

Lakeland University Japan

English for Academic Purposes (EAP) Program



EAP Handbook for Students

2020-2021 (version Nov 2020)

Contents

Welcome message	3
About this handbook	4
Introduction to the EAP Program	4
<i>Accommodations for Disabilities</i>	5
EAP Main Contacts and Offices	6
EAP Classrooms and Facilities	7
About the EAP Program: Schedules/Calendars	8
About the EAP Program: Instructors & Office Hours	9
About the EAP Program: Textbooks	10
About the EAP Program: Grading Policies	10
About the EAP Program: Attendance Policies	12
About the EAP Program: Level Placement (new students/students returning from 3 consecutive LOA terms)	16
About the EAP Program: Level Promotion (continuing students)	18
About the EAP Program: Exiting students (entry to Academic Program)	19
LUJ Learning Center (LC)	20
TOEFL & TWE	21
Student Code of Conduct	23
Student Expectations: Strong Effort Policy	24
Student Expectations: Homework	25
Use of Email	26
<i>How to write a respectful email to your instructor</i>	26
Tips for EAP Success	27
Extensive Reading (XReading)	27
Useful Expressions	28
Academic Standing	29
Enrollment Policies, Rules, and Procedures: LOA, WDR, FOE, Dismissal, Re-entry, & Readmission	31
❖ Enrollment Adjustment Procedures for Leaving LUJ	31
❖ Enrollment Adjustment Procedures for Returning to LUJ: Re-Entry and Re-Admission	34
Payment Policies	35
Academic Honesty at LUJ	36
<i>Cheating</i>	36
<i>Plagiarism</i>	37
Grievance Procedures: How to submit comments/complaints	41
FERPA (The Family Education Right to Privacy Act)	42
Title IX	42

Welcome to Lakeland's EAP Program in Tokyo!

Dear EAP Students,

A very warm welcome to all new students and welcome back to all our continuing students!

To our new students: Congratulations on taking the leap to opening this new and exciting chapter in your life! We are glad that you are here and that you have invited us to be a part of your educational journey.

LUJ's EAP program is an intensive one, and it will be very challenging; you will be required to spend many hours studying. However, we hope that it will be one of the most valuable experiences of your life so far. In this intensive language program, you will soon find that hard work, diligence, and perseverance can be very rewarding.

Because Lakeland is an American university, you will soon notice a number of differences between LUJ and other local institutions. As an American institution, LUJ places a high value on initiating conversations, asking questions, demonstrating independence, and taking initiative.

At LUJ you will learn and grow in ways that you may not have imagined before. Classes will be interactive and communicative. You will be expected to participate actively, share your ideas, explain and support your arguments, and to help others learn as well.

This may feel very different to what you are used to; however, you have joined this program because you are interested in using English communicatively and academically, in order to obtain an American university degree. At LUJ, asking questions is seen as a very good thing because it demonstrates that you are paying close attention, keenly interested, and using your own critical eye, all of which are very important in an American educational setting.

Each member of faculty is here to help you and wants to see you succeed. Our well-trained and experienced instructors work tirelessly to plan lessons, grade assignments, give quality feedback, and deliver excellent lessons. If you have any questions or concerns, or if you need help, please ask any time.

Finally, remember to enjoy your unique university experience! There will be many opportunities to take part in LUJ activities and events while you are here. These will be chances to practice your English, be introduced to new ideas, and get to know students from other classes and countries, as well as students in LUJ's Academic Program.

Although your studies will challenge you in many ways, I am confident that each of you can reach your potential and take away valuable new knowledge, skills, and memories from your experiences in the LUJ EAP program.

About this handbook

- EAP Students receive 2 handbooks when they join LUJ:
 - the EAP Handbook (this one),
 - the LUJ Student Handbook
- The LUJ Student Handbook contains information, policies, and procedures that are the same for all LUJ students (Academic and EAP).
- This EAP handbook contains information, policies, and procedures that are different or unique in the EAP Program.
- Keep this handbook safe throughout your EAP career
- Use this handbook as a reference material (like a dictionary) to give you information about how to be a successful and independent student in LUJ EAP.
- When you have questions, please check this handbook first to see if the answer is here.
- If you can't find the answers here, please ask a member of staff or an EAP instructor.

Introduction to the EAP Program

The LUJ EAP Program aims to:

- Help students build their linguistic skill in order to meet their academic goals
- Help students transition to an American style of higher education that emphasizes:
 - academic rigor
 - teamwork
 - communicative, student-centered learning
 - collaborative learning
- Foster independence
- Promote student self-efficacy by teaching students how to use language learning strategies and study skills
- Develop critical thinking skills
- Build student autonomy
- Equip students with the skills to thrive in an English language university level academic classroom
- Provide opportunities for socio-cultural development and exploration

Student-centered learning

- EAP classes are student-centered, which means that you carry a large part of the responsibility for having a successful class.
- It is each student's job to speak only in English and to bring to each lesson a positive attitude and a willingness to communicate.

Student-Teacher Ratio/Class Size

- LUJ's EAP program prioritizes maintaining small class sizes.
- The target class size in LUJ EAP is 16 students per class.
- This ensures that students can have as much access to each instructor as possible while also having a good variety of classmates to interact with in daily lessons.

Many Englishes!

- English is a diverse language - one language with many different varieties.
- Awareness of this is important preparation for using English in academic environments, where you'll interact with English speakers from different countries.
- Therefore, in EAP you'll experience different varieties of English to better prepare you for the Academic Program. This provides a valuable chance to build up listening skills, learn how English is used differently, and learn to adapt to different instructors.

A variety of teaching styles

- In EAP, you will take three different classes: Listening/Speaking, Writing, and Reading.
- Each class is led by a different instructor.
- When you embark upon your academic degree after EAP, you'll quickly see that teachers and academic fields can have very different ways of teaching and learning.
- Learning how to succeed in different classroom situations and how to adapt to different styles of teaching is a vital part of preparing for your academic education.

Official language at LUJ: English

- Students are expected to use English within the EAP Program.

During classes: Using English is vital both for your own language improvement and also for your peers' educations; remember that they are coming to the EAP program for the valuable opportunity to use English with you. All students are asked to show consideration for their classmates' educational goals by using only English in lessons.

During conferences, advising sessions, and meetings with EAP faculty/staff: These situations will also be conducted in English; however, if Japanese interpretation is required, this can be provided. Please ask.

EAP Policies

- Rare exceptions to EAP policies may be made by the EAP Coordinator or LUJ Dean on a case by case basis.

Accommodations for Disabilities

- Students with disabilities (physical, sensory or mental) are welcomed by in EAP.
- LUJ is committed to equal access to educational opportunities and reasonable accommodations are available for students who apply and receive approval.
- All LUJ staff and faculty are committed to supporting students with special needs.
- **Students can obtain application forms from the Dean's Office (Main Building, 6F). or the LUJ website. All students are given equal access to the programs, services and activities of the university.** You can also refer to your class syllabus or ask any member of faculty or LUJ official for details of how to apply. If you're unsure whether you should apply, please consult a Student Affairs official or Jessica McDonald (member of the Accommodations Committee).

EAP Main Contacts and Offices

New Valley 4F <i>Tel: 080 4170 7908 (English only)</i>		
Address: 5 Chome-7-7, Shinjuku-ku, Shinjuku, Tokyo, 160-0022		
EAP Program Office:		Check here for information about...
<ul style="list-style-type: none"> - EAP Coordinator (<i>sergio@japan.lakeland.edu</i>) - EAP Assistant Coordinator - All EAP Faculty - EAP Office Assistant 		<ul style="list-style-type: none"> - Absences - EAP classes and instructors - Office hours for EAP instructors - EAP matters of academic nature
LUJ Main Building 3F, 4F, 6F, 7F		
Address: 5 Chome-7-12, Shinjuku-ku, Shinjuku, Tokyo, 160-0022		
3F	EAP/Academic Affairs Office <i>Tel: 03 3225 0426</i> <i>Email: eapaffairs@japan.lakeland.edu</i> <i>academicaffairs@japan.lakeland.edu</i>	Check here for information about... <ul style="list-style-type: none"> - Administrative support for EAP and Academic Programs
	Student Affairs Office <i>Tel: 03 3225 0427</i> <i>Email: studentaffairs@japan.lakeland.edu</i>	Check here for information about... <ul style="list-style-type: none"> - Student activities/life (non-academic) - Counseling support - Immigration/visas
	Professional Counseling <i>Email: studentaffairs@japan.lakeland.edu</i>	Further details: <ul style="list-style-type: none"> - Wednesdays only - Appointments can be made by emailing Student Affairs
4F	Library/Learning Center <i>Email: claurier@japan.lakeland.edu</i>	Check here for information about... <ul style="list-style-type: none"> - Books, DVDs, newspapers, magazines, games, databases, & other library resources - Learning Center: free tutors for all EAP subjects & English conversation practice
6F	Dean's Office Academic Faculty Office	Check here for information about... <ul style="list-style-type: none"> - Accommodations applications - LUJ Dean & Academic faculty members
7F	Admissions Office Financials Affairs Office <i>Fax: 03 3225 0428</i> <i>Email: admissions@japan.lakeland.edu /</i> <i>financialaffairs@japan.lakeland.edu</i>	Check here for information about... <ul style="list-style-type: none"> - Admissions/Recruitment - Textbooks - EAP Tuition/Fees Payment

EAP Main Contacts:

EAP Program Coordinator / Instructor:

Ms. Lia Sergio (*sergio@japan.lakeland.edu*)

EAP Assistant Coordinator / Instructor:

Ms. Jessica McDonald (*mcdonald@japan.lakeland.edu*)

EAP Classrooms and Facilities

New Valley Building (NV)

<p>NV-3F EAP Classrooms</p> <ul style="list-style-type: none"> ● NV 3A ● NV 3B 	<p>NV-3F Study Area</p> <ul style="list-style-type: none"> ● Open Mon-Fri 8:00am to 7:30pm ● Students can use this space for quiet study. ● Please keep this area clean and tidy and be considerate when classes are in session by keeping noise to a minimum, especially during tests/exams.
---	---

Stephen & Susan Gould Center (SGC)

Address: 5 Chome-10-15 Shinjuku, Shinjuku City, Tokyo 160-0022

<p>SGC EAP Classrooms</p> <ul style="list-style-type: none"> ● SGC 3A, 3B, 4A, 4B 	<p>SGC Study areas</p> <ul style="list-style-type: none"> ● Open Mon-Fri 8:00am to 7:30pm ● Students can use this space for quiet study. ● Please keep this area clean and tidy and be considerate when classes are in session by keeping noise to a minimum, especially during tests/exams. ● Computers are available for student use here, but you will need to go to the Main Library to print. ● <i>*If a class requires these computers, students may be asked to leave.*</i>
<p>SGC EAP Library Collection (3F)</p> <ul style="list-style-type: none"> ● EAP students are invited to make use of the special EAP Library Collection. ● This collection contains: <ul style="list-style-type: none"> ○ Graded readers ○ Authentic books that are level appropriate for EAP students ○ A selection of other academic books ○ A small reference section ○ Some magazines/newspapers ● This collection is maintained by the LUJ Library, using an honor system for checking out books. ● If you would like to check out a book, fill out the check-out sheet (on the bookshelf of the EAP Collection), and remember to return the book on time. 	<p>SGC Learning Center (2F)</p> <p>(See LC section below.)</p>

EAP Classrooms

- Students will be in a different classroom for each class, to give students a more authentic “campus” experience. There are 10-minute breaks between classes; be sure to give yourself enough time to get to your next lesson on time.
- Occasionally, EAP classes may be held in locations other than those listed above, such as the ELTZ Building; students will be notified in advance if this is the case.

Other LUJ campus buildings

- Check the LUJ Student Handbook for information about other LUJ campus facilities (including the Student Lounge, Library, and Learning Center).

Important reminders:

- At all LUJ buildings, students are expected to use only the floors designated for use by LUJ. Students may not access the other floors in the buildings.
- All buildings have a strict **no smoking policy** around entrance areas and on balconies/fire escapes, in accordance with LUJ’s campus-wide drug and alcohol policy (for more details on this, please check the LUJ Student Handbook).

LUJ Campus Hours

- Satellite buildings will be closed during vacation periods.
- All of campus is typically closed on Japanese national holidays and weekends.
- Current Campus Hours schedules are available on our English website Student Resources Page (<https://luj.lakeland.edu/Inside-Lakeland/student-resources>) under “CALENDARS & SCHEDULES”.

About the EAP Program: Schedules/Calendars

Yearly Calendar: 3 terms per academic year

Summer	Fall	Spring
late April/May – July/early Aug	September - early Dec	January - early April

(*Check the current calendars for the actual start and finish dates, which may vary slightly from year to year)

- Refer to current published calendars to see exact dates for each term’s key dates such as Midterm & Final Examinations, TOEFL & TWE dates, national holidays, etc.
- All schedules are subject to change; students must check the LUJ Blog (<http://luj.lakeland.edu/lcj-blog>) and their LUJ email regularly for updates.

Daily Class Schedule (Monday-Friday)

- 3 classes per day: Listening/Speaking, Writing, and Reading
- 20.25-20.75 hours of EAP class per week
- 2 schedules of classes running in parallel: morning classes and afternoon classes
- No difference in AM and PM class levels
- Students take either all morning classes or all afternoon classes

AM Schedule

Class	Mon, Tues, Thurs, Fri	1st Wednesday of the month	All other Wednesdays
Listening & Speaking	8:30-9:55am	8:30-9:35am	8:30-9:45am
Writing	10:05-11:30am	9:45-10:50am	9:55-11:10am
Reading	11:40-1:05pm	11:00-12:05pm	11:20-12:35pm

PM Schedule

Class	Mon, Tues, Thurs, Fri	1st Wednesday of the month	All other Wednesdays
Listening & Speaking	1:25-2:50pm	2:25-3:30pm	1:55-3:10am
Writing	3:00-4:25pm	3:40-4:45pm	3:20-4:35pm
Reading	4:35-6:00pm	4:55-6:00pm	4:45-6:00pm

About the EAP Program: Instructors & Office Hours

- All LUJ EAP instructors are trained (to at least master's degree level) and experienced English language instructors whose goal is to help their students succeed.
- LUJ EAP has instructors from all over the world, from a variety of different backgrounds, and with a variety of educational and linguistic specializations.
- Remember though that your success is ultimately up to you! **You** are responsible for your own education and for earning your grades. Students often tell their teachers, "Thanks to you I was able to improve my reading skills." While we are happy that your skills have improved, it is absolutely vital to recognize that **you** are ultimately the author of your own success! A teacher can show a student the way, but your success is a result of **your** incredible effort. So, give yourself a pat on the back!

Office Hours

What are office hours?

- EAP instructors have five scheduled office hours every week.
- These are times when they are in the office, available to speak with their students.

How can I use office hours?

- Use these times to ask questions about something you did not understand in class, missing work, homework instructions, academic advice, grades, and so on.
- *Feel free to approach your teachers; they are happy to help you!*

How can I find out my teachers' office hours?

- The schedule is posted at the beginning of each term in the NV-4F EAP Office.
- You can also check your class syllabus to find out your teachers' availability.

Changes in a teacher's office hours

- Once in a while, teachers may need to adjust their office hours due to a meeting, illness, etc. If this happens, please be patient and ask/email your teacher when you can come to see them. It is often a good idea to schedule an appointment.

What if I can't find my teacher or they are busy helping someone else?

- In this case, you can *a*) wait for the teachers to finish (try to make sure they know you are there and waiting to see them), *b*) come back at another time, or *c*) email your teacher with your question or to schedule an appointment.
- If you can't find a teacher more than two times, email your teacher to let him/her know that you want to see him/her and try to schedule an appointment. If they do not know that you are looking for them, they will not be able to help you!

General comments about office hours

- Don't be shy about making use of your teachers' office hours; asking questions is a very positive thing in an American university setting. It shows that you are interested, and that you care deeply about your work.
- Remember that your teachers also have experience learning new languages and living in foreign countries, and they are always happy to answer questions.
- Check the "Useful Expressions" section if you need help starting a conversation!

About the EAP Program: Textbooks

Textbook distribution (takes place in classes on day 1-2 of term)

- **New students:** Do not write or otherwise mark in your textbooks for the first week. Keep your book in perfect condition until the end of the first week just in case you need to exchange your books for new ones.
- **Repeating students:** Bring your old textbooks from previous terms to your teachers by the end of the first week. You may have them back at the end of the term. It is your responsibility to remember to ask for these back.
- **Repeating students** are required to buy a new set of textbooks each term that they repeat a level.
- **If you are absent** on the first day or two of class and didn't get your books, please contact Yuko Takamatsu (Main Building 7F) to ask when you can pick up your books. Also be sure to check the LUJ Blog and your email for instructions regarding this.

Bring your textbooks to class

- Bring your textbooks to class every day.
- Not doing so will affect your performance grade and ability to participate in class.
- Do NOT leave your textbooks in public study areas or in your classrooms.
- If you have any problems with your books, please tell one of your teachers.

About the EAP Program: Grading Policies

- Each student is responsible for keeping track of their grades throughout the term.
- If at any time you are not sure how you are doing, please ask your teachers.
- Midterm and Final grades are distributed in the week after Midterm/Final exams. After distribution, they cannot be changed, except for very rare circumstances or if an error has been made. Ask about your grades *before* it is too late!

****Make sure that you clearly understand each teacher's syllabus, policies, and expectations.***

LUJ Grade Scale

A	92.5%-100%	Excellent (exceeds expectations)
AB	87.5%-92.4%	
B	82.5%-87.4%	Good (meets expectations well)
BC	77.5%-82.4%	
C	72.5%-77.4%	Fair (meets expectations) – survival ensured!
CD	67.5%-72.4%	Poor (minimally meets <i>some</i> expectations; should probably repeat)
D	60%-67.4%	Deficient (almost meets expectations; must repeat)
F	0%-59.9%	Fail (does not meet expectations; must repeat)

**** Check each syllabus to make sure you understand how you will be graded and what you should do if you miss an assessment. If you have any questions, please ask.***

Grade weighting and calculations

Skill Grades (your linguistic ability)	25%	Midterm Exam	*a 2-hour exam that will test the skills you've learned in each class for the first half of term
	25%	Final Exam	*a two-hour exam that will test the skills you've learned in each class for the entire term
	25%	Ongoing Assessments	*chapter tests, vocabulary quizzes, presentations, book reports, essays/paragraphs, timed writing, etc. <i>*If you are not sure whether something will count as an ongoing assessment, it is your responsibility to ask the teacher about it.</i>
Performance Grades (your effort)	10%	Homework	*daily textbook exercises, worksheets, vocabulary notebooks, News For You activities, rewriting lecture notes, XReading, Listening Logs, other supplemental homework/classwork assigned, etc.
	10%	Participation	*e.g. offering answers in class, engaging other students in pair/small group work, being an active and attentive listener, taking notes, etc. *grade reduced for sleeping, using a phone, speaking other languages, etc.
	5%	Attendance	<i>*Read the EAP Attendance Policies in this handbook carefully and be sure that you understand them.</i>

How many grades will I receive per class per term?

