

\*\*\*\*\*

Office of International Programs and Services

MILLERSVILLE UNIVERSITY

P.O. Box 1002, Millersville, PA 17551-0302

Phone: 717-871-7056

international@millersville.edu

## Appendix F Consent to Release Information Form



**Millersville University**  
OFFICE OF INTERNATIONAL  
PROGRAMS AND SERVICES

**Consent to Release Form**

This form is to be used to authorize the Office of International Programs and Services to report personal information to a home institution or sponsoring agency and/or to revoke permission previously given.

Additional Explanation: Due to the Family Educational Rights and Privacy Act (FERPA), the Office of International Services and Registrar's Office cannot communicate anything about a student to a third party unless the student has authorized the third party to have access to their information.

- If you wish to provide authorization to a friend, family member, sponsor, or other third party, you must complete this Consent to Release Form.
- If at any time you wish to revoke your authorization, please submit a new form and indicate, "I revoke access to my student information."
- For more information about FERPA, visit <https://www.millersville.edu/registrar/ferpaforstudents.php>

First Name, Middle Initial	Last Name	M Number
----------------------------	-----------	----------

**Party/Parties with Whom Information Can be Shared:**

Choose all that apply:

- Student's Home Institution (Name & Details: \_\_\_\_\_)
- Student's Sponsoring Agency (Name & Details: \_\_\_\_\_)
- Parent(s) (List names: \_\_\_\_\_)
- Other (Name & Details: \_\_\_\_\_)
- Other (Name & Details: \_\_\_\_\_)

**Instructions:** Please check one (1) of the boxes according to your wishes and then sign and date below.

**Authorize Permission**

- I authorize the Registrar's Office or a representative of the Office of International Programs and Services at Millersville University to report my student information (such as registration, courses, credits, and academic standing) to the third party/parties named above as long as I am participating in a program of study at Millersville University or until I would revoke that permission.

**Revoke Permission**

- I revoke permission to report my student information to the third party/parties named above.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## Appendix G Incident Report Form



**Millersville University**  
OFFICE OF INTERNATIONAL  
PROGRAMS AND SERVICES

## ELI INCIDENT REPORT FORM

This form is to be used to report incidents within the English Language Institute at Millersville University.

Name of Reporter	Title/Role	Date of Report	Date of Incident
Incident Type		Location of Incident	
Incident Description			
Name, Role, and Contact Information of All Involved			
Name, Role, and Contact Information of All Witnesses			
Resulting Action/Follow-up Action			
By signing below, you acknowledge that the information is correct. Please sign and date below.			
Signature, Printed Name		Date	

Millersville University | Office of International Programs and Services | P.O. Box 1000, Millersville, PA 17551

Phone: 717-871-7596 | [international@millersville.edu](mailto:international@millersville.edu) [www.millersville.edu/internationalprograms/](http://www.millersville.edu/internationalprograms/)

(Form Updated 05/12/2020)

## Appendix H ELI Grade Appeal Form



**Millersville University**  
OFFICE OF INTERNATIONAL  
PROGRAMS AND SERVICES

**ELI Grade Appeal Form**

(Form adapted from <http://www.millersville.edu/~intl/office/201203form%20for%20internationalstudents%20grade%20appeal.pdf>)

This form is to be used by ELI students who believe there is an error on their grade report. This appeal will be reviewed by the ELI administration in consultation with the instructor. <b>Deadline:</b> Form must be submitted within 10 days of student receiving official grade report. Resolution will be communicated to the student, usually within 10 days.				
First Name, Middle Initial		Last Name		M Number
Date of Birth (mm/dd/yyyy)	Gender <input type="checkbox"/> Male <input type="checkbox"/> Female	Telephone	Millersville Email	
Current Address (U.S.)				
Degree Level	<input type="checkbox"/> Bachelor's	<input type="checkbox"/> Master's	<input type="checkbox"/> Doctoral	<input type="checkbox"/> ELI
Major/Field of Study _____				
<b>I. Course Details:</b>				
I hereby register a formal grade appeal against (instructor name): _____				
in Course Name: _____ Course Code: _____				
taken during the _____ Semester of 20_____ (year).				
<b>II. Basis for the Appeal:</b>				
<i>(Please mark reason that applies.)</i>				
<input type="checkbox"/> The Course Instructor Miscalculated the Final Course Grade. <input type="checkbox"/> The Course Instructor Committed an Oversight in Calculating the Final Course Grade. <input type="checkbox"/> The Course Instructor acted in an "Arbitrary and/or Capricious" Manner in Assigning Grades, including the Final Course grade to the Student. <input type="checkbox"/> The Course Instructor in Assigning grades discriminated against the student based on race, color, religion, creed, lifestyle, sexual orientation, ancestry, national origin, age, union membership, sex, disability, Veteran's status, or other. (If other, please explain here: _____)				
<b>III. Outcome Anticipated:</b>				
Grade Given by the Instructor: _____ (Letter Grade%)    Grade Expected by Student: _____ (Letter Grade%)				
<b>IV. Signature - Date</b>				
Student's Printed Name _____		Student's Signature _____		Date (MM/DD/YYYY) _____
<b>V. Resolution / Disposition of Grade (ELI Office Use Only)</b>				
<input type="checkbox"/> Appeal Granted <input type="checkbox"/> Appeal Denied		ELI Grade Appeal Decision Confirmed By _____ Director, International Programs _____ Assistant Director of International Student Success		

