ENGLISH LANGUAGE INSTITUTE

EAP

ENGLISH FOR ACADEMIC PURPOSES PROGRAM

Student Policy Handbook

Providing English language learners with skills for academic and career success

Missouri State
U N I V E R S I T Y

Welcome to the English Language Institute's **ENGLISH FOR ACADEMIC PURPOSES** program at Missouri State University! You have chosen an excellent program in which to improve your English skills and to prepare for study at an American university. The following information will answer many of your questions about the ELI's EAP.

History of the English Language Institute at MSU
The English Language Institute (ELI) was initially designed to serve the needs of international students seeking admittance to graduate programs either at MSU or at other universities. The first session of the ELI was held during the 1996 summer semester, with five full-time students enrolled. As a result of continued growth, the English Language Institute is now organized in three (3) units: Special Programs (SP), Teacher Training Programs (TTP) and the English for Academic Purposes program (EAP). The EAP now serves the needs of graduate, post-baccalaureate, and post-secondary ESL students.

The mission of the English Language Institute's EAP is to provide English language learners with skills for academic and career success. To best accomplish this mission, ELI offers a comprehensive program consisting of a pre-academic program for literacy students, five English for Academic Purposes (EAP) levels for undergraduate students and six EAP levels for graduate students. This intensive program consists of twenty (20) hours of course work per week and provides students with the opportunity to prepare for the language challenges of American classrooms.

General Student Information
Students entering the EAP with a bachelor's degree are referred to as **graduate students**. Students who have completed high school and plan on entering the university as undergraduates are referred to as **undergraduate students**. Students who have not completed high school and plan on improving their English skills before finishing high school are referred to as **high school students**. All new students take placement tests during orientation to determine the best level for their language ability. Students may place in the Pre-Academic Program or in the EAP Level 1 to 5 for undergraduate students or EAP Level 1 to Graduate Capstone Level 6 for graduate students.

As a student enrolled in the **English Language Institute's EAP at Missouri State University**, you will be considered a **Missouri State University** (MSU) student and will be issued an MSU student ID. Therefore, your rights and duties will be aligned with Missouri State University student policies found in Chapter 5 of the MSU policy Library: http://www.missouristate.edu/policy/Ch5_StudentPolicies.htm

ELI's EAP Mission Statement

Providing English language learners with skills for academic and career success

ELI Core Values

Best Practices
The students' best interests serve as the foundation for all of the ELI's operating policies and procedures. We hold students and staff accountable for practicing ethical decision-making and achieving measurable, codified standards of excellence that are informed by research and best practices in the field and are transparent to all stakeholders.

Collaboration
The ELI extensively promotes a culture of collaboration among and between its faculty, staff, and students. The ELI also fosters active engagement with the local MSU and Springfield communities, and with various regional, national, and international organizations that value and promote language education and cultural competence.

Advocacy
The ELI upholds Missouri State University's values of diversity and inclusion, cultural competence, and best practices in the language education field by respecting multiculturalism, language learners' rights, and the validity of World Englishes. We encourage multilingualism and lifelong learning. In pursuit of these principles, we advocate locally and globally for students, staff, and other diverse communities.

Innovation
Driving the ELI's practices is an ongoing pursuit of innovative approaches to student services, curricula, assessment, and professional development which advance the entire ELI community. To that end, the ELI employs a system of continuous discussion and review with regard to what is effective and what needs improvement in order to ensure the continued success of its faculty, staff, and, especially, students.

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English for Academic Purposes Program Levels [Return]

EAP courses address the four language skills: writing, reading, listening, and speaking. In each of the skills, instructors endeavor to follow a communicative model using authentic materials and teach grammar features relevant to the given level. Furthermore, in the upper-level courses, instructors design assignments that correspond in nature to assignments given in the students' future academic courses. The EAP levels are aligned with the Common European Framework of Reference for Languages (CEFR).

Students coming to EAP with an initial English proficiency of **A1** or below will need to complete the Pre-Academic level before entering the English for Academic Purposes (EAP) program. In the Pre-Academic level, students will accomplish the following learning outcomes:

Pre-Academic Program - A1 (Pre-Beginner to High Beginner)
- Learn to read and understand simple sentences and paragraphs
- Learn to comprehend basic news, stories, and simple conversations
- Learn to communicate orally in simple sentences about everyday topics like describing a picture or introducing themselves
- Learn to write a series of sentences about everyday topics (e.g., describe a daily routine, describe a family member, write about a story from the past)

Students who place into the ELI's **English for Academic Purposes (EAP)** program will begin their studies in one of five (5) proficiency levels (for undergraduates) or six (6) levels (for graduate students). In the EAP program, students will accomplish the learning outcomes described for each level:

EAP Level 1 - CEFR A2 (Advanced Beginner)
- Learn to read and understand short texts
- Learn to comprehend basic class lectures and basic audio/video recordings
- Learn to make a basic presentation
- Learn to write formulaic single-paragraph essays

EAP Level 2 - CEFR A2+ (Low Intermediate)
- Learn to read simple written texts such as short newspaper articles
- Learn to comprehend basic academic lectures and basic audio/video recordings and take notes
- Learn to make a basic academic presentation
- Learn to write formulaic two-paragraph essays
- Learn to add basic quotations to the writing

EAP Level 3 - CEFR B1 (Intermediate)
- Learn to read and recognize significant points in simple, factual articles
- Learn to comprehend full-length academic lectures and various audio/video recordings and take notes
- Learn to make an advanced academic presentation
- Learn to write formulaic three-paragraph essays
- Learn to summarize and paraphrase simple texts

EAP Level 4 - CEFR B1+ (High Intermediate)
- Learn to read and understand articles related to student's interests and field
- Learn to comprehend live academic lectures and various audio/video recordings and take notes
- Learn to speak confidently on most routine matters

- Learn to write four-paragraph essays
- Learn to synthesize and summarize basic information from multiple sources

EAP Level 5 - CEFR B2 (Low Advanced) Undergraduate Exit Level
- Learn to read with increasing independence and evaluate articles
- Learn to listen for the main ideas of complex speech
- Learn to adapt language to speak in most situations in an appropriate way
- Learn to write five-paragraph essays in complex rhetorical styles
- Learn to synthesize information from a number of sources, summarize, paraphrase, and quote it, and use it in support of students' own writing with basic citation
- Learn to write a response to a multipart short-answer question using prior knowledge and support from a source.
- Learn to respond to the GRE analyze an issue task

