

Capital University

Ask. Think. Lead.

Capital Intensive English Program (CIEP)

Student Handbook

2024-2025
(Spring Semester)

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YOU belong here!

Welcome to the Intensive English Program (IEP) at Capital University. We are pleased that you have chosen Capital as a place to improve your English language skills, learn more about American culture, and experience University life on a small and friendly campus in the middle of America in Bexley, Ohio.

If this is your first time studying in the United States, you are studying here in the shadow of a pandemic. While there are no mask requirements, you certainly can wear one if that will make you more comfortable. Covid is not completely gone—there are still cases, and with the arrival of cooler weather and flu season, it is important to be extra cautious about your overall health and well-being. With that said, the Center for Global Education, as well as the Capital community, is committed to providing everyone with a safe and healthy learning environment.

On-campus COVID testing has been eliminated, however, at-home tests are available at no cost to symptomatic people at the Capital University Center for Health and Wellness. You can also purchase tests at local pharmacies. We encourage students who are feeling sick to test, remain at home during illness, and to contact their professors to inform them of their illness/absence and how to make up missed work. Illnesses are not excused absences, but we must all work together to keep us all safe and healthy.

In short, everyone should evaluate their own personal risks when considering whether to wear a mask. Public health agencies still recommend that individuals at higher risk for severe outcomes of COVID-19 (e.g., immunocompromised or unvaccinated) continue to mask when in public.



About the Intensive English Program

Curriculum

The Intensive English Program provides intensive instruction in English with a focus on using English for academic or professional purposes. Most students in the program plan to begin undergraduate or graduate study in an American college or university after they complete their English program.

The curriculum is divided into four levels: Elementary, Intermediate, High-intermediate, and Advanced. Each level lasts one semester (16 weeks in the spring and spring, and **IF** offered, 10 or 12 weeks in the summer), with examinations following the last day of classes. At each level, students attend classes in Reading, Writing, Listening and Speaking, and Grammar. The class schedule is Monday, Tuesday, Wednesday, and Thursday. In addition, we offer a series of TOEFL workshops for student to get helpful tips before taking the exam at the end of the semester.

Level 1—Elementary: Students at the Elementary Level can communicate with English speakers, but with difficulty, and they can read and write in English at a basic level. The Elementary classes emphasize learning the grammar of English sentences and expanding English vocabulary as well as increasing fluency in reading, writing, and speaking.

Level 2—Intermediate: Students at the Intermediate Level can communicate with English speakers in many social situations, but they need to improve their fluency and control in both speaking and writing. Classes emphasize using English in academic settings, with continued focus on understanding and using grammar and vocabulary effectively.

Level 3—High-intermediate: Students at the High-intermediate Level are approaching readiness for academic study but still have some significant weaknesses in using their English skills. Emphasis at this level of instruction includes development of both accuracy and organization in writing, increased sophistication of reading skills, and the integration of all language skills to interpret, synthesize, and report information.

Level 4—Advanced: Students at the Advanced Level are nearly ready to begin academic study or participate with confidence in professional settings. Advanced Level classes place heavy emphasis on using English for academic purposes: organizing, paraphrasing, summarizing, and synthesizing English in both speaking and writing.

A student who begins in the Elementary Level and who makes normal progress can complete the program in 18 months if enrolled every semester, including summers (if offered). A student who chooses to enroll only in the spring and spring semesters can complete the program in two years.

Occasionally, a Basic Level (pre-Elementary) is offered based upon student need. A detailed description of each class is in the Appendix of this handbook.

Placement and Promotion

New students take the English Placement Test (EPT), write a timed sample composition, and a short oral assessment before they begin classes. The results of these tests are instrumental in determining which level in the program is the best placement.

At the end of each semester, all students must take another form of the EPT, write another timed sample composition, another form of a short oral assessment, and take the institutional TOEFL. These tests are important in order to determine how much progress you have made and which level in the program is appropriate the next semester. There is **no additional cost** for these exams.

In order to be promoted to the next level for the following semester, you must satisfy one of the following:

- minimum test score (EPT or TOEFL and Composition – see below)
- a GPA (grade point average) of 3.15 or higher
- recommendation of all current instructors

	EPT	TOEFL	Writing
Level 1	30	370	55
Level 2	43	400	62
Level 3	56	440	69
Level 4	70	480	75

Students who do not complete all of the exams at the end of the semester (EPT, writing sample, oral assessment, and TOEFL) will not be given their final grade report and will have to repeat their level the following semester even if they have good grades and recommendations from their teachers.

English Requirements for Academic Study

In order to begin academic study at Capital, you must submit a score on the TOEFL or IELTS exam.

	<u>TOEFL (paper)</u>	<u>TOEFL (iBT)</u>	<u>IELTS</u>
Undergraduate:	536	74	6.0
subscores	R-50 L-50	R-15 L-15	R-6.0 L-5.5
Grad.& undergraduate nursing:	550	80	6.5

The paper TOEFL is given to IEP students at the end of each semester. The iBT TOEFL and the IELTS are both available in the Columbus area—please check test dates and fees.

TOEFL Waiver Policy

Students **exiting** Level 3 and **entering** Level 4 should read the following carefully. If interested, see Tilloretta Pope or Jennifer Adams to see if you're eligible for the TOEFL Waiver. A TOEFL Waiver must be in place (signed and documented) before the 3rd week of your Level 4 English classes begin in order to qualify.

****Students who enter Level 4 on the basis of class grades, but without the necessary test score, are **not** eligible for the TOEFL waiver.****

Students who are studying in the IEP do not have to submit a TOEFL or IELTS score for undergraduate admission **if:** (**Not excepted for Nursing and Social Work programs)

a. They complete IEP Level 4 (Advanced) with a **GPA of 3.2 or higher & 80%+ Attendance**

and

b. They qualified to enroll in Level 4 with **one** of the following test scores:

480 TOEFL	70 EPT
55 iBT TOEFL	5.5 IELTS

and

c. They **must** enroll in UNIV 101 & 102 during their **first** academic semester of undergraduate studies. *Students with TOEFL of 540+ (76+ iBT) are not required to take these courses.*

Policies

General Policies

As a student enrolled in the Capital IEP, you are expected to work hard to improve your English skills. As such, the expectations are as follows:

- Attend class regularly.
- Come to class on time and be prepared to participate in class activities.
- Complete assignments in a satisfactory and timely manner.
- Demonstrate progress in language skills on tests and other course assessments.

