

2021-2022

# GRADUATE CONDITIONAL ADMISSIONS PROGRAM STUDENT HANDBOOK



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## Glossary of Key Terms

### **scholar**

(noun) a person who has studied a subject for a long time and knows a lot about it; an intelligent and well-educated person who knows a particular subject very well

### **matriculate**

(verb) to become a student at a school and especially at a college or university

### **cohort**

(noun) a group of people used in a study who have something (such as age or social class) in common

### **SEVIS**

Student and Exchange Visitor Information System, used by U.S. Immigration and Customs Enforcement to track and monitor international students participating in the U.S. education system.

### **violate**

(verb) to do something that is not allowed (by a law, rule, etc.)

# Introduction

Congratulations on your decision to become part of the Graduate Conditional Admissions Program (Grad CAP) 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.

## Why should I read this handbook carefully?

Although Grad CAP 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 Grad CAP student.

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



**Terri Goode**, CAP Academic Advisor

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

Office: <https://udel.zoom.us/j/6757954290>

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**Jeanine Feltner**, CAP Admissions Coordinator

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

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## What is a Grad CAP student?

Once a student is conditionally admitted to UD or to one of our Grad CAP partner colleges or universities (see Appendix A for a list of CAP partner schools), he or she is considered to be a Grad CAP student.

**Grad CAP students who are conditionally admitted to a master's or doctoral program** (e.g. M.A., M.S., Ph.D.) are called General Track Grad CAP students.

**Grad CAP Business 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 General curriculum.

Grad CAP students have demonstrated sufficiently strong academic skills in their home country to meet the high standards of UD (or one of our Grad CAP partners); however, before entering their field of study as a graduate student, Grad CAP students must meet certain linguistic and academic requirements. These requirements are the conditions in "Conditional Admissions."

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## matriculate

(verb) to become a student at a school and especially at a college or university

*Learnersdictionary.com*

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Grad CAP students must successfully complete the high advanced level (Level 5) of academic English classes at the ELI, and they are not permitted to submit a TOEFL score in order to enter university.

Grad CAP students 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**.

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## scholar

(noun) a person who has studied a subject for a long time and knows a lot about it; an intelligent and well-educated person who knows a particular subject very well

*Learnersdictionary.com*

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## What is Grad CAP Business Track?

The Grad CAP Business Track, which includes pre-MBA, aims to prepare international students for admission and successful study in competitive American MBA and other graduate business programs. The Grad CAP Business Track is comprised of three courses at Level 6 (and their prerequisites at lower levels, where most students are placed when they arrive).

At level 6, 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 Business Track takes a minimum of two ELI sessions (approximately four months) to complete. Grad CAP Business Track 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.

# Grad CAP General Track Course Progression

## Listening and Speaking Classes for General Track Grad CAP

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

If you are in this class now...	...and you get these grades or better...	...take this class next session	Notes
<b>Any Level 4</b> General 4, Oral Business, News 4	C (73%) or higher	Grad 5	
	C- (72%) or lower	Repeat level 4	
<b>Grad 5</b> English for Academic Purposes	C (73%) or higher	Grad 6	
	C- (72%) or lower	Repeat Grad 5	
<b>*Grad 6</b> Listening/Speaking for Graduate Programs	B (83%) or higher	Requirement is met	<b>You have completed your L/S CAP requirements!</b> In future sessions, you must pass your L/S classes with a C average (73%) overall and an effort score of 1 or 2.  For Lerner majors other than Finance, ABCS is still required instead of LS Grad 6.

## Reading and Writing Classes for General Track Grad CAP

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

If you are in this class now...	...and you get these grades or better...	...take this class next session	Notes
<b>Any Level 4</b> General 4, Written Business, American Culture 4	C (73%) or higher	Grad 5	
	C- (72%) or lower	Repeat level 4	
<b>Grad 5</b> English for Academic Purposes	C (73%) or higher	Grad 6	
	C- (72%) or lower	Repeat Grad 5	
<b>*Grad 6</b> Reading/Writing for Graduate Programs	B (83%) or higher	Requirement is met	<b>You have completed your R/W CAP requirements!</b> In future sessions, you must pass your R/W classes with a C average (73%) overall and an effort score of 1 or 2.

Note: Grad CAP students are expected to earn an effort score of 1 or 2 in all classes. An effort score of 3 is unacceptable.



