



## Student Handbook

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## WELCOME TO THE INTERNATIONAL ENGLISH CENTER

### **Mission Statement**

The mission of the International English Center 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.

### **Program Overview**

The International English Center, established in 1975, 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 year-round program features five eight-week sessions of intensive English instruction, combined with orientation to university customs, academic preparation, and an introduction to life in the United States.

### **Accreditation and Membership**

The International English Center (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 program is a member of UCIEP, the consortium of University and College Intensive English Programs in the U.S., and a member of English USA (formerly known as the American Association of Intensive English Programs).

## The Academic Program

### Admissions Criteria

- 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.
- ESL Academic Bridge students must be conditionally admitted to CU Boulder and only lacking the English requirement to matriculate.
- All IEC students in the intensive program must be able to provide proof of financial support.

### Curriculum

- Intensive English Program (IEP)
  - The IEP is for students from abroad to prepare to enter a U.S. college or university, or to simply improve English skills.
  - The IEP integrates listening, speaking, reading, writing, and grammar.
  - The IEP emphasizes necessary study skills for U.S. universities, the iBT (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.
  - Students are required to take four core classes: Listening/Speaking, Reading, Writing, and one elective class of the student's choice.

### ESL Academic Bridge Program

- The ESL Academic Bridge Program at the University of Colorado Boulder is for students who have been conditionally admitted to CU 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 after they have met the requirement for English proficiency by completing the program.
- Once entering the program, ESL Academic Bridge students are not able to take the TOEFL or IELTS tests to prove their English proficiency. Instead, they 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.
- ESL Academic Bridge students are required to take an additional class called University Preparation at no extra charge. This UP class helps students become acquainted with academic culture in the United States and at CU in particular.
- Students interested in joining the ESL Academic Bridge Program should see their IEC Primary Advisor.

### Levels and Classes

- There are eight levels of study in the Intensive English Program:
  - **Introductory**- The Introductory level helps students to develop a command of basic, communicative English and to increase their vocabulary. This level is for students with little to no English language skill.
  - **Basic 1 and Basic 2**- The Basic levels help 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.
  - **Intermediate 1, Intermediate 2 and Intermediate 3** – The Intermediate levels place increasing emphasis on the four skills – reading, writing, listening, and speaking. Students begin writing paragraphs and essays and receive extensive instruction in citations.
  - **Advanced 1 and Advanced 2**- The Advanced levels prepare 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 course.
- Classes are held Monday – 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.

### Placement

- In order to be placed in the appropriate level, new students will:
  - Write two short compositions
  - Take a computer test in listening, reading, and grammar
- Every effort is made to place students in an appropriate level to maximize their progress in learning English.
- All students take a diagnostic test the first week, and the results of this diagnostic 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 – still does not agree that s/he is in the right level, the student may appeal by seeing their IEC Primary Advisor and filling out an Appeals Form by Thursday of the first week of classes.

### Proficiency Scores

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

### Evaluation

- **Mid-Session Evaluations:** At mid-session (after the fourth week of classes), IEC instructors write informal evaluations of class work for each student. These evaluations are distributed to the students by their IEC Primary Advisors on Monday of the fifth week of classes.
- **End-of-Session Evaluation:** At the end of the session, IEC instructors evaluate student work for the full eight-week session.
  - On the last day of the session, students meet with their Primary Advisor, who gives them instructions on how to access their grades in mycuinfo.colorado.edu and discusses Proficiency scores with them.
  - The Assistant Director for Student Services and Program Development sends copies of sponsored students' grades to the sponsors at the end of each session.
- **Level Advancement:** After completion of 8 weeks at one level, teachers will indicate whether a student is ready for the next level.
  - Level advancement is based upon student work throughout the entire eight week session.
  - A student who passes at least three of their four core classes will be promoted to the next level. The writing class must be one of the classes 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. We have no split level students.
  - Students who continue at the same level will meet with their IEC Primary Advisors at the beginning of the next session to discuss strategies to help them succeed in achieving their academic goals. Students will be strongly encouraged to attend the free tutoring offered every Monday from 12:15-1:00.

### Appeals Process

- Students who wish to make an appeal for one of the following reasons should see their IEC Primary Advisor for an Appeals Form:
  - Beginning-of-Session Section Change
  - Beginning-of-Session Level Change
  - End-of-Session Level Change
  - Final Exam Grade
  - Final Course Grade
  - Asked To Leave status
  - Skip a Level
  - Dismissal
  - Other: \_\_\_\_\_
- Appeal forms filled out at the beginning of a session must be turned in to an IEC Primary Advisor by Thursday, 5:00pm, of the first week of classes.

