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Introduction

Congratulations on your decision to become part of the Conditional Admissions Program at the University of Delaware (UD) English Language Institute (ELI)! You have made an excellent choice in coming to UD and the ELI. This is an important step for your future education and career, so we want you to understand exactly how this process will work.

What is a CAP student? What is a Pre-CAP student?

Once a student applies for conditional admission to UD or to one of our CAP partner colleges or universities (see Appendix A for a list of CAP partner schools), he or she is considered to be a Pre-CAP student. If the student is conditionally admitted to the university, he or she is considered to be a CAP student. CAP students in the Pre-MBA program are called CAP-MBA students. CAP-MBA students include students admitted to the Masters of Business Administration (MBA) as well as the Masters of Science (MS) in Accounting, Organizational Effectiveness, Development, and Change (OEDC), or Hospitality Business Management. One exception is MS Finance, which follows the non-MBA curriculum.

CAP students have demonstrated sufficiently strong academic skills in their home country to meet the high standards of UD (or one of our CAP partner colleges or universities); however, before entering their field of study as a graduate student, CAP students must meet certain linguistic and academic requirements. These requirements are the conditions in “Conditional Admissions.” CAP students must successfully complete the high advanced level (Level 6) of academic English classes at the ELI, and they are not permitted to submit a TOEFL score in order to enter university.

CAP students are “the cream of the crop,” which means that they are the best of the best students, who must show dedication and determination in their scholastic journey. They are scholars. For this reason, there are several requirements that must be completed in order to transition successfully to university study. This transition is called matriculation.
What is the Pre-MBA program?

Since 1988, the Pre-MBA program has aimed to prepare international students for admission and successful study in competitive American MBA and other graduate business programs. The Pre-MBA program is comprised of three courses at Level VI (and their prerequisites at lower levels, where most students are placed when they arrive). At level VI, there is one reading/writing course and two listening/speaking courses. Only one R/W and one L/S course may be taken per session. As a result, the Pre-MBA takes a minimum of two ELI sessions (approximately four months) to complete. A Pre-MBA certificate will be awarded to students who complete all three courses and earn grades of B+ or better in each class. CAP-MBA students must meet these requirements to start university classes, but must also earn minimum scores on the GMAT or GRE, as determined by their graduate department.

What are the CAP requirements for matriculation?

The following conditions must be met in order to matriculate. These requirements will be explained in more detail in the next pages of this handbook.

CAP-MBA students must:

1. Complete the requirements of the Pre-MBA program, scoring a B+ or higher average (88%) overall in Advanced Business Case Studies, Entrepreneurship, and Reading/Writing for Graduate Programs. Students must also earn a 6.5 or higher on the final essay and a 1 or 2 effort score in the final session;
2. Successfully complete the CAP Cohort Program;
3. Obey UD’s Academic Honesty Policy;
4. Maintain excellent attendance;
5. Attend tutoring at all levels of study; and
6. Maintain their visa status (if applicable).

Why are there so many requirements?

These rigorous steps are critical for ensuring that CAP students are ready to be successful when they begin their university studies.
Successful completion of the Pre-MBA program demonstrates the student’s ability to:

- take accurate notes from graduate-level academic lectures,
- demonstrate linguistic and academic ability on objective, short-answer, and essay examinations,
- make graduate-level university presentations with clear, understandable speech,
- participate effectively in class and group discussions,
- understand, summarize, and respond critically and analytically to graduate-level books,
- write original, well-organized, well-articulated, and well-argued essays, position papers, and research papers,
- employ effective and appropriate study skills and learning strategies, and
- interact appropriately within the cultural expectations of a U.S. university setting.
Why should I read this handbook carefully?
Although these requirements may seem clear, there are important details that must be understood. Please read this handbook closely in order to be knowledgeable about life as a CAP-MBA student.

Who can I see if I have more questions about CAP?

Blythe Milbury-Steen, CAP Academic Advisor
Blythe helps students by providing academic advisement, CAP orientation, information about CAP requirements, policies, and procedures, ELI course selection, CAP withdrawals, and matriculation processes and transitioning to graduate studies.
Office: 108 E. Main Street, Room 207A | E-mail: CAPadvisor@udel.edu

Jeanine Chapman, CAP Admissions Coordinator
Jeanine helps students apply to CAP and answers questions related to their CAP application to UD or a CAP partner school.
Office: 189 W. Main Street, Room 103 | E-mail: CAPadmissions@udel.edu
CAP Requirements for Matriculation Explained

Completing the Requirements of the Pre-MBA Program

To begin full-time university studies, CAP-MBA students must complete the requirements of the Pre-MBA program, which consist of two listening/Speaking and one Reading/Writing course (and their prerequisites, if the student is placed at a lower level upon entering the program.)

Listening/Speaking

1. CAP-MBA students must complete Advanced Business Case Studies (ABCS) followed by Entrepreneurship with grades of B+ or higher in both classes and have an effort grade of 1 or 2 in both classes. See the “CAP-MBA Course Progression” section for further details.

2. The student must receive a teacher rating of level 7 on the Listening and Speaking Skills Checklist, which is an evaluation that teachers complete independent of grades at the end of the session.

