Student Handbook
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GENERAL INFORMATION

Welcome to the International English Center

The International English Center (IEC), at the University of Colorado Boulder, was established in 1975. It offers students from all parts of the world a unique opportunity to learn the English language in a stimulating academic atmosphere, which is at the same time friendly and welcoming.

The IEC is fully accredited by the Commission on English Language Program Accreditation (CEA). CEA was established to promote excellence, assure quality, and recognize programs that meet accepted standards in curriculum, faculty and student services. The IEC is also member of the consortium of University and College Intensive English Programs in the U.S. (UCIEP), and English USA (formerly known as the American Association of Intensive English Programs).

IEC faculty are professional, experienced instructors who specialize in the teaching of English as a Second Language (ESL). They are required to have M.A. or Ph.D. degrees. Many have experience teaching intensive English in the U.S. and overseas to adult students from many language backgrounds.

Mission Statement

The mission of the IEC is to provide high quality English language instruction for international students preparing for academic study in the US, and professionals seeking to enhance their career opportunities, through innovative teaching practices and experiential learning, in order to serve the educational needs of the University of Colorado Boulder, the city of Boulder, and the global community.

Programs Overview

Intensive English Program

This year-round program features five 8-week sessions of intensive English instruction, combined with orientation to university customs, academic preparation, and an introduction to life in the U.S.

ESL Academic Bridge Program

This full-time intensive program is for students who have been conditionally-admitted to CU Boulder but who have not met the English language proficiency requirements for admission into an undergraduate degree program.

Intensive Test Preparation Program

This full-time intensive test preparation program is for English language students who are applying to undergraduate and graduate programs. Students can enroll in courses designed to improve student scores on the TOEFL, IELTS, GRE, or GMAT.

Legal English Program

This 8-week intensive program is designed for international students who plan on attending Law School in the US and for practicing international lawyers seeking to refine their English language skills.

ESL Credit Program

This program offers 2 or 3 hour credit courses to currently matriculated CU Boulder students. The courses count towards the students’ GPAs and F-1 visa requirements but not towards their graduation requirements. It aims at refining students’ English communication skills relevant to specific professions or area of studies.
Short-Term Language + Culture Program
This 2-week program is designed for tourists, business visitors, family, and friends who are seeking to improve their English language skills while experiencing the culture and beauty of Boulder.

Au Pair Program
This 8-week, 36-hour program is designed for au pairs who are intermediate to advanced level speakers of English. It aims to increase student confidence in their communication skills in English.

CU Employees English Language Program
This 10-week ESL program is offered to CU Employees. It provides them with the knowledge, skills and abilities to advance their English language proficiency, especially for the workplace.

Customized Programs
The IEC works with various groups to provide specialized English language training. These include business English for corporate clients, teacher training, and others.

Academic Program

Admissions Criteria
All IEC students requiring immigration paperwork must be able to provide proof of financial support.

Students interested in studying at the IEC must be at least 18 years of age. However, the IEC grants exceptions to students who are 17 years of age and have completed high school.

Proficiency Scores
Each session, listening and speaking, reading, and writing instructors assign students a proficiency score for each language skill as a means to identify a student's readiness for academic work in English. To provide proficiency scores, the IEC uses a system called the Common European Framework (CEFR) that is used widely in Europe and in other countries around the world. Please see the appendix for detailed explanation of these scores.

Evaluation
Students receive a grade for each course they take. GPA (Grade Point Average) is the average of all the students’ grades. The table below shows how grades are calculated on a 4.0 scale:

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Percent Grade</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>97-100</td>
<td>4.0</td>
</tr>
<tr>
<td>A-</td>
<td>93-96</td>
<td>3.7</td>
</tr>
<tr>
<td>B+</td>
<td>90-92</td>
<td>3.3</td>
</tr>
<tr>
<td>B</td>
<td>87-89</td>
<td>3.0</td>
</tr>
<tr>
<td>B-</td>
<td>83-86</td>
<td>2.7</td>
</tr>
<tr>
<td>C+</td>
<td>80-82</td>
<td>2.3</td>
</tr>
<tr>
<td>C</td>
<td>77-79</td>
<td>2.0</td>
</tr>
<tr>
<td>C-</td>
<td>73-76</td>
<td>1.7</td>
</tr>
<tr>
<td>D+</td>
<td>70-72</td>
<td>1.3</td>
</tr>
<tr>
<td>D</td>
<td>67-69</td>
<td>1.0</td>
</tr>
<tr>
<td>D-</td>
<td>65-66</td>
<td>0.7</td>
</tr>
<tr>
<td>F</td>
<td>Below 65</td>
<td>0</td>
</tr>
</tbody>
</table>
Certificates
When leaving the IEC, students may request a Certificate of Attendance that shows the total number of weeks the student was enrolled at the IEC. To issue this Certificate, all financial obligations must be settled. Students should request a Certificate at the IEC front office.

Transcripts
Official transcripts
IEC students can request official paper and/or electronic transcripts, including non-credit transcripts at the Office of the Registrar. Students should be sure to select non-credit transcripts for most of the IEC Programs.

Unofficial transcripts
IEC students can obtain unofficial transcripts by logging into myCUinfo:

- On the "Student" tab under "Academics/Schedule," select the "My Academics/View Unofficial Transcript" link on the right-hand side of the page.
- Next, under "My Academics" select the "View my unofficial transcript" link.
- On the next screen leave "Home Institution" as CU Boulder. Click the arrow in the Select Transcript Type box and choose "Non-Credit Career," then click on the "View Unofficial Transcript" button. You should then see a PDF version of your unofficial noncredit transcript.