- Appeal forms filled out at the end of a session must be turned in to an IEC Primary Advisor no later than 48 hours after the students' End of Session Advising meeting with their IEC Primary Advisors.
- At the beginning of a session, the Appeals Committee informs students of their decisions by 5:00pm on the first Friday of the session.
- At the end of the session, the Appeals Committee informs students of their decisions no later than 36 hours after the students' End of Session Advising meetings with their IEC Primary Advisors.

### **Workshops/Ongoing Orientation**

- New students are required to attend six additional orientation workshops during their first session at the IEC. The topics of these workshops include: Classroom Culture; Drug and Alcohol Awareness; Digital Responsibility; Honor Code; Dating in the United States; Discrimination and Harassment. These workshops are taught by IEC Primary Advisors and faculty members and are typically held on Wednesdays from 12:15-12:45.
- Part-time students are exempt from taking the orientation workshops.
- 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 main campus's International Student and Scholar Services office.

### **Certificates**

- When leaving the IEC, students receive a certificate of attendance signed by the director.
- The certificate will show the total number of weeks the student was enrolled at the IEC.
- All financial obligations must be settled in order for a certificate to be issued.

### **Transcripts**

#### Official transcripts

Effective October 1, 2015, IEC students need to go to the main ordering page on the Office of the Registrar site to request official paper and/or electronic transcripts, including non-credit transcripts. There is a cost for requesting official transcripts (\$12/paper transcript; \$10/electronic pdf transcript). Here is the link to the information <http://www.colorado.edu/registrar/transcripts>

#### Unofficial transcripts

If you don't need official transcripts, you may login through [mycuinfo.colorado.edu](http://mycuinfo.colorado.edu) and obtain your unofficial transcripts.

Login to [mycuinfo.colorado.edu](http://mycuinfo.colorado.edu) with your IdentiKey and password.

- On the "Student" tab under "Academics/Schedule" select the "My Academics/View Unofficial Transcript" link toward the right 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 be presented with a PDF version of your unofficial noncredit transcript which you can print directly or save to your computer, then print.

### **Letters of Recommendation**

Students applying to universities throughout the United States are typically required to submit at least one letter of recommendation along with their application and academic transcript. IEC students are encouraged to get letters of recommendations from teachers and/or academic advisors from their home country. These letters must be in English. However, if an IEC student is not able to get a letter of recommendation from someone in their home country, it is possible to ask IEC faculty members to write letters of recommendation as well. Here are tips you should follow when asking IEC faculty members to write you a letter of 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.

### **Faculty**

- IEC instructors are professional, experienced teachers who specialize in the teaching of English as a second language.
- IEC instructors 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.

### **IEC Primary Advisors**

- Each student is assigned an IEC Primary Advisor during Registration and Placement week.
- The Primary Advisor is an IEC faculty member who is the first point of contact between the student and the academic program. Primary Advisors distribute mid-session evaluations to students as well as the Proficiency scores at the end of the session. They are also available to discuss any problem the student may be having.
- Students can make an appointment to see their Primary Advisor at any time during the session using the online advisor appointment system.

### **Electives**

- Students must choose an elective as part of their course studies.



- To discuss any questions about registering for an elective, students should see their primary 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 and must attend the 'Change of Elective' hour from 12:00-1:00 on Wednesday of the first week of classes.
- Test preparation is offered as an elective class.

## Additional Offerings

### 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 can access the CU wireless network anywhere on campus.
- The Wi-Fi to use is: UCB Guest
- Lab assistants are available to assist students.

### IEC Lending Library

- The IEC lending library is located in Lab 104.
- Students may check out books for the day, and the books are graded by level.
- See the Lab Assistants or Lab Supervisor for help.

### Student Activities

- There are many opportunities to enjoy recreational and cultural activities outside of class.
- Each session the IEC offers activities such as skiing, horseback riding, rafting, parties and receptions, museums, theater, and much more.
- There are opportunities to practice English speaking skills in the Conversation Hour and with Conversation Groups that meet at CU-Boulder's language lab facility – ALTEC.
- Students may also attend International Coffee Hour, which is offered on the CU campus every Friday afternoon. This will give you the opportunity to speak with students from all over the world.

### A Connection to the University of Colorado at Boulder

In addition to offering advice and assistance to our students who wish to apply to a university or college, the IEC provides a connection to the University of Colorado (CU). If a student plans to apply to CU, they should make an appointment to see the Assistant Director for Student Services and Program Development. We work closely with the CU Office of Admissions to facilitate the application process for our students, and every session CU officers meet with students interested in applying.