- EAP students receive one combined grade consisting of **Performance** (effort) and **Skill** for each class.

How will my grade be calculated?

- Based on a standardized weighted combination of summative assessments, attendance, formative assessment (daily homework & classwork), and participation (see above)

What should I do if I miss a test?

- Do your best to not be absent on test days. If you must miss an assessment, it is important to get the absence excused if possible to and make an effort to follow up and ask your teacher about the possibility of a make-up test. Your teacher will not chase you down for this – it's up to you to request this.

GPA (Grade Point Average)

- Letter grades are converted to numbers to obtain a Grade Point Average (GPA).
- GPAs are used in the Academic Program to reflect a student's overall performance each term, and cumulatively (over their entire degree).
- In EAP, however, GPAs are not used.
- If you would like to know your GPA, use the following guide to calculate it:
 1. Add the grades together.
 2. Divide that total by the number of credits taken.

For example, if your grades are:

Listening/Speaking: B (=3.0) Writing: BC (= 2.5) Reading: C (=2.0)	Then this would be your calculation: $3.0 + 2.5 + 2.0 = 7.5 / 3 = 2.5 \text{ GPA}$
--	---

Letter Grade	Quality Points	Standard (EAP)
A	4.0	Excellent - exceeds expectations
AB	3.5	
B	3.0	Good – meets expectations well
BC	2.5	
C	2.0	Fair – minimally meets expectation (survival ensured!)
CD	1.5	Poor (minimally meets some expectations) – should probably repeat
D	1.0	Deficient (almost meets expectations; must repeat)
F	0.0	Fail (does not meet expectations; must repeat)

About the EAP Program: Attendance Policies

Things move along very quickly in EAP; before you know it, Midterms and then Finals will be here! Therefore, good attendance is a crucial part to succeeding.

What should I do if I am absent?

- **If you must miss a class, please email your teachers:**
 1. Tell them about your absence.
 2. Ask about what you missed in class.
 3. Ask about what homework you should do.

Example email message A:

Dear (write your teacher's name), I'm sorry, but I will be absent tomorrow because I have a doctor's appointment. Can you tell me what you will study in class? What should I do for homework? <p style="text-align: right;">Thank you, (write your name)</p>

Example email message B:

Good afternoon (write your teacher's name),
I'm sorry I was absent this morning. I had a fever. Can you tell me what the class studied today? What is the homework assignment?

Thank you,
(write your name)

- When you return to class, bring your completed homework.
- Each instructor has his/her own late homework/test make-up policy, which will be explained to you in the first week of class and in the class syllabus.
- Pay close attention to these details; they could have a big impact on your grades.

Excused absences

Applying for an excused absence

- If you have a good reason for being absent (see below for what is eligible to be excused), apply for an excused absence as soon as possible.
 1. Go to the EAP teachers' office in New Valley on the 4th floor
 2. Take an **excused absence form** (located inside the office, near the entrance.)
 3. Follow the instructions provided on the form. You will need to provide evidence to document your absence.* Please note that all evidence submitted must be **original documents** (no photocopies). (Your documents will be returned to you.)
 4. Submit the form to the EAP Coordinator.

**If you prefer not to share the reason for your absence with your teachers, please contact the EAP Coordinator directly.*

What counts for excused absences?

1. **Medical situation/illness**
 - a. 1-day absence = hospital receipt is ok
 - b. 2+ days absences = must be verified by official doctor's certificate
2. **Family loss**, verified by funeral program or similar document
 - a. 1st degree (mother, father) = 5 days
 - b. 2nd degree (grandparent, brother, sister) = 3 days
 - c. 3rd degree (uncle, aunt, cousin) = 1 day
3. **Verifiable train delays**, verified by a train ticket received from station showing date and how many minutes the delay is
4. **To observe a religious holiday** – but ONLY if the teachers are notified in advance

Unexcused absences

- An absence is automatically considered unexcused, unless you apply for an Excused Absence and have it approved.
- There are 3 possible ways of getting an unexcused absence:
 - Missing an entire class
 - Being more than 25 minutes late for a class (see section below on **Tardiness**)
 - Being late (5-25min) to class three times (see section below on **Tardiness**)

Warning Letters (after 5 and 8 unexcused absences)

- Students will receive an absence warning letter after 5 unexcused absences via email from the EAP Coordinator (this will also be reported to Student Affairs).
- Students will receive an absence warning letter after 8 unexcused absences via postal mail from the EAP Affairs Office.

What does not count for excused absences?

- 1. Routine medical/dental checkups & visits that can be scheduled outside of class time**
*If you have special (e.g. chronic) medical needs and must see a certain doctor who is only available during class times, consider applying for a disability accommodation so that your circumstances can be verified and reviewed, and so that appropriate arrangements can be made to help you succeed. Please ask if you're not sure.
- 2. Minor medical issues that do not interfere with your ability to participate in class**
e.g. hay fever, a minor cold

How can negative behavior in class affect your attendance grade?

- Sleeping during class, persisting in using languages other than English, or being disruptive in other ways may result in being asked to leave the room. This may be counted as an unexcused absence a significant portion of the lesson is missed.
- This type of behavior will also negatively impact participation grade.

Tardiness

- Tardiness is taken seriously; students are expected to arrive on time and ready to study.
- Students needing to join a class late should enter the class as quietly as possible.
- It is not necessary to knock before entering.
- Train delay tickets should be quickly and quietly given to the teacher upon entry to the lesson (it is also ok to wait until after the lesson to give it to your teacher). (For delays of more than 25 minutes: keep this to submit with Excused Absence Application.)
- If it is a presentation day, do not enter while another student is giving a presentation.
- If it is possible, email your teacher to let them know that you are delayed and when you expect to arrive (especially if it is a test or exam day).

Chronic lateness due to minor train delays

- Occasional delays are understandable, but frequent disruptions to class due to late arrivals will not be tolerated.
- If a journey/line is often late or disrupted other arrangements must be made to get to class on time regularly, e.g. taking a different route, earlier train, etc.
- Frequent disruptions due to chronic late arrivals: teachers may add up those late minutes & once they equal 25 minutes it can be counted as an unexcused absence.

Tardiness policies:

- **25 or more minutes late = 1 Unexcused Absence**
* For delays of more than 25 minutes due to train delays or other important reasons: apply for an excused absence as usual (submit train delay ticket, hospital receipt, etc. as verification when applying). Follow the usual procedure for Excused Absences.
- **5-25 minutes late = 1 Unexcused Late Arrival**
* For delays of 5-25 minutes due to a train delay, give your train delay ticket to your teacher as you join the class. It will be excused, & you will be marked as present.
- **3 unexcused late arrivals = 1 Unexcused Absence**
* If a student has 3 unexcused late arrivals, it will be equal to 1 unexcused absence. This will count toward your overall total unexcused absences.
* For example: 2 unexcused absences + 4 late arrivals = 3 unexcused absences

Attendance grades

- Unexcused absences make up 5% of a student's whole EAP grade in each class. See below to learn how these will influence your grades.

<p>0-3 unexcused absences = 100% A attendance grade 4-5 unexcused absences = 85% B attendance grade 6-9 unexcused absences = 75% C attendance grade 10-11 unexcused absences = 65% D attendance grade 12+ unexcused absences = 50% F attendance grade</p>
--

<p>* Maximum number of absences allowed: 14 (excused and unexcused combined) * 15 or more absences (excused or unexcused): cannot pass the level</p>
--

- Students are responsible for counting and keeping track of their own late arrivals and absences. If you would like to check how many absences you have, please ask.

**Make sure that you clearly understand all attendance policies. If you do not understand, it is your responsibility to ask.*

Minimum attendance requirement

- | |
|---|
| <ul style="list-style-type: none">● EAP students can be absent a maximum of 14 times (this applies to <i>both</i> excused and unexcused).● If a student has 15 or more absences (including from late arrivals, excused, or unexcused), that student will not be eligible for promotion to the next level. |
|---|

Note: Absences due to class cancellation during inclement weather or other unavoidable reasons such as natural disasters will NOT be counted toward a student's absence total.

In extreme cases, where a student misses >14 days due to unavoidable circumstances, it may be advisable to take LOA. See Student Affairs if you would like to know more about this.