Millersville University | Office of International Programs and Services | P.O. Box 1002, Millersville, PA 17551  
Phone: 717-871-7306 | [international@millersville.edu](mailto:international@millersville.edu) | [www.millersville.edu/internationalprograms/](http://www.millersville.edu/internationalprograms/)

(Form Updated 8/11/2020)



## Appendix I Student Information, Resources, and Contacts

*This list was compiled by the Office of Diversity and Social Justice (updated August 2020).*

- Francine G. McNairy Library & Learning Forum - 717-871-7111 / <https://www.library.millersville.edu>
- Office of International Programs and Services (See contact information above.)
- IT Help Desk and D2L Support - 717-871-7777/ After Hours- 877-325-7778 / <https://wiki.millersville.edu/display/ittac/Welcome> / <https://community.brightspace.com/millersville/s/>
- Department of Academic Advisement and Student Development -717-871-5333 / <https://www.millersville.edu/advisement/?page=degreg>
- Early Alert - <https://www.millersville.edu/retention/early-alert/index.php>
- Office of Learning Services- 717-871-5554 / <https://www.millersville.edu/learningservices>
- Accommodations for Students with Disabilities / <https://www.millersville.edu/learningservices/disabilityaccom.php>
- Placement Testing- 717-871-5553 / <https://www.millersville.edu/orientation/drop-inpages/placement-tests.php>
- The Writing Center- 717-871-7389 / <https://www.millersville.edu/english/writingcenter>
- Tutoring Center- 717-871-7222 / <https://www.millersville.edu/tutoringcenter/>
- African American and Latino Scholarships- 717-871-7520 / <https://www.millersville.edu/give/wheretogive/aa-las.php>
- BIT - Behavioral Intervention Team - 717-871-7070 / <https://www.millersville.edu/safetyandsecurity/threatassessment.php>
- Campus Cupboard- 717-516-0118 - The HUB at the First United Methodist Church at 121 North George Street / [contact@campuscupboard.org](mailto:contact@campuscupboard.org)
- Center for Health Education and Promotion - 717-871-4141 / <https://www.millersville.edu/chep/index.php>
- Dating/Domestic Violence and Sexual Assault Services by YWCA Staff
- Campus Life (formerly Center for Student Life and Leadership/CSIL) - 717-871-7057 / <https://www.millersville.edu/csil/>
- Counseling Services- 717-871-7821 / <https://www.millersville.edu/counsel/services.php>
- Pet Therapy / <https://www.millersville.edu/counsel/pet-therapy.php>
- Faith & Spirituality / <https://www.millersville.edu/campusministries/index.php>
- COVID 19 Updates – Fall 2020 - <https://www.millersville.edu/Fall2020/index.php>
- Get Involved - <https://getinvolved.millersville.edu/>
- PSECU (Banking, Credit Union) - [www.PSECU.com/Students](http://www.PSECU.com/Students)
- Health Services and Lactation Room - 717-871-5250 / <https://www.millersville.edu/healthservices/index.php>

- Dr. Rita Smith-Wade-el Intercultural Center- 717-871-4300 / <https://millersville.edu/icse>
- LiveSafe APP / <https://www.millersville.edu/police/livesafe.php>
- MU Police - 717-871-4357 / <https://www.millersville.edu/police/police/index.php>
- Office of Diversity and Social Justice - 717-871-7001 / <https://www.millersville.edu/dsj>
- President's Commission on Cultural Diversity & Inclusion - <https://www.millersville.edu/cdicomm/> and Research Mentor Institute
- President's Commission on Gender & Sexual Diversity - <https://www.millersville.edu/gsdcomm/>
- Preferred First Names Policy <https://www.millersville.edu/about/administration/policies/pdf/human-resources/use-offirstnames-policy-and-procedures.pdf>
- President's Commission on the Status of Women - <https://www.millersville.edu/wcomm/>
- Code Red (hygiene products in bathrooms)
- Safe Zone Program - <https://wiki.millersville.edu/display/pcomm/Safe+Zone>
- Student Access and Support Services - 717-871-5369 - <https://www.millersville.edu/sass/>
- Student Affairs and Enrollment Management- 717-871-5714 / <https://www.millersville.edu/saem/>
- Student Conduct & Community Standards (formerly Judicial Affairs) - 717-871-5841 / <https://www.millersville.edu/studentconduct/>
- Student Financial Services - 717-871-5100 (Financial Aid) and 717-871-5101 (Student Accounts) / <https://www.millersville.edu/finaid> and <https://www.millersville.edu/osa>
  - o Emergency Loan Program
  - o Swipe Out Hunger
- Title IX Coordinator Contact Information - 717-871-4100 / <http://www.millersville.edu/titleix/titleix-coordinator-information.php>
- Veterans Resource Center - 717-871-7083 / <http://www.millersville.edu/veterans>