# Grad CAP Business Track Course Progression

## Listening and Speaking Classes for Grad CAP Business Track

\*Required Class – you must take this to meet your Grad CAP requirements. To matriculate, students must pass BOTH ABCS and Entrepreneurship with a B average (83%) or higher.

If you are in this class now...	...and you get these grades or better...	...take this class next session	Notes
<b>Any Level 4</b> General 4, Oral Business, News 4	C (73%) or higher	Grad 5	
	C- (72%) or lower	Repeat level 4	
<b>Grad 5</b> English for Academic Purposes	C (73%) or higher	Grad 6	
	C- (72%) or lower	Repeat Grad 5	
<b>*ABCS</b> Advanced Business Case Studies	B (83%) or higher	Requirement is met	You have completed your L/S Grad 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.
	Lower than a B (83%)	If ABCS is not passed, Entrepreneurship may be substituted, if available. There is no co-requisite. You must earn a B or higher in one of these 2 classes to complete your L/S Grad CAP requirement.	

Note: Grad CAP students are expected to earn an effort score of 1 or 2 in all classes. An effort score of 3 is unacceptable.





# Reading and Writing Classes for Grad CAP Business Track

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

If you are in this class now...	...and you get these grades or better...	...take this class next session	Notes
<b>Any Level 4</b> General 4, Written Business, American Culture 4	C (73%) or higher	Grad 5	
	C- (72%) or lower	Repeat level 4	
<b>Grad 5</b> English for Academic Purposes	C (73%) or higher	Grad 6	
	C- (72%) or lower	Repeat Grad 5	
<b>*Grad 6</b> Reading/Writing for Graduate Programs	B (83%) or higher	Requirement is met	<b>You have completed your R/W CAP requirements!</b> In future sessions, you must pass your R/W classes with a C average (73%) overall and an effort score of 1 or 2.  For Lerner majors other than Finance, ABCS is still required instead of L/S Grad 6.
<b>After Grad 6</b>	Grad CAP students must maintain passing grades of C average (73%) overall and an effort score of 1 or 2.	GRE/GMAT Prep, General 6, English Through Newspapers, R/Film 6, Grad 6 again, Corporation X, or Professional English	GRE/GMAT Prep is recommended for Grad CAP students without the required GRE/GMAT score to enter their UD program.

Note: Grad CAP students are expected to earn an effort score of 1 or 2 in all classes. An effort score of 3 is unacceptable.



# What are the Grad 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.

**All Grad CAP** students must:

- Successfully complete the Grad CAP Cohort program;
- Obey UD's Academic Honesty Policy; and
- Maintain excellent attendance and attend tutoring.

**General Track** students must also:

- Complete the requirements of the high advanced levels (Level 6) of English for Graduate Programs (known as Grad 6), scoring a B or higher overall.

**Business Track** students must also:

- Complete the requirements of the Business program, scoring a B or higher average (83%) overall in Advanced Business Case Studies, Entrepreneurship, and Reading/Writing for Graduate Programs. Students must also earn a 1 or 2 effort score in the final session.

## Why are there so many requirements?

These rigorous steps are critical for ensuring that Grad CAP students are ready to be successful when they begin their university studies. Successful completion of Grad CAP 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.

## 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 (third) session (either at the same or lower level), the student may be recommended for dismissal, except in extraordinary circumstances as determined by the director or associate directors in extraordinary circumstances.

### Taking classes after meeting one Grad CAP skill area requirement

To maintain their full-time student status, often 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/Speaking, but still needs to take a L/S class while finishing their Reading/Writing requirement. In this case, the student must still maintain a C average (73%) or higher overall and an effort score of 1 or 2 in the class of the skill area that they have 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.

# Details about Requirements for Matriculation Explained

## Completing English for Graduate Programs (Grad 6)

To begin full-time graduate studies, Grad CAP students must complete the requirements for Level 6 Listening and Speaking for Graduate Programs (L/S Grad 6) and Level 6 Reading and Writing for Graduate Programs (R/W Grad 6). (Different requirements apply to CAP students seeking admission to master's or other graduate degree programs at UD.) See your program offer letter for specific requirements. You are responsible for understanding and satisfactorily completing the requirements stated. If you have questions please communicate with the CAP advisor or departmental graduate program director

### Listening/Speaking

- The student must pass Listening and Speaking for Graduate Programs (L/S Grad 6) with a grade of B or higher overall and have an effort grade of 1 or 2. See “Grad CAP Course Progression” section for more details.
- Any student who is in a dual degree program will be placed into ELI courses according to their admitting department. For example, if a student plans to major in Civil Engineering/MBA, and Civil Engineering is the admitting department, then the student should take the general track courses (not business track courses).

