



WICHITA STATE  
UNIVERSITY

FAIRMOUNT COLLEGE OF  
LIBERAL ARTS AND SCIENCES

*Intensive English Language Center*

# INTERNATIONAL STUDENT HANDBOOK

Notice of Nondiscrimination: Wichita State University does not discriminate in its programs and activities on the basis of race, religion, color, national origin, gender, age, sexual orientation, marital status, or disability. The following person has been designated to handle inquiries regarding nondiscrimination policies: Director, Office of Affirmative Action, Wichita State University, Wichita, Kansas 67260-0145; Telephone: (316) 978-3371.

# IMPORTANT PHONE NUMBERS

## EMERGENCIES

- Fire, Police, Sheriff, Ambulance 911
- WSU Police Department 911  
From any campus phone – emergency 978-3450  
Standard Call

## MEDICAL

- 1st Choice  
Student Health Services 209 Ahlberg Hall, WSU Campus 978-3620  
Hours of operation:  
Fall/Spring: Monday – Friday: 8:00 a.m. – 5:00 p.m.  
Summer: Monday – Friday: 8:00 a.m. – 5:00 p.m.  
Semester Breaks: Monday - Friday 8:00 a.m. - 12 noon  
and 1:00 p.m. - 5:00 p.m.
- 2nd Choice – Minor Emergency (when Student Health isn't open)  
Immediate Medical Care 4722 W. Kellogg 440-2565  
(in front of Towne West Mall)  
Monday – Saturday: 8:00 a.m. – 8:00 p.m.  
Sunday: 1:00 p.m. – 6:00 p.m.  
  
Walgreens Clinics: 21st & Webb Rd., 37th & Woodlawn,  
13th & Waco, and Harry & Edgemoor
- 3rd Choice – Major Emergency  
Wesley Medical Center 550 N. Hillside 962-2000  
**CAUTION: Via Christi Regional Medical Centers (St. Francis and St. Joseph), specialty hospitals, and hospitals outside Wichita are only partially covered by UnitedHealthCare StudentResources**
- 4th Choice - Ambulance, Police, Fire 911  
**CAUTION: INSURANCE WILL NOT COVER MOST AMBULANCE EXPENSES.**

## WICHITA STATE UNIVERSITY

- Ablah Hall, Library 978-3481
- Housing and Residence Life Office 978-3693  
Brennan Hall 978-3337  
Fairmount Towers 978-3320  
Wheatshocker Apartments 978-5000
- Heskett Center, Campus Recreation 978-3082

## OTHER

- Suicide Prevention and Crisis Intervention – 24 hours 263-3770

## 4. EARLY NOTIFICATION

Sometimes IELC students know at the beginning of the semester that they must leave WSU in the middle of the semester. In order to enroll for the first session only, the student must provide documentation to Intensive English before the semester begins. If so, he or she can enroll for the first session only. Full-time students will pay for only one session, which equals the tuition for 7 hours of credit. (NOTE: All examples are for full-time enrollment.) However, if a student does not provide documentation before the semester begins, he or she will pay tuition for 12 hours of credit. Then, if the student provides documentation after classes begin and before the university's published deadline for the 40% refund, the student will be eligible for a refund of the unused portion of the tuition. This is equal to tuition for 5 credit hours, which is actually slightly more than 40%. If a student does not give early notification of the need to leave at mid-semester, the student is not eligible for a refund. Students who have sudden health emergencies may apply for exceptions. In addition, if a student with an F-1 or J-1 visa must leave the U.S. for an unexpected reason before the published deadlines have passed, he or she will receive a refund according to the university's published calendar. Please see the office if there are special circumstances.

## 5. FORMS OF DOCUMENTATION (PROOF)

To be eligible for a refund of tuition, students must provide documentation, such as:

- A letter in English from one's school or employer stating the date when the student must return to his/her native country.
- An I-20 from another school that shows the student's admission and a starting date at mid-semester.
- A letter in English from one's financial sponsor indicating that financial support has been withdrawn.
- A letter from a doctor on official letterhead explaining the length of time that the student should not attend class for health reasons.

