

# INDIANA UNIVERSITY



## *INTENSIVE ENGLISH PROGRAM*

*Department of Second Language Studies*

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Student Manual  
Fall 2023



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# The Program

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## Welcome!

On behalf of Dr. Laurent Dekydtspotter, Chair of the Department of Second Language Studies, and the Faculty and Staff, we welcome you to Indiana University's Intensive English Program. We wish you success in your studies and hope your time here will be enjoyable. If you have any problems or questions, please remember that the IEP staff is available to help you.

### IEP Administration

Mr. Tom Lewis – Interim Director  
Ms. Michelle Fleener – Director, Budget and Administration  
Mr. Bryan Roberts – Director, Student Services  
Ms. Leslie Gabriele – Curriculum Coordinator  
Dr. Kathleen Bardovi-Harlig – ESL Coordinator

### IEP Staff

Mr. Jordan Fischer - Admissions and Immigration Specialist  
Ms. Claire Frohman – Admissions and Immigration Specialist  
Ms. Mandy Stewart – Student Services Representative

### IEP Office Information

#### Office Address:

Ballantine Hall 706  
1020 E Kirkwood Ave  
Indiana University  
Bloomington, IN 47405

#### Office Hours:

Monday – Friday  
8:00 a.m. – 12:00 p.m.  
12:30 p.m. – 4:30 p.m.

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### Contact Information:

Phone Number: (812) 855-6457  
Fax: 812-855-5605  
Email: [iep@indiana.edu](mailto:iep@indiana.edu)  
Internet: <http://iep.indiana.edu>  
Facebook: Indiana University Intensive English Program

Please Note: The IEP Office is closed daily from 12:00 p.m. – 12:30 p.m. for lunch.

## **Mission Statement**

The mission of the Intensive English Program is to serve learners of English by offering courses designed to support development of English language skills for academic studies in North American universities. As part of the Department of Second Language Studies, the IEP also contributes to the development of ESL professionals, encourages curricular innovation, and supports the research mission of the department. In these ways, the IEP contributes to the broader mission of Indiana University in fostering a community of global citizens.

The IEP is committed to providing a diverse, safe, inclusive, and equitable environment to students from all national, ethnic, religious, and cultural backgrounds regardless of gender identification, sexual orientation, or physical or cognitive differences. In accordance with the policies of Indiana University and the Department of Second Language Studies, the IEP requires that applicants to faculty positions provide a diversity and inclusivity statement to be considered as part of the application package.

## **What is the Intensive English Program?**

The Intensive English Program (IEP) teaches English and academic skills to international students who want to make rapid progress and study in a multi-cultural setting. The curriculum is designed for students at all levels of English language proficiency with an emphasis on developing the necessary oral and written skills for academic studies and business or professional communication. Students attend 4 or 5 hours of class, Monday through Friday with advanced students having the opportunity of choosing elective classes that will most benefit their English language studies. IEP Students are regarded as non-degree students with Indiana University and are treated as such. Students will have a non-degree seeking transcript available to them and will be held accountable to all IU policies.

## **Placement**

Upon arrival, students are scheduled for the IEP Placement Exam. The exam, which takes approximately 3 hours, includes a 45-minute composition and a multiple-choice section covering listening comprehension, grammar, and reading comprehension. Results of the placement exam are used to determine which of the IEP's seven levels best matches the student's skill level.

If a student thinks that they have been placed in the incorrect level, they should first discuss the situation with their Instructor. The Instructor will fill out a *Level/Section Change Request* form with the reason for the request. During the first week of class, instructors will observe and evaluate the student's performance. After consulting with

the teachers, the Instructor will add his/her recommendation to the form. The IEP Director will use this information to decide by the end of the first week of class. Students must continue to attend the level in which they are placed until they receive an email with a decision. Change requests will not be accepted after the first week of classes.

## Passing a Level

### What is required to pass a level?

To pass to the next level, a student **must**:

- Pass each class with a C letter grade or better

**AND**

- Meet the IEP Final Exam score requirement

**OR**

- Meet the TOEFL score requirement

**NOTE:** IEP grades appear on IU transcripts and are part of your official academic record.

## Class Grades

Class Grades are entirely based on the Student Learning Outcomes (SLOs) for the class<sup>1</sup>.

Grade Point Average (GPA): calculated in the following way:

1. Convert each Class Grade to a grade point. The IEP letter grade point system is equivalent to the 4.0 system used at Indiana University.

A+ = 4.0	B+ = 3.3	C+ = 2.3	D+ = 1.3
A = 4.0	B = 3.0	C = 2.0	D = 1.0
A- = 3.7	B- = 2.7	C- = 1.7	D- = 0.7

2. Add the grade points and divide by the number of hours taken.

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## IEP Final Exam Score

The IEP Final Exam score is the average of the scores in each skill (grammar, listening, reading, & writing), based on the 4.0 system used at Indiana University (see above).

Students enrolled in elective classes only do NOT take the IEP Final Exam.

- **The minimum score requirement for level advancement is 2.0.**

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## TOEFL Score

IEP Students may submit official IELTS or IBT TOEFL scores in place of, or in addition to, the IEP PBT (Paper Based TOEFL) that is given at the end of each session. These tests must be taken within the current session. For students to be exempt from the IEP PBT TOEFL, official IELTS or IBT scores must be received by the IEP Office no later than 12:00 Noon, Wednesday of Week 7.



- **Minimum score requirements for level advancement:**

	PBT TOEFL	IBT TOEFL	IELTS
Level 1:	360	22	2
Level 2:	380	26	4
Level 3:	400	32	4.5
Level 4:	420	36	5
Level 5:	450	45	5.5
Level 6:	500	61	6
Level 7:	550 or higher	79	6.5

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<sup>1</sup>The Student Learning Outcomes (SLOs) are located in the appendix of this manual.

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### **IEP Evaluation Report**

All students will receive an end of session IEP Evaluation Report. (See next page.) This will give a clear overview of the classes they attended, class scores received, TOEFL Scores, absences, etc.



## Policy for Repeating a Level

IEP Students may need to repeat a level in order to raise their level of English proficiency necessary to begin the next level. Repeating a level once or twice is not unusual. However, no student should repeat a level a third time. Students who need a fourth time at a level are not making satisfactory progress in developing English language proficiency.

**Students who are required to repeat a level a third time will be dismissed from the program** for lack of academic progress. A dismissed student should plan to transfer to a different English program. The IEP will notify the Office of International Services of dismissed students and of their possible transfer requests.

Students dismissed for lack of progress who wish to return to the IEP must re-take the IEP Placement Exam and place higher than their last level studied in the IEP.

## IEP Complaint Process

As members of the IU student population as non-degree students, all IEP students are protected by the *IU Bloomington Code of Student Rights, Responsibilities and Conduct*. Any IEP student who has a complaint against the IEP, an instructor, or a staff member should initially attempt to solve the issue by meeting with the IEP Director. If the matter is still not resolved, then the student should see the IEP Formal Complaint Process in the Appendix.

## Attendance Policy

Every student is expected to attend all classes and the IEP Final exam and TOEFL ITP. All absences are counted, including absences from the IEP Final exam and the TOEFL ITP. The count of absences begins on the first day of classes and includes days missed for late registration, religious observances, and routine medical care. Excessive absences for long-term illness can result in withdrawal from the program for that session. In order to withdraw, documentation will be required from a U.S. medical doctor, licensed clinical psychologist, or doctor of osteopathy. Attendance records are on evaluation forms and may be on letters of recommendation sent by the program.

The table below shows the number of absences (hours, not days) that will result in an attendance warning, attendance probation, or dismissal.

Classes Hours Enrolled In	Notice Issued	Warning Issued	Dismissal
5	12 Absences	26 Absences	35 Absences
4	10 Absences	21 Absences	28 Absences
3	8 Absences	16 Absences	21 Absences
2	5 Absences	11 Absences	24 Absences
1	3 Absences	6 Absences	7 Absences

Students who have the Warning number of absences but fewer than the dismissal number will be able to continue in the IEP the following session.

Students with the Notice number of absences will be asked to meet with the IEP Director to explain the reason for their absences. Appointments can be made by calling the IEP Office at 812-855-6457 or by emailing [iep@indiana.edu](mailto:iep@indiana.edu).

Students who have absences equal to or greater than the dismissal number will not be able to continue in the IEP the following session. They also will not be able to stay in university housing, but they may return to the IEP after attending one session in another program or after returning home.

Students who are notified of dismissal may ask for an appeal of the dismissal.

The procedure for the Dismissal Appeal is as follows:

1. Student is notified of dismissal status.
2. Student submits a Letter of Appeal indicating reasons for excessive absences.
3. Director consults with Instructors on student's progress.
4. Director distributes Letter of Appeal and Summary of Instructor Consultation to IEP Advisory Committee.
5. IEP Advisory Committee members recommend for or against granting the Appeal.
6. Student is notified of Committee's decision.

Students are allowed only one Appeal for Dismissal purposes. If a student acquires another Dismissal status they will not be allowed an Appeal.

## IEP Email Policy

### How to Log on to your IU Mail

You will automatically have an e-mail address at IU. The address is your *username@iu.edu*. You can check your mail from any computer with a web browser.

*Here's how:*

1. Log on to a computer
2. Open a web browser
3. Go to <https://mail.google.com/a/iu.edu>
4. Enter your username and passphrase

### Computing Guide – Dos and Don'ts

1. **DO READ your IU email every day.**  
Important announcements are sent to your IU e-mail from the IEP and other University offices. You are **required** by Indiana University to check your IU email account daily.
2. **DO NOT forward your IU mail to another account.**  
Many students already have non-IU e-mail accounts. Even though you can set your IU account to automatically send your IU e-mail to your other account, you should **never** do this.
3. **DO NOT allow anyone else to use your account.**  
This could lead to identity theft and can cause many problems with your IU online accounts, including your bursar account!
4. **DO NOT give anyone else your passphrase.**  
If someone knows your passphrase, he or she will have access to all of your personal information. Your grades, class schedule, and ID number are just a few examples of what is available to a person with your passphrase.

If you have a computing problem, tell your coordinator or writing teacher. If your teachers can't help you, they will find someone who can.

## Reasons to Read Your IU Email Daily

You must check your IU email account daily. This is a university, as well as an IEP, requirement. Teachers and staff will use your email to inform you of class schedule changes, trip information, upcoming due dates, etc. You are held responsible for accessing this information.