You will receive a letter grade in each core class (Reading, Writing, Grammar, and Listening and Speaking). Grades are based on a standard formula (see “Grades” below).

Enrichment classes, **if/when** offered, are graded as Pass or Fail. In order to receive a grade of Pass, students must attend class regularly (85% minimum). *When enrichment courses are not available, Workshops & Lectures (TOEFL and other topics) will be offered on a regular basis, on a first-come, first serve basis.

Promotion to the next level is based on course grades, teacher recommendations, and proficiency test scores (see “Promotion to the next level” below).

Except under special circumstances, a student **may not take** any level in the program more than two semesters.

Plagiarism (submitting the work of another person) is unacceptable and will result in a failing grade for that assignment. Students need to also be mindful when using ChatGPT/AI.

Attendance:

You are expected to attend class every day and to arrive on time—this includes both face-to-face and online delivery, should this be necessary. Attendance constitutes 10% of the class grade and participation 10%, so missing class will lower your class grades. If you are late to class, you will lose attendance points.

There are no excused absences. You should schedule appointments for days and times you are not in class; this includes when you schedule your iBT exams, etc.

Late Attendance:

- *After 5 minutes of class begins = Late, up to 6xs before you are late only one minute after.*
 - *Do not abuse this late policy meant to help you.*
- *3 times Late = 1 Absent Hour*
- *25 min late = Absent for this entire hour of class*

If you miss class for any reason, you must contact your instructors to learn what assignments you have missed. If you know that you are going to miss a class, you should let your instructors know that in advance. Your instructors have worked very hard putting together your Canvas page for your course. As such, please be sure to visit Canvas as well as review your course syllabus to determine late assignments and taking tests or quizzes that you have missed. Note: every instructor is different; some may not allow for make-up and/or late work submission.

If you are serious about improving your English skills and moving to the next level in the IEP, you should attend at least 90% of your classes.

Class Trips: Each semester, we sometimes make plans for an off-campus field trip. In addition, some trips are walking distance from campus or a short car ride. Others may require that we reserve a University van to transport students who do not wish to drive. University protocol will be followed when we go off campus to ensure we are safe—this protocol will involve some paperwork.

Grades:

You will receive a letter grade for each class. Grades are determined as follows:

Graded Assessments: 80%

Attendance: 10%

Participation: 10%

- Graded Assessments consist of tests, quizzes, and any graded assignments (compositions, written or oral reports, etc.). Homework may be included.
- Attendance represents hours in class. This includes face-to-face and any other method of delivery, if necessary.
- Participation represents taking an active part in class activities, discussions, etc. Students who come to class unprepared, without books and supplies, are not active participants. When students are absent, of course, there is no participation.

At Capital University, letter grades are assigned as follows:

A	93-100%	C	73-76%
A-	90-92%	C-	70-72%
B+	87-89%	D+	67-69%
B	83-86%	D	60-67%
B-	80-82%	F	below 60%
C+	77-79%		

Textbooks:

You must purchase the textbooks that are assigned for your classes. Instructors may, for a short amount of time, scan materials to their Canvas pages or may provide paper copies until you have purchased your books. Failure to have your textbooks in a reasonable timeframe may result in a lower grade and will negatively impact your improvement in English. It is ideal for students to have a new textbook as there are codes needed for supplemental material, namely, My English Lab, which is associated with Pearson products. However, if you have to get a used one, please erase all markings and/or answers in the text. The answers may be incorrect and the markings may be distracting.

Your instructors have a working relationship with various publishers and may recommend that you purchase a book(s) via the publishing company. However, you may choose to order your texts elsewhere. You may choose to order textbooks from Amazon.com, but after paying for postage, you will not save much money in most cases. If you do order from Amazon, be sure to get the correct edition of the book and be sure that you provide your correct mailing address. You should pay the extra postage for expedited (faster) delivery. It is not a good idea to purchase used copies of textbooks from Amazon.com.

Homework and Study:

Attending five hours of IEP classes Monday - Thursday is not enough time to make good progress and move to the next level. You should spend at least 3 to 4 hours for homework and study every day, including your three-day weekend.

Study groups are a wonderful way to study language. If you feel comfortable in doing so, Blackmore Library has many socially distanced places for students to study together between and after class. However, remember that homework assignments need to reflect your own English skills and must be completed independently, without help from a classmate or anyone else.

Cheating and Plagiarism:

Copying from another student or talking during a test is considered cheating. Likewise, turning in an assignment that was done in whole or in part by someone else is considered cheating. Students who cheat will receive a grade of zero in either case.

Copying phrases or sentences from someone else's work (for example, from a website, article, or book) without including a citation to show the source is plagiarism. It is a kind of cheating and will also result in a grade of zero. If students plagiarize when they begin their academic courses, they might be dismissed from the university. Your English teachers will show you how to avoid plagiarism in all of your classes.

Email:

It is extremely important that you know how to use your Capital University email account and that you check it daily. Remember--our instructional delivery method could change because of health concerns. As such, messages from the University, from the Center for Global Education, and from the Capital IEP, and your IEP instructors will be sent to your Capital email account. Some instructors will send you assignments and grade reports to this email address. Instructions for beginning your Capital email are in the Appendix of this handbook. You can always call the Information Technology (IT) desk at (614) 236-6508. Your Capital

University password must be changed every 180 days. You will receive a reminder to change your password. You must make this change to keep your Capital email, MyCap Account and CANVAS account working properly.

If you would rather use another email account (for example, a *gmail* or *hotmail* account), you can adjust your Capital email account so that all messages will be forwarded automatically. Instructions for doing this are also in the Appendix of this handbook.

Health Insurance:

Health insurance is required for all students on Capital University's I-20 (F-1 status) or DS-2019 (J-1 status). Capital University IEP students on F-1 status are automatically enrolled in the Capital University International Student Plan through **EIAA International Student Health Insurance Plan (EIAA)** unless students have documented they are enrolled in a Government Health Insurance Plan.

