

GEORGETOWN UNIVERSITY

INTENSIVE ENGLISH PROGRAM



PASSPORT TO SUCCESS

Student Handbook

*Your Guide to the Policies of the
Intensive English Program*

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IEP Policies and Procedures

Georgetown University is an exciting place to study, and we hope that you will come to think of it as your second home! In the Intensive English Program, you will meet interesting people, participate in a wide range of activities to develop your English ability, and learn a great deal about yourself along the way.

This booklet is your guide to the policies and procedures of the Intensive English Program. **Please read this information carefully.** Pay particular attention to the policies regarding attendance and the discussion of the program curriculum and methods of teaching. These program policies and program expectations are designed to help you learn in a positive and supportive environment. We know that learning another language is challenging, exciting, and sometimes frustrating! The faculty and staff of the IEP are here to help you as you learn and live in this new environment.

Information on F-1 Visa regulations is also included to help you maintain your Student Visa status. Be sure that you follow these regulations while you are living and traveling in the United States.

Use this booklet whenever you have questions about program policies and procedures.

Mission of the IEP

The mission of the IEP at Georgetown University is to provide quality language instruction and cultural orientation to students who require English for their academic, professional or personal needs. The program supports students with different language backgrounds and learning styles by helping them acquire:

- the ability to use English effectively when reading, writing, listening, and speaking
- the ability to communicate in culturally appropriate ways
- an awareness of the distinctive qualities of American culture in comparison with their own and other cultures



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Studying in the IEP

1. What to Expect from Your IEP Teachers

The Georgetown IEP emphasizes using English for communication purposes in academic study and in the workplace. IEP teachers are professional educators with many years of experience. They will provide:

- a course syllabus outlining course objectives as well as classroom assignments and tasks designed to help you develop your reading, writing, speaking, and listening skills
- frequent graded assessments of your performance to determine if you are meeting course goals and learning objectives
- many opportunities for you to use English during class, on field trips, and through email and Internet
- interesting and challenging materials
- encouragement as you pursue your language study

Your teachers will encourage you to use English outside the classroom as often as possible, and they will require you to use English in different situations. The more you practice using English, the more confident you will be about your ability to communicate your ideas and opinions.



2. What Your IEP Teachers Expect from You

You have chosen to study in this program so that you can improve your English skills. Your teachers expect you to:

- attend **every** class -- and be on time
- speak English during classes
- participate in class discussions and activities daily
- produce assignments that meet course objectives
- complete assignments; come prepared for class
- comply with policies of academic honesty and integrity
- practice English outside of the classroom daily
- behave respectfully toward teachers and classmates

Class participation means contributing to class discussions, responding to teacher questions, being prepared to give presentations, and working with classmates in group activities. **Students who are late for class, frequently absent, or unprepared for class will have difficulty meeting course goals and objectives.** They may not be recommended to study in the program in the next term.

What Your IEP Teachers Expect From You *in a Virtual Learning Environment*

In Zoom sessions, you are expected to:

- Keep your webcam turned on throughout the entire class session (unless the class is on break).
- Contribute to daily class conversations by answering instructor questions, responding to other students, engage with other students in breakout rooms, and asking clarifying and contextual questions.
- Use appropriate Zoom tools to meaningfully contribute to class conversations

- the hand raise tool, reaction emojis, the chat function, and breakout rooms
- Come to class prepared to discuss readings, listening assignments, or other materials assigned by the instructor. As in face-to-face classes, your instructor will check for completed assignments and comprehension at the start of class via a short quiz, discussion, or other mode.
- Test any of your own materials that you need to present in your Zoom class prior to attending class (to help minimize in-class tech issues)
- Find a quiet, well-lit location where you can participate effectively in your online classes
- Mute your audio when you are not speaking if there are distracting noises in your learning environment (e.g., coughing, unexpected background noise, other people talking)

Outside of class, you are expected to:

