



STUDENT HANDBOOK



Rowan University

English Language Program

201 Mullica Hill Road, Hawthorn Hall 3rd Floor
Glassboro, NJ 08028

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Web: <https://rowan.edu/elp>

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WELCOME

Dear ELP Student,

Welcome to the English Language Program (ELP) at Rowan University. The ELP at Rowan has a 60-year history of educating users of English as an additional language from around the world and preparing students for success in their academic, personal, and professional lives.

Our teachers are outstanding in the field, each with many years of teaching in university-based ELPs, and all with degrees in TESOL or related fields. We are committed to your success.

Our program combines the language skills you need for success - reading, writing, listening and speaking - with cultural and thematic approaches to make the classes both interesting and challenging.

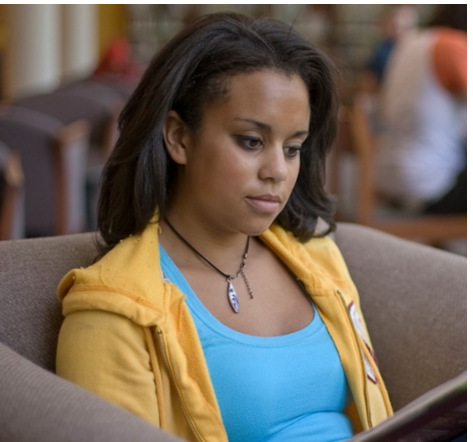
Please read this handbook, as it provides useful information regarding the program and its policies. If you have any questions about the program, your classes, applying to the university, or anything else, please do not hesitate to contact us at elp@rowan.edu.

We are looking forward to having you in our program.

Sincerely,

Gokhan Alkanat

Associate Provost for International Education



ENGLISH LANGUAGE PROGRAM OVERVIEW

Our Mission

In the English Language Program at Rowan University, we provide our students with the English language competencies, academic skills, and cultural understanding to succeed in their educational and career goals in the United States. We do this by hiring highly qualified instructors and staff, offering an academically rigorous curriculum, and maintaining a student-centered philosophy. We strive to foster a learning culture that embraces the exploration of cross-cultural ideas in a comprehensively supportive environment that connects students with the wider university and surrounding communities.

Faculty and Administration

Rowan ELP's faculty and administration are committed to helping students succeed in their educational and professional goals.

Faculty:

All of the ELP faculty have advanced degrees in education, TESOL, foreign languages, or linguistics, as well as extensive experience teaching at the post-secondary level.

For a current list of ELP faculty and administration, please see

<https://sites.rowan.edu/international/elp/meetstaff.html>

Where to Find Us

ELP Office - Glassboro

Hawthorn Hall, 3rd Floor

Phone: (856) 256-4292

Email: ELP@rowan.edu



Course Offerings and Levels

Courses:

- Listening and Speaking
- Reading and Vocabulary
- Grammar and Writing

Levels:

Level 1:

CEFR A1 – Basic User: Entering students will have a rudimentary knowledge of spoken and written English: they will comprehend and be able to use most basic everyday expressions, identify and write the letters of the alphabet, and sound out simple, common words.

Goals: By the end of this course, students will be able to: interact in speech and writing on a basic level; understand and use familiar, high-frequency expressions common in the classroom and everyday life, both in speech and in print; describe themselves and others, ask and answer questions; understand some basic grammatical structures and terminology, as well as the English spelling and sound systems.

Level 2:

CEFR Level A2 – Basic User: Entering students will understand simple sentence structure in oral and written English and be able to communicate in brief, everyday conversations about familiar topics, including asking and answering a small range of questions. They will be familiar with the fundamentals of English spelling and be able to write short sentences, read sentences and short paragraphs, and use a few high-frequency irregular verbs in speech and writing.

Goals: In Level 2, students build on fundamental skills to expand their range of communicative abilities and begin to acquire competence in academic interaction. They will learn to engage with texts, assignments, and oral/aural materials which are longer and somewhat more complex. These will include not only familiar, everyday material, but also a wider range of topics, and students will develop competence in spontaneous interactions and expressing their own ideas.

Level 3:

CEFR Level B1 – Beginning Independent User of English: Entering students will have a moderate competence with simple sentence structures in oral and written English and be able to communicate in everyday conversations about a variety of topics, including asking and answering questions. They will be familiar with English spelling rules and be able to write sentences, to read sentences and short paragraphs, and use some high-frequency irregular verbs in speech and writing. They will be familiar with typical classroom communication practices.