Reading/Writing

1. In R/W Grad 6, the student must pass the course with a grade of B+ or higher, have an effort score of 1 or 2, and a final essay grade of 6.5 or 7. See the “CAP-MBA Course Progression” section for further details.

2. The student must receive a teacher rating of level 7 on the Writing and Reading Skills Checklist, which is an evaluation that teachers complete independent of grades at the end of the session.

Successfully Completing the CAP Cohort Program

In addition to completing the CAP requirements of the Pre-MBA Program, CAP-MBA students in levels 5-6 also must participate actively in a special program called CAP Cohort.

UD’s and ELI’s Grading System:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>100 – 93</td>
</tr>
<tr>
<td>A-</td>
<td>92 – 90</td>
</tr>
<tr>
<td>B+</td>
<td>89 – 88</td>
</tr>
<tr>
<td>B</td>
<td>87 – 83</td>
</tr>
<tr>
<td>B-</td>
<td>82 – 80</td>
</tr>
<tr>
<td>C+</td>
<td>79 – 78</td>
</tr>
<tr>
<td>C</td>
<td>77 – 73</td>
</tr>
<tr>
<td>C-</td>
<td>72 – 70</td>
</tr>
<tr>
<td>D+</td>
<td>69 – 68</td>
</tr>
<tr>
<td>D</td>
<td>67 – 63</td>
</tr>
<tr>
<td>D-</td>
<td>62 – 60</td>
</tr>
<tr>
<td>F</td>
<td>59 – 0</td>
</tr>
</tbody>
</table>

effort /ˈɛrfət/ noun

work done by the mind or body: energy used to do something [noncount]

• He put a lot of effort into finishing the project on time.

• It wasn’t easy, but it was worth the effort.

From Merriam-Webster Learner’s Dictionary
This class meets at least twice a week for an hour and is required for CAP students.

Graduate CAP Cohort strives to provide the necessary preparation in linguistics, academic, professional, social, and cultural skills for integration in an American graduate program and the professional world. Our goals are to have students acquire an understanding of the expectations and requirements of an American graduate program; to instill in students professional/scholarly dispositions such as engagement, self-motivation, and desire to learn; have students develop the social and cultural skills for integration into global professional life; to promote the language skills needed to participate effectively in a graduate program, including reading, public speaking, and group discussions.

Each new (i.e. first-session student) Level 5-6 CAP student is required to participate in a retreat (i.e. special trip) during the first weekend of the session. The retreat will happen in Philadelphia, and it begins and ends with transportation from an ELI building. Any student who does not fully participate in the retreat will be disqualified from earning the highest engagement score for that session.

CAP-MBA students will receive a grade for their participation in the CAP Cohort Program. This grade is called an “Engagement Score”. This grade is on a scale of 6 (exceeding engagement) to 1 (emerging engagement).

**The “3-2-1” Policy**

To successfully complete the CAP Cohort Program, CAP-Grad students must follow the “3-2-1” Policy: A CAP student must be enrolled in Cohort for three (3) sessions, earn an Engagement Score of “6” two (2) times, and one (1) of the scores of “6” while the student is in a Level 6 class.

To complete Cohort with your second Engagement Score of "6" while in a level 6 class, you must ALSO:

- Have an effort score of 1 or 2 in your LS and RW courses
- Have an average score of 73% in LS
- Have an average score of 73% in RW

If you are required to take Cohort again after receiving two "6" scores, one at level VI, because you did not meet the above
requirements, you must receive a score of "4" or higher in Cohort in the following session to complete Cohort.

This will prove that you are an active and engaged student who is ready to study at an American university at the graduate level.

**Waiving Graduate Cohort at Level 6**

All graduate cohort students must complete three cycles of cohort with a minimum of two scores of six. Though most students are required to earn one of these sixes while simultaneously enrolled in a Level 6 course, this final requirement may be waived at the discretion of the student's cohort instructor, who will be responsible for initiating the appeal process on behalf of the student. Students for whom this requirement is waived must be exemplary throughout all three cycles, as demonstrated by having an engagement score of 6 in all three cycles, and are thus deemed by their cohort instructor as prepared for study in their graduate program.

**Academic Honesty**

Academic honesty can mean different things in other cultures, and in EAP 5 and Grad 6 classes, the teachers instruct students on exactly what academic honesty means in the United States and at the University of Delaware. CAP students must understand and follow UD's academic honesty policies to be recommended for matriculation. For more information on this topic, please see the “Academic Honesty” section of this handbook.

**CAP Attendance**

**Class attendance**

To be recommended for matriculation, CAP students must attend 80% or more of their classes. This means in an eight-week session, CAP students cannot miss more than 16 classes (e.g., 7 Listening/Speaking classes and 9 Reading/Writing classes). In a seven-week session, ELI students cannot miss more than 14 classes (e.g., 6 Listening/Speaking classes and 8 Reading/Writing classes).

**Lateness**

Being late to class can also affect a student's attendance. One “late” is equal to 1/3 of an absence. Therefore, if a student is
late to class three times, that is equal to one absence. Being 15 minutes (or more) late to class is equal to one complete class absence. This counts toward the 80% attendance requirement.