International students

**International students are strongly advised to be careful to understand how absences and student status may affect their visa status.*

About the EAP Program: Level Placement (new students/students returning from 3 consecutive LOA terms)

Levels

Level Names	Approximate TOEFL ranges
HB (High Beginner)	<400
LI (Lower Intermediate)	400-429
IN (Intermediate)	430-449
HI (Higher Intermediate)	450-474
LA (Lower Advanced)	475-500

Placement tests

- New students take **four** different tests prior to beginning their studies in EAP to evaluate their grammar, reading, listening, and writing proficiency:
 - 1) LUJ Entrance Exam (administered at time of enrollment)
 - 2) LUJ Diagnostic Test (tests basic grammar, reading, and vocabulary knowledge)
 - 3) Two timed writings (to assess basic writing and more advanced composition skills; each one is evaluated by multiple LUJ EAP instructors)
 - 4) The TOEFL ITP (tests Listening, Structure, and Reading skills)
- Tests 2), 3), and 4) are administered to all new students by EAP faculty at the end of the term prior to entry to LUJ EAP.
- These tests, having been used for many years, have proven to be reliable & accurate.
- **Students who leave the EAP program to take three consecutive terms of LOA are also required to take the placement tests again when they rejoin the EAP Program.*

Placement decisions

- Level placement decisions are carefully considered and made by EAP faculty based on a student's scores on all the above placement tests.
- Final placement decisions for new students are determined by five important factors:
 1. Timed writing sample after diagnostic test (productive academic writing skill level)
 2. Grammar/vocabulary/reading score on the diagnostic test (receptive skills)
 3. TOEFL score (receptive skills)
 4. Entrance exam score (receptive skills)
 5. Performance in class during the first week of term (productive & receptive skills)

Level changes in your first week

- During the first week of classes, your instructors will perform diagnostic checks to make sure that all new students are in the appropriate levels.
- If it becomes apparent that a student would be more appropriately placed in a different level, teachers can recommend that a student be moved, but only within the first week of class. *This could mean moving up or down a level and is typically initiated by the instructor.*

Appealing your placement decision

- If you are unhappy with your placement and want to move up a level, you should:
 - remember that the first couple weeks of term might feel like review, but the rest of the term will get much more challenging and may be appropriate for you,
 - speak with your teacher in the first week of classes and ask for more challenging work to demonstrate your ability and perseverance
 - demonstrate your ability immediately in class by participating, responding to questions, & putting forth your best effort in the first few assignments and classes
- If you are unhappy with your placement and want to move down a level, you should:
 - speak with a teacher or EAP Coordinator to request to move down a level

Changing levels (only possible during the first week of class)

- If your teachers recommend a change in class/level for you, you will receive a new schedule and need to exchange textbooks.
- It may also be necessary to change from a morning to an afternoon class, or vice versa, depending on class section availability.
- **This may mean moving up or down a level. This decision will be final.*
- Please remember, final decisions on placement matters are made by highly qualified and experienced EAP faculty.
- To be approved to move up a level, all three of the following criteria must be fulfilled:
 - a. All placement test and TOEFL scores are at the top of the level**
 - b. The student demonstrates extremely high-quality work in the first week's diagnostic tasks in all classes**
 - c. All three teachers recommend a level change**
- If the above criteria are fulfilled, the teachers and EAP Coordinator will discuss the matter and make a joint decision.
- Requests for class changes due to personal reasons (e.g., personality clashes or teaching styles) will not be considered.

EAP Level Placement and TOEFL

- Remember that the ITP TOEFL measures receptive skills; it does not directly measure productive or communicative language skills.
- Sometimes, it is possible to have a high ITP TOEFL score, and at the same time still need to improve your productive writing skills (e.g. organization of ideas, the ability to describe things specifically, or to clearly and logically express and connect ideas).
- As a result, some students may be placed in a level lower than they expected because they need time to improve their productive writing skills.

About the EAP Program: Level Promotion (continuing students)

Level promotion meetings

- After final grades have been submitted each term, level promotion meetings are held to determine students' promotion decisions, attended by the class's three teachers, the EAP Coordinator, Assistant Coordinator, and (for LA students) LUJ's Dean.
- Level promotion decisions are determined by two factors:
 1. **Class grades**
 - * Students must finish the term with **C** grades or higher in **all three classes**.¹
 2. **Minimum attendance requirement**
 - * Students must meet the minimum attendance requirement and not miss more than 14 days of class (total excused and unexcused absences).

Repeating levels

- Failure to meet one or more of the above criteria results in repeating that level.
- **Students must pass ALL three classes successfully to be promoted to the next level.**
 - If a student fails one class, s/he will need to repeat all three classes in that level.
- Students may attempt each level a maximum of four times.
 - **Failing a level on a 4th attempt may result in dismissal from the program.**

* See the section on Enrollment Policies in this handbook for further details.

****If you are not sure whether you are meeting these requirements, it is your responsibility to ask well BEFORE the end of term.**

Skipping a level

- While this is extremely rare, it can be possible to skip a level.
- This is typically initiated by the instructors, but it is also possible for a student to approach their teachers about this early on in the term. In this case, students are required to do additional classwork and/or homework to demonstrate their ability at the level above them, they should be consistently earning A grades in all classes, have a strong TOEFL score, and have the recommendation of all three of their teachers.
- If a student prefers to progress through the EAP Program normally and not skip a level, this is also perfectly fine. If you do not wish to accept an offer to skip a level, please talk with the EAP Coordinator as soon as possible.

¹ CD Grades

- Very rarely, students may be able to progress to the next level if they have one or two CD grades.
- This decision depends heavily on other factors, such as:
 - the reason for the CD grade(s),
 - the student's end of term skill grades,
 - the teachers' recommendations,
 - the student's TOEFL score,
 - attendance, participation, and so on.
- If a student finishes the term with 1 or more CD grades, the student's promotion will be discussed during the level promotion meeting at the end of term, and a decision will be made by the teachers and approved by the EAP Coordinator. This decision will be final and is not open to appeal.

About the EAP Program: Exiting students (entry to Academic Program)

Exit routes to the Academic Program:

1) Graduating from LA level to full Academic student status: <ul style="list-style-type: none">- This is the usual way to complete EAP.- This refers to LA students+++ who have:<ul style="list-style-type: none">o earned the necessary grades to successfully pass all EAP classeso achieved a 500 TOEFL score++o recommendations from all 3 teachers,o been approved by the Dean.	2) Bridging* <ul style="list-style-type: none">- This means taking 1 or 2 EAP classes plus 1 or 2 Academic classes, as determined by your EAP instructors and LUJ's Dean, based on your grades and performance in EAP.- Bridging is for LA students+++ who:<ul style="list-style-type: none">o may have earned 1 or 2 CD grades in their LA level EAP classes,o have achieved a 500 TOEFL score++,o may not have recommendations from all three teachers, and has not been approved by the Dean to progress as a full Academic student.
---	---

Notes regarding promotion to the Academic Program:

**The decision for a student to Bridge rests with the EAP instructors and must be approved by the Dean. Decisions may be appealed by going to the Dean. The Dean's decision will be final.*

++ In exceptional circumstances, it may be possible to admit students who have scored below 500, if the student is otherwise performing at 500 TOEFL level, has passed all of their classes, has the strong recommendations of all teachers and is approved by the Dean.

+++ In exceptional circumstances, it is possible for HI students to skip LA level completely or Bridge LA level, if they have A grades in their classes, have demonstrated outstanding work in his/her classes, a 500 TOEFL score++, strong recommendations from their teachers and the approval of the Dean. This is initiated and decided by EAP faculty, not the student.

Advising with the Dean: New Academic and Bridge Students

Students who have been nominated to enter the Academic Program conditionally (e.g. those recommended to be Bridge students, whose LA level performance was borderline, or who have other special circumstances) are required to participate in an interview with the Dean.

All LA level students must leave themselves available in the last 2 days of term in case they are required to attend an interview with the Dean.

Certificate of Completion

- Students who meet all the requirements of exiting the EAP Program and have no overdue payments will receive a Certificate of Completion.

*Bridge students will receive this certificate after successful completion of all EAP classes.

LUJ Learning Center (LC)

What is it?

- Individual tutoring in a variety of different subjects
- A place to practice your English conversation skills

Who is it for and who runs it?

- All EAP and Academic students are welcome to use the LC.
- LC Coordinator: Mr. Charles Laurier, LUJ Librarian (claurier@japan.lakeland.edu)
- LC Tutors: Highly performing students in the Academic Program (*most are also former EAP students, so they understand your situation well and can give good advice!)

Where is it?

- There are 3 convenient locations:
 - 1) LUJ Library (Main Building 4F)
 - 2) SGC 2F
 - 3) ELTZ 6F
- **Online**
 - Online tutoring is also available! Please make use of this valuable resource. There are many tutors waiting to help you!

When and for how long can I go?

- 30-minute sessions, starting on the hour/half-hour (:00 and :30)
- Any time during the LC hours! (Except when you should be in class, of course!)

How can I make an appointment at the Learning Center?

***For the physical LC locations:**

1. Go to the LC location of your choice; check the schedule; find a tutor for your subject (EAP or EAP Writing) and choose a time/day that you can go
2. Sign up (there is a sign-up sheet at each LC location) *Tip: *Make a note of the time and date of your appointment so that you don't forget!*
3. When it's time for your appointment, please bring all relevant materials, books, assignments, reading passages, etc. Also, prepare some questions that you want to ask the tutor, so you can explain what kind of help you need.

***For online tutoring**, sign up at: <http://luj.lakeland.edu/Inside-Lakeland/luj-learning-center>

Why should I go to the LC?

- If you have good grades, go to the LC to help you keep your good grades.
- If your grades are low, go to the LC to get help.
- If you are having difficulty understanding an assignment, etc., go to the LC.
- If you want to just practice conversation and improve fluency, go to the LC.

****Make a note of your appointment time/date & be sure to not miss it.***

****If your plans change and you cannot attend your session, go to the LC and cancel your appointment (so another student can use that slot).***

TOEFL & TWE

- TOEFL ITP is used for placement and diagnostic purposes in LUJ's EAP and Academic Programs.

TOEFL: minimum entry requirement for entry to the Academic Program

- Students entering the Academic Program (including Bridge Students) must demonstrate the advanced English skills necessary to succeed in an academic setting and must be performing at the **500** TOEFL score level and meet all other requirements for promotion as described above.

