

Lakeland University Japan

English for Academic Purposes (EAP) Program



EAP Student Handbook

April, 2025

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1. EAP Program Information

1.1 Outcomes and Expectations

LUJ Institutional Learning Outcomes

On graduating LUJ, students will be able to:

- ❖ Think critically
- ❖ Communicate effectively
- ❖ Live ethically, purposefully, and meaningfully
- ❖ Succeed professionally

EAP Program Learning Outcomes

On completion of the EAP Program, students will be able to:

- ❖ Have the skills to thrive in an English-language, American-style university classroom, through teamwork and student-centered discussion
- ❖ Read, write and listen well enough to meet educational goals
- ❖ Discuss topics with a positive attitude
- ❖ Work independently
- ❖ Work collaboratively within teams
- ❖ Know how to use language learning skills and study skills
- ❖ Be familiar with the support services on campus

Student-centered Learning

- ❖ EAP classes are student-centered. Students are responsible for contributing to classes, speaking only in English, asking questions, and sharing ideas and opinions.
- ❖ Students should use only English in all EAP classes and in communication with teachers.

1.2 Level Placement

- ❖ Students will start the EAP Program in one of five levels:
 - High Beginner (HB)
 - Low Intermediate (LI)
 - Intermediate (IN)
 - High Intermediate (HI)
 - Low Advanced (LA)
- ❖ The student's level is decided by a standardized test score and/or other placement materials provided by the university.
- ❖ If a student has a very low level of English, they will be placed as a HB Probation.
- ❖ HB Probation students will be asked to leave the course after one semester if they fail to meet expectations in terms of attendance, participation, or academic performance.
- ❖ During the first week of classes, teachers will check that all new students are in the appropriate levels. This may mean students move up or down a level at the start of the semester. This decision will be final.
- ❖ If teachers recommend a student change their level, they will receive a new schedule and need to exchange textbooks.
- ❖ Students cannot change classes or levels for personal reasons.

1.3 Calendars & Schedules

Yearly Calendar: 3 semesters per academic year

<u>Summer Semester</u>	<u>Fall Semester</u>	<u>Spring Semester</u>
late April/early May – early Aug	Late Aug/early Sep – early Dec	Early January – early April

- ❖ Published calendars have exact dates for each term, including start and finish dates, Midterm/Final Exams, TOEFL Day, national holidays, etc.
- ❖ All schedules are subject to change; students must check Student Resources, the LUJ Blog, and their LUJ email regularly for updates.

Daily Class Schedule: Tuesday-Friday

Listening/Speaking Class:	09:00 - 10:30
Writing Class:	10:45 - 12:15
Reading Class:	13:00 - 14:30

Each class is taught by a different instructor with different class rules, expectations and teaching styles.

Mondays: Activities and Test Days

On Mondays students will need to:

- Take any necessary placement tests
- Take the Final Exam in the last week of the semester
- Take practice TOEFL tests
- Attend seminars
- Use the library and Learning Center
- Meet with teachers and/or advisors
- Complete assignments and homework
- Plan for upcoming classes
- Participate in university clubs and activities
- Attend make-up classes due to class cancellations

Students should check the semester calendar and emails for information on which events or tests are taking place on Mondays.

1.4 Resources: Textbooks

Textbook distribution:

- ❖ Textbook distribution takes place in classes on days 1-2 of the term.
- ❖ New students should not write or mark in their textbooks in the first week in case they need to move levels.
- ❖ Repeating students may buy textbooks again if they wish.
- ❖ Students should consult teachers if they have any questions about their textbooks.

1.5 Resources: Online

Email

- ❖ Every LUJ student receives an LUJ email account.
- ❖ Students should check their Lakeland email every day, as important information is frequently sent via email from teachers and the university.

Google Classroom

- ❖ Class materials and announcements will be delivered through Google Classroom.
- ❖ Students will join 3 different Google Classrooms each term per class and other Google Classrooms for resources and information.