EIAA plan has the following coverage. **Any waiver from the EIAA plan requires a review and approval by Jennifer Adams in the Center for Global Education Office no later than the end of the 2nd week of classes.** The plan must meet or surpass EIAA's coverage:

\$100,000 coverage per accident or illness

Please see plan details for co-pays for physician, hospital and emergency room visits

\$25,000 repatriation of remains

\$100,000 medical evacuation

Pre-existing condition coverage after the first 6 months of enrollment

Maternity care coverage

\$25,000 inpatient treatment of mental and nervous disorders including drug or alcohol abuse

\$5,000 of outpatient treatment for outpatient mental/nervous disorder

No daily limits for hospital stays

The cost of EIAA is **\$124.00 per month** for students. Students are charged per term on their student account. Enrollment periods for IEP are:

Spring: August 1 – December 31 Cost: \$620.00

Spring: January 1 – July 31 Cost: \$868.00

Summer, new students: May 1 – July 31 Cost: \$372.00

Dependents can be added, but at a higher rate. Please see Jennifer Adams for fees and enrollment.

Repeating a Level:

Students are expected to make progress in their study of English. If a student shows little improvement, enrollment in a different program may be the best option. Except under special circumstances, a student **may not** take any level in the program **more than two semesters**.

Probation:

Students are placed on probation for the **next twelve months** if they fail to meet expected standards for grades **or** attendance:

- Students who receive **one** failing grade (F) for the semester
- Students whose **average attendance** for all classes at the end of the

semester is **79% or less**

While they are on probation, students must work hard to maintain passing grades and they must attend classes regularly. If they receive one failing grade (F) **or** attend fewer than 80% of their classes in any semester, they will be **immediately dismissed** from the Intensive English Program at the end of the term.

Dismissal:

Students will be dismissed from the Intensive English Program immediately at the end of the semester if they fail to meet minimum standards for grades **or** attendance:

- Students who receive **two** failing grades/hours/subjects **or** have a GPA **below** 1.0
- Students who attend **fewer than 75%** of their classes

Students who are dismissed will need to do two things. **First**, find admission to another program or university. **Second**, return to their home country.

*****Dismissal can result in serious immigration problems such as termination of your SEVIS record (I-20), causing you to spring out of legal F-1 status.*

Co-Curricular Activities

In addition to your regular IEP classes, a number of specialized workshops and fun activities are offered each semester at Capital University & in the city of Columbus.

People You Should Know

Jennifer Adams is the Director of the Center for Global Education. She will help you with all immigration (SEVIS) requirements and, if you are a sponsored student, she will communicate with your sponsor regarding your scholarship. Ms. Adams can also assist you with problems of cultural adjustment and settling in at Capital.

Office: Student Union 014

Telephone: 614-236-6170

Email: jadams@capital.edu

Tilloretta Pope is the Director of the Intensive English Program. When you have questions about your placement, grades, or test scores, you should visit her office. Whenever you encounter problems or have suggestions about the C-IEP, talk to her in person.

Office: Student Union 014

Telephone: 614-236-6550

Email: tpope@capital.edu

Tessa Perry is the International Admission Counselor. She can help you apply for undergraduate study at Capital University and can connect you to graduate admission counselors.

Office: Student Union 015

Telephone: 614-236-6185

Email: tperry33@capital.edu

Intensive English Program instructors have offices in Student Union 014—the office phone number is 614-236-6233, and below, please find email addresses for current instructors:

Valerie M. Cumming: vcumming@capital.edu

Bill Holschuh: lholschuh@capital.edu

Christina MacLeod: cmacleod@capital.edu

Bethany Martens: bmartens5@capital.edu

Tilloretta Pope: tpope@capital.edu

Places You Should Know

Harry C. Moores Student Union

The Student Union is the home of the Intensive English Program administrative and faculty offices and the Center for Global Education.

The Student Union is a gathering place for all students at Capital, and there is ample room to socially distance from others as needed. In addition, there is a comfortable lounge area with computers and printers. The Student Union also has several dining options. The Center for Global Education, the University Post Office, and the Office of Student and Community Engagement are all housed in this building.

Important places in the Student Union:

- One Main Café
- The Capital Court or Main Dining Room (MDR): 2nd floor
- The Mezz Fitness Center: 3rd floor

For more information about food service in the Student Union, go to <http://www.capital.edu/Dining/>.

Blackmore Library

In addition to an impressive collection of books and other printed and resource material, the library contains the Information Technology (IT) Help Desk (236-6508) (whenever you have email or computer questions) and comfortable areas for individual and group study. See the link to the Library on the Student Services Resource webpage.

Yochum Hall

This is the main administrative building on campus. Yochum Hall houses the Registrar's Office (for registration and official transcripts) and the Student Accounts Office (where you pay tuition and fees). If you have serious problems paying your tuition bill, contact Mr. Jeff Cisco (jcisco@capital.edu) at the Student Accounts Office.

Capital Center Athletic Facility

The University's recreation center contains a 5,000 square foot fitness center with a full array of exercise equipment. If you are interested in intramural sports (basketball, volleyball, racquetball) or club sports (fencing, ultimate Frisbee, etc.), you can sign up in room 225. For more information, go to [Capital University Intramurals - Capital University](#)

Center for Health and Wellness

[Center for Health and Wellness](#) // 614-236-6114 // chw@capital.edu

You may experience situations or face personal challenges that affect academic progress, social development, or emotional wellbeing. Some of these situations are expected and even beneficial, while others may lead to stress, anxiety, depression, alcohol and other drug use, changes in eating patterns, family of origin issues, loss, sleep difficulties, relationship problems, trauma, feelings of hopelessness, and suicidal thoughts. Capital University faculty and staff are committed to your health and therefore the university offers a variety of confidential services to help you through difficult times. These services include individual and group counseling.

The Center for Health and Wellness offers medical and consultation services for Capital students.

For more information about medical care while you are a Capital student, including what to do in emergencies, call (614) 236- 6114 or go to <https://www.capital.edu/student-life/health-and-wellness/>

The Office of Residential and Commuter Life

Residential and Commuter Life is responsible for on-campus housing and for assisting commuter students in developing a sense of community on-campus while living off-campus. It offers many services for and information about residence hall, meals plans, and roommate issues. It is located in 125 Student Union.