## 6. PROCESS OF REFUND

After the student returns home, he/she must send to Intensive English the boarding pass from the flight. After Intensive English receives the boarding pass, the office will prepare the refund. If the student paid in-full from private resources at the beginning of the semester, the refund will be paid to the student and will be sent to the address the student provides. If the tuition was paid by a short-term loan, the WSU Controller's Office, which originally provided the loan, will use the unused funds to pay off the balance of the loan.

# PROBLEMS

Wichita State University has a well-defined procedure to help students resolve problems.

These are the steps you should follow if you feel you have a complaint:

1. You should talk about the complaint with the person whom you feel is causing the problem.
2. The instructor or staff member should listen to your complaint and offer his or her explanations about the situation.
3. After speaking with that person, if you are still not satisfied, you should contact the IELC director. The director will speak with both you and the other person and will make the final decision regarding the situation.
4. If you are still not pleased with the outcome, you can contact the Wichita State University Division of Student Affairs about the appeal procedure. For more information about how Wichita State University students are expected to resolve problems, you can contact the Division of Student Affairs, 105 Grace Wilkie Hall.

## EARLY DEPARTURE POLICY

### 1. WSU POLICY REGARDING DEADLINES FOR TUITION REFUNDS

Each semester the university publishes its deadlines for tuition refunds in the WSU Schedule of Courses. This schedule tells the deadlines by which students must withdraw in order to receive a refund of 100%, 80%, 60%, and 40%. Intensive English is part of the university and follows these same deadlines. Generally speaking, after the fifth week of the regular semester, refunds are no longer possible. In the summer or in the second session of a regular semester, refunds are usually no longer possible after the thirteenth day of class. Please check the WSU Schedule of Courses for the exact dates for any particular semester.

### 2. SEMESTER ORGANIZATION

Enrollment in Intensive English in January or August is for the entire 16-week semester. There is no 8-week program available in January or August. Students on F-1 or J-1 visas are required by the United States Citizenship and Immigration Service (USCIS) to be enrolled on a full-time basis during the times university classes are normally in session. Therefore, Intensive English students, like academic students, enroll for the entire semester in January or August. Students who enroll full-time pay tuition equal to 12 hours of credit.

### 3. SPECIAL CIRCUMSTANCES THAT WARRANT A REFUND

Intensive English students may have special circumstances that require them to leave the program for a compelling reason before the end of the semester, such as:

- returning to their country to go back to their school or their job.
- transferring to another school that has a beginning date at mid-semester.
- being in a different visa category which does not require them to go to school full-time.
- experiencing unforeseen economic hardship.
- serious unexpected health problems.

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# IMMIGRATION REMINDERS

If you are an international student who has an I-20 from Wichita State University and you are here on an F-1 (student) visa, it is necessary for you to follow the Bureau of Immigration and Customs Enforcement (BICE) requirements for your special visa status. (If you do not follow these and all other immigration rules, you may have serious problems with the BICE.)

**Here are five very important immigration rules you must follow to STAY IN F-1 STATUS:**

- I. Attend school full time every semester. (This means you must register for, pay for, attend and complete the required number of credit hours.)
- II. Renew your passport at least six months before it expires.
- III. If you change to a different school, transfer properly (tell school officials, complete the necessary paperwork, and get the required signatures).
- IV. Report your address to the Office of International Education (OIE) within 10 days. (Every time you move, you must give your new address information to the OIE within 10 days.)
- V. Do not work off campus unless you have special permission from the BICE.

If you have any questions about your student visa status or if you think you might be out of status, please speak with the immigration advisor in the Office of International Education in the Garvey International Center. You should also read and understand page 2 of your I-20 for a complete explanation of immigration regulations for individuals in F-1 status.