1.6 Office Hours

- ❖ Students can speak with teachers in office hours to ask questions about class content, clarify language points, make up any missed work/assessments, or discuss any concerns.
- ❖ Teachers' office hours will differ. Check the class syllabuses for details.

1.7 EAP Advising

- ❖ All students will be given an EAP Advisor. This will be one of the EAP teachers.
- ❖ Advising is another way to give students support, advice, and help.
- ❖ It also prepares students for the advising system in the Undergraduate Program.
- ❖ Advisors help students in the following ways:
 - Help students identify and achieve their goals at LUJ.
 - Give advice and provide guidance.
 - Assist with life at LUJ.
- ❖ Students can:
 - Request an appointment to meet the advisor at any time during the semester.
 - Discuss any difficulties about teachers, classmates, or life at LUJ.

1.8 LUJ Learning Center

- ❖ The Learning Center gives individual tutoring for a variety of different subjects and skills to all EAP and Undergraduate students.
- ❖ All Learning Center tutors are high performing students in the Undergraduate Program, and many Learning Center Tutors are also former EAP students
- ❖ Online tutoring is also available.
- ❖ Reservations can be made on the LUJ Learning Center website.
- ❖ Students can also drop-in a see a tutor if they are available.
- ❖ All students are strongly advised to use the Learning Center.

1.9 Accommodations

- ❖ LUJ is an equal access to educational institution.
- ❖ Students with disabilities (physical, sensory, or mental) can apply and receive approval.
- ❖ All LUJ staff and faculty are committed to supporting students with special needs.
- ❖ Students can obtain application forms for accommodation by emailing at disabilityaccommodation@japan.lakeland.edu.

2. EAP Program Policies

2.1 Attendance

Absences

- ❖ Students will be marked present, absent, or late for all classes.
- ❖ Attendance at the TOEFL ITP test is equal to attendance of all three EAP classes.
- ❖ Students should email their teachers if they are absent.
- ❖ Each teacher has late homework and test make-up policies. Students need to check their syllabuses and understand each policy.
- ❖ A student will be marked absent if they miss 25 minutes in total of any part of any class.
- ❖ If a student has a severe illness that results in a longer period of absences, they should contact Student Affairs and their teachers. Accommodations may be made.

7-day Absences Notification

- ❖ Students will receive a notification from LUJ faculty and/or staff when they reach 7 absences.
- ❖ After the 7-day absence notification is sent, a member of Student Affairs may contact the student.

Late policy

- ❖ 5-25 minutes late = 1 Late Arrival
- ❖ 3 late arrivals = 1 Absence
(Example: 2 absences + 4 late arrivals = 3 absences)

Impact on Grades

8 absences	Student's overall grade will drop by half a grade	(ex. A → AB)
10 absences	Student's overall grade will drop by one grade	(ex. A → B)
12 absences	Student's overall grade will drop by two grades	(ex. A → C)
15 absences	The student will be required to repeat the level	(ex. D or F)

Minimum attendance requirement

- ❖ EAP students can be absent a maximum of 14 times.
- ❖ If a student has 15 or more absences in total (including from late arrivals), that student will not be eligible for promotion to the next level.
 - *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 an LOA (see 3.2). Students in this situation should contact Student Affairs.*
 - *International students are strongly advised to be careful to understand how absences and student status may affect their visa status.*

Family Leave and Medical Withdrawal

- ❖ If an extraordinary situation related to the physical or mental health of the student or an immediate family member emerges, a student may submit a request for medical withdrawal or family leave.
- ❖ Students seeking medical withdrawal or family leave must submit an application to the Dean within six (6) months of the last day of the term for which the leave is requested. Applications must include two things:
 - A letter from the student outlining their situation and credible documentation from supervising physician, caregiver, or authorized professional that includes dates and duration of student or family member's condition and accompanying treatment
 - An assessment of whether the condition or treatment of it reasonably interfered with the student's ability to attend classes or complete coursework

**Successful applications for medical withdrawal or family leave require withdrawal from all courses within the term. Students may not seek medical withdrawal or family leave for a single course.*