For more information go to <http://www.capital.edu/Residence-Life/>, or call 614-236-6811 (after hours: 614-323-3282).

Center for Faith and Learning

Capital's Center for Faith and Learning offers community and support for the spiritual wellness for all Capital students of all faith practices, religious traditions, and spiritual paths.

For more information about the many interfaith/interreligious opportunities and experiences you can have while you are a Capital student, including the Interfaith Council, go to <http://www.capital.edu/Religious-Life/>

The Office of Public Safety

Public Safety is staffed by university police officers. **It is open 24 hours a day, 7 days a week.** Police are available at any time to ensure your safety. If you feel unsafe walking anywhere on campus, contact this office and someone will escort you. Call **614-236-6666** if you need to report a crime or if you see a suspicious person on campus. To report a campus emergency, you should also call this number or 911.

The Office of Public Safety is located on College Avenue, across from the Bexley campus. It is also responsible for issuing parking passes. See "Parking" on page 13.

More Things You Should Know...

Student Resource webpage:

This webpage is a convenient way to find the many resources that are available to you as a student at Capital. Bookmark it in your web browser. You will find that you use it often. There is a copy of the page in the Appendix of this handbook. <http://www.capital.edu/Current-Students/>

MyCap:

MyCap is Capital's online site for information about your class schedule and grades and transcripts. It is also the place where you can check the status of your accounts, and to see if you owe any money to the University. You can pay your tuition and fees online. See the link on the Student Resources webpage.

Paying fees:

When a University charge is posted, you will receive a university e-mail alert. You will need to check your fees through MyCap. You may pay your fees online, at Yochum Hall, or through FlyWire. If you pay by credit card, you will be charged a credit card fee of 2.75%. Fees are due by the end of the second week of classes. If you pay fees late, you will be assessed a late charge from \$100-\$200, depending on when you pay. Fees can be paid at the Office of Student Accounts in Yochum Hall.

Flywire is the only acceptable way to make an overseas wire transfer to your account at Capital University. Here is the link for FlyWire: <https://payment.flywire.com/pay/payment>.

If you are studying in the U.S. on a student (F-1) visa, you need to be enrolled as a full-time student. If you have not paid fees, you will not be able to get transcripts from Capital and you will not be able to register for classes in the future. Not paying fees can have serious immigration consequences.

If you officially withdraw from IEP classes before the end of the sixth week, you will receive a partial refund of tuition. Early withdrawal can also have serious immigration consequences. It is always a good idea to check with staff in the Center for Global Education if you are thinking about withdrawing from classes.

Wi-Fi on campus:

Wi-Fi is available for your laptop or other electronic device anywhere on campus. To set up Wi-Fi, call the IT desk (236-6508) or visit the IT webpage (see the link on the Student Resources webpage). You must use your Capital username and password to connect to the university Wi-Fi.

Canvas:

Canvas is the University's brand-new course management system. Many of your instructors will post assignments, links, and resource materials for your classes on Canvas. When your instructors set up a Canvas page for your class, it is your obligation to use it—daily. The link to Canvas is on the Student Resources webpage.

Parking:

Most students in the IEP are commuter students. As such, you can purchase the "Adult and Grad pass" to park on campus. Here is a direct link to purchase the pass:

<https://capital.shopsite.com/public-safety/page8.html>

You must display your permit when your car is on campus. You may park in any parking lot which is marked "S."

If you live in a university residence hall, you might not be permitted to park a car on campus. Check with Public Safety before you purchase a car!

Smoking:

All university facilities are smoke and tobacco free. Smoking is permitted outside on campus, but no closer than 20 feet (7 meters) from University buildings. Smoking is not permitted near the entrance to any building. Cigarette butts and cigarette wrappers should not be thrown on the ground.

Clubs, Organizations, and Activities on Campus:

There are many opportunities for you to participate in various organizations and campus activities. Joining these activities gives you a chance to interact with American students. If you do this, you will find your English skills improving rapidly. For information, go to Activities & Organizations on the Student Resources webpage. <https://www.capital.edu/student-life/activities-and-organizations/> AND Engage:

<https://capital.campuslabs.com/engage>

Download the CORQ App to learn about daily activities at Capital University.

Global Student Association (GSA):

GSA provides international students with support, assistance, socialization, and education. The secondary purpose of the association is to educate U.S. students about the culture and people of other nations.

As an international student at Capital, you will receive email messages from GSA about various activities and other opportunities. Being part of GSA is also a great networking opportunity.

Keeping Yourself Safe:

Capital is a safe campus, but it is always wise to be aware of your surroundings and if you feel unsafe, trust your instincts and avoid or leave an area. The Department of Public Safety can be contacted any time there is a safety emergency: 614-236-6666. For more information about safety on campus, go to Campus Safety on the Student Resources webpage. Keep your personal belongings with you and do not leave your personal items unattended.

What to Do in Columbus:

Capital University is located in the middle of a growing and exciting city. We try to have a couple of field trips each semester, and those outside trips are scheduled during the afternoon class time. Thus, attendance is required. You will certainly enjoy these activities. As a student at Capital, you study in a quiet and peaceful environment, but you also have the benefits of a big city. For information about the opportunities open to you, see <https://www.experiencecolumbus.com/>.

COTA (Central Ohio Transit Authority):

Bus service through Columbus and Franklin County is offered by COTA. For information about bus routes and schedules as well as fares, go to the COTA website: <http://www.cota.com>.

Printing and Copying:

You can use any of the photocopy machines and printers on campus by using your student ID card. The University provides each student with a \$50.00 print/copy credit that equates to 500 single print/copy sheets each semester. If you print **more** copies, you will be billed by the university. For more information, visit <http://www.capital.edu/Printing-on-Campus/>.

When Bad Weather Closes the University:

When bad weather occurs, we want you to be safe when you travel to campus. It is possible that the University, may, choose to delay the start of classes or close the campus for any other extenuating circumstances. When you sign up for **Cap Alert** (see below), you will receive a message from the University. You can also go to the University's main webpage where an announcement will be posted. Television and radio stations will report local school closures/delays as they receive the information. Your instructors may also contact you should they have any issues getting to class because of the weather—many will send an email and/or post on Canvas. Note: public transportation is usually slower when the weather is bad. Be safe and use caution if/when you leave your home.