Letters of Recommendation
Students applying to universities throughout the U.S. are typically required to submit at least one letter of recommendation along with their application and academic transcript. We encourage IEC students to get letters of recommendations from instructors and/or academic advisors from their home country. These letters must be in English. However, if this is not possible, IEC faculty members can write letters of recommendation as well. Please follow these tips when asking for a letter of recommendation:

- Choose a faculty member or advisor who will be able to write you a good recommendation.
- Ask the faculty member/recommender at least two weeks before you need to submit your letter of recommendation.
- Be sure the faculty member/recommender knows your deadline.
- Provide the faculty member/recommender with the name of the University and the Academic Program you are applying to, as well as the semester you intend to begin your studies.

Identikey and ID
MyCUinfo
MyCUinfo is the CU Boulder's student portal, where students can make changes to their personal profiles, access their accounts, and view their course schedules.

To login to myCUinfo, students need to first activate their IdentiKey, which is their CU Login Name. It may take a few days after students activate their IdentiKey for them to have access to all services. To activate the IdentiKey, please follow these steps:

- Login to mycuinfo.com
- Go to Identity Manager and click on the link: Activate your IdentiKey (found at the left side of the screen).
To activate your IdentiKey, students need their student ID number, date of birth, and a four-digit pin number that is provided by IT at 303-735-4357.

Create a CU login name and password.

**ID Card - Buff OneCard**

This card is the student’s official university identification and is key to services and resources at CU such as:

- Wardenburg Health Center
- Recreation Center
- Library
- Campus Cash
- Resident Hall and laundry
- Dining Halls and Meal Plans

Students can obtain their Buff OneCard at the Buff One Office, located on the lower level of C4C (Center for Community). The office is open from 8:00 am to 5:00 pm Monday through Friday (Summer 7:30 am to 4:30 pm). Students need to bring their passports and $30 in order to obtain their Buff OneCard.

To report a lost or stolen card, you can call the 24-hour help line at 303-492-1212.

**Academic Expectations**

**Email**

IEC students have a colorado.edu Gmail account and can log in with their Identikey and password. More detailed information about logging into your G Suite account can be found [here](#). Students are expected to check their CU email daily. There are often important messages from instructors, the IEC, and CU Boulder. For example, every Monday IEC students receive an email detailing important dates and events at the IEC for that week. It is expected that all students read this important email.

**Attendance**

- It is important to be in class every day.
- Students may need to miss a class or two, due to illness or personal business, but they should not make it a habit (see the 85% Attendance Policy). Please note that medical excuse notes are *not* accepted.
- If a student needs to leave Boulder or withdraw from the program, they should notify their instructors, their IEC Academic Advisor, and the IEC front office.

**Punctuality**

- Students must arrive to class on time. If class starts at 8:30am, instructors expect students in class at 8:30am. It is inconsiderate to the instructor and the other members of the class to interrupt the class by being late.
- Students more than 30 minutes late to class are counted absent for that class.
- Students who are 1-30 minutes late for the same class three times will be recorded as absent for one instance of that class.
Participation
Many classes are in a discussion format. Though it is normal for students to feel nervous about speaking in class, students are expected to be a part of these discussions. Successful participation requires good listening skills, a willingness to try, and completion of homework.

Homework
Homework is an important part of each student’s learning. Students should plan for 3 to 4 hours of study time every day.

The CU Honor Code
The Honor Code was designed by CU Boulder students to uphold CU Boulder’s standards of academic integrity and intellectual honesty. A definition of academic dishonesty at CU Boulder can be found here: https://www.colorado.edu/osccr/honor-code

The CU Boulder Honor Code Pledge reads as follows:

"On my honor, as a University of Colorado Boulder student, I have neither given nor received unauthorized assistance"

At the IEC, there are consequences for violating CU Boulder’s Honor Code. The first time a student violates the Honor Code, that student will meet with the Assistant Director for Student Services and Program Development and will receive a warning letter. The second time the student violates the Honor Code, the student will receive a second warning letter. If the student is sponsored, the student’s sponsor will be notified as well. The third time the student violates the Honor Code, the student may be dismissed from the IEC.

During Orientation class, every new student at the IEC attends a presentation by a representative of CU Boulder’s Office of International Student and Scholar Services. Moreover, all IEC students are required to attend this presentation when they are at the Intermediate 2 level. During this presentation, the various types of academic dishonesty are explained to students, along with the process that must take place if a student is accused of violating the Honor Code.

ESL Academic Bridge students who violate the Honor Code during their Advanced 1 or Advanced 2 session may be reported to CU Boulder’s Honor Code Office after their first violation.

IEC Resources and Activities

Computer Lab
- The IEC computer labs are open every weekday from 8:00am until 5:00pm.
- Word processing, information materials, e-mail, and Internet access are available through the secure CU network and wireless connection.
- Students with laptop computers or mobile devices can access the CU wireless network anywhere on campus. The Wi-Fi to use is: UCB Wireless.
IEC Library
Located in Lab 104, the IEC Library has books graded by level. Students may check out books for the day.

Student Programs
There are many opportunities to enjoy recreational and cultural activities outside of class such as:

- Weekly ongoing activities:
  - Culture Hour: IEC students are introduced to various US cultural aspects, i.e. Halloween, Easter Egg painting, Outdoors in Colorado, Saint Patrick’s Day, etc.
  - Free Tutoring
  - Public Speaking Club
  - Reading Club

- Activities offered by the IEC such as skiing, hiking, rafting, parties and receptions, theater, and much more.