**Tutoring and Listening Lab attendance**

Tutoring attendance is required for CAP students at all levels of study (BASIC through 6) at the ELI. The ELI believes the tutoring center is an important resource, and CAP students benefit from one-on-one instruction as well as classroom instruction in order to prepare them for the university. Tutoring sessions may be used for developing written and oral communication skills as well as academic skills, based on the needs of the student being tutored.

One tutoring hour is equal to a half of a normal class. Therefore, if you miss two tutoring hours, that is equal to missing one Listening/Speaking or one Reading/Writing class. This counts toward the 80% attendance requirement.

Listening Lab attendance is required for CAP students in levels BASIC, 1, and 2, and is recommended for students in levels 3 and 4. One listening lab is equal to half a normal class. Therefore, if you miss two listening labs, that is equal to missing one Listening/Speaking or one Reading/Writing class. This counts toward the 80% attendance requirement.

**CAP Cohort attendance**

CAP students in levels 5 and 6 must take a special course called CAP Cohort Class, which meets at least twice a week for an hour. This class is required for CAP students. One CAP Cohort class is equal to a half of a normal class. Therefore, if you miss two CAP Cohort classes, that is equal to missing one Listening/Speaking or one Reading/Writing class. This counts toward the 80% attendance requirement.

**Maintaining Student Visa Status**

A visa is a legal agreement between the student, the school that issued the I-20, and the United States (US) government, which issued the F-1 visa. That agreement requires the student to maintain “good status.” What does “good status” mean? It means the student must attend tutoring and classes regularly, earn passing grades, and obey all US laws and university policies. A problem with a student’s visa status may result in difficulty entering the US in the future or difficulty beginning his or her full-time university program.

**Course enrollment: the number of courses you take in one session**

All international students on F-1 or J-1 visas must maintain full-time student status. This means that international students must take a full course load at the ELI, which is defined as one Listening/Speaking class and one Reading/Writing class. In addition, CAP students are required to attend tutoring twice per week and CAP Cohort classes twice per week.
**Attendance: the number of classes you attend in a session**

In order to maintain visa status, all ELI students must attend 80% or more of their classes. This means in an eight-week session, ELI students cannot miss 16 classes (e.g., 9 Listening/Speaking classes and 7 Reading/Writing classes). In a seven-week session, ELI students cannot miss 14 classes (e.g., 6 Listening/Speaking classes and 8 Reading/Writing classes). If students exceed this number of absences, they have violated their visa status and can be dismissed (asked to leave the ELI). For more information, see “CAP Attendance” section of this handbook.

Violation of visa status due to attendance problems means that the student has broken the visa agreement and is considered to be “out of status.” In this sense, the student is no longer in the US legally. If this happens, the ELI has two choices:

1. Dismiss the student from the ELI and terminate his or her SEVIS record (i.e., cancel the student's I-20 form); if this happens, the student must leave the USA or transfer their I-20 to a different educational program within 21 days.
2. Put the student on attendance probation.

These two choices, dismissal or probation, will be discussed in another section of the handbook.

**Grades: your final scores in your classes**

All international students must achieve passing grades in order to maintain their visa status. To have passing grades means that the student must have an average of C (73%) or higher in each class (Listening/Speaking and Reading/Writing).

In addition, the ELI uses another type of grade, called an effort score, which is on a scale of 1 (excellent effort) to 3 (insufficient effort). This grade shows the ELI if you are trying your best in your classes.

CAP-MBA students will also receive a grade for their participation in the CAP Cohort Program. This grade is called an “Engagement Score”. This grade is on a scale of 6 (exceeding, or excellent, engagement) to 1 (emerging, or poor, SEVIS: Student and Exchange Visitor Information System, used by U.S. Customs and Immigration Enforcement to track and monitor international students participating in the U.S. education system.
engagement). The engagement score does not affect your visa status, but it will help determine if you will be approved for matriculation.

Violation of visa status due to bad grades means that the student has broken the visa agreement and is considered to be “out of status.” In this sense, the student is no longer in the US legally. If this happens, the ELI has two choices (see above).

These two choices, dismissal or probation, will be discussed in another section of the handbook.
Academic Honesty

Academic honesty (also called “academic integrity”) can mean different things in other cultures, and in EAP classes, the teachers instruct students on exactly what academic honesty means in the United States and at the University of Delaware. CAP students must understand and follow UD’s academic honesty policies in order to be recommended for matriculation.

The following explanation of ELI policies and procedures on Academic Dishonesty is taken from the ELI Student Handbook:

Academic Dishonesty

Definitions

Cheating:

- Stealing an exam—either physically or electronically;
- Giving another student an answer during a test;
- Handing in work or papers written by someone else;
- Posing as someone else to take a test for her/him;
- Looking at or copying an answer from another student’s paper or test;
- Peeking at notes when notes are not to be used during an exam;
- Using an electronic device or cell phone when not allowed.

Plagiarism:

- Stealing another person’s idea or illustration and using it as one’s own without giving credit to the original author or source;
- Copying sentences of paragraphs directly from an article or book to use in an essay without giving credit to the original author.

