LEAP

Intensive English Program
Student Handbook
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Introduction to LEAP

Mission Statement
Welcome to Learning English for Academic and Professional Purposes (LEAP), the intensive English program at Wright State University!

LEAP Intensive English program prepares non-native speakers of English for success in academic and professional programs. LEAP is committed to:

- providing quality English instruction taught by highly qualified instructors.
- offering opportunities to participate in social, cultural, and mainstream curricular activities to facilitate student success in university studies.
- promoting linguistic and cultural diversity and intercultural understanding.

About LEAP
LEAP is located on Wright State University’s main campus in Dayton, Ohio, home to the famous Wright Brothers and the world’s first practical airplane, the 1905 Wright Flyer III.

LEAP provides full-time intensive English instruction and offers non-native speakers the linguistic, academic and social skills they need to be successful in an American university. Students come to LEAP for a variety of reasons. Some are here for a short time to improve their English language skills; others seek degrees from Wright State University. LEAP is fully accredited by the Commission on English Language Program Accreditation (CEA).

LEAP offers:
- an integrated curriculum that reinforces input and results in greater retention.
- TOEFL substitution for admission to Wright State University for undergraduate and graduate students who successfully complete the LEAP program. Visit the University Center for International Education Admissions page to find out the admission criteria for available programs.
- Test Preparation course offered to Level 4 students to practice for IELTS and TOEFL tests.
- experienced faculty, all with advanced degrees in TESOL (Teaching English to Speakers of Other Languages) or a related field.
- writing classes in computer labs using the latest computer technology.
- collaboration with Wright State University’s TESOL Program and other university courses.
- field trips to local sites of interest and other extracurricular activities.
- access to all Wright State University’s academic and recreational facilities.

Program Description
Learning English for Academic and Professional Purposes (LEAP) courses are designed to help students develop the English skills they need for success in the American university. Courses in all four levels focus extensively on academic reading, writing, listening, and speaking. The courses also include the practical English needed for everyday situations. Instruction in LEAP is interactive. Students engage in a variety of activities such as pair work, small group and whole class discussions, individual and group presentations, impromptu speeches, interviews and surveys done outside class, and more.
LEAP courses do not carry university credit towards an academic degree. However, students receive letter grades (A-F) in each class. The grades help determine their promotion from level to level in the program. At the end of each term, students can access their grades online through WSU’s Wings Express or order an official transcript from the Registrar's Office.

**Program Levels**
LEAP offers four levels of instruction:
- Level 1 (High Beginning)
- Level 2 (Low Intermediate / Intermediate)
- Level 3 (High Intermediate)
- Level 4 (Advanced)

LEAP offers opportunities for enhanced learning:
- Grammar and Pronunciation workshops offered by the TESOL Program
- Individual weekly tutoring in the LEAP Learning Center (LLC)
- Weekly meetings with conversation partners

**Length of Study**
LEAP offers three instructional terms each year: Fall (15 weeks), Spring (15 weeks), and Summer (12 weeks). Term start and end dates, and other important university dates and deadlines, can be viewed on WSU's Academic Calendar.

**Hours of Study**
LEAP classes meet Monday through Friday.
Optional extracurricular activities are scheduled during late afternoons, evenings, and weekends.

**Applying to LEAP**

**Admissions**
All applications and documents must be submitted online. Be sure to include your international address and your email address. To complete the application, upload the following documents:
- photocopy of the information page of your passport
- transcripts from other ESL programs (transfer students only)
- proof of high school graduation (certificate/diploma)

Choose One:
- **Undergraduate Admission + LEAP**
  Visit the Wright State University International Admissions Undergraduate Admissions page for more information and to apply.
- **Graduate Admission + LEAP**
  Visit the Wright State University International Admissions Graduate Admissions page for more information and to apply.
- **LEAP Only**
  Submit the online LEAP Intensive English Program Admission Application
Application Deadlines

- Fall Semester: May 30
- Spring Semester: September 30
- Summer Semester: February 28

Applicants must apply online. LEAP does not accept handwritten applications. Applications must come from applicants and be signed by applicants. The application is a legal document and may not be submitted by friends, family members, or fellow students. **All international applicants to LEAP must be at least 18 years old at the start of program.**

Status updates for an applicant will be provided only to embassies, sponsors and applicants themselves. Friends, family members, and fellow students may not request or receive applicant admission status updates.

**Current fees for each type of application can be found on the Admissions page of the LEAP website and are part of the application submittal.**

Questions? Contact leapadmissions@wright.edu.

Once you have been accepted into LEAP, you will receive an admissions letter. This letter will contain your university identification number (UID) and information about the placement test.

Arriving to Wright State

Wright State’s University Center for International Education (UCIE) provides all new students with an Admissions Packet and a list of all forms that need to be prepared before traveling to the United States. UCIE also provides online pre-departure orientation sessions regarding weather, housing, fees, etc. as well as airport pick-up service. For more information on UCIE’s new arrival services, please visit the UCIE website.

Placement Testing

New students arriving to LEAP will take a placement test to determine their beginning class level. Students will take the CaMLA English Placement Test to assess listening, grammar, reading and vocabulary skills. (To learn more about the CaMLA Test, visit http://www.cambridgemichigan.org/.) Students will also be asked to complete a short writing sample.

Students must be present on the day of placement testing, usually the Wednesday before the beginning of the semester, in order to be placed into LEAP.
Level Descriptions
LEAP offers classes for 4 levels of proficiency.

Level 1 - High Beginning
- Students learn the fundamentals of English for basic communication and prepare for academic reading, writing, and grammar.

Level 2 - Low Intermediate/Intermediate
- Students continue to build on the fundamentals of English with more challenging and

Level 3 - High Intermediate
- Students advance their English skills through pre-university assignments and activities

Level 4 - Advanced
- Level 4 includes advanced preparation in reading, writing, 

Level 4 offers two tracks, and students will consult with an advisor to choose which option they will take.

TOEFL Waiver Track
Students in the Level 4 TOEFL Waiver Track take two LEAP courses as well as one academic course in the university. By passing their LEAP courses and their university course, students will earn a TOEFL waiver to WSU, which means they will not need to submit a TOEFL or IELTS score as part of their admission requirements. Only students with conditional admission to an academic program at WSU may take the TOEFL Waiver Track.