# OFFICE SERVICES

For the convenience of our students, the Office of International Education provides the following services free of charge:

1. CERTIFIED TRUE COPIES
2. LETTER OF ENROLLMENT
3. EVALUATION REPORTS (GRADES)
4. RECOMMENDATION FORMS AND LETTERS:
  - Recommendation forms for a school to which a student may wish to transfer should be brought to the OIE office for completion. The forms will be completed and mailed directly to the school.
  - An individual letter of recommendation is generally not required when applying to other schools. When one is asked for, the grade report is usually sufficient. There may be some unusual instances, however, when a special letter of recommendation is necessary. Students who believe they need such a letter should come to the Office of International Education with the request from the college or university.
5. APPLICATION ASSISTANCE FOR ACADEMIC PROGRAMS:
  - **APPLICATION TO WSU**  
If you are interested in applying to Wichita State University for undergraduate studies, you should submit the application and materials to the front desk in the Office of International Education. If you wish to apply for graduate studies, you may submit your materials at either the Graduate Office in Jardine Hall or at the front desk in the Office of International Education. The Graduate Office will contact you directly once your application has been processed.
  - **APPLICATION TO OTHER INSTITUTIONS**  
If you are interested in applying to other universities or colleges, you may come to the Office of International Education to get information about other institutions.

**Q. CAN GRADUATE STUDENTS ENTER WSU WITHOUT A TOEFL SCORE?**

- A. All international students are required to present a TOEFL score for admission to the Graduate School no matter what level of Intensive English they have completed. However, in some cases students may be accepted for full-time graduate study even though their TOEFL scores are slightly below the normal requirement. Students with a particularly good record in their Intensive English classes and whose teachers recommend them for full-time academic study may receive a recommendation, which is sent to the Graduate School by the director. They must also have a TOEFL score which is reasonably close to the normal requirement in their major field of study.

**Q. CAN UNDERGRADUATE STUDENTS ENTER WSU WITHOUT A TOEFL SCORE?**

- A. Yes, there are other ways that undergraduates can enter WSU without a TOEFL score. If you are an undergraduate, you can enroll for part-time academic studies at WSU by earning a minimum grade point average (GPA) of 2.0 in Advanced II. In addition, you can enroll for full-time academic studies at WSU by earning a minimum grade of "C" in all classes in which you enroll in Introduction to Academic Studies.

**DID YOU KNOW?**

International students who enroll in Intensive English classes prior to taking the TOEFL test score higher on average than those who only study the TOEFL Guide to prepare for the test? Based on a study conducted by Intensive English on the relationship between Intensive English class performance and TOEFL scores over a three-year period, we now know that students who completed their level requirements in certain levels scored an average of the following:

- Students in Advanced I scored an average of 18 points higher than those students who did not complete their level.
- Students in Advanced II scored an average of 20 points higher than those students who did not complete their level.
- Students in Introduction to Academic Studies scored an average of 11 points higher than those who did not complete their level.

The Intensive English Language Center is proud to offer classes that help to improve student performance on the TOEFL test. Being successful in each level means a stronger chance of being successful on the TOEFL.



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*Intensive English Language Center*

**WELCOME TO THE  
INTENSIVE ENGLISH LANGUAGE CENTER**

Dear Student,

Welcome to Wichita State University! All of the faculty and staff of the Intensive English Language Center are pleased that you have decided to study with us; we will do our best to help you meet your goals. We encourage you to work hard and to take advantage of the many opportunities available to you at WSU and at IELC.

To reach your goal of proficiency in the English language, it is important that you actively participate in all of your classes. You should also set aside time each day for study and homework. Classroom participation and daily study will help you gain the English skills you need to pursue academic or technical studies in the United States.

We encourage you to take advantage of the many opportunities that the community of Wichita has to offer. In fact, we have designed many of our weekend activities and conversation classes to assist you in exploring your new city and learning more about life and attitudes in the central United States. For example, you may travel to downtown Wichita to visit shops, museums, the public library, restaurants, and points of interest. A ride on the city bus can also take you to the shopping malls in Wichita.