EAP Level 6 Graduate Capstone - CEFR B2+ (Advanced) Graduate Exit Level
- Learn to obtain information, ideas, and opinions from long, complex, and specialized articles
- Learn to understand and identify speaker viewpoints, attitudes, and information in lectures, professional presentations, animated conversations between native speakers on unfamiliar topics, and authentic audio/video recordings
- Learn to communicate spontaneously with good grammatical control without much sign of having to restrict students' words
- Learn to engage in extended conversation on most general topics in a clearly participatory fashion, even in a group setting
- Learn to research and write an academic essay that systematically develops an argument
- Learn to synthesize and evaluate information and arguments
- Learn to summarize a wide range of factual texts, commenting on and discussing contrasting points of view and the main themes, using advanced APA techniques
- Learn to respond to the GRE analyze an argument task

Multi-level classes [Return]
EAP levels are typically taught separately. However, when enrollment is too low in a given level, 2 to 3 adjacent levels may be combined in a same section. This is done to maximize student interaction and provide a better learning environment. In such cases, each student will have goals that match their level of proficiency. EAP Instructors will use differentiated learning strategies so that students can make normal progress through levels regardless of the proficiency of their classmates.

English for Academic Purposes Program Modalities [Return]
EAP courses are designed to be delivered in three ways according to the student's needs and location:
- **EAP In-person or Face-to-Face (F2F)** where all participating students meet in the Jim Morris Center, downtown Springfield, Missouri, in dedicated classrooms with an instructor on site.
- **EAP Online (OL)** where all participating students meet online synchronously via Zoom following a schedule adapted to their time zone (see details under Weekly Class Schedules below). EAP instructors located in Springfield, Missouri, teach students wo are connecting remotely from locations around the world.
- **EAP Hybrid classes (HYB):** In some cases, a traditional F2F class will also accommodate online students via Zoom. Classrooms in the Jim Morris Center are equipped with technology that permits OL students to interact with instructors and F2F students.

Weekly Class Schedules [Return]
- All times listed are in US Standard Central Time

Pre-Academic Level (True beginner to A1)			
Monday	Tuesday	Wednesday	Thursday
Grammar Reading Listening (150 min) 09:30-12:00	Grammar Reading Listening (150 min) 09:30-12:00	Grammar Reading Listening (150 min) 09:30-12:00	Grammar Reading Listening (150 min) 09:30-12:00
Writing Speaking (130 min) 13:30-15:40	Writing Speaking (130 min) 13:30-15:40	Writing Speaking (130 min) 13:30-15:40	Writing Speaking (130 min) 13:30-15:40

English For Academic Purposes Program Levels 1-6GC (A2-B2+)				
Monday	Tuesday	Wednesday	Thursday	
Reading (150 min) 09:30-12:00	Writing (150 min) 09:30-12:00	Reading (150 min) 09:30-12:00	Writing (150 min) 09:30-12:00	Weekly in-class individualized conference
Speaking (130 min) 13:30-15:40	Listening (130 min) 13:30-15:40	Speaking (130 min) 13:30-15:40	Listening (130 min) 13:30-15:40	

English For Academic Purposes Program Levels 1-6GC (A2-B2+) Evening schedule is for EAP Online (OL) classes				
Monday	Tuesday	Wednesday	Thursday	Schedule varies
Speaking (110 min) 18:00-1950	Listening (110 min) 18:00-1950	Speaking (110 min) 18:00-1950	Listening (110 min) 18:00-1950	Weekly in-class individualized conference + 40 min per skill per week of asynchronous work
Reading (110 min) 20:00-21:50	Writing (110 min) 20:00-21:50	Reading (110 min) 20:00-21:50	Writing (110 min) 20:00-21:50	

Electives [Return]

Priority for Enrollment into the EAP 6 Graduate Capstone Level is guaranteed to Graduate students or Permanent Residents wishing to pursue a graduate degree at Missouri State University.
Non-graduate-degree-seeking students with at least 30 hours of university courses can take these classes as electives, but they will not be given priority if the section is full.
F-2 Visa Holders [Return]

F-2 visa holders may not engage in a full course of study but may engage in study that is merely

avocational or recreational in nature. To engage in a full course of study, an F-2 spouse must apply to be granted an F-1 status.

F-2 visa holders participating in ELI classes on a part-time basis are subject to the same attendance policy as other ELI students.

F-2 visa holders must complete all four skills of a level before they can move to the next level.

> For example: a student enrolled in EAP Level 2 Writing and Reading in the fall session 1 would take EAP Level 2 Listening and Speaking the next session before moving to EAP Level 3.

F-2 visa holders are not required to take Spelling classes.

F-2 visa holders who change status to **F-1** must retake the placement test for all skills to continue as a full-time ELI student.

Learning Enhancement Opportunities [Return]

Onsite computer labs in rooms 210 & 303 are open to students **3 times a day** from 8AM-9AM / Noon-1:30PM / 3:30PM-5PM for academic and personal use. Use of this open lab is limited to EAP students with a Live.edu account.

- Students with academic goals will be given priority to use the lab.
- Student should favor soft copies of documents when applicable to limit unnecessary printing.
- Student files should be saved to a personal flash drive or online storage.
- Students must remember to log off at the end of each lab session.
- Food and drinks are not allowed in the lab.

English Skills in Focus & Academic Research Tutorials are support classes tailored to each EAP student's needs. As an EAP student, if you feel you need one-on-one support with your English skills in addition to your regular classes, ESFT is a good choice for you.

- One-on-one virtual instruction with an English Language Institute (ELI) instructor
- A focus that matches your needs and targets your challenges in
- Language: writing, reading, speaking, listening, or pronunciation
- Academic skills: research, citation styles, avoiding plagiarism
- Open to current Missouri State and English Language Institute students
- Open to ANY member of the community not affiliated with MSU or the ELI
- 1 to 2 hours per week for 6 weeks
- All ESFT sessions meet on Zoom and have access to English Language Institute resources
- Completion information appears on your English Language Institute and Missouri State transcripts

ESFT1 cost:	**ESFT2 cost:**
6 1-hour sessions = $200 Registration open until the 3rd week of each session.	6 2-hour sessions = $400 Registration open until the 3rd week of each session.

For registration or further information, please contact the **ELI Academic Director** at PascalHamon@MissouriState.edu.

The EAP Academic Lecture Series provides EAP students with an opportunity to experience real university lectures from a variety of departments. Each year, ten to fifteen professors visit the EAP and give lectures from the classes they teach at Missouri State University. This series is an important part of the

Academic Listening Strategies classes at the ELI for EAP Levels 2 through Graduate Capstone. The EAP academic lecture series is also open to EAP alumni in person or remotely.