IU email is the official means of communication from all university departments, including the IEP, the Office of the Bursar, Residential Programs and Services, and the Office of International Services (OIS). Email messages from OIS ([intlserv@indiana.edu](mailto:intlserv@indiana.edu)) are very important. Unread email from all these university offices may have a negative effect on your immigration and SEVIS status.

## Computer Labs on Campus

University Information Technology Services (UITS) provides computer labs for students, faculty and staff of Indiana University. The Student Technology Centers (STCs) on campus offer all IU students an easy access to computers, printers and software.

The STCs include a variety of settings including classrooms, individual study areas, and large spaces for group work. The computer labs also provide access to both Wi-Fi and power for those who prefer to bring their own devices. All STCs are equipped with either Windows or Macintosh workstations that provide access to a wide variety of services, including large-format printing and high-performance multimedia services.

To locate a Student Technology Center go to: <https://kb.iu.edu/d/aqut> and click on “list of labs” to find computer labs by campus building.

## Computing at Indiana University

### How to Logon to an IU Computer (PC)

1. Press the *Ctrl – Alt – Delete* keys (all three at the same time).
2. In the “Logon” box, enter your username and passphrase.
3. Click OK (or press Enter).
4. Use the DUO mobile app on your smartphone to authenticate your login.

### How to change your passphrase

1. Go to One.IU (<https://one.iu.edu/>) and click Start in the Passphrase Reset window.

-OR-

2. Go to <https://one.iu.edu/task/iu/reset-my-passphrase> .
3. Under the Do you know your current passphrase question, click yes.
4. If asked, log in with your IU username and passphrase.
5. Read the on-screen information and follow the directions.
6. In the "Current Network ID Passphrase" field, enter your current passphrase.
7. In the two remaining fields, enter your new passphrase.
8. Click Change Passphrase.

**Note:** It may take up to 20 minutes for all systems to recognize your new passphrase.

### **Do Not Forget Your Passphrase!**

If you forget your passphrase, no one in the IEP can help you. You will have to go to the UITs help desk in the Main Library to have your passphrase reset. Take your IU ID card with you.

### **Crimson Card Information**

All IEP Students will need to pick up their IU Crimson Card. Crimson Card is the official photo ID for all Indiana University Campuses and provides access to essential University services. For more information, visit [crimsoncard.iu.edu](http://crimsoncard.iu.edu).

IEP Students will be able to get their Crimson Cards later in the Orientation week of their arrival. There are two locations to have your Crimson Card issued.

IMU M090 (Main Level)  
Herman B. Wells Library Fourth Floor

More information on your Crimson Card can be found in a separate document you will be given during your Orientation week.

### **IEP/OIS Policy for Students Dismissed for Attendance**

For students **with** a valid I-20 for the subsequent 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 21<sup>st</sup> 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 of the other cases.

For students **without** a valid I-20 for the subsequent session:

These students may transfer on or prior to the last day of the current session and are not eligible for extension, unless their document was extended prior to the attendance dismissal.

If the student fails to transfer his/her SEVIS record on the last day of the current session, then his/her SEVIS record will be terminated immediately for "Otherwise Failing to Maintain Status – Program Dismissal." These students are viewed to have not "completed" their program requirements. As such, they cannot be given the 21-day reporting period.

### **Late Registration Policy**

Late registration will not be permitted after Week 1 of the IEP Session. Returning students must register during Week 0. Any student attempting to register after Week 1 will not be allowed to continue in the IEP and will have to transfer and enroll at a different language school.

### **Refund Policy**

- The IEP cannot refund registration fees because class schedules are based on the number of students who register each session. Once a student registers, the student is responsible for the full amount of tuition fees.
- If you are not sure that you want to be in the IEP, you should NOT register.
- Sponsors will be billed for a whole session regardless of the student's length of stay.
- Questions regarding refunds should be made to the Director of Budget and Administration.

## Withdrawal Policy

Students who wish to withdraw from an IEP class should first make an appointment with the IEP Director to discuss the rules for withdrawing and how withdrawing from a class may affect finances, relationships with sponsors, and immigration status. IEP students on a student visa (F-1/J-1) should also consult with the Office of International Services about their immigration status and the impact of withdrawing from classes.

The following important points should be carefully considered and discussed with the Director of Budget and Administration, who will help students avoid unnecessary financial, academic, and immigration problems.

- **The IEP does not give refunds for withdrawing from a class.**
- Once students are registered in IEP classes, all classes and grades will appear on their official Indiana University transcript and IEP Evaluation Report.
- Withdrawal from a class during Weeks 1 through 5 will result in a grade of W appearing on the student's transcript for each dropped class.
- Withdrawal from a class during Weeks 6 or 7 will result in a grade of F appearing on the student's transcript.
- Both grades W and F appear on official transcripts and on IEP Evaluation Reports.
- After Week 5, a grade of W may be given only if a student has a serious medical condition and provides documentation from a U.S. medical doctor, licensed clinical psychologist, or doctor of osteopathy.
- In making a request to withdraw for a serious illness, supporting medical documentation must be provided to the IEP before the last day of the session in which the student is withdrawing.
- F-1 or J-1 Students requesting to withdraw from one or more IEP classes due to a serious medical condition should contact the Office of International Services for approval of a Medical Reduced Course Load before withdrawing from classes.

Once you have made a decision to withdraw, you must submit a written request by email to the Director of Budget and Administration, Michelle Fleener, at [fleenerm@iu.edu](mailto:fleenerm@iu.edu).

## Immunization Compliance

All Indiana University students are required by state law to provide proof of immunization before or during their first semester/session of study. Students must log into [One.IU](https://one.iu.edu) and search for **Immunization**. Register for a Med+Proctor account using your IU email address. Once you have an account and log into Med+Proctor, answer all required questions and upload your immunization records. **Note: Records must be in English or translated into English by a professional service such as Luna Translation Services** (<https://luna360.com/industries/students/>).

### Required Immunizations

- Measles (requires two doses)
  - Mumps (requires two doses)
  - Rubella (requires two doses)
  - Tdap (tetanus, diphtheria, and acellular pertussis)
  - Varicella (chickenpox, two doses)
  - Meningitis ACWY required for students under age 22\*
- { Combined as an MMR immunization }

\*Meningitis B – two doses are recommended, though not required, for students under age 24.

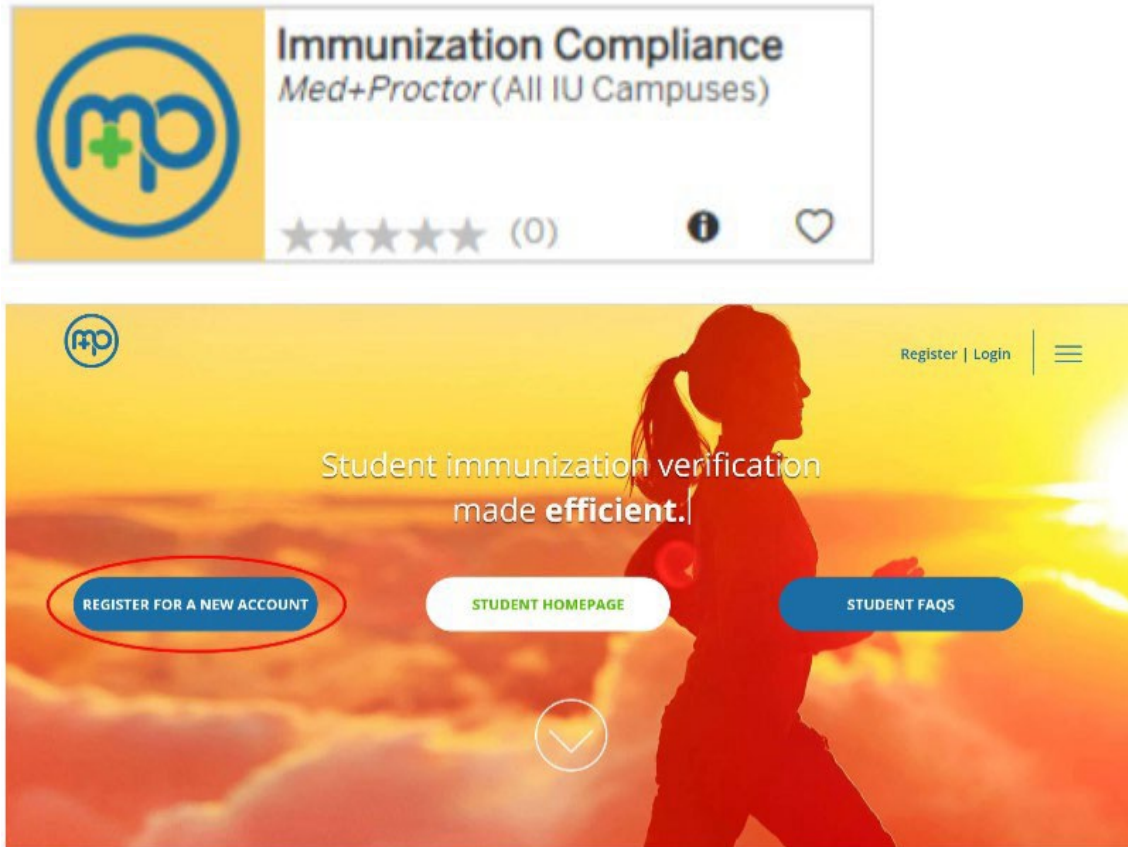
All current students will use IU's COVID-19 vaccine report form to attest that they are vaccinated and report all doses of their vaccine. Incoming students should plan to complete the self-report form at <https://www.iu.edu/covid/prevention/covid-19-vaccine.html> once they have created their IU email account.

If you have not received all of the above immunizations, you will need to make an appointment with either the IU Health Center or a doctor/clinic of your choice to complete your immunization records. The IU health center **only** accepts Blue Cross Blue Shield PPO and Anthem Student Health insurance plans. You may want to find a clinic that accepts your health insurance in order to be sure that your immunization costs will be covered under your health plan.

All IU students must also have documentation of a Tuberculosis test (TB). The documentation must show that the TB test was done in the United States. Tuberculosis screenings are scheduled during Orientation Week for students without results from the United States.

\*\*\*Please note: The Tuberculosis screening will cost \$100 at the time of testing. Any additional x-rays or follow-up appointments will be the responsibility of the student.

