

The logo for the University of Delaware, featuring a large blue 'U' and 'D' on the left, with the words 'UNIVERSITY OF' and 'DELAWARE.' stacked in a blue serif font to the right. A vertical line separates the logo from the text to its right.

UNIVERSITY OF
DELAWARE.

English Language
Institute



Conditional Admissions Program
Undergraduate Student Handbook



English Language Institute

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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, 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 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 an undergraduate or 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 VI) 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**.

scholar /'skɔ:lə/ noun

plural **schol·ars** [count]

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

▪ a biblical/classical/literary/Shakespearean *scholar* ▪ She's a renowned *scholar* of African-American history.

From Merriam-Webster Learner's Dictionary

ma·tric·u·late /mə'trɪkjə,leɪt/ verb

ma·tric·u·lates;
ma·tric·u·lat·ed;
ma·tric·u·lat·ing [no obj]
formal : to become a student at a school and especially in a college or university

▪ *She matriculated* in/at the college and began (to take) classes in the fall.

— **ma·tric·u·la·tion**
/mə'trɪkjə'leɪʃən/ noun
[noncount]

From Merriam-Webster Learner's Dictionary

rig·or·ous /'rɪgərəs/ adjective

[*more rigorous; most rigorous*] very strict and demanding (difficult)

▪ *rigorous* enforcement of the rules ▪ *rigorous* training ▪ a *rigorous* course of study

— **rig·or·ous·ly** adverb

▪ The rules must be rigorously followed. ▪ The data was rigorously analyzed.

— **rig·or·ous·ness** noun
[noncount]

From Merriam-Webster Learner's Dictionary

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 students must:

1. Complete the requirements of the high advanced levels (Level VI) of English for Academic Purposes (EAP) in Listening/Speaking with grades of B or higher and Reading/Writing classes with a grade of B or higher and a score of 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. Live in special housing;
4. Obey UD's Academic Honesty Policy; and
5. Maintain excellent attendance (at least 85% of classes and tutoring) at all levels of study.

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 CAP demonstrates the student's ability to:

- take accurate notes from academic lectures,
- demonstrate linguistic and academic ability on objective, short-answer, and essay examinations,
- make university presentations with clear, understandable speech,
- participate effectively in class and group discussions,
- understand, summarize, and respond critically and analytically to university-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 student.

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

Karen Asenavage, Associate Director for Academic Programs



Karen gives advice to students about ELI course selection, assists with their academic progress, and provides information on how to meet the requirements of the CAP program.

Office: 108 E. Main Street, Room 227 | *E-mail:* kasen@udel.edu | *Phone:* 302-831-2674

Erin Bastien Solorzano, CAP Academic Advisor and ELI Instructor



Erin helps students by providing academic advisement, information about CAP requirements or policies, 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 | *Phone:* 302-831-7424

Michael Alexo, CAP Admissions Associate



Michael provides students with information about how to become a CAP student. He also answers general questions about the program and about applying to CAP partner colleges and universities.

Office: 189 W. Main Street, Room 201 | *E-mail:* CAPadmissions@udel.edu | *Phone:* 302-831-0651

Erin Cole Goertz, ELI Registrar



Erin oversees ELI records and provides students with their ELI transcript if needed when applying to universities.

Office: 189 W. Main Street 109 | *E-mail:* eli-registrar@udel.edu | *Phone:* 302-831-2674

Nadia Redman, Assistant Director, Admissions and Recruitment



Nadia answers questions about visas, travel/vacations, and transferring to another program.

Office: 189 W. Main Street, Room 103 | *E-mail:* nredman@udel.edu | *Phone:* 302-831-2674

Who should I talk to about my question?

| IF YOU ARE... | TALK TO... |
|---|---------------|
| Coming to the ELI or applying to CAP | Michael |
| Studying at the ELI now and have questions about course progression, CAP requirements | Erin |
| Studying at the ELI now and have questions about CAP Cohort | Karen |
| Leaving the ELI or applying to UD or CAP partner schools | Erin, Michael |
| Travelling or taking a vacation | Nadia |

How do I make an appointment to see an ELI administrator or staff member?

Go to the *Student Forms* page on the ELI website (<https://sites.udel.edu/csp/forms/>) and click on “Appointment Request.” Find the person who is appropriate to speak to for your specific question. Click on that 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.

CAP Requirements for Matriculation Explained

Completing English for Academic Purposes (EAP VI)

In order to begin full-time university studies, CAP students must complete the requirements for Level VI of EAP Listening/Speaking (**L/S EAP VI**) and Level VI EAP Reading/Writing (**R/W EAP VI**) and their prerequisites. The requirements for these two classes will be discussed separately.

Listening/Speaking

1. In **L/S EAP VI**, the student must pass the course with a grade of B or higher in each skill area (Listening and Speaking) **and** have an effort grade of 1 or 2. See “CAP Course Progression” section for more details.
2. The student must receive a teacher rating of level VII 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 EAP VI**, the student must pass the course with a grade of B or higher in all skill areas (Reading, Writing, and Grammar), **and** have an effort score of 1 or 2, **and** a final essay grade of 6.5 or 7. Essay and grades must be met in the same session. See “CAP Course Progression” section for more details.
2. The student must receive a teacher rating of level VII on the Writing and Reading Skills Checklist, which is an evaluation that teachers complete independent of grades at the end of the session.