(Adapted from ELI Faculty Handbook, Section I., Code of Conduct, p. 4-5.)
“All students must be honest and forthright in their academic studies. To falsify the results of one's research, to steal the words or ideas of another, to cheat on an assignment, or to allow or assist another to commit these acts corrupts the educational process. Students are expected to do their own work and neither give nor receive unauthorized assistance. Any violation must be reported to the Office of Judicial Affairs.” (http://www.udel.edu/studentconduct/)
## CAP-MBA Course Progression

### Listening and Speaking Classes for CAP-MBA Students

*Required Class – you must take this to meet your CAP requirements. To matriculate, students must pass BOTH ABCS and Entrepreneurship with a B+ average (88%) or higher.

<table>
<thead>
<tr>
<th>If you are in this class now…</th>
<th>…and you get these grades* or better…</th>
<th>…take this class next session</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Level 3</strong></td>
<td>C average (73%) overall</td>
<td>General 4, Oral Business, News 4</td>
<td></td>
</tr>
<tr>
<td><strong>Level 4</strong></td>
<td>C average (73%) overall</td>
<td>Advanced Listening and Communication Skills (ALCS), All in the Family, Stories, Advanced Oral Business (AOB), News 5</td>
<td>CAP-Graduate students may go from Level 4 directly to L/S EAP 5 with an A (93%) or better.</td>
</tr>
<tr>
<td>General 4, Oral Business, News 4</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Level 5</strong></td>
<td>C average (73%) overall</td>
<td>English for Academic Purposes 5 (EAP 5)</td>
<td></td>
</tr>
<tr>
<td>ALCS, AOB, Stories, News 5</td>
<td></td>
<td></td>
<td>EAP 5 is a prerequisite for L/S Grad V6, Advanced Business Case Studies (ABCS) and Entrepreneurship.</td>
</tr>
<tr>
<td><strong>EAP 5</strong></td>
<td>Between a B- and C average (82-73%) overall but not in R/W Level 6 next session</td>
<td>English as an International Language (EIL), Drama, Film, 1960s, Songs that Say Something, Grammar, Listening and Academic Discussion (GLAD), College Textbook Reading and Discussion</td>
<td></td>
</tr>
<tr>
<td>English for Academic Purposes 5</td>
<td>B average (83%) overall</td>
<td>Advanced Business Case Studies (ABCS) or Entrepreneurship</td>
<td>You must be in R/W Level 6 to take ABCS or Entrepreneurship. You may take ABCS and Entrepreneurship in either order.</td>
</tr>
<tr>
<td></td>
<td>and in R/W Level 6 next session</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Level 6</strong></td>
<td>C average (73%) overall</td>
<td>Advanced Business Case Studies (ABCS) or Entrepreneurship</td>
<td>You must be in R/W Level 6 to take ABCS or Entrepreneurship. You may take ABCS and Entrepreneurship in either order.</td>
</tr>
<tr>
<td>EIL, Drama, 1960s, Film, Grad 6, Songs, GLAD, Textbook Discussion</td>
<td>B+ average (88%) overall</td>
<td>Entrepreneurship</td>
<td></td>
</tr>
<tr>
<td><strong>ABCS</strong> Advanced Business Case Studies</td>
<td>Lower than a B+ average (88%) overall</td>
<td>You may take Entrepreneurship but you will need to retake ABCS in a future session.</td>
<td></td>
</tr>
<tr>
<td><strong>Entrepreneurship</strong></td>
<td>B+ average (88%) overall with an effort score of 1 or 2.</td>
<td>If you must take another L/S class next session, take EIL, Drama, Film, 1960s, Songs, GLAD, Textbook Discussion or ABCS or Entrepreneurship again.)</td>
<td>You have completed your L/S CAP requirements! In future sessions, you must pass your L/S classes with a C average (73%) and an effort score of 1 or 2.</td>
</tr>
</tbody>
</table>

* To pass from one level to the next, you must earn a C grade average (73%). You must repeat the same level if your average is lower than 73%.
| Lower than a B+ average (88%) overall | Entrepreneurship or ABSC (if B+ grades are still needed) | You must earn a B+ average (88%) Speaking with an effort score of 1 or 2. |
# Reading and Writing Course Progression for CAP-MBA Students