### Reading/Writing

- The student must pass Reading and Writing for Graduate Programs (R/W Grad 6) with a grade of B or higher overall and have an effort score of 1 or 2. See “Grad CAP Course Progression” section for more details.

## Completing the Requirements of the Business Track

To begin full-time graduate studies, Grad CAP Business students must complete the requirements of the Business Track, 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

- Grad CAP Business students must complete Advanced Business Case Studies (ABCS) or Entrepreneurship with a grade of B or higher and have an effort grade of 1 or 2. See the “Grad CAP Business Course Progression” section for further details.

### Reading/Writing

- 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. See the “Grad CAP Business Course Progression” section for further details.



# Successfully completing Grad CAP Cohort

Grad CAP students in levels 5-6 must participate actively in a special program called Grad CAP **Cohort**. This class meets at least twice a week for 75 minutes each meeting and is required for Grad CAP students.

Grad 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;
- to have students develop the social and cultural skills for integration into global professional life; and
- to promote the language skills needed to participate effectively in a graduate program, including reading, public speaking, and group discussions.

Every session, each Grad CAP Cohort student is required to attend two professional development workshops. These interactive workshops will be scheduled outside of class time, and the dates will be shared when the cohort calendar is released in the first week of cohort. Any student who does not fully participate in the retreat will be disqualified from earning the highest engagement score for that session.

Grad CAP students will receive a grade for their participation in the Grad CAP Cohort Program.

## The “3-2-1” Policy

To successfully complete the Grad CAP Cohort Program, Grad CAP students must follow the “3-2-1” Policy: A Grad CAP student must be enrolled in Cohort for three (3) sessions, earn a minimum grade of B two (2) times, and one (1) of those grades of B while the student is in a Level 6 class. To complete your Cohort with your second grade of B, you must ALSO:

- Have an effort score of 1 or 2 in your L/S and R/W courses
- Have an average score of 73% in L/S
- Have an average score of 73% in R/W

All Graduate CAP Cohort students have four sessions to earn their 2 B grades in Graduate CAP Cohort class.

If a Grad CAP Cohort student does not matriculate from Grad CAP Cohort in 4 sessions or is a Multiple Repeater in Grad CAP Cohort, that student is violating the CAP agreement and may be recommended for dismissal from the CAP Cohort. See the “Multiple Repeater Policy” section of this handbook.

If you are required to take Cohort again after receiving two grades of B, one at level 6, because you did not meet the above requirements, you must receive a grade of C or higher in Cohort 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.

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## cohort

*(noun)* a group of people used in a study who have something (such as age or social class) in common

*Learnersdictionary.com*

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## Grad CAP Cohort Repeater Policy

A Grad CAP student who earns a C- or lower for two separate sessions of Cohort classes may be recommended for dismissal from the ELI. If a student does not matriculate from the Graduate Cohort courses in four sessions, the student may be recommended for dismissal, except in extraordinary circumstances as determined by the director or associate director in extraordinary circumstances.

Students have four sessions to earn their 2 B grades in Graduate CAP Cohort class. If a student does not matriculate from the Graduate Cohort courses in four sessions, the student will be referred to the Director or Associate Director and recommended for dismissal from the Grad CAP Cohort Program.

Graduate CAP Cohort students who have not attained a Cohort score of B will not be recommended for matriculation even if they have met their other Grad CAP academic and language requirements.

Remember: Your cohort requirement is one of the matriculation requirements.

### Waiving Graduate Cohort at Level 6

All graduate Cohort students must complete three cycles of Cohort with a minimum of two grades of B or better. Though most students are required to earn one of these grades 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 a Cohort grade of B in all three cycles, and are thus deemed by their Cohort instructor as prepared for study in their university graduate program.



# General Attendance Policies

## Class attendance

To be recommended for matriculation, Grad CAP students must attend 80% or more of their classes. This means in an eight-week session, Grad 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 Grad CAP students at all levels of study (Basic through 6) at the ELI. The ELI believes that Tutoring is an important resource, and Grad CAP students benefit from one-on-one instruction as well as classroom instruction in order to prepare 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 Grad 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.

