

Lakeland University Japan

English for Academic Purposes



EAP Program Handbook

January 2026

Contents

1. EAP Program Information	3
1.1 Outcomes and Expectations	3
1.2 Level Placement.....	3
1.3 Calendars & Schedules	4
1.4 Resources: Textbooks	4
1.5 Resources: Online	5
1.6 Office Hours	5
1.7 EAP Advising	5
1.8 LUJ Learning Center	5
1.9 Accommodations	5
2. EAP Program Policies	6
2.1 Attendance	6
2.2 Grading Policies	7
2.3 Level Promotion.....	7
2.4 Academic Standing	8
2.5 Entry to Undergraduate Program	8
2.6 Early Entry to Undergraduate Program	8
3. Payment Policies.....	8
4. Appendix: Standardized Test Information	9

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:

- ❖ Speak and listen competently in English in a variety of academic situations
- ❖ Comprehend, analyze, and produce a variety of academic texts in English
- ❖ Possess and use English vocabulary and grammar to effectively communicate in academic settings
- ❖ Use research skills and study skills appropriate for academic settings
- ❖ Have knowledge of and understand the expectations of US university culture and academic support services

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

- ❖ Up to 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.*

2.2 Grading Policies

LUJ Grading Scale

A	100% - 93%	Excellent (exceeds expectations)
AB	> 93% - 88%	
B	> 88% - 83%	Good (meets expectations well)
BC	> 83% - 78%	
C	> 78% - 73%	Fair (meets expectations)
CD	>73% - 68%	Poor (minimally meets <i>some</i> expectations)
D	> 68% - 60%	Deficient (does not meet expectations)
F	> 60% - 0%	Fail

Grade weighting and calculations

20%	Midterm Exam
20%	Final Exam
40%	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 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

All students in the EAP program are subject to Lakeland University Academic Standing rules, as delineated in the Academic Handbook.

As a non-GPA program, EAP students should pay close attention to the "Level Promotion" section explained above.

2.5 Entry to Undergraduate Program

There is one requirement for entry into the LUJ Undergraduate Program from the LUJ EAP Program:

- ❖ Pass all classes at the LA level.

Undergraduate Credits from EAP

- ❖ Students that complete HI and LA classes will receive 12 credits.
- ❖ Students that complete only the LA level will receive 8 credits.
- ❖ Students that complete only HI level will receive 4 credits.

2.6 Early Entry to Undergraduate Program

EAP Students at any level who wish to enter the undergraduate program must abide by Lakeland University Admissions requirements, including all the payments associated to it. The student must contact Academic Affairs with a request to enter the undergraduate program early, along with the required English-proficiency score report, 2 weeks before the last day of the term. (Please refer to the term calendar about the specific date. If the date falls on a holiday, the deadline will be the business day before the said date).

3. Payment Policies

All students in the EAP program are subject to Lakeland University Financial Policies, as stated in the Academic Handbook.

4. Appendix: Standardized Test Information

Here is a summary of the standardized tests accepted by LUJ when applying directly to the undergraduate program.

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

**TOEFL iBT or
TOEFL iBT Home Edition**

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

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.		

<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 https://englishtest.duolingo.com/ja/applicants Share your 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