*Required Class – you must take this class to meet your CAP requirements

<table>
<thead>
<tr>
<th>If you are in this class now…</th>
<th>...and you get these grades† or better…</th>
<th>...take this class next session</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Level 3</strong></td>
<td>C average (73%) overall</td>
<td>General 4, Written Business, American Culture 4</td>
<td></td>
</tr>
<tr>
<td><strong>Level 4</strong></td>
<td>C average (73%) overall</td>
<td>General 5, Advanced Written Business, Read It! Watch It! 5 (R/Film 5), American History 5</td>
<td></td>
</tr>
<tr>
<td><strong>Level 5</strong></td>
<td>C average (73%) overall</td>
<td>English for Academic Purposes 5 (EAP 5)</td>
<td>CAP-Graduate students may go from Level V directly to R/W Grad VI with B in Reading, Writing, and Grammar and a double-rated 6 final essay.</td>
</tr>
<tr>
<td><strong>EAP 5</strong></td>
<td>Between a B- and C average (82-73%) overall</td>
<td>General 6, Read It! Watch It! 6 (R/Film 6), English through Newspapers, Corporation X</td>
<td>CAP V is a prerequisite for Grad VI. (Exception: see note above.)</td>
</tr>
<tr>
<td><strong>Level 6</strong></td>
<td>C average (73%) overall</td>
<td>Reading/Writing for Graduate Programs (Grad 6)</td>
<td></td>
</tr>
<tr>
<td>*<strong>Grad 6</strong></td>
<td>B+ average (88%) overall, 6 or 7 final essay score, and 1 or 2 effort score</td>
<td>(If you must take another R/W, take GRE/GMAT Prep, General 6, English through Newspapers, R/Film 6, or Grad 6 again)</td>
<td>You have completed your R/W CAP requirements! In future sessions, you must pass your R/W classes with a C average (73%) and an effort score of 1 or 2.</td>
</tr>
<tr>
<td><strong>After Grad 6</strong></td>
<td>CAP students must maintain passing grades of C average (73%) overall and an effort score of 1 or 2.</td>
<td>GRE/GMAT Prep, General 6, English through Newspapers, R/Film 6, or Grad 6 again</td>
<td>GRE/GMAT Prep is recommended for CAP students without the required GRE/GMAT score to enter their UD program.</td>
</tr>
</tbody>
</table>

† To pass from one level to the next, you must earn a C grade average (73%). You must repeat the same level if your average is lower than 73%.
Other Considerations

Multiple Repeater Policy

A student has two sessions to pass* at any given level ** A student who fails or is retained at the end of the 2nd session may be placed at a lower level. If the student does not pass in the next (3rd) session (either at the same or lower level), the student will be dismissed, except by special permission of the Director or Associate Directors in extraordinary circumstances.

* A “pass” for MBA-CAP students in Grad 6 and all pre-MBA classes is defined as meeting the university requirement for graduate students (i.e. B+ grades and 6.5 or higher on the final essay).

** For the purposes of this policy, General 5 and EAP 5 are considered two levels, and General 6 and Grad 6 are considered two levels. Further, the two pre-MBA LS courses (ABCS and Entrepreneurship) will also be considered two levels.

Taking classes after meeting one CAP skill area requirement

To maintain their full-time student status, often CAP students must take classes in a skill area even after they have completed their requirement. For example, a student may have completed their requirements in Listening and Speaking, but still needs to take a L/S class while finishing his or her Reading and Writing requirement. In this case, the student must still maintain a C average or higher and an effort score of 1 or 2 in the class of the skill area that he or she has completed. If the student does not have passing grades or if the student receives an effort score of 3, their skill area requirement will be revoked (i.e., canceled) and must be earned again by achieving B+ grades and an effort score of 1 or 2 in the required classes.
Academic and Attendance Probation

What happens if a CAP student does not follow the visa regulations?

The ELI wants its students to be successful in their studies here and in the university. Therefore, if students do not attend classes regularly or maintain passing grades, they are either retained in their current level and put on probation or they are dismissed from the ELI (and are in violation of their visa status).

Probation is the ELI’s way of helping students to regain their visa status. Remember, students with F-1 or J-1 visas have entered into a legal agreement with their university and with the US government. The government agrees to allow the student to study in the US, and the student agrees to go to classes regularly and to do satisfactory academic work. Students who do not attend classes regularly or maintain passing grades are in violation of their visa status and could be in trouble with the US government. By following the terms of ELI probation, the student’s visa status is protected.

Attendance probation

If a student has missed 16 classes in an eight week session or 14 classes in a seven week session, he or she will either be put on attendance probation the following session or he or she will be dismissed from the ELI. A student on attendance probation must follow very strict guidelines in order to prove that he or she is, indeed, a serious student:

1. The student must maintain 85% attendance. This means the student cannot miss more than 11 classes in an eight-week session or 10 classes in a seven-week session.
2. The student must have an effort grade of 1 or 2. An effort grade of 3 is not acceptable.

pro·ba·tion /proʊˈbetʃən/
noun [noncount] US : a situation or period of time in which a person who has made a serious mistake or done something bad is watched and must behave well in order not to be seriously punished

▪ Instead of firing her, they put/placed her on probation.
▪ The student was placed on probation for copying test answers.

From Merriam-Webster Learner’s Dictionary

Excused and Unexcused Absences: The only time an absence from class will be excused is when the student has a major medical emergency AND is admitted to the hospital. The student must bring a doctor’s note to document the hospital visit. Going to UD’s Student Health Center is NOT an excused absence. Going to your embassy is NOT an excused absence.

Remember! Late = .33 absences, 1 tutoring hour = .5 absences, 1 cohort class = .5 absences, 1 listening lab (if required) = .5 absences.
Academic probation

If a student’s combined L/S and R/W end-of-session average falls below a C (73%) he or she will be placed on academic probation for the following session. A student on academic probation must follow very strict guidelines in order to prove that he or she is, indeed, a serious student*:

1. The student must maintain 85% attendance. This means the student cannot miss more than 8 classes (4 per class) in an eight-week session or 7 classes (3.5 per class) in a seven-week session.
2. The student must maintain a C grade average (73%) in both ELI classes.
3. The student must have an effort grade of 1 or 2. An effort grade of 3 is not acceptable.