## Screenshot of Immunization Tile and Med+Proctor Registration Page



If you have questions about state and university requirements for immunizations, please contact the Office of the Registrar by email at [immune@indiana.edu](mailto:immune@indiana.edu), by phone at 812-855-0121, or in person at 408 N. Union Street.

### Code of Student Conduct at Indiana University

IEP Students are IU students and are responsible for following the regulations in the Code of Student Rights, Responsibilities, and Conduct.

<https://studentaffairs.indiana.edu/student-conduct/>

IEP Students are Indiana University students and are responsible for the following:

1. Follow all rules for Indiana University students.
2. Attend class regularly, complete class assignments and prepare for class.
3. Use facilities appropriately.
4. Maintain & monitor university accounts (email & Bursar accounts).
5. Be honest (academically & professionally).
6. Be responsible for your behavior and respect the rights and dignity of other students and members of the community.

## **Academic Misconduct**

As an Indiana University non-degree student, academic misconduct is defined as any activity that tends to undermine the academic integrity of the institution. The university may discipline you for academic misconduct. Academic misconduct may involve human, hard-copy, or electronic resources. Policies of academic misconduct apply to all course-, department-, school-, and university-related activities. Faculty members must report all cases of academic misconduct to the dean of students, or appropriate official.

**Academic misconduct** means:

1. Cheating
2. Fabrication
3. Plagiarism
4. Helping someone else cheat or copy

Possible **consequences** for academic misconduct:

1. A score of "0" or failing the assignment
2. "F" for the IEP Class
3. Dismissal from the IEP

## **Personal Misconduct**

As an Indiana University non-degree student, the university may discipline a student for personal misconduct on or off university property and inform local authorities (police).

**Personal misconduct** includes:

1. Lying or false reports
2. Pretending to be someone else
3. Dangerous or harmful actions
4. Not following directions of university officials
5. Disorderly conduct
6. Damage or destruction to property
7. Stealing
8. Having weapons
9. Harassment, Physical or Verbal Abuse


Indiana University is committed to the promotion of a civil community both on campus and off campus.

## **Academic Information**

- Academic Information Permission Form
- General Academic Advice
- IUB Admission
- TOEFL Score Requirement for IU
- Testing Information and Locations
- Transcripts

## Academic Information Access

If you want to have someone pick up your final evaluations, you need to fill out the Academic Access Information Permission Form in the IEP Office. All sponsored students must fill out this form.



**INTENSIVE ENGLISH  
PROGRAM**

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INDIANA UNIVERSITY  
Department of Second Language Studies  
Bloomington

**Academic Information Access Permission**

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I, the undersigned, \_\_\_\_\_, \_\_\_\_\_,  
*(name)* *(IU ID Number)*

give permission to the following individual(s) and/or agency \_\_\_\_\_ *(name)*

to access my university academic records, including grades, final evaluations, test scores, and other financial and immigration information.

Signature \_\_\_\_\_

Date \_\_\_\_\_

*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.*

## General Academic Advice

Students who want advice about studying at a college or university in the US should contact the IEP office.

### University Applications

The Director is always available to help students with their questions concerning university or college admission.

To make an appointment:

email: [iep@indiana.edu](mailto:iep@indiana.edu)

**NOTE: Admission to the IEP does not guarantee admission to Indiana University degree programs.**

### IUB Admission

If you are an admitted student at Indiana University Bloomington, you must show English proficiency to be able to study at IU. All new international students are required to take the Indiana Academic English Test (IAET) before beginning academic work.

If the Indiana Academic English Test (IAET) requires that you enroll in IEP classes, or if you register for IEP classes after being dismissed from Indiana University, then you will need to retake the IAET before returning to University Division (UD).

For more information about retaking the Indiana Academic English Test (IAET), and how to sign-up for the IAET, please contact the Office of First Year Experience Programs at 812-855-HELP (4357) or [fye@indiana.edu](mailto:fye@indiana.edu).

For information about returning to IUB, contact the IEP Office at 812-855-6457 or [iep@indiana.edu](mailto:iep@indiana.edu).



## IU English Proficiency Requirement

Indiana University Bloomington requires all non-native English speaking international undergraduate applicants to demonstrate English proficiency. Undergraduate applicants must obtain one of the following scores:

Internet-Based TOEFL: 79	MELAB: 79
Paper-Based TOEFL: 550	IELTS: 6.5
	DUOLINGO: 120

→ **IEP students who successfully pass Level 7 will be considered as having proof of English proficiency.**

- The testing service should report scores directly to IU Bloomington.
- Applicants to the Jacobs School of Music MUST submit a TOEFL score.
- Graduate departments have different requirements. Check with the department.

All admitted students must also take the IAET (Indiana Academic English Test) and complete all classes indicated by IAET results.

*Please note: If your TOEFL score is below 500 (71 iBT), you should expect to enroll in full-time English before you begin your academic coursework.*

### Where Can I Take the TOEFL (iBT), The GRE, and Other Tests?

Indiana University Bloomington	(812) 856-0684
Computer-Based Testing Center	Monday - Friday, 8:00 am - 5:00 pm
Eigenmann Hall 324	<a href="https://iubest.indiana.edu/services/testing/">https://iubest.indiana.edu/services/testing/</a>

IU Bloomington Evaluation Services and Testing (BEST) is a testing center for many standardized national exams. Some of the exams offered by BEST include:

- **GRE** (Graduate Record Examinations General Test)
- **iBT TOEFL** (Test of English as a Foreign Language)
- **LSAT** (Law School Admission Test)
- **SAT**

**To schedule an exam:**

Visit <http://www.ets.org/toefl> and choose Register for the Test

**GMAT** is also offered in Bloomington at an off-campus site. <http://www.mba.com/us>

**IELTS:** Visit <https://www.ielts.org/> for information on test centers and dates.

### **Transcripts**

All IEP students can have access to their official Indiana University non-degree transcript and may order it through the following webpage: <https://transcript.iu.edu>.

Before you order, be sure all financial obligations to the university are clear/current. This includes your account with the Bursar.

You will need a few things to order your transcript:

- all names (including those used when you last attended Indiana University)
- your date of birth
- the last four digits of your social security number
- the email address or physical address of where you need the transcript to go

## Visa Information

- Office of International Services
- Types of Student Visas
- Common Immigration Terms
- International Student Service Fee
- Important Immigration Documents
- Travel Information
- 5<sup>th</sup> Session Off
- Staying in Status
- Out of Status Information
- Tips on Staying in

## Office of International Services (OIS)

OIS issues and maintains IEP students' immigration records. Any questions about your visa, I-20, or SEVIS status should go to OIS.

### Office Address:

Eigenmann Hall Room 525  
1900 E. Tenth Street  
Bloomington, IN 47406

### Contact Information:

Phone Number: (812)855-9086  
Fax: (812)855-4418 fax  
Email: [ois@iu.edu](mailto:ois@iu.edu)  
Internet: <http://ois.indiana.edu>

### Office Hours:

Monday through Friday  
9:00 a.m. – 12:00 p.m.  
1:00 p.m. – 4:00 p.m.

### Student e-forms: <http://atlas.iu.edu>

- Extension Request (I-20 or DS-2019)
- Insurance Waiver
- Travel Signature Request
- Transfer Out Request
- Next Session Plans
- Departure Plans

## 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 used 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 IEP Office or the Office of International Services.*

## Common Immigration Terms

### 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 international visitors who are in the U.S.

### 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 used to apply for an F-1 visa.
- 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 plans to attend.

### DS-2019

- This document is used to apply for J-1 exchange visitor.
- It shows the beginning and expected completion dates, level of study, field of study, and funding. The DS-2019 is issued by the program sponsoring the student.

### I-94

- This important immigration document must be printed out from the U.S. Customs and Border Protection website at <https://i94.cbp.dhs.gov>. If you do not have this document, please see the Immigration Specialist in the IEP office in Ballantine Hall 706.
- 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.

## Immigration Terms (continued)

### 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, as long as the student remains in status.

### OIS

- The Office of International Services is located in room 525 in Eigenmann Hall.
- OIS helps IEP students with visa problems or questions about their student immigration status.

### Atlas

- **Atlas** provides on-line services for all Indiana University international students.
- Use **Atlas** for e-form requests for travel signatures, extensions, transfers and other immigration-related requests. Login at <http://atlas.iu.edu>

### One.IU

- Another Indiana University on-line service used by students to provide updates to the university, including address changes. <https://one.iu.edu/>

## International Student Service Fee

- All IEP students are billed for the Indiana University International Student Services fee.
- This fee is \$49.62 per session.
- All international students pay this fee.
- The fee will be billed to your bursar’s account about three weeks after IEP classes start. You can check your bursar’s account online through One.IU.
- You can pay this bill online or at Student Central located on 408 N. Union Street
- NOTE: This fee is separate from IEP Tuition and must be paid, in addition to any past due Bursar bills, before you register for the next session or before you leave IU.
- If you are a sponsored student, please check with your sponsor. If your sponsor does not cover this fee, you will need to pay.

**Example of an I-20 Document**

Department of Homeland Security  
U.S. Immigration and Customs Enforcement

I-20, Certificate of Eligibility for Nonimmigrant Student Status  
OMB NO. 1653-0038

**SEVIS ID: N**

SURNAME/PRIMARY NAME	GIVEN NAME	<b>F-1</b> <b>ACADEMIC AND LANGUAGE</b>
PREFERRED NAME	PASSPORT NAME	
COUNTRY OF BIRTH	COUNTRY OF CITIZENSHIP	
DATE OF BIRTH	ADMISSION NUMBER	
FORM ISSUE REASON	LEGACY NAME	
INITIAL ATTENDANCE		

**SCHOOL INFORMATION**

SCHOOL NAME Indiana University Center for English Language Training	SCHOOL ADDRESS Indiana University - Bloomington, Bloomington, IN 47405
SCHOOL OFFICIAL TO CONTACT UPON ARRIVAL Lindsey Goss Senior International Student Advisor	SCHOOL CODE AND APPROVAL DATE CHI214F10103001 21 JANUARY 2003

**PROGRAM OF STUDY**

EDUCATION LEVEL LANGUAGE TRAINING	MAJOR 1 Second Language Learning 32.0109	MAJOR 2 None 00.0000
NORMAL PROGRAM LENGTH 12 Months	PROGRAM ENGLISH PROFICIENCY Not Required	ENGLISH PROFICIENCY NOTES Student will study English full-time.
PROGRAM START DATE 19 OCTOBER 2015	PROGRAM END DATE 11 DECEMBER 2015	

**FINANCIALS**

ESTIMATED AVERAGE COSTS FOR: 4 MONTHS		STUDENT'S FUNDING FOR: 4 MONTHS	
Tuition and Fees	\$ 4,818	Personal Funds	\$ 0
Living Expenses	\$ 3,901	Funds From This School	\$
Expenses of Dependents (3)	\$ 5,982	On-Campus Employment	\$ 15,976
Insurance, Miscellaneous	\$ 1,275		\$
<b>TOTAL</b>	<b>\$ 15,976</b>	<b>TOTAL</b>	<b>\$ 15,976</b>

**REMARKS**

Health and accident insurance is mandatory for the student and all accompanying dependents.