## Grad CAP Cohort attendance

Grad CAP students in levels 5 and 6 must also take a special course called Grad CAP Cohort, which meets at least twice a week for 75 minutes each meeting and is required for Grad 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 and Visa Regulations

## Courses, Attendance and Grades

A visa is a legal agreement between the student, the school that issued the I-20, and the United States (U.S.) 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 U.S. laws and university policies. A problem with a student's visa status may result in difficulty entering the U.S. 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, Grad CAP students are required to attend tutoring twice per week and Grad CAP Cohort twice per week.



## Attendance: the number of classes you attend in a session

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 “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 U.S. 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, Reading/Writing and Cohort).

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.

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 U.S. 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 of the dismissal.
2. Put the student on academic probation.

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

## What happens if a student does not follow visa regulations?

The ELI wants its students to be successful in their studies here and at 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 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 U.S. government. The government agrees to allow the student to study in the U.S., 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 U.S. government. By following the terms of ELI probation, the student’s visa status is protected.

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## SEVIS

Student and Exchange Visitor Information System, used by U.S. Immigration and Customs Enforcement to track and monitor international students participating in the U.S. education system.

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## Attendance probation

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

- 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.
- The student must have an effort grade of 1 or 2. An effort grade of 3 is not acceptable.

## Academic probation

If a student's combined L/S and R/W end-of-session average falls below a C (73%), they 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\*:

- 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.
- The student must maintain a C grade average (73%) in both ELI classes.
- 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.

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### violate

(verb) to do something that is not allowed (by a law, rule, etc.)

*Learnersdictionary.com*

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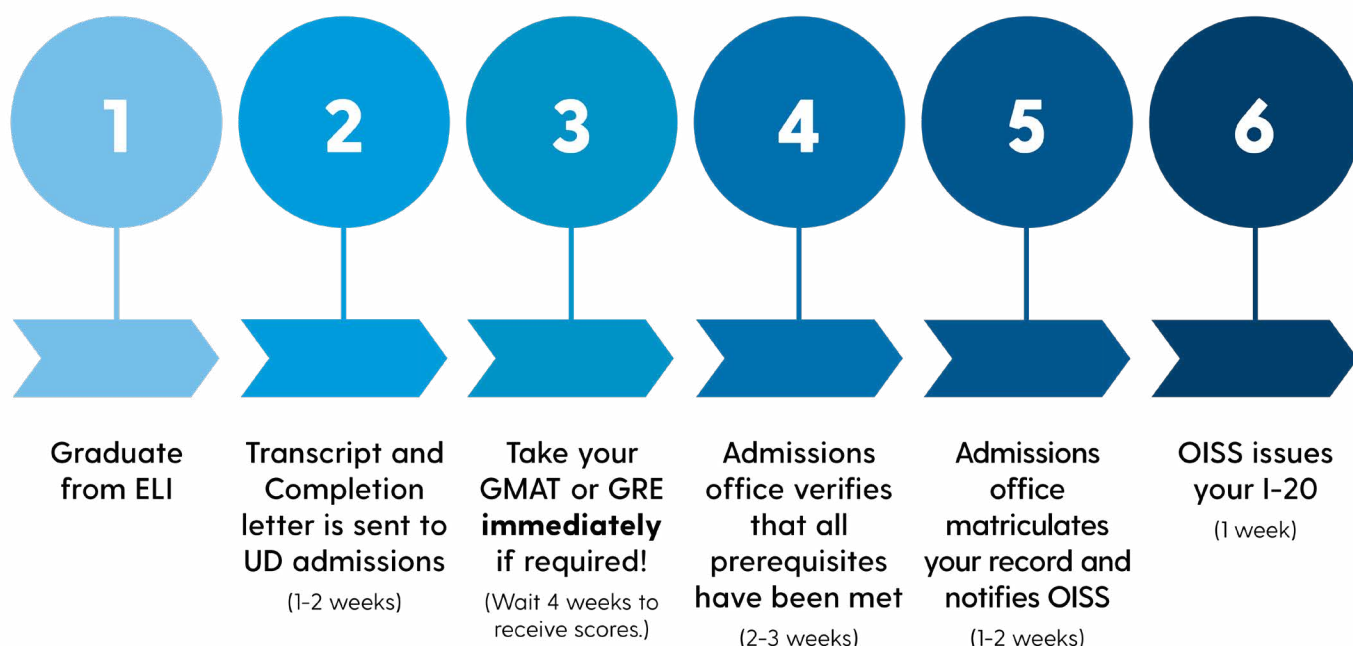
*\*ELI's Incomplete Grade: Sometimes a language learner may need more than 7 or 8 weeks to meet the objectives in a course and may not have the passing grades to go to the next level. If a student is in danger of failing the class but has earned an effort score of 1 or 2 and maintained strong attendance (4 absences or less), they may be given an "I" grade (Incomplete.) An "I" grade will not be factored into the student's overall GPA. A student cannot receive an "I" grade in their final session at ELI.*

# Taking the GRE or GMAT while Meeting CAP Requirements

In addition to meeting Grad CAP requirements, graduate students must also complete other requirements from their graduate department, such as the GRE. 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 Grad CAP partner college or university, check with the school's office for international students to verify when/if a GRE is required.