**Incomplete applications will require additional time to process, which can delay applications for readmission or resolution of academic standing issues.*

2.2 Grading Policies

LUJ Grading 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)
CD	67.5%-72.4%	Poor (minimally meets <i>some</i> expectations)
D	60%-67.4%	Deficient (does not meet expectations)
F	0%-59.9%	Fail

Grade weighting and calculations

20%	Midterm Exam
30%	Final Exam
30%	Ongoing Assessments
10%	Homework
10%	Participation

- ❖ Students receive one letter grade (A-F) for each class.
- ❖ LUJ issues midterm grades after the midterm exams and final grades after the final exams on the my.lakeland webpage (<https://my.lakeland.edu/ics>).
- ❖ The only grades that will remain on a student's record are the final grades.
- ❖ Students are responsible for keeping track of their grades throughout the term.
- ❖ Students may ask their instructors about their grades at any time.

2.3 Level Promotion

Promotion

- ❖ 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.
 2. **Minimum attendance requirement**
Students must meet the minimum attendance requirements.

CD Grades

Students may be able to progress to the next level if they get 1 or 2 a CD grades.

This decision depends on:

- the reason for the CD grade(s),
- the student's skills
- the teachers' recommendations,
- the student's standardized test score,
- attendance, participation, and so on.

A decision will be made by the teachers. This decision is final.

Repeating levels

- ❖ Failure to meet one or both of the above criteria results in repeating that level.

2.4 Academic Standing

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→ 1st attempt at a level = **Good Academic Standing**

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→→ 2nd (or more) attempt at a level = **Academic Warning**

If a student is on an Academic Warning, the university may request the student participates in the Persistence Program where they will be requested to attend a minimum number of Learning Center sessions, Office Hours Sessions, and EAP Study Seminar Sessions.

→→ → **Academic Suspension (1 term)**

A student may be placed in Academic Suspension for a term if they fail to meet the expectations of the university in terms of attendance, participation and academic performance. Appeals to Academic Suspension may be made to the Dean.

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

- ❖ After suspended students have been away from LUJ for one term, they can apply for readmission (See 3.8).
- ❖ Students readmitted after Academic Suspension will have Academic Warning Status. They must fulfill the terms of the Academic Warning semester.
- ❖ A student returns to Good Academic Standing if they subsequently pass any level.

Academic Standing for students returning from LOA

- ❖ After taking LOA (See 3.2), the most recent academic standing will be carried over to the returning term.
- ❖ Students who leave the EAP program to take three consecutive terms of LOA will be required to take the placement tests again when they rejoin.

2.5 Entry to Undergraduate Program

There are three ways a student can move from EAP program to the Undergraduate Program.

Full Time Undergraduate Student

1. The student gains a C or above all three LA level classes.
2. The student has recommendations from all LA teachers.
3. The student has one of the following minimum scores:
 - TOEFL ITP: 500
 - TOEFL iBT: 61
 - IELTS: 6.0
 - Duolingo English Test: 100
 - STEP-Eiken: Pre-1
 - Oxford ELLT: Level 6

(Section 5. Appendix: Standardized Test Information has more details)

Probationary Undergraduate Student I (for EAP students enrolled before SU2024)

1. The student gains a C or above all three LA level classes.
2. The student has recommendations from all LA teachers.
3. The student has acceptance from the Dean.
4. The student has a TOEFL ITP score of 475-499

Probationary Undergraduate Student II (for all EAP students)

1. The student gains a C or above all three LA level classes three semesters in a row.
2. The student has recommendations from all LA teachers
3. The student has acceptance from the Dean.
4. The students highest TOEFL ITP score is more than 460.

A probationary student can only take certain classes and must get a GPA of 1.75 in all their classes in the first semester of the undergraduate program. They may also be required to attend a minimum number of sessions with a tutor in the Learning Center. Failure to achieve a score of 1.75 may result in suspension.