Field Trips are occasionally organized as part of the curriculum of a class to enhance a lesson or as a whole group activity to expose ELI students to historic places and cultural events.

Community Educational Outreach allows EAP students to share information about their countries and cultures with students in elementary and secondary schools in Springfield. For example, presentations might be given by EAP students at local schools or an international fair with booths representing each country or region.

Community Social Outreach encourages EAP students to meet members of the MSU and Springfield communities in a variety of informal social settings. Examples of activities might include weekend activities organized with local families through International Friends, or Friday English conversation groups with Culture Corner. Social opportunities available to ELI students are promoted through the EAP's social media pages:
https://www.facebook.com/MoStateELI/
https://twitter.com/ELI_MOState
https://www.instagram.com/mostateeli/

EAP Policies [Return]

EAP Course of Study and SEVIS Compliance [Return]
In order to maintain SEVIS status, EAP students who hold F-1 visas must be enrolled in full-time studies in the EAP until they have completed the appropriate exit level. If an undergraduate student completes some but not all of his or her classes in EAP level 5 (exit level), that student may be enrolled for one session in only the remaining classes needed to complete the ELI. The same student, if eligible, may also choose to begin academic classes while completing her remaining EAP courses: See Part-time Undergraduate EAP Level 5 Students.

A student completing the EAP program in spring or fall session 1 must attend session 2 Bridge Classes to remain in status in the EAP. If a student chooses not to attend bridge classes, he/she may need to leave the U.S. before returning to MSU as a credit-seeking student. The ELI Academic Director will hold advising sessions every spring 1 and fall 1 session for students in this situation.

Summer Session Policy: [Return]
In accordance with Department of Homeland Security regulations, EAP students holding F-1 visas must attend **four consecutive 8-week sessions** before they are eligible to take a summer session off. The summer session is the **only** session that may be taken as vacation and only if the student has attended the EAP for **four** sessions prior to the summer (Fall 1 & 2 and Spring 1 & 2).

EAP students will be informed of their eligibility to take the summer session off via email during the first half of fall 2, spring 1 and spring 2. The policy will also be highlighted during new student continuing orientation presentations twice a session.

Eligible students can request to take the summer session off via **the study plan form** during the pre-

registration period of spring 2 (early April). A link to the form will be emailed to each student.

If a student were to take a summer session off before they are eligible, their I-20 would be terminated. That student would then have to reapply to the ELI as a new student for fall and go through placement and orientation again.

In addition to complying with all U.S. immigration regulations, ELI students must comply with all other regulations concerning admissions, student visa status, health insurance, and other university regulations established by the office of International Services (IS) http://international.missouristate.edu/services.

Evaluation Policies and Procedures [Return]

Placement Tests for new students [Return]

Placement for new students is done in two stages:

1. Testing & initial placement:
Upon arrival at ELI, all EAP students take a grammar/writing placement test and participate in an oral interview. Levels are determined based on placement test scores. Students then attend the level determined by the placement test.

EAP Students studying remotely online will be encouraged to take the same placement test in the weeks prior to the beginning of their first session as part of their application/advising process. Placement test results will not be released until in-person placement testing has concluded, and class schedules are issued the Friday before the first day of class.

2. Final placement:
During the first days of class, instructors will assign further diagnostic activities and monitor student performance closely.
On the third day of class, instructors will meet and report on students whose placement may need to be adjusted. A change in initial placement can only be done upon recommendation by a student's instructors.

Note: If students are not satisfied with their initial placement, they need to take advantage of the first days of class to show their instructors their English skills.

Placement for returning students [Return]

Placement for returning students is determined by their final evaluation of the previous session's coursework unless they interrupt their course of study for two 8-week sessions, in which case they must retake the placement tests.

Promotion through levels and exit requirements [Return]

Pre-Academic Level	Core Skills Assessed	Promotion Policies & Exit Requirements
Pre-A1 to A1:	Reading/Listening 10 hrs/wk Writing 5 hrs/wk Speaking 5 hrs/wk	At the end of each 8-week session, students will take a 5-part achievement test for eligibility to enter the EAP. If a student passes all 5 parts, she/he will be eligible to enter EAP Level 1. If a student passes 4 of 5 parts, she/he will be eligible to enter EAP Level 1 with a required ESF2 (English Skills in Focus). If a student passes fewer than 4 of 5 parts, she/he will continue in the Pre-Academic Program.
English for Academic Purposes (EAP):	Core Skills Assessed	Promotion Policies & Exit Requirements
EAP Level 1 A2 **EAP Level 2 A2+** **EAP Level 3 B1** **EAP Level 4 B1+**	Writing 5hrs/wk Reading 5 hrs/wk Listening 5 hrs/wk Speaking 5 hrs/wk	Students will be assessed in each core skill throughout the session. The Pass/Not Pass cutoff score is 75% in all skills. Students who pass all 4 skills will be promoted to the next level up across skills. Students who pass 3 out of 4 skills with the failing skill score **above** 70% will be promoted to the next level up with an ESF2 (English Skills in Focus) requirement in the skill that was failed. Students who pass 3 out of 4 skills with the failing skill score **below** 70% will repeat the <u>entire level</u> of study the following session. Students who pass 2 or fewer skills with a score **below 75%** will repeat the <u>entire level</u> of study the following session.
EAP Level 5 B2 (Exit Level for undergraduate students only)	Writing 5hrs/wk Reading 5 hrs/wk Listening 5 hrs/wk Speaking 5 hrs/wk	Students will be assessed in each core skill throughout the session. The Pass/Not Pass cutoff score is **75%** in all skills. Students who pass all 4 skills will have completed the EAP and met language proficiency requirements for undergraduate studies at MSU. Students who fail a skill with a score **below 75%** will <u>only</u> need to repeat that particular skill the following session. The part-time policy only applies for this level.

Part-time students and Grammar Final assessment policy [Return]
Part-time students who are **not** enrolled in EAP 1 through 5 writing do not take the Grammar Final assessment.
However, they are required to purchase the grammar textbook as it is used in every class.