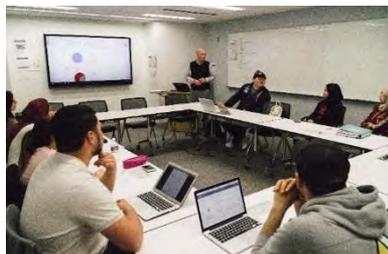
- Complete all assignments by specified dates (and times)
- Turn in most formal assignments through Canvas (written tasks via Turn-it In)
- Meet with team members or partners virtually to complete assignments

Behavior Best Practices

- Attend class each day
- Arrive in your class Zoom session on time and remain until the end of the session (until the instructor officially ends the class and closes the meeting)
- Dress appropriately for your Zoom class (as if you were in a face-to-face class), and limit eating to before or after class (or during breaks); do not eat during your Zoom classes

3. Attendance Policies

Daily class attendance is essential in language study and is required by US immigration law. You are expected to attend all your classes



regularly, participate actively in class, and complete and submit your assignments on time. Failure to follow these rules can negatively impact your immigration status.

The Intensive English Program attendance policy requires students to attend a minimum of 85% of their total class hours. This means that you cannot miss more than twenty-one (21) hours of class during an 8-week session. In addition, students must arrive to class on time. If you arrive more than 15 minutes late, you will be marked absent. If you arrive 1 to 15 minutes past the start of class, you will be marked “tardy” (late). Three “tardies” (lates) will equal one absence hour.

Excessive absences prevent a student from demonstrating successful achievement of performance objectives. ELC faculty take attendance every day. You will receive an “Attendance Warning Letter” if you have 10 or more hours of absences during an 8-week session. You will receive one “Final Warning Letter” if you have more than 17 hours of absences during an 8-week session. If you exceed 21 hours of absences during an 8-week session, you will be dismissed from the ELC program immediately. Dismissal from the ELC is very serious, and if you are studying on an F-1 Visa, your SEVIS student record is updated, and you are considered “out of status”.

NOTE: Only absences due to approved religious holidays do not count toward recorded absence hours.

See https://campusministry.georgetown.edu/religious_holy_days for the Provost’s Policy Accommodating Students’ religious Observances and a list of religious holidays, which is updated at the beginning of each term.

Sample Weekly Schedule

Intensive Language & Culture

	Monday	Tuesday	Wednesday	Thursday
9:00-11:30	Integrated Skills	Integrated Skills	Integrated Skills	Integrated Skills
11:30-1:00	<i>Independent Study, Office Hours, Workshops, Lunch</i>			
1:00-3:30	Reading/Writing	Communicative Grammar	Reading/Writing	Communicative Grammar
After classes	<i>Independent Study and Social Activities</i>			

***Expect to do homework a minimum of 2-3 hours per day**

Intensive Academic

	Monday	Tuesday	Wednesday	Thursday
9:00-11:30	Reading/Writing/Research	Reading/Writing/Research	Reading/Writing/Research	Reading/Writing/Research
11:30-1:00	<i>Independent Study, Office Hours, Workshops, Lunch</i>			
1:00-3:30	Elective	Advanced Communication Skills	Elective	Advanced Communication Skills
After classes	<i>Independent Study and Social Activities</i>			

***Expect to do homework a minimum of 2-3 hours per day**

Intensive Professional

	Monday	Tuesday	Wednesday	Thursday
9:00-11:30	Professional Reading/ Writing	Professional Reading/ Writing	Professional Reading/ Writing	Professional Reading/ Writing
11:30-1:00	<i>Independent Study, Office Hours, Workshops, Lunch</i>			
1:00-3:30	Elective	Professional Communication Skills	Elective	Professional Communication Skills
After classes	<i>Independent Study and Social Activities</i>			

***Expect to do homework a minimum of 2-3 hours per day**

4. Health Insurance

Medical costs in the U.S. can be very expensive. If you visit a doctor, you will need to have medical insurance to help you pay your bill. All IEP students must have health insurance. Georgetown University **automatically enrolls** F1-visa IEP students in a special short-term accident and sickness insurance plan. The cost for this insurance plan is **automatically charged** to your account each term. Coverage begins about a week before the start of the program and continues for about a week after the program ends. **Family insurance coverage is not available for spouses or children.**

For more information on health insurance, please visit the Student Health Insurance page on the Georgetown University website (<https://studenthealthinsurance.georgetown.edu/>).