Moreover, IEC students studying at the Advanced 1 or Advanced 2 levels *may* be eligible to take one ACCESS course through the University of Colorado's Division of Continuing Education for academic credit. More information on ACCESS courses can be found at:

<https://ce.colorado.edu/programs/access/>. 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:

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

## Academic Expectations

### Email

- Students are expected to check their CU email account EVERY day. There are often important messages from teachers, the IEC, and CU-Boulder.

### 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 attendance policy).
- If a student needs to leave Boulder or withdraw from the program, they should notify their teachers, their IEC Primary Advisor, and the IEC administrative office.

### Punctuality

- Students must arrive to class on time. If class starts at 8:30 a.m., teachers expect students in class at 8:30 a.m.
- 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 also be recorded as absent for the class.
- It is inconsiderate to the instructor and the other members of the class to interrupt the class by being late.

### Participation

- Many classes are in a discussion format. Students need to be a part of these discussions.
- It is normal for students to feel nervous about speaking in class, but each time it will get easier.
- Successful participation requires good listening skills, a willingness to try, and preparation.
- Preparation means doing homework for each class

### Preparation/Homework

- Homework is an important part of each student's studies.
- Homework is given daily.
- Students should plan for three to four hours of study time each day.
- Homework usually includes writing assignments and a variety of exercises to reinforce skills.

### Cheating and Plagiarism

- Copying from another student during a test or handing in someone else's work as one's own is cheating.
- Cheating will not help students learn English.

- Plagiarism is the copying of any written material, even just one sentence, without citing the source.
- Cheating and plagiarism are wrong and could cause a student to be dismissed from university classes.

**Balance**

- Learning a language is not easy. It requires hard work and dedication.
- With effort and commitment, students will succeed!
- Students should work hard and play hard.
- It is important to get plenty of sleep, study regularly, eat well, speak up, experience everything, relax and enjoy oneself.

## **IEC Student Policies and Procedures**

### **85% Attendance Policy**

We understand that when students are absent from their classes, not only is the learning of the absent student affected, but the learning of all students in the class is affected. Therefore, to maximize the English language learning of every student at the IEC, we have an 85 % Attendance Policy at our center. The 85% Attendance Policy reads:

*Regular attendance is required in all IEC classes. In order to continue to be enrolled at the IEC, students must attend a minimum of 85% of their classes each session.*

There are no excused absences. If a student misses class for a religious holiday, the IEC will accommodate and allow the student to make up missed work.

If a student returns late to or leaves early from a session, those days are absences. No early exams or evaluations can be expected.

*Students falling below 85% at mid-session will receive a warning letter. If a student is below 85% at the end of the session, s/he may be dismissed from the program.*

### **One Time Repeat Policy**

Students must show that they are making steady progress throughout the IEC's eight levels of English language study. *Students are allowed to repeat each level only once* (students are allowed to repeat more than once, provided you are repeating a different level).

If you do not pass a level the first time, students need to meet with their IEC Primary Advisor and set up a plan to succeed for the next session. If a student does not pass a level twice, they may be asked to find another 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.

### **Withdrawal & Refund Policy**

All IEC students are expected to enroll for the entire 8 week session. If a student chooses to stop studying before the end of the session, the following rules are used to determine the refund amount (if any).

- The last day to receive a 100% refund is Day 6 of a session.
- The last day to receive a 60% refund is Day 12 of a session.
- The last day to receive a 40% refund is Day 18 of a session.
- No refunds will be issued after Day 18 of a session.
- For students staying in a dormitory, a pro-rated refund will be issued based on the number of days lived in the dorm as well as the number of meals the student consumed. A penalty of \$200 will also be charged.
- Students who are dismissed from the IEC because they did not follow the center's policies and procedures will not receive any refunds for tuition, fees, or dormitories.
- Students should speak with their IEC Primary Advisor, the IEC Immigration Advisor, and the Assistant Director for Student Services and Program Development if they decide to withdraw from the program.

### **Complaints Process**

If a student has a complaint about someone or something at the IEC, they have the right to speak up and should feel confident that their problem will be heard and addressed. Students are encouraged to talk to IEC faculty, staff, and advisors first when a problem occurs. If, however, students do not feel that his/her problem has been addressed sufficiently, the student may file a formal complaint by taking the following steps:

- See an IEC Primary Advisor and ask for a Complaint Form.
- Fill out the Complaint Form and turn it back in to an IEC Primary Advisor or the Assistant Director for Student Services and Program Development.
- Wait to be contacted by the Assistant Director for Student Services and Program Development. The wait should be no longer than one business day.

## Immigration Information

The Coordinator of Student Services is available to help you with questions or problems concerning your visa, passport, or other immigration matters. Please make an appointment using the online appointment system to speak with the Coordinator of Student Services about immigration concerns. If you plan to leave the country for any reason, it is very important to inform the Coordinator of Student Services.