Connection to the University of Colorado Boulder
The IEC offers advice and assistance to IEC students who wish to apply to a university or college. We work closely with the CU Office of Admissions to facilitate the application process for those students who plan to apply to CU. Students who would like more information should make an appointment with the Assistant Director for Student Services and Program Development.

Moreover, IEC students studying at the Advanced 1 or Advanced 2 levels may be eligible to take one ACCESS course for academic credit through the Division of Continuing Education at CU Boulder.

Students would need to take a full load of IEC course work (20 hours/week) in addition to their ACCESS course. Students interested in pursuing an ACCESS course should follow the steps below:

- Visit the Assistant Director for Student Services and Program Development to determine eligibility vis-à-vis English language proficiency.
- Schedule an appointment to visit with one of Continuing Education’s academic advisors, who will then lead you through the application process.

International Coffee Hour is offered on the CU campus every Friday afternoon. This is a great opportunity to talk with students from the United States as well as from all over the world.

Conversation Hours are opportunities to practice English speaking skills. Conversation hours often meet in the IEC Student Lounge after 5:00pm; alternatively, they may meet at the Anderson Language and Technology Center (ALTEC), CU Boulder’s language lab facility. Read the IEC Weekly email for information about the Conversation Hours that are offered each session.
IEC Student Policies and Procedures

85% Attendance Policy

One Time Repeat Policy

Withdrawal & Refund Policy

Student Code of Conduct

Immigration Information
The Immigration Advisor is available to help students with questions or problems concerning their visa, passport, or other immigration matters. If you plan to leave the country for any reason, it is very important to inform the Immigration Advisor. Use the online appointment system to schedule an appointment.

F-1 (Student) Visa Holders
The following rules governing F-1 visas are subject to changes. It is important to follow these rules!

Maintaining your status
If you have student status, you must be full time (20 hours a week) at the IEC. You cannot take a break from studying until you have studied for at least four sessions at the IEC. After four sessions, you are eligible to take a vacation session.

Change of Address
If you change your address, you must inform the Immigration Advisor within 10 days of the change of address.

Leaving and returning to the U.S.
If you have plans to leave the U.S. for a vacation and then return to the IEC, you must bring your I-20 to our office. The Immigration Advisor will sign your I-20 (provide you with a travel signature). You must take your I-20, passport and a printed out copy of your I-94 with you when you leave the U.S.

If you lose your I-20 or I-94
If you lose your I-20 or your I-94, inform the Immigration Advisor; replacements will be created for you.

Working
The IEC encourages all students to focus on their English language studies and therefore does not approve requests to work on or off campus.

Social Security Numbers (SSN)
International students on F-1 visas may only apply for an SSN if they are working on campus; however, the IEC does not approve requests to work on campus.

Program extension
You must make sure that your I-20 has not expired (this is not the date on your visa). Look at item #5 of your I-20 for the expiration date, which is written as: “complete studies not later than (date).” If you are planning on studying at the IEC past the time indicated on your I-20, you will need to request a Program Extension before your I-20 Form expires. Please check with the Immigration Advisor for more information regarding a program extension.
Transferring to another school
If you are transferring to another school, you must:

- Apply and be accepted to the new school.
- Tell the Immigration Advisor that you are planning to change to another school.
- Give the Immigration Advisor a copy of your acceptance letter and a transfer request form from your new school.
- Check in with your new school’s Student Services/Immigration office during the first 14 days of class to complete your transfer.

NON F-1 (Student) Visa Holders
Special conditions apply to students on other visas or on the Visa Waiver Program. Please see the Immigration Advisor for further assistance.

Medical Insurance
All full-time students on F-1 student visas must be covered by Medical Insurance while studying at the IEC. Students must show proof of insurance during IEC registration and no later than Day 5 of the session.
If a student does not have health insurance, they must purchase CU Gold health insurance at the time of registration.

Private Insurance
Students can have their own insurance purchased before coming to the U.S. You must show the IEC your health insurance card for proof of coverage. Otherwise, you need to pay for the CU Gold health insurance.

Embassy or Sponsor Insurance
If you are a government-sponsored student, please read the information you receive from your sponsor to see if you have insurance coverage. Sometimes, there are certain costs which are not covered, such as dental work. If you do not have insurance from your sponsor, you must have CU Gold health insurance (see below). If you have insurance from your sponsor, you must take the information regarding this coverage to your appointment with the doctor so he may charge your sponsor for the services. It is very important that you give the doctor the address of your sponsor.

IEC Medical Insurance
If you do not have medical insurance, the IEC will provide you with it. This insurance plan is called the CU Gold Plan. This insurance plan does not include dental work, except in case of an accident. Please refer to the insurance brochure available in the IEC front office for more details. When you pay your tuition and fees, you will pay the cost of the Gold Plan. If you have any questions, please speak with the IEC Business Manager.

Campus Care is a supplement plan for IEC students who already have their own health insurance. This plan is mandatory for all IEC students and provides basic coverage at CU Boulder’s Wardenburg Health Center on campus, including: treatment of sore throats and other minor illnesses, treatment of broken bones and minor injuries, annual exams, lab and X-ray services ordered by a Wardenburg provider, MMR titer and Tuberculosis skin test. Campus Care does not include: allergy shots, counseling and psychiatric services after the first free six visits, nutrition services, prescriptions, services outside of Wardenburg,
Sports Medicine services, vaccinations and Travel Clinic visits. The cost for Campus Care is approximately $90 per session.