PT Enrollment	Grammar Final Requirement	Grammar textbook
Enrolled in EAPRLS (1 **to** 3 skills, **but not W**)	No Grammar Final required	Purchase required
Enrolled in EAPW only	Grammar Final required	Purchase required
Enrolled in EAPW + at least 1 more skill	Grammar Final required	Purchase required

English for Academic Purposes (EAP):	Core Skills Assessed	Promotion Policies & Exit Requirements
EAP Level 5 B2 (Graduate students only)	Writing 5hrs/wk Reading 5 hrs/wk Listening 5 hrs/wk Speaking 5 hrs/wk	Students will be assessed in each core skills throughout the session. The Pass/Not Pass cutoff score is 75% in all skills. Students who pass all 4 skills will be promoted to the **Graduate Capstone Level**. Students who pass 3 out of 4 skills with a score of **70% or above** in the failing skill will be promoted to the **Graduate Capstone Level** with an ESF2 (English Skills in Focus) requirement in the failing skill. Students who pass 3 out of 4 skills with the failing skill **below** 70% will repeat the entire EAP Level 5 the following session. Students who pass 2 or fewer skills with a score **below 75%** will repeat the entire EAP Level 5 the following session.
EAP Level 6 Graduate Capstone Level B2+ (Exit Level -- Graduate students only)	Writing Reading 10hrs/wk Listening 5 hrs/wk Speaking 5 hrs/wk	Students will complete 6 assignments to meet the exit criteria of the Graduate Capstone Level. Students who pass all 6 assignments with 75% or above will have completed the EAP and met language proficiency requirements for most graduate programs at MSU. Students who pass 5 out of 6 assignments with a score of **70% or more** in the failing skill will complete **Graduate Capstone Level conditionally** with an ESF2 (English Skills in Focus) requirement in the failing skill to be completed the following session. Students who pass 5 out of 6 assignments with a score of **below 70%** will repeat the entire EAP 6 Graduate Capstone level the following session. Students who fail more than 1 assignment with a score **below 75%** will repeat the entire EAP 6 Graduate Capstone level the following session.

Grade Reports [Return]

Final grades are accessible to students via the Learning management System Jupiter Ed.

Jupiter Ed

https://login.jupitered.com/login/index.php

All EAP students are issued a free Jupiter student account during their first session in the program.

Yearly Transcripts are made available to students at the end of each 8-week session upon request. This report card includes overall scores and promotion information. It also includes important information regarding the student's course of study the following session in the EAP and/or at MSU. Requests must be addressed through the online Transcript Request Form: https://international.missouristate.edu/eli/academic/92777.htm

Pass/Not Pass grades are also reported on the MSU Banner system to appear on the student's official MSU transcripts.

Throughout the term, students can monitor their progress, grades, and attendance status in their ELI classes via the Jupiter LMS: https://login.jupitered.com/login/index.php

Related topic: Certificates of Completion and Attendance

Conditional Pass & English Skills in Focus (ESF) [Return]
As part of the promotion policy for the Pre-Academic program and each level of the English for Academic program, a student whose final score falls below 75% but above 70% in **one** skill area is eligible to pass the level conditionally.
The condition is to complete a special support class, English Skills in Focus (ESF), which addresses specific problems the student is experiencing in the particular skill she/he failed. The ESF class meets one-on-one for two hours a week. The ESF class must be completed the following session. This process allows students to focus on their learning needs and to move through the program faster. Students receive a Pass/Not Pass for the ESF class, which will appear on official MSU and EAP transcripts like any other EAP class. An ESF class typically comprises 6 2-hour sessions and costs $400.

ESF can also be used as part of an appeal decision. The appeals committee may decide to pass the student conditionally to the next level with an ESF requirement.
 (see Grade Appeal Procedure)
Students are notified of a conditional pass with ESF via an email from the Academic Director when final grades are finalized. Registration into the ESF course the following session is automatic. Students with an ESF condition will also be asked to attend a required orientation meeting during the first week of the new session. However, students are free to reject the ESF condition **and repeat the level or class completely**. They must do so by email to the Academic Director at least a week before the beginning of the new session.

 ESF instructors are part of the EAP instructing team, and ESF classes take place in the Morris Center or synchronously over a dedicated online platform. The time and room or modality (F2F/OL) for the ESF class are arranged by the ESF instructor. It is set during the required initial ESF meeting

that takes place the first week of each session.

Students taking an ESF class must adhere to the following attendance requirements:

ESF Attendance Policy
If you are more than 15 minutes late to your class, you will be counted absent.
For a 2 hour/week ESF, you may miss 2 out of 12 total hours. If you miss 3 or more, you will fail.
(Note: 3h/wk ESF can be missed 3 times, 4h/wk ESF can be missed 4 times.)

Failure to meet attendance requirements in the ESF class may negatively impact a grade appeal filed by the student. Failing an ESF class because of poor attendance will also diminish the student's chance to be considered for an ESF class in the future.

Successful Completion of Exit Levels of the EAP [Return]
Students who enroll in EAP classes have two ways to meet the English language proficiency requirement for admission to Missouri State University:

1. Students must successfully complete the exit level appropriate for their intended academic course of study: EAP Level 5 for undergraduate studies or EAP 6 Graduate Capstone Level for graduate studies.

2. Students with a record of success in their ELI coursework may submit sufficient TOEFL-iBT or IELTS scores to prove English proficiency.

Undergraduate Students	
Demonstration of English proficiency	Minimum Requirements
Missouri State English Language Institute EAP Program	Completion of EAP Level 5
TOEFL-iBT (Internet-based test)	Score of 61 or more *(Scores of less than 15 in any individual band will require enrollment in a corresponding ELI course during student's first semester at MSU)
IELTS	Score of 5.5** or more **(Scores of less than 5.0 in any individual band will require enrollment in a corresponding ELI course during student's first semester at MSU)

Graduate Students	
Demonstration of English proficiency	**Minimum Requirements**
Missouri State English Language Institute EAP Program	Completion of EAP 6 Graduate Capstone Level
TOEFL-IBT (Internet-based test)	Score of 79 or more
IELTS	Score of 6.0 or more

The EAP fully supports the admission to Missouri State University of students who achieve sufficient scores on the TOEFL-iBT or IELTS and have been successful in their EAP coursework. The purpose of setting and implementing TOEFL-iBT and IELTS standards for admission is to ensure that students have adequate proficiency in core English language skills to succeed in academic studies at the University. **However, these test scores are not the only indicator of English proficiency, particularly in the areas of fluency and functionality.** EAP students who are not successful in their coursework have not demonstrated their readiness for academic studies. In this case, they are required to successfully complete the appropriate exit level of the EAP regardless of TOEFL-iBT or IELTS scores.

Partial Completion Policy [Return]
Students who are enrolled at the EAP only and do not wish to continue studies at MSU do not have to enroll in MSU credit classes to remain in status during their last session of study in the EAP.