TOEFL Day

When is TOEFL Day?

- Every term, students have **one** chance to take the ITP TOEFL after midterms.
- This typically happens on the Monday of week 9, 10, or 11 of term; please check your current calendar to find out when TOEFL Day is each term.
- *Sometimes* there may be another opportunity for LA students who did not achieve their TOEFL requirement on TOEFL Day to take the TOEFL at the end of term New Student Placement Tests.
 - ****Please note: This opportunity in the New Student Placement Tests is NOT guaranteed for LA students and depends on factors such as space and test material availability. LA students should not expect to definitely have this opportunity. An additional test fee will be required.**

TOEFL Day schedule

- On TOEFL Day, there are no regular EAP classes.
- On TOEFL Day:
 - AM students will take the test from 10am-12pm (please arrive in your classrooms 9:30-9:45)
 - PM students will take the test from 1:30pm-3:30pm (please arrive in your classrooms 1:00-1:15)

Where should I go on TOEFL Day?

- You'll receive an email instructing you which classroom to go to on TOEFL Day.
- Don't go to your regular classroom; check your emails & make a note of the information.
- If you can't remember where to go, please check in the Student Affairs Office or EAP Office when you arrive before your test.

What if I am late on TOEFL Day?

- If you arrive **less than 5 minutes late**, please just go to your classroom. Your teacher will wait for 5 minutes if there are any students not present.
- If you arrive **more than 5 minutes late**, please go to the Student Affairs Office.

What if I am absent on TOEFL Day?

- TOEFL Day absences are treated like any other absences.
- If you are absent on TOEFL Day, it will count as an unexcused absence in all three of your EAP classes.
- If you have a good reason for missing the test, please apply for an excused absence and follow the normal procedure.
- Even if you get the absence excused, you will **not** be able to reschedule your TOEFL test.

If I am absent on TOEFL Day, can I get a refund for the TOEFL fee?

- The TOEFL fee is nonrefundable.
- All students enrolled on the first day of classes must pay the TOEFL fee, which is nonrefundable (regardless of absence on TOEFL DAY or change of enrollment status).

Will we prepare for the TOEFL in class?

- Before the test, your teachers will give you some specific TOEFL test preparation and practice to help you be prepared for the test's structure and types of questions.
- If you would like more TOEFL practice at any point in the term to do independently, please ask your teacher about this anytime.

TOEFL Scores: Not a magic ticket!

...for promotion

- Students often think that the TOEFL score is the most important consideration in level placement, promotion, and graduation to the Academic program.
- However, while the TOEFL is useful for placement and assessment, it is **NOT** viewed as a magic ticket into the Academic Program or for promotion within EAP.
- The underlying aim of the EAP Program is to teach students how to use English **academically** and **communicatively**, in a way specially tailored to help you succeed in LUJ's Academic Program (not only to pass the TOEFL).
- **All** of the skills you practice in class and all of the activities/homework done throughout the term are helping you prepare for the TOEFL test.
- If you are not sure how an assignment or task is useful in this way, please ask your teacher to explain the reason for doing it and why it is useful.

Test of Written English (TWE)

What is TWE Day?

- This is a timed writing test (like the TOEFL iBT Writing section).
- It is not an officially administered TOEFL exam like the ITP.
- However, it does count toward your Writing class skill grade.

When is it?

- Every term (same week as TOEFL Day), during your regular Writing class (there is no change in schedule on this day; please go to all of your classes as usual).

Who takes it?

- All students in IN, HI, and LA levels

How does it work?

- All students in these levels receive the same topics and writing prompts.
- You will be told the general topic (but not the specific questions) 1 day in advance.
- Similar to the TOEFL iBT Writing section, there are two tasks:
 - an Integrated Response
 - For this task, students will listen to a short lecture and read a short passage, and then write a response that summarizes both points of view presented in the listening and reading passages.
 - an Independent Response
 - For this task, students will write a long paragraph or essay (depending on the level of your class) to express and support an opinion on an academic topic.

Why do we need to take this Writing test?

- To help ensure that students in all levels are meeting the same outcomes in their Writing instruction
- To provide a chance to measure students' increases in writing skill
- To help prepare students who may need to take the iBT in the future by giving them the opportunity to experience a more authentic TOEFL writing assessment

Student Code of Conduct

- All EAP students are expected to abide by LUJ's student code of conduct as described in the LUJ Student Handbook.
- Student misconduct will be taken seriously and reported to the Dean.
- Consequences may include counseling, volunteer/community service, suspension, or dismissal, depending on the nature and severity of the offence.
- Please also refer to the LUJ Student Handbook for the Drug/Alcohol Policy.

Student Expectations: Strong Effort Policy

- The EAP Program is an intensive one that requires a high level of dedication.
- EAP students are expected to demonstrate a strong effort in the classroom and with their homework assignments, to complete their EAP studies in a reasonable amount of time and make satisfactory progress in accordance with EAP policies.

Student expectations in EAP

- Come to class on time and prepared
- Keep each syllabus, and make sure that they read and understand the contents
- Bring their textbooks to all classes
- Focus on the class during class time
- Ask questions during class time that are related to that class (other questions/matters should be reserved for office hours)
- Understand that the teacher has equal obligation to **all** students in the class
- Maintain a professional relationship with instructors and with peers
- Pass their classes with C or above grades
- Turn off/put away cell phones in class
- Do all homework and in class assignments
- Take all tests, quizzes, and midterm/final exams
- Participate actively in class
- Speak only English in class
- Listen to the teacher and follow instructions
- Behave appropriately and respectfully to all instructors and peers
- Earn good grades: If a student studies hard, does well on tests, homework, attendance, and other classroom requirements, he/she will earn a good grade for that class.
- Take responsibility for their learning
- Try to speak English outside of the class as much as possible
- Adhere to EAP policies and guidelines
- If using electronic devices in class, use only English language programs, websites, etc.
- If arriving late to a class, knock before entering; if a student is giving a speech, wait until they are finished, and do not interrupt.
- Work together collaboratively and positively with classmates in pairs or groups
- Come to class ready to make a positive contribution
- Get enough sleep before your class
- Ask questions if anything is not understood

Students may not:

- Work on homework for other classes during class
- Request class assignment/schedule changes after they have been finalized
- Ask about other students' grades or promotion status

Student Expectations: Homework

Why should I do my homework?

- It can help you participate better in class.
- It can increase your homework grade.
- It can help you be more able to help your classmates.
- It can help you enjoy your lessons more if you are well prepared for them.

How much homework will I have?

- Approximately 1 hour of homework for each class every day (in total: ~3 hours/day)
- Arrange your schedule so you have 3 hours available every day to do homework.
- ****Make sure you have enough time to also get enough sleep!****
- You may have to reduce the number of hours you work at your part-time job or rearrange your other priorities to be able to do this.
- If you need help creating a homework schedule to help you keep up with your homework, please ask your advisor, a Learning Center tutor, or any of your teachers, and they will be happy to help you with that.

When should I not do my homework?

- Right before class: The quality of your work and your grades will suffer as a result.
- In other another class: This will not be tolerated; you will be asked to put it away and stay on task. This will affect your participation grade.

What should I do if I think I have too much or too little homework?

- If you feel that you're receiving an unreasonably high or low amount of homework from your teachers, speak to your teacher(s) about this and seek a solution together.
- If you are unhappy about your homework or in-class assignments, speak to your teacher(s) as soon as possible to explain your problem and seek a solution together.

What should I do if I am absent?

- Ask your classmates what the homework was.
- Ask your teacher(s) what the homework was.
- Finish the homework as soon as you can; submit it the next time you come to class or via email, according to each teacher's preferences and policies.
- Ask about what the students did in class when you were absent.
- If you know you'll be absent, you can submit your homework (via email, in person, or by leaving it in your teacher's mailbox) before that day's classes for full credit.

** Please check your syllabus for each class and make sure that you clearly understand each teacher's late work/make up test policies.*

Use of Email

- Every LUJ student receives an LUJ email account and **must** check their Lakeland email every day, as important information is frequently sent via email.
- Use this account to communicate with your instructors and other LUJ officials.
- You are also encouraged to use email to contact your teachers, especially when you cannot attend office hours for some reason, or if your teacher is busy helping other students during their office hour.

How to write a respectful email to your instructor

1. Use your LUJ email account (*not personal emails, unless you cannot access your LUJ email.*)

2. Subject:

- Always include a brief, clear **SUBJECT**. For example:
 - Potter, Harry LI-1: Question about April 26 Homework Assignment LA-1
 - Weasley, Ron LI-2: Submission of Persuasive Essay Draft #1
 - Granger, Hermione, LA-1: Request for office hour appointment May 16
- Your teachers receive MANY emails. If there is no subject, your email can easily get lost.
- It is also a good idea to include your full name and class in your subject.

3. Greeting

- Always start your email with a polite greeting and your teacher's preferred name, e.g.:
 - Dear Lia,
 - Good morning Dr. Brender,
 - Hello Jessica,

4. Your message (the body of the email)

- Explain your message and why you are writing.
- Remember to ask politely.
 - For example: "Could I make an appointment to see you on Monday or Tuesday afternoon next week?" (NOT: "I want to talk to you next week.")
 - But, if you are not sure how to write requests like this, please just do your best and your teachers will understand! Just do your best to communicate.
- If you need to see your teacher outside of office hours, suggest two or three possible days/times that are possible for you.
- Remember to check your spelling, grammar, and mechanics.