**Immunizations**
CU Boulder and the IEC require that all students have the necessary immunizations. Students must show evidence of immunizations during New Student Orientation.

Required immunizations include:
- Two Rubella (measles)
- Two Rubella (German measles)
- Two mumps vaccinations (MMR)

Strongly recommended: Hepatitis B and Meningococcal.

Students who fail to submit proof of immunizations will incur a $25 late fee and a STOP on their registration for the following session.

**Housing**
Students apply for all on-campus housing through the IEC Housing Coordinator.

**University Residence Halls**
- The IEC has a limited number of rooms in the University of Colorado residence halls each session.
- The IEC assigns the space to students on a first-come, first-serve basis. When possible, each student will be placed with another student who does not speak the same language.
- Because of the limited number of rooms available and the large number of students who want live in residence halls, rooms may not be changed except with the permission of the residence hall offices involved. **The IEC is not permitted to arrange room changes.**

**Non-ESL Bridge students** may choose to live in:
- CU Boulder Residence Halls
- CU Boulder Bear Creek Apartments
- Apartments or rooms off-campus

**ESL Bridge students** are required to live in:
- CU Boulder Residence Halls
- CU Boulder Bear Creek Apartments

If you wish to move out of the residence hall to live off-campus, you should wait until the end of the session. If you do not wait, the Housing Department will charge you a penalty of up to 50% of the remainder of your contract. In addition, you will lose your $200 deposit, and you will be charged a daily rate for the time you stayed in the residence hall.

Students are required to move out of the residence halls within 48 hours of their last class at the IEC.
University Family Housing
The Family Housing Office rents one-bedroom and two-bedroom apartments, either furnished or unfurnished, to University of Colorado students. Students can apply at any time. Please contact University Family Housing directly with any questions.

Off-Campus Housing
The main campus has created an off-campus housing guide for international students.

Meal Plans
- All students living in the residence halls will choose a meal plan to fit their needs.
- 3 meal plans are offered to IEC students: 19, 15 and 10 meals per week.
- On Saturday and Sunday there are only two meals provided: brunch and dinner. In the summer there is usually a different selection of meal plans.
- Students with meal plans may eat in any dining hall on campus. The following dorms provide dining rooms: Farrand, Kittredge, Sewall, and Williams Village. There are also large dining halls in the Center for Community (C4C) and the University Memorial Center (UMC).
- Students may purchase “munch money” that is stored on the Buff OneCard and can be used as a debit card account at the mini-stores and grab-and-go vendors on campus.

If there is any problem with your room or your roommate, please see your IEC Academic Advisor. You will then be referred to the IEC Housing Coordinator or your Resident Advisor (RA).

Banking
Students may want to consider opening an account at a local bank. Although the IEC cannot recommend one bank over another, the following banks in Boulder do not require an SSN to open an account: Chase, First Bank, US Bank, and Wells Fargo.

It is very common to pay bills with checks. Here is an example check:
University Facilities

Wardenburg Health Center
The Health Center is located on campus near the UMC at 18th and Broadway Street. Specialty clinics are available in the areas of Gynecology, Dermatology, ENT (Ear, Nose & Throat), Allergy, Orthopedics, Neurology, Dental, Podiatry, and Optometry. Wardenburg is also equipped with an X-ray department, a pharmacy, a laboratory, an emergency room, a physical therapy department, and a psychiatric clinic.

If you feel you need an interpreter to communicate, tell this to the Wardenburg Health Center staff. Wardenburg has a phone translation service, and this service has translators for all languages. You may also decide to ask a friend who is more fluent in English and who knows your language to be your translator.

Medical Appointments
If students have a medical problem, it is best to make an appointment at Wardenburg by calling 303-492-5432. It is important that students introduce themselves as IEC students.

When possible, students should make doctor's appointments either before or after classes or on Saturdays so that they do not miss class time. If students make an appointment, it is very important to keep it and arrive on time. Unless cancelled in advance, students will have to pay even if they did not go to the appointment.

If Wardenburg decides a student should see a specialist, the health center has a referral service to help find appropriate doctors who take their particular insurance.

If you need to see a doctor for a non-life threatening condition after hours (that is, Wardenburg is closed), you can choose to visit an Urgent Care Facility in the area. Urgent Care Facilities have doctor's on staff who can tend to your needs, and a visit to an Urgent Care Center is much cheaper than a visit to the Emergency Room. Here is a list of Urgent Care Facilities in the area:

<table>
<thead>
<tr>
<th>Boulder Medical Center</th>
<th>Metro Urgent Care</th>
</tr>
</thead>
<tbody>
<tr>
<td>2750 Broadway St</td>
<td>297 US 287</td>
</tr>
<tr>
<td>Boulder</td>
<td>Lafayette</td>
</tr>
<tr>
<td>Concentra Urgent Care</td>
<td>NextCare Urgent Care</td>
</tr>
<tr>
<td>3300 28th St</td>
<td>4590 W 121st Av</td>
</tr>
<tr>
<td>Boulder</td>
<td>Broomfield</td>
</tr>
<tr>
<td>Rocky Mountain Urgent Care</td>
<td>Rocky Mountain Urgent Care</td>
</tr>
<tr>
<td>4800 Baseline Road</td>
<td>6080 W 92nd Av</td>
</tr>
<tr>
<td>Boulder</td>
<td>Westminster</td>
</tr>
</tbody>
</table>
For emergencies
Dial 911

Counselling and Psychiatric Services (CAPS)
CAPS offers confidential psychiatric and mental health services for issues such as anxiety, body image, depression, relationships, substance use and more.