EAP students conditionally admitted at MSU who complete Levels 5 or 6 Graduate Capstone Level during session 1 of Fall or Spring have the opportunity to take **Bridge Classes** offered by ELI and MSU:
Undergraduate Students:
GEP 101 First-Year Foundations (MSU credit) For details click here
IDS 297 American Culture (MSU Credit) For details click here
LIS 101 Introduction to Information Literacy (MSU credit) For details click here
Graduate Students:
GRE or GMAT Prep Class (ELI non-credit)
IDS 297 American Culture (MSU Credit) For details click here
LIS 101 Introduction to Information Literacy (MSU credit) For details click here

Part-time Undergraduate EAP Level 5 Students

EAP undergraduate students conditionally admitted at MSU who successfully complete part of their EAP Level 5 classes **are encouraged** to take one or two courses at Missouri State University while completing the EAP requirements in order to remain in status. They are still considered by the University to be EAP students and are not fully admissible to degree programs until the entire EAP program is completed and other MSU admission requirements have been met. MSU classes taken in addition to EAP classes **cannot be dropped**.

Students who are eligible for part-time study at the University must have permission from the **ELI Executive Director or Academic Director** to register for academic classes within these limits:

Class remaining at ELI (10h/wk or less*)	Number of MSU credit classes permitted
Only EAP Level 5 Writing	**2** MSU credit class (not ENG 110)
Only EAP Level 5 Reading	**2** MSU credit classes
Only EAP Level 5 Listening	**2** MSU credit classes
Only EAP Level 5 Speaking	**2** MSU credit classes (not COM 115)
EAP Level 5 Writing + Any other core skill	**1** MSU credit class (not ENG 110)
EAP Level 5 Reading + Listening	**1** MSU credit class
EAP Level 5 Speaking + Any other core skill	**1** MSU credit class (not COM 115)

Note: The part-time policy does not apply to graduate students since the Graduate Capstone exit level cannot be partially completed by skill like EAP Level 5.

Certificates of Completion and Attendance [Return]

EAP Certificate of Completion
The English Language Institute office will award certificates of completion to all undergraduate students who **successfully complete** EAP Level 5 and all graduate students who complete EAP Level 6 Graduate Capstone. Certificate of completion will be available 3 business days after the final grades for the current session have been released.

Certificates of Completion will be delivered electronically via email at no charge.
Physical copies OR Hard copies of Certificates of Completion can be
> Picked up in person by the student in the ELI Office at no extra charge
> **Or**
> Express mailed to the student's home address (a $52 shipping fee will apply).

See sample here: https://tinyurl.com/EAPcompletioncertificatesample

EAP Certificate of Attendance

EAP students discontinuing their course of study **before** completing an exit level (EAP Level 5 or EAP Level 6 Graduate Capstone) may request a certificate of attendance by filling out this online request form: https://tinyurl.com/EAPAttendanceCertificateForm
A certificate of attendance indicates
- The period of time the student was enrolled

- The numbers of class hours attended
- The level of English proficiency reached using the CEFR scale

See sample here: https://tinyurl.com/EAPattendancecertificatesample

EAP Certificates of Attendance will only be delivered electronically via email at no charge.

Related topic: Yearly Transcripts under Grade Reports

Probation Program [Return]

The overall purpose of the probation program is to put students on a successful path after having experienced a failure. Students need to be held accountable for changing counterproductive behavior and improving skills. In addition, failure to make adequate academic progress can violate the immigration status of F-1 or J-1 students.

At the beginning of each session, students who failed at least one class must attend a probation meeting to identify the reason for their lack of progress.

Students on **Probation 2** are to attend an initial probation meeting and check in with the **ELI Probation Officer** throughout the session.

Pre-Academic Level Probation Policy

Students enrolled in this level will take an exit achievement test to establish their readiness for promotion to EAP Level 1. They will be allowed to fail this test (getting a score below 75%) and repeat the level several times as long as they show constant progress on the final score each session. Pre-Academic Level students will be put on probation ONLY if their performance on the exit achievement test does not show progress compared to the previous session. Once on probation, this policy will apply:

Result at the end of the 2nd failed session	Consequences for the 3rd session
Achievement Exit Test (AET) result **below** the AET result of the previous session	Probation 1 + Initial Meeting
Result at the end of the 3rd failed session	**Consequences for the 4th session**
Achievement Exit Test result **still below** the AET result of the previous session	Probation 2 + Initial meeting + Check in with Probation Officer
Result at the end of 4th failed session	**Consequences for the 5th session**
Achievement Exit Test result **still below** the AET result of the previous session	Possible dismissal from the program. Dismissal from the program will be decided by a probation committee made up of the ELI Executive Director and Academic Director.

EAP Level 1-5 Probation Policy

As described above, partial promotion across skills is only possible for undergraduate students in the exit EAP Level 5. Therefore, a failing student in all other EAP levels will repeat all four skills the following session. Following is an explanation of the Probation system for EAP Levels 1-5:

Result at the end of 1st session	Consequences for the 2nd session
Fail **all core classes** (Writing – Reading – Listening – Speaking) Or Fail **one or more core classes of exit level 5**	Probation 1 + Initial Meeting
Result at the end of 2nd session	**Consequences for the 3rd session**
Fail **all core classes** (Writing – Reading – Listening – Speaking) Or Fail **one or more core classes of exit level 5**	Probation 2 + Initial meeting + Check in with Probation Officer
Result at the end of 3rd session	**Consequences for the 4th session**
Fail **all core classes** (Writing – Reading – Listening – Speaking) Or Fail **one or more core classes of exit level 5**	Possible dismissal from the program. Dismissal from the program will be decided by a probation committee made up of the ELI Executive Director and Academic Director.

EAP Graduate Capstone (GC) Level

Not all students will be expected to pass the GC level the first session. Therefore, the probation policy will be applied only after the **second failure**:

Result at the end of 1st session in GC	Consequences for the 2nd session
Fail more than 5 out of 6 exit requirements	**Good Standing status maintained**
Result at the end of 2nd session in GC	**Consequences for the 3rd session**
Fail more than 5 out of 6 exit requirements	Probation 1 + Initial Meeting
Result at the end of 3rd session in GC	**Consequences for the 4th session**
Fail more than 5 out of 6 exit requirements	Probation 2 + Initial meeting + Check in with Probation Officer
Result at the end of 4th session in GC	**Consequences for the 5th session**

Fail more than 5 out of 6 exit requirements	Possible Dismissal from the program. Dismissal from the program will be decided by a probation committee made up of the ELI Executive Director and Academic Director.

MSU Academic Probation or Suspension

MSU International students on F1 visas who are put on academic suspension and must sit out an entire semester can join EAP classes in order to remain in status. If they do so, they must study full-time (20h/week) in the EAP program for an entire semester (this means two 8-week sessions).