Level VI CAP students' essays are *double-blind rated*. This means that without seeing the name of the student who wrote the essay, two qualified raters (who are not your teachers) independently give their honest and expert opinion about the level of your essay. The student who wrote the essay remains anonymous.

en·gage /ɪnˈɡeɪdʒ/ verb

engage in [phrasal verb]

engage in (something) : to do (something)

- At college she engaged in various sports.

co·hort /ˈkoʊ,hɔːt/ noun

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

Successfully Completing the CAP Cohort Program

In addition to completing the CAP requirements for Undergraduate CAP students, CAP students in levels IV-VI also must participate actively in a special program called CAP Cohort. The CAP Cohort Model helps students become more successful and **engaged** in campus life by focusing on three different types of development: self-development, academic development, and team leadership development. There are several components to the CAP Cohort Model, including faculty advisors and university student mentors, team-building activities, and a special CAP Cohort class. This class meets at least twice a week for an hour and is required for CAP students.

Each new (i.e. first-session student) Level IV-VI CAP student is required to participate in a retreat (i.e. special trip) during the first weekend of the session. The retreat will happen at a local resort, and it is free. Any student who does not attend the retreat will lose their conditional admission to the university.

CAP 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 “Six-Six-Six” Policy

In order to successfully complete the CAP Cohort Program, CAP students must follow the “Six-Six-Six” Policy. In order to matriculate to UD or one of our CAP partner schools, you must earn a 6 Engagement Score twice, one of which must be in level VI. This will prove that you are an active and engaged student who is ready to study at an American university.

Living in Special Housing

All students in the Conditional Admissions Program (CAP/Pre-CAP students) are required to live in an ELI Global Community or in a homestay with an American family. These housing options are great for CAP students because they give many opportunities for the students to practice their English skills. In addition, these housing options help students to develop relationships with Americans and to learn more about American culture, which enhances the experience for CAP students.

CAP and Pre-CAP students who do not obey ELI housing requirements will lose their conditional acceptance to the university.

Academic Honesty

Academic honesty 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. For more information on this topic, please see the "Academic Honesty" section of this handbook

CAP Attendance

Class attendance

In order to be recommended for matriculation, CAP students must attend 85% or more of their classes. This means in an eight-week session, CAP students cannot miss more than 12 classes (e.g., 7 Listening/Speaking classes and 5 Reading/Writing classes). In a seven-week session, ELI students cannot miss more than 10 classes (e.g., 6 Listening/Speaking classes and 4 Reading/Writing classes).

Lateness

Being late to class can also affect a student's attendance. One "late" is equal to $\frac{1}{3}$ 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 85% attendance requirement.

hon·es·ty /'ɑ:nəsti/ noun

[noncount] : the quality of being fair and truthful

▪ She is admired for her kindness and her *honesty*. ▪ He demands *honesty* from everyone who works for him.

From Merriam-Webster Learner's Dictionary

Academic honesty is an important cultural expectation in America —especially at American universities and colleges.

ex·pec·ta·tion /ɛkspek'teɪʃən/ noun

a belief that something will happen or is likely to happen [count]

▪ Their expectation was [=they expected] that the plan would succeed. ▪ The company has expectations of making a profit next year.

Tutoring and Listening Lab attendance

Tutoring attendance is required for CAP students at all levels of study (BASIC through VI) 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 demands of 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 85% attendance requirement.

Listening Lab attendance is required for CAP students in levels BASIC, I, and II, and is recommended for students in levels III and IV. 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 85% attendance requirement.

CAP Cohort attendance

CAP students in levels IV, V, and VI 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 85% 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. Students who have problems with their visa status may face one of the following situations:

- The student may be sent back to his/her home country;
- The student may have difficulty entering the US in the future;
- The student may not be able to begin his/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.

Important note: In order to *graduate* from the ELI, students must keep **85%** attendance!

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). Also, students cannot earn any grade lower than a C- in any skill area.

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 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 engagement) to 1 (emerging engagement). The

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 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:

1. Dismiss the student from the ELI and terminate his or her SEVIS record (i.e., terminate 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; or
2. Put the student on academic probation.

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 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.)

cheat /'tʃi:t/ verb

cheats; cheat·ed; cheat·ing
[no obj] : to break a rule or law usually to gain an advantage at something

▪ The players were accused of *cheating*— often + on or at ▪ She was caught *cheating* on a test.

From Merriam-Webster Learner’s Dictionary

pla·gia·rize /'pleɪdʒə, raɪz/ verb

pla·gia·riz·es; pla·gia·rized; pla·gia·riz·ing : to use the words or ideas of another person as if they were your own words or ideas [+ obj]

▪ He *plagiarized* a classmate’s report. [no obj] ▪ She *plagiarized* from an article she read on the Internet.