**SCHOOL ATTESTATION**

I certify under penalty of perjury that all information provided above was entered before I signed this form and is true and correct. I executed this form in the United States after review and evaluation in the United States by me or other officials of the school of the student's application, transcripts, or other records of courses taken and proof of financial responsibility, which were received at the school prior to the execution of this form. The school has determined that the above named student's qualifications meet all standards for admission to the school and the student will be required to pursue a full program of study as defined by 8 CFR 214.2(f)(6). I am a designated school official of the above named school and am authorized to issue this form.

<input checked="" type="checkbox"/>	DATE ISSUED 28 August 2015	PLACE ISSUED Bloomington, IN
SIGNATURE OF: Lindsey Goss, Senior International Student Advisor		

**STUDENT ATTESTATION**

I have read and agreed to comply with the terms and conditions of my admission and those of any extension of stay. I certify that all information provided on this form refers specifically to me and is true and correct to the best of my knowledge. I certify that I seek to enter or remain in the United States temporarily, and solely for the purpose of pursuing a full program of study at the school named above. I also authorize the named school to release any information from my records needed by DHS pursuant to 8 CFR 214.3(g) to determine my nonimmigrant status. **Parent or guardian, and student, must sign if student is under 18.**

<input checked="" type="checkbox"/>	DATE
SIGNATURE OF: _____	_____
<input checked="" type="checkbox"/>	DATE
NAME OF PARENT OR GUARDIAN	SIGNATURE
_____	_____
ADDRESS (city/state or province/country)	DATE
_____	_____

This sample is for reference purpose only.





## Travel Information

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

1. Your I-20 and any dependent I-20s need to be signed by OIS for travel before you leave. Login to **Atlas** and complete the Travel Signature Request e-form. OIS will email you with further instructions. Make sure to tell the IEP Office your travel plans.
2. If your plans change while you are home and you will not be returning for the next session, contact IEP and OIS by email as soon as possible.
3. If you decide to return to the US to attend another school (including a degree program at IU Bloomington), you **MUST** enter the country using the I-20 from your new school. You will need to complete a transfer e-form in **Atlas** (<http://atlas.iu.edu/>)
4. 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 renew your visa while you are in your home country.
5. 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.



## 5<sup>th</sup> Session Off

A student who has studied four consecutive sessions in the IEP may take the 5<sup>th</sup> session off or study part-time and remain in the U.S. **Students taking the 5<sup>th</sup> session off MUST register with the IEP for the next session.**

To qualify for a 5<sup>th</sup> session off a student must:

1. study with the IEP for 4 consecutive sessions
2. request 5<sup>th</sup> session off from the IEP Office
3. purchase health insurance for the 5<sup>th</sup> session
4. fill out the 5<sup>th</sup> session off form on [Atlas](#) .

For Example:

Fall 2 – Full-time  
Spring 1 – Full-time  
Spring 2 – Full-time

Summer 1 – Full-time  
Summer 2 – Session off  
**Fall 1 – Must study full-time in the IEP**

NOTE: Sponsored students must have written permission from their sponsors sent to the IEP Office before the beginning of the 5<sup>th</sup> session.

### Fifth Session Off

**\*FOR F-1 STUDENTS:**

IF YOU CHANGE YOUR MIND AND DECIDE TO GO HOME OR TRANSFER TO ANOTHER SCHOOL, YOU MUST DO THIS WITHIN 60 DAYS OF THE END OF YOUR 4<sup>TH</sup> SESSION, NOT AT THE END OF YOUR 5<sup>TH</sup> SESSION OFF.

**\*FOR J-1 STUDENTS:**

IF YOU CHANGE YOUR MIND AND DECIDE TO GO HOME OR TRANSFER TO ANOTHER SCHOOL, YOU MUST DO THIS WITHIN 30 DAYS OF THE END OF YOUR 4<sup>TH</sup> SESSION, NOT AT THE END OF YOUR 5<sup>TH</sup> SESSION OFF.

**REMEMBER: YOU CAN EXIT AND RE-ENTER THE USA IF YOU FOLLOW THE CORRECT PROCEDURES.**

Students who do not wish to continue their studies may return home or leave the USA at the end of any IEP session, after informing the IEP and OIS of their decision.

You will receive information about re-entering the USA from OIS.

## Staying in Status

1. Your I-20 or DS-2019 must be valid.
2. You must be enrolled in the IEP.
3. You must attend classes.
4. You must add or edit your current local address in [Atlas](#) or send it to the [IEP Office](#) within ten (10) days of moving.
5. You must maintain contact with the IEP.\*

\*Failure to maintain contact will **require** us to begin the termination process. You will be out of status if you are terminated in SEVIS.

You must be careful to stay **in status**. If you decide to stop studying in the IEP, make an appointment with the IEP Director to discuss the IEP's withdrawal policy. Then, go to OIS talk about your options. Be sure to inform the IEP of your final decision.

### What should I do with my status after the IEP?

- Students in F-1 status must transfer to a new program or leave the US within 60 days of the last day of IEP classes.
- Students in J-1 status must leave the US within 30 days of the last IEP class. J-1 students who wish to begin a new program in the US must speak with a representative of the program that issued the DS-2019.

### Out of Status Information

US immigration laws make staying in-status very important. Students who are **out of status** or have **overstayed** their study time may have trouble returning to the US.

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*

## Tips on Staying in Status

### OIS Contact Information

Office of International Services (OIS)

Eigenmann Hall Room 525

Email: [ois@iu.edu](mailto:ois@iu.edu)

Phone: 812-855-9086

### OIS Hours

Monday-Friday: 9:00 a.m.-12:00pm and  
1:00-4:00pm.

Phone calls accepted: 8:00 a.m. – 5:00 p.m.

### Immigration Documents

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

## **SEVIS (Student & Exchange Visitor Information System)**

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

## **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**

Attendance is very important for you to maintain your status as an enrolled student. Make sure you review and understand the attendance policy as stated on Page 13.

## **Transferring**

If you transfer to IU from another school, you need to bring ALL your previous I-20s to the OIS in Eigenmann Hall Room 525, even if you have submitted them to the IEP Office. This is VERY important.

## **Travel**

Request a signature for page 3 of your I-20 (page 1 of your DS-2019) online via [Atlas](#)

- 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

## **Program Changes**

Check the date of your I-20 (or DS-2019) expiration. OIS 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 (including IU Bloomington)

### **Tips on Staying in Status (Continued)**

## **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).

### **Employment**

- F-1 and J-1 students can work on campus for up to 20 hours (combined for all on-campus jobs) per week.
- IEP Students need permission from the IEP.
- J-1 students need additional authorization from OIS to work on campus.
- International students CANNOT work off campus.

### **Address Updates**

- All international students must report address changes within 10 days!
- Change your address in One.IU or bring your address to the IEP Office.

### **IU Email**

You must check your IU email account EVERY DAY (Indiana University Policy). OIS and IEP send important messages to your IU email. Look for messages from these addresses:

- ois@iu.edu
- sevisiu@iu.edu
- iep@indiana.edu
- qp@indiana.edu

Your email address is the only place you will receive important messages from the IEP, OIS, and your IU billing account from the bursar.

### **IEP Students must:**

- |                                  |   |
|----------------------------------|---|
| - Maintain full time enrollment  | - Leave after finishing the IEP           |
| - Attend IEP classes             | - Keep the I-20 or DS-2019 valid          |
| - Get a travel signature         | - Work only on campus with permission     |
| - Know your I-20 expiration date | - Update your address within 10 days      |
| - Transfer through SEVIS         | - Read all messages sent to your IU email |

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**Remember, OIS Staff and IEP Office Staff are here to help IEP students and give good advice.**

**Have a great session and welcome to Bloomington!**

## Healthcare

- TB Testing Policy
- Health Insurance Requirements
- IU Student Health Insurance
- Cost of IU Insurance
- Health Insurance Waiver
- Insurance Claims
- Medical Facilities
- Bloomington and IU Services

## TB Testing

Intensive English Program Students (IEP) must be tested for Tuberculosis (TB) by Quantiferon Blood Test (QFT). Testing for TB is required by the State of Indiana, Indiana University and the IEP unless you are a citizen or permanent resident of the United States. This test is a blood sample. It is a highly accurate blood test for TB infection that replaces the tuberculin skin test (PPD, Mantoux Test, Tine Test). This test will be done in a single visit. This blood test does not react to BCG vaccine for TB.

**The cost of the test is approximately \$100.00.** If you are signing up for Indiana University's international health insurance through Anthem, you may have the TB test billed to your Bursar account. If you have your own health insurance through another provider, then you must pay at the time of service.

If you test **negative**, no further action needs to be taken.

If you test **positive**, you will be required to take a chest x-ray within one week for an additional charge. This is *MANDATORY* and failure to get the chest x-ray could result in penalties. After the chest x-ray, you will receive another letter with the results and further instructions.

### **Indeterminate:**

This means that your TB status could not be determined. You will be required to take the test again in 4 weeks. This is *MANDATORY* and failure to repeat the test could result in penalties. If the second blood test remains indeterminate or is positive, a chest x-ray will be required for additional charge.