5. Meeting Program Requirements

Students must attend all 8 weeks of classes in the Intensive English Program to complete the program.

IEP tuition and fees must be paid **during the first week** of the term. Students will be charged a monthly late fee if program fees are not paid on time. In special cases, students may arrange a payment plan through the Student Finance Office. Students may not enroll in the next term if they have any unpaid fees, and they **do not** receive a program certificate. If you are sponsored by your government, it is your responsibility to submit your financial guarantee to the English Language Center by email **no later than the end of the first week.**

6. Being Late to Class – It Is NOT Acceptable

Being on time is a sign of respect in the American classroom; therefore, be sure to arrive on time for each class. When you arrive late, you miss important parts of the class and interrupt your teacher and classmates. If you are late, enter the classroom quietly and take your seat. Do not talk to your friends or interrupt the teacher. If you are more than 15 minutes late, your instructor will mark you as absent.

7. Grades

During the program, your teachers will evaluate your classroom performance frequently to determine if you are meeting the course goals and objectives. Evaluation of your work is based on written assignments, tests and quizzes, presentations, and projects



that demonstrate your ability to use English effectively. You will receive a Midterm Grade Report at the halfway point of the program, and a Final Grade Report at the end of the program. The Final Grade

Report will include a grade for each course and one combined program grade, which is called the Certificate Grade.

Each course grade is based on your:

1. performance on daily in- and out-of-class assignments, graded quizzes and tests, writing samples, reading tasks, and group projects;
2. achievement of the Objectives and Outcomes identified for your level on Canvas and in the Syllabus given to you in each class (see pages 17-20 for Level Proficiency Scales);
3. active participation in class (discussions, presentations, group activities).

Georgetown University SCS Grading Scale (0-100%)

A	A-	B+	B	B-	C+	C	C-	D	F
100-95%	94.99-90%	89.99-87%	86.99-83%	82.99-80%	79.99-77%	76.99-73%	72.99-70%	69.99-60%	59.99-0%

IEP Certificates for completion of a level are awarded to students whose grade in each course is **75% or higher**. Students receiving grades of 74.99% or below in any course do not receive a program certificate for their current level.

8. Advancement to the Next Program Level

Advancement to the next level requires that a student earn a program certificate for their current level. A program certificate is achieved when a student receives a grade of 75% or higher in each course taken in the level.

Note: Students who are placed in *combined level classes* advance based on their *actual placement level* (which they will be informed about when they receive their class schedule), not the next higher level of the combined class. *Example:* A student whose placement scores place him/her in Language & Culture **level I** but is enrolled in a

combined Intensive Language & Culture I & II level will advance to **level II after 8 weeks**, and not level III.

9. Student Complaints – Solving Problems

If students have concerns or problems with an IEP class, they should speak directly to the teacher about their concerns. IEP teachers welcome your ideas and value your opinions and, in many situations, concerns are easily settled. Occasionally, a student may have a more serious complaint that he/she feels is not resolved through student-teacher discussion.

The following procedure should be followed to register a course complaint:

1. Request an appointment to meet with the IEP Associate Director, who will ask you to fill out a Student Complaint Form.
2. After reviewing your complaint and discussing it with you, the IEP Associate Director will notify you of any action to be taken to resolve the problem.
3. Decisions made by the IEP Associate Director to resolve a problem or complaint are final.