Goals: In Level 3, students will expand their range of communicative abilities and develop competence in more complex academic interaction. A variety of texts, assignments, and oral/aural materials will introduce them to college- level academic English. Students will continue to develop critical thinking, public speaking, and the grammatical and textual structures to express themselves authentically.

Level 4:

CEFR Level B1-B2 – Independent User of English: Entering students will have a solid grasp of multiple sentence structures in oral and written English and can communicate at length and extemporaneously on everyday and academic topics. They will be consistent with most regular and high- frequency irregular verbs, as well as English spelling rules. They will be comfortable writing paragraphs, reading articles of several paragraphs, and speaking before the class.

Goals: In Level 4, students will begin to be independent learners and users of English in more challenging and authentic academic interaction. Texts, assignments, and oral/aural materials will be drawn from multiple disciplines and be representative of introductory college material. Students will learn to critique their own and their peers' work and develop independent learning strategies. They will continue to develop critical thinking, public speaking, and the grammatical and textual structures to express themselves authentically.

Level 5:

CEFR Level B2-C1 – Independent/Proficient User of English: Entering students will have a solid grasp of multiple sentence structures in oral and written English and be able to communicate at length and extemporaneously on everyday and academic topics, both informally and in formal presentations. They will be consistent with regular and high-frequency irregular verbs. They will be experienced reading multiple sources and writing essays of 3 or more paragraphs on various topics.

Goals: In Level 5, students will practice using English in the kinds of academic interaction they can expect in a first- year college program. Texts, assignments, and oral/aural materials will be drawn from multiple disciplines and be representative of introductory college material. Students will develop a wide range of expression suitable to both social and academic settings and refine their understanding of cultural

distinctions. Students will develop skills in critiquing their own and their peers' work and improve their independent learning strategies. They will refine their critical thinking, public speaking, and the grammatical and textual structures to express themselves in college settings, engage in appropriate ways with peers and faculty, and participate fully in the Rowan University community.

Students who wish to enter Rowan University must successfully complete two terms (each term is six or seven-week long) of Level 5.

*Enrollment determines which levels will be offered in Glassboro and Camden. You will need to confirm which are available in the term you intend to enroll.

Program Schedule and Calendar

Days and Times

All Classes: Monday, Tuesday, Wednesday, and Thursday

Glassboro Program – 18 hours per week: Monday thru Thursday from 9:00 a.m. to 2:35 p.m.
(including lunch break from 12:10 to 1:05 pm)

Three Classes: Academic Reading and Vocabulary, Academic Writing and Grammar, and Listening and Speaking

Camden Community Program – 12 hours per week: Monday thru Thursday from 10 a.m. to 1:30 p.m.
2 Classes: Reading/Writing/Grammar and Listening/Speaking/Pronunciation

Program Dates

The ELP offers six terms a year, two terms per semester. Students may start the program at the beginning of any term. Each term is seven weeks long in the spring and fall semesters. Each term is six weeks long in the summer semester.

Enrollment	Start Date	End Date	Application Deadline	Placement Test
Fall I	Early September (Day after Labor Day)	Mid-October	International Applicants who need a student visa: 7 weeks before class start date Local Applicants and transfer students: 10 days before class start date	7 days before class start date
Fall II	Late October	Early December		
Spring I	Mid-January (Day after MLK Day)	Early March		
Spring II	Early March	Late April		
Summer I	Early May	Mid-June		
Summer II	Late June	Early August		

For current program dates, please visit our website.

PROGRAM POLICIES & PROCEDURES

I. ADMISSIONS PROCESS

Application Procedure

To be considered for admission, students must complete the following application process:

1. Submit the \$30 application fee [online](#), by check, or money order.
2. Next, complete the [ELP Application](#).
3. Once complete, send the ELP Application and a copy of your passport (picture page only) to our office by email at ELP@rowan.edu.
4. Once the application is reviewed and applicants meet all admissions requirements, Rowan's ELP will email students their admission letter instructions on completing Form I-20 (certificate of eligibility to apply for an F-1 student visa).
5. If you need to defer your admission to another semester or term, contact us at ELP@rowan.edu. Students can defer their admission one time, and the requested term must start within one year of the initial admission term. The deadline for deferral requests is the fifth business day of the term students are admitted to.

Placement

All applicants will take a written placement test and have a brief oral interview to assess their English proficiency level. The ELP makes every effort to assign students to the level that is best for them, and that is available that term. Students will receive their schedule and program calendar for the semester at the ELP Orientation.

II. Billing and Payment

Deadlines

Bills are due the Wednesday before the ELP Session begins. All students must pay their bill by the deadline to remain in the program and avoid late fees. Students who owe tuition money or money to the University at the time the ELP Session begins will not be permitted to take classes.