5. Closing/sign off

- Include a phrase to say goodbye and remind your teacher who you are and your class.
- When signing off, also always include your full name and class.

Example email:

From: harrypotter@japan.lakeland.edu
To: minervamcgonagall@japan.lakeland.edu
Subject: Question about my Transfiguration Essay (Harry Potter, LI-1)

Dear Professor McGonagall,

I'm confused about today's essay assignment. Should I answer both questions, or should I choose one? Thank you.

Sincerely,
Harry Potter, LI-1

Tips for EAP Success...

...in the classroom:

- ✓ **Come to school a few minutes early** so you can relax, get ready for class, talk to your classmates (please try in English!), and be ready for your lesson.
- ✓ **Have your notebook and other materials ready when class begins.**
- ✓ **Write down everything your teacher puts on the board.**
- ✓ **Participate actively.** Raise your hand, ask questions, respond to questions!
- ✓ **Only use English in the classroom.**
- ✓ **Take responsibility for yourself.** If you don't understand something, ask the teacher. If you miss class or homework, find out what you missed and ask about making it up.
- ✓ At the end of class, **check that you know what your homework is and write it down** somewhere that you can keep a record of all of your daily homework assignments.

...outside of class:

- ✓ **AM students: eat breakfast! PM students: eat lunch!** Learning is difficult when hungry!
- ✓ **Make a sandwich/ onigiri/ bento at home and bring it to school.** Relax and eat between classes or after school.
- ✓ **Get enough sleep.** Your mind must be well rested to concentrate in class. If you don't have enough time to sleep, try to re-organize your daily schedule.
- ✓ **Manage your study time.** Many students have part-time jobs, family responsibilities, or hobbies. **Make a schedule** and give yourself enough time for homework every day
- ✓ **Work on your homework every day, step-by-step. Don't wait until the night before.**
- ✓ **Do homework right after classes** while it's still "fresh" in your mind.
- ✓ **Don't do your homework right before class.**
- ✓ **Find a time and study place that works best** with your lifestyle and learning style.

Extensive Reading (XReading)

The most important thing you can do to improve your English language skills is read, read, read! One of the biggest challenges in the Academic Program is coping with the amount of required reading. It is a very good idea to get a head start on this and **get used to reading in English (without a dictionary!) for at least 20 minutes per day, every day.** The material you read during these times should be **easy** to understand (again, without a dictionary!) and **enjoyable!** So, choose books and subjects that you find interesting.

XReading

XReading is a convenient online database of books for students of English with many different levels and genres that **ALL** LUJ EAP students use to improve their reading fluency. You can also listen along for many of the books! Go to **xreading.com** and log in with your unique log-in details. If you have questions or problems, ask your Reading teacher.

Useful Expressions...

...for the Teachers' Office

To your teacher:

"(Excuse me) Can I ask you a question?"

"(Excuse me) Do you have a few minutes?"

"May I have/Can I have...?" (not "~~I want...~~")

"I don't understand the assignment; can you please explain...?"

"I would like to talk about my [grades/progress] in class."

"I would like to improve my grade; what can you recommend?"

To another teacher/staff member:

"Is [Roger] here?" (not "~~Is there Roger?~~")

"Where is [Roger's] desk?"

...in the Classroom

If you need help:

"Sorry, could you repeat that?"

"One more time, please?"

"(Excuse me) What should I do?"

"How do you spell ...?"

"What does ... mean?" (not "~~What means ...?~~")

"How do you pronounce [this/that]?"

If you need something:

"May I have/Can I have...? (not "~~I want...~~")

For lateness:

"I'm sorry [this is/I'm] late." (not "~~I'm sorry for late.~~")

If you are sick:

"I'm sick." / "I don't feel well." (not "~~My condition is bad.~~")

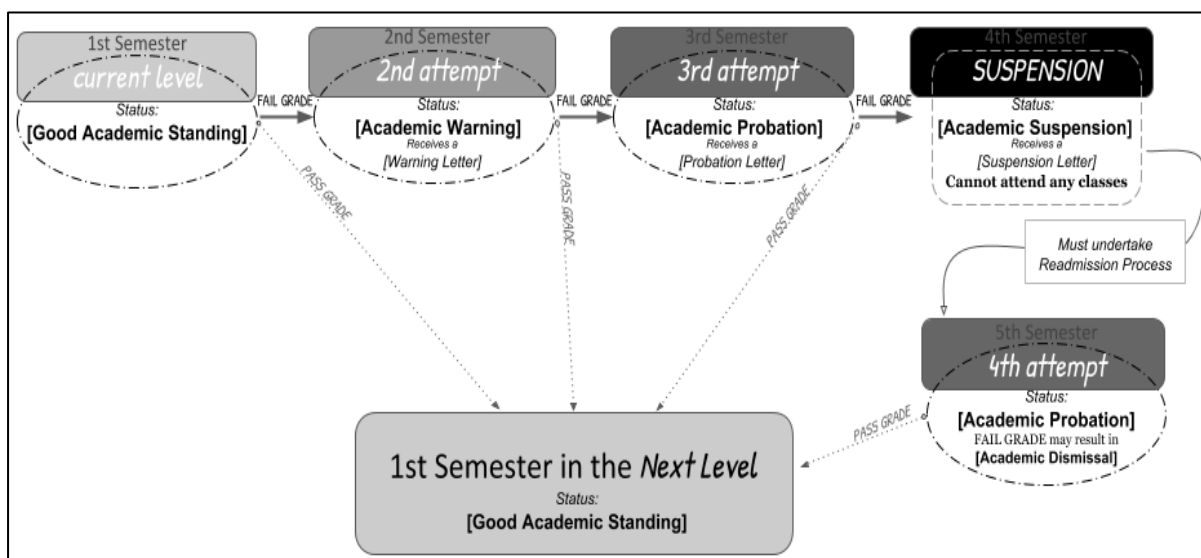
If you will be absent:

"I'm sorry, but I can't come to class tomorrow because ..."

"I will be absent tomorrow because ..." (not "~~I will absent.~~")

Academic Standing:

EAP Rules and Procedures Regarding Probation, Suspension, and Dismissal (for repeating students)



1st attempt at a level: Good Academic Standing

- In the student's first attempt at a level, his/her status will be **Good Academic Standing**.

→ 2nd attempt at a level: Academic Warning

- Students who must repeat a level will receive a warning letter, be placed on **Academic Warning** status, and be given a second chance to pass the level.
- If they pass the level on their second attempt, they will return to **Good Academic Standing** in the next term.

Terms of Academic Warning

Students on Academic Warning:

- will receive a letter explaining their warning status and their need to improve their overall performance during their 2nd attempt of the level
- must attend advising with the teacher(s) of the class(es) not passed in their 1st attempt
- must meet with student tutors in the Learning Center during their 2nd attempt.

→ → **3rd attempt at a level: Academic Probation**

- Students who must attempt a level for a third time will be placed on **Academic Probation** and must fulfill the terms below.
- If they pass the level on their third attempt, they will return to **Good Academic Standing** in the next term.

Terms of Academic Probation

Students on Academic Probation:

- will receive a letter explaining their probationary status and their need to improve their overall performance during their 3rd attempt of the level
- must attend advising with the teacher(s) of the class(es) not passed in their 2nd attempt
- must meet with student tutors in the Learning Center during their 3rd attempt.

→ → → **After three unsuccessful attempts: Academic Suspension (1 term)**

- Students who do not pass the level on their 3rd attempt may be placed on **Academic Suspension** for one term.
- Appeals to being placed on Academic Suspension may be made to an EAP Appeal Committee.

**International students who are on a student visa must leave Japan while on Academic Suspension, according to the instruction of the suspension letter.*

→ → → → **4th attempt at a level (Readmission after Suspension): Academic Probation**

- After suspended students have been away from LUJ for one term, they can apply for **readmission**. (*Please read the *Readmission Section* to find out how to do this.)
- Students readmitted after academic suspension will have probationary status. This means that they must fulfill the terms of Probation as listed above and pass the level.
- Students who successfully pass the level on their 4th attempt will return to Good Academic Standing in the next level/term.
- Students who do not pass the level on the 4th attempt are eligible for dismissal.

Academic Standing for students returning from LOA

After taking LOA, the most recent academic standing will be carried over to the returning term.

Enrollment Policies, Rules, and Procedures: LOA, WDR, FOE, Dismissal, Re-entry, & Readmission

Criteria for enrollment

The LUJ EAP Program recognizes a student's enrollment upon satisfaction of the following:

1. The student has completed all application processes.
2. The student has been registered for EAP classes, is officially on Leave of Absence, or is on Academic Suspension.
3. The student has met all financial obligations in a timely manner.
4. The student is eligible to study in Japan.

❖ Enrollment Adjustment Procedures for Leaving LUJ

**International students with a student visa must consult with a Student Affairs official to discuss the serious immigration consequences that may result from no longer attending LUJ.*

Leave of Absence (LOA)

What is LOA?

- LOA can be an option when circumstances change and make it excessively difficult to successfully finish the current term (Mid LOA) or continue the following term after completing the current term's coursework (Full LOA).
- Contact Student Affairs to receive a brief advisory session with a Student Affairs official if you want to discuss this option.
- Students on LOA are still considered as enrolled, can make use of LUJ's facilities and resources to a limited extent, and may take the TOEFL ITP on TOEFL Day

LOA and Fees Information

- Students are required to pay the LOA Administration Fee each term of the LOA period, as well as the annual fees for every summer term.