You are strongly encouraged to study for and take the GRE during your ELI studies, particularly when you reach Level 6. Communicating your test scores to your CAP Advisor will help you receive appropriate advisement both during and after your Grad CAP language studies. You are responsible for communicating your GRE score to the advisor and the department if the external assessment is required for your program



After you graduate from ELI, you have 60 days to leave the country or get a new I-20 from ISSS. 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, 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 ISSS 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!

If you have not passed your GRE or finished other conditions of your admission before the start of the semester, you will need to defer your attendance to UD. This is not an automatic process! You will need to work closely with your department for a deferral, and each graduate department handles this differently. If you need to delay your start date, you must tell Admissions, ISSS, and ELI.

If you wish to go to your home country to complete your GRE, you must report your score to your department. Check with your department for more details.

However, students tend to be more successful on GREs when they are enrolled in language studies and the ELI offers an excellent GRE/GMAT Preparation class. We strongly recommend meeting your GRE requirement before graduating from the ELI or if not possible, continuing studies at ELI until your GRE requirement is met.



# Special Considerations

## Taking Continuing Education courses at UD while at the ELI through Professional and Continuing Studies

Students who wish to take a UD course through Professional and Continuing Studies while at the ELI must meet with their advisor. 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:

- Full-time in a graduate degree program; or
- Full-time in the ELI, taking both Listening/Speaking and Reading/Writing courses; or
- 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.**

Grad CAP students only qualify after meeting UD matriculation requirements in one ELI Grad Level 6 class (Listening/Speaking grades of B **or** Reading/Writing grades of B **and** an effort score of 1 or 2, **and** a Grad CAP Cohort grade of B).

**Important points to remember when taking UD 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), they 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 Grad CAP partner universities.

## Exemption from continuing in a Level 6 course

The following criteria are used to determine if a student has completed Level 6 English for Graduate Programs 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:

- Complete Level 6 to apply for release the following session; **and**
- Earn an A- average in the class; **and**
- Obtain a written recommendation from their teacher.

**Listening/Speaking class.** In addition to the criteria listed above, the student might be required to 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-.

**Important Point to Remember:**

Students must apply 3 weeks before the session for which they are requesting an exemption.

# Academic Honesty

Academic honesty (also called “academic integrity”) can mean different things in other cultures, and in academic classes, the teachers instruct students on exactly what academic honesty means in the United States and at the University of Delaware. Grad 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 or 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.)

### **If a student is caught cheating/plagiarizing**

If a teacher believes that a student has cheated or plagiarized, the teacher may give a warning to the student on the first violation and may require the student to do the work again; however, if the teacher believes that the student has committed a major form of plagiarism, the teacher may give a failing grade to the student and/or complete a Formal Notice of Academic Dishonesty form and give a duplicate copy

of the form to the Chair of the Student Attendance and Conduct Committee. Major forms of plagiarism include:

1. Submitting the work of another student as one’s own work;
2. Downloading a paper (in whole or in part) from the internet and submitting as one’s own work;
3. Stealing or copying an exam either physically or electronically;
4. Plagiarizing a paragraph or more from another source.

If you receive a second Formal Notice of Academic Dishonesty, you will be asked to attend a hearing to determine if you should be dismissed from the program.

These steps are critical for ensuring that Grad CAP students are ready to be successful in the university and to make certain that UD and Grad CAP partner schools can maintain high confidence in our program of study.

For more information about academic honesty, including University of Delaware resources and a quiz, go to UD’s Office of Student Conduct’s Reference Guide to Academic Integrity at [www.udel.edu/studentconduct/ai.html](http://www.udel.edu/studentconduct/ai.html).

“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.”