They must also adhere to the EAP attendance policy and attend 85% of the scheduled class time. If a student misses more than 15% of class time, the student's I-20 may be canceled and their course of study at EAP terminated. (See Attendance Policy below for details).

Attendance Policy [Return]

The EAP strives to help students achieve their educational goals and develop good habits for the future. To that effect, EAP instructors expect students to be in class on time every day for the following reasons:

1. Regular class attendance is very important when learning to speak, listen, read, and write in a second language.
2. Being in class gives students the opportunity to practice English and to ask questions.
3. Being late disrupts the class and is disrespectful to classmates and instructors.
4. Students who are absent too many times or drop a course without prior approval are in danger of losing their student visa status with U.S. immigration.
5. In the United States, university professors and employers require regular attendance.
6. Students spend a lot of money to come here to study English, so they need to get the most for their investment!

The EAP Attendance Policy is designed to encourage students to attend class regularly and to arrive on time.

Attendance Policy: In order to remain in status and not violate U.S. Immigration rules, students are supposed to attend minimum 85% of scheduled class time. Therefore, instructors will take attendance and keep records on the JUPITER platform each class period. *Presence* will be marked as "P" and *Absence* as "AB" in JUPITER. The ELI Academic Director will closely monitor the number of classes missed by each student. If a student misses more than 15% of class time, the student's I-20 may be canceled and their course of study at ELI terminated.

Maximum number of absences for each program of study and level:

Pre-Academic Level (**20h**/week divided in **8** class periods)
- Students cannot miss more than **8** class periods per 8-week session

EAP program Levels 1 through 6GC (**20h**/week divided in **8** class periods)
- Students cannot miss more than **8** class periods per 8-week session

Accountability: The EAP attendance policy comes into effect for new and returning EAP students on the day of the first advisement meeting (as announced via email at the end of the previous session). The date is also

listed on the ELI webpage.
EAP Students are responsible for managing their attendance to remain in compliance with the EAP attendance policy. Students can check their attendance record in each class via JUPITER anytime. In addition, an attendance report will be sent to EAP students' MSU email account weekly by the ELI Academic Director. (Only EAP students with one or more absences receive this email report.)

Lateness (Tardiness): EAP students are expected to come to every class on time (within the first 5 minutes of class). Tardiness to class will be recorded in JUPITER as "T" (for tardy) instead of "P" (for present) when a student is 5 minutes (or more) late for class. Excessive tardiness will also be monitored by the Academic Director and may result in special sanctions.

In addition, instructors will routinely assign graded activities during the first 10 minutes of class. These activities will impact the class grade and cannot be made up. In the same line, any material covered while the student was late is the responsibility of the student. Instructors cannot be expected to change their lesson plan to accommodate a late student. Students may request an appointment with their instructor via email to get information missed because of lateness. On test day, a late student may join the test, but should not expect any special accommodations.

Lateness due to an emergency: If the lateness is due to an emergency situation that is beyond the control of the student, the student must contact the ELI Academic Director via email with an explanation on the same day. Exceptionally, the ELI Academic Director may ask the instructor for special accommodations.

Excused Absences: No excused absence can be granted by EAP instructors. Excuses to the policy must be filed via email with the Academic Director of the ELI and only concern very exceptional cases supported by solid evidence. Only 2 days per 8-week session can be excused for exceptional reasons. Please include an explanation for the request and relevant documentation in the email.
When an excuse is granted, the Academic Director will use the mark "E" in JUPITER.

Long-term Absences (official reduced course load): If a student cannot return to class after having exhausted all allowed absences and the 2 excused days, the ELI office can file with SEVIS on behalf of the student a reduced course load due to a severe illness or medical condition to remain in status. This process requires appropriate medical documentation from a licensed medical doctor.

Pregnancy: Note that U.S. Immigration rules do not consider pregnancy (including delivery) as a severe illness. Therefore, no reduced course load request can be filed with SEVIS in this case.
Students who are in this situation should meet with an EAP student advisor the first week of class, so an attendance plan can be made within the 85% presence requirement.

Attendance and Punctuality for online students: The same attendance and punctuality standards will apply to students studying synchronously online. Attendance records will be kept in the same manner as for seated classes using JUPITER.

Even though online students **located outside the US** do not fall under the F-1 status SEVIS regulation listed above, they are still encouraged to adhere to the 85% presence requirement to maximize their chances of success in the EAP. Furthermore, attendance records will be taken into account during grade appeal decisions.

Make-up test Policy [Return]

It is important to come to class every day, especially on test days. However, if you must miss class on the day of a test, be aware of the following:
No make-up will be given for small quizzes and minor in-class assignments.

EAP instructors will give a make-up test for major tests and exams only if
the student contacted the **Academic Director** via email before **or** the day of the test to explain the reason for his/her absence and a make-up was authorized.

When a make-up is given, it is **different** from the test originally given. A make-

up test request **may be refused** if
- this type of test cannot be easily/fairly given again;
- the student's reason is not valid; or
- the student is abusing this policy.

Make-ups for final exams can only be given **with approval from the Executive Director or Academic Director of ELI** and only under special circumstances.

Late Arrivals [Return]
In case of new students who cannot be present at the beginning of the session, the EAP attendance policy comes into effect the day they go to their first class after placement.

Returning students expecting a **late return** at the beginning of a session need to file a
"Delayed Arrival Form" with the EAP office the previous session. Only serious circumstances will be taken under consideration. The student will be notified if the delayed arrival has been denied or approved by the Executive Director.

@MissouriState.edu (University Email - BearPass) Policy [Return]
Like all students enrolled at Missouri State University, EAP students receive a BearPass email account (@missouristate.edu). EAP students are required to activate their accounts prior to the first week of class. Being an active MSU email user is critical for all University students, including EAP students. Important communication to and from EAP instructors and administrators will only take place through this account. In addition, International Services will periodically use this MSU email to contact EAP students.

Cell Phone Use Policy [Return]

The EAP follows the same policy about cell phone use as Missouri State University. Students may not use cell phones, pagers, PDAs or similar communication devices during scheduled classes.
These devices must be turned off or put on silent (vibrate) mode and should not be taken out during class.
If your family, friends or advisors need to get in touch with you in case of an emergency, they should call the ELI Office at (417) 836-6540. Please tell your family, friends and advisors what time you have class so that they know not to call you during those times. In addition, see the EAP Test-taking Policy for a list of unauthorized use of electronic devices.

