

Saint John College EAP Program Policies

1. Arrival and Starting Classes

Both new and returning students are expected to arrive on time to begin their studies in Saint John College's *English for Academic Purposes (EAP) Program*.

Students in the EAP Program can enter the program until the first day of Week 3 of the semester. Any student arriving late will be required to catch up on any work he/she has missed. This means that the student will be responsible for speaking to his/her teacher and/or his/her classmates to find out what work has been missed. If a student arrives late and misses a marked assignment, this assignment will not be counted towards his/her final grade.

If a student arrives after the Monday of Week 3, he or she will be required to wait until the following semester to start classes.

2. Fees

A) Paying fees

Students in the *English for Academic Purposes (EAP) Program* are required to pay their program fees in full by the end of Week 1 (Friday). Students WILL NOT be registered in their EAP courses until payment is received in full.

If a student has not paid his or her fees by the end of Week 1, he or she will be asked to leave the EAP Program.

B) Refund Policy

No refunds will be given **after the end of Week 1** of the semester.

3. Placement (English Language Tests)

A) Upon arrival, students will write the *Accuplacer* placement test (<http://www.unb.ca/saintjohn/sjcollege/language.html>). The results of the placement test decide in which level of the EAP Program the student will begin his or her studies. Students must study at the level to which they are assigned.

B) Students may also be placed in the EAP Program according to an official IELTS (academic) or an official CAEL score. In order to use an IELTS or CAEL score for placement, the score cannot be older than 2 years (24 months) and students MUST present an official paper copy of their score report.

If a student chooses to enter the EAP Program with an IELTS score, he/she can do so only ONE time. *For example, if a student uses an IELTS score to enter Level 4 of the EAP Program but does not pass Level 4 at*

the end of the semester, the student cannot use another IELTS score to move to Level 5 EAP in the next semester. The student can only repeat (retake) Level 4 EAP.

4. Attendance

In the EAP Program, students are responsible for their success or failure in their classes. As a result, attending all classes and being on time is highly recommended.

Students are expected to be on time for all classes and to arrive for class at the appointed time. Students are also expected to stay in the classroom until the teacher dismisses the class. Not attending class can result in failing an assignment, a course, or a level. SJC teachers do record attendance for each class. Students can be marked "Absent" or "Tardy" unless they are present for class.

IMPORTANT: SJC does NOT accept sick notes as excuses for missed classes.

A) Being late for class

If a student arrives between 5 and 15 minutes after a class has begun, he/she will be marked "Tardy" (late). If a student is marked "Tardy" 3 times, this is equal to being absent for 1 whole class.

If a student arrives 15 minutes or later for class, he/she will be marked "Absent".

In the case of a test/exam/presentation (or other marked assignment), if a student arrives 5 minutes late, he/she will be permitted to enter the classroom but the teacher will NOT review what has been missed. If a student arrives 10 minutes late or more for a scheduled assignment, he/she will NOT be permitted to enter the testing room and as a result will receive a grade of zero (0) on the assignment.

B) Non-Attendance

Unless a student is severely ill, he or she must be in class. It is the student's responsibility to contact the teacher if he or she cannot attend a class due to illness. The student must – if at all possible – contact the teacher (by e-mail or phone) **on the same day the absence takes place.** The student must also speak with the teacher when he or she returns to class. In most cases, the student and the teacher will be able to resolve any problem related to the absence. If the student and the teacher cannot resolve the problem, they may ask the *EAP Program Coordinator* to help find a resolution.

C) Missed Tests or Assignments

If a student misses a test or an assignment, he/she will not be given a make-up test/assignment at a later date. He/she will receive a mark of zero (0) on the missed test/assignment.

5. Winter Weather Policy

In Canada, winter weather can make it difficult to travel and get to work and school. However, as part of UNB Saint John, Saint John College does not normally close because of snow storms or bad winter weather. Sometimes classes may begin later than normal or a specific class may be canceled but usually, Saint John College classes are not interrupted by winter weather. As a result, it is important for students to check with Saint John College **BEFORE** leaving home to come to school if there is a snow storm so that they do not have to travel to school if their class is canceled.

The BEST place for students to check for class cancelations is on Saint John College's Official Facebook Page at: <https://www.facebook.com/unbsjcollege>

SJC will also EMAIL all students using their UNB email addresses if a class is canceled.