### F-1 (Student) Visa Holders

Rules governing F-1 visas are subject to change. Please see the Coordinator of Student Services if you have any questions. Following these rules is important!

- **Maintaining Your Status**

If you have student status, you must be *full time* at the IEC. Also, you cannot take a break from studying until you have studied for 8 to 9 months; in other words, you must finish at least *four* sessions before you can stop studying English for one session.

- **Change of Address**

If you change your address, you **MUST** submit a notice **within 10 days** of the change of address to the Student Services Office.

- **Leaving and Returning to the U.S.A.**

If you have plans to leave the USA for a vacation and then return to the IEC, you must bring your I-20 to our office. The Coordinator of Student Service will sign your I-20. You must take your I-20, passport, and a printed out copy of your I-94 with you when you leave the USA.

- **If you lose your I-20 or I-94**

Tell the Coordinator of Student Services that you have lost your I-20. A replacement I-20 will be created for you.

- **Working**

The International English Center 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**

International students on an F-1 visas may only apply for a Social Security Number if they are working on campus, but the IEC does NOT approve requests to work on campus.



- **Program Extension**

**You must make sure that your I-20 has not expired** (*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 Coordinator of Student Services for more information regarding a program extension.

- **Transferring To Another School**

If you are transferring to another school, you must:

1. Apply and be accepted to the new school.
2. Tell the Coordinator of Student Services that you are planning to change to another school.
3. Give the Coordinator of Student Services a transfer request form from your new school.
4. 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 B visas or students entering the country on the Visa Waiver Program. Please see the Coordinator of Student Services for further assistance.

## Medical Insurance

All students on F-1 student visas must be covered by Medical Insurance while studying at the IEC. Unfortunately, medical costs in the United States are extremely high. 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 IEC insurance at the time of registration.

### Embassy or Sponsor Insurance

If your government sponsors you, 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 the IEC Medical Insurance (see below). If you have insurance from your sponsor, you must take the information regarding this coverage to your appointment so that the doctor 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 Gold Plan. This insurance does not include dental work, except in case of an accident. Please refer to the insurance brochure 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 Accountant.

Campus Care is a plan for IEC students who do not have the Gold Plan. The cost is approximately \$90 per session. Campus Care includes coverage for basic health care at Wardenburg Health Center on campus, including: treatment of sore throats and other minor illnesses, treatment of broken bones and minor injuries, annual exams, coverage for 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, Travel Clinic including consultation and vaccinations.

### Private Insurance

Some students have their own insurance purchased before they came to the United States. This is acceptable, but you must show the IEC your health insurance card for proof of coverage. If you do not tell the IEC that you have private insurance, you will pay for the IEC medical insurance.

### Medical Appointments

If you need to see a doctor, you can go to the Wardenburg Health Center on campus. Wardenburg also has a referral service to help you find doctors who take your particular insurance, if you do not have the IEC's Medical Insurance. When possible, you should make your doctor's appointments either before or after classes or on Saturdays so that you do not miss class time. If you make an appointment, it is very important that you keep the appointment and arrive on time. If you are not able to keep the appointment, you must call the doctor's office to cancel the appointment. Even if you did not go to the appointment, you must pay for appointments unless you called and cancelled.

### **Health Center**

The services at **Wardenburg Health Center** are available to IEC students. The Health Center is located on campus near the UMC at 18<sup>th</sup> and Broadway Street. If you have a medical problem, you must make an appointment by calling 303-492-5432. When making an appointment at Wardenburg, specify your preferred language so that Wardenburg can arrange translation service via telephone for your appointment. 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.

Please take someone who can help interpret if you feel you need a translator. If you cannot find anybody to help you, have the nurse at the Health Center call the IEC.

### **Immunizations**

IEC students are required to be up-to-date with all immunizations and to have these immunizations on file with the Wardenburg Student Health Center. New students will be informed of incomplete immunization records during the third week of classes. Immunizations must then be up-to-date by the end of the student's first session in order for them to register for classes for the next IEC session.

**In an emergency, always call 911.**

If you feel somewhat ill after hours and Wardenburg is not available, you should go to Urgent Care, which is located in Boulder Medical Center at 2750 Broadway Avenue in Boulder.

## Housing

Non-ESL Bridge students *may choose* to live in:

- University of Colorado Residence Halls
- University of Colorado Bear Creek Apartments
- Apartments or rooms off-campus

Non-ESL Bridge students apply for all on-campus housing through the IEC front office.

ESL Bridge students *are required* to live in:

- University of Colorado Residence Halls
- University of Colorado Bear Creek Apartments

Students apply for University housing directly through the [housing special application](#).