2.6 Early Entry to Undergraduate Program

A student below the EAP LA level that gains a TOEFL ITP score of 500 (or equivalent) will be able to join the LUJ undergraduate course directly from EAP. However:

- a) the student must pass all three EAP classes.
- b) the student must take undergraduate placement tests, attend any undergraduate orientation sessions, and select any necessary undergraduate classes as directed by the university.
- c) the student will receive only 4 credits towards a BA degree if they pass the HI level. The student will receive 12 credits towards a BA degree if they pass the LA level.
- d) the student must submit any English proficiency test score before the deadline stated in the academic calendar.
- e) all students in the Undergraduate Program are required to get a minimum GPA of 1.75 in the first semester. If the GPA at the end of the first semester is lower than 1.75, a student may be placed on probation or given remedial activities based on their attendance, participation, and/or attitude.

3. Enrollment Policies, Rules, and Procedures

3.1 Criteria for enrollment

- ❖ The LUJ EAP Program recognizes a student is enrolled upon satisfying the following:
 - The student has completed all the application processes.
 - The student has been registered for EAP classes, is officially on Leave of Absence, or is on Academic Suspension.
 - The student has met all financial obligations in a timely manner.
 - The student is eligible to study in Japan.

3.2 Leave of Absence (LOA)

- ❖ LOA can be taken when circumstances make it too difficult to successfully finish the current term (Mid-Term LOA) or continue the following term (Full LOA).
- ❖ Students should contact Student Affairs to discuss this option.
- ❖ Students on LOA are considered as enrolled, can make use of LUJ's facilities and resources to a limited extent, and may take the TOEFL ITP test.
- ❖ 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.
- ❖ 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 with a student visa must leave Japan while on LOA.*

3.3 Types of LOA and Deadlines

1. Full-term LOA

This is an LOA for a full term that starts from the first day of classes.

Deadlines:

- Student must contact Student Affairs at least 2 weeks before the first day of classes to explain the intention of taking an LOA.
- LOA forms must be submitted before the first day of classes.
- If this deadline is missed or the 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.*

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

This is an LOA that starts during a term, after classes have already started. The LOA will take effect immediately, and grades for that term will NOT be given.

Deadlines:

- Contact Student Affairs at least 2 weeks before the Final Exam day to explain the intention of taking an LOA.
- LOA form must be submitted before the Final Exam.
- If this deadline is missed or the process is not completed by the set deadline, enrollment status will remain as "enrolled" and official grades will be given.

3.4 Withdrawal

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

Types of Withdrawal and Deadlines

1. Post-semester Withdrawal

- ❖ Withdrawal takes effect after the current semester.
- ❖ Students can successfully complete the current semester and receive grades.

- ❖ Student status will expire on the last day of the term enrolled.

Deadlines for Post-semester withdrawals:

- Contact Student Affairs at least 2 weeks before the first day of classes to explain the intention to withdraw.
- Withdrawal form must be submitted before the first day of classes.
- If this deadline is missed or the 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:

The withdrawal takes effect immediately. Students will not be able to finish the current term or receive any grades.

Deadlines for mid-semester withdrawals:

- Contact Student Affairs at least 2 weeks before the Writing Final Exam day to explain the intention to withdraw.
- Withdrawal form must be submitted before the Writing Final Exam.
- If this deadline is missed or the process is not completed by the set deadline, enrollment status will remain as “enrolled” and official grades will be given.

3.5 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.*

3.6 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 EAP coursework and are ineligible for readmission to the EAP Program.
- ❖ Students may be dismissed 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
 - Submitting plagiarized work multiple times (major offenses).
 - 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.*

3.7 Returning after LOA: Re-entry

- ❖ Students must contact the Student Affairs Office to apply for re-entry.
- ❖ Fees: 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. **If no action is taken, the student's status will be changed to Fallen Out of Enrollment (FOE).*
- ❖ Students returning from LOA are subject to the EAP policies in effect at the point of their re-entry to the university.

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.