The Intensive English Language Center is open from 8:00 a.m. to 5:00 p.m., Monday through Friday. We are here to answer your questions and to help you in any way we can. We are confident that you will make good progress in your studies during your time at Wichita State University. We wish you great success!

Sincerely,

IELC Director & Faculty

# PROGRAM INFORMATION

Each year consists of five terms, Spring, March, Summer, Fall, and October:

- Spring Semester 16 weeks January - May
- March Session 8 weeks March - May
- Summer Session 8 weeks June and July
- Fall Semester 16 weeks August - December
- October Session 8 weeks October - December

## CLASSES

Morning classes meet five days per week (Monday through Friday) for 50 minutes each. Afternoon classes meet four days per week (Monday through Thursday) for 65 minutes each. One day per week, the Speaking/Listening class will meet for two hours as a Conversation Class. There are ten-minute breaks between classes. Lunch breaks are longer. It is necessary to be on time for all classes! Students who arrive late may be denied entry to the class.

### LEVELS

Students move to a higher level after each 8-week period if they have made sufficient progress.

#### The levels are:

- Pre-Intermediate
- Intermediate I
- Intermediate II
- Advanced I
- Advanced II
- Introduction to Academic Studies

### SECTIONS

Within each level, there may be several sections such as Intermediate IA, Intermediate IB, and Intermediate IC. Each section within one level usually uses the same books and covers the same material. Students who satisfactorily complete any section in one level will move to the next level.

### CURRICULUM

At each level from Pre-Intermediate through Advanced II, classes are offered in the following skill areas:

- **Integrated Skills (Pre-Intermediate and Intermediate I):** Active use of English to communicate in meaningful ways with strong emphasis on understanding and speaking
- **Structure:** Basic and advanced grammar patterns for effective communication.

# TOEFL / ENGLISH PROFICIENCY

## Q. WHAT TOEFL ADMINISTRATIONS ARE OFFERED IN THE WICHITA AREA?

A. The new International TOEFL iBT (internet-based TOEFL) is administered by Prometric Testing Center in Wichita. Prometric Testing Center is located on the east side of town at 2020 N. Woodlawn. Appointments to take the TOEFL iBT is done online through the ETS website. The cost of this TOEFL is \$140. The paper-based Institutional TOEFL is administered at WSU by the Counseling and Testing Center. It is offered three times a year in May, July, and December. The cost of this TOEFL is \$60. The results of this TOEFL are only reported to and accepted by WSU.

## Q. WHAT ARE THE TOEFL REQUIREMENTS FOR ACADEMIC ADMISSION?

A. For full-time academic admission for undergraduate study, the following scores are required:

- |                         |     |
|-------------------------|-----|
| • Paper-based TOEFL:    | 530 |
| • Computer-based TOEFL: | 197 |
| • Internet-based TOEFL: | 72  |

For part-time academic admission for undergraduate study, the following scores are required:

- |                         |     |
|-------------------------|-----|
| • Paper-based TOEFL:    | 500 |
| • Computer-based TOEFL: | 173 |
| • Internet-based TOEFL: | 61  |

For academic admission for graduate degrees, the required TOEFL score is determined by the college in which the student is enrolling.

In most cases, those scores are as follows:

- |                         |     |
|-------------------------|-----|
| • Paper-based TOEFL:    | 550 |
| • Computer-based TOEFL: | 213 |
| • Internet-based TOEFL: | 79  |

However, sometimes the required TOEFL score is higher, depending on your major.

## Q. WHAT IS THE BEST WAY TO PREPARE FOR THE TOEFL?

A. Because language proficiency is a complex set of skills developed over a relatively long period of time, you will not find last-minute cramming or reliance on a "TOEFL Study Guide" very helpful. The best way to prepare for the TOEFL is to attend English classes daily. It is also important to use every opportunity to practice English outside of class. You should read English books, newspapers, and magazines and try to speak English whenever you can. Learning English, or any other language, takes time and practice.