### 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 to live in residence halls, rooms may not be changed except with the permission of the dormitory office involved. The IEC is not permitted to arrange room changes.

### Meal Plans

All dormitory residents will choose a meal plan to fit their needs. Three meal plans are offered to IEC students:

- |                      |                   |
|----------------------|-------------------|
| 1. 19 meals per week | Sunday – Saturday |
| 2. 15 meals per week | Sunday – Saturday |
| 3. 10 meals per week | Sunday – Saturday |

\* On Saturday and Sunday there are only two meals provided, brunch and dinner.

- Please note that there is usually a different selection of meal plans in the summer.
- Students with meal plans may eat in any dining hall on campus.
  - The following dorms provide dining rooms: Cheyenne Arapaho, Farrand, Kittredge, Libby, Sewall, and Williams Village. There is also the main dining hall in the Center for Community (C4C). In the summer only one dining room is open. You will get that information when you check into the dormitory.

- Students are also able to purchase “munch money.” Munch money is similar to a debit card account and is stored on the Buff One Card. It can be used at the mini-stores and grab-and-go vendors on campus.

If there are any problems with your room or your roommate, you should see the Coordinator of Operations at the IEC or your **Resident Advisor (RA)** in the dormitory. There is a Resident Advisor on each floor of the dormitories. **The RA is generally a student who has experience in handling the different problems which may arise.**

If you wish to move out of your dormitory room in order to live off-campus, you should wait until the end of the session. If you do not wait, you will be charged a penalty of **up to 50% of the remainder of your contract** by the housing department. In addition, you will lose the \$300 deposit, and you will be charged a daily rate for the time you stayed in the dormitory. Students are required to move out of the dormitory within 48 hours of their last class at the International English Center if withdrawn for any reason.

### University Family Housing

The Family Housing Office rents one-bedroom and two-bedroom apartments, either furnished or unfurnished, to University of Colorado students. If you want to live in one of these apartments, please contact Family Housing at 303-492-6384. The Family Housing Office is located at 1350 20<sup>th</sup> Street.

### Off-Campus Apartments

Information on Boulder apartments can be found at:

- **Housing Helpers** – They will help you find an apartment and/or roommate through their computerized database.  
<http://www.housinghelpers.com/>  
2865 Baseline Road  
303-545-6000.
- **Off-Campus Housing Office** – They will provide you with apartment listings.  
UMC, room 313.  
303-492-7053
- **Ralphie’s List** – This is an online database of rentals available around campus.  
<https://ralphieslist.colorado.edu/>
- **Daily Camera Listings** – Apartments are listed in the *The Boulder Daily Camera*.
- **Craigslist** – Apartment listings online at [craigslist.com](http://craigslist.com). As with any online listing, please be careful and use common sense when answering ads.

## Damage Deposit

Apartment owners usually require a “damage deposit” equal to one month’s rent plus the first (and sometimes last) month’s rent before allowing you to move into the apartment. Before you sign the lease (contract), make a list of any damage. You and the apartment manager need to agree on the condition of the apartment before you move in. When you leave, the apartment manager will inspect the apartment; if there is new damage or if the apartment is not clean, the manager will keep all or part of the deposit. It is important, therefore, that you keep the apartment clean and that you do not damage the furnishings.

When you sign a lease for a certain amount of time, you must stay in the apartment for the full time of the lease. If you leave before the end of the lease, you are legally responsible for the remaining rent.

## Banking

### Information on checking accounts

- Most people in the US have a checking account with a bank. It is very common to pay bills with checks. Checks are also convenient when it is necessary to pay bills by mail. YOU SHOULD NEVER SEND CASH IN THE MAIL. IT CAN BE EASILY STOLEN!
- Carry a minimum of cash and use checks for expensive purchases.
- If you have a large amount of money, you may want to put some of it in a savings account, leaving enough in your checking account to cover monthly expenses.
- In the United States, bankers do not permit an individual to **overdraw** his or her account. They will charge a fee. You should keep a careful record of your checking account balance and should not write checks for more than that amount. Bring your questions about banking to the IEC Student Services Advisor.

**Overdraw:** to write a check for more money than you have in a bank account.

- The IEC cannot recommend one bank over another.
- Here is an example check:

Student First & Last Name	Date: _____
Address (Where you live)	
City, COLORADO zip code	
Phone Number	
	\$(Amount <b>60.00</b> )
Pay to the order of _____	
<b>Sixty dollars and no/100</b> -----dollars	
_____	_____
for	signature
	10704444444

## Identification

- You will also need a picture ID card (Buff One Card), which is obtained at the Buff One Office, located on the lower level of C4C (the Center for Community). The office is open from 8:00 a.m. to 5:00 p.m. Monday through Friday (Summer 7:30 a.m. to 4:30 p.m.).
- You will need to take your passport and \$30 to the Buff One Office.
- To report a lost or stolen card, you can call the 24-hours line (303)492-1212. This will prevent others from using your card. You must have both these IDs with you in order to use the Wardenburg Student Health Center, the Recreation Center, and Norlin library.