Along with the policies of the IEP, IEP students are governed by Georgetown University policies and codes of conduct for students. Details about students' rights and responsibilities can be found on the Georgetown University website:

<https://studentconduct.georgetown.edu/>.

Ask your teacher if you need help understanding IEP or Georgetown program policies.

10. Continuing in the Program Next Term

Many IEP students want to study in the program for more than one term. To continue studying in the IEP, students must demonstrate improvement in their language ability. Many students progress to the next level of the program after one term. However, some students may need to repeat a course level in order to meet the goals and objectives

of the level. **Students who are required to repeat a level will take longer to complete their period of study in the program than those who progress to the next level after one term. A student may not study in any one level of the program for more than two sessions.**

Applying for the Next Term

Several weeks before the end of the program, you must attend a mandatory student meeting to inform the Program Coordinator/International Student Advisor of your plans when you complete the program. If you require an I-20 extension, you must work with your international student advisor and submit new financial support documents. Schedule an appointment with the Program Coordinator/International Student Advisor if you have questions about the process. **Students may be denied re-admission to the program if their class performance and/or attendance is unsatisfactory.** (See policies on pages 8-9 and 12-13).

IMPORTANT: If you plan to register for the next term, you must meet with the Program coordinator/International student advisor **before** the expiration date on your I-20. ***If your I-20 expires, it is not possible to issue you an “extension of study” which would allow you to continue in the program.***



IEP Student Vacation Policy/Procedure

Students who have studied in the IEP for four 8-week terms of study (Fall I, Fall II, Spring I, and Spring II) are eligible for a Summer break if they plan to return to the IEP for the following Fall I session. Students must complete a vacation request form and submit the form to the international student advisor.

11. Withdrawing from the IEP

To withdraw from the IEP, a student must notify the IEP Assistant Director of Enrollment Management **in writing**. Tuition refunds are calculated from the date the withdrawal letter is received. No refund is given for the application fee, laboratory, activities and recreation fees, or health insurance if a student withdraws after the first week of the program.

The complete IEP refund policy and schedule is available in the IEP Office and online at the following site: <https://elc.georgetown.edu/>. Students can expect to receive their tuition refunds four to six weeks after exiting the program.

Intensive English Program Refund Schedule Withdrawals and Refund Policy

8-week Intensive English Program

- Prior to the first day of the session: full tuition refund minus deposit
- During the first 5 working days of the session: full tuition refund minus deposit
- During the 6th–10th working days of the session: 50% of tuition
- After the 10th working day of the session: no refund

3-week American Conversational English (ACE) Program

- Prior to the first day of the session: full tuition refund minus deposit
- After the first working day of the session: no refund

