

# Lakeland University Japan

## English for Academic Purposes (EAP) Program



## EAP Handbook

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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 the Duolingo English Test score and/or other placement materials provided by the university.
- ❖ 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:	11:00 - 12:30
Reading Class:	13:15 - 14:45

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 the TOEFL test and any placement tests
- Take the Final Exam in the last week of the semester
- Take practice TOEFL tests
- Attend EAP Study 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](mailto:disabilityaccommodation@japan.lakeland.edu).

## 2. EAP Program Policies

### 2.1 Attendance

#### **Absences**

- ❖ Students will be marked present or absent.
- ❖ 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

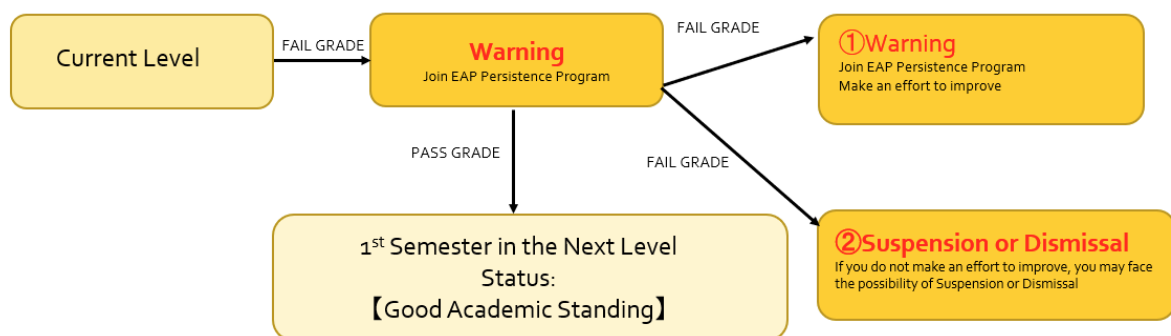
### Promotion

- ❖ 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.

### Repeating levels

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

## 2.4 Academic Standing



→ 1<sup>st</sup> attempt at a level = **Good Academic Standing**

→→ 2<sup>nd</sup> (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.*



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→→ → **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 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.*

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- ❖ 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

**Probationary Undergraduate Student I**

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

*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.*

### **Probationary Undergraduate Student II**

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 460-474.

*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.*

## **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 by the day 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 1<sup>st</sup> day of term must pay both tuition and other 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 Writing Final Exam day to explain the intention of taking an LOA.
- LOA form must be submitted by the day 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.

## 3.4 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 the day 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 other 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 by the day 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 EAP Program
- ❖ Students may be dismissed from the EAP Program for the following reasons:
  - 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 3<sup>rd</sup> 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 EAP Readmission Committee.

**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
<b>FEES</b>	Tuition	Paid	Paid	<b>Overdue</b>
	School Fee (Textbook, TOEFL)	Paid	<b>Overdue</b>	Paid / <b>Overdue</b>
<i>Affects the following:</i>		↓	↓	↓
<b>ADMINISTRATION</b>	Enrollment Status	✓	✓	<b>Fallen Out of Enrollment</b>
	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 Academic Honesty

### 4.41 Cheating

- ❖ Cheating includes, 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 the assignment OR redo of that assignment/assessment determined at the 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 student's advisor
    - Zero/fail grade for the assignment OR redo of that assignment/assessment determined at the instructor's discretion
    - Documentation of the 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 the assignment OR redo of that assignment/assessment determined at the instructor's discretion
    - A negotiated consequence (e.g. suspension, repeat level, expulsion, etc.)
    - Documentation of the offense in EAP's academic dishonesty records

## 4.42 Plagiarism

- ❖ Plagiarism means using words or ideas that are not your own in any kind of verbal or written assignment, without citing the source.
- ❖ 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
  - Using very similar sentence structures that were used in the original
  
- ❖ Categories of plagiarism offenses in EAP
  - **"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
  - Consequences for **Minor** Academic Dishonesty Offenses in HB, LI, and IN:
    - You must Advising session with your teacher.
    - You must redo and submit assignment with a penalty for late submission.
  - Consequences for **Major** Academic Dishonesty Offenses in HB, LI, and IN:
    - 1<sup>st</sup> offense:
      - Have an advising session with your teacher.
      - Redo and submit assignment with a penalty for late submission.
    - 2<sup>nd</sup> offense:
      - Receive a verbal warning from teacher.
      - Redo and submit assignment with a grade penalty of 15% (in addition to any penalties for late submission).
    - 3<sup>rd</sup> offense:
      - Receive a written warning sent via email.
      - Receive a strong verbal warning from teacher.



- Redo and submit assignment with a grade penalty of 25% (in addition to any penalties for late submission).
  - 4<sup>th</sup> offense:
    - Receive a strong written warning from teacher sent via email.
    - Receive a strong verbal warning from teacher.
    - Receive an F grade for the assignment.
    - Redo and submit assignment.
    - Conference with student's advisor and possibly Student Affairs.
- ❖ Consequences for Academic Dishonesty in HI and LA Levels
- Consequences for **Minor** Academic Dishonesty Offenses in HI and LA:
    - 1<sup>st</sup> offense:
      - Have an advising session with your teacher.
      - Redo and submit assignment with a penalty for late submission.
    - 2<sup>nd</sup> offense:
      - Have an advising session with your teacher.
      - Redo and submit assignment with a 5% penalty (in addition to any penalties for late submission).
    - 3<sup>rd</sup> offense:
      - Have an advising session with your teacher.
      - Redo and submit assignment with a 10% penalty (in addition to any penalties for late submission).
    - 4<sup>th</sup> offense
      - Have an advising session with your teacher.
      - 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:
- 1<sup>st</sup> offense:
    - Receive a verbal warning and advising from teacher.
    - Redo and submit the assignment with a grade penalty of 25% (in addition to any penalties for late submission).
  - 2<sup>nd</sup> offense:
    - Receive a written warning sent via email from teacher.
    - Receive a verbal warning and advising from teacher.
    - Redo and submit the assignment.
    - Receive an F grade for the assignment.
    - The instructor will record the offense; a copy of the plagiarized work and the original (if available) will be kept on record in the EAP Academic Dishonesty Record.
  - 3<sup>rd</sup> offense:
    - Receive a written warning from teacher sent via email.

- Receive a verbal warning and advising from teacher.
- Redo and submit the assignment.
- Receive a zero grade for the assignment.
- The 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 student's advisor.
- 4<sup>th</sup> offense
  - Receive a written email warning from the teacher sent via email with notification.
  - Redo and submit the assignment.
  - Receive a zero grade for the assignment.
  - The 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 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).

## 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.\*\**