## Legal Problems

- The legal services of the University are limited to full-time University students enrolled in academic programs and are not open to IEC students. However, check with the Coordinator of Student Services or another staff member if you have a legal problem.

## University Facilities

- **University of Colorado (Norlin) Library**  
Norlin Library is open to all IEC students. 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 any of your IEC instructors to arrange a visit.
- **University Memorial Center (UMC)**
  - The UMC serves as the student center for the University of Colorado.
  - There are several restaurants and lounges.
  - There are television rooms, game areas, a movie theater, and a music lounge.
- **Center for Community (C4C)**
  - The C4C houses the BUFF One card office.
  - There is a dining facility in C4C that has food from many different cultures.
- **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 One Card, and state that they are an IEC student.



## Local Museums & Library

Leanin' Tree Museum of Western Art	303-530-1442
University of Colorado Henderson Museum	303-492-6892
CU Heritage Center	303-492-6329
University of Colorado Natural History Museum	303-492-6892
Boulder Historical Society	303-449-3464

### Boulder Public Library

The Boulder Public Library is located at 9<sup>th</sup> Street between Canyon and Arapahoe. In addition to the book collection, the library offers special programs and presentations such as a free movie series, video and CDs that can be checked out of the library. Free weekly ESL classes are offered as well. There is a coffee shop and an art gallery in the library.

## Transportation

### Buses

The buses in the Boulder-Denver area are known as RTD buses. Your Blue Ecompass allows you to ride all RTD buses, including the airport bus and Denver light rail, for free.

Bus schedules and maps are available on line at:

<http://www.rtd-denver.com/> or at the  
UMC (University Memorial Center) and  
Boulder Bus Station (14th Street and Walnut)

### Taxi/Cab

There is one taxi company in Boulder. You must call them.  
You can't pick one up on the street.

Boulder Yellow Cab  
303-777-7777

### Bicycles

To buy a bicycle:

- Check the "Bicycles - Dealers" section of the Yellow Pages in the Boulder telephone book.

- Look up advertisements in the Boulder newspapers (*The Colorado Daily, The Daily Camera*)
- Check bulletin boards in different stores and also in the UMC.

To register a bicycle:

- You should register your bicycle at the Bicycle Booth outside of the UMC. Registration for a bicycle will cost \$5.00 and is good for 5 years. Registration of your bicycle will help police find it if it is lost or stolen.

Traffic

- All bicyclists must obey all traffic regulations and speed limits. You must signal to turn. You may have to pay a fine if you do not obey traffic rules.

Parking

- You should park your bike in the designated bicycle racks on campus and throughout Boulder.

Locks

- You should buy and use a strong lock for your bicycle. A U-lock is highly recommended.

Lights

- The City of Boulder has a law that all bicyclists MUST have a light if they are riding their bikes at night. If you are caught without a light, you will be fined by the police.

Tips

- Wear a helmet - Make yourself visible - Avoid biking at night - Stay alert to obstructions - Ride in the same direction as traffic - Check for traffic - Learn and obey traffic laws - Properly adjust and apply your brakes - Make sure quick-release wheels are secure - Assure bicycle readiness.

For more bicycle details, please look at the website:

<http://www3.ci.boulder.co.us/police/prevention/bicycle.htm>

## Cars

Parking

- Parking is very limited on campus. There is metered and non-metered parking on the streets throughout the University and near the IEC. Please see the front desk at the IEC for a map and assistance. Due to the difficulty of parking on campus, the IEC recommends using public transportation as much as possible.
- Failure to pay for parking, can result in tickets, towing, and even arrest.

If you want to rent a car...

- Look up "Automobile Rentals" in the Yellow Pages of the Boulder telephone book for a list of all the car rental companies. In general, you must:
  1. Be at least 21 years old
  2. Have a valid Driver's License (International or U.S.)
  3. Have a major credit card

If you buy a car...

- You must make sure that you buy car insurance. Colorado law states that all car drivers **MUST** have car insurance. You can be fined by the police if you are caught driving without car insurance.

#### Accidents

- If you are in a car accident, **DO NOT LEAVE THE ACCIDENT SITE!** Call the police to report the accident (911). You will have to show your driver's license and your car insurance information. Make sure you get the driver's license and insurance information of the other party (if any) involved in the accident.

