

ITEC English Program Rules and Regulations (August, 2017)

Attendance:

1. Students must attend 80% of lessons in order to sit the final exam.
2. Students more than 15 mins late may join the class and study but will be marked absent.
3. A student who is less than 15 minutes late will be marked late.
4. Every three times a student is late is equivalent to one absence.

Grading:

1. All tests and assignments must be completed in order to pass the course. If a test or assignment is missed, it is the student's responsibility to arrange a new test date or extension with the teacher.
2. The overall passing grade for each course is **70%**
3. Grading Breakdown: Individual teachers will govern the percentage of Classwork, Assignments, Projects, Midterm and Final Exams that goes into determining the final grade. Students will be informed of this at the beginning of each course.

Student Results for IEEP Courses:

1. A student who achieves a 70% and demonstrates the appropriate ability to communicate will PASS the course and may proceed to the next level.
2. A student who has had some difficulty in fulfilling the course requirements may, with the teacher's recommendation, proceed to the next course level with an ACADEMIC WARNING. This requires the student to sign an agreement with the English Department.
3. A student who has not obtained the 70% required to pass, with the teacher's recommendation, may be put on ACADEMIC PROBATION. This means that they can pass to the next level. However, they must sign an appropriate agreement with the English Department.
4. A student who does not achieve the passing grade FAILS, will have to repeat the course and will be on Academic Probation for the following semester.

Repeated Failures:

- 1 A student who fails a repeat course may be required to **temporarily** cease their academic studies until they are able to pass the course level. This will be **at least 1** block (Keuka) or 1 Semester (AUT).

IEEP Course Participation:

1. ALL ITEC students who have not successfully achieved their university's IELTS requirements are required to be enrolled in an IEEP English course.

Parental Notification:

1. Parents of a student who is repeatedly absent will be notified.
2. Parents of a student who fails to complete the coursework will be notified.
3. Any parent who does not wish to be notified should inform the ITEC staff in writing.

Classroom Behavior:

1. Each teacher will have their own classroom rules and these must be adhered to at all times.
2. Students are expected to treat teachers and fellow students with respect at all times.
3. Students are expected to participate in classroom activities and complete the assigned work as required.
4. A student who fails to follow the above rules may be asked to leave the classroom and will be marked absent.
5. If a student continues to behave inappropriately, they will be removed from the course and possibly the university.

IEEP Testing Procedures:

1. All phones will be collected before all IEEP Midterms, Finals and Mock exams. They will not be returned at the break.
2. If a student has an emergency situation, they will be permitted to use their phones, to make voice calls. All calls will be made in the classroom and in front to the teacher.
3. No access to the internet will be permitted during Mocks, Midterms or Final Exams. Going online during IEEP Mock Exams, Midterms or Final Exams will be considered cheating and will result in a "0" for that exam.

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(Signed)

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