Probation violation

Students who violate the terms of probation may be dismissed from the ELI. They have the right to appeal the dismissal decision through a letter to the director, followed by a meeting with the Committee on Student Conduct and Attendance and with their teachers. Students who are dismissed for violating probation will be given 21 days to transfer to another program. After 21 days, the student’s SEVIS record will be terminated. This information will be part of the student’s record. It will be very difficult, perhaps impossible, for the student to receive a visa in the future.
One Step Closer to the University

Taking the GRE or GMAT while Meeting CAP Requirements

In addition to meeting CAP requirements, graduate students must also complete other requirements from their graduate department, such as the GRE or GMAT. A UD I-20 form cannot be issued for graduate students until all requirements have been met, so it is very important that these requirements be met within the allotted time of your current I-20. (For students attending a CAP partner college or university, check with the school’s office for international students to verify when/if a GRE or GMAT is required.)

The University of Delaware full-time MBA program’s official acceptable GMAT score is at least 550, with the quantitative portion in at least the 50th percentile and the verbal and writing portions in at least the 25th percentile.

<table>
<thead>
<tr>
<th>GMAT Section</th>
<th>Minimum Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Analytical Writing</td>
<td>25&lt;sup&gt;th&lt;/sup&gt; Percentile</td>
</tr>
<tr>
<td>Integrated Reasoning</td>
<td>No minimum requirement</td>
</tr>
<tr>
<td>Quantitative</td>
<td>50&lt;sup&gt;th&lt;/sup&gt; Percentile</td>
</tr>
<tr>
<td>Verbal</td>
<td>25&lt;sup&gt;th&lt;/sup&gt; Percentile</td>
</tr>
<tr>
<td>Total Score</td>
<td>550</td>
</tr>
</tbody>
</table>

You must meet the GMAT requirement prior to being able to start MBA classes. The MBA program requires admissible GMAT scores 1 month (4 weeks) before your anticipated graduation date from the ELI, so plan accordingly! It is your responsibility to provide those scores to the MBA program and inform CAP Advisor. You cannot start the MBA program without admissible scores. You will need to earn the required score before you complete your studies at the ELI, preferably starting in Levels 5 or 6, so you have time to retake the test if necessary to meet the score requirements.

You must report your score to the Director of Recruitment & Admissions of Graduate Executive Programs at the Alfred Lerner School of Business and Economics. You should report your score directly from the GMAT testing location. Check the Alfred Lerner School of Business and Economics website at [http://sites.udel.edu/gradbiz/department-contacts](http://sites.udel.edu/gradbiz/department-contacts) for more information.

If you have not passed your GMAT, you will not be permitted to defer your start date to your graduate program in Lerner. You must start your graduate studies in the next available term (spring or fall) once you graduate from the ELI.

After you graduate from ELI, you have 60 days to leave the country or get a new I-20 from OISS. This means the admissions department must matriculate you by the end of your 60 days, or you will need to leave the U.S. Therefore, if you have not completed your GRE or GMAT, you need to take the test immediately, have your scores reported (which can take as long as a month), and then the admissions office and OISS need to matriculate you and issue your new I-20 (which can take up to six weeks.) There is not a lot of time for this to get done!
Taking Continuing Education courses at UD while at the ELI through Professional and Continuing Studies

All students on F-1 or J-1 visas must maintain full-time student status. This status can only be maintained if the student studies in one of the following programs:

1. Full-time in a graduate degree program; or
2. Full-time in the ELI, taking both Listening/Speaking and Reading/Writing courses; or
3. Part-time in the ELI while also taking a course at the university (with the ELI holding his or her I-20 or DS-2019).

No action can be taken that would end a student’s full time status.

CAP students only qualify after meeting UD matriculation requirements in one ELI EAP Level VI class (Listening/Speaking grades of B+ or Reading/Writing grades of B+ and a 6.5 or 7 on the final essay, and an effort score of 1 or 2, and a CAP Cohort Engagement score of 6).

Important points to remember when taking UD courses:

- Courses that are needed to fulfill MBA degree requirements are not offered through UD’s Continuing Education courses.
- Students’ performance in UD classes will affect their overall Grade Point Average (GPA).
Students taking courses at UD should be aware that they risk having their admission offer withdrawn if they earn less than a grade of C.

If a student withdraws or drops a course after the free “drop/add” period (first two weeks of the semester), he/she must pay a fee along with the tuition for the course.

Withdrawing from a course after the “drop/add” period will result in a grade of “W” on the student’s permanent transcript; this is not advisable. Students can also choose a Pass/Fail grading option; however, each student should seek advice on the best choice for their given situation.

Credit for courses taken at UD may or may not transfer to CAP partner universities.

Exemption from continuing in a Level 6 course

The following criteria are used to determine if a student has completed Grad EAP 6 Listening/Speaking or Reading/Writing class and is eligible for release from that class (i.e., take only one class from ELI) and still be considered in legal status with regards to his or her I-20 obligations. The student must:

1. Complete the Level 6 EAP class to apply for release the following session; **and**
2. Earn an A- average in the class; **and**
3. Obtain a written recommendation from his or her teacher.