How many LOAs can I take?

- Students may take up to three LOAs (either consecutively or non-consecutively); this number includes the term in which the student requested the LOA (if it was a mid-LOA).

International students on LOA

** International students with a student visa must leave Japan while on LOA.*

How to apply for LOA

Students in good academic and financial standing who wish to take a Leave of Absence (LOA) must contact Student Affairs by the contact deadline below to receive LOA instructions.

Step 1) Contact Student Affairs (see deadlines below). Explain that you need information about taking a Leave of Absence.

Step 2) Have an advisory session with a Student Affairs official to receive instructions about the LOA procedure. Receive the LOA application form.

Step 3) Submit this form by the set deadline to Student Affairs.

Types of LOA and Important Deadlines

1. Full-term LOA: to take LOA for a full term (starting from the first day of the classes).

Important Deadlines:

* Contact Student Affairs **2 weeks before the first day of classes** to explain intention of LOA.

* LOA forms must be submitted by the day before the first day of classes.

* If this deadline is missed or the application process is not completed, enrollment status will remain as “enrolled” for the following term.

* *All students enrolled on the 1st day of term must pay both tuition and TOEFL fees.*

Important note: First year EAP students applying for a full-term LOA who have already paid a full year’s tuition will not receive any refund.

2. Mid-Term LOA: to take LOA during a term, after classes have already started.

- LOA will take effect immediately.
- Grades for that term will NOT be given.

Important Deadlines:

* Contact Student Affairs **2 weeks before the Writing Final Exam day** to explain intention.

* LOA form must be submitted by the day before the Writing Final Exam.

* If this deadline is missed or the LOA process is not completed by the set deadline, enrollment status will remain as “enrolled” and official grades will be given.

Withdrawal

- Students in good academic and financial standing who wish to withdraw from LUJ must contact the Student Affairs Office by the contact deadline listed below in order to receive the appropriate withdrawal instructions and procedures.

Types of Withdrawal and Important Deadlines

1. Post-semester Withdrawal

- Withdrawal will take effect **after** the current term (before the next term).
- You can successfully complete your current term and receive your grades.
- Student status will expire on the last day of the term you were enrolled.

Important Deadlines for post-semester withdrawals:

* Contact Student Affairs **2 weeks before the first day of classes** to explain intention to withdraw.

* Withdrawal form must be submitted by **the day before the first day of classes**

* If this deadline is missed or the application process is not completed, enrollment status will remain as “enrolled” for the following term.

* *Note: All students enrolled on the first day of classes must pay tuition and TOEFL fees.*

2. Mid-semester Withdrawal:

- Withdrawal will take effect immediately.
- You will not be able to finish the current term or receive any grades.

Important deadlines for mid-semester withdrawals:

* Contact Student Affairs 2 weeks before the Writing Final Exam day to explain intention to withdraw.

* Withdrawal form must be submitted by the day before the Writing Final Exams.

* If this deadline is missed or the Withdrawal process is not completed by the set deadline, enrollment status will remain as “enrolled” and official grades will be given.

Fallen Out of Enrollment (FOE) Status

- Students who leave LUJ without following any official procedures will be processed with the status of Fallen Out of Enrollment.
- Student status will expire on the last day of the term.
- Students who wish to resume studies at LUJ after FOE must complete the readmission process in order to register for courses.
- Readmitted students are subject to the EAP policies in effect at the point of their re-entry to the university.

**International students on a student visa must leave Japan according to the instruction of the FOE letter.*

Academic Dismissal

- Students who are admitted on probation but fail to achieve the required terms of condition in their first term of returning may be academically dismissed.
- Dismissed students may no longer enroll in LUJ coursework and are ineligible for readmission to LUJ.
- Students may be eligible for dismissal from the EAP Program for the following reasons:
 - 4 unsuccessful attempts at one EAP level
 - Failure to meet the minimum attendance requirement in three terms
 - Persistence in submitting plagiarized work (major offenses) beyond the 4th offense
 - Violation of the student code of conduct as described in the LUJ Student Handbook

**International students on a student visa must leave Japan according to the instructions of the dismissal letter.*

❖ Enrollment Adjustment Procedures for Returning to LUJ: Re-Entry and Re-Admission

How to return to LUJ EAP after LOA, Suspension, Withdrawal, or FOE (summary)

Q: Which process should I follow to return?

Process for leaving		Process for returning		Office to contact
Leave of Absence	➔	Re-Entry	➔	Student Affairs
Academic Suspension	➔	Re-Admission	➔	EAP Affairs
Withdrawal Fallen Out of Enrollment	➔	Re-Admission	➔	Admissions

Re-entry: To return after LOA

- Contact the **Student Affairs Office** to apply for re-entry in order to be re-enrolled.
- Successful readmission requires the complete payment of all prior balances.
- Students on their 3rd LOA must decide either to withdraw from LUJ or re-enter in the next term.

**Note: If no action is taken, the student's status will be changed either to Fallen Out of Enrollment (FOE) or Dismissal, depending on the circumstances.*

- Students returning from LOA are subject to the EAP policies in effect at the point of their re-entry to the university.

***Important Deadline for returning from LOA:**

The Return from LOA Form must be submitted no later than two months before the first day of the intended returning semester.

Re-admission: To return after Suspension

- Contact the **EAP Affairs Office** to apply for readmission.
- Successful readmission requires the complete payment of all prior balances due and approval of the EAP Readmission Committee.

***Academic Standing:**

Students readmitted after suspension are placed on academic probation for their first term of re-enrollment and must meet the terms of probation in order to be eligible for continuing enrollment.

***Important Deadline for readmission after suspension:**

Applications for readmission must be submitted no later than two months before the first day of the intended returning semester.

Re-admission: To return after Withdrawal or FOE

- Students who have withdrawn or fallen out of enrollment from LUJ must contact the **Admissions Office** to apply for readmission in order to be re-enrolled in LUJ classes.
- Successful readmission requires the complete payment of all prior balances due, and the approval of the EAP Readmission Committee.

***Important Deadline for readmission after withdrawal or FOE:**

Applications for readmission must be submitted no later than two months before the first day of the intended returning semester.

Readmission Review Process

- As a part of the decision to accept the student for readmission, there will be an overall review of the student's records relating to his/her prior experience at LUJ.
- This review will include:
 - academic performance
 - conduct
 - participation in campus community life
 - compliance with financial obligations
 - any other factors deemed relevant
- The university reserves the right to make the readmission decision based on any combination of the above factors as well as the best interests of the student and the university community.
- This policy applies to all readmissions regardless of the reasons for the student's initial withdrawal or suspension from the institution.
- Readmitted students are subject to the EAP policies in effect at the point of their re-entry to the university.

Payment Policies

- Students are expected to pay all fees by the deadlines set in invoices.

Are refunds available?

- Paid tuition and fees are non-refundable.

What happens if my tuition/fees are not paid?

- Students who miss the deadline for any reason and who do not confirm the full payment of tuition by tenth business day of the term will be processed as *Fallen Out of Enrollment* and will no longer be a student at LUJ.
- In this case, students will be asked to leave school immediately until they complete their payments.

What happens if I've paid my tuition, but not my school fees?

- If a student has overdue school fees (but has paid tuition), the student is eligible to be enrolled in classes (that means they can attend classes).
- However, they will not be able to have any official documents issued or get their ID card validation stamp at Student Affairs.
- Any students with overdue payments on grade distribution day will have their grades and promotion status withheld until their payments are confirmed.

		Complete-payment Status	Partial-payment Status	Non-payment Status
FEES	Tuition	Paid	Paid	Overdue
	School Fee (Textbook, TOEFL)	Paid	Overdue	Paid / Overdue
<i>Affects the following:</i>		↓	↓	↓
ADMINISTRATION	Enrollment Status	✓	✓	Fallen Out of Enrollment
	Document Issuing	✓	✗ (Unable to order)	
	ID card validation stamp	✓	✓	
	Grades and promotion status	✓	✗*	

(*)Grades and promotion status will be withheld until payment is confirmed.

Academic Honesty at LUJ

- Academic honesty means being honest and ethical in regard to all academic assignments completed for your EAP classes including, but not limited to, homework, in-class work, essays, projects, oral presentations, written tests, and exams.
- Originality is very important; academic dishonesty is an extremely serious offense.
- You'll receive instruction and guidance about this and how to avoid it in all your classes.
- Remember that LUJ's policies and definitions of academic dishonesty may differ from policies you have experienced in the past at other educational institutions.
- It is important to understand these differences and the standards of academic integrity that LUJ students are held to.
- Be sure you understand what cheating and plagiarism are, their consequences, & how to avoid them. If you're not sure, please ask any time!

Cheating

- Cheating is any attempt to improve your grade or assignment score by means deemed inappropriate by the instructor or school policy, including, but is not limited to:
 - copying another student's test/assignment answers
 - possessing unauthorized materials during a test

- gaining unauthorized access to testing materials
- using electronic devices or other means to access answers during a test
- asking another person to complete a test or assignment for you

Consequences for cheating: 3 strikes

- *Strike 1 (first offense):*
 - Strong verbal warning from the teacher
 - Zero/fail grade for OR redo of that assignment/assessment
(This may apply to either the entire assessment or only the relevant section of an assignment/assessment, determined at instructor's discretion),
 - Documentation of the offense in EAP's academic dishonesty records
- *Strike 2 (second offense):*
 - Strong verbal warning from the teacher
 - Counseling session with EAP Coordinator
 - Zero/fail grade for OR redo of that assignment/assessment
(This may apply to either the entire assessment or only the relevant section of an assignment/assessment, determined at instructor's discretion),
 - Documentation of offense in EAP's academic dishonesty records
- *Strike 3 (third offense):*
 - Strong verbal warning from the teacher
 - Conference with the Dean
 - Zero/fail grade for OR redo of that assignment/assessment
 - (This may apply to either the entire assessment or only the relevant section of an assignment/assessment, determined at instructor's discretion),
 - A negotiated consequence (e.g. suspension, repeat level, expulsion, etc.)
 - Documentation of offense in EAP's academic dishonesty records

Plagiarism

What is plagiarism?