From Merriam-Webster Learner’s Dictionary

“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/stuguide/>)

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 rigorous steps are critical for ensuring that CAP students are ready to meet with success upon matriculation and to ensure that UD and 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 <http://www.udel.edu/studentconduct/ai.html>.

Working Toward EAP VI: Course Progression

Listening and Speaking Classes for CAP Undergraduate Students

| If you are in this class now... | ...and you get these grades* or better... | ...take this class next session | Notes |
|---|--|---|---|
| Level III | C average (73%) with no grade lower than C- | General IV, Oral Business, News IV | |
| Level IV General IV, Oral Business, News IV | C average (73%) with no grade lower than C- | Advanced Listening and Communication Skills (ALCS), Broadway, Stories, Advanced Oral Business (AOB), News V | |
| Level V Advanced Listening and Communication Skills (ALCS), Broadway, Stories, Advanced Oral Business (AOB), News V | C average (73%) with no grade lower than C- | English for Academic Purposes V (EAP V) | |
| EAP V English for Academic Purposes V | Between a B and C average (82-73%) with no grade lower than C <hr/> B average (83%) with no grade lower than B | English as an International Language (EIL), Drama, Film <hr/> English for Academic Purposes VI (EAP VI) | EAP V is a prerequisite for EAP VI. |
| Level VI English as an International Language (EIL), Drama, Film (before taking EAP VI) | C average (73%) with no grade lower than C- | English for Academic Purposes VI (EAP VI) | |
| EAP VI English for Academic Purposes VI | B in Listening and B in Speaking and 1 or 2 effort score <hr/> B or better in Listening but lower than B in Speaking <hr/> Lower than a B in Listening and/or Speaking | <hr/> Drama, Film, 1960s, EAPVI, Voices (L/S & R/W)† <hr/> EAPVI, 1960s, or Voices (L/S & R/W)† | You have completed your L/S CAP requirements! In future sessions, you must pass your L/S classes with a C average (73%) with no grade lower than C- and an effort score of 1 or 2. <hr/> Take Drama or Film only if you already earned a B or better in Listening. You must earn a B in Listening and a B in Speaking with an effort score of 1 or 2 <hr/> You must earn a B in Listening and a B in Speaking with an effort score of 1 or 2. |
| After EAP VI Drama, Film, 1960s, Voices† | B in Listening and B in Speaking and 1 or 2 effort score <hr/> See this section for EAP VI (above). | <hr/> See this section for EAP VI (above). | You have completed your L/S CAP requirements! In future sessions, you still must pass your L/S classes with a C average (73%) with no grade lower than C- and an effort score of 1 or 2. <hr/> You must earn a B in Listening and a B in Speaking with an effort score of 1 or 2 to meet CAP requirements. |

* To pass from one level to the next, you must earn a C grade average (73%) with no grade lower than C-. You must repeat the same level if your average is lower than 73% or you have a D+ or lower in any skill area.

† Voices is an integrated-skills class (i.e. Listening/Speaking and Reading/Writing together with the same teacher.) If you take Voices in L/S, you must also take it in R/W.

Reading and Writing Classes for CAP Undergraduate Students

| If you are in this class now... | ...and you get these grades [‡] or better... | ...take this class next session | Notes |
|---|--|--|--|
| Level III | C average (73%) with no grade lower than C- | General IV, Written Business, American Culture IV | |
| Level IV General IV, Written Business, American Culture IV | C average (73%) with no grade lower than C- | General V, Advanced Written Business, Read It! Watch It! V (R/Film V), American History V | You may qualify for the EAP V Entrance Exam ("Skip Test") if you have 1) a B or higher in Reading, Writing, and Grammar, and 2) Teacher recommendation. If you pass the test, you can take R/W EAP V next session. The test is given on Friday of Week 7 (in an eight-week session). |
| Level V General V, Advanced Written Business, Read It! Watch It! V (R/Film V), American History V | C average (73%) with no grade lower than C- | English for Academic Purposes V (EAP V) | |
| EAP V English for Academic Purposes V | B average (83%) with no grade lower than B- <hr/> Between a B and C average (73-82%) with no grade lower than C- | English for Academic Purposes VI (EAP VI) <hr/> General VI, EAP VI Preparation, Read It! Watch It! VI (R/Film VI), English through Newspapers | EAP V is a prerequisite for EAP VI. |
| Level VI General VI, EAP VI Preparation, Read It! Watch It! VI (R/Film VI), English through Newspapers (before taking EAP VI) | C average (73%) with no grade lower than C- | English for Academic Purposes VI (EAP VI) | |
| EAP VI English for Academic Purposes VI | B in Reading, Writing, and Grammar, 6.5 or 7 final essay score, and 1 or 2 effort score <hr/> Lower than a B in Reading, Writing, or Grammar and/or lower than 6.5 on final essay | <hr/> R/Film VI, EAPVI, Voices (L/S & R/W), ACRW [§] . You can try to earn E110 credit (see CAP Handbook) | You have completed your R/W CAP requirements! In future sessions, you must pass your R/W classes with a C average (73%) with no grade lower than C- and an effort score of 1 or 2. <hr/> You must earn a B in Reading, Writing, and Grammar with a final essay score of 6.5 or 7 and an effort score of 1 or 2 to meet CAP requirements. |
| After EAP VI R/Film VI, Voices (L/S & R/W)** | B in Reading, Writing, and Grammar, 6.5 or 7 final essay score, and 1 or 2 effort score <hr/> Lower than a B in Reading, Writing, or Grammar or lower than 6.5 on final essay | <hr/> R/Film VI, EAPVI again, or Voices (L/S & R/W)**. You can try to earn E110 credit (see CAP Handbook). | You have completed your R/W CAP requirements! In future sessions, you still must pass your R/W classes with a C average (73%) with no grade lower than C- and an effort score of 1 or 2. <hr/> You must earn a B in Reading, Writing, and Grammar with a final essay score of 6.5 or 7 and an effort score of 1 or 2. |