CapAlert:

CapAlert is Capital University's emergency notification system. The system uses email and text messaging to let you know if there is a campus emergency or if classes are cancelled due to weather.

CapAlert messages are automatically sent to your Capital email address. You can also arrange for the messages to be sent to your cell phone. To do this, go to MyCap, sign in, click on your username near the top right of the screen, and click on 'User Profile'. Add your cell phone number (SMS) or provide an alternative email account.

Requesting a Letter:

If you need a letter to document enrollment to the university or to invite family members to visit, the Center for Global Education can prepare this for you. You must complete the online request so the office has all of the details to prepare your letter. Please provide for 5 business days to receive your letter. To apply for the letter, please send a message to CGE@capital.edu to request a letter or contact Jennifer Adams at jadams@capital.edu.

Capital University Handbook:

Capital University has an official Handbook for ALL students enrolled in various Capital University degree and non-degree seeking programs. The Handbook, while much lengthier than that of the IEP Student Handbook, is just as important. All students should read this Handbook as well. The link to the Handbook is as follows:

<https://www.capital.edu/media/xd4pabhs/student-handbook.pdf>

Immigration Regulations

What is SEVIS?

SEVIS stands for the Student and Exchange Visitor Information System. It is a database of current information regarding international students and exchange visitors. The database electronically communicates international student information to the SEVP and the U.S. Department of Homeland Security.

Responsibilities of a Student in F-1 Status:

- Must be enrolled as a full-time student. Full-time is defined as:
 - 20 class hours per week for IEP students
 - Audit courses cannot be used toward establishing full-time enrollment.
 - You must go to class regularly and fully participate in your assignments and exams.
- You may not legally drop below full-time enrollment without first receiving approval from the Center for Global Education. A drop below full-time enrollment will make you out of legal F-1 status. Returning to legal status requires reinstatement through USCIS. Reinstatement to F-1 status is an expensive and time-consuming process through USCIS.
- You must report address changes to the Center for Global Education and to the Immigration and Naturalization Service within 10 days of a move. This must be a residential address and not a box number (unless you are living in a dormitory.) Update your address through both MyCap and contacting The Center for Global Education.
- You must keep your passport valid. You should apply for passport renewal at least 6 months before the expiration date. Passport renewals may be done through the student's home country embassy in the U.S.
- You may not work off-campus without authorization from USCIS. IEP students may work on campus up to 20 hours a week as long as the on-campus employment does not conflict with their class schedule and progress. A Social Security Card does not provide for legal work authorization.
- You must have medical insurance. Capital University requires students on F-1 status to be enrolled in medical insurance that meets university requirements. See the Capital University student handbook for details.

F-1 or J-1 Visa:

- Your visa is the document used to enter the U.S. Check the number of entries: 'M' means multiple entries, so you can use the visa many times to leave and re-enter the U.S. as long as you have a valid I-20 or DS 2019.
- You cannot renew a U.S. visa in the U.S.
- You can legally stay in the U.S. on an expired F-1 visa as long as you have a valid I-20.
- If you leave the U.S. and need to re-enter, you must have a valid F-1 visa to re-enter the U.S.

Your I-94 card:

The I-94 card is your entry and departure record in the U.S. You must download this form electronically at <https://i94.cbp.dhs.gov/>. This card may be needed when applying for a driver's license. There is no fee to download this form.

Your I-20:

The I-20 is the document you used to apply for your F-1 visa. It informs you of the average length of your program.

The I-20 is required to re-enter the U.S. after travel abroad. Page 2 must be signed by a Designated School Official (DSO) from the Center for Global Education Office, Jennifer Adams or Tilloretta Pope for re-entry.

Know your expiration date. To extend your I-20, apply for a program extension with the Center for Global Education.

The Center for Global Education can sign your I-20 for travel or extend your I-20 if:

- You are returning to Capital University.
- You are in good academic standing (not on academic probation.)
- Your bill has been paid allowing you to register the following term.

Extending Your I-20:

The average length of time to complete the Intensive English Program is 18 months to 2 years, depending on your starting level and if you take a vacation term. The average time listed on the original I-20 is 18 months. An extension can be granted if:

- You are making academic progress.
- You request an extension with the Center for Global Education before the end date on your I-20.
- You receive a supporting letter from the Director of the Intensive English Program.
- You do not have any outstanding debt to Capital University.

Withdrawal from Classes During the Term:

If you have F-1 or J-1 status, you must meet with staff in the Center for Global Education Office before you choose to reduce your course load or withdraw from the university. Dropping a course(s) without first notifying staff in the Center for Global Education Office and requesting permission to do so, will require the university to terminate your SEVIS record (I-20), which, in turn, will require you to leave the U.S. immediately.

If you withdraw with permission from the Center for Global Education, you have 15 days from the date of withdrawal to make your travel plans and leave the U.S.

Capital University's Intensive English Program is a semester system and follows the university's refund policy as listed on Capital University's website: <http://www.capital.edu/Refund-Process/#tuition>

Moving to a Degree Program at Capital:

We hope you are interested in continuing your education at Capital University after you complete the Intensive English Program. When you are accepted into a degree program and have demonstrated financial support for the new program, the Center for Global Education Office will prepare a new I-20 for the new academic program.

To learn more about earning your degree at Capital University, please contact the following offices:

For a bachelor's degree
Tessa Perry
614-236-6185

For graduate study:
Jake Wuensch
614-236-6232

Transfers:

Transfers to a new school must be done at the end of Capital University's term or during the break between terms. You cannot transfer during the middle of a semester and still maintain legal immigration status.

Transferring from an Intensive English Program to another school for a degree program is a normal process but must be done in coordination with the international student advisors at both schools. Do not have Capital University transfer your SEVIS record to another school unless you are sure this is the school you want to attend and you have confirmed, written admission from that school.

To transfer to another school, the following steps are usually required:

- An official Capital transcript (all fees must be paid and students must be in good financial standing)
- Copy of the acceptance letter to the new school
- An international transfer form from the new school. Remember to sign your section before giving the form to the Center for Global Education to complete.
- Transfer of your SEVIS record by Capital University to the new school so you may receive your new I-20.