- Plagiarism means using words or ideas that are not your own in any kind of verbal or written assignment, without citing the source.
- This can be deliberate or unintentional.
- In the Academic Program, both deliberate and unintentional offenses are subject to the same consequences, so please be careful to make sure you understand what it is and how to avoid doing it.
- Plagiarism can happen in many different ways, including:
 - Using a translation machine
 - Using someone else's idea(s) without citation
 - Copying another author's words in written/verbal assignments (more than 3 words)
 - Copying someone else's sentence (in a verbal or written assignment) and replacing some of the words while keeping the same sentence structure
 - Submitting someone else's work or ideas as your own

How to avoid plagiarizing:

- Practice **paraphrasing** (saying something in your own words).
- Include **citations** (MLA style)

Detecting plagiarism

- EAP faculty use various programs to check electronically whether a text has been plagiarized in addition to their own judgment.
- If a teacher believes that an assignment has been plagiarized, the student will be asked to explain the meaning of the relevant section/assignment in detail. If the student is unable to do so, or if the original text is found, the work will be considered plagiarized.

Categories of plagiarism offenses in EAP

There are two categories of plagiarism offenses in the EAP Program: Minor and Major.

“Minor Offenses” include but are not limited to:

- not paraphrasing well
- inserting 1-2 copied sentences in a paragraph that is otherwise original
- using a translation machine for a minor part of the assignment
- minor assignments where the student may not have understood the instructions
- incorrect or insufficient citation for minor parts of the assignment

“Major Offenses” include but are not limited to:

- using a translation machine for or copying an entire paragraph or essay
- insufficient citation for large parts of the assignment

Consequences for Plagiarism in HB, LI, and IN levels

Records of plagiarism offenses are maintained by instructors for each term. This information is confidential and will not be discussed with other teachers, though it may be shared with the EAP Coordinator or Dean, depending on the nature and severity of the offense.

Consequences for **Minor** Academic Dishonesty Offenses in HB, LI, and IN:

- Advising session with your teacher
- Must redo and submit assignment with a penalty for late submission

Consequences for **Major** Academic Dishonesty Offenses in HB, LI, and IN:

- 1st offense:
 - Advising session with your teacher
 - Must redo and submit assignment with a penalty for late submission
- 2nd offense:
 - Verbal warning from teacher
 - Must redo and submit assignment with a grade penalty of 15% (in addition to any penalties for late submission)

- 3rd offense:
 - Written warning sent via email
 - Strong verbal warning from teacher
 - Must redo and submit assignment with a grade penalty of 25% (in addition to any penalties for late submission)
- 4th offense:
 - Strong written warning from teacher sent via email
 - Strong verbal warning from teacher
 - Student receives an F grade for assignment
 - Must redo and submit assignment
 - Conference with the EAP Coordinator and possibly Student Affairs

Consequences for Academic Dishonesty in HI and LA Levels

Records of plagiarism offenses are maintained by instructors for each term. Additionally, a record of major offenses at the HI and LA levels (starting with the 2nd offense) is kept by the EAP Coordinator. This information is confidential and will not be discussed with other teachers, though after the 1st offense it may also be shared with the Dean, depending on the nature and severity of the offense.

Consequences for **Minor** Academic Dishonesty Offenses in HI and LA:

- 1st offense:
 - Advising with your teacher
 - Must redo and submit assignment with a penalty for late submission
- 2nd offense:
 - Advising with your teacher
 - Must redo and submit assignment with a 5% penalty (in addition to any penalties for late submission)
- 3rd offense:
 - Advising with your teacher
 - Must redo and submit assignment with a 10% penalty (in addition to any penalties for late submission)
- 4th offense
 - Advising with your teacher
 - Must redo and submit assignment with a 15% penalty (in addition to any penalties for late submission)

Consequences for **Major** Academic Dishonesty Offenses in HI and LA:

- 1st offense:
 - Strong verbal warning and advising from teacher
 - Must redo and submit assignment with a grade penalty of 25% (in addition to any penalties for late submission)

- 2nd offense:
 - Strong written warning sent via email from teacher
 - Strong verbal warning and advising from teacher
 - Must redo and submit assignment
 - F grade for assignment
 - Instructor will record the offense; a photocopy of the plagiarized work and the original (if available) will be kept on record in the EAP Academic Dishonesty Record
- 3rd offense:
 - Strong written warning from teacher sent via email
 - Strong verbal warning and advising from teacher
 - Must redo and submit assignment
 - Zero grade for assignment
 - Instructor will record the offense; a photocopy of the plagiarized work & original (if available) will be kept on record in the EAP Academic Dishonesty Record
 - Conference with the EAP Coordinator
- 4th offense
 - Strong written warning from teacher sent via email with notification
 - Must redo and submit assignment
 - Zero grade for assignment
 - Instructor will record the offense; a photocopy of the plagiarized work & original (if available) will be kept on record in the EAP Academic Dishonesty Record
 - Conference with EAP Coordinator and the Dean to negotiate a solution depending on the nature and severity of the offenses (this may include but is not limited to repeating the level, probationary status, suspension, or dismissal).

Appeals (Student Contestation of Plagiarism/Cheating Charges)

If cheating or plagiarism is believed to have occurred, the teacher will invite the student to a meeting, where the teacher will explain and allow the student a chance to also explain, according to the above guidelines.

A student wishing to contest a plagiarism or cheating charge must submit a statement in writing, along with any documentary evidence that they are able to furnish, to the EAP Coordinator within 2 weeks.

*This should be in English, unless the student feels unable to fully explain themselves in English. In this case the student must seek language support from Student Affairs.

Please note that while Student Affairs is happy to provide language support, the role of Student Affairs is not to act as a mediator between student and faculty.

The EAP Coordinator will then consult with the relevant instructor and meet with the Dean, where a decision on the matter will be made. If the student wishes to appeal the Coordinator and Dean's decision, they may ask for a committee decision, which will be the final decision.

Grievance Procedures: How to submit comments/complaints

If you have any comments or complaints about classes, classmates, or teachers (NOT including Title IX incident reports), please follow the standard procedure:

1. Speak directly to your teacher:
 - Explain your concerns
 - Try to resolve the matter with your teacher.
 - This may be done in person during office hours or an appointment or via email.
2. If you are a) still unsatisfied, b) unable to speak to your teacher, or c) uncomfortable speaking with your teacher, please email the EAP Coordinator to explain that you have a comment, complaint, or problem that you would like to talk about. Please say whether you have already spoken with your teacher and explain the nature of your comment or complaint.
3. The EAP Coordinator will reply to your email, and if appropriate, will invite you for a meeting in order to try to find a solution. If you require Japanese language support (translation or interpretation), this can be provided. This meeting may include another teacher, the Dean, or another LUJ official depending on the nature and severity of the grievance.
4. If the comment/grievance involves another member of faculty or LUJ official, the relevant person will be notified of the grievance unless there is compelling reason to not share this information.
5. If you prefer to submit a comment anonymously, you may do so on the LUJ website. Please go to <http://LUJ.lakeland.edu>, click on "Current Students", and then "Student Suggestion/Complaint Form".
6. Students will *never* be penalized for expressing concerns. We hope to foster an environment of transparency and trust where students, parents, instructors, and university officials can work together in harmony and hold open, honest discussions.

*****Do not bring verbal complaints/comments about your classes, classmates, or teachers to the officials in Student Affairs or EAP/Academic Affairs Offices. They will instruct you to speak to your EAP teacher or the EAP Coordinator first. If you speak to a Japanese member of the administration team in the Main Building it will not be considered a formal or official discussion, and there is no guarantee that action will be taken. To ensure that your complaint is completely and accurately received by the relevant person, you must speak to the appropriate member of EAP faculty regarding any academic or classroom related matters. If you require Japanese translation or assistance, you may request that a member of the Japanese administrative staff attend your meeting with the appropriate EAP faculty member/coordinator.*****

FERPA (The Family Education Right to Privacy Act)

What is FERPA? Why is it important for me?

- FERPA is the name of an American law that protects student data, privacy, & confidentiality, which means that as a student of an American university, your educational records are legally protected.
- According to the regulations, LUJ cannot discuss any student's academic performance or other activities at the university with anyone outside the university, including parents, without the written approval of the student.
- Please see the LUJ Student Handbook for a full description and more information.

Title IX

- This is a law that protects all LUJ students, faculty, and staff from any kind of discrimination based on sex.
- For example, this includes sexual harassment or violence, or discrimination based on sexual orientation/gender identity.
- It also means that if a student makes a complaint about this kind of situation, they are protected from retaliation.
- If you have experienced anything like this while on the LUJ campus or have any questions about the policy, please contact an LUJ Official to find out how we can help you.
- Please see the LUJ Student Handbook for more detailed information about Title IX and make sure that you understand how it affects you.