12. Exit Level Proficiency Scale

Exit Level Proficiency Scale - Intensive Language & Culture

Language & Culture I	Language & Culture II	Language & Culture III	Language & Culture IV
Reading/Writing	Reading/Writing	Reading/Writing	Reading/Writing
<p>After completing this course, students will be able to read simple adapted fiction and non-fiction texts on familiar topics at CEFR level A1+ , while focusing on basic strategies for building vocabulary, reading for comprehension, and increasing reading speed. Students will be able to complete basic forms, answer emails, and compose simple paragraphs on personal topics.</p>	<p>After completing this course, students will be able to read adapted fiction and non-fiction texts on familiar topics at CEFR level A2 , while applying strategies for building vocabulary, reading for comprehension, and increasing reading speed. Students will be able to compose a variety of writing tasks with appropriate sentence structure and organization, including formal paragraphs and longer journaling on personal topics.</p>	<p>After completing this course, students will be able to read a variety of adapted fiction and non-fiction texts, as well as short authentic texts materials at CEFR level A2+ while focusing on refining active and passive vocabulary skills, reading for comprehension, and increasing reading speed. Students will be able to compose formal paragraphs, journaling, and basic essays with accurate sentence structure, paragraph development, and appropriate organization on various general subjects.</p>	<p>After completing this course, students will be able to read a variety of adapted and authentic texts at CEFR level B1 while focusing on refining active and passive vocabulary skills, reading for comprehension, and increasing reading speed. Students will be able to write on general and academic subjects, following the style acceptable in US universities, including the use of appropriate language. Students will be able to use and credit limited outside sources.</p>
Integrated Skills	Integrated Skills	Integrated Skills	Listening/Speaking
<p>After completing this course, students will be able to use and identify high frequency vocabulary and functional expressions to ask simple questions and participate in basic communicative situations on familiar topics at CEFR levels A1+</p>	<p>After completing this course, students will be able to use high frequency vocabulary and functional expressions to make connections between past and present events and experiences, ask detailed questions, and participate in sustained communicative situations on familiar topics at CEFR levels A2.</p>	<p>After completing this course, students will be able to use broader vocabulary and conversational speaking skills to participate in increasingly complex communicative situations. Students will be able to identify main ideas, key details, and organizational structure of short adapted or authentic sources on accessible topics at CEFR levels A2+.</p>	<p>After completing this course, students will be able to use a range of vocabulary and conversational speaking skills to participate in a variety of communicative situations. Students will be able to participate in class discussions, deliver short individual and group presentations, and listen to and take notes on short adapted and authentic sources on</p>

			accessible topics at CEFR levels B1.
Communicative Grammar	Communicative Grammar	Communicative Grammar	Communicative Grammar
After completing this course, students will be able to use simple verb tense forms, nouns, adjectives, and adverbs to describe a variety of situations in the present in both speaking and writing tasks.	After completing this course, students will be able to use foundational verb tense forms, nouns, adjectives, and adverbs to describe a variety of situations in the present, past, and future, and make stronger connections between events , in both speaking and writing tasks.	After completing this course, students will be able to use different verb tenses appropriate to context, expand on ideas, and describe complex relationships using adverbial, adjective, and noun clauses in both speaking and writing tasks.	After completing this course, students will be able to apply knowledge of different verb tenses appropriate to context, expand on ideas with a variety of noun phrases , and describe more complex relationships using adverbial, adjective, and noun clauses in both speaking and writing tasks.
<i>Recommended Progression</i>			
Students who achieve Intensive Language & Culture I objectives and outcomes by earning a grade of C (75% or higher) in all courses are recommended for study at the Intensive Language & Culture II level.	Students who achieve Intensive Language & Culture II objectives and outcomes by earning a grade of C (75% or higher) in all courses are recommended for study at the Intensive Language & Culture III level.	Students who achieve Intensive Language & Culture III objectives and outcomes by earning a grade of C (75% or higher) in all courses are recommended for study at the Intensive Language & Culture IV level.	Students who achieve Intensive Language & Culture IV objectives and outcomes by earning a grade of C (75% or higher) in all courses are recommended for study at the Intensive Academic I level.