[‡] To pass from one level to the next, you must earn a C grade average (73%) with no grade lower than C-. You must repeat the same level if your average is lower than 73% or you have a D+ or lower in any skill area.

[§] ACRW does not meet CAP requirements.

** Voices is an integrated-skills class (i.e. Listening/Speaking and Reading/Writing together with the same teacher.) If you take Voices in L/S, you must also take it in R/W.

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.

What can I do if I don't meet EAP VI requirements this session?

Your teacher can write an appeal to Dr. Stevens if he or she feel 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, you must select classes for next session on the online intention form, even if you believe you will graduate. If you have not yet arranged housing for the next session, contact the ELI Housing Coordinator immediately.

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 passing grades (C average with no Fs) 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 earning B grades and an effort score of 1 or 2 in the required classes.**

Five-week EAP VI during Session III

Level VI students who have already completed their requirements in **L/S EAP VI** but have not completed requirements in **R/W EAP VI** may be eligible to take the five week long **R/W EAP VI** class in January of Session III in order to begin their university studies in the spring semester.

Students must meet these requirements in Session II (November/December):

- Must have already taken **R/W EAP VI**; and
- Earn an overall average of B- (no grades below C-) with a 6 or better on the final essay in **R/W EAP VI** or **ACRW** (prerequisite **R/W EAP VI**); or
- Earn an average of A- with a 6 or better on the final essay in **R/W General VI**. (prerequisite **R/W EAP VI**); or

^{††} A "pass" for CAP students in **R/W EAP VI** classes is defined as meeting the university requirement for graduate students (i.e. B grades in all skills and 6.5 or higher on the final essay). Students who do not meet their requirements in two sessions of **R/W EAP VI** and are retested at level VI may take **ACRW** once prior to retaking **R/W EAP VI** for the third and final time.

^{‡‡} For the purposes of this policy, **General V** and **EAP V** are considered two levels, and **General VI** and **EAP VI** are considered two levels.

- Earn an average of B with a 6 on the final essay in **R/Film VI** or **VOICES**. (prerequisite **EAP VI**)
- No student from Level V will be eligible to take this five week class. **No exceptions!**

Meeting E110 requirements

Applies to students conditionally admitted to University of Delaware (UD) only.

E110 is a Critical Reading and Writing class that all UD freshmen (undergraduates) are required to take; however, CAP students have the opportunity to earn credits for this course through taking ELI classes. Students can earn credit for UD's required Freshman Composition course (**E110**) in one of the following ways:

1. Take **R/W EAP VI** one time and earn a grade of no lower than A- in each skill area (Reading, Writing and Grammar) **and** achieve 6.5 or 7 on the final essay; **or**
2. Take **R/W EAP VI** more than once and earn an average of B (and with no grade lower than B-) over two sessions **and** achieve 6.5 or 7 on the final essay.
3. Take **EAP VI** then **R/Film VI** or **VOICES (R/W and L/S class)** with an average of B (and with no grade lower than B-) **and** a final essay score of 6.5 or 7.

The two-session average of B must be earned in the student's final two sessions in **EAP VI** and/or **R/Film VI** or **VOICES**.

Once the student has met these requirements, Dr. Stevens will review the student's record and send an approval letter to the university. It may take up to one semester before the credit appears on the student's UD record. For this reason, **if you believe you have earned your E110 credits, you must tell your UD advisor not to schedule you for E110 in your first semester at UD!**

pro·ba·tion /proʊˈbeɪʃən/

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 and 1 tutoring hour = .5 absences.

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.

CAP students are also required to meet with the CAP Academic Advisor throughout the session they are on probation to create a plan for academic success.

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 90% attendance. This means the student cannot miss more than 8 classes in an eight-week session or 7 classes in a seven-week session;
2. The student must maintain a B average in both of his or her ELI classes; and

- 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 class falls below a C- (70%), 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:

- The student must maintain 90% 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.
- The student must maintain a C (73%) grade average in both ELI classes.
- The student must have an effort grade of 1 or 2. An effort grade of 3 is not acceptable.
- If the student does not maintain a C grade average, he or she must receive an effort score of 1.

Probation Violation

Students who violate the terms of probation may be dismissed from the ELI. They have the right to appeal the 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.