## Health Insurance Requirements

The U.S. Department of State **requires** all international students and their accompanying family members to have health insurance. This insurance must provide each student **and** family member (spouse/children) to have minimum coverage levels of:

1. Must cover all pre-existing conditions with no waiting period.
2. Maximum \$2,000 out-of-pocket expense
3. \$100,000 coverage for each sickness/illness, including maternity/pregnancy care
4. \$100,000 coverage for each accident/injury
5. \$50,000 coverage for medical evacuation
6. \$25,000 coverage for repatriation
7. \$500 Deductible or less



## IU International Student Health Insurance

Indiana University's international student health insurance policy is administered by Anthem Student Insurance Plans and Academic Health Plans, a full-service insurance company. The IU insurance plan provides coverage that meets or exceeds the minimum requirements. Students registered in the IEP are automatically enrolled in IU's International Student Health Insurance.

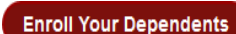
### Insurance Costs

Insurance premiums (costs) for the Fall 1 2022 sessions are as follows:

	Fall 1 2022	Fall 2 2022
Student	\$330.51	\$402.36
Spouse	\$330.51	\$402.36
1 Child	\$330.51	\$402.36
Children 2+	\$661.02	\$804.72
TOTAL Student + Spouse + Children	\$991.53	\$1,207.08
Coverage Period	Aug 1, 2022 – Oct. 8, 2022	Oct 9, 2022 – Dec. 31, 2022

Your dependents are eligible for IU health insurance if you are enrolled in the IU international student health plan, but your dependents are **not** automatically enrolled in the plan. To insure your dependents, you must fill out an application form and pay separately for the coverage. Insurance costs for dependents cannot be billed through the bursar. The application form for dependents is available by going to:

<https://ois.iu.edu/living-in-the-us/health/insurance/student-insurance/dependents.html>

Click on: 

Remember any dependent here with you during your studies **must** be insured.

For more information, contact:

**University Human Resource Services**

420 N. Walnut Street

Bloomington, IN 47404

Monday-Friday Walk-in hours: 9:00am-2:00pm

Monday-Friday Email hours: 8:00am-5:00pm

(812) 856-4650

Student Health Insurance: [studenhc@iu.edu](mailto:studenhc@iu.edu)

## Insurance Waiver Request

International students in F and J status are required to enroll in the IU International Plan. Limited exemptions to enrolling in the IU International Plan are available. Sponsored students whose sending organization provides approved health insurance as stated in their financial guarantee or contract will receive an automatic exemption. Financial guarantee must be current and on file with the Bursar.

J-1 students in an official exchange program whose sponsoring organization either provides health insurance or funding to purchase health insurance and students who are covered under their spouse's health insurance plan may request an insurance waiver. The waiver request is available by contacting the Office of International Services.

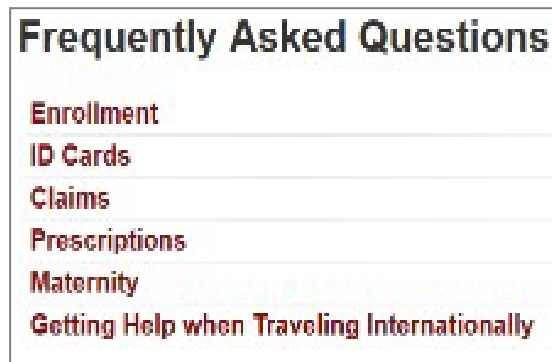
All Waiver Requests must be completed no later than 10 days after the first day of class for each IEP session. If approved, the waiver must be renewed every session. Students who miss the waiver deadline or who do not renew an approved waiver will be enrolled in the IU Insurance plan and will be responsible for paying the premiums.

### To File a Health Insurance Claim

Insurance claim forms can be printed from the following Website:

<http://hr.iu.edu/benefits/students.html>

Clicking on Frequently Asked Questions at the top right side of this webpage will open a list of links to important information concerning Anthem insurance including access to claim forms.



## Medical Emergency Treatment Locations

Let's say you're playing soccer and sprain your ankle. Your ankle requires medical attention. Here are your options.

### **I.U. Health Center**

600 N. Eagleson St.  
Hours: 8AM-4:30, M-F  
812-855-4011

With the Student Health Insurance Plan, you can minimize your out-of-pocket expenses by using the IUB Student Health Center. When using the IU Health Center, the deductible is waived, and students pay only a \$15.00 co-pay per office visit. After the co-pay, insurance pays 100%. The Health Center is the best option for medical treatment.

### **IU Health – Urgent Care**

East: (Closest to campus) Indiana University Health  
326 S Woodcrest Drive 812-353-6888  
Hours: 8am –8pm Mon-Fri  
8am-6pm Sat-Sun

IU Health clinics are more expensive than the Health Center on campus, but they are also open longer. IU Health clinics are open during the evening hours and accept patients with the IU student insurance. Walk-in wait times can be several hours. The co-pay per office visit is \$25.00.

### **IU Health Bloomington Hospital**

2651 E Discovery Pkwy  
Bloomington, IN 47408  
Hours: 24 hours a day, every day  
812-353-5252

IU Health Bloomington Hospital should only be used in case of emergency. Student insurance pays less for medical services done at IU Health Bloomington Hospital than at the Campus Health Center or IU Health Clinics. The co-pay for IU Health Bloomington Hospital is \$100.00 (paid by insurance only if student is admitted).

## **Bloomington & IU Services Available**

### IUSA Safety Escort – 812-855-SAFE

IUSA safety escort is a proactive transportation/escort service, which is available for IU students and staff as an alternative to walking alone at night. Safety escort provides rides for individuals (men and women) within the IU campus and the Bloomington community. You must have your IU ID card with you when you ride. The service does not run during school breaks or holidays.

### Bloomington Hospital Community Health Services – 812-353-2901

Bloomington Health Services offers adult immunizations and booster shots, Well-Child physical exams, and free immunizations for children.

### Sexual Assault Crisis Services (free) - 4<sup>th</sup> floor of the Health Center

The Sexual Assault Crisis Services is staffed by professional counselors 24 hours a day, seven days a week. This service is free to all students, faculty, and staff. If you have been sexually assaulted and need assistance, information, or someone to talk to, call the crisis service. Hours by appointment, 812-855-5711. Crisis calls on a 24-hour basis at 812-855-8900.

### Counseling and Psychological Services (CAPS) - 4<sup>th</sup> floor of the Health Center

Counseling and Psychological Services offers IU students individual counseling, group counseling, couples counseling, and psychiatric consultation. CAPS is open weekdays from 8:00am to 5:00pm. Call for a counseling appointment at 812-855-5711. Walk-in service is available weekdays from 8:00am to 4:30pm for immediate emergency care.

### GLBT (Gay, Lesbian, Bisexual, and Transgender) Student Support Services

The Office of GLBT Student Support Services is part of the Division of Student Affairs and is a resource for IU students, staff, faculty, and the Bloomington community who would like more information on GLBT issues. For more information, go to:

<https://beinvolved.indiana.edu/organization/LGBTQ>.

### Harassing Phone Calls

If you experience harassing, threatening, or obscene phone calls, contact the Indiana University Police Department (IUPD) by dialing 812-855-4111 or 812-857-4111. IUPD will advise you of options and procedures to follow. *Important:* If you experience calls of a racial, sexual, or threatening nature, contact IUPD immediately.

## Free Time on Campus

- IEP Extras
- Campus Events
- Recreational Facilities
- Residential Services & Programs - RPS
- Employment
- No-Smoking Policy

## IEP Extras!

The IEP provides many extracurricular activities to help students improve their English quickly. These activities are not required, but they are free and a good way to interact with other IEP students, IEP teachers, and IU students.

### 1. Connect Online

<http://twitter.com/IUIEP>  
<http://facebook.com/iuiep>  
[Instagram -- iepatiu](#)



### 2. IEP Session Events (Examples of events in the past)

Spring 1- Pizza & Bowling  
Spring 2- Bryan Park Picnic  
Summer 1- Holiday World

Summer 2- Kings Island  
Fall 1- Brown County Park Picnic  
Fall 2- IEP Holiday Reception

### 3. Other Trips & Activities

Teachers and staff organize other events each session, such as trips to see sporting events or local points of interest (museums, concerts, etc.)



#### **English Table–Conversation Lunches**

Enjoy a meal and casual conversation with IEP teachers and students.

**Tuesdays:** See calendar for dates and locations.



#### **Coffee Hour Socials**

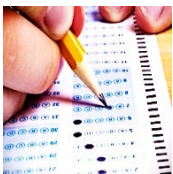
Casual weekly gathering to practice English, to meet IEP students and teachers, and to eat doughnuts, bagels & coffee.

**Thursdays:** See calendar for times and locations.



#### **Tree Identification Walk**

Join Professor Michael McCafferty on a walk around campus. Dates and times will be announced on Facebook and Twitter. He will identify certain trees and plants native to Indiana.



#### **Saturday Morning Classes**

Conversation Circle and TOEFL Practice

**Saturdays:** 9:00 a.m. – 12:00 p.m.

See calendar for dates and locations. Availability varies per session

## Indiana University Events

In addition to events organized by the IEP, you are strongly encouraged to participate in all activities organized by Indiana University. Take advantage of your time here and get involved! Indiana University hosts thousands of lectures, exhibitions, film series, sporting events, and music concerts each year. Students often pay nothing or a reduced ticket fee for these events. Indiana University's event calendar is available at <https://events.iu.edu/bloomington>

## Student Organizations

Indiana University has over 750 student organizations. IU has student organizations in the following areas of interest.

- Academic and Professional
- Arts and Entertainment
- International and Multicultural
- Sport and Recreation

To learn more about student organizations go to <https://beinvolved.indiana.edu/organizations>

## Free IEP Lanyard

All new students get a FREE IEP Lanyard when they register for classes.

- Great for keeping your Crimson Card safe.
- Also good for keeping your room key secure.

## IU is an Environmentally Friendly Campus – Please Recycle Do You Know?

- The average college student uses 500 paper cups, lids, and straws every year. That's 21,173,500 each year for IU alone.
- Recycling just two aluminum cans can save the equivalent energy required to power a computer for a workday.
- Recycling 5 plastic soda bottles is enough to make the fiberfill to insulate a ski jacket.
- Every Saturday morning during the Spring, Summer and Fall, Bloomington hosts a farmer's market at 401 N. Morton St. (City Hall).

## **Recreational Facilities**

IEP students can exercise at:

The Student Recreation Sports Center - **(SRSC)**

The Wildermuth Intramural Center - **(WIC)**

Bill Garrett Field House

All students need to pay a fee to gain entry to these facilities. Please contact IU Rec Sports for more information on the fee per semester. Please have your student ID card with you at the time of purchase.