You should **NOT** do the following:

1. Take or make a call during class.
2. Read or write a text message during class.
3. Use the internet on your phone during class.
4. Use your cell phone for audio or video recording during class (including academic lectures) **without permission from your EAP instructor.**

The following are **exceptions**:
1. If you are taking an online course that requires the use of a computer and or other device to connect to the class.
2. If there is a campus emergency, messages will be sent to cell phones. In this case, many cell phones will go off at the same time. In this case, it is okay to check your phone.
3. If you want to access an on-line dictionary AND you have checked with your teacher in advance that this is okay, you may use your phone for this purpose.

If you do not follow this policy, your instructor has the right to do the following:
1. If you use your cell phone during a test or in-class essay, your instructor may give you a zero on the test or essay.
2. If you use your cell phone during any other classroom time, your instructor may give you an absence for that class.

Technology requirements for EAP classes [Return]

The use of technology is a part of our everyday lives at the university, and there is important information EAP students should have basic skills regarding Internet access, Jupiter Ed, Zoom, and other technology tools whether they are participating in a classroom on campus or taking an online class.
- EAP students must have headphones with a microphone
- EAP online classes need be accessed via a PC, laptop, or large tablet with keyboard and video/audio capabilities

The link below provides further information about technology requirements: Computer Services webpage on required technology specifications

Only English Policy [Return]

Students and instructors are expected to speak **only English** in the classroom buildings, including the hallways and labs. Likewise, **only English** will be spoken at all EAP sponsored activities outside of class. Here are some reasons you should speak **only English**:
1. to learn English more quickly
2. to make everyone feel comfortable
3. to make new friendships with students from different countries

Likeness Release Policy [Return]

Every EAP student will be asked to complete a **Likeness Release Form** (http://www.missouristate.edu/photoserv/likenessreleaseform.htm) indicating whether or not they authorize the English Language Institute to use their likeness for promotional purposes (via photos, audio or video recordings) as per MSU policy.

Civility Statement [Return]

Any successful learning experience requires mutual respect on behalf of the student and the instructor. The instructor, as well as the students, should not be subjected to any student's behavior that is in any way disruptive, rude, or challenging to the teacher's authority in the classroom. A student should not feel intimidated or demeaned by his/her classmates or instructor, and students must remember that the instructor has primary responsibility for maintaining control over classroom behavior and academic integrity. The instructor can order temporary removal or exclusion from the classroom of any student engaging in disruptive conduct or conduct violating the general rules and regulations of the institution.

Disability Accommodation [Return]

To request academic accommodations for a disability, contact the Director of the Disability Resource Center, Meyer Library, Suite 111, (417) 836-4192 or (417) 836-6792 (TTY), www.missouristate.edu/disability . Students are required to provide documentation of disability to the Disability Resource Center prior to receiving accommodations. The Disability Resource Center refers some types of accommodation requests to the Learning Diagnostic Clinic, which also provides diagnostic testing for learning and psychological disabilities. For information about testing, contact the Director of the Learning Diagnostic Clinic, (417) 836-4787, http://psychology.missouristate.edu/ldc .

Student Complaint Procedure [Return]

Introduction:
The EAP wants to ensure that you have a positive and productive educational experience with us. Thus, we have implemented a formal procedure for you to follow if you have a complaint about any aspect of our program. Please follow these steps to file a formal complaint about your experience at the EAP.

For complaints about a particular class:

Step 1: Talk directly to the instructor of the class. Explain your complaint clearly. Wait one week to see if the problem is solved. [Go directly to Step 2 if it is the end of the session].

Step 2: If your instructor has not responded to your complaint to your satisfaction, please fill out the "ELI Student Complaint Form" on the ELI website (under Student Resources) or get a paper copy from the ELI office and put it in the folder in the ELI 2nd floor office. A faculty member will make an appointment with you to discuss your complaint.

Step 3: If you are still unsatisfied with the outcome of your complaint, please make an appointment with the ELI Academic Director to discuss your complaint.

Step 4: If you are still unsatisfied with the outcome of your complaint, please make an appointment with ELI Executive Director to discuss your complaint.

Step 5: If you feel that your complaint is still not resolved to your satisfaction, you may make an appointment with the Associate Vice President International Education and Training. At this time, all documentation relating to your complaint will be sent to the Associate Vice President International

Education and Training for review, and you can discuss with him options for resolution.

For any non-course-related complaints:

Step 1: Please fill out the "EAP Student Complaint Form" on the EAP website or get a paper copy from the Administrative Assistant in the ELI office and put it in the folder in the ELI office. A faculty member will make an appointment with you to discuss your complaint.

Step 2: If you are still unsatisfied with the outcome of your complaint, please make an appointment with the ELI Academic Director to discuss your complaint.

Student Academic Integrity Policy [Return]

People in every country around the world have a different idea of what constitutes cheating and plagiarism. Because students at the English Language Institute come from all over the world, it is one of our goals to teach them what cheating and plagiarism mean in the United States in order to ensure their academic success not only at the EAP, but also at the university level. Therefore, the following policy defines what constitutes cheating and plagiarism and describes the consequences of committing an act of academic dishonesty while attending the EAP.

Definitions (Source: Missouri State University's Student Academic Integrity Policy)

Academic Dishonesty: Cheating and/or plagiarizing

Cheating: The term "cheating" refers to using or attempting to use unauthorized materials, information, or study aids in any academic exercise. Cheating also include any activity going against the ELI Test-taking Policy.

Plagiarism: The term "plagiarism" includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work or sections of a work of another person without full and clear acknowledgement. This means you must give credit to any source that you use in any assignment. This includes any material copied directly or paraphrased from the Internet. The unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials, including material taken from or ordered through the Internet, also constitutes plagiarism.

Facilitating academic dishonesty: Assisting or attempting to assist another to violate any provision of this Academic Integrity Policy, whether or not that action is associated with any particular course, is considered academic dishonesty.

Acts of Academic Dishonesty [Return]

Students who do the following are committing Academic Dishonesty. (Please be aware, this is NOT a comprehensive list.)

1. Refer to materials or sources or use devices not authorized by the instructor (e.g., computer disks, audio recorders, camera phones, text messages, MP3 players, cheat sheets, calculators, solution manuals, materials from previous classes, commercial research services) or commit any other act of cheating (looking at another's paper, etc.) during a test or assignment.

2. Depend on the aid of others, including other students or tutors, in connection with any test or assignment to the extent that the work is not representative of the student's abilities.

3. Provide inappropriate aid to another person in connection with any test or assignment, including the unauthorized use of camera phones, text messages, photocopies, notes or other means to copy or photograph materials used or intended for testing.