6. Failure

There are four (4) levels in the EAP Program at Saint John College. Students who fail a level of the EAP Program must repeat that level. The passing grades for each level are as follows:

Level	Length	Passing Grade
Level 2	14 weeks (4 months)	75%
Level 3	14 weeks (4 months)	75%
Level 4	14 weeks (4 months)	75%
Level 5	14 weeks (4 months)	75%

Students who are required to repeat a level will be required to pay for the level they repeat. If a student has an appropriate CAEL, IELTS, or *Accuplacer* score, SJC will accept this score in place of the student's failing grade and the student will be permitted to move to the higher level ONLY if the student has NOT already used an official IELTS score within the EAP Program (see *Policy 3B above*)

A) Appeals

If a student feels that he or she has not received a final grade equivalent to the work performed during his or her studies, he or she may appeal his or her final grade. **Appeals must be received within forty-eight (48) hours of the student receiving his or her final grade.** The following appeal process will be observed:

- The student makes an appointment to meet with Saint John College's *Director*, Lindsay Taylor Doiron, to discuss the reason(s) why he or she is appealing the final grade.

- The *Director* will then gather academic information regarding the student and will investigate the student's appeal. A result will be reached and the *Director* will create a time and date on which to inform the student.
- The student will come at the scheduled time to meet with the *Director*. The student will be informed of the resulting decision and will then be required to act based on that information

B) Repeated Failures

If a student fails a level **once**, he or she will be asked to repeat the same level. If a student in the EAP Program fails the same level **twice**, he or she will be required to take the *Accuplacer* (Placement Test) and to achieve a score high enough to advance to the next level. This must occur within a week of failure. If the student does not achieve an *Accuplacer* score high enough to allow him/her to move to the next level of the EAP Program, he/she may be permitted to repeat the same level for a third time but will do so on *Academic Probation* (see definition below). If the student chooses not to repeat the level on *Academic Probation*, he/she will be required to withdraw for one semester.

C) Academic Probation

Students on *Academic Probation* (AP) are expected to follow very strict guidelines regarding their academic performance:

- Any student on AP may not miss more than a total of ten **(10)** classes. If a student on AP reaches 10 absences, he/she will be required to withdraw from the program
- Any student on AP must complete all assignments and tests – failure to do so will be considered a violation of the terms of his/her probation and he/she will be required to withdraw from the program

7. Addressing Problems with a Course or its Teaching

Students may sometimes have concerns about their course, the way the course is taught, or the way they (the students) are evaluated. In a western academic context (universities and colleges in Canada and the United States, including Saint John College), it is important for students to first speak directly to their teacher about their concerns. Usually, this type of consultation between students and the teacher will solve the issue. If students do not first speak with their teacher about course concerns, the *Director* (or any other SJC employee) will encourage students to speak to their teacher first.

However, if the student discusses the problem with the teacher, and the student believes that the problem is not resolved, the following steps will be taken to resolve the conflict:

- The teacher or student will speak to the *Director* about the conflict;
- The student, teacher, and the *Director* will discuss the conflict together and work toward finding a resolution that is mutually satisfying for both the student and the teacher. If a resolution cannot be reached, the College's *Director* will make a final decision regarding the issue

8. English Language

Students are expected to speak English at all times at Saint John College: in class, in the hallways, and during SJC events. If students want to speak in their first language, they can go to public areas such as the cafeteria or designated student lounges as these are English-free Zones.

A) English in the Classroom

If a student consistently uses a language other than English during class, he or she may be asked to leave the classroom for the rest of the class and will be marked as absent. He or she may lose marks or miss assignments as a result. Teachers may not assist students with any work missed during such an absence. These absences could result in failure.

9. Cell Phones

It is unacceptable to use cell phones (mobile phones) during class time unless the teacher gives students permission to do so. Cell phones must be turned off and put away during class time and students must restrict cell phone use to break times. In addition, students should not leave the classroom to speak on the phone; doing so will result in a mark of 'absent' unless the student has good cause to do so. Saint John College teachers have the right to take cell phones away from students during class time if they feel that these phones are disrupting students' learning. Teachers will return students' cell phones at the end of the class.

A) Cell phones and Electronic Devices Use During Tests/Assignments

Students are NOT permitted to use cell phones or other electronic devices during marked tests and assignments. If a teacher finds a student using a cell phone or other electronic device during a test/assignment, the teacher will take the student's assignment away immediately and the student will receive an automatic grade of zero (0) on the test/assignment.

