

**2021-2022**

# **ACADEMIC TRANSITIONS**

## **Student Handbook**



UNIVERSITY OF DELAWARE  
**ENGLISH LANGUAGE  
INSTITUTE**





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**ELI website** [udel.edu/eli](https://udel.edu/eli)

**AT website** [udel.edu/eli/at](https://udel.edu/eli/at)

## Email

**Main ELI** [ud-eli@udel.edu](mailto:ud-eli@udel.edu)