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.

vi·o·late /'vajə,leɪt/ verb

vi·o·lates; vi·o·lat·ed;
vi·o·lat·ing

[+ obj] to do something that is not allowed by (a law, rule, etc.)

▪ Students who violate [=break] the rules will be punished. ▪ He was arrested for violating his parole.

One Step Closer to the University

The Bridge Program

In the Bridge Program, eligible CAP students take one ELI course and one or two undergraduate-level courses that are a required introduction-level class, like EGGG101: Introduction to Engineering or HRIM180: Introduction to HRIM, or classes that fulfill the university's multicultural or breadth requirements needed for graduation. *Approval is required for this opportunity.*

For every hour of university class, the students meet with a Bridge Leader for another hour of review, or recitation. This provides the additional academic and linguistic support that some international students need for success. Bridge is much more than just extra tutoring; it is a program that provides cross-cultural and academic coaching for students to successfully transition to the university.

Through the Bridge Program, students learn to develop successful study habits for their college career so they can:

- Organize their time, tasks and notes for class;
- Understand the course content and check their notes;
- Study effectively by themselves and with groups; and
- Understand the professor's expectations.

Sample List of Courses

- Introduction to Engineering (EGGG101)
- Introduction to HRIM (HRIM180)
- Cross-Cultural Etiquette and Protocol (HRIM316)
- Human Geography (GEOG102)
- World History (HIST103)
- Changing the World and Public Policy (UAPP110)
- Introduction to Linguistics I (LING101)
- Calculus (MATH221)^{§§}

Bridge requirements

The following types of students may participate in the Bridge Program:

- Undergraduate CAP students who have met one of their language requirements (either for Listening/Speaking class or Reading/Writing class)
- Recently matriculated UD students who are seeking extra support during a summer session or during their first semester as a full-time student.

^{§§} The university's Math Placement Exam must be taken in order to be placed into a math class.

Additional Requirements

| | |
|------------------------|---|
| Online Application | Completed by deadline (dates vary; check bridge website for upcoming dates) |
| GPA-ELI courses | 3.0 ^{***} or higher (B average over two most recent ELI sessions) |
| ELI Effort Score | 1-1.5 average (1 = outstanding, 2 = satisfactory, 3 = unacceptable) |
| Teacher Recommendation | Highly recommended |
| Interview | Demonstrates academic readiness |

Bridge Program Benefits

In the Bridge Program, students may:

- Start taking university classes earlier;
- Perform better on tests with the extra academic support (and thus start with a higher GPA);
- Gain confidence communicating appropriately with professors and classmates; and
- Earn college credit.

Bridge Leaders

Bridge Leaders are hired and paid to give academic, linguistic and study skill support for university classes in which they have some expertise.

They are trained and supported from the Bridge Coordinator throughout the semester, but they mainly work with students by doing the following:

- Being a role model of good time management, organization, study habits, knowledge/use of academic resources, and engagement with the material and classmates;
- Having a good understanding of UD's education system and the professor's expectations to be able to explain them to the Bridge Students;
- Leading small group recitation sessions 1-3 times a week to review the notes from class lectures and homework assignments, discuss the professor's expectations and how to effectively work on group projects with Americans (if applicable), and hold students accountable for managing their time and work;
- Communicating with the students and Bridge Coordinator in person and via email; and
- Attending the UD classes for the course, if necessary.

Important Points to Remember:

- Students' performance in their Bridge classes **will** affect their overall Grade Point Average (GPA) at the university level.
- Students taking Bridge courses at UD should be aware that they risk having their admission offer withdrawn if they earn less than a grade of C.

^{***} Students with lower GPAs will be considered for a math class.

- Students who are not CAP can take Bridge courses. When the student transfers to another school, the grade from the Bridge course will be sent to that school. The Bridge class may or may not count for credit at that school.
- Students taking a Bridge course and who are not CAP risk not being admitted to UD or other universities if the student earns a grade less than C. Students applying for engineering or math-related majors could also risk not being accepted if they score low on the math placement test that determines the math class the student is eligible to take.
- If a student withdraws or drops a course after the free “drop/add” period (first two weeks of the semester), he or she must pay a fee and he or she will NOT receive a refund 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.
- Credit for Bridge courses taken at UD may or may not transfer to CAP partner universities.

For more information on the Bridge Program, go to www.udel.edu/eli/bridge or contact Julie Lopez, Bridge Program Coordinator, at julo@udel.edu.

Taking Continuing Education courses at UD

Can I take a summer or winter session course at UD after I graduate from ELI?

While students are still at ELI, there is a hold on their account, so they are unable to register for any UD courses outside of Bridge.

Students who are conditionally admitted through CAP have their ELI holds removed after they meet all of their CAP requirements and graduate from the ELI, though they do not officially become fully matriculated UD students until the start of the spring or fall semester. ELI will remove their hold on or shortly after graduation day, and OISS will issue them a new I-20 to study as a university student instead of as a language student.

CAP students are NOT recommended to take a summer or winter UD session; instead, they should start as a regular full-time student in the fall or spring. This is because winter and summer session classes are intense. They are only 4-5 weeks long and they contain the same amount of homework and information as a regular semester-long course, so there is an enormous amount of reading required and the pace of the class is very quick.