# ACADEMIC CREDIT

Students receive academic credit for finishing Advanced II or Introduction to Academic Studies. Students who are enrolled in these classes for 16 weeks will receive 12 hours of credit. Students who are enrolled in these classes for only 8 weeks will receive 7 hours of credit. The maximum amount of academic credit for any student in these courses will be 13 hours.

**PLEASE NOTE:** These classes will not substitute for English 101. That class must be taken after completion of Intensive English.

# PROBATION

Students' performance in the Intensive English program is considered an indication of their ability to function in a U.S. academic setting. The qualities that lead to success in Intensive English, such as diligence, perseverance, and a mature attitude, are the same qualities that are necessary for success in academic studies at the university. When a student's grades, attendance, or progress are deficient, the student will be placed on probation. This means that if the student's performance does not improve during a stated period of time, the student will not be allowed to continue at the Intensive English Language Center or WSU.

# HALF-TIME ACADEMIC ENROLLMENT

**Undergraduate Students:** You are permitted to enroll in a half-time academic program concurrent with half-time IELC enrollment if your academic admissibility has been determined and if you meet any one of the following requirements:

- A score between 500 and 529 on the paper-based TOEFL
- A score between 173 and 196 on the computer-based TOEFL
- A score between 61 and 71 on the internet-based TOEFL
- A grade point average (GPA) of 2.0 or better in Advanced II

The half-time category is a privilege the University extends to IELC students in good standing who also enroll in the required number of IELC classes. Such students are considered "guest students" by WSU because they have not yet met all requirements for full standing. This courtesy is not extended to any other international students, only to IELC students.

**Graduate Students:** Half-time enrollment is not an option for graduate students.

- **Speaking and Listening (+ Conversation):** Practice to improve understanding of spoken English and to develop speaking skills.
- **Reading:** Reading for speed and comprehension.
- **Writing:** Preparation for university-level writing.
- **Learning Laboratory:** Computer and audio-visual learning aids. Individual study of reading materials; professional and career English materials; TOEFL preparation; internet activities.

In Introduction to Academic Studies, the classes include:

- **Oral Communication / Reading:** Study and practice of basic concepts of speech communication along with extensive college reading.
- **Research Writing Skills:** Practice with library research and writing a research paper.

# ELECTIVE COURSES

Occasionally, IELC offers some elective courses. Students may choose to add these courses to their schedule for a small fee. Elective courses may include Pronunciation, TOEFL Prep, Idioms, U.S. Culture & Customs, etc.

# LEVEL PLACEMENT

Level assignments are made at the beginning of each 8-week period.

- I. **New Students:** Level assignments are based on scores from the placement test or the proficiency test and TOEFL scores, if available.
- II. **Continuing Students:** Level assignments are based on grades and recommendations of teachers. Factors considered are attendance, quality of work, and overall progress. To be promoted to the next level, students must achieve a minimum grade point average of "C" (2.0); students who receive a grade of "F" or more than one "D" will not be promoted to the next level regardless of the grade average without special permission from the director and faculty.
- III. **Level Change After Classes Have Begun:**
  - a. If you believe you have been placed in the wrong level, you must first attend and participate in all of your classes at your assigned level. This is the only way that your teachers can evaluate your abilities and see whether your proficiency is superior to that of the other students in the class.
  - b. Teachers will recommend level changes at a special faculty meeting during the first week of classes at the beginning of the session.

# Books

All IELC students are required to purchase books for all of their classes. All books must be new or if used, must never have been written in. Teachers have the right to refuse to allow students who have not purchased books to enter the class. Intensive English students purchase their books at the University Bookstore in the Rhatigan Student Center. Please follow these steps:

- On the first day of classes, come to the front desk at the Intensive English Language Center in the morning. You will receive your level placement and your book list.
- Take the book list to the University Bookstore in the Rhatigan Student Center.
- In the bookstore, go downstairs and walk straight ahead. You will find the IELC books there.
- After you get your books, go upstairs to pay for the books at the cash register.
- **KEEP YOUR RECEIPT.** You will need it if you want to exchange (return) books later.
- Do not write in your books for at least a week in case you have to make an exchange.
- If you need to return books to the bookstore, take them to the Service Desk on the first floor in the University Bookstore.