### Department of Motor Vehicles (DMV)

The Driver's License Bureau  
2850 Iris Avenue  
303-442-3006

8:00 a.m. – 5:00 p.m. Monday through Friday  
Cost: \$25.00

To get a Colorado Driver's License, you must pass two tests:

1. A written test testing your knowledge of driving rules and regulations
2. A driving test, for which you must provide your own car to take the test.

You may also pick up a Driver's Manual at the DMV to study for the test or get one online at this site: <http://www.dmv.org/co-colorado/driver-handbook.php>.

#### Driving Schools

Colorado Driving Institute –  
Boulder  
[www.coloradodrivinginstitute.com](http://www.coloradodrivinginstitute.com)  
303-818-7623

### Important Information about Driver's Licenses

- To get a Colorado State Driver's License you will need to:
  - Get a **Non-Issuance of Social Security Number Letter** from the Student Services Coordinator. You can request this letter at the IEC front desk.
  - Take the IEC **Non-Issuance of Social Security Number Letter** to the Social Security Department and request an **official** Non-Issuance of Social Security Number Letter. (NOTE: The Social Security office in Boulder is closed Wednesday afternoons.)

Take the Social Security Department's official letter to the Department of Motor Vehicles when you go to get your driver's license. Please note that your Colorado Driver's License will only be valid until the end date listed on line number 5 of your I-20 form.

## Postal Services

You can mail your letters and postcards at the Post Office or drop them in any mailboxes that you see. The Mailboxes are blue in color, and will have a "U.S.P.S" (United States Postal Service) sign on them.

### Main Post Office

1905 15th Street  
303-938-8026

### Costs

Letter within the U.S.A.:	49 cents
Postcard within the U.S.A.:	35 cents
International Letter:	\$1.20
International Postcard:	\$1.20

### ADDRESSING MAIL -- AN EXAMPLE:

Your Name	<div style="border: 1px solid black; padding: 5px; text-align: center;">Stamp</div>
City, State, Zip Code	
Your Address	
U.S.A.	
 TO:    Name of Person you are sending the letter to  Address of Person  City, State, Zip Code  Country	

## Receiving Mail

You may receive mail at the IEC. If you choose to receive mail at the IEC, your address will be:

Your Name  
 University of Colorado  
 International English Center  
 63 UCB  
 Boulder, CO 80309-0063

When you leave the IEC, please give your forwarding address to the office so that any mail that comes here after your departure may be sent to you.

## Telephone

### Campus Calls

- If you are calling from campus (CU) to another CU number, for example, to the IEC, dial only the last five digits, e.g. 2-5547. In the dorms you dial 7 and the last four digits. If you call any other number in Boulder, or if you call CU from off campus, dial all ten numbers, i.e. 303-492-5547.

If you have your own telephone in your apartment or dormitory, you should make all collect calls to your country from that telephone. If there is an emergency and you do not have a telephone, the IEC staff will assist you.

### Local Ten-digit dialing

- Ten-digit local dialing is easy. Dial the area code (303) or (720) before the seven-digit local number. Dialing a “1” before the ten digits is only needed when placing a long-distance call.

If you are using a CAMPUS phone:

- **For a long distance call within the United States**  
 Dial 8-1- (area code)-xxx-xxxx.
- **For an international call outside the United States**  
 Dial 8-011- (country code)-(city code) -xxx-xxxx.

### Temporary Cell phones

- Prepaid cell or “pay-as-you-go” phones can be purchased from phone carriers such as AT&T, Verizon or Sprint and often from supermarkets. These mobile phones are useful for making primarily local calls. The advantage of a prepaid phone is no plan or contract is required. The student buys only the number of minutes they need.

## Important Telephone Numbers in Boulder

The following is a list of telephone numbers which you may need during your stay in Boulder.

### CU Information from campus phone 0

<b>International English Center</b>	303-492-5547
IEC fax	303-492-5515

<b>Wardenburg Health Center</b>	303-492-5101
Appointments	303-492-5432

<b>Campus Police</b>	303-492-6666
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<b>Housing Office</b>	303-492-6871
Family Housing Office	303-492-6384

### Helpful University Numbers

Norlin Library Information	303-492-8705
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Recreation Center	303-492-6561
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Foreign Student Advisor	303-492-8057
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C.U. Admissions Office	303-492-6301
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International Student Admissions	303-492-2456
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University of Colorado Bookstore	303-492-6411
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University Memorial Center (UMC)	303-492-6161
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### University of Colorado Numbers:

If you are calling from the CU campus to another CU number, for example, to the IEC, dial only the last five digits, e.g. 2-5547. In the dorms dial 7 and the last four digits. If you call any other number in Boulder, or if you call CU from off campus, dial all ten digits.