3.8 Returning after Suspension: Re-admission

- ❖ Students must contact the **EAP Affairs Office** to apply for readmission.
- ❖ **Fees:** Successful readmission requires the complete payment of all prior balances due and approval of the Dean.

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.

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.

3.9 Returning after Withdrawal or FOE: Re-admission

- ❖ Students must contact the Admissions Office to apply for readmission in order to be re-enrolled in LUJ classes.
- ❖ Fees: Successful readmission requires the complete payment of all prior balances due, and the approval of the Dean.

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.

3.10 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 their 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.

3.11 Payment Policies

- ❖ Students are expected to pay all fees by the deadlines set in invoices.
- ❖ Paid tuition and fees are non-refundable.
- ❖ Students who miss the deadline for any reason and who do not confirm the full payment of tuition by the tenth business day of the term will be processed as Fallen Out of Enrollment (See 3.5) and will no longer be a student at LUJ. In this case, students will be asked to leave school immediately.
- ❖ 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, the student will not be able to:
 - have any official documents issued (such as academic transcripts or certificates of enrollment)
 - get an ID card validation stamp at the Student Affairs Office
 - register for undergraduate courses (even if they are promoted to the Academic Program)

		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	✓	✓	

4. Institutional Rules and Information

4.1 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.

4.2 FERPA (The Family Education Right to Privacy Act)

- ❖ FERPA is the name of an American law that protects student data, privacy, and confidentiality.
- ❖ A student of an American university has their educational records legally protected.
- ❖ 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.

4.3 Title IX

- ❖ This is a law that protects all LUJ students, faculty, and staff from any kind of discrimination based on sex, for example, sexual harassment or violence, or discrimination based on sexual orientation/gender identity.
- ❖ If a student makes a complaint about this kind of situation, they are protected from retaliation.
- ❖ If a student experiences any sex discrimination on the LUJ campus or have any questions about the policy, please contact an LUJ Official.

4.4 Plagiarism and Cheating

- ❖ Lakeland University expects academic honesty from all its students. All work turned in by a student needs to be the student's original work.
- ❖ Plagiarism and cheating include but is not limited to:
 - a) copying text from another source.
 - b) using materials prepared by another person or agency.
 - c) using Artificial Intelligence (A.I.) or Multilingual and Natural Language Processing (NLP) software in their assignments.
- ❖ Students can avoid plagiarism by:
 - 1) Paraphrasing
 - 2) Using citations to show the source of the information
- ❖ All student's need to understand and avoid plagiarism and cheating. In addition, students need to understand their instructor's policy on self-plagiarism.
- ❖ One, some, or all of the following punishments may occur if a student plagiarizes:
 - 1) The student must be required to work with a personal trainer (PT) for the equivalent one semester.
 - 2) The student will receive a zero/fail grade for the assignment that contained plagiarism.
 - 3) The student must redo the assignment/assessment.
 - 4) The student may be suspended or dismissed from the university for repeated plagiarism offences.
- ❖ The teacher will notify EAP Affairs of any offences. Students who believe they have been unfairly accused or penalized may submit a written appeal to the Dean of Lakeland University Japan. The Dean may take appeals to the appropriate committee for a formal hearing and decision. In matters of plagiarism and cheating, the decision of the Dean is final.

4.5 Appeals

- ❖ If cheating or plagiarism is believed to have occurred, the teacher will invite the student to a meeting, where the teacher will explain the charges 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 he/she is able to furnish, to the Dean 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 the student and the faculty member.*

- ❖ The Dean will then consult with the relevant instructor and decide on the matter. If the student wishes to appeal the Dean's decision, they may ask for a committee decision, which will be the final decision.