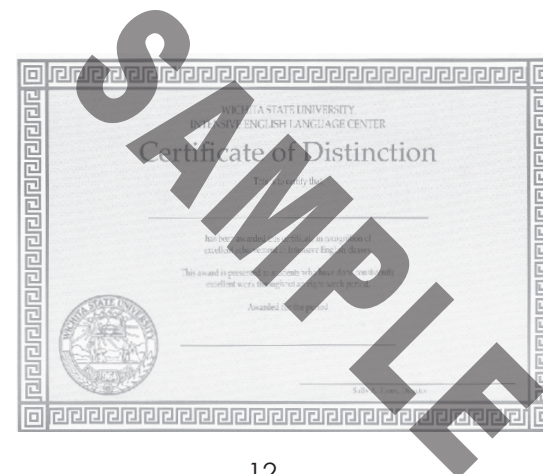
The University Bookstore will let you return books for a refund of your money if:

- you have your receipt.
- the books are in perfectly new condition (no writing or marks of any kind).
- you return them in a timely manner
  - on or before the third Saturday of classes in the August and January sessions
  - on or before the first Saturday of classes in the October, March, and Summer sessions.

If you make exchanges after those dates, you must have a letter of authorization from IELC in order to receive a refund of money.

# HOMEWORK & ATTENDANCE

Students should spend at least one-half hour studying or doing homework for each class period each day. Therefore, you should expect to study at least two or three hours each day outside of classroom time. It is also very important that you attend all your classes every day. Here are three reasons why you must not be absent without an acceptable cause:





# CERTIFICATE OF LEVEL COMPLETION

Students will receive a Certificate of Level Completion if they successfully complete any level between Pre-Intermediate and Advanced II in IELC. The certificate is awarded only to students who have a minimum "C" average (2.0 GPA) and a minimum attendance record of 85%. (Exceptions can be made in the case of student athletes representing the University at athletic events.) Students in Introduction to Academic Studies must have a minimum of "C" in all classes in which they enroll in IELC and a minimum attendance record of 85%.

- I. Every lesson teaches something new, and every lesson helps you remember what you have already learned. When you are not in class, you miss important learning opportunities.
- II. Your attendance will be recorded on your evaluation report and Certificate of Completion. If your attendance record is less than 85% in an 8-week period, you will not receive a Certificate of Completion for that level. More importantly, attendance below 85% may result in your being placed on probation or being denied readmission to the IELC in the future.
- III. The BICE requires international students on student visas (F-1) to be enrolled in and attend a full course of study in order to maintain their student status. Excessive absence may be considered a violation of the full attendance regulation. Attending only a part of the semester also violates student status.

Attendance below 65% may result in your being administratively withdrawn (dropped) from IELC. There are no tuition refunds for students who are administratively withdrawn. An F-1 student who is administratively withdrawn will be considered out of status.

When you are ill or have some other good reason for not attending class, you should call the Office of International Education so that your teachers will know that you will not be in class. Ask a friend to bring you the homework assignments so you can keep up with your classmates. Remember, regardless of the reason for your absence, you are responsible for making up all missed work.

# CERTIFICATE OF PROGRAM COMPLETION

Students will receive a Certificate of Program Completion if they successfully complete the Intensive English program by attaining the minimum TOEFL requirement of Wichita State University while also achieving a grade point average of at least 1.5 during the last 8-week period of attendance. Or students can receive the Certificate by earning a minimum grade of "C" in all classes in which they enroll in Introduction to Academic Studies.