10. Scents (Perfume, Lotions, etc.)

Many people in Canada are allergic or sensitive to strong smells such as those created by perfumes, lotions, make-up, and body odour and can start to feel sick when they are around these strong smells.

As such, UNB Saint John and Saint John College are **Scent-Aware** campuses. This means that students, teachers, and staff should try not to wear strong-smelling perfumes, lotions, etc. and should also be aware of good personal hygiene (for example, bathing regularly so that strong body odours do not become a problem) when they are at UNB Saint John or in the Saint John College buildings.

Students and staff of Saint John College are asked NOT to wear strong perfume or use strong-smelling lotions/creams or make-up when they come to SJC.

11. Making Travel Plans

If you plan to travel between semesters, please make sure that you DO NOT book plane tickets or other travel during the EAP exam period (the last 2 days of the semester). Final exams cannot be rescheduled. If you miss a final exam in the EAP Program, you will receive a grade of 0 on the exam which may cause you to fail the course or possibly the level.

12. Taking a Break from EAP Studies

Saint John College's EAP Program is an intensive program that requires a full-time commitment in order for students to get the highest possible benefit from their studies. However, because the program is intensive (students are in class up to six hours per day), students may wish to take a break from studying for one or more semesters. It is important to know the possible consequences of taking such a break from English studies. The consequences include the following:

- Delayed progress in the EAP Program
- Non-renewal of study permits and/or visas
- Loss of academic acceptance to UNBSJ
- Loss of scholarships or bursaries

Students who are thinking about taking a break from their English studies for one or more semesters should make an appointment to speak to the *Director* about any negative impact their departure could have.

Students are permitted to take a break for one (1) semester without penalty. Students who take a break for more than one semester must retake the *Accuplacer* Test when they return to the EAP Program. They will study in the level determined by the *Accuplacer* Test.

Students are only permitted to withdraw from the EAP Program one (1) time in any 12-month period. If a student withdraws more than once, he or she will be required to rewrite the *Accuplacer* in order to return to his or her studies at Saint John College.

If a student wishes to leave his or her EAP studies, they must inform Saint John College of this. Students must make an appointment with the *Director* to inform her of the reason he/she wants to take a leave and tell the Director when he/she plans to return to the EAP Program.

In rare situations, some students may need to leave the EAP Program prior to completing the level he/she is currently attending. Students planning to leave the Program early have a responsibility to speak with their teachers about finishing all assignments before they leave and they must speak to the Director. Please note that students who leave early may still miss marked assignments such as tests, quizzes, presentations, etc., which may affect students' final mark in an individual course (Listening/Speaking, for

example) or a level. Final grades will be based on work completed prior to the student's departure from the program.

13. Academic Offenses

An objective of Saint John College is to teach students how to avoid plagiarism and cheating. Students will be introduced to and are expected to follow the University of New Brunswick's policies on plagiarism and cheating (<http://nocheating.unb.ca>).

A) Plagiarism

Instances of plagiarism occurring in Saint John College will be dealt with by individual teachers. Teachers will explain to the student that he or she has committed an offense and will explain how the student can remedy the problem. In the case of repeated plagiarism, students will be asked to re-write entire assignments or may be given failing grades on these assignments.

B) Cheating

Cheating is a very serious offence at Saint John College. If a student is caught cheating (ie. copying from other students or using 'crib notes') on assignments and/or tests, this will become part of his or her permanent record at Saint John College. There is a three strikes system in place:

- 1) For the first offense, the teacher will meet with the student and complete a copy of the *Academic Offense Form*. The student will be warned that if he/she continues to cheat, he/she will be required to withdraw. The teacher will give a copy of the *Academic Offense Form* to the *Director* and another copy will be placed in the student's official student file at SJC.
- 2) For the second offense, the teacher will fill out the *Academic Offense Form* with the student. Both the teacher and the student will then meet with the *Director* to discuss the student's behavior and his or her future at Saint John College. A copy of the *Academic Offense Form* will be given to the *Director* and another copy will be placed in the student's personal file.
- 3) If there is a third offense, the student will be required to withdraw from Saint John College for at least one (1) term.

If you have any questions about these policies, please contact Lindsay Taylor Doiron, the Director of Saint John College at ltaylor1@unb.ca or by phone at 648-5935.

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