Exit Level Proficiency Scale - Intensive Academic/Professional

Academic I	Academic II	Academic III	Professional
Reading/Writing/ Research	Reading/Writing/ Research	Reading/Writing/ Research	Reading/Writing
<p>After completing this course, students will be able to use reading strategies to increase efficiency and skill in reading and understanding adapted and authentic materials at CEFR level B1+. They will be able to write on subjects within common academic genres following the style acceptable in US universities, including the use of appropriate language. Students will be able to use and document sources and conduct basic academic research.</p>	<p>After completing this course, students will be able to use reading strategies to increase efficiency and skill in reading and understanding authentic materials at CEFR level B2. They will be able to write on a range of subjects within academic genres following the style acceptable in US universities, including the use of appropriate language and integration of source material with proper documentation. Students will also be able to apply basic research methods appropriate for academic purposes.</p>	<p>After completing this course, students will be able to use reading strategies to increase efficiency and skill in reading and understanding authentic academic materials at CEFR levels B2+ and higher. They will be able to write in a variety of academic genres on complex and diverse subjects following the style acceptable in US universities, including the use of appropriate language and integration of source material with proper documentation. Students will also be able to apply research methods appropriate for academic purposes.</p>	<p>After completing this course, students will be able to use reading strategies to increase efficiency and skill in understanding and analyzing authentic professional and academically-oriented materials at CEFR levels B2+ and higher. They will be able to write in a variety of genres on complex professional subjects following the style acceptable in US professional settings, including the use of appropriate language and integration of source material with proper documentation. Students will also be able to apply research methods appropriate for professional purposes.</p>
Advanced Communication Skills	Advanced Communication Skills	Advanced Communication Skills	Professional Communication Skills
<p>After completing this course, students will be able to participate in class discussions, deliver individual and group presentations, and listen to and take notes on adapted and authentic sources on accessible topics at CEFR levels B1+.</p>	<p>After completing this course, students will be able to participate in class discussions, deliver individual and group presentations, and listen to and take notes on authentic sources on complex topics at CEFR levels B2.</p>	<p>After completing this course, students will be able to participate in class discussions, deliver individual and group presentations, and listen to and take notes on authentic sources on dense and complex topics at CEFR levels B2+ and higher.</p>	<p>After completing this course, students will be able to participate in class discussions, deliver individual and group presentations, and listen to and take notes on authentic professional and academically-oriented sources and topics at CEFR levels B2+ and higher.</p>

<i>Recommended Progression</i>			
Students who achieve Intensive Academic I objectives and outcomes by earning a grade of C (75% or higher) in all courses are recommended for study at the Intensive Academic II level .	Students who achieve Intensive Academic II objectives and outcomes by earning a grade of C (75% or higher) in all courses are recommended for study at the Intensive Academic III level .	Successful achievement of the Intensive Academic III objectives and outcomes by earning a grade of C (75% or higher) in all courses indicates language ability to study in most academic settings (or to work in most professional settings).	Successful achievement of the Intensive Professional objectives and outcomes by earning a grade of C (75% or higher) in all courses indicates language ability to work in most professional settings.

13. Program Dismissal

Students enrolled in the IEP at Georgetown University are expected to follow all of the policies outlined in this booklet and those outlined by individual instructors in their course syllabi. Students who fail to comply with program academic policies, or who fail to pay program tuition and fees, may be dismissed from the program. A student who is dismissed will have his/her SEVIS record updated. You will have 15 days to transfer to another program or leave the country. If you exceed these 15 days, you are considered “out of status.”

14. University Transcripts and Grade Reports

The IEP office will provide you with a verification letter of enrollment upon request. An official Georgetown University Transcript may also be obtained from the University Registrar (<https://registrar.georgetown.edu/records/ordering>). A student may request an official transcript through “MyAccess,” the online student information database.



Outside the Classroom

Not all learning takes place in the classroom! The IEP offers you additional resources and opportunities to develop your English ability while you experience living and learning in Washington, DC. Be sure to use each of these resources throughout the term!

1. Meal Plans

All students who live on the Hilltop campus are able to purchase a meal plan through their MyAccess account. Leo O'Donovan Dining Hall is the main cafeteria at the University. Students who live on campus may be automatically charged for a meal plan. To view meal plan options visit: <https://www.hoyaeats.com/meal-plans/>.

2. Extracurricular Activities

You will not learn English effectively if you only practice during class. The IEP offers many opportunities for you to use your English outside class, as well as to socialize with your fellow students as you explore Washington, DC. Be sure to participate in these activities!

Social Hour

This activity, on Thursday afternoons, provides a great opportunity to practice English with your classmates and enjoy coffee and refreshments as well! Also, during this time, IEP student clubs may meet as well.

Interact DC

Throughout the term, guest speakers are invited to Interact DC. Speakers discuss topics of interest to IEP students such as American culture, the arts, politics, and life in Washington, DC. Many IEP teachers require their students to attend Interact DC.