If matriculated students want to take a summer or winter session course at UD, they must both contact OISS about their plans to work out visa issues and the ACCESS Center by calling 302-831-8843 to set up an advisement appointment to register for a course. Students may contact the ACCESS Center for an appointment only **after** they have graduated from ELI. There is at least two weeks between ELI graduation and the start of the next winter/summer session at UD to register for a course.

Exemption from continuing in a Level VI course

The following criteria are used to determine if a student has completed Level VI 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 VI class to apply for release the following session; **and**
2. Earn an A- average in the class with no grade below B+ in any of the skill areas; **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 met the E110 requirement.

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-bration

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-bration. The Info-bration is an information celebration. You will take care of important business that will help you matriculate. The Info-bration is required, and you should bring your credit card to pay your deposits.

At the Info-bration, you will:

- Complete your Departure Form
- Learn about I-20s and UD Welcome Packets
- Review UD housing policies
- Log into My Blue Hen Home (online portal for incoming freshmen)
- Pay tuition and housing deposits
- Complete housing agreement form and submit housing information/requests
- Receive matriculation checklist about when to complete online Math Placement Exam, registering for International Student Orientation, and paying tuition
- Meet with UD advisors, receive major-specific curriculum information

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

Getting your new documents (for UD students only)

You must submit a new bank statement to the Office for International Students and Scholars (OISS) showing at least the minimum dollar amount needed for one academic year of tuition, room and board, fees, and miscellaneous expenses. This information will be reviewed during the "Info-bration."

- Check the OISS website (<http://www.udel.edu/oiss>) for the specific dollar amount that should be shown on the bank statement.
- You may submit this bank statement by email directly to OISS at OISS@udel.edu. You must include your name and student ID number in your email.
- You must include the university's Confidential Financial Information (CIF) form if you submit a bank statement that belongs to someone other than yourself (ex: your parents). You can find the form on the OISS website here: <http://www.udel.edu/admissions/pdf/ConfidentialFinancial.pdf>

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

New Student Checklist (for UD students only)

- Attend the “Info-bration” on the morning of ELI’s graduation. There you will submit your departure forms, pay your housing and tuition deposits, check “My Blue Hen Home”, apply for housing and dining if necessary, learn about the Mathematics Placement Test, and meet an advisor.
- Submit a bank statement to OISS@udel.edu containing the minimum dollar amount needed for one academic year of tuition, room and board, fees, and miscellaneous expenses. Check the OISS website for specific dollar amounts. Include your full name and Student ID in the e-mail.
- Take the online ALEKS Mathematics Placement Test. The test lasts 90 minutes. Once you start the test, do not stop! If your scores do not meet your placement goal, you can repeat the test once after 48 hours and taking a three-hour online math review course.
- Read your Welcome Packet very carefully.
- Find your advisor. Contact your department to make sure you have an advisor. Your advisor will help you choose and schedule your classes.
- Attend International Student Orientation (ISO). This is MANDATORY! It is usually at the end of August or beginning of February. You are responsible to check the UD Admission website or your welcome packet for the exact date.
- Schedule your classes on UDSIS with your advisor at ISO.
- Pay your tuition on UDSIS.
- Buy the books for your courses.
- Find the day, time, and location that your classes meet, and begin your studies at UD. Read, read, read!

Paying your Tuition (for UD students only)

You can pay your tuition online in UDSIS. 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.

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

All UD freshmen who are 21 years old or younger are required to live on campus *unless their parents or legal guardians live in the Newark area*. Any freshman student who does not live in campus housing (the residence halls or "dorms") *even if they have paid for a dormitory* is violating the University Code of Ethics and may be dismissed from the University.

- Undergraduate students who are 18 or 19 years old live in freshman buildings.
- Students who are 20 or 21 years old may live in upper class buildings and are still obligated to live on campus.
- Students who are older than 21 may live off campus but they must submit a request to reslife-housing@udel.edu.

You can take a virtual tour of UD's residence halls by going to the website of Residence Life and Housing at http://www.udel.edu/reslife/explore_housing/tour.html.

You have to pay your housing deposit **before** you can request housing. You can pay your deposit online at My Blue Hen Home or at the Cashier's office at Student Services. Complete the housing request form on My Blue Hen Home, www.udel.edu/mybluehenhome/.

There are many benefits to living on campus. Resident Assistants (RAs) provide advice and assist you with personal matters. Plus, you can build your social life with Americans and other international students, and you will have a real college experience!

Students living in all residence halls (except for the Christiana Towers Apartments) are required to maintain a full resident dining plan for the entire academic year.

Visit UD housing's homepage, www.udel.edu/reslife for more information.