4.6 Grievance Procedures

- ❖ If students have any comments or complaints about classes, classmates, or teachers (not including Title IX incident reports), this is the procedure to follow:
 - Explain the concerns, and attempt to resolve the matter with the teacher.
 - If the matter is not resolved, the student should contact Student Affairs
 - A meeting may be scheduled that includes a teacher, the Dean, or another LUJ official depending on the nature and severity of the grievance.
 - 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.
 - If a student prefers to submit a comment anonymously, they may do so by sending an email to the Dean.
 - 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 make verbal complaints/comments about any academic nature of your classes, classmates, or teachers to the officials in Student Affairs or EAP/Academic Affairs Offices. You will be instructed to speak to your EAP teacher or student's advisor.*

If you require Japanese translation or assistance, you may request that a Japanese member of the administrative staff attend your meeting with the appropriate EAP faculty member.*

5. Appendix: Standardized Test Information

To enter the LUJ undergraduate program from the LUJ EAP Program, students need the following:

1. The student gains a C or above all three LA level classes.
2. The student has recommendations from all LA teachers.
3. The student has one of the following minimum scores:
 - TOEFL ITP: 500
 - TOEFL iBT: 61
 - IELTS: 6.0
 - Duolingo English Test: 100
 - STEP-Eiken Pre-1
 - Oxford ELLT: Level 6

Here is a summary of the standardized tests accepted by LUJ.

TOEFL ITP Score range: 310-677 Required score for LUJ UND: 500				
Section	Tasks	Format	Time	Score Scale
Listening	30 short conversations 1 question per conversation	30 multiple choice questions	35 minutes	31-68
	2 long conversations 4 questions per conversation	8 multiple choice questions		
	3 short lectures 4 questions per lecture	12 multiple choice questions		

Structure and Written Expression	15 sentences Complete the sentence with the best of 4 options	15 multiple choice questions	25 minutes	31-68
	25 sentences Find the error in the sentence from 4 options	25 multiple choice questions		
Reading	5 texts 10 questions per text	50 multiple choice questions	55 minutes	31-68

<p>Score range: 0-120 Required score for LUJ UND: 61 “MyBest” scores are not valid https://www.jp.ets.org/toefl/test-takers/ibt/about.html LUJ Code: 8962</p>			
Section	Task	Format	Time
Reading	Two texts (each approx. 700 words) 10 questions per text	20 questions	35 minutes
Listening	3 lectures/classroom discussions 3-5 minutes each 6 questions per lecture/discussion	28 questions	36 minutes
	2 conversations 3 minutes each 5 questions per conversation		
Speaking	Independent Speaking Task: 1 question Talk about your own ideas, opinions and experiences.	4 tasks	16 minutes
	Integrated Speaking Tasks: 2-4 questions: Combine listening and reading 15-30 seconds of preparation time 45-60 seconds speaking time		
Writing	Integrated task: 20 minutes Read a short passage and listen to a short lecture Write in response to what you read and listened to.	2 tasks	29 minutes

	Academic Discussion task: 10 minutes State and support an opinion in an online classroom discussion.		
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<p>Score range: 0-9 Required score for LUJ UND: 6.0</p> <p>IELTS Academic https://ieltsjp.com/japan</p> <p>Order and submit the physical copy of the official score report directly from IELTS to LUJ. School name: Lakeland University, Location: Tokyo</p>			
Section	Tasks	Items	Time
Listening	Parts 1: Conversation between two speakers in an everyday situation.	40 (10 per part)	X
	Part 2: One person speaks about an everyday situation.		
	Part 3: Conversation between two speakers in educational/training situations.		
	Part 4: One person speaks on an academic subject.		
Reading	3 texts (total 2150–2750 words)	40	60 minutes
Writing	Task 1: Describe visual information (a graph, table, chart or diagram). Write at least 150 words in about 20 minutes.	X	60 minutes
	Task 2: Discuss a point of view, argument or problem. Write at least 250 words in about 40 minutes.		
Speaking	Part 1: Talk about yourself and about familiar topics, such as home and family, studies or interests.	X	11–14 minutes
	Part 2: Talk about a topic given on a card. One minute preparation, and two minutes to speak.		