**Listening/Speaking class.** In addition to the criteria listed above, the student must take the Institutional TOEFL at the end of the session before they request exemption and achieve a minimum score of 55 (21 CBT) in the listening section. The student must also take the SPEAK test and score 50 or higher.

**Reading/Writing class.** In addition to the criteria listed above, the student must have an A average in all skill areas with no grade lower than A- and a final essay rating of 6.5 or 7.

**Important Point to Remember:** Students must apply 3 weeks before the session for which they are requesting an exemption.
I have met my CAP requirements! Now what?

Congratulations! You have proven that you can be a successful student in an American university setting. Now there are certain steps you must follow in order to enroll in university classes.

Take part in CAP Info-dration

You will receive an e-mail from the ELI Registrar’s Office before ELI Graduation (usually late Thursday night) telling you that you have met your CAP requirements and giving you a “golden ticket” for entrance into the CAP Info-ration. The Info-ration is an information celebration. You will take care of important business that will help you matriculate. The Info-ration is required, and you should bring your credit card to pay your deposits.

At the Info-ration, you will:

- Complete your Departure Form
- Meet with OISS and UD admissions representatives
- Learn about requesting a new I-20
- Learn how to officially accept your offer of admission and complete financial documentation
- Learn about International Student Orientation

On your departure form, you must tell us how you would like to receive your new I-20 and university admissions package.

- If you will stay in the US after graduating, your new university (either UD or a CAP partner college or university) must be able to contact you with instructions for how to obtain your I-20. Please provide us with your phone number and email address on your departure form.
- If you will return to your home country, please provide your address and phone number for the express mailing of your admissions package, which will contain your new I-20.

If you do not complete these steps, you will not be issued a new I-20!

If you are matriculating into a CAP partner school, contact your new school’s office for international students for more information about document processing.
New Student Checklist (for UD students only)

☐ Attend CAP Info-bration on ELI Graduation Day.

☐ Make sure your finances are in order. Submit a bank statement to OISS via the link provided at Infobration containing the minimum dollar amount needed for one academic year of tuition, fees, and miscellaneous expenses. Check the OISS website for specific dollar amounts.

☐ Formally accept your graduate program offer of admission on your applicant status page on Apply Yourself:
https://app.applyyourself.com/AYApplicantLogin/fl_ApplicantConnectLogin.asp?id=udelgrad

☐ Complete the Request for I-20 on your original application status page.

☐ Read your Welcome Packet very carefully.

☐ Attend International Student Orientation (usually at the end of August or beginning of February)

☐ Visit your department's homepage, and look for information for new students and about course schedules and degree requirements.

☐ Schedule your classes on UDSIS. Full-time students should register for three or four courses.

☐ Pay your tuition on UDSIS.

☐ Find the day, time, and location that your classes meet, and begin your studies at UD. Read, read, read!

Choosing and scheduling classes (for UD students only)

All MBA students should visit the Alfred Lerner College of Business and Economics website for Graduate and Executive Programs at http://sites.udel.edu/gradbiz/. There, you can find information for new students and about course schedules and descriptions, degree requirements, concentrations, and specializations. For information about how to register for classes and which classes to choose, visit http://sites.udel.edu/gradbiz/current-students/newstudents/.

After visiting your department's page and speaking with your advisor, you can choose and schedule your courses on-line on UDSIS. Have your UD ID and PIN ready for access to UDSIS.

A sample first semester MBA schedule includes:

- ACCT 800
- BUAD 870
- BUAD 820
- ECON 503

Multiple sections are offered for most of these classes.
Paying your Tuition (for UD students only)

You can pay your tuition online in UDSIS after you have registered for your classes. You can access this by going to UD’s website, www.udel.edu, then click on “Students” and in the drop-down box, click on “My UD Resources.” Then you will be asked to enter your UD user-ID and password.

UD requires you to pay your tuition before you register for classes. If you have billing questions, you can go to the cashier’s window in the Student Services Building or go to www.udel.edu/finaid/.

Housing as a UD student

Graduate students are not required to live on campus; however, living on campus has many benefits.
CAP Frequently Asked Questions

What is the difference between CAP and Pre-CAP?

**Pre-CAP**: students who have applied to UD or one of our partner schools but have not received an admission decision.

**CAP**: students who have received conditional admission to UD or one of our partner schools.

Where can I find information online about CAP and the CAP Cohort program?

You can find information for current CAP and Pre-CAP students online at [http://sites.udel.edu/csp](http://sites.udel.edu/csp). Just click on “CAP Student Center.” You can find information about the CAP Cohort program at [http://sites.udel.edu/eli/](http://sites.udel.edu/eli/). Click on “Programs” and hover the cursor over “Conditional Admission Program.” Several options for information about CAP Cohort will appear.

Why am I enrolled in the CAP Cohort program?

For many reasons! The purpose of the CAP Cohort Model is to help students to develop strong bonds of trust among fellow cohort members, to provide an easier transition to full-time university life, and to ensure that the linguistic, academic, and cross-cultural skills that are developed at the ELI will continue to be used by the students throughout their entire academic career. For more information on the CAP Cohort model, go to [http://sites.udel.edu/eli/programs/cap/cohort/](http://sites.udel.edu/eli/programs/cap/cohort/).