## ATTENDANCE CATEGORIES

EXCELLENT	—	97% attendance
GOOD	—	94% attendance
AVERAGE	—	90% attendance
FAIR	—	85% attendance
POOR	—	less than 85% (no Certificate of Completion and possible probation or denial of readmission)
	—	less than 65% (Possible Administrative Withdrawal)

# CERTIFICATE OF DISTINCTION

Students who receive a grade point average of 3.5 or above will receive a Certificate of Distinction to recognize their excellent achievement in their English classes. These certificates are awarded at the end of each 8-week period.

# ADDITIONAL LEARNING OPPORTUNITIES

Students may participate in campus life and special IELC activities. IELC activities include trips to places of interest, sports events, and parties for students, faculty, and staff of IELC and the Office of International Education.

# EVALUATION REPORTS

Evaluation reports show the grades received in each class and recommendations regarding readiness for academic work. They are given out at the end of each 8-week period. Wichita State University uses the following grading system:

- 4.00 — Distinguished achievement
- 3.00 — Superior achievement
- 2.00 — Average achievement
- 1.00 — Below average achievement
- 0.00 — Failing work
- I — Student did not complete the required work
- W — Student officially withdrew from the University

## GRADE POINT AVERAGE

Your grade point average (GPA) is calculated by multiplying the grade point by the unit value of each course, then adding the totals for all of the courses, and dividing by the total number of units. For computing your GPA in the IELC, the following unit values are assigned to each course:

COURSE	UNITS
Integrated Skills (Intermediate I)	6
Integrated Skills (Pre-Intermediate)	12
Learning Laboratory	1
Oral Communication/Reading	6
Reading	3
Research Writing Skills	6
Speaking and Listening	3
Structure	3
Writing	3

For example, a student with the following grades will have a grade point average (GPA) of  $40 \div 13 = 3.08$ .

The computation is as follows:

COURSE	GRADE	UNITS	TOTALS
Structure	(B) 3.00	x 3	= 9
Speaking and Listening	(A) 4.00	x 3	= 12
Reading	(C) 2.00	x 3	= 6
Writing	(B) 3.00	x 3	= 9
Learning Laboratory	(A) 4.00	x 1	= 4
		13	40

Grade Point Average:  $40 \div 13 = 3.08$  (GPA)

# EVALUATION REPORTS



WICHITA STATE UNIVERSITY  
 FAIRMOUNT COLLEGE OF LIBERAL ARTS AND SCIENCES  
 Intensive English Language Center

## Evaluation Report

Name: \_\_\_\_\_ Date of initial enrollment: \_\_\_\_\_  
 Level: \_\_\_\_\_ Period covered by this report: \_\_\_\_\_

The grades on this report are assigned by this student's teachers and are based on progress, class participation, homework, tests, and attendance.

Class	Grade	Attendance	
		Days present	Days possible
Structure	_____	_____	_____
Speaking/Listening	_____	_____	_____
Reading	_____	_____	_____
Writing	_____	_____	_____
Text/Lecture Skills	_____	_____	_____
Written Skills	_____	_____	_____
Oral Comm./Reading	_____	_____	_____
Learning Laboratory	_____	_____	_____
		Overall Attendance	_____

Grade Description	
A	Distinguished Achievement
B	Superior Achievement
C	Average Achievement
D	Below Average Achievement
F	Failing Work
I	Student did not complete the required work at this level
W	Student officially withdrew
—	The student was not enrolled in this class

Overall Attendance	
Excellent	97%
Very Good	94%
Good	90%
Fair	85%
Poor	less than 85%

Levels	
Pre-Intermediate (I, II)	
Intermediate I	
Intermediate II	
Advanced I	
Advanced II	
Intro. to Academic Study	

## Recommendation

If all other requirements for academic admission have been met, this student may enroll in academic classes as follows:

Intensive English Language Center | Wichita State University | Wichita, Kansas 67260-0122 U.S.A.  
 Telephone: 316.978.3232 | Fax: 316.978.3777 | e-mail: international@wichita.edu