4. Engage in plagiarism by copying any amount of material from another source without giving credit to that author.

5. Use materials from the Internet or any other source without full and appropriate attribution.

6. Permit your work to be submitted by another person in connection with any test or assignment.

7. Claim credit for or submit work done by another.

8. Sign an attendance sheet for another student, allow another student to sign on your behalf, or otherwise participate in gaining credit for attendance for yourself or another.

Consequences of Academic Dishonesty at Missouri State University

The following are the penalties that can be imposed on a student who commits an act of academic dishonesty at Missouri State University:

1. An instructor can give a zero on an assignment or examination, require additional assignments or examinations, lower the student's course grade, issue a failing course grade (F), issue a failing course grade of XF (indicates that the failing grade was due to academic dishonesty).

2. The university can also deny a student the privilege of holding an office in any student organization, deny the privilege of representing the university in any intercollegiate activity, require service to the University, suspend or expel a student or recommend to the Provost that a degree already granted be revoked, even if all degree requirements are met.

Consequences of Academic Dishonesty at the English Language Institute

Because we are aware that not everyone understands clearly what constitutes academic dishonesty, we apply a more lenient policy intended to help students learn how to avoid committing these acts before applying severe punishment.

A four-strike warning system will be implemented:

When an academic dishonesty issue is detected at the drafting stage of an assignment (this includes plagiarism or getting outside help), the instructor does not file a formal report. A chance is given to the student to rectify the problem in the final draft of the assignment (this might involve a complete rewrite

of the draft in question).

However, any form an academic dishonesty on a final product (including single-draft assignments or homework) will warrant a formal report following the guidelines described below.

The **first** time a student commits an act of academic dishonesty in a class, the instructor will meet with him/her and will issue a written warning, which will go into the student's file. **The instructor will have the option of giving a zero on the assignment or test in question or of allowing the student to make up the assignment or test.**

The **second** time a student commits an act of academic dishonesty in a class, that instructor will inform the Academic Director or Executive Director, who will then call a meeting with the student and instructor to discuss the situation. The student will be given a second formal warning, which will go into the student's file. **The student will also be given a zero on the assignment or test in question.**

The **third** time a student commits an act of academic dishonesty in a class, the instructor will inform the Academic Director and Executive Director of the ELI, who will then call a meeting with the student. A third formal warning will be issued and placed into the student's file. **The student will automatically fail the course in which he/she committed the act of academic dishonesty**. To maintain F-1 visa status, the student will still be required to attend the class.

The **fourth** time a student commits an act of academic dishonesty in a class, the instructor will inform the Academic Director and Executive Director of the ELI, who will then call a meeting with the student. At this time, **the student will be dismissed from the English Language Institute** and advised to return home so as not to be out-of-status.

NOTE: This policy applies across skills.
Example: a first warning in Listening class will impact the next warning to be given in Writing class.

In addition, a clear pattern of academic dishonesty which occurs in multiple classes or from session to session can result in dismissal from the EAP at the discretion of the Executive Director.

Credit: Parts of this policy were adapted from Arizona State University's Academic Integrity Policy.

Grade Appeal Procedure [Return] If you do
not agree with your grade:

1. As part of the email you receive at the end of each session with your final grades, a link is provided to access an online form to file your grade appeal. This link will remain active at least 24 hours until the Appeal Panel meets to discuss your case.

2. The Appeal Panel will decide your case and email you their decision after 5PM the same day. You do not need to come to EAP for this process.

3. If the Appeal Panel does not decide to change your grade, you can appeal to the Associate Vice President of International Programs by writing a formal letter. He/She will review your appeal and make a recommendation.

4. If the Associate Vice President of International Programs does not recommend changing your

grade, you may appeal to the Vice President for Research and Economic Development and International Programs. The Vice President for Research and Economic Development and International Programs of Missouri State University will make the final decision.

Instructor and Tutor Qualifications [Return]

Instructors for the Institute have master's degrees in English, TESOL, or a related field of study, and they have an appropriate knowledge base in the field of TESOL. Graduate assistants in the Institute are TESOL-certified or currently in the TESOL course of study. Both instructors and graduate teaching assistants are approved by the ELI Executive Director and Academic Director.

Tuition and Insurance, Student Fees, and Parking Permits [Return]

Tuition for the ELI & Insurance are due the **Friday before the beginning of classes** (For Tuition and Fees details see: https://international.missouristate.edu/eli/academic/Costs.htm). Students will not be enrolled in classes and will not be allowed to attend classes until their tuition and/or insurance is paid in full. These charges may be paid by credit card online via my.missouristate.edu or at the Bursar's Office if payment is made by cash or checks. (Note: The tuition fee does not include books, living expenses, campus parking.) **Tuition & insurance fees are non-refundable and must be paid in full.**

Students will be required to purchase several textbooks for the institute at a local bookstore. Full- time students should budget $200 for the session.

Parking permits may be purchased online through https://my.missouristate.edu.
Check the Parking Administration webpage to determine which permit to purchase:
https://www.missouristate.edu/transportation/parking/

Use of Student Coursework for Research Purposes [Return]
Student work that is completed at the EAP may be used by the staff and other departments at MSU for educational research purposes. Student names are then removed so they remain anonymous; however, if you do not wish for your work to be used for research, please notify the ELI main office to fill out the appropriate request form.

BearPass Card [Return]
The Missouri State University student identification card is called a BearPass Card. It is also used as a library card and cash card. New students may obtain a BearPass Card at the BearPass Card Office, Campus Union, Room 128, during EAP Orientation. The BearPass Card Office requires international students to present their original admission letter with student identification number and a passport.

Your Success at the ELI's EAP [Return]

The English Language Institute offers more than just an opportunity to improve English skills; it provides the experience to interact with students from all over the world. Your classmates come from a variety of cultural, ethnic, racial, economic, religious, and political backgrounds. It is an exciting situation because you can learn much from each other. However, you must also realize that with a variety of backgrounds, differences of opinion are common. Please be considerate of those who are different from you as you study together in this program.

In addition to the variety of cultural backgrounds, EAP students come with varying experiences and abilities in communicating in English. Factors such as motivation to improve, participation in classroom activities, attendance, speaking English outside of class, and native language all play important roles in the rate at which you will improve your English skills. Our experience has been that students who make an effort to speak only English while they study in the United States and who attend class on a regular basis have a much higher success rate than those who do not. If at all possible, live on campus with an American student or with an international student whose native language is different from yours so that you have to use English only. We are committed to helping you achieve your academic goals. We will work with you to see those goals fulfilled, but **you** are ultimately the determining factor in your success.

We wish you much success in your classes and a rewarding experience in the ELI's EAP!

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