Why do I have to be in Reading and Writing Level VI to take Advanced Business Case Studies, a Listening and Speaking class?

ABCS relies heavily on reading skills. This class uses the “Case Study Method” for which students must read highly detailed information about real situations in the business world before discussing their ideas about the case. In order to be able to participate effectively in class discussion, students must have a high level of comprehension of this complicated text. A Level V Reading and Writing student most likely will not have developed the reading skills necessary to be successful in this course.

How do I request an appointment with an ELI Administrator or staff member?

From the ELI website, click on “Contact Us” and “Request an Appointment”. Click on the appropriate person’s name, and fill out the form with your name, contact information, current classes, three days and times you are available to meet, and the question you would like to ask. You will have a response in 1 to 2 business days.

I am a graduate student. How do I change my major?

You cannot change your major as a graduate student. The only way to change your graduate program is to reapply to the university under a different program. Jeanine Chapman, CAP Admissions Coordinator, can help students with this process.
Where do I get my student ID and UD ID number?

As an ELI student, you already have a University of Delaware student ID. Use this ID as an undergraduate or graduate student. Your UD ID number is the same number you use here at the ELI. It is the nine-digit number that begins with 702.

How do I get my new I-20?

On your Departure Form, tell us how you would like to receive this package. If you will stay in the US after graduating, pick up your package. You will be notified by e-mail or phone when it is ready, and then you will pick it up from OISS. If you will return to your home country, provide your mailing address and phone number for express mailing. Please continue to check your email, as OISS will communicate with you this way in case of any issues with your documents.

How long will it take to get my new I-20?

This depends on the session you graduate from the ELI and when UD receives your required GMAT scores. In August and December, you will receive your new I-20 relatively quickly, within a week or two of graduation if you stay in the U.S. If you graduate in any other session, the I-20 will take longer.

How will I know if I met the requirements for matriculation?

On Thursday evening before graduation, you will receive an e-mail telling you if you’ve met your English requirement. If you have met the requirement, go to the “Info-bration” (Information Celebration meeting) on Friday morning to complete your departure form. On Friday, submit a new bank statement to OISS via the link provided at Infobration showing at least the equivalent of one year of tuition (check the OISS website for the specific dollar amount).

What do I do if I don’t meet the requirements this session?

Your teacher can write an appeal to Dr. Stevens if he or she feels you deserve to meet the requirements. This is Dr. Stevens’ decision only. If your teacher has appealed your status to Dr. Stevens, he will be sending you an e-mail with his final decision. However, if the appeal is not granted, you must register for ELI courses. You may also consider looking into CAP Partner Schools.

Can a CAP student use a TOEFL or IELTS score to go to the University of Delaware?

No. You were admitted to the University of Delaware through the Conditional Admissions Program, which requires you to complete the highest levels of academic English classes at the ELI.

How do I withdraw from CAP?

You can withdraw from CAP by making an appointment with Blythe Milbury-Steen, the CAP Advisor, and completing the CAP Withdrawal Form. Please understand that withdrawing from CAP means that you are rejecting your conditional admission offer from UD or a CAP partner.
school. If you are leaving ELI and do not plan to enter UD or CAP partner school in the future, you must complete a CAP withdrawal form.

**Who can I see if I have more questions?**

**Blythe Milbury-Steen**, CAP Academic Advisor

Blythe helps students by providing academic advisement, CAP orientation, information about CAP requirements, policies, and procedures, ELI course selection, CAP withdrawals, and matriculation processes and transitioning to university studies.

*Office: 108 E. Main Street, Room 207A | E-mail: CAPadvisor@udel.edu*

**Jeanine Chapman**, CAP Admissions Coordinator

Jeanine helps students apply to CAP and answers questions related to their CAP application to UD or a CAP partner school.

*Office: 189 W. Main Street, Room 103 | E-mail: CAPadmissions@udel.edu*
Appendix: CAP Partner School Contact Information

Cedar Crest College  
100 College Dr., Allentown, PA 18104 | www.cedarcrest.edu | 800-360-1222

Delaware Law School at Widener University  
4601 Concord Pike, Wilmington, DE 19803 | https://delawarelaw.widener.edu | 302-477-2703

Eastern University  
1300 Eagle Road, St. Davids, PA 19087 | www.eastern.edu | 610-341-5800

Goldey-Beacom College  
4701 Limestone Road, Wilmington, DE 19808 | www.gbc.edu | 302-998-8814

Marywood University  
2300 Adams Ave, Scranton, PA 18509 | www.marywood.edu | 570-348-6211

University of the Sciences  
600 South 43rd St., Philadelphia, PA 19104 | www.usciences.edu | 215-596-8800

University of Scranton  
820 Mulberry Street, Scranton, PA 18510 | www.scranton.edu | 570-941-7400

Southern New Hampshire University  
2500 N River Rd, Hooksett, NH 03106 | www.snhu.edu | 603-626-9100

Wesley College  
120 North State Street, Dover, DE 19901 | www.wesley.edu | 302-736-2300

Wilmington University  
320 N. DuPont Hwy, New Castle, DE 19720 | www.wilmu.edu | 877-967-5464
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