ELP Tuition for all students will not show up on their bill until after they take their placement test and are registered for the appropriate class.

Paying Your Bill

Rowan University offers three methods for the payment of tuition, fees, housing, and meal plan costs. Only those students living on-campus in Glassboro will have housing and meal plan costs.

Option 1: Online Payment with a Credit/Debit Card

1. Go to: www.rowan.edu/selfservice.
2. Choose "Access Banner Services" and log in using your Rowan ID number and PIN.
 - To access an **online "real-time" bill (without schedule)** or **view payment instructions**, click on "Bursar Services," then choose "Official Billing/Account Statement" or "Instructions for Term Invoice".
 - To **make a payment**, click on "Bursar Services", then choose "Make a Payment" to be directed to the secure payment site.

Option 2: Postal Mail Payment

- Make check or money order payable to: Rowan University (in U.S. dollars)
- Include your name and your nine-digit Rowan ID number.
- Mail to:

Rowan University – Bursar’s Office
201 Mullica Hill Road
Glassboro, NJ 08028

Option 3: Pay in person with check or money order

- Make check or money order payable to: Rowan University (in U.S. dollars)
- Go to the Glassboro Campus, Savitz Hall, ground floor
- Pay at the window of the Bursar

Refunds and Cancellations

New students can cancel their course registration on or before the Placement Test day of the term that they have registered for and receive a full tuition refund. Continuing students can cancel their course registration on or before the Registration Deadline and receive a full tuition refund. Students will be refunded 50% of tuition if they cancel their registration on or after the first day of classes. No reduction of tuition and fees is granted on or after the second day of classes. Failure to attend does not constitute a cancellation. Students must notify ELP@rowan.edu if they are canceling their course registration.

Credit Policy

If a student cancels registration, he or she has the option to receive 80 percent credit to be used within the next six months towards courses offered in the English Language Program.

III. Wellness (Health) Requirements

Wellness Center Requirements

Please submit these forms and records (in English) to Rowan University Wellness Center. **Students living on-campus in Glassboro are required to submit all forms directly to the Wellness Center to stay in Rowan University housing (dorms).**

The required health forms include:

Personal Information & Consent

<http://www.rowan.edu/open/studentaffairs2/healthcenter/documents/PersonalInformationConsent.pdf>

Personal Health History

<http://www.rowan.edu/open/studentaffairs2/healthcenter/documents/PersonalHealthHistory.pdf>

Physical Exam (for undergraduate students only)

http://www.rowan.edu/open/studentaffairs2/healthcenter/documents/PhysicalExamForm_001.pdf

The required health records include:

Immunization Record

http://www.rowan.edu/open/studentaffairs2/healthcenter/documents/ImmunizationRecordForm9.6.11_000.pdf

Measles, Mumps and Rubella (MMR) - 2 vaccines

- Vaccines must be after the 1st birthday and 30 days apart.
- Hepatitis B vaccines – 3 vaccines
- Meningococcal Meningitis (Menactra™, Menveo™, or Menomune™) if living on campus or an intercollegiate athlete
- A booster is required if previous dose was 5 or more years before enrollment.
- COVID-19 vaccination, both doses

Tuberculosis Screening Form

<http://www.rowan.edu/open/studentaffairs2/healthcenter/documents/TBScreeningForm7.11.pdf>

A chest x-ray radiologist report may be required for some students, which will be determined by the Wellness Center.

Meningitis Information & Response (for students living in University Housing)

<http://www.rowan.edu/open/studentaffairs2/healthcenter/documents/MeningitisInformationResponseForm.pdf>

If you have questions about health requirements, please email wellnesscenter@rowan.edu.

The Wellness Center at Winans Hall
201 Mullica Hill Road
Glassboro, New Jersey 08028 USA

Fax: 856-256-4427
Phone: 856-256-4333

IV. CLASSROOM POLICIES

Expectations for Students

1. Attendance

In order to learn English and to progress in this program, you must attend every class every day. Inconsistent attendance will hurt your classmates and your learning experience. You cannot learn English if you are not in class.

Note: 10% of your final grade for each class is based on your attendance.

2. Lateness

You are expected to be in every class on time every day. For example, if your class starts at 10 a.m., you must be in the class by 9:59 a.m. If you come to class at 10:01 a.m., you are late.

Note: If you are more than 15 minutes late for a class, it will be counted as an absence. If you are late on a regular basis, you may be dismissed from the program. However, even if you are late for a class, please come to your classes and participate in all learning activities as much as you can.