Vacation Terms:

You must make a written request to take a vacation term and have it approved by the International Student Advisor before the period of vacation begins.

The vacation term for the IEP and undergraduate program is the summer term. During a vacation period, you may stay in the U.S. without taking classes, or you may take a reduced course load. However, if you have transferred to Capital University from another university, the international student advisor must check to see if you have already taken a vacation during the year.

A vacation term requires you to be enrolled the following fall semester after the vacation term.

Traveling Outside the U.S. on F-1 or J-1 Status:

You will need the following documents to return to the U.S.:

- A valid passport
- A valid I-20, with page 2 or DS-2019 signed by the school official in the past year
- A valid U.S. F-1 or J-1 visa

I-20's and DS-2019's can be signed by Jennifer Adams or Tilloretta Pope in the Center for Global Education.

It is also a good idea to carry with you any old I-20's, your financial documentation, and a copy of your transcript.

If your F-1 or J-1 visa has expired and you are traveling outside the U.S., you will need to apply for a new F-1 or J-1 visa in your home country. Occasionally, students may obtain a new visa in a country that is different from their home country, but you should check with the U.S. Embassy to determine if this choice is available to you.

Maintaining your immigration records:

All students should maintain a physical and electronic record of all of their immigration documents. Schools are required to keep documents for students for up to three years after their departure from the school. You never know when you will need your immigration documents in the future, so always keep a copy of your records, even after you have left the university.

Immigration Information and Questions:

When you need information about immigration matters, always check with your International Student Advisor. Do not ask friends; they are probably not experts, and it is extremely important that you have good information and good advice.

Center for Global Education
Harry C. Moores Student Union 014
614-236-6170
jadams@capital.edu

Course Descriptions: Intensive English Program

ESL 00R, Basic Reading for English Language Learners

This course is an introduction to reading in English, with an emphasis on vocabulary expansion and the comprehension of short, simplified texts. Reading strategies practiced include previewing and identifying main ideas, scanning for specific details, and identifying key vocabulary. 5 credit hours. Cannot be applied toward graduation.

ESL 00W, Basic Writing for English Language Learners

This course develops the ability to write short paragraphs to communicate ideas about everyday topics by using simple vocabulary and sentence structure correctly. Correct spelling, sentence structure and paragraph formatting are also emphasized. Writing often springs from examination of models. 5 credit hours. Cannot be applied toward graduation.

ESL 00LS, Basic Listening/Speaking for English Language Learners

This course introduces students to the strategies needed to develop basic skills in listening and speaking in English. The course emphasizes communication for everyday activities using simple sentence structures, pronunciation, and vocabulary with increasing accuracy. 5 credit hours. Cannot be applied toward graduation.

ESL 00G, Basic Grammar for English Language Learners

In this course, students are introduced to the form and meaning of basic sentence structures. Practice focuses on the use of grammar in speaking and writing. Structures covered include the simple present and present progressive tenses in statement and question form. 5 credit hours. Cannot be applied toward graduation.

ESL 01R, Elementary Reading for English Language Learners

This course prepares students to read simplified texts fluently and with good comprehension. In addition to identifying main ideas and key details, reading strategies practiced include recognition of discourse markers, distinguishing fact from opinion, and making inferences. The course also provides ample opportunity to practice reading both in class and extensively and to expand their mastery of English vocabulary. 5 credit hours. Cannot be applied toward graduation.

ESL 01W, Elementary Writing for English Language Learners

This course develops the ability to write paragraphs using various organizational modes and to write in response to a variety of experiences, both in and out of class, using correctly formed simple and compound sentences, appropriate vocabulary, and correct spelling and punctuation. Model paragraphs and multiple drafting are essential elements of the course. 5 credit hours. Cannot be applied toward graduation.

ESL 01LS, Elementary Listening/Speaking for English Language Learners

The purpose of this course is for students to improve their comprehension of spoken American English and their fluency in speaking English using basic and some complex sentence structures accurately. Students develop listening strategies to understand conversations, radio shows, and short lectures. Attention is given to the accurate use of vocabulary and pronunciation, including individual sounds as well as rhythm, stress, and intonation patterns. 5 credit hours. Cannot be applied toward graduation.

ESL 01G, Elementary Grammar for English Language Learners

This course introduces students to the use of past as well as present tenses and the meaning and use of modal auxiliaries. Statements, both affirmative and negative, and all question types are practiced, in addition to basic coordinating conjunctions and imperative sentences. Students are presented with the rudiments of count and non-count nouns, article usage, and quantifiers. 5 credit hours. Cannot be applied toward graduation.

ESL 02R, Intermediate Reading for English Language Learners

This course prepares students to comprehend texts of intermediate difficulty using strategies such as previewing and predicting, skimming and scanning, recognizing inference, opinion, and paraphrase, and summarizing a reading passage both orally and in writing. Increasing reading speed and expanding vocabulary, in particular general academic vocabulary, are also emphasized. 5 credit hours. Cannot be applied toward graduation.

ESL 02W, Intermediate Writing for English Language Learners

This course introduces students to academic writing: composing a well-developed paragraph which is unified, coherent, and clear, using a topic sentence, appropriate supporting details, transitions, and proper grammar and punctuation. The course provides instruction in writing paragraphs using various organizational modes. Attention is given to grammatical accuracy. Class activities include pre-writing, analysis of models, class discussions, peer review, and individual conferences. 5 credit hours. Cannot be applied toward graduation.

ESL 02LS, Intermediate Listening/Speaking for English Language Learners

In this course, students improve their comprehension of spoken American English and their fluency in speaking English using accurate basic and complex sentence structures. Students develop listening strategies to understand conversations and short lectures, to recognize the speaker's attitude and purpose, and to identify the organization of the information. Attention is also given to the development of vocabulary and understandable pronunciation. 5 credit hours. Cannot be applied toward graduation.

ESL 02G, Intermediate Grammar for English Language Learners

The purpose of this course is to enable intermediate language students to improve their understanding of the form and meaning of complex sentence structures and to develop skill in using these structures in speaking and writing. Structures include verb forms in the past progressive, present and past perfect, and passive, as well as phrasal verbs, gerunds, infinitives, comparative forms, adjective clauses, time clauses, and noun clauses. These structures are presented and practiced using a variety of paired and small group activities and individual written assignments. 5 credit hours. Cannot be applied toward graduation.