**Other Telephone Numbers:**

Police/Fire/Medical Emergencies	911
Directory Assistance	411
Taxi (Boulder Yellow Cab)	303-777-7777
<i>RTD (Bus Service) Information</i>	<i>303-778-6000</i>
Boulder Parks Department	303-441-3400
Boulder Recreation Department	303-441-3420
Driver's License Testing	303-442-3006

For emergencies:

911

TO: All IEC Students

FROM: IEC Director

RE: 85% Attendance Policy, One-Time Repeat Policy

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.

#### **Mid-session Check-in**

- At mid-session, we will check your attendance percentage.
- If your attendance percentage is **below 72%** at mid-session, you will be put on probation and will receive a **warning letter**.
- If your attendance is **below 85%** at the end of the session, **you may be dismissed from the IEC.**

#### **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.

- DO NOT leave your cell phone ON during class.
- DO NOT interrupt the teacher or other students by speaking out of turn or answering for others.
- DO NOT have unnecessary individual conversations during class activities.
- DO NOT speak your native language excessively.
- DO NOT be rude, impolite or unkind (in words or actions) to the teacher, staff, or classmates.
- DO NOT consistently arrive late after class has begun.
- DO NOT be disrespectful or insensitive to the cultural differences of others.

Moreover, the IEC also has a strict policy on smoking. Smoking is **not** permitted inside the building. Smoking is permitted **only** in the back of the building. Students who are found smoking in the building, in the front of the building, or on the sides of the building will be subject to the same sanctions regulating IEC classroom behaviors.

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.
- Damaging university property.
- **Engaging in, inciting, or arming someone for a riot or public disturbance.**
- Use of electronic or other devices to make an audio or video record of another person without that person's express consent and/or knowledge.
- **Possessing firearms, explosives, fireworks, incendiary devices, ammunition, or other weapons on campus.**
- Theft.
- Possessing, using, providing, **manufacturing, distributing, or selling** drugs or drug paraphernalia in violation of law or university policies.
- Possessing, using, providing, **manufacturing, distributing, or selling** alcoholic beverages in violation of law or university policies.

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 Student Services Manager or the Academic Coordinator. 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: Student Conduct Code Policies & Procedures 2011-2012, Office of Student Conduct, University of Colorado Boulder. Effective 8/1/2011.*

*Adapted from: <http://honorcode.colorado.edu>, Honor Code Office, University of Colorado Boulder.*

### CEFR Overall Illustrative English Proficiency Scales

User Range	CEFR Scale	CEFR OVERALL ORAL PRODUCTION
Proficient User	C2	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.
	C1	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.
Independent User	B2	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.
	B1	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.
Basic User	A2	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.
	A1	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.

User Range	CEFR Scale	CEFR OVERALL WRITTEN PRODUCTION
Proficient User	<b>C2</b>	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.
	<b>C1</b>	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.
Independent User	<b>B2</b>	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.
	<b>B1</b>	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.
Basic User	<b>A2</b>	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.
	<b>A1</b>	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.

User Range	CEFR Scale	CEFR OVERALL LISTENING COMPREHENSION
Proficient User	<b>C2</b>	Has no difficulty in understanding any kind of spoken language, whether live or broadcast, delivered at fast native speed.
	<b>C1</b>	<p>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.</p> <p>Can recognize a wide range of idiomatic expressions and colloquialisms, appreciating register shifts.</p> <p>Can follow extended speech even when it is not clearly structured and when relationships are only implied and not signaled explicitly.</p>
Independent User	<b>B2</b>	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.
		<p>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.</p> <p>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.</p>
	<b>B1</b>	<p>Can understand straightforward factual information about common every day or job related topics, identifying both general messages and specific details, provided speech is clearly articulated in a generally familiar accent.</p> <p>Can understand the main points of clear standard speech on familiar matters regularly encountered in work, school, leisure etc., including short narratives.</p>
Basic User	<b>A2</b>	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.
	<b>A1</b>	Can follow speech which is very slow and carefully articulated, with long pauses for him/her to assimilate meaning.

User Range	CEFR Scale	OVERALL READING COMPREHENSION
Proficient User	<b>C2</b>	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.
	<b>C1</b>	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.
Independent User	<b>B2</b>	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.
	<b>B1</b>	Can read straightforward factual texts on subjects related to his/her field and interest with a satisfactory level of comprehension.
Basic User	<b>A2</b>	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.
	<b>A1</b>	Can understand very short, simple texts a single phrase at a time, picking up familiar names, words and basic phrases and rereading as required.