3. Missed assignments: You are responsible for completing all your assignments. Your teacher will not remind you to turn in your work.

- a. If you know ahead of time that you will be absent, you must talk with your teacher to get any assignments so that you can bring your completed work to class on the day you return.
- b. If you have an unexpected absence, you should contact a classmate to get the work you missed so that you can bring your completed work to class on the day you return.
- c. If you miss class on the day of a quiz or exam, you must email your teacher that day about arranging a make-up quiz or exam if your absence is an excused absence.
- d. Each day late incurs a 10% reduction on the maximum available grade.

4. Textbooks and Materials

All textbooks for ELP classes will be distributed after the first week of classes. The cost of the books is included in the tuition.

Students are expected to bring their own materials to class every day. These include notebooks, textbooks, handouts, pens, pencils, and other materials your teachers may ask for.

5. Behavioral Expectations: Creating an Encouraging Environment for All

You have a responsibility to the rest of the class—and to the instructor—to help create a classroom environment where all may learn. At the most basic level, this means that you will respect the other members of the class and the instructor and treat them with the courtesy you hope to receive in return. Disrespectful and/or disruptive behavior may lead to expulsion from the program. The following policies are intended to ensure that all students get the most out of their ELP classes.

6. Appropriate Speech

Learning to listen and respond with courtesy and respect is a very important part of adapting to university life. Students and instructors come from a wide variety of backgrounds, and topics of discussion may include subjects that are sensitive, such as issues of economics, race, culture, faith, and other matters about which people may hold strong opinions. The ELP will not tolerate hateful speech or behavior which may intimidate or insult any student or instructor, regardless of their race, age, ethnicity, national origin, gender, sexual orientation, occupation, disability, or religious affiliation. Students who violate this policy may be removed from class or the program.

7. Use of Languages other than English in Class

We respect the diversity of languages represented in the ELP. However, students need to make the most of their time in class interacting in English. In addition, there may be many different native languages in each class, and your instructor may not understand them. Therefore, **the common language for communicating in the classroom must be English at all times**. If you do not understand something and you need to ask a student or the teacher for a translation, you must wait until the break.

Note: You may be asked to leave the class if you are frequently disrupting the class.

8. Cell Phones

Talking on your cell phone during class is rude to both your classmates and your teachers. ***All cell phones must be turned off or in silent mode when you are in class. This means the phone must not ring or vibrate and you may not text-message.*** You may not talk on your phone during class, AND you may not walk out during class time to talk on your phone. If you and your cell phone interrupt the class, the teacher may ask you to leave the class and you will be considered absent. If you continue interrupting class with your cell phone, you may be dismissed from the program.

9. Laptops and Tablet Computers

Students are allowed to use laptops and tablets only when explicitly instructed by the teacher. When not in use, these devices must be turned off and stored away. Failure to comply with this policy, such as using your device without permission, may result in being asked to leave the class and/or being marked absent. Repeated violations may lead to dismissal from the program.

10. Visitors to the ELP Classroom

Students are not permitted to bring children or other family members or friends to classes.

The ELP welcomes visitors who are interested in applying to the Program and want to observe a class. These visitors must register one week in advance of their visit with the ELP. To register, please email us at ELP@rowan.edu.

Complaints and Grievance Procedure for Students

If you have a personal complaint or problem with any aspect of the ELP, we encourage you to address the source directly: the instructor, the office staff, or the ELP Administrator. Usually this is the easiest way to resolve a conflict; although, we understand that you may feel uncomfortable doing so personally. In this case, you may discuss the problem directly with the ELP Administrator.

However, the ELP instructors are more than happy to hear your suggestions and concerns relating to class instruction, coursework, and other aspects of the ELP. Instructors are open for meeting with students before and after class, or you may make an appointment for a certain meeting time. If meeting with the instructor does not resolve your problem fully, you may discuss the problem directly with the ELP Administrator.

If the problem cannot be solved prior to reaching the ELP Administrator, he/she will meet with you to discuss your options in resolving the problem. The ELP Administrator will work closely with you to find a solution that is most suitable and comfortable for you. All information shared during these meetings is confidential. If you still do not feel that the problem has been completely addressed, the ELP Administrator can present you with further options.

Written Grievances: If you feel more comfortable submitting a written complaint/grievance*, please feel free to email the ELP Administrator at elp@rowan.edu.

- All grievances and resolutions will be kept on file by the ELP Administrator.
- Privacy Statement: All complaints and grievances submitted will only be accessible to the people involved.