### Professional Growth Resources

- Army Reserve Officer's Training Corps (ROTC) - 717-871-5900 / <https://www.millersville.edu/rotc>
- Civic & Community Engagement & Research - 717-871-7622 / <https://www.millersville.edu/ccerp/about-us-restatement.php>
- Experiential Learning and Career Management (ELCM) -- 717-871-7655 / <https://www.millersville.edu/elcm/>
- The Learning Institute: Global Well-Being and Social Change - 717-871-2103 / <https://www.millersville.edu/socialwork/learning-institute/index.php>
- University Events Calendar / <https://www.millersville.edu/calendar/events/list>
- Volunteer Central - 717-871-7655 / <https://www.millersville.edu/elcm/volunteer/index.php>

## Appendix J Immigration – Maintaining Status

Maintaining valid F-1 status during the duration of your program is your responsibility. IPS is here to advise you on how best to do that and you are encouraged to come in to talk with us if you have any questions or concerns about how to stay in status.

- 1. Attend the school you are authorized to attend by the U.S. Department of Homeland Security (DHS).** You are authorized to attend the school indicated on your valid I-20/DS-2019.
  
- 2. Report Personal (name, address, contact information) and program information changes to the Office of International Programs & Services within 10 days of any change.** You must report your U.S. address upon entry to the U.S. so that your SEVIS record can be registered. This is the address where you live; PO boxes and departmental addresses are not acceptable. Address updates should be reported using the mailing address option in MAX. See the section Keeping Your Address Current for information on how to update your address. IPS will update your SEVIS record according to address information submitted in MAX. Additional information that should be reported to IPS ([International.Students@millersville.edu](mailto:International.Students@millersville.edu)) within 10 days of any change includes: name, major, home country address).
  
- 3. Maintain full-time enrollment status every fall and spring semester.**
  - Undergraduate students must take at least 12 credit hours
  - Graduate students, generally, must take at least 5 credit hours. (Note: Graduate school rules for full-time status apply.)
  - Dropping below a full-course of study without prior approval from IPS will result in the immediate termination of your immigration status. Only under extremely limited circumstances, and only with prior authorization by IPS, may a student drop below full-time in the fall or spring semester.
  - Additional Academic Requirements
  - Online Courses – Only a maximum of 3 credits of online/distance education courses can be counted towards full-time enrollment credit requirement.
  - Grades – Getting a grade of IW, IP, or IF will count toward your full-time minimum enrollment only if the grade posts in the term in which you originally took the class.
  - Audits – Classes taken as “Audit” do not count toward the full-time enrollment credit requirement.
  - Summers – Summer is considered your annual vacation, unless you are in your first or last semester. If the summer term is your first or final semester, you will be required to enroll fulltime.

- Graduation – If you plan to graduate in the summer, you must be registered for credits that require on-campus presence. No exceptions.

**3. Ensure that the information on your I-20/DS-2019 is correct and valid at all times.**

If you will not complete your degree by the end date on your I-20/DS-2019, you must apply for an extension at least one month before the document expires. See a IPS advisor for a new I-20/DS-2019 if any information changes, including changes related to your major.

**4. Maintain a valid passport at all times throughout your stay in the U.S.** Your passport must be valid for 6 months beyond your date of entry/re-entry to the U.S. If you renew your passport, submit an updated passport copy to IPS.

**5. Observe the “grace period” upon completion of your studies.**

- F-1 students have a 60-day grace period from the end of their programs to do one of the following things:
- Leave the US;
- Obtain new documents for a new program or school and enroll in the next possible semester;
- Apply for Optional Practical Training to work Off-Campus for a period of time after your program. Due to application deadlines and other restrictions, speak with a IPS advisor before completing your program in order to apply for this benefit; or
- Apply for a change to another immigration status.

**6. Do not work Off-Campus unless you have written authorization from an International Programs &**

**Services advisor before beginning employment.** Consult a IPS advisor for details about Curricular Practical Training (CPT). See the section on F-1 employment for more information.

**7. Do not work on-campus for more than 20 hours per week while school is in session.** See the section on F-1 employment for more information about on-campus employment.