ESL 03R, High-Intermediate Reading for English Language Learners

This course prepares students to read un-simplified academic English text. Students read passages from a variety of content areas to identify main ideas and supporting details, make inferences, identify common patterns of text organization, and recognize complex sentence structures typically used in academic texts. Emphasis is also placed on increasing reading speed and expanding vocabulary. Outside assignments provide extensive reading practice with library and online materials. 5 credit hours. Cannot be applied toward graduation.

ESL 03W, High-Intermediate Writing for English Language Learners

This course prepares students to write the types of paragraphs and essays typically required in academic courses. Writing is presented as a process of invention, draft, and revision which emphasizes elements of good writing, including unity, coherence, clarity, and proper grammar and mechanics. Students develop introductory skills in paraphrasing and summarizing, in using various modes of organization, and in composing complex sentence structures. Students also develop skill in synthesizing information from various written and spoken sources. Students will regularly use the university library and student writing services as part of their learning process. 5 credit hours. Cannot be applied toward graduation.

ESL 03LS, High-Intermediate Listening/Speaking for English Language Learners

In this course, students refine their comprehension of spoken, unedited American English. Students develop listening strategies to understand interviews and reports, to make inferences, and to identify main ideas and details. Attention

is also given to the development of vocabulary, understandable pronunciation, and fluency in speaking English using accurate sentence structure. 5 credit hours. Cannot be applied toward graduation.

ESL 03G, High-Intermediate Grammar for English Language Learners

The purpose of this course is for high-intermediate students to develop skills in the use of increasingly complex sentence structures both in speaking and writing. The structures include verb forms in the present, past, and future perfect and perfect-progressive, as well as past and passive forms of infinitives, gerunds, and modal auxiliaries. Emphasis is also placed on complex sentences with a variety of adverb, adjective, and noun clauses. 5 credit hours. Cannot be applied toward graduation.

ESL 04R, Advanced Reading for English Language Learners

This course is designed to enable advanced international students to develop skill in reading English for academic purposes, to increase reading speed and comprehension, and to expand sub-technical academic vocabulary in preparation for taking university-level courses. Students practice reading and analyzing a variety of text types across disciplines. Pre-reading activities, class and group discussions of reading passages, and vocabulary exercises are designed to give students intensive practice in reading. Outside assignments provide extensive reading practice with academic articles and related websites. 5 credit hours. Cannot be applied toward graduation.

ESL 04W, Advanced Writing for English Language Learners

This writing course is designed to help advanced international students improve their ability to successfully complete the work required in many college courses. Students learn how to respond to and analyze a variety of writing types. Considerable time is spent on research methods to gather, synthesize, and document information from outside sources. The course emphasizes elements of good writing such as unity, coherence, clarity, and appropriate grammar and mechanics. The course also focuses on regular use/familiarity with the university student services and effective use of library research throughout their writing/research process. It also covers MLA/APA documentation style and use of the plagiarism checker Turnitin.com. 5 credit hours. Cannot be applied toward graduation.

ESL 04LS, Advanced Listening/Speaking for English Language Learners

This course prepares advanced international students to participate successfully in the oral and aural demands of university courses. Activities help students to gain fluency and confidence in speaking and to develop listening and note-taking strategies. Attention is also given to appropriate sentence structure, understandable pronunciation, and vocabulary expansion. Class activities include recorded conversations and short lectures, small group discussions, pair work, vocabulary practice, and oral presentations. 5 credit hours. Cannot be applied toward graduation.

ESL 04G, Advanced Grammar for English Language Learners

The purpose of this course is for advanced international students to refine their skill in the use of complex sentence structures both in speaking and in writing. Structures include verb forms in the present, past, and future perfect and perfect-progressive, as well as past and passive forms of infinitives, gerunds, and modal auxiliaries. Emphasis is also placed on complex sentences with a variety of adverb, adjective, and noun clauses. In addition, negative-fronting, fronting for emphasis, and cleft sentence patterns are covered as they can be employed for academic written English. Speaking and listening activities in class focus on the correct usage of grammatical structures. 5 credit hours. Cannot be applied toward graduation.

IEP Workshops/Lectures, (offered based on student interest & need)

These workshops, when offered, provide students in all program instructional levels a variety of language learning opportunities that complement and support their classes in reading, writing, listening and speaking, and grammar.

CU-IEP Program Calendar Dates: 2024-2025

Spring 2024 Semester

Orientation (new students): Thursday and Friday, January 4-5, 2024

Classes start: Wednesday, January 10, 2024

MLK, Jr., Day of Learning: Monday, January 15, 2024 (Morning classes suspended for programming)

Classes end: Tuesday, April 30, 2024

Spring Break: March 2-10; Classes resume: Monday, March 11, 2024

Easter Break: Thursday, March 28 **AND** Monday, April 1; classes resume: Tuesday, April 2, 2024

Course Final Exams: Monday and Tuesday, April 29-30

Departmental Final Assessments: Wednesday and Thursday, May 1 and 2, 2024

Student grade reports: Available Tuesday, May 7, 2024

Summer 2024 Semester

N/A

Fall 2024 Semester

Orientation (new students): Thursday and Friday, August 15-16, 2024

Classes start: Wednesday, August 21, 2024

Classes end: Thursday, December 5, 2024

Labor Day, Monday, September 2, 2024

Midterm Break: Thursday, October 10-13, 2024; classes resume Monday, October 14

Thanksgiving Break: Wednesday-Thursday, November 27-28, 2024; classes resume: Monday, Dec. 2

Course Final Exams: TBD

Departmental Final Assessments: TBD

Spring 2025 Semester

Orientation (new students): TBD

Classes start: Wednesday, January 8, 2025

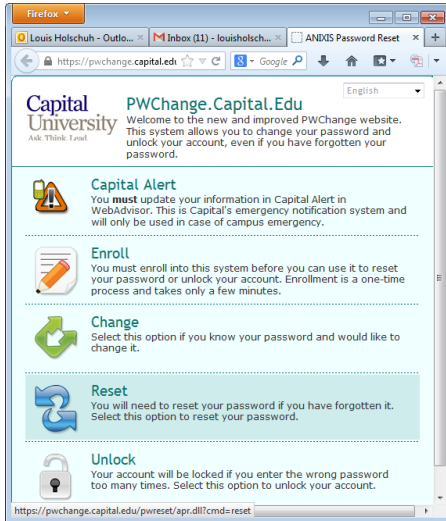
Classes end: Tuesday, April 29, 2025

Setting up your Capital E-mail Account:

You should have your username and email address. If you do not, ask your instructor.