Mini-Workshops

Throughout the term, either during the midday break or after classes in the afternoon, IEP instructors organize and hold short (30 minute) workshops on a variety of topics related to English practice or American culture.

Access DC - IEP Activities Program

Activities generally include a Washington, DC night tour, theater performances, sporting events, and musical events. Admission fees are required for most events. Activities are listed on the activities calendar for each term and in *News of the Week*, a weekly newsletter distributed to students online. You may sign up for these events with the Student Services Coordinator during Social Hour or during her office hours.

3. IEP News of the Week (NOW)

This weekly newsletter keeps IEP students informed about upcoming events and activities. Campus events and information of interest about

U.S. customs, holidays, and Washington, DC are also provided. The newsletter is typically disseminated electronically at the beginning of each week. Be sure to keep up with life in DC by reading NOW.

4. Campus Events

Be sure to read the News of the Week and check your email each day (using your Georgetown account) for information on campus events and activities.

5. Campus Clubs

Georgetown offers a variety of organizations on campus that IEP students can join to interact with American students. These clubs include sports teams, philanthropic organizations, cultural groups, and more. This is a great opportunity to explore American culture and practice your English.

Check out

<https://www.georgetown.edu/campus-life/students-clubs-and-activities>.

6. Connect With Us Online

Friend us on **Facebook** (Georgetown ELC) and follow us on **Twitter** and **Instagram** (@GeorgetownELC) for the most up-to-date news and pictures program events. Make sure to use **#georgetownELC** to tag your own IEP pictures online! In addition, here are some helpful links for student life on campus:

- Georgetown IEP Website:
<https://elc.georgetown.edu/>
- Login to MyAccess Account:
<https://myaccess.georgetown.edu/>
- List of Clubs/Organizations on Campus:
<https://hoyalink.georgetown.edu/organizations>
- Weekly Events at Georgetown:
<https://hoyalink.georgetown.edu/events>
- Yates Field House Sports and Activities:
<https://recreation.georgetown.edu/yates>



F-1 Visa Regulations

Important policies govern IEP students' rights and responsibilities in complying with the regulations of the U.S. Immigration and Customs Enforcement (ICE). IEP students should consult with the Assistant Director of Enrollment Management when they have specific questions about immigration policies and procedures. The IEP attendance policies correspond to immigration regulations.

1. School Transfer

Students transferring to the IEP at Georgetown University from another school in the U.S. must meet with the Assistant Director of Enrollment Management in order to complete the transfer process. Students who have not yet received their transfer SEVIS I-20 must also meet with the Assistant Director of Enrollment Management. **Failure to contact the IEP Office will result in a loss of immigration status and all attendant benefits.**

2. Regulations

Federal regulations place the responsibility of staying in status on you, the student. It is your responsibility to comply with all regulations. Immigration laws require that F-1 students maintain their status or risk being denied entry to the U.S. in the future. By using a Form I-20 for entry into the U.S., you certify that you will follow the regulations on your I-20. Read these regulations carefully. Failure to obey any of these regulations may result in loss of your study privileges and other benefits. Federal law requires that the IEP report to SEVIS and ICE any student who is not maintaining his/her visa status.

3. Travel Documents for Re-Entering the U.S.

If you temporarily leave the United States during the time you are studying in the IEP, you must do the following:

1. Report to the Program Coordinator/International Student Advisor at least **two weeks before you plan to travel**, to have your I-20 signed by the Program Coordinator/International Student Advisor.
2. When you exit the U.S., take the following documents with you. They are required for re-entry into the United States:
 - your valid passport (for six months in the future) and valid F-1 visa
 - a current I-20 form signed on the back by the Program Coordinator/International Student Advisor **before you leave the United States**

Students should not exit the U.S. during the IEP term except during a designated holiday period (Spring Break, Easter, etc.) or family emergency. Upon reentering, students are required to submit their most recent I-94.