Collegiate Recovery Center (CUCRC)
CUCRC provides support for those in recovery from substance use disorders or addictive behaviors and is a home for the sober community on the CU Boulder campus.

Colorado University Police Department (CUPD)

CU Boulder Libraries - All Libraries
- CU Digital Library
- Jerry Crail Johnson Earth Sciences & Map Library - Earth Sciences Library
- Leonard H. Gemmill Engineering, Math and Physics Library
- Howard B. Waltz Music Library
- Norlin Library: You may want to visit the section containing periodicals and foreign language newspapers. In addition, there is a section with college and university catalogs from academic institutions all over the country. If you are interested in taking a tour of the library, ask your IEC Academic Advisor to arrange a visit.

Academic Success and Achievement Tutoring (ASAP)
Students living in the residence halls or Bear Creek Apartments have access to this free small group and walk-in tutoring services.

BOLD Center
The BOLD Center is an inclusive community of engineering students that provides an enriching environment where engineering students learn with peers who have similar academic interests and expectations.

Center for Student Involvement
The Center for Student Involvement offers a wide variety of ways to get involved in campus life: a complete list of programs and events, the Student Organization Directory, etc.

Cultural Unity and Engagement Center (CUE)
CUE is dedicated to fostering respect for multicultural ways of being, thinking and living. It offers computers and free printing, a study area, a student lounge, and workshops, among other resources.
Gender and Sexuality Center (GSC)
GSC supports students who are questioning and exploring their identities and those who identify as gay, lesbian, bisexual, transgender, queer, intersex and their allies (LGBTQIA).

Office of Victims Assistance (OVA)
OVA offers free confidential support, advocacy and short-term counseling on topics such as: harassment and discrimination, physical and sexual assault, events that occur in a student’s home country, etc.

University Memorial Center (UMC)
Known as the campus “living room”, the UMC serves as the student center for the University of Colorado. There are several restaurants and lounges, television rooms, game areas, a movie theater, and a music lounge.

Wellness Center
The Wellness Center, located in Wardenburg, offers help with issues such as stress, smoking cessation, nutrition and sleep.

Women’s Resource Center (WRC)
WRC offers programs and information related to women’s lives on campus and in the community. There is an extensive library in the center.

Writing Center
Located near the east entrance of Norlin Library, The Writing Center offers help at all stages of the writing process from planning through revision.

CU Bookstore

CU Recreation Center
As an IEC student, you may use the Recreation Center facilities for a weekly fee. There is an ice arena, a gymnasium, swimming and diving pools, tennis courts, weight rooms, and handball and squash courts. To become a member, students should go directly to the Recreation Center cashier, show their Buff OneCard, and state that they are an IEC student.

CU Art Museum

CU Heritage Center

CU Natural History Museum
PROGRAM SPECIFIC INFORMATION

Intensive English Program & ESL Academic Bridge Program

Intensive English Program (IEP)
- The IEP is for students from abroad who are preparing to enter a U.S. college or university, or who simply want to improve English skills.
- The IEP integrates listening, speaking, reading, writing, and grammar.
- Students are required to take four core classes: Listening/Speaking, Reading, Writing, and one elective class of the student’s choice.
- The IEP emphasizes necessary study skills for U.S. universities, the Internet-based TOEFL, and the IELTS.
- The IEP includes the latest ESL practices and materials.
- The IEP provides opportunities to interact with the community and to practice using English in real life settings.

ESL Academic Bridge Program
- The ESL Academic Bridge Program is for students who have been conditionally admitted to the University of Colorado Boulder but whose English proficiency does not meet the requirements for admission into their degree program. Bridge students are allowed to start a degree program at CU Boulder after they have met the requirement for English proficiency by completing the program.
- ESL Academic Bridge students must complete the Advanced 2 level at the IEC with no grade lower than a B- in their last session.
- ESL Academic Bridge students must maintain a 3.0 Grade Point Average at the IEC.
- ESL Academic Bridge students are required to take an additional class called University Preparation (UP) at no extra charge. This UP class helps students become acquainted with academic culture in the United States and at CU in particular.
- Once entering the program, students are not able to take the TOEFL or IELTS tests to prove their English proficiency.
- Students interested in joining the ESL Academic Bridge Program should see their IEC Academic Advisor.

IEP Program Specifics

Admissions Criteria
- ESL Academic Bridge students must be conditionally admitted to CU Boulder and only lacking the English requirement to matriculate.

Placement
To maximize students’ progress in learning English, new students will:
- Write two short compositions
- Take a computer test in listening, reading, and grammar
Furthermore, all students take a diagnostic writing test the first week of classes. The results of this test will be used to determine whether or not the new student should be moved to a different level. If a student, after taking the diagnostic test, does not agree that they are in the right level, they may appeal by seeing their IEC Academic Advisor and filling out an Appeals Form.