[www.udel.edu/stuguide](http://www.udel.edu/stuguide)

# I have met my Grad 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 InfoBration

You will receive an email from the ELI Registrar's Office before ELI graduation (usually late Thursday night) telling you that you have met your Grad CAP requirements and giving you a "golden ticket" for entrance into "InfoBration." InfoBration is an **information celebration**. You will take care of important business that will help you matriculate. InfoBration is required, and you should bring your credit card to pay your deposits.

At InfoBration, you will:

- Complete your Departure Form
- Meet with ISSS 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 provide your contact information for your new I-20 and university admissions package. If you will stay in the U.S. or if you will return to your home country after graduating, please provide your address, phone number and email address so that your new university (either UD or a CAP partner college or university) can contact you with instructions for how to obtain your I-20.

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

If you are matriculating into a Grad CAP partner school, contact your new school's office for international students for more information about document processing.





## For UD Students

### New Student Checklist

- ☐ Attend InfoBration on ELI graduation day.
- ☐ Make sure your finances are in order. Submit a bank statement to ISSS via the link provided at InfoBration containing the minimum dollar amount needed for one academic year of tuition, fees, and miscellaneous expenses. Check the ISSS website for specific dollar amounts.
- ☐ Formally accept your graduate program offer of admission. You were sent the link in your admissions letter.
- ☐ 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

After visiting your department's page and speaking with your advisor, you can choose and schedule your courses online on UDSIS. Have your UD ID and PIN ready for access to UDSIS. Full-time students should register for three or four courses.

### Paying your Tuition

You can pay your tuition online in UDSIS after you have registered for your classes. You can access this by going to [www.udel.edu/myfinances](http://www.udel.edu/myfinances), then click on "Student Login." Then you will be asked to enter your UDeNet 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/sfs](http://www.udel.edu/sfs).



# Frequently Asked Questions

## Where can I find information online about Grad CAP?

You can find information for current Grad CAP students online at [sites.udel.edu/csp](https://sites.udel.edu/csp). Just click on “CAP Student Center.” You can find information about the Grad CAP Cohort program at [sites.udel.edu/eli/programs/cap/cohort](https://sites.udel.edu/eli/programs/cap/cohort).

## Why am I enrolled in Grad CAP Cohort?

For many reasons! The purpose of Grad CAP Cohort program is to help students 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 Grad CAP Cohort, go to [sites.udel.edu/eli/programs/cap/cohort](https://sites.udel.edu/eli/programs/cap/cohort).

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

From the ELI website, click on Contact Us > Request an Appointment. Choose 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 Feltner, CAP Admissions Coordinator at [capadmissions@udel.edu](mailto:capadmissions@udel.edu), 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, you must provide your contact information for your new I-20 and university admissions package. If you will stay in the U.S. or if you will return to your home country after graduating, please provide your address, phone number and email address so that your new university (either UD or a CAP partner college or university) can contact you with instructions for how to obtain your I-20. Please continue to check your email, as ISSS 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 GRE/GMAT scores. In August or 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 email telling you if you've met your English requirement. If you have met the requirement, you will be invited to Infobration, where you will complete your departure form, learn how to accept your new admissions offer and request your new I-20.

## What should 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 send you an email with his final decision. However, if the appeal is not granted, you must register for ELL courses.

You may also consider looking into Grad CAP Partner Schools.

## Can a Grad 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 Graduate Conditional Admissions Program, which requires you to complete the highest levels of academic English classes at the ELL.

## How do I withdraw from Grad CAP?

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

# Grad CAP Partner School Contact Information

### Cedar Crest College

100 College Dr., Allentown, PA 18104 | [www.cedarcrest.edu](http://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](http://www.eastern.edu) | 610-341-5800

### Goldey-Beacom College

4701 Limestone Road, Wilmington, DE 19808 | [www.gbc.edu](http://www.gbc.edu) | 302-998-8814

### Marywood University

2300 Adams Ave, Scranton, PA 18509 | [www.marywood.edu](http://www.marywood.edu) | 570-348-6211

### University of the Sciences

600 South 43rd St., Philadelphia, PA 19104 | [www.usciences.edu](http://www.usciences.edu) | 215-596-8800

### University of Scranton

820 Mulberry Street, Scranton, PA 18510 | [www.scranton.edu](http://www.scranton.edu) | 570-941-7400

### Southern New Hampshire University

2500 N River Rd, Hooksett, NH 03106 | [www.snhu.edu](http://www.snhu.edu) | 603-626-9100

### Wilmington University

320 N. DuPont Hwy, New Castle, DE 19720 | [www.wilmu.edu](http://www.wilmu.edu) | 877-967-5464





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