4. Length of Approved Stay

If you entered the U.S. on an F-1 Student visa, “**D/S**” (Duration of Status) was stamped on your visa (Departure/Arrival Record). Duration of Status means that you may remain in the United States **only** if you are studying full-time and have a valid I-20 from the school you are currently attending.

A 60 day “grace period”, which permits you to remain in the United States, is allowed after you complete your program of study. During this time, you may travel, relax, or prepare to transfer to another school. If you plan to stay longer, you must change your visa status.

If you plan to continue your study in the next level of the Georgetown IEP, you must re-apply **before the expiration date on your I-20**. Once your I-20 has expired, you are no longer eligible to study in the Georgetown IEP.

5. Your Passport

Your passport must remain valid for at least **six months** beyond the end date of the IEP. You should contact your government’s embassy or consulate in Washington, DC, if your **passport will expire within six months**.

6. Address Changes – **Very Important!**

If you change your local address, you must report the change of address to the IEP Office within **ten** days of your move. This is a U.S. government requirement.

7. Visa Questions

The IEP Assistant Director of Enrollment Management will answer most of your visa questions. In some cases, she will refer you to the Office of Global Services (OGS) at Georgetown University for additional guidance or information.



Strategies for Successful Language Learning

The IEP wants you to be a successful language learner. The following strategies will help you be a successful student and achieve your goals.

- Speak only **English** in your IEP classes.
- Be prepared for all of your classes – be involved in classes and actively participate.
- Be interested in the English language and in English speakers. Use English outside of the IEP classroom.
- Develop methods to organize your language learning – recognize that you will use different methods to learn the skills of reading, writing, listening, and speaking.

- Be willing to practice, practice, practice!
- Ask your teachers for help whenever you don't understand assignments or tasks. Meet with your teachers during their office hours when you need help.
- Be willing to take risks – don't be afraid to make mistakes!
- Be aware of *how* you are using the language – develop your ability to assess your language strengths and weaknesses.
- ENJOY learning the language and **use** it at every opportunity.

Program Accreditation

The Intensive English Program is accredited by the Commission on English Language Program Accreditation. Therefore, you can be assured that you are studying in a quality language program.

The Georgetown IEP adheres to the standards that guide good practices in language teaching.

The *CEA Standards for English Language Programs and Institutions* serve as the foundation for English language programs that are accredited by the Commission on English Language Program Accreditation (CEA). The *CEA Standards* are designed to ensure that students receive quality English language training and focus on the following areas:

Mission

Curriculum

Faculty

Facilities, Equipment, and Supplies

Administrative and Fiscal Capacity

Student Services

Recruiting

Length and Structure of the Program of Study

Student Achievement

Student Complaints

Program Development, Planning, and Review

For a detailed description of CEA Standards see: <http://cea-accredit.org/about-cea/standards>

For complaints against an accredited program see: <http://cea-accredit.org/about-cea/complaints>

Important Phone Numbers

IEP Office: 202-687-5978

Emergency: 911

SCS Campus Police (emergency) 202-907-3061

**Georgetown Emergency Response Medical Service (GERMS)
(Hilltop Campus *only* – free): 202-687-7546**

**Campus DPS Safe Rides: 202-784-7433
(8pm-2am - free transportation at Hilltop Campus *only*)**

Student Health Center: 202-687-2200

Counseling and Psychiatric Services: 202-687-6985

Student Insurance: 202-687-4883

Office of Student Accounts: 202-687-7100

Dining Services/Meal Plan Office: 202-687-4509

University Registrar: 202-687-4020

Housing Services: 202-687-4560

**University Information Services/
Student Help Desk 202-687-4577**

Office of Transportation Management: 202-687-6634

DC Police Headquarters: 202-727-9099

Arlington County Police Headquarters: 703-558-2222