V. ACADEMIC PROGRESS

ACADEMIC HONESTY in the ELP

The ELP instructors are committed to helping students gain the academic tools needed to succeed in the University. This includes helping students understand the importance of academic honesty. There are serious consequences for academic dishonesty in the United States, and it is important for students to understand how serious this issue is and what the consequences may be if they violate the policy.

Academic dishonesty can occur in an essay, on a test, in a presentation to the class, or in an online discussion.

Examples of academic dishonesty are:

1. Plagiarism – representing someone else’s words, ideas, or data as your own. It is considered plagiarism unless you provide references for all quoted or paraphrased words or ideas so the instructor/reader can see the original source.
2. Cheating – copying someone else’s work and submitting it as your own. This includes helping someone cheat or copy from you or someone else.
3. Fabrication – inventing information or data that does not exist with the intent to deceive.

Your teachers will work with you throughout your time in the ELP to ensure that you acquire the academic tools for writing and presenting your work to others.

What Will Happen if a Student Violates the Academic Integrity Policy?

Level 1 Violation: A student, through ignorance or lack of experience with U.S. academic norms, commits an act of academic dishonesty for the first time. Such violations include:

- Submitting an essay that was copied from a published source, and representing it as one’s original work
- Submitting an essay, or any work, that was completed by someone other than the student
- Submitting statements, facts, or data that were not cited correctly
- Helping someone else cheat
- Citing sources that are fabricated – either the source is fabricated, or the information/data is fabricated

Level 1 Action:

- The instructor will meet with the student to review the student’s work and the violation.
- The student will have an opportunity to re-do the assignment but will not be graded in full (top score of 80% instead of 100%)

Level 2 Violation: A student commits a level 1 violation for the second (2nd) time.

Level 2 Action:

- The instructor meets with the student to review the student’s work and the violation.
- The student receives a ‘0’ on the assignment with no opportunity to re-do.

Level 3 Violation: A student commits a level 1 violation for the third (3rd) time.

Level 3 Action:

- The instructor and program director will meet with the student
- The student will fail the course and the level
- Student may be asked to leave the program

The University has strict policies in place for disciplining students who violate the academic honesty code. To view that policy in full, please go to:

<https://confluence.rowan.edu/display/POLICY/Academic+Integrity+Policy>

Grading Scale

Grades will be given for all classes. Students can find assessment criteria for each course in the related course syllabus. The grading scale is as follows:

Number Grade	Letter Grade
90-100	A
80-90	B
70-79	C
60-69	D
<60	F

Progress Reports

Instructors will provide students with grades for each class at the end of each term.

Final Grades

All students will receive a grade for each class in their level. Grades are due a day after the end of the semester, and will be e-mailed out to students approximately two weeks after the end of semester. These grades are not an official transcript from the university. The ELP is a non-credit program and, as such, does not provide an official university transcript.

Progressing to the Next Level

In order to progress through the ELP, all students must :

- Receive a minimum grade average of 80 on their final grade report
- Abide by all ELP rules
- Abide by all university admissions and academic integrity rules
- The grade required to progress to the next level is based on the average for all classes.

Students planning to matriculate at Rowan University must also receive a minimum grade average of 80 and successfully complete Level 5 to meet the university’s language proficiency requirement for degree and certificate programs. See the information below under “Applying to Rowan University” for more information.

Repeating a Level, Suspension, and Reentry to ELP

Students who are unable to successfully complete a level may re-take that level one (1) time. Students who are unable to successfully complete a level after four terms (1 term = 6 or 7 weeks) will be placed on academic suspension for two terms (12 – 14 weeks). While on academic suspension with the ELP, students are unable to take classes in our program. Students on academic suspension can reenter the program two terms after they are suspended. In addition, returning students must take a placement test before re-enrolling in ELP classes. Any student who has been on academic suspension in the past will be placed on academic suspension again each time they cannot complete the level after two attempts/terms (12-14 weeks).

Applying to Rowan University for Undergraduate or Graduate Studies

If you are interested in applying to a degree program at Rowan, please contact the International Admissions Office at international@rowan.edu.

Admission to ELP is not the same as admission to undergraduate (Bachelor’s) or graduate (Master’s & Doctorate) programs at Rowan University. Undergraduate and graduate admissions require a separate application to Rowan University. Please go to <http://www.rowan.edu/international> for more information.

Students who are interested in applying to a degree program at Rowan University and want to fulfill the university language requirement through the ELP must meet the following requirements:

- Meet all undergraduate or graduate academic admissions requirements,
- Have successfully completed level 5 (12 to 14 weeks) of the ELP with a minimum grade average of 80, and
- Adhere to English Language Program and University academic and attendance policies.