If you are interested in club sports, intramurals, or swimming pools at Indiana University, please visit <http://recsports.indiana.edu/>

## **Residential Programs & Services (RPS)**

If you live in a dormitory, you will have to inform RPS each session whether you want to stay for the next IEP session or leave the dormitory. For questions about your housing rates or meal plans, please contact RPS directly.

### **Division of Residential Programs & Services (RPS)**

801 North Eagleson Avenue Administrative

Offices: 812-855-1764

RPS - <https://housing.indiana.edu>

Room Assignments - [housing@indiana.edu](mailto:housing@indiana.edu)

### **Apartment Housing Office**

800 N. Union Street, Room 119

Bloomington, IN 47408

Apartment Assignments: 812-855-6600

[apthouse@indiana.edu](mailto:apthouse@indiana.edu)



## Employment

F-1 students are eligible to work on campus after registering for IEP classes. F-1 Students may work only **on-campus** and only for a maximum **20 hours** per week (combined for all campus jobs). IEP students need to get approval from the IEP to get permission to work.

You can find out more about jobs on campus at <https://studentemployment.cdc.indiana.edu/>. Students should also check with Residential Programs and Services and the Well's Library for possible employment.

If you get approval from the IEP to work on campus for 20 hours or less per week, you will also need to apply for a Social Security number. You will need the following documents to apply for a Social Security number:

- \*Valid passport
- \*I-20
- \*Student ID card
- \*Job offer letter or a pay stub
- \*DSO letter from OIS (This can be requested via Atlas)

More information about obtaining a Social Security number can be found at <https://ois.iu.edu/student-employment/social-security/index.html>.

**Remember!**

IU Bloomington is smoke-free.

Students, teachers,  
and staff may not  
smoke on campus.

Exception:

- Privately owned vehicles



## Bloomington

- Entertainment & Dining in Bloomington
- Volunteering
- Movie Theatres in Bloomington
- Bloomington Transportation
- Important Places in Bloomington
- Bloomington Weather
- IU-Notify
- Severe Weather Information
- Renter's Insurance Information
- Travel Outside Bloomington

## Entertainment and Dining

There are over 100 restaurants in the Bloomington downtown area just a short walk from campus. Bloomington offers a wide array of international and regional-American cuisines and cultural events. For example, 4<sup>th</sup> Street has Tibetan, Indian, Moroccan, Italian, and Korean restaurants.

Bloomington's calendar of events and dining guide are available at [www.visitbloomington.com](http://www.visitbloomington.com)

## Volunteering Opportunities

Volunteering is a great way to meet new people, connect with the community, practice English, and help those in need.

Many organizations welcome elementary and intermediate English learners. Volunteer opportunities are available at schools, hospitals, animal shelters, soup kitchens, and women's shelters.

For information for international student volunteers, please contact:

City of Bloomington Volunteer Network

812-349-3433

<https://www.bloomingtonvolunteernetwork.org/>

## Bloomington Movie Theatres

### [AMC Classic Bloomington 11](#)

1351 S. College Mall Road  
Bloomington, IN 47401  
812-331-2032

### [Indiana University Cinema](#)

1213 E. 7th St.  
Bloomington, IN 47405  
812 856-2463

### [Starlite Drive-In](#)

7640 S. Old State Road 37  
Bloomington, IN 47403  
812-824-2277

### [AMC CLASSIC Bloomington 12](#)

2929 West Third Street  
Bloomington, IN 47403  
812-323-0884

### <https://www.theryder.com/films/>

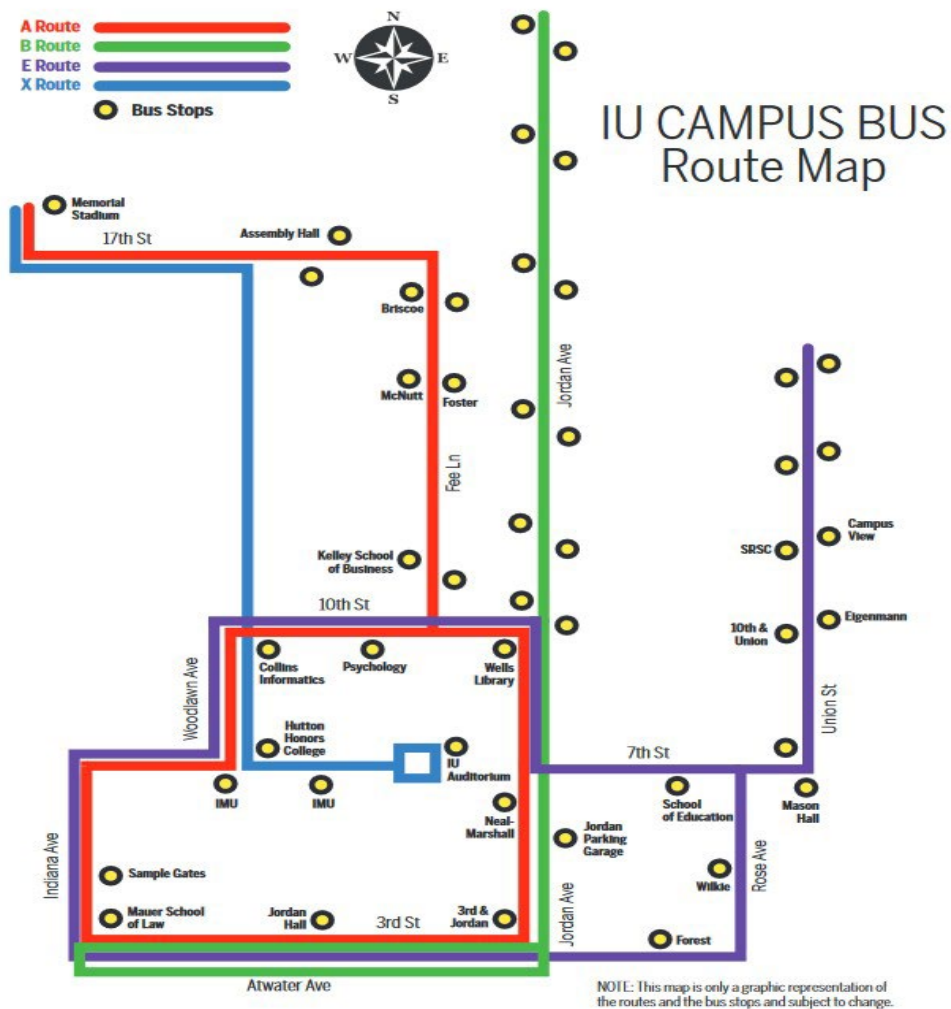
IU Fine Arts Theaters - Ryder Film Series  
1201 East 7th Street  
Bloomington, IN 47405  
812-339-2002

## Bloomington Transportation

There are two bus systems in Bloomington, IN: IU campus buses and public (city) buses. The IU campus buses are free to ride without an IU photo ID. The public city buses are free to IU students with their Crimson Card. If you do not have your ID, the public buses cost \$1 per ride.

Bus Tracking: To track where a city bus or campus bus is, go to <https://bloomington.doublemap.com/map/> or download the DoubleMap app. Once on the website or app, pick a bus route and begin viewing where the bus is currently located.

### IU Campus Buses that Stop Near Ballantine Hall



Learn more about the campus bus system at <http://www.iubus.indiana.edu/>

## Popular City Bus Routes used by Students

**3 – College Mall/East 3rd Street:** This route provides service to the south side of campus along E. 3rd Street from places like Campus Corner apartments, Covenanter Gardens, the Woods at Latimer, and Hunter Ridge apartments. This route also provides great service from downtown and campus to the College Mall as well as Eastland Plaza and Jackson Creek shopping centers. This bus runs every 30 minutes, Monday through Saturday.

**3 – Highland Village/Curry Pike:** Runs by Whitehall Crossing Shopping Center (TJ Maxx, Lowe's), Sam's Club (on request only), Aldi's and Walmart. Also serves the Highland Village area, Kirkwood apartments, and parts of Curry Pike and Liberty Drive. This bus runs every 30 minutes, Monday through Friday, and every 60 minutes on Saturday.

**4 – High Street/Sherwood Oaks:** This route provides service to the south side of campus and downtown from places such as Sherwood Oaks, Acadia Court apartments, Winslow Ridge apartments, Heritage apartments, and Maxwell Terrace apartments. This is also a good route to get to the YMCA. It is scheduled every 60 minutes, Monday through Saturday.

**5 – Sare Road:** This route provides service to the south side of campus and downtown from places like Steeplechase apartments, the Gardens, Oaklawn town homes, Woodlands, and Maxwell Terrace apartments. Also provides service to Jackson Creek Middle School and Childs Elementary. The bus runs every 60 minutes, Monday through Saturday.

**6 – Campus Shuttle:** If you live on N. Walnut or N. College this is the route to take to get to the 10th Street area of campus as well as the Memorial Union. Route 6 is also the best way to get to campus along 10th Street from many off-campus apartment complexes such as Fountain Park, Woodbridge I-II-III, Meadow Park, Yorktown, Knightsridge, and Colonial Crest. This route also provides great service to and from Eigenmann and other residence halls on 10th Street. Route 6 is a good way to get to the Business School, Wells Library, Geology, Psychology, and others. During the fall and spring semesters, it runs every 20 minutes on both sides of the route.

**7 – Henderson/Walnut Express:** This route is the best way to the 3rd Street area of campus if you live along S. Henderson Street in apartment complexes such as Regency Court at Henderson, Summit Pointe, Timber Ridge, or Brandon Court. Frequency of this route is every 15-20 minutes, Monday through Friday until 7:30 pm. After 7:30 pm, the schedule changes to every 30 minutes.

**9 – IU Campus/Mall/Campus Corner Apts.:** This is a favorite route for IU students to get to Wells Library, Kelly Business School, Music School, Jordan Hall, Sample Gates, Psychology, and most areas of campus on or south of 10th Street. Great for those living in The Monroe, the Groves, the Woods, Covenanter Hills, Tulip Tree, and Eigenmann Hall. The bus runs every 10-20 minutes, Monday through Thursday and every 40 minutes on Saturday and Sundays.