**Levels and Schedule**

There are eight levels of study in the Intensive English Program:

<table>
<thead>
<tr>
<th>Level</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introductory</td>
<td>Helps students to develop a command of basic communicative English and to increase their vocabulary.</td>
</tr>
<tr>
<td>Basic 1</td>
<td>Helps students to develop a thorough command of basic, communicative English and to increase their vocabulary. Simple note-taking skills are introduced as well as practice in fluency.</td>
</tr>
<tr>
<td>Basic 2</td>
<td></td>
</tr>
<tr>
<td>Intermediate 1</td>
<td>Helps students improve the four skills: reading, writing, listening and speaking. Students begin writing paragraphs and essays and receive extensive instruction in how to cite sources.</td>
</tr>
<tr>
<td>Intermediate 2</td>
<td></td>
</tr>
<tr>
<td>Intermediate 3</td>
<td></td>
</tr>
<tr>
<td>Advanced 1</td>
<td>Prepares students for University study. Great emphasis is placed on academic reading, writing, listening and speaking. Students may have the option to enroll in one University ACCESS course.</td>
</tr>
<tr>
<td>Advanced 2</td>
<td></td>
</tr>
</tbody>
</table>

Classes are held Monday through Friday. The Morning Program (for lower level students) runs 8:30am-12:10pm and the Afternoon Program (for upper level students) runs 1:00pm-4:40pm. This schedule may be flipped during the summer session.

**IEC Academic Advisors**

- Each student is assigned an IEC Academic Advisor during Registration and Placement week.
- Academic Advisors are IEC faculty members who are the first point of contact between the student and the academic program.
- IEC Academic Advisors distribute mid-session evaluations to students and are available to discuss any problem the student may have.
- Students can make an appointment to see their Academic Advisor at any time, using the online advisor appointment system.

**Electives**

- Full-time students must choose an elective as part of their course studies.
- To discuss any questions about registering for an elective, students should see their IEC Academic Advisor.
- Students are encouraged to stay with the electives they have chosen. However, if a student decides to change their elective, they may do so only during the first week of classes. The process to transfer electives will be explained in the IEC Weekly email sent out on Monday of the first week of classes.

**Ongoing Orientation**

- New full-time students are required to enroll in a 2 hour/week class entitled “Orientation,” which provides students with a more in depth understanding of many aspects of US culture such as: Classroom Culture, Digital Literacy, Sustainability and Digital Responsibility. This course is typically held on Wednesdays from 10:30am-12:10pm (for upper level students) and 1:00pm-2:40pm (for lower level students).
• All students, once they have reached the Intermediate 2 level, are required to attend a special Honor Code workshop led by a staff member from CU Boulder’s International Student and Scholar Services office (ISSS).

Mid-Session Evaluations
At mid-session (Monday of the fifth week of classes), IEC instructors write informal evaluations of each student, and these mid-session evaluations are distributed to the students by their IEC Academic Advisors.

End-of-Session Evaluation
At the end of the session, IEC instructors evaluate student work for the full eight-week session and post grades to MyCUInfo.

On the last day of the session, students meet with their IEC Academic Advisor, who explains how to access student grades in MyCUInfo. Moreover, IEC Academic Advisors discuss CEFR Proficiency Scores with all advisees. The Assistant Director for Student Services and Program Development sends copies of sponsored students’ grades to the sponsors within one week of the end of the session.

Level Advancement
After completion of eight weeks at one level, instructors indicate whether a student is ready for the next level.

• Level advancement is based upon student work throughout the entire 8-week session.
• A student who passes at least three of their four core classes will be promoted to the next level. The writing class and the reading class must be passed in order to advance.
• To pass a class, a student must have a grade of C- or higher.
• Level advancement is for ALL classes. The IEC does not have split-level students.
• Students who continue at the same level will meet with their IEC Academic Advisor at the beginning of the next session to discuss strategies to help them succeed in achieving their academic goal of passing the level the second time.

Appeals and Complaint Process

Appeals Process
Students can fill out an Appeals form to make an appeal for one of the following reasons:

• Beginning of Session: Section Change or Level Change.
• Mid-Session: Re-evaluation of Probation Status or Honor Code Violation.
• End of Session: Level Change, Skip a Level, Final Exam Grade, Final Course Grade, Leave Status or Dismissal Status.

Appeals forms filled out at the beginning of a session must be turned in to an IEC Academic Advisor by Thursday, 5:00pm, of the first week of classes. The Appeals Committee informs students of their decisions by 5:00pm on the first Friday of the session.

Appeals forms filled out at the end of a session must be turned in to an IEC Academic Advisor no later than 5:00pm on End of Session Advising Day. The Appeals Committee informs students of their decisions no later than 24 hours after the students’ End of Session Advising meetings with their IEC Academic Advisors.
Complaint Process
If a student has a complaint, they are encouraged to talk to IEC faculty, staff, and IEC Academic Advisors first. If, however, students do not feel that their problem has been addressed sufficiently, the student may file a formal complaint by requesting a Complaint form from their IEC Academic Advisor, filling this form out, and then submitting it to the Assistant Director for Student Services and Program Development. Students will be contacted within 24 hours of filing their complaint.
Appendix

85% Attendance Policy, One-Time Repeat Policy Forms
To make academic progress, it is important for all IEC students to attend class, and actively participate in all assignments, exercises, and tasks. When you are absent, it has a negative effect on your learning. And, since many assignments and activities depend on pair and group work, your absence has a negative effect on your classmates as well.

85% Attendance Policy

- Regular attendance is required in all IEC classes.
- In order to continue to enroll at the IEC, you must attend a minimum of 85% of your classes each session.
- You should always be on time and stay for the entire class. If you arrive late to class or leave early, this will affect your attendance percentage.
- There are no excused absences.
- No early exams or evaluations can be expected.

One-Time Repeat Policy

- In addition, students must show that they are making consistent progress throughout the IEC’s eight levels of English language study.
- You are allowed to repeat each level only once. (You are allowed to repeat more than once, provided you are repeating a different level).