**8. Do not take a leave of absence, withdraw from classes, or drop below full-time enrollment**

**without first checking with a IPS advisor.** Students who end their program or fall out of legal status before completing their programs do not have a grace period in which to leave the U.S.; they must leave immediately.

**9. Get a travel signature on your I-20/DS-2019 before travelling internationally.**

Before you leave the U.S. check your I-20/DS-2019 for a valid travel signature. A travel signature is generally valid for re-entry to the U.S. within one year of the signature date or until the end date on the I-20/DS2019, whichever occurs first.

## Appendix K IPS Contacts (Copy)

Fall 2020 In-Person Office Hours: 10:00 AM - 2:00 PM / General Business Hours: 8:30 AM - 4:30 PM

General IPS Office Contacts		
<a href="mailto:International@Millersville.edu">International@Millersville.edu</a>	Main Office	
<a href="mailto:Education.Abroad@Millersville.edu">Education.Abroad@Millersville.edu</a>	Education Abroad	EA
<a href="mailto:International.Services@Millersville.edu">International.Services@Millersville.edu</a>	International Student & Scholar Services	ISSS
<a href="mailto:English.Language.Institute@Millersville.edu">English.Language.Institute@Millersville.edu</a>	English Language Institute	ELI
Specific IPS Contacts	Name / Title	Focus Area(s)
<a href="mailto:Christina.Kinney@Millersville.edu">Christina.Kinney@Millersville.edu</a> Office: Lyle Hall Phone: 717-871-7506	<b>Dr. Christina Kinney, M.Ed., Ed.D.</b> Acting Director of International Programs & Services	Overall and general Office, Partnerships, EA
<a href="mailto:Charity.Alinda@millersville.edu">Charity.Alinda@millersville.edu</a> Office: Lyle Hall Phone: 717-871-7506	<b>Charity Alinda, M.P.A., Ed.D.</b> Associate Director of International Student and Scholar Services	Immigration, Advising, Services, ELI Administration
<a href="mailto:Jason.Petula@millersville.edu">Jason.Petula@millersville.edu</a> Office: By appointment in Lyle Hall Phone: 717-871-7506	<b>Dr. Jason Petula, Ph.D.</b> Faculty Coordinator of Internationalization	Academic Advising and Support, Internationalization
<a href="mailto:Anna.Bradford@millersville.edu">Anna.Bradford@millersville.edu</a> Office: Lyle Hall Phone: 717-871-7506	<b>Anna Bradford, M.Ed.</b> Associate Director of International Admissions	Admissions for International Students
<a href="mailto:Yang.Zhang@millersville.edu">Yang.Zhang@millersville.edu</a> Office: Lyle Hall Phone: 717-871-7506	<b>Yang Zhang, M.Ed.</b> Assistant Director of International Admissions	Admissions for International Students, CHEPD Advisor

<a href="mailto:Dawn.Wharram@millersville.edu">Dawn.Wharram@millersville.edu</a> Office: Lyle Hall Phone: 717-871-7506	<b>Dawn Wharram, M.Ed.</b> Education Abroad Advisor	EA, Partnership
<b>English Language Institute Contacts</b>	<b>Name / Title</b>	<b>Focus Area(s)</b>
<a href="mailto:Clifford.IshidaDarkes@millersville.edu">Clifford.IshidaDarkes@millersville.edu</a> Office: Lyle Hall, Room 152 Phone: 717-871-7506	<b>Clifford Ishida Darkes, M.A.</b> Academic Coordinator	Overall ELI Academic & Assessment Questions ELI Administration
	• <i>Charity Alinda</i>	<i>ELI Questions</i>

## Appendix L – Emergency Contacts (Copy)

### **Dial 911 – Emergencies**

For an emergency anywhere in the United States when you need to contact the police, fire department, or call for an ambulance. (You may dial from almost all phones free of charge.)



**717-872-3433 – Millersville University Police Department (MUPD)**

### **Other Important Phone Numbers**

	<b>IPS</b>	
<b>717-871-7506</b>	Office of International Programs & Services	Main Office Number (M-F, 8:30 AM – 4:30 PM)
<b>717-871-5506</b>	Office of International Programs & Services – EMERGENCY Number	Emergency Contact – After Hours (Weekends, After Office Hours)
<b>717-871-4040</b>	English Language Institute (ELI)	Available for support to all international students on campus
	<b>MU</b>	
<b>717-871-5250</b>	Health Services	If you feel sick, need advice
<b>717-871-7821</b>	Center for Counseling and Human Development	If you are feeling stress or would like someone to talk to

	<b>Millersville Borough</b>	
<b>717-872-4658</b>	Police Department of Millersville Borough	Local town police
<b>717-872-9345</b>	Fire Department	Local town fire department