## Important Places in Bloomington

### Public Library (Always check hours)

Hours: Monday – Thursday: 9:00 a.m. - 9:00 p.m.  
Friday: 10:00 a.m. - 6:00 p.m.  
Saturday: 10:00 a.m. - 6:00 p.m.  
Sunday: 12:00 p.m. - 6:00 p.m.

Address: 303 E. Kirkwood

Phone: 812-349-3050

Cards: - Picture ID

- Document with current address in Bloomington (housing contract, rental agreement, Bursar's bill, or mail sent to student at Bloomington address)

### Driver's License Bureau (BMV) (Always check hours)

Hours: Monday:	CLOSED	Thursday:	8:30 a.m. - 5:00 p.m.
Tuesday:	8:30 a.m. – 6:30 p.m.	Friday:	8:30 a.m. - 5:00 p.m.
Wednesday:	8:30 a.m. - 5:00 p.m.	Saturday:	8:30 a.m. - 12:30 p.m.

Address: 1531 South Curry Pike

Phone: 888-692-6841

Webpage: <http://www.in.gov/bmv/>

### Automobile Insurance

In Indiana, all motor vehicle operators **must** have adequate insurance coverage. If you are caught driving without insurance, your driver's license may be immediately suspended.

The State of Indiana requires that all drivers have at least:

- ✓ Bodily injury - \$25,000 per person
- ✓ Bodily injury - \$50,000 per accident for multiple people injured
- ✓ Property damage - \$25,000 per accident
- ✓ Uninsured motorist bodily injury - \$25,000 per person
- ✓ Uninsured motorist bodily injury - \$50,000 per accident

## Bloomington Temperatures and Precipitation

Months	High(F)	Low(F)	Rain/Snow	Conversion	
				Fahrenheit	Centigrade
January	34	18	2.7 inches	90	32
February	39	21	2.5 inches	80	27
March	49	30	3.6 inches	70	21
April	63	42	3.7 inches	60	16
May	73	52	3.7 inches	50	10
June	82	61	4.0 inches	40	4
July	85	65	4.3 inches	32	0
August	84	63	3.5 inches	20	-7
September	78	55	2.7 inches	10	-12
October	66	43	2.5 inches	0	-18
November	51	33	3.0 inches	-10	-23
December	39	24	3.0 inches	-20	-29
				-30	-34
				-40	-40

### IU-Notify

IU-Notify is Indiana University’s communication tool for alerting students to dangers, such as severe weather, emergency situations, and ongoing threats that could cause harm. The messages can be sent to cell phones (voice and text) or email. IU-Notify is optional. If you don’t wish to receive emergency notifications, you do not need to complete the IU-Notify form.

To receive campus alerts through IU-Notify, search for the app in One.IU.

1. Log into [One.IU](#)
2. Search for IU-Notify
3. Click the appropriate link to change your information.



When you open the IU-Notify page, there will be questions for you to complete.

To receive alerts on your cell phone, complete the Cellular portion of the form by adding your cell phone number. Choose if you would like to receive either:

1. Text and voice alerts
2. Text messages only
3. Voice alerts only.

Enter your IU email address in the space provided to receive email alerts.

Finally, select the Bloomington campus to receive alerts only for this campus.

Once you complete the form, mark the acknowledgement box and click on *save preferences*.



## Weather Emergencies

If there is a weather emergency, it is unlikely that classes will be canceled. If you think classes might be canceled, please check your IU email and one or more of the following mediums:

### Radio

- WTTTS 92.3 FM (primary Emergency Alert System [EAS] station)
- WFIU 103.7 FM
- WBWB 96.7 FM
- WGCL 1370 AM
- WQRK 105.5 FM
- WIBC 1070 AM

### Television

- WTTV (Channel 4) CBS
- WRTV (Channel 6) ABC
- WTHR (Channel 13) NBC
- WTIU (Channel 30) PBS
- WXIN (Channel 59) FOX
- Campus Cable Channel 2

### Websites

- <https://protect.iu.edu/>

In case of a snow emergency, you should stay inside your home until roads are clear. During the winter, you should keep your car's gasoline level near full in case you slide off the road or are stopped for long periods. You can keep the engine running to stay warm. If your power goes out, use blankets to keep warm, and call your local power provider.



## Thunderstorm/Tornado definitions

### **Severe Thunderstorm Watch:**

Severe thunderstorms are possible - continue activities but have someone monitor the situation.

### **Severe Thunderstorm Warning:**

Severe thunderstorms are occurring. Be prepared to move to a place of shelter if threatening weather approaches.

- Stay indoors and away from windows until the severe storm passes. If large hail begins to fall, seek shelter.
- Report injuries and damage to the University Police or call **911**.

### **Tornado Watch:**

Tornado and severe thunderstorms are possible - continue normal activities but turn on a local radio or TV station and check on it every few minutes.

### **Tornado Warning:**

A tornado is occurring in the area!

- If in the warning area, seek shelter immediately.
- If in a vehicle, get out and seek shelter in a sturdy building. If a building is not available, a depression such as a ditch or ravine offers some protection.
- Do not open windows. Stay away from windows and exterior doors.
- Go to interior rooms or hallways and close the doors.
- Basements, interior hallways on the lower floors and small interior rooms on the lower floors offer the best shelter.
- Listen to local radio or television station.
- Report injuries, entrapment and damage to the University Police, **911**. Notify your departmental administrative office.
- After the "all clear", leave badly damaged buildings and do not attempt to return to the building unless directed to do so by University Police. Do not attempt to turn utilities or equipment on or off.



## Renter's Insurance

If you rent an apartment, either on campus or off campus, it is a good idea to purchase renter's insurance. Renter's insurance will pay for damage to your apartment, as well as help replace damaged furniture and electronics. The average renter's insurance policy will cover \$30,000 to \$35,000 worth of damage caused by the following:

- Fire or lightning
- Windstorm or hail
- Explosion
- Riot or civil commotion
- Aircraft
- Vehicles
- Smoke
- Vandalism or malicious mischief
- Theft
- Damage by glass or safety-glazing material that is part of a building
- Volcanic eruption
- Falling objects
- Weight of ice, snow, or sleet
- Water-related damage from home utilities
- Electrical surge damage

Most policies also cover living expenses if your apartment becomes unlivable.

The average cost for renter's insurance is \$150 - \$350 per year, or \$12.50 - \$30.00 per month. All people living in the apartment will be covered, as long as their names are included on the application.

Most insurance companies offer renter's insurance. A few examples are:

- State Farm Insurance (812) 333-1322 (<https://www.statefarm.com/>)
- Allstate (812) 339-5939 (<https://www.allstate.com>)
- ISU the May Agency (812) 334-2400 (<https://www.mayagency.com>)
- Farm Bureau Insurance (812) 336-0174 (<https://www.infarmbureau.com>)
- American Family Insurance (800) 692-6326 (<https://www.amfam.com>)

It is a good idea to have your insurance agent help you fill out the application. There are many other local insurance agencies in Bloomington. You can find more agencies by searching the web.

## Travel outside Bloomington

Local transportation in Bloomington is very good.

If you want to go outside of Bloomington, it is a bit more difficult.

You have to use a private company to get to the Indianapolis International Airport (IND). There are three companies, which provide transportation from IU Bloomington to Indianapolis International Airport.

Bloomington Shuttle <https://www.goexpresstravel.com/>

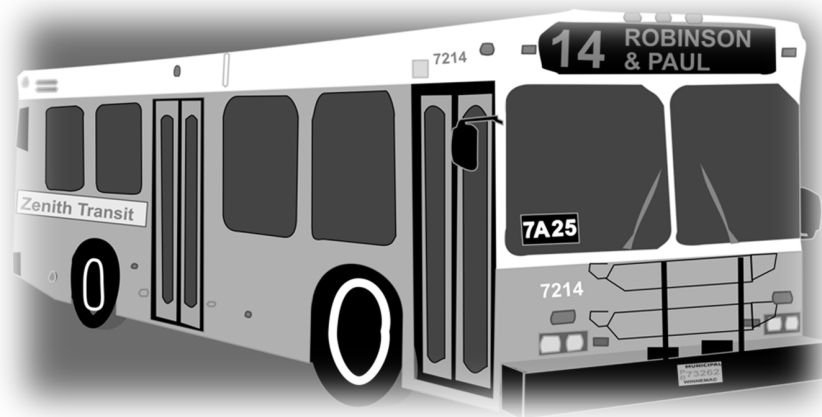
Classic Touch Limousine Service <http://www.classictouchlimo.com/>

From the airport, you can ride the Indygo bus route 8 to downtown Indianapolis.

<https://www.indygo.net/route/8-washington/>

From downtown, you can take either a bus (<https://www.greyhound.com>) or a train (<https://www.amtrak.com>).

Using websites such as <https://www.kayak.com> to compare rates or student discount websites such as <https://www.studentuniverse.com> will allow you to book travel around the United States or to other international destinations.



## **Level 1**

***Course Goal: The overall goal of Level 1 is to develop students' fundamental fluency to meet the basic needs of everyday student life.***

### **Reading and Writing**

#### **Reading and Writing SLOs**

By the end of Level 1 Reading and Writing, successful students will be able to:

1. Comprehend descriptive texts and announcement flyers at the 350-500 Lexile level with a Flesch reading ease of 90-100
2. Write a description of at least 10 sentences in 10 minutes, using appropriate capitalization, periods and page formatting.
3. Identify and produce appropriate American English spelling for a variety of basic vocabulary words, with special attention to the spelling of long vowels and beginning consonants.