For example: username - tpope
email address - tpope@capital.edu

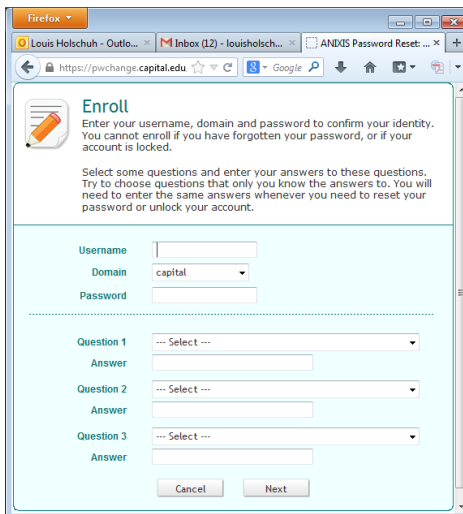
Go to <https://pwchange.capital.edu>



Go to **Enroll** to reset your temporary password. That password is Cap+your student number.

For example: Cap1776320

You will need this temporary password and your username to set up your regular password.

A screenshot of the 'Enroll' form on the PWChange Capital Edu website. The form is titled 'Enroll' and includes instructions: 'Enter your username, domain and password to confirm your identity. You cannot enroll if you have forgotten your password, or if your account is locked.' Below the instructions, there are three sections for selecting questions and providing answers. The first section is for 'Question 1', the second for 'Question 2', and the third for 'Question 3'. Each section has a dropdown menu for the question and a text input field for the answer. At the bottom of the form, there are 'Cancel' and 'Next' buttons.

Using Web Services at Capital University:

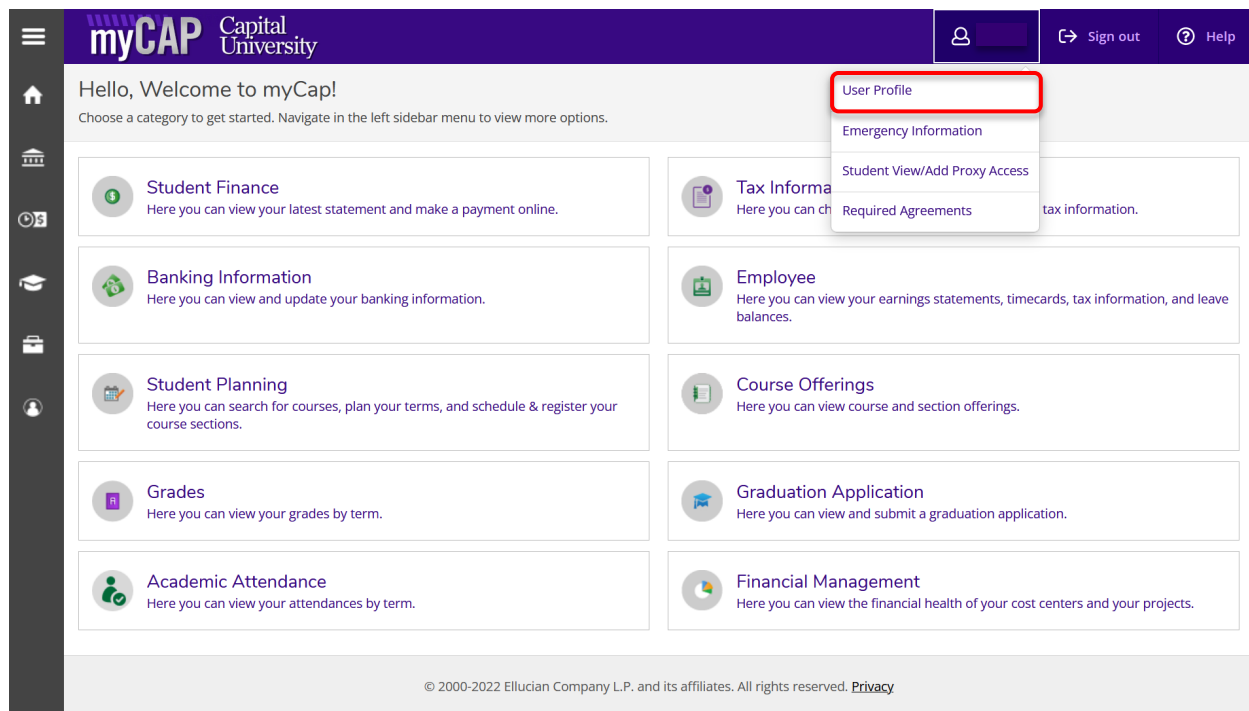
Go to <https://www.capital.edu/current-students/>. Here you can access your Capital email account (*Office 365 Email*), MyCap, iLearn, and other online tools.

CapAlert:


It is important that Capital University can advise you when the campus will be closed for bad weather and for other emergencies. You can set up CapAlert and the university will send you an email and text message when this happens.

Go to <https://www.capital.edu/current-students/>. Go to MyCap. Log in with your username and password.

Go to 'User Profile' as shown below. Add your phone number and email address.



Forwarding your Capital Email (*hotmail* or *gmail* account) :

- After you sign in to your webmail account, choose Settings. 
- Choose Options.
- Choose Forwarding.
- Under Forwarding, enter the *email address* you want to forward your Capital email to.
- Set or clear the Keep a copy of forwarded messages in Outlook Web App check box.
- Select Start forwarding.
- Select Save.

Note: Every 180 days, you must change your Capital university password. You will receive an email notice that you must do so. If you have problems, go to the IT desk in Blackmore Library.

****This information is current as of 1/31/2024. Dates and material included in this document are subject to change.**