	Part 3: Further questions will be asked about the topic from Part 2 in more detail.		
Notes	Writing Task 2 contributes twice as much as Task 1 to the Writing score		

<p>Score range: 10-160 Required score for LUJ UND: 100 Duolingo English Test (DET) https://englishtest.duolingo.com/ja/applicants Share you score with Lakeland University Japan</p>			
Question Types/Tasks	Items	Adaptive	Sub score contribution
Read and Complete Type missing letters to complete a sentence.	4-6	O	Comprehension, Literacy
Read and Select Select real English words from a list.	4-6	O	Comprehension, Literacy
Listen and Type Type a sentence that is played.	4-6	O	Conversation, Comprehension
Read Aloud Read a sentence that is displayed.	4-6	O	Conversation, Comprehension
Write About the Photo Write a description of a photo in 1 minute.	3	X	Literacy, Production
Interactive Reading > Select words to complete the sentences in a passage. > Select sentences to complete the passages. > Highlight information in the text to answer questions. > Identify ideas expressed in the passage > Select the title of the passage.	2	X	Literacy, Comprehension
Interactive Listening > Listen and choose the best response. > Summarize a conversation in 75 seconds.	2	X	Conversation, Comprehension, Literacy, Production
Read, Then Write > Read a topic and write about it for five minutes.	1	X	Literacy, Production
Speak About the Photo > Give a description about a photo for 90 seconds.	1	X	Conversation, Production

Read, Then Speak > Speak about a topic for 90 seconds.	1	X	Conversation, Production
Listen, Then Speak > Speak about a topic for 90 seconds.	1-2	X	Conversation, Production
Speaking Sample > Speak about a topic for 3 minutes.	1	X	Conversation, Production
Writing Sample > Write about a topic for 5 minutes.	1	X	Literacy, Production
Sub-score areas:	Literacy = Reading and Writing Comprehension = Reading and Listening Conversation = Speaking and Listening Production = Writing and Speaking		

STEP EIKEN Reading & Writing: 90 minutes Listening: 30 minutes Speaking: 8 mins Required score for LUJ UND: Pre-1 https://www.eiken.or.jp/eiken/en/eiken-tests/				
Section	Task	Format	Question #	Question type
Reading	Sentence completion	25 short texts with one word or phrase omitted	25	Multiple-choice
	Gap fill	2 passages with several phrases omitted	6	Multiple-choice
	Q&A based on passages	3 passages followed by questions	10	Multiple-choice
Writing	English Composition	1 topic question with points 2 points must be addressed	1	120-150 words
Listening	Q&A based on dialogues	12 recorded conversations/discussions followed by questions	12	Multiple-choice
	Q&A based on monologues	6 recorded announcements, advertisements, news stories, or short lectures followed by questions	12	Multiple-choice
	Real-life Listening	Read a short description of the situation, and the question, before listening.	5	Multiple-choice
Speaking	Task	Format	Timing	
	Task 1: Warm up	Free conversation (not evaluated)	1 or 2 questions	
	Task 2: Short narration	Preparation: Prepare to narrate a four-panel illustration on a card	1 minute	

		Narration	2 minutes
	Task 3: Q&A	# 1: Question connected to/related to illustration of card # 2: Question related to general topic of card # 3: Question related to general topic of card # 4: Question about social issue or broadly related topic of card	
	Speaking Evaluation Criteria: Evaluated separately for the narration, for responses to each question, and for their attitude toward actively engaging in communication.		

Oxford ELLT

Score range: 0-12
Required score for LUJ UND: **Level 6**

Online Test:
<https://oidigitalinstitute.com/courses/english-language/english-language-test/>

Section	Task	Items	Time
Reading	2 texts Multiple choice questions	32 questions (16 per text)	40 minutes
Listening	3 sections: a) 1 monologue played once b) 1 dialogue played twice c) 1 listening analysis with 3 speakers	24 questions (8 per section)	25 minutes
Writing	An opinion essay.	1 (190-160 words)	45 minutes
Speaking	4 sections: a) An ID check and introduction b) A short presentation c) Questions and answers based on writing test d) A discussion based on a visual prompt	X	20-30 minutes