ALEKS Mathematics placement test (for UD students only)

Every incoming UD Freshman needs to take the online Mathematics Placement Test through ALEKS. According to the Department of Mathematical Sciences' webpage:

*"The purpose of this math placement assessment is to give an accurate measure of your current mathematical skills so that you will be successful in your mathematics course(s). It is important that **your** math skills and background be assessed so you can succeed in your math courses and complete your math requirements for graduation in an efficient manner...In addition to your math course, your math placement level will also determine your eligibility to enroll in other requirements for your major including Chemistry and*

ELI recommends that new international undergraduate students:

1. Meet your advisor before scheduling your classes.
2. Understand the difference between your major's requirements and university requirements.
3. Choose general education courses at the 100 level.
(Example: GEOG101, Geography 101)
4. Balance courses that will involve a lot of reading and/or writing and other courses.

Biology. Therefore, in order to stay on track for graduation in a 4 year time period, it's imperative that you take this process very seriously."

We recommend that you not study very hard for this test. As you can read above, the math placement test will specify a suitable course for your math skills. You do not want to be placed in a course that is too difficult for you! You might earn poor grades and they will never disappear from your permanent transcript.

For further information about the Mathematics Placement Test, such as advice for review, an overview of the program, scores and placement levels, and frequently asked questions, go to www.math.udel.edu/placement/pt_ALEKS.

Choosing and scheduling classes (for UD students only)

Before you begin scheduling your classes, contact your department to connect with your advisor, and go to your major's homepage. Do a search on UD's homepage for your department. For example, if your major is Chemical Engineering, search "Chemical Engineering." This will lead you to that department's homepage. There, look for information for "Current Students." You will probably need to choose between Undergraduate or Graduate. Where there is information for undergraduate students, you will see the specific course requirements for your major. Most of UD's pages for undergraduate majors will have information about which classes you need to take and when. Your advisor will also be able to help you choose and schedule your classes.

Look in the Undergraduate Course Catalog to find the days, times, and locations of available classes. The catalog also outlines the degree requirements for every major. <http://www.udcatalog.udel.edu>.

A typical UD Course will look like this: ANTH101010.

The four letters at the beginning of the course indicate the subject. In this example, "ANTH" means Anthropology. The next three numbers are the course number. "101" is the course number, which indicates that this is an introductory course. The last three numbers are the section of the class. The section gives information about the professor, the days the class meets, and the time the class meets. In lower level

classes, generally there are many sections to choose from, and this gives you the ability to create a schedule that works for you.

After visiting your department's page for undergraduate students 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.

Academic Requirements for UD Undergrads (in addition to major requirements)

From UD's online Undergraduate Course Catalog:

Each student must satisfy the following general requirements for graduation, in addition to the academic requirements of the particular college and curriculum chosen:

- A scholastic average of C (GPA of 2.0) in all work taken at the University.
- Completion of either 90 of the first 100 credits or 30 of the last 36 credits, full- or part-time, at the University of Delaware.
- All students are required to complete a minimum of 12 credits from the list of University breadth courses. (See the following "Breadth Requirements" section of the CAP handbook for more information.)
- One incoming semester of First Year Experience (FYE) completed with a passing letter grade, or a grade of P for courses graded only Pass/Fail. The number of credits will depend on the designated FYE (see FYE course offerings: <http://primus.nss.udel.edu/CourseDesc/index.action>).
- One semester of Freshman English (ENGL 110), completed with a minimum grade of C-.
- Three credits of Discovery Learning Experience (DLE) completed with a passing letter grade, or a grade of P for courses graded only Pass/Fail. DLE includes experiences such as internship, service learning, independent study, undergraduate research, and study abroad, which are designated DLE (see DLE course offerings: <http://primus.nss.udel.edu/CourseDesc/index.action>).
- Three credits in an approved course or courses stressing multicultural, ethnic, and/or gender related content. The purpose of the multicultural requirement is to provide students with some awareness of and sensitivity to cultural pluralism-an increasing necessity for educated persons in a diverse world. This requirement may be fulfilled through a course or courses taken to complete other course requirements, but cannot be fulfilled with any course taken on a pass/fail basis. Only course sections that are designated as multicultural in the registration booklet for a specific semester can be used to fulfill this requirement.

breadth /'brɛtθ/ noun

the quality of including many things : the wide scope or range of something

▪ I admire his *breadth* of knowledge/experience/achievement. = I admire the *breadth* of his knowledge/experience/achievement.

From Merriam-Webster Learner's Dictionary

Breadth Requirements

Use the following explanation as a guideline. Check the requirements for your specific major.

From UD's Online Catalog:

The University of Delaware also requires students to complete Breadth Requirements. UD believes that a college education requires some breadth of knowledge across diverse fields and perspectives. With this in mind, all students are required to complete a minimum of 12 credits from the list of University breadth courses. This includes 3 credits from each of the following categories. Students must earn a minimum grade of C- in each course to meet this requirement.

Creative Arts and Humanities (3 credits)

These courses provide students with an understanding and appreciation of the visual and performing arts, of aesthetic forms, designs, or craftsmanship, or of literary, philosophical, and intellectual traditions. Courses may focus on a single aesthetic form or intellectual tradition, or cross-cultural comparisons.

History and Cultural Change (3 credits)

These courses provide students with an understanding of the sources and forces of historical changes in ideas, beliefs, institutions, and cultures. Courses may address social, cultural, intellectual, economic, technological, artistic, scientific, and political development, changes in a discipline, or globalization and its effects.