Test Preparation Track
Students in LEAP Level 4 Test Preparation Track take three LEAP courses. Students who take the Test Preparation Track do not earn the TOEFL Waiver to WSU, but rather must pass one of the proficiency tests to pursue further study at WSU.
## LEAP Classes

Students in Levels 1-3 take the following 5 classes in their proficiency level:

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Integrated Skills</strong></td>
<td>Students practice critical thinking, reading, vocabulary, listening, speaking, and writing skills.</td>
</tr>
<tr>
<td><strong>Writing</strong></td>
<td>Students learn to write in English using academic writing structures including sentences, paragraphs, essays, and research essays depending on the proficiency level. Students also participate in individual conferences with the teacher.</td>
</tr>
<tr>
<td><strong>Writing Workshop</strong></td>
<td>Students practice the skills they are learning in their Writing courses. This course is held in a computer lab classroom to give students the opportunity to work on their writing more efficiently. Writing Workshop is a <em>Pass/Fail</em> course.</td>
</tr>
<tr>
<td><strong>Grammar</strong></td>
<td>Students learn individual grammatical structures and apply them in their speaking and writing.</td>
</tr>
<tr>
<td><strong>Speaking</strong></td>
<td>Students learn and practice a wide variety of speaking skills including pronunciation skills, conversation skills, discussion skills and presentation skills. Students also participate in individual meetings with the teacher.</td>
</tr>
</tbody>
</table>

**Level 4** students take the following LEAP classes:

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Advanced Reading and Writing</strong></td>
<td>The goal of this course is to provide students with the advanced reading and writing skills they need to succeed in regular university courses.</td>
</tr>
<tr>
<td><strong>Advanced Academic Success</strong></td>
<td>The goal of the course is to help students learn the academic skills they need to succeed in university classes. Students practice listening comprehension and learn strategies for understanding university lectures, work on spoken English in small group and panel discussions, and study academic vocabulary and general communication strategies necessary for academic success. Students are also introduced to nonacademic aspects of American culture that will help them acclimate to American culture outside the classroom on U.S. college campuses.</td>
</tr>
<tr>
<td><strong>Test Preparation</strong> (Track only)</td>
<td>This is an intensive test preparation course that focuses on strategies for taking the standardized English proficiency tests TOEFL, IELTS, and PTE. The course includes practice in class and practice taking different parts of the test with feedback, and help scheduling test of choice.</td>
</tr>
</tbody>
</table>

## Registration

Registration for all classes is done online. LEAP holds a registration workshop on the Friday before each semester to hand out course numbers and guide new and returning students through the process of registering online. Students must come to the LEAP office or the registration workshop personally to receive their course numbers. The registration workshop is held on the Friday before classes begin. Information about location and
time for the workshop can be found in the LEAP office and is also announced at the placement testing for new students. Registration information will not be given to friends or family. Students must register before the first day of classes. If students do not register before the first day of class, Wright State charges a late registration fee for students who register from the 1st through the 14th day of the semester.

Admitted students who are attending LEAP classes but are not registered by the end of second week of the semester will not be allowed to continue attending LEAP classes. Students who have registered but have not attended classes by the end of the second week will be dismissed from the LEAP program and their registration will be administratively dropped by noon on the last day of the 100% tuition refund period.

**Level Change Request**

While LEAP’s placement testing is very accurate, a student may feel that he/she has been placed incorrectly. If you feel that you belong in a level different from the level you were placed, you must follow the process below. This process is only for new students. Returning students may not change levels.

[Flowchart]

**Class Materials & Technology**

**Textbooks**

Most classes in LEAP require students to purchase textbooks. Booklists for each semester are handed out during the registration workshop on the Friday before classes begin each semester and are always available in the LEAP office. Students are expected to have their books by the end of the first week of classes. Teachers will not scan the books or allow students to make copies of their books.

Books can be bought in the University Bookstore located in the Student Union or in the College Store located across the street from WSU on Colonel Glenn Hwy. While used copies are usually available, it is better to buy a new copy. If you need to purchase a used copy, please erase any answers that are written in the book. While books can be purchased online, it can take up to several weeks for the books to arrive, and you will lose points if you are not able to complete assignments because you do not have your books yet.

**WSU Email**

Each LEAP student is assigned a WSU email account. It is important to check your WSU email account every day! Your LEAP teachers will send you important information about the class or assignments through WSU email. You will also receive important information from other departments in the university (Office of the
Bursar, UCIE, etc.) through your WSU email. If you have a smartphone, you can add your WSU account to your “Mail” app. The CaTS helpdesk in the basement of the Dunbar Library can assist you with this.

**Pilot**
Pilot is the main university network for teaching and learning. Each class you take will have a Pilot page. You can log into Pilot with your university username and password and find a list of your classes. Pilot is where your teachers will post class information, readings & handouts, assignments and other materials, and record your grades.

**WINGS & WINGS Express**
WINGS is the main university homepage for anything you need to do. By logging into WINGS, you can access important WSU announcements, your WSU email, Pilot, and WINGS Express. New LEAP students will be given their WINGS account information (username and password) at the LEAP registration workshop (see “Registration”).

WINGS Express is where all your personal information (grades, registration status, registration holds, etc.) is located. Through WINGS Express, you can also:
- change your password and PIN.
- register for classes.
- pay your tuition and fees.
- purchase a parking permit.
- see your final grades for each class.
- update your personal information.
- sign up for emergency notification texts.
- find many more services.

**Grading and Level Promotion**

**Level 1 – Level 2**
All students in Level 1 and Level 2 must earn a B (80%) or higher in all five of their classes in order to be promoted to the next level.
Level 3 → Level 4 TOEFL Waiver Track
To be promoted to the Level 4 TOEFL Waiver Track, Level 3 students must pass Level 3 with the following grades:

**Undergraduate Students**
- Earn a "B" (80%) or higher in all LEAP classes.
- Have conditional admission to an academic program.

**Graduate Students**
- Pass LEAP classes with an "A" (90%) or higher.
- Have conditional admission to an academic program.

Level 3 → Level 4 Test Preparation Track
All students, graduate and undergraduate, in Level 3 must earn a “B” (80%) or higher in all five of their classes to be promoted to the Level 4 Test Preparation Track.

Graduating from LEAP
Level 4 TOEFL Waiver Track
Students in Level 4 TOEFL Waiver Track must meet the following requirements to graduate from LEAP and earn the TOEFL Waiver:

**Undergraduate Students**
- Pass LEAP classes with a "B" (80% or higher).
- Pass university course with a "C" (70% or higher).

**Graduate Students**
- Pass LEAP classes with an "A" (90% or higher).
- Pass university course with a "B" (80% or higher).
Level 4 Test Preparation Track

Students in Test Prep do not earn the TOEFL Waiver to WSU. There is no TOEFL Waiver even if students complete the level successfully and get a "pass" in the Test Prep class and A's in the two LEAP classes. Passing Level 4 Test Preparation Track = passing score on the test. Students must pass IELTS, TOEFL or PTE and submit their score to the university before the deadline to be considered for admission for the following semester. The official WSU score requirements are:

- **TOEFL**
  - Undergraduate: 61
  - Graduate: 79

- **IELTS**
  - Undergraduate: 5.5
  - Graduate: 6

- **PTE**
  - Undergraduate: 51
  - Graduate: 57

Some departments may have higher test requirements. Please check with your department.