### **Communication**

#### **Communication SLOs**

By the end of Level 1 Communication, successful students will be able to:

1. Comprehend low beginning level descriptions and conversations in everyday student life in slow careful speech
2. Describe a person or a place for 2 min. using simple sentences
3. Participate in simple exchanges in everyday student life (time, place, greetings and introductions, among others)
4. Distinguish in listening and pronunciation between different long vowel and beginning consonant sounds

### **Grammar**

#### **Grammar SLOs**

By the end of Level 1 Grammar, successful students will be able to:

1. Use the simple present
2. Use the present progressive
3. Use correct prepositions of place and time
4. Use possessive nouns and adjectives and demonstrative pronouns

## **Level 2**

***Course Goal: The overall goal of Level 2 is to develop student's basic fluency to communicate in routine social and classroom situations.***

### **Reading and Writing**

#### **Reading and Writing SLOs**

By the end of Level 2 Reading and Writing, successful students will be able to:

1. Comprehend descriptive and narrative texts at the 500-650 Lexile level with a Flesch reading ease of 80-90.
2. Write 2 paragraphs on a topic, using basic page format and punctuation.
3. Identify and produce appropriate American English spelling for a variety of basic vocabulary words, with special attention to short vowels and ending consonants

### **Communication**

#### **Communication SLOs**

By the end of Level 2 Communication, successful students will be able to:

1. Comprehend beginning level descriptions, narratives, and conversations in slow careful speech
2. Sustain an interpersonal conversation for 2 minutes.
3. Distinguish in listening and pronunciation between different shortvowel and ending consonant sounds

### **Grammar**

#### **Grammar SLOs**

By the end of Level 2 Grammar, successful students will be able to:

1. Use the simple past
2. Use the future
3. Use nouns and pronouns with appropriate number and gender
4. Use modality to express ability and possibility
5. Use imperatives

### **Level 3**

***Course Goal: The overall goal of Level 3 is to begin to develop students' ability to understand and clearly express complex ideas. Focus is given to expository texts with basic academic structure and vocabulary.***

#### **Reading and Writing**

##### **Reading and Writing SLOs**

By the end of Level 3 Reading and Writing, successful students will be able to:

1. Comprehend expository texts at the 650-800 Lexile level with a Flesch reading ease of 70-80.
2. Distinguish between main ideas and details and identify text structure in expository texts.
3. Write a simple essay with an introduction, body, and conclusion using basic transitions (4-5 paragraphs), using basic computer paragraph and page format.

#### **Communication**

##### **Communication SLOs**

By the end of Level 3 Communication, successful students will be able to:

1. Comprehend low intermediate level expository lectures/talks, and conversations in moderately paced speech.
2. Distinguish between main ideas and details and identify text structure in expository texts.
3. Give a 5-minute talk on an academic topic

#### **Grammar**

##### **Grammar SLOs**

By the end of Level 3 Grammar, successful students will be able to:

1. Use nouns: count/noncount, quantity expressions
2. Use conjunctions and simple cause and contrast subordinate clauses
3. Use comparatives and superlatives
4. Use modality for polite requests and permissions

## **Level 4**

***Course Goal: The overall goal of Level 4 is to develop students' ability to understand, respond to, and clearly express complex ideas. Focus is given to responding to information using academic structure and vocabulary.***

### **Reading and Writing**

#### **Reading and Writing SLOs**

By the end of Level 4 Reading and Writing, successful students will be able to:

1. Comprehend expository texts at the 800-950 Lexile level with a Flesch reading ease of 60-70, and information in graphs/charts/tables.
2. Summarize and reproduce text structure of expository texts
3. Write a medium-length (at least 5 paragraphs) essay responding to a reading

### **Communication**

#### **Communication SLOs**

By the end of Level 4 Communication, successful students will be able to:

1. Comprehend intermediate level expository lectures/talks, and conversations in moderately paced speech.
2. Summarize and reproduce text structure of expository lectures/talks.
3. Participate in small group discussions

### **Grammar**

#### **Grammar SLOs**

By the end of Level 4 Grammar, successful students will be able to:

1. Use personal and reflexive pronouns
2. Use modality to express advisability and necessity
3. Use the passive in a variety of forms
4. Use the present-perfect

### **Extensive Reading**

#### **No SLOs**



## **Level 5**

***Course Goal: The overall goal of Level 5 is to begin to develop students' ability to understand authentic academic texts and use academic language with fluency, clarity, and an increased focus on accuracy. Focus is on persuasive communication with support from multiple sources.***

### **Reading and Writing**

#### **Reading and Writing SLOs**

By the end of Level 5 Reading and Writing, successful students will be able to:

1. Comprehend expository and persuasive texts at the 950-1100 Lexile level with a Flesch reading ease of 60-70.
2. Summarize expository and persuasive texts, and information in graphs/charts/tables
3. Analyze persuasive texts
4. Write a persuasive multi-sourced paper supporting a thesis with credible, appropriate sources, using appropriate conventions of academic writing (quotes, paraphrases, citations)

### **Communication**

#### **Communication SLOs**

By the end of Level 5 Communication, successful students will be able to:

1. Comprehend intermediate level expository and persuasive lectures/speeches, and conversations in moderately paced speech.
2. Analyze persuasive lectures/speeches
3. Present a 10-minute persuasive talk expressing a position with support from multiple sources

### **Grammar**

#### **Grammar SLOs**

By the end of Level 5 Grammar, successful students will be able to:

1. Use noun clauses
2. Use adjective clauses
3. Use gerunds and infinitives as subjects and objects
4. Use modality to express degrees of certainty

## **Level 6**

***Course Goal: The overall goal of Level 6 is to develop students' ability to understand authentic academic texts and use academic language with fluency, clarity, and accuracy. Focus is on evaluating and refuting arguments.***

### **Reading and Writing**

#### **Reading and Writing SLOs**

By the end of Level 6 Reading and Writing, successful students will be able to:

1. Comprehend expository, persuasive, and argumentative texts at the 1100-1250 Lexile level with a Flesch reading ease of 50-60.
2. Analyze and critique persuasive and argumentative texts
3. Write an argumentative multi-sourced academic paper supporting a thesis (with credible, appropriate, accurate, and sufficient sources) and responding to a counterargument

### **Communication**

#### **Communication SLOs**

By the end of Level 6 Communication, successful students will be able to:

1. Comprehend low advanced expository, persuasive, and argumentative lectures/speeches and conversations/debates
2. Analyze and critique persuasive and argumentative lectures/speeches
3. Participate in an argumentative discussion or debate by presenting and refuting arguments

### **Grammar**

#### **Grammar SLOs**

By the end of Level 6 Grammar, successful students will be able to:

1. Use coordinating conjunctions in parallel structures and independent clauses
2. Use adverb clauses
3. Use adverb phrases
4. Use a variety of connectives to express cause and effect, contrast, and conditions
5. Use conditionals

## **Level 7**

***Course Goal: The overall goal of Level 7 is to develop students' ability to understand authentic unadapted texts and use academic language with fluency, clarity, and accuracy. Focus is on evaluating and synthesizing sources.***

### **Reading and Writing**

#### **Reading and Writing SLOs**

By the end of Level 7 Reading and Writing, successful students will be able to:

1. Comprehend a variety of text types at the 1200-1300 Lexile level with a reading ease of 50-60.
2. Critically evaluate a source of information using multiple criteria (reliability, significance, and usefulness, among others)
3. Synthesize multiple sources of information in writing using conventions of format, structure, and language appropriate to the purpose of academic writing

### **Content Electives**

***Course Goal: The overall goal of content electives is to provide advanced students with an experience approximating as much as possible what is regularly required in an American undergraduate university classroom, while still providing English language support. More specifically, in this class students will acquire a basic knowledge of class content, using integrated English reading, writing, listening, and speaking skills.***

#### **Core Content SLOs (Each class will focus on 2)**

By the end of this content elective, successful students will be able to:

1. Demonstrate basic knowledge of [content area]
2. Connect [information presented in class] to personal experience and/or background knowledge
3. Compare and contrast [information presented in class]
4. Critically evaluate [information]
5. Synthesize [information] from multiple sources

#### **Core Skill SLOs for Content Electives. (Each class may focus on 1)**

By the end of this content elective, successful students will be able to:

1. Apply advanced strategies to improve their speaking skills (presentations and/or class discussions)
2. Apply advanced strategies to improve their academic writing skills and/or test-taking skills
3. Apply advanced strategies to improve their reading skills
4. Apply advanced strategies to improve their listening skills

## **Skill Electives**

*Course Goal: The overall goal of skill electives is to provide high intermediate and advanced students (levels 6 and 7) the opportunity to improve specific skills for academic success.*

**\*\* Electives vary by session and are not offered during all sessions. \*\***

### **Advanced Grammar**

By the end of this skill elective, successful students will be able to:

1. Use a variety of subject-verb inversion structures
2. Use a variety of non-agentive constructions appropriately, including the passive.
3. Demonstrate improvement in targeted grammar points as determined by diagnostic tests and practice exercises

### **Debate**

By the end of this skill elective, successful students will be able to:

1. Produce a good argument
2. Rebut an argument
3. Open or close a debate using a variety of rhetorical techniques

### **Pronunciation**

By the end of this skill elective, successful students will be able to:

1. Demonstrate improvement in the production of targeted segmental features
2. Demonstrate improvement in the production of targeted suprasegmental features
3. Demonstrate knowledge of the system of English pronunciation and the features of speech that could aid in intelligibility

### **TOEFL – Overview**

By the end of this skill elective, successful students will be able to:

1. Demonstrate improvement in TOEFL test scores
2. Identify different types of TOEFL questions
3. Apply strategies to answer different types of TOEFL questions

### **Vocabulary**

By the end of this skill elective, successful students will be able to:

1. Demonstrate knowledge of meaning and usage of a select set of words from the Academic Word List
2. Distinguish between vocabulary used for formal and informal register
3. Apply a variety of strategies, including knowledge of Latin and Greek roots, prefixes and suffixes, to infer meaning of new vocabulary

### **Extensive Reading/ Extensive Listening**

**No SLOs**

### **IEP Formal Complaint Process**

As members of the IU student population as non-degree students, all IEP students are protected by the *IU Bloomington Code of Student Rights, Responsibilities and Conduct*. Any IEP student who has a complaint against the IEP, an instructor, or a staff member should initially attempt to resolve the issue by meeting with an available member of the IEP Advisory Committee. If meeting with the member of the IEP Advisory Committee fails to satisfactorily resolve the issue, the student will be asked to specify the complaint in writing on the Student Complaint/Resolution form. The IEP Advisory Committee member will then pass the complaint along to the appropriate IEP administrator who will handle the matter in a timely and confidential manner.

#### Formal Complaint Process:

1. The complaint is reviewed by the supervisor of the IEP representative involved.
2. If the complaint cannot be resolved by the immediate supervisor, the issue will be directed to the next higher IEP administrator.
3. If a resolution has not been reached at the second administrative level, the complaint will be brought to the attention of the rest of the members of the IEP Advisory Committee.
4. The Advisory Committee will review the matter and determine what course of action needs to be taken, if any.
5. The student will be notified of the final decision and all documentation relating to the complaint will be uploaded to the student's advising file in Sunapsis.