Social and Behavioral Sciences (3 credits)

These courses provide students with an understanding of the behavior of individuals and social groups in the context of their human and natural environments. Courses emphasize the empirical findings, applications, and methods of the social and behavioral sciences.

Mathematics, Natural Sciences & Technology (3 credits)

These courses provide students with an understanding of fundamental and/or applied concepts and phenomena from

mathematics, logic, natural or physical sciences, and technology including quantitative reasoning and methods used to approach and solve problems.

Note that students must take breadth courses from four different subject areas (e.g. the four-letter subject code ACCT, HIST, etc.). Students may not use a course that is cross-listed with a subject area that has already been used to satisfy a university breadth requirement. Students enrolled in a single major may not satisfy the breadth requirement with courses in the subject area of that major (e.g. chemistry majors may not use CHEM courses). Students who are enrolled in more than one major or degree are allowed to meet the University breadth requirement by taking approved breadth courses from within the subject areas of their majors. The requirement may be fulfilled through a course or courses taken to complete other degree requirements, subject to the limitations above.

Foreign Language Requirement

Most students with a major in the College of Arts & Sciences and a few other majors in other colleges are required to take credits in a language other than English. However, international students can apply for an exemption. Ask your UD advisor about how to apply for this exemption if you are interested.

Students majoring in Business (unless it's International Business or HRIM) and Engineering are not required to take language classes.

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>. Just click on “CAP Student Center.” You can find information about the CAP Cohort program at <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/>.

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

Go to the *Student Forms* page on the ELI website (<https://sites.udel.edu/csp/forms/>) and click on “Appointment Request.” Find the person who is appropriate to speak to for your specific question. Click on that 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 an undergraduate student. How do I change my major?

When you are matriculated, talk to your advisor! You can not change your major before you start your university studies.

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

On Thursday evening before graduation, you will receive an e-mail from the ELI’s Registrar’s Office telling you you’ve met your English requirement. If you have met the requirement, go to the CAP “Info-bration” meeting on Friday morning of ELI graduation day.

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 applying for the Bridge Program or looking into CAP Partner Schools.

Is it too late to take the Math Placement Test?

No! It's never too late for CAP students to take the math placement test. There is an exception for CAP students. However, we recommend that you not study too hard for this test. This is a placement test that will put you in the appropriate course for your level. If you are put in a course that is too difficult for you, you may receive a poor grade that will never disappear from your permanent transcript. You can access the Math Placement Test on your personal MyBlueHenHome page once you graduate from the ELI.

I don't want to live on campus. What should I do?

Living on campus is **REQUIRED** for University of Delaware freshman, unless your parents or legal guardians live in the Newark area. There is no other way to live off-campus. Any freshman student caught living off campus (even if they have paid for a dormitory) will be brought before student conduct committee. Undergraduate students who are 18 and 19 years old live in freshman buildings. Students who are 20 or 21 years old may live in upper class buildings and are still obligated to live on campus. Students who are 21 years old or older may live off campus, but they must submit a request to Housing Assignment Services.

What is E110 and how do I get credit for it?

E110 is a Critical Reading and Writing class that all university freshmen are required to take. However, CAP students have the opportunity to earn credits for this course through taking ELI classes. See the section of this handbook called "Meeting E110 Requirements".

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.

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

This depends on the session you graduate from the ELI. In August, December, and January (for the five-week **R/W EAP VI** course), 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.

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 Erin Bastien Solorzano, 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.

Who can I see if I have more questions?

Karen Asenavage, Associate Director for Academic Programs

Karen can help you with advice on ELI course selection, help with your academic progress, and information on how to meet the requirements of the CAP program.

108 E. Main Street, Room 227 | *E-mail:* kasen@udel.edu | *Phone:* 302-831-2674

Erin Bastien, CAP Academic Advisor

Erin can help you with academic advisement, information about CAP requirements or policies, ELI course selection, CAP withdrawals, and matriculation processes and transitioning to university studies.

108 E. Main Street, Room 207A | *E-mail:* CAPadvisor@udel.edu | *Phone:* 302-831-7424

Michael Alexo, CAP Admissions Associate

Michael can help you with information about how to become a CAP student and with general questions about the program and about CAP partner colleges and universities.

189 W. Main Street, Room 201 | *E-mail:* CAPadmissions@udel.edu | *Phone:* 302-831-0651

Erin Cole Goertz, Registration Manager.

Erin oversees ELI records and can help provide you with your transcript or certificate if needed when applying to universities.

189 W. Main Street, Room 109 | *E-mail:* eli-registrar@udel.edu | *Phone:* 302-831-2674

Nadia Redman, Assistant Director, Admissions and Recruitment

Nadia answers questions about visas, travel, vacation, and transferring to another program.

189 W. Main Street, Room 103 | *E-mail:* nredman@udel.edu | *Phone:* 302-831-2674

Appendix: CAP Partner School Contact Information

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

Rutgers University-Camden

303 Cooper Street, Camden, NJ 08102 | www.rutgers.camden.edu | 856-225-1766

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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English Language Institute

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www.udel.edu/eli