There are no exceptions to these policies. If you do not attend at least 85% of your classes each session, you may be dismissed from the IEC immediately and must leave the United States within 15 days. If you do not pass a level the second time, you will be required to transfer to a different English language program.

Student Code of Conduct
The purpose of the Student Code of Conduct is to maintain the general welfare of the IEC and the university community. The IEC and the university strive to make the campus community a place of study, work and residence where people are treated, and treat one another, with respect and courtesy. All students must follow the Student Code of Conduct. Students who violate these standards will be subject to the actions described below.

There are some behaviors that are not acceptable and can cause disruption to student learning in the IEC classrooms.

In addition to the above inappropriate behaviors, the conduct listed below is prohibited by the University’s Student Code of Conduct. Violating any of the below standards with bold type will result in a minimum sanction of suspension unless specific and significant mitigating factors are present.

- Assaulting or physically abusing another person.
- Intimate partner abuse.
- Sexual misconduct.
- Indecently exposing one’s body.
- Stalking.
• Hazing.
• Abusive conduct that creates an environment that is hostile or offensive.
• Violating any federal, state, or local law or university regulation.
• Interfering with a university activity.
• Interfering with a police or fire response.
• Failing to comply with university officials who are performing their duties.
• Failing to abide by a university sanction.
• Providing false information to IEC or university officials.
• Retaliating against or discouraging an individual from participating in a university process.
• Violating any Housing and Dining Services policy.
• Unauthorized entry into or exit from university property.
• Failing to comply with university officials who are performing their duties.
• Failing to abide by a university sanction.
• Providing false information to IEC or university officials.
• Retaliating against or discouraging an individual from participating in a university process.
• Violating any Housing and Dining Services policy.
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• Providing false information to IEC or university officials.
• Retaliating against or discouraging an individual from participating in a university process.
• Violating any Housing and Dining Services policy.
• Unauthorized entry into or exit from university property.

Prohibited conduct also includes conduct engaged in by electronic means including, but not limited to, computers (such as with use of the Internet for email or social media purposes), and type of phone (such as by calls, texts, instant messaging, or the Internet), or any other means of electronic communication.

Any student found violating one of the above standards not in bold type will be written up by the Assistant Director for Student Services and Program Development. A copy of this write-up will be placed in the student's academic file. If the student is sponsored, the sponsor will be notified. If the student receives three such write-ups during their course of studies at the IEC, this student may be asked to leave the IEC.


Student Honor Code
Honor is about academic integrity, moral and ethical conduct, and pride of membership in a community that values academic achievement and individual responsibility. Cultivating honor lays the foundation for lifelong integrity, developing in each of us the courage and insight to make difficult choices and accept responsibility for actions and their consequences, even at personal cost.

As citizens of an academic community of trust, CU Boulder students do not lie or cheat whether they are on campus or acting as representatives of the university in surrounding communities. Neither should they suffer by the dishonest acts of others.
All students of the University of Colorado Boulder are responsible for knowing and adhering to the academic integrity policy. Violations of this policy may include: cheating, plagiarism, aid of academic dishonesty, fabrication, lying, bribery, and threatening behavior. All incidents of academic misconduct shall be reported to the Program Manager for Student Academics and Success. Students who are found to be in violation of the academic integrity policy will be subject to both academic sanctions from the faculty member and non-academic sanctions. Students found violating the Honor Code will be written up the same as a student who has violated the Student Code of Conduct.