Academic Assistance

**Advising**

LEAP offers student advising in three areas:

<table>
<thead>
<tr>
<th>Problems</th>
<th>Advisor</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>New student questions/concerns</td>
<td>Irena Joseph</td>
<td>106 M Allyn Hall</td>
</tr>
<tr>
<td></td>
<td></td>
<td><a href="mailto:irena.joseph@wright.edu">irena.joseph@wright.edu</a></td>
</tr>
<tr>
<td>Struggling student questions/concerns</td>
<td>Catherine Crowley</td>
<td>106 L Allyn Hall</td>
</tr>
<tr>
<td></td>
<td></td>
<td><a href="mailto:catherine.crowley@wright.edu">catherine.crowley@wright.edu</a></td>
</tr>
<tr>
<td>Repeating student questions/concerns (Students who need to repeat a level)</td>
<td>Tom Fenton</td>
<td>106 H Allyn Hall</td>
</tr>
<tr>
<td></td>
<td></td>
<td><a href="mailto:thomas.fenton@wright.edu">thomas.fenton@wright.edu</a></td>
</tr>
</tbody>
</table>

If a student does not fall into one of the three categories above, any LEAP teacher will be happy to discuss any academic problems you may be having. Just ask!

**LEAP Learning Center (LLC)**

During Fall and Spring semesters, LEAP offers tutoring in the LLC for any student who would like additional help with their academic assignments. The LLC tutors are university TESOL students who are studying to become ESL teachers. Tutoring sessions last 30 minutes and are one-on-one (one LEAP student and one LLC tutor working together). In addition, L3 and L4 students may use the University Writing Center for assistance with writing assignments.

**I20s, Funding, and Financial Guarantees**

Students who are sponsored by their government often need to send information about their academic progress. The chart below lists common needs and ways to request information:
<table>
<thead>
<tr>
<th>Information Needed</th>
<th>Process</th>
</tr>
</thead>
<tbody>
<tr>
<td>Proof of enrollment</td>
<td>Add your name to the list for Enrollment Verification letter in the LEAP office. Include your UID number.</td>
</tr>
<tr>
<td>Grade reports</td>
<td></td>
</tr>
<tr>
<td>Absence/attendance reports</td>
<td></td>
</tr>
<tr>
<td>I-20 extension</td>
<td>Add your name to the list for Program Extension Request in the LEAP office. Include your UID number.</td>
</tr>
<tr>
<td>Scholarship extension</td>
<td></td>
</tr>
<tr>
<td>Updated funding documents</td>
<td></td>
</tr>
</tbody>
</table>

**LEAP Faculty & Staff**

The Learning English for Academic and Professional Purposes (LEAP) faculty is a dedicated group of professionals with a passion for teaching English as a Second Language and working with international students. Faculty members hold Master’s degrees in Teaching English to Speakers of Other Languages (TESOL), linguistics or related fields and have experience teaching at the university level. Most instructors speak other languages and have experience living and working abroad. For a detailed list of LEAP’s faculty and staff, please visit [LEAP’s website](#).
LEAP & WSU Policies

Academic Integrity Policy
Academic integrity is taken very seriously in all American universities. Because LEAP is part of Wright State University, LEAP students are expected to follow the rules of Wright State’s Academic Integrity Policy. This means that LEAP students are expected to do their own work and not cheat. If a student cheats in any way, the student could receive a “0” on the assignment, fail the class and be dismissed from the LEAP program, etc.

For a detailed description of the LEAP Academic Integrity Policy and an explanation of consequences, see Appendix C.

Attendance Policy
Students are permitted to have four absences in each class without it affecting their grades. For each absence after the fourth absence, the student’s grade can be lowered an entire letter grade.

Student A

Grade = 92% - A

4 absences

Final Grade = 92% - A

Student B

Grade = 92% - A

5 absences

Final Grade = 82% - B

“Are there excused absences?”
Excused absences are permitted only if a student has a note that has been signed and dated by a doctor verifying that the student was too ill to attend class or if a student has paperwork verifying a court appearance during the time of class. Taking a friend to the doctor or to court is not an excused absence.

“What is the difference between and excused and unexcused absence?”
If the absence is excused, the student is still counted absent, and the absence is counted toward the four permitted absences, but the student is allowed to make up the work he/she missed as long as the student contacts the instructor to arrange the make-up work immediately. If the absence is unexcused, the student is not permitted to make up the work he/she missed while absent.

For a detailed description of LEAP’s Attendance Policy, see Appendix D.
Academic Probation and Dismissal Policy

While many students are able to complete a level successfully in one semester, some students need more time to obtain the skills needed for promotion to the next level. If a student does not pass a level, they may repeat that level one time. If a student does not succeed in passing the level in their second semester, they will be dismissed from LEAP.

Academic Probation Advisors

Students who do not pass a level the first time or who were promoted to another level under special circumstances are on academic probation and will be assigned an advisor. Academic probation students will meet with their advisor periodically during the semester. The advisors help the students with any academic struggles they may have as well as help them develop a plan for success.

Subject to Dismissal Warnings

- If a student is on academic probation, but is not performing well in class (misses class, doesn’t turn in assignments, etc.), the student may receive a “Subject to Dismissal” warning from SEVIS.
- If the student continues to perform poorly, the student will receive a second Subject to Dismissal warning.
- If the student continues to perform poorly after receiving two warnings, the student will be dismissed from the program.

LEAP Tuition

Current information about LEAP tuition and fees can be found on the Tuition and Fees page of the LEAP website. For additional information on fees, visit the Tuition and Fees section of the University Center for International Education.
Other Services and Fees for Wright State University

**Student Legal Services Fee**
Student Legal Services (SLS) is a non-profit law office that has served the students of WSU since 2000. SLS currently employs two full-time attorneys that typically advise and represent over 1,000 students each year. Additionally, SLS promotes educational opportunities for the entire student body that are related to legal issues facing today's students. Students must pay a nominal participation fee at the beginning of each semester to use the services. Visit the [Student Legal Services website](#) for more information.

The Student Legal Services fee is optional, but LEAP strongly recommends that all LEAP students pay the fee. Only students who have paid the fee may use the Student Legal Services.

**Student Health Insurance**
Student Health Insurance provides basic health care coverage for students enrolled in at least 6 credit hours each term. The premium is automatically assessed to your student account each quarter during the registration and fee assessment process. If you have alternative health care coverage or otherwise do not wish to pay the premium, you can elect to cancel the coverage each semester by completing the online Student Health Insurance form provided under the "Optional Services" menu in WINGS Express. Students can cancel this coverage online through the 14th day of each term. **Parents please note:** If this coverage is not needed, please have your student cancel this coverage first before paying your student's fees online. Visit the [Student Health Services website](#) for more information.

Student health insurance is mandatory for all students and required by law. If insurance is a problem for a student, UCIE can provide options.

**Other Fees**
Provided below is a list of other fees that may appear on a Bursar Fee Statement. Contact the respective department for more information.

- **Residence Services**
  - Room & Board Fees
  - Communication Fee
  - Residential Community Fee

  Contact Residence Services by phone at (937) 775-4172 or visit the [Residence Services website](#).

- **Dining Services**
  - Meal Plans
  - Dining Dollars

  Contact Dining Services by phone at (937) 775-5633 or visit the [Dining Services website](#).

- **Wright1 Card**
  - Flex Dollars
  - Lost or Stolen Wright1 Card

  Contact the Wright1 Card Center at (937) 775-5542 or visit the [Wright1 Card website](#).