Adapted from: http://honorcode.colorado.edu, Honor Code Office, University of Colorado Boulder.
<table>
<thead>
<tr>
<th>User Range</th>
<th>CEFR Scale</th>
<th>CEFR OVERALL ORAL PRODUCTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Proficient User</td>
<td>C2</td>
<td>Can express him/herself spontaneously and very fluently, interacting with ease and skill, and differentiating finer shades of meaning precisely. Can produce clear, smoothly flowing, well-structured descriptions.</td>
</tr>
<tr>
<td></td>
<td>C1</td>
<td>Can express him/herself fluently and spontaneously, almost effortlessly, with a smooth flow of language. Can give clear, detailed descriptions on complex subjects. High degree of accuracy; errors are rare.</td>
</tr>
<tr>
<td>Independent User</td>
<td>B2</td>
<td>Can interact on a wide range of topics and produce stretches of language with a fairly even tempo. Can give clear, detailed descriptions and presentations on a wide range of subjects related to his/her field of interest. Does not make errors which cause misunderstanding.</td>
</tr>
<tr>
<td></td>
<td>B1</td>
<td>Can keep going comprehensibly, even though pausing for grammatical and lexical planning and repair may be very evident. Can link discrete, simple elements into a connected sequence to give straightforward descriptions on a variety of familiar subjects within his/her field of interest. Reasonably accurate use of main repertoire associated with more predictable situations.</td>
</tr>
<tr>
<td>Basic User</td>
<td>A2</td>
<td>Can communicate in a simple and direct exchange of information on familiar matters. Can make him/herself understood in very short utterances, even though pauses, false starts and reformulation are very evident. Can describe simple terms, family, living conditions, educational background, present or most recent job. Uses some simple structures correctly, but may systematically make basic mistakes.</td>
</tr>
<tr>
<td></td>
<td>A1</td>
<td>Can make him/herself understood in a simple way, asking and answering questions about personal details, provided the other person talks slowly and clearly and is prepared to help. Can manage very short, isolated, mainly pre-packaged utterances. Much pausing to search for expressions, to articulate less familiar words.</td>
</tr>
<tr>
<td>User Range</td>
<td>CEFR Scale</td>
<td>CEFR OVERALL WRITTEN PRODUCTION</td>
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<tr>
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</tr>
<tr>
<td>Proficient User</td>
<td>C2</td>
<td>Can write clear, highly accurate and smoothly flowing, complex texts in an appropriate and effective personal style conveying finer shades of meaning. Can use a logical structure which helps the reader to find significant points.</td>
</tr>
<tr>
<td></td>
<td>C1</td>
<td>Can write clear, well-structured and mostly accurate texts of complex subjects. Can underline the relevant salient issues, expand and support points of view at some length with subsidiary points, reasons and relevant examples, and round off with an appropriate conclusion.</td>
</tr>
<tr>
<td>Independent User</td>
<td>B2</td>
<td>Can write clear, detailed texts on a variety of subjects related to his/her field of interest, synthesizing and evaluating information and arguments from a number of sources. Can make a distinction between formal and informal language with occasional less appropriate expressions.</td>
</tr>
<tr>
<td></td>
<td>B1</td>
<td>Can write straightforward connected texts on a range of familiar subjects within his field of interest, by linking a series of shorter discrete elements into a linear sequence. The texts are understandable but occasional unclear expressions and/or inconsistencies may cause a break-up in reading.</td>
</tr>
<tr>
<td>Basic User</td>
<td>A2</td>
<td>Can write a series of simple phrases and sentences linked with simple connectors like ‘and’, ‘but’ and ‘because’. Longer texts may contain expressions and show coherence problems which makes the text hard to understand.</td>
</tr>
<tr>
<td></td>
<td>A1</td>
<td>Can write simple isolated phrases and sentences. Longer texts contain expressions and show coherence problems which make the text very hard or impossible to understand.</td>
</tr>
<tr>
<td>User Range</td>
<td>CEFR Scale</td>
<td>CEFR OVERALL LISTENING COMPREHENSION</td>
</tr>
<tr>
<td>------------</td>
<td>------------</td>
<td>--------------------------------------</td>
</tr>
<tr>
<td>Proficient User</td>
<td>C2</td>
<td>Has no difficulty in understanding any kind of spoken language, whether live or broadcast, delivered at fast native speed.</td>
</tr>
</tbody>
</table>
|  | C1 | Can understand enough to follow extended speech on abstract and complex topics beyond his/her own field, though he/she may need to confirm occasional details, especially if the accent is unfamiliar.  
Can recognize a wide range of idiomatic expressions and colloquialisms, appreciating register shifts.  
Can follow extended speech even when it is not clearly structured and when relationships are only implied and not signaled explicitly. |
|  | B2 | Can understand standard spoken language, live or broadcast, on both familiar and unfamiliar topics normally encountered in personal, social, academic or vocational life. Only extreme background noise, inadequate discourse structure and/or idiomatic usage influences the ability to understand.  
Can understand the main ideas of propositionally and linguistically complex speech on both concrete and abstract topics delivered in a standard dialect, including technical discussions in his/her field of specialization.  
Can follow extended speech and complex lines of argument provided the topic is reasonably familiar, and the direction of the talk is sign-posted by explicit markers. |
| Independent User | B1 | Can understand straightforward factual information about common everyday or job-related topics, identifying both general messages and specific details, provided speech is clearly articulated in a generally familiar accent.  
Can understand the main points of clear standard speech on familiar matters regularly encountered in work, school, leisure etc., including short narratives. |
| Basic User | A2 | Can understand enough to be able to meet needs of a concrete type provided speech is clearly and slowly articulated.  
Can understand phrases and expressions related to areas of most immediate priority (e.g. very basic personal and family information, shopping, local geography, employment) provided speech is clearly and slowly articulated. |
<p>|  | A1 | Can follow speech which is very slow and carefully articulated, with long pauses for him/her to assimilate meaning. |</p>
<table>
<thead>
<tr>
<th>User Range</th>
<th>CEFR Scale</th>
<th>OVERALL READING COMPREHENSION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Proficient User</td>
<td>C2</td>
<td>Can understand and interpret critically virtually all forms of the written language including abstract, structurally complex, or highly colloquial literary and non-literary writings. Can understand a wide range of long and complex texts, appreciating subtle distinctions of style and implicit as well as explicit meaning.</td>
</tr>
<tr>
<td></td>
<td>C1</td>
<td>Can understand in detail lengthy, complex texts, whether or not they relate to his/her own area of specialty, provided he/she can reread difficult sections.</td>
</tr>
<tr>
<td>Independent User</td>
<td>B2</td>
<td>Can read with a large degree of independence, adapting style and speed of reading to different texts and purposes, and using appropriate reference sources selectively. Has a broad active reading vocabulary, but may experience some difficulty with low frequency idioms.</td>
</tr>
<tr>
<td></td>
<td>B1</td>
<td>Can read straightforward factual texts on subjects related to his/her field and interest with a satisfactory level of comprehension.</td>
</tr>
<tr>
<td>Basic User</td>
<td>A2</td>
<td>Can understand short, simple texts on familiar matters of a concrete type which consist of high frequency every day or job-related language. Can understand short, simple texts containing the highest frequency vocabulary, including a proportion of shared international vocabulary items.</td>
</tr>
<tr>
<td></td>
<td>A1</td>
<td>Can understand very short, simple texts a single phrase at a time, picking up familiar names, words and basic phrases and rereading as required.</td>
</tr>
</tbody>
</table>