- **Parking & Transportation**
  - Parking Permits
  - Parking Fines

  Contact Parking & Transportation by phone at (937) 775-5690 or visit the [Parking & Transportation website](#).
Registration Holds
A hold may be placed on records and registration for many reasons including, but not limited to, unpaid fees from a previous semester, incomplete medical paperwork or requirements, etc. While a hold is in effect, the student is not permitted to register for classes. All students in Level 4 will have a “Level 4 Hold” until they have completed Level 4.

“How do I know if I have a hold on my registration?”
To see if you currently have any holds preventing you from registering for classes, login to your WINGS Express account:

- Click on “Student and Financial Aid”
- Click on “Registration & Records”
- Click on “View Holds”

The “View Holds” page will let you view your active holds and which departments placed those holds.

“How do I remove a hold on my registration?”
If you have a hold on your registration, contact the department that placed the hold to find out why the hold was placed. If the hold was placed by the Office of the Bursar, LEAP students may contact the LEAP office to help. Once you have fixed the problem, it may take a few days for the hold to be lifted, so it is important to check for holds and get them removed before a semester begins. If you do not register for your classes before the first day of the semester, you will have a late registration fee.

Paying Tuition & Financial Guarantees
All financial business for LEAP is coordinated through the university’s Office of the Bursar.

Paying Tuition and Fees
There are two ways to pay your tuition and fees:

1. WINGS Express:
   a. Log into WINGS Express
   b. Click on “Student Financial Aid”
   c. Click on “Student Fees”
   d. Click on “Student Account Options”

2. Bursar Dropbox: Payments can be made using the secure fee payment drop box located outside the Wright1 Card Office (055 Student Union) during Student Union building hours. All payments will be processed by the next business day, and receipt of the payment will be available on the student account in WINGS Express.

Payment Plans
The Office of the Bursar also offers payment plans. Students who set up a payment plan are able to make smaller payments several times during a semester. To read more about setting up a payment plan, go to the Payment Options website.

Letters of Financial Guarantee
Students who are sponsored by their government
- You are responsible for getting a Financial Guarantee, with the correct dates of the term, from your sponsor.
- You are responsible for sending your grade reports and any other documents to your advisor in early enough time to maintain your active scholarship.
Submit Financial Guarantee to the Assistant Director of LEAP or the LEAP Student Services Coordinator.

Classroom Etiquette
It can be difficult to know what is expected in the classroom when you are in a different culture. Here are some tips for successful classroom behavior in LEAP and in all American universities:

- **Cellphones:** Turn your cellphone off or on silent before the class starts. A noisy cellphone disrupts class and is considered disrespectful to your classmates and teacher.

- **Attendance:** Attendance is very important! If you are unable to attend a class for some reason, contact your teachers as soon as you know you will not make it to class to arrange to make up the work you will miss.

- **Punctuality:** Being on time to classes and meetings is important in the United States. Many LEAP classes have graded activities that happen at the beginning of class. If you are late for class, you will lose points and may not pass the class. You are also showing disrespect to the entire classroom by disrupting the lesson.

- **Food:** Some teachers do not mind if students eat in class. If your teacher allows you to eat in class, make sure your food does not disturb the students around you (noisy or strong smells). Remember to pick up any food trash and throw it away before you leave the classroom.

- **English in the Classroom:** Students come to LEAP to learn and improve their English. Using another language in the classroom is a distraction, and it is disrespectful to other students. LEAP students are expected to use only English as their language of communication while attending LEAP classes.

If a student is being disruptive, the teacher may ask the student to leave the classroom or mark the student absent, so it is important to remember the rules of respectful classroom behavior.

Children on Campus
Many LEAP students have children that attend day care or public schools, and there may be times when the children are unable to attend day care or school. While LEAP understands that it can be difficult at times to be both a parent and a student, please do not bring your children to class with you. Children in the classroom are too distracting to other students and to the teacher. If you must miss class to take care of a child, you should:

- contact your teacher as soon as you know you will be absent.
- send your homework to class with another student or by email to your teacher.
- find out what you missed in class so that you will not be behind

Policy and Procedure for Complaints

**Academic Complaints**
If a student believes that he/she has been given a grade based on non-academic criteria such as race, color, creed, national origin, age, sex, disability, or because of other arbitrary or personal reasons, and does not reflect the student’s performance in the class, the student should follow this procedure:
Non-Academic Complaints
If a student has a complaint about LEAP program faculty, procedures, policy, or administration that do not pertain to academic outcomes (evaluations, grades), and are not a result of any violation of codes of professional or legal conduct, the student should follow this procedure:

For a detailed description of LEAP’s Policy and Procedure for Complaints, see Appendix E.

Parking
In order to park on campus, all Wright State students, including LEAP students, must purchase a parking permit. Students are only permitted to park in parking spaces with white lines. If you park on campus without a permit or park in a faculty/staff parking space with yellow lines, you will receive a citation and have to pay a fee. To purchase a parking permit, view citations, and pay citations, go to “My Parking Account.”

- Log onto Wings Express
- Click on “Student and Financial Aid”
- Click on “Parking Services”
- Click on the “Continue to Parking” button

Tobacco Free Policy
In order to promote a healthy environment in which to work and learn for students, faculty, staff and visitors, Wright State University has designated its campuses as tobacco-free spaces. Reports by Surgeon Generals for almost 50 years indicate that there is no safe level of cigarette smoke and tobacco is the leading cause of preventable death and disability in the United States. Furthermore, tobacco products are a leading cause of fires and campus litter.
This policy is a reflection of the University’s obligation to provide members of the university community and visitors an environment conducive to their health, safety and well-being. The policy also underscores the value the university places on research-based knowledge translated into practice.

**Policy Statement:** Tobacco use, including the sale, advertising sampling and distribution of tobacco products and tobacco related items is prohibited in all university facilities, on all university owned or leased grounds, university owned or operated residence halls and apartments, and at all university sponsored events regardless of location. Tobacco use is also prohibited in all university vehicles or on any equipment owned, leased or operated by Wright State University.

This policy applies to anyone on campus including students, faculty, staff, visitors, consultants, vendors, patients, volunteers, and contractor employees.
WSU Campus Resources

Wright 1 Card
Wright 1 Cards are ID cards that are issued to all Wright State students. It is not only an ID card, but it can also be used as a pre-paid debit card in certain locations on campus.

“How can I use my Wright 1 Card?”
You can use your Wright 1 Card in many ways, including:
- buying food in the Hangar and the Student Union
- buying snacks from the vending machine
- checking out books from the library
- printing documents in the computer labs
- accessing recreational facilities on campus

“How do I put money on my Wright 1 Card?”
Flex Dollars can be deposited:
- Deposit Stations located at:
  - Student Union Atrium next to Wright-Patt Credit Union
  - Allyn Hall by the Hangar
  - Dunbar Library basement
  - Dunbar Library 2nd floor
  - Lake Campus, Dwyer Hall
- Wright1 Card Center, 055 Student Union (cash, credit or debit)
- Online at WINGS (credit/debit card or electronic check)
- Dunbar Library Circulation Desk, 1st floor (cash, credit)
- Wright Patt Credit Union (On Campus Branch Members Only, Flex Dollars only)

“What should I do if I lose or break my Wright 1 Card?”
If you lose your card, call the Wright1 center immediately at 775-5542 (Monday through Friday 8:30am-5pm), and your account will be placed on hold. If it is outside the Wright1 Center's normal operating hours, you can report your card lost at WINGS. In the event that someone finds your card, he or she will not be able to use the funds once your card is suspended. The replacement charge for a lost or stolen card is $15. If your card is defective, bring it to the Wright1 Center for repair or replacement.

Computing and Telecommunication Services (CaTS)
CaTS provides service and support for all campus technology, including Internet access (wired and wireless), computer labs, telephones, and information technology security. CaTS also offers phone, email, and walk-in support for all of your technology needs.

If you are having problems with your WINGS, WINGS Express, or WSU email accounts, you should contact CaTS.
Phone: (937) 775-4827 or 1-888-775-4827
Email: helpdesk@wright.edu
Location: 025 Library Annex (basement of the Dunbar Library)

For more information about CaTS and their services, visit the CaTS website.
**Computer Labs**
CaTS also operates many computer labs on campus at Wright State. These labs are located in the Dunbar Library, Library Annex, Millett Hall, Rike Hall, Creative Arts Center, and the Math & Microbiology Building. These labs also have printers available.

For a list of computer lab classrooms and links to lab schedules, visit the [CaTS website](#).

**University Writing Center**
The mission of the University Writing Center (UWC) is to help Wright State University students become more skilled, confident, independent writers and students. The UWC provides trained undergraduate and graduate writing coaches from across the disciplines to provide students with support at any stage of the writing process.

The UWC should not be confused with the LEAP Learning Center. The LLC is available for LEAP students in any level while only LEAP students in Levels 3 and 4 may visit the UWC.

For more information, visit the [University Writing Center website](#).

**University Libraries**
The University Libraries are the scholarly information center for Wright State University. In support of the University's mission of educational excellence, the Libraries collect, organize, preserve, and facilitate access to scholarly resources in all formats; support teaching, learning, and research in an intellectually open environment; and provide instruction in the use of traditional and new information resources and technologies.

**Library Collections**
The Wright State University Libraries' collections are among the largest in the Dayton area. In addition, the University Libraries are a member of [OhioLINK](#), an advanced computer network that provides access to a large selection of online resources as well over 50 million library items in academic libraries throughout Ohio. Students and faculty can request books and other materials online from OhioLINK libraries and receive them for checkout within two to three days.

The University Libraries' website provides online access to a wide variety of information resources including electronic books and journals, research databases, media, and selected Internet resources.

**Librarians**
Librarians are available during most of the hours that the Libraries are open to assist users in accessing and using resources. Librarians are available to discuss individual student assignments and help students make better use of the Libraries’ growing collection of electronic resources. The university Librarians also offer courses and workshops on using the electronic library and ebooks and on topics such as working with multimedia and building basic research skills.

For more information about the Wright State Libraries, visit the [University Libraries website](#).

**Student Technology Assistance Center**
The Student Technology Assistance Center (STAC) is located in the Paul Laurence Dunbar Library and provides Wright State students with the tools to make productive use of multimedia.
In the STAC, students can create original academic and creative works using both Windows or Macintosh computers and the latest software applications.

The STAC employs trained student mentors who share a wealth of experience, skills, and backgrounds. In a unique peer-to-peer learning environment, knowledgeable mentors are always available to assist students with their projects.

For more information about STAC, visit the STAC website.

**WSU Student Organizations and Campus Events**

One good way to practice English and to avoid being homesick is to join a WSU student organization and to participate in events on campus.

**WSU Student Organizations**

Wright State University is home to over 200 registered student organizations that vary over 10 different categories; academics, coordinating, cultural, honorary, media, recreational, religious, residential, social Greek and special interest. Throughout the academic year, these organizations hold events, raise money toward numerous philanthropies, volunteer in the greater Dayton area, offer leadership opportunities for their members, and promote diversity on campus, all while having fun! Stop by the Office of Student Activities (019 Student Union) or browse the organizations on OrgSync and see which organization(s) you would like to join!

**Campus Events**

Wright State is a busy place and there always interesting events and activities for students to participate in. For a list of major annual events as well as a list of upcoming events on campus, visit the Campus Life website.

**Campus Recreation**

The Office of Campus Recreation is dedicated to providing quality recreational opportunities for the Wright State community. If you're looking for a way to relieve stress, stay healthy, and make new friends then check out Campus Recreation!

**On-Campus Facilities**

Campus Recreation offers:

- Fitness center
- 25-yard swimming pool
- Gymnasium
- Locker Rooms
- Three racquetball/squash courts
- Recreation Commons (Billiards/Table Tennis)
- Climbing Wall
- Outdoor playfields (football, soccer, softball)
- Spinning Room
- Outdoor Resource Center
- Two Group Exercise Studios
- Indoor basketball
Campus Recreation Programs

- **Rec Fit:** The Rec Fit program offers free fitness classes to students. Programming includes a variety of group exercise classes (aerobics, yoga, TRX, Tai Chi, etc.), walking, spinning, and fitness education. Personal training is also available for a fee.

- **Outdoor Recreation:** Outdoor recreation trips and instructional clinics are offered on a seasonal basis. The Outdoor Resource Center is also available for your outdoor recreational equipment and information needs and is located off the Student Union Atrium in 037 Student Union.

- **Sports Clubs:** Sport clubs are student organizations formed by students for the purpose of furthering their common interests in a sport or recreational activity through participation and/or competition. These clubs offer leadership experiences for students through their participation in activities such as budgeting, fundraising, publicity, promotion, scheduling, and team development. Contact the Office of Student Activities for a full list of current clubs. Examples of traditionally active sports clubs include: rugby, football, bowling, karate, and ice hockey.

- **Intramural Competitive Sports:** Any group of students may form an intramural team. Intramural sports leagues and special events are held on a seasonal basis. Registration and event information can be found online at [www.imleagues.com/Wright_State](http://www.imleagues.com/Wright_State). Examples of intramural sports leagues include flag football, basketball, and inner tube water polo.

For more information about facility hours and Campus Recreation programs, visit the [Campus Recreation website](http://wright.orgsync.com/Search#).

Faith & Prayer

Wright State is a diverse university with students from many different cultures and religions. While WSU is a public university and, therefore, not affiliated with any particular religion, there are several religious organizations and resources on campus for students.

**Religious Organizations**


For more information about locations for religious worship, visit the University Center for International Education (UCIE).

LEAP Extracurricular Activities

LEAP students are encouraged to Get Involved! LEAP provides many opportunities for students to get involved within the LEAP Program, on campus, and in the community. Taking part in extracurricular activities is a great chance to practice and improve English skills, make new friends and have fun while studying. Students can get involved through activities like these:

- LEAP Cultural Hours
- Field Trips to Cincinnati/Columbus Zoo, Carillon Historical Park, Ohio Caverns, Cincinnati Museum Center, John Bryan State Park, Young's Jersey Dairy and other local places of interest
- Native-speaking Conversation Partners
Collaborations with university classes
Movie and Game Afternoons
Soccer games, ice-skating and other sports
Dinners at local restaurants and teachers’ homes
Haunted House trip for Halloween
University Center for International Education (UCIE) activities
University clubs and organizations
...and much more!

Participation in LEAP extracurricular activities is voluntary. According to Wright State’s Assumption Risk/Waiver of Liability and Release form, students are responsible “for any injury, loss or damage resulting directly or indirectly in such club or its activities...” To read the complete Assumption Risk/Waiver of Liability and Release form, see Appendix F.

Medical Care

What to do if you are sick
If you are sick, email your instructors to tell them you will not be able to attend class. For students’ own personal health and for the health of others, we request that they stay home and rest when they are sick. If a student has a fever of 100 degrees F. (37.8 degrees C.) or more, he or she should see a doctor. He/she should not return to classes until the fever has been normal for 24 hours.

➢ If you are ill and need to see a doctor, you can make an appointment at the Student Health Services (see below).
➢ If you have a serious medical emergency, such as a broken bone, a severe cut, chest pains, or a head injury, go to a hospital Emergency Room. They are open 24 hours a day. If this is an emergency, dial 911 and an ambulance will pick you up and take you to the Emergency Room.

Student Health Services
Student Health Services is your on-campus source for primary health care and wellness services. SHS provides acute and primary care services, promotes health awareness, educates students about preventive care, disease management and therapeutic choices, and helps students develop the skills to manage their own health. SHS offers fast and convenient care with same-day, walk-in service as well as physician appointments available.

SHS also:
• offers smoking cessation treatment and health education.
• accepts many major medical insurances.
• has a typical wait time of 15 minutes or less to be seen.
• offers consultations with your doctor or specialist regarding your care.
• administers the WSU Immunization policy
• administers the WSU Student Health Insurance program.

Location: 051 Student Union
Hours: Monday–Friday, 8:30 a.m.–5:00 p.m. (Take last patient at 4:30 p.m.)
            Closed for lunch Noon to 1:00 p.m.
Phone: (937) 775-2552
Email: studenthealthservices@wright.edu

Local Hospitals
The Soin Medical Center is the closest hospital to Wright State University, but there are a few others in the Dayton area as well.
**Campus Safety**

While Wright State is a safe university, it is always a good idea to take safety precautions to avoid personal harm and theft. Here are some tips provided by the Wright State Police Department:

- Do not walk alone at night.
- Keep your dorm or apartment door locked.
- Have your keys and cellphone in your hand while walking across a parking lot to your car.
- Park in well-lit and busy areas.
- Always make sure to lock your car when you get out.
- Do not leave purses, wallets, or other valuable items on the seat of your car where they can be seen.
- Do not leave your personal items (back packs, laptops, purses, cellphones, etc.) unattended on campus. Always take them with you.

**Safety Escorts**

The Wright State Police Department offers an escort service to all WSU students who feel unsafe walking alone on campus at night. To arrange for an escort, call (937)775-2111 and tell them your location and that you would like an escort. A student patrol officer or WSU police officer will be sent to walk with you to wherever you need to go on campus. You will need to show your Wright 1 Card to the officer when he/she arrives.

Safety escort services are available from 8:00 p.m. – 12:00 a.m., Monday-Sunday, during the academic year.

**Emergency Phones**

As you walk around campus, you will notice many phones posted on poles with blue lights. These phones are for emergencies and connect to the Wright State Police Department. If you have an emergency or witness an emergency, you can use the nearest emergency phone to get help.

<table>
<thead>
<tr>
<th>Emergency Telephone Numbers</th>
<th>Phone Numbers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wright State Police Department (on campus only)</td>
<td>(937) 775-2111</td>
</tr>
<tr>
<td>On or Off Campus</td>
<td>911</td>
</tr>
<tr>
<td>Dayton Yellow Cab (taxi service)</td>
<td>(937) 228-1155</td>
</tr>
</tbody>
</table>
Dayton Area and General Information

Public Transportation
The Dayton Regional Transit Authority (RTA) is the public bus system for the Dayton area. RTA operates 29 routes throughout the greater Dayton region and provides conveniently located transit centers and Park-n-Ride lots, as well as more than 50 token and pass sales outlets. All RTA buses include bike racks and are wheelchair accessible.

For more information about RTA fares, routes, and schedules, visit the RTA website.

Things to Do in Dayton
While Dayton may not be as big as cities like New York or Chicago, Dayton has a rich history and plenty of attractions to visit during students’ time off. See the links below to read more about some of the most popular attractions.

- Carillon Historical Park
- National Museum of the US Air Force
- Dayton Art Institute
- Schuster Performing Arts Center
- Victoria Theatre
- Oregon Historic District
- Boonshoft Museum of Discovery
- Sunwatch Indian Village
- Dayton Dragons Minor League Baseball
- 2nd Street Market
- Young’s Jersey Dairy
- Historic Clifton Mill
- John Bryan State Park
- Dayton festivals

Cold Weather
The winter season in Ohio can be very cold and snowy. Many LEAP students have not experienced this kind of weather before, and it can be dangerous. Please read the following advice carefully and stay safe!

- DRESS WARMLY! You will need a heavy coat, scarf, gloves, hat, boots and warm socks because it is important to keep warm. Your ears, nose, fingers and toes are the first things to get frost bitten.
- DRESS IN LAYERS! This is especially important if you walk to and from class. Put a t-shirt under a sweater under a heavy coat. You can layer the clothes on so you stay warm when you are outside, and you can take off your extra layers while in class.
- STAY INDOORS! Even if you are dressed appropriately, you should not stay outside for long periods of time. In general, you should not be outside longer than 30 minutes.
- DRINK A LOT OF WATER! When it’s cold, people tend to forget water in favor of warmer drinks, but water keeps your body strong and healthy.
Emergency School Closings for Bad Weather
The first notice of a school closing or delay will be announced in your WSU email. If there is bad weather, CHECK YOUR WSU EMAIL. If you do not see a message, then classes will still meet.

Items to keep in your car during bad weather, for emergencies:

- Blanket(s) and some extra clothes
- Flares/Matches/Flashlight
- Snacks / bottled water
- First Aid Kit
- Cell Phone charger
- Map or GPS
- Pieces of cardboard & small shovel for digging snow from under your tires

(Used with permission from the University of Dayton IEP Student Handbook)

General U.S. Cultural Tips
Moving to a new country (or continent!) can be both an exciting and scary process. You are likely to experience something called “culture shock,” which is when the differences between your home and the US can become difficult to deal with. Don’t worry, you are not alone! Most people, when living in a new place, experience some culture shock – and there are lots of resources here to help you adapt. If you ever feel lost or confused, check back here for some helpful hints, or ask a friend! Here are some general hints about living in the U.S.:

- **Alcohol:** In the United States, a person must be 21 years old to drink alcohol legally. Underage drinking and supplying alcohol to an underage person are both crimes in the United States. Also, drinking while driving has severe legal penalties.

- **Eye Contact:** In the United States, eye contact is very important. Looking at people’s eyes during a conversation shows respect (when you are listening) and honesty (when speaking).

- **Food:** American food might be quite different from the food in your home country. Take the time to try a variety of American foods to find out what you like. We have more than hamburgers and pizza! Part of the fun of being in a new country is discovering the food and culture of the country.
  - If you have dietary restrictions due to allergies or religious beliefs, it is important to read food labels or let your server know if you are ordering food in a restaurant.
  - For students who are not able to eat products that are made from pigs, some words you should look for include pork, ham, bacon, lard and gelatin.

- **Language:** It is recommended that students use English as much as possible while studying in LEAP. Frequent usage of English will make the adjustment to living in the U.S. easier and will greatly increase the likelihood of academic success.

- **Names:** Use “Mr.” or “Ms.” with a person’s last name when you speak to people, especially when they are older than you or in formal situations. If someone tells you to call them by their first name, then you can do that.

- **Negotiating Prices:** In the United States, the price listed on a product is generally not negotiable. The exception to this is high priced items such as cars and houses.
• **Polite Words:** Use words and phrases such as “please”, “excuse me”, and “thank you” in all your conversations with classmates, teachers, advisors, and businesspeople.

• **Questions:** In the United States, asking questions is seen as a good way to learn and show interest. Students are encouraged to ask questions in class.

• **Smoking:** Smoking is not permitted inside any building on the Wright State University campus, but you may smoke in designated outdoor smoking areas. If you’re not sure where you are allowed to smoke, you can look for signs, or just ask! But be aware, many Americans do not approve of smoking, and it is illegal in the state of Ohio to smoke indoors at any public place such as restaurants, business, shops, and schools.

• **Time:** In general, Americans value punctuality. When specific times are given for events, it is expected that everyone involved will be on time or maybe a little early.

• **Visiting Someone’s Room or Office:** Many Americans keep their office or dorm room doors open when they are in the room. Before you enter the room, you should knock or ask if it is okay for you to enter the room.

(Used with permission from the University of Dayton Intensive English Program Student Handbook.)
Appendices

Appendix A: Map of Wright State University
Appendix B: Map of Wright State Tunnel System

Change in elevation. Take elevator or stairs to continue indoor access.

Change in elevation. Must take elevator to continue indoor access.

Legend:
- Tunnels (basement level)
- Change in elevation (first-floor level)
- Wheelchair-accessible entrance WITH automatic doors
- Wheelchair-accessible entrance WITHOUT automatic doors
- Stairways
- Elevators
Appendix C: LEAP Academic Integrity Policy

Academic Integrity
The Longman Dictionary of Contemporary English defines integrity as “the quality of being honest and strong about what you believe to be right.” Therefore, academic integrity means being honest and telling the truth about all your work in an academic environment – i.e., not cheating or lying at school.

Academic integrity is a cultural idea, and many of the behaviors that are considered to be academically dishonest are based on the American belief that all students should do their own work and not use other people’s words or ideas without giving them credit. In American universities, everyone owns his or her words and ideas. While many students in LEAP may come from cultures that do not have the same beliefs about academic integrity, it is important to understand and follow the rules of the culture you are in. Academic integrity is taken very seriously in all American universities.

According to Wright State’s Code of Student Conduct, “It is the policy of Wright State University to uphold and support standards of personal honesty and integrity for all students consistent with the goals of a community of scholars and students seeking knowledge and truth.” (More information can be found at http://www.wright.edu/students/judicial/mhcc.html.) In other words, Wright State requires that all students behave with academic integrity at all times. Because LEAP is an academic program that is part of Wright State University, all LEAP students must also behave with academic integrity at all times.

Academically Dishonest Actions

- **Cheating** – Cheating means getting help on any quiz, test or assignment that you are supposed to work on by yourself. This may include, but is not limited to:
  - looking at someone else’s quiz or exam or allowing someone else to look at your quiz or exam
  - copying answers from someone else’s work or allowing someone else to copy your work
  - texting test questions or answers to friends during or after quizzes or exams
  - using your cell phone to look up information on the internet during quizzes or exams (see below)
  - plagiarizing (see below).

  - **Cell phone use** – Using your cell phone at any time during a class or exam is absolutely forbidden. Cell phones are to be placed on the teacher’s desk at the beginning of any quiz or exam and will not be returned until the quiz or exam is turned in.

  - **Plagiarism** – American universities believe that people own their ideas and the words that they write. Therefore, using someone else’s words or ideas without giving credit to that person is considered to be cheating. This is called plagiarism, and it means that you are using someone else’s words or ideas and saying that they are your words or ideas whether you intend to cheat or not. Plagiarism includes, but is not limited to:
    - letting someone else tell you what to write
    - letting someone else write your assignment for you
    - improperly copying words or sentences from another source (internet, magazine, book, article, etc.) and putting them into your own writing as your own words or sentences
    - paying someone to write a paper for you
    - writing an assignment with someone else
    - More information about plagiarism can be found at http://www.wright.edu/academics/writingctr/resources/plagiarism.html.

- **Lying** – Lying to or intentionally misleading your teacher, or any other LEAP faculty, at any time is absolutely unacceptable.
**Consequences**

- **If a teacher suspects that you have cheated or plagiarized**, the teacher may give you a zero on the assignment or ask you to write the assignment again in his/her office. If you are asked to rewrite the assignment, it is up to the teacher whether or not you will receive points for the rewritten assignment.

- **If a teacher finds that you have cheated or plagiarized**, you will automatically receive a zero on the assignment.

- **If you cheat or plagiarize on an exam** in any way, you will receive a zero on the exam and you will repeat the level you are in regardless of your overall grades for your classes.
  - If you cheat, plagiarize or behave in any academically dishonest way after you have been held back because of plagiarizing or cheating on an exam, you will be dismissed from LEAP.

- **Repeated violations** (other than cheating or plagiarizing on an exam) – If you cheat or plagiarize many times, you may receive zeros on your assignments, you may have to repeat your level regardless of your grades, you may be put on academic probation with terms to be specified by the director of LEAP, or you may be dismissed from LEAP depending on the severity of your violations.

**Avoiding Problems**

The Wright State Code of Student Conduct makes the following recommendations to avoid academic dishonesty:

1. Always tell the truth.
2. Treat everyone with respect, and do not try to take advantage of your classmates by cheating off of their work.
3. If you are working with a group, you should encourage your group not to cheat or plagiarize.
4. If you know that another student is cheating or plagiarizing, you should tell your teacher.
5. Do not turn in the same work in more than one class unless you ask your teacher and he/she gives you permission.
6. Unless your teacher tells you it is OK, you should never work with any other student on work for your classes for which your teacher will give you a grade, including in class and take-home tests, papers, or homework assignments.
7. Make sure you understand what plagiarism is and how to cite your research properly so that you can avoid plagiarizing.
8. Understand that claiming you don’t understand what cheating and plagiarism are is not an acceptable defense for cheating or plagiarizing.

*If you have any questions about this policy, please ask any of your teachers or other LEAP faculty. We are here to help you help you, and we want you to be successful. Understanding this policy and performing with academic integrity will help you succeed not only in LEAP but also in the rest of your academic career.

— The LEAP Faculty*
Appendix D: LEAP Attendance Policy

Attendance is very important for English language progress. Therefore, regular attendance in all LEAP classes is required.

MISSING CLASS

LEAP students are allowed 4 absences in a course without penalty. Students should save absences for illness or emergencies. Absences are recorded and will be considered in determining grades.

Students who have more than 4 absences in a course may:

- have their grade in the course lowered
- receive an automatic failing grade (“F”) in the course
- risk not passing to the next level

_Students who fail a level two semesters in a row will not be allowed to enroll in LEAP again._

COMING TO CLASS ON TIME

Students should be in the classroom at the time class starts. Tardiness is recorded and will be considered in determining absences and grades. In addition, students who arrive late will miss activities and in-class assignments that will count towards their final grade.

CLASSROOM PARTICIPATION

Students attending classes are expected to participate in exercises, group work, and other learning activities. Students who disrupt the classroom and other students (using cell phones, interrupting the lesson, speaking in their native language…etc.), or students who refuse to participate may be asked to leave and marked absent.

MAINTAINING VISA STATUS

Students on visas must maintain “good student status.” They must be enrolled _full-time_ and make _satisfactory progress_ (= passing grades) towards their stated degree program. Out of status students will NOT receive visa extension letters.

DISMISSAL FOR EXCESSIVE ABSENTEEISM

- A student attending on a visa who is absent more than 4 times will receive a probation notice from LEAP. The student will meet with a LEAP advisor and sign an agreement to attend and participate in classes. The student will also receive a Subject to Dismissal notice from the WSU SEVIS officer and the sponsor will be notified.

- A student who is consistently absent will receive a written warning that they will be dismissed from the LEAP Program and the student’s sponsor will also be notified. If a student is dismissed from LEAP, implications include cancellation of the I20. The I20 will need to be reinstated in order to continue studying at another US institution.
INFORMING LEAP ABOUT ABSENCES, ILLNESS & EMERGENCY

Students should inform LEAP about all emergencies such as accidents, hospitalizations or illness. The LEAP Director will assist in notifying sponsoring agencies, embassies, and families. Students should call the LEAP Office at 775-5287 (weekdays) in case of emergency. Students who are sick should email their LEAP instructors the first class missed. Students should bring a doctor’s note if they are ill for a longer period of time or during the day of a quiz/test.

Students who are sick for more than one day should go to the Student Health Center. Bring a friend who can translate for you if you do not speak much English.

Hours: Monday - Friday 8:30 a.m. - 5:00 p.m., closed from 12 - 1 p.m.
Location: 051 Student Union
Telephone: 775-2552
Appendix E: LEAP Policy and Procedure for Complaints

1. Purpose of Mediation Policy

   A. The purpose of the Complaint Mediation Policy is to establish and clarify a procedure for academic and non-academic grievances. The policy seeks to protect and articulate both student rights and faculty responsibilities. This policy is adopted to serve the following needs:

   1) To recognize and affirm the instructor’s professional responsibilities: To:
      a. Set standards for academic performance
      b. Establish and articulate procedures for evaluating performance
      c. Evaluate performance
      d. Assign grades based on this evaluation for all students enrolled, consistent with program policy—regardless of such non-academic criteria as race, color, creed, nationality, age, sex, religion, or disability, or because if other arbitrary or personal reasons.

   2) To recognize and affirm the student’s right to have a clearly defined criteria for academic performance to:
      a. Be provided by demonstrable standards
      b. Be given procedures for evaluation
      c. Be evaluated according to these standards regardless of race, color, creed, nationality, age, sex, religion, or disability, or because if other arbitrary or personal reasons.

   3) To recognize and affirm both the instructor’s and student’s rights and responsibilities with regards to classroom and on-campus discourse as it relates to:
      a. Consistency and adherence to faculty and student codes of conduct
      b. Consistency and adherence to state and federal laws

   B. Faculty and administration assume a collective responsibility for the following: (1) clearly informing students of course expectations and evaluation procedures, program specifications, and relevant codes of conduct, (2) asserting the right to make professional and academic judgments that are relevant or unique to specific situations.

2. Utilization of Mediation Policy

   Academic Grievances: A course grade assigned to an individual student within the College of Liberal Arts may be challenged by that student on grounds that the grade was based on an evaluation of the student's work by criteria not directly reflective of course performance, such as race, color, creed, national origin, age, sex, disability, or because of other arbitrary or personal reasons. A student may not use the Procedure because he/she perceived the course to be "too hard" or "too demanding."

   Non-Academic Grievances – Grievances specific to LEAP program faculty, procedures, policy, or administration that do not pertain to academic outcomes (evaluations, grades), and are not a result of any violation of codes of professional or legal conduct, may be applicable to the Mediation Procedure.
3. Mediation Chart
   A. Academic Grievances

   B. Non-Academic Grievances
   Non-Academic grievances may be reported by any student, adviser, or administrator to the Program director/chair.

4. Procedure for Academic Mediation
   A. Phase One: A student should first submit their complaint directly to the course instructor. The student and should review the course requirements, the evaluation procedures, and the student’s performance.
   B. Phase Two: If the complaint is not resolved in the initial phase, the student must present the complaint to either a) the academic adviser or b) the assistant director. At the discretion of the former, a formal complaint form may be issued to the Program Director (a copy also submitted to the instructor). Formal complaints must be made within fifteen (15) class days after receipt of the grade.
   C. Phase Three: The Program Director will then consider the validity of the complaint with the instructor. The student should then be informed by the Program Director of the instructor’s decision.

5. Procedure for Non-Academic Mediation
   A. Phase One: A student should report their complaint to any one of their instructor, academic adviser, assistant director, or Program Director.
   B. Phase Two: If the complaint is not resolved in its initial phase, involved parties will jointly complete an incident report form which will be submitted to the Program Director, Program Chair, and relevant units (Police, Student Services).
Appendix F: WSU Assumption of Risk/Waiver of Liability and Release

ASSUMPTION RISK/WAIVER OF LIABILITY AND RELEASE

I_________________________of__________________________,

(Name) (Address)
do hereby state as follows:

I understand I must adhere to all the policies of the Wright State University. I assume responsibility for any injury, loss or damage resulting directly or indirectly from participation in such club or its activities, and will not institute any negligence or other claim against Wright State University, its agents, or any other persons who could be held liable in either in their individual or official capacities.

I hereby certify to Wright State University that I have no known medical problems or conditions which would in any way prevent me from participating in the aforementioned activity.

I hereby fully release and discharge Wright State University from any negligence or other claim for liability, loss or damage. I also agree to indemnify the University or its agents from any personal injury or property claim resulting from these actions.

I understand that such activities are performed under this specific understanding. I have read and understand the foregoing and voluntarily sign this Agreement with full knowledge of its significance.

Signature of Student ___________________________ Date ___________________________

Emergency Contact Information:

Name ___________________________ Phone ___________________________
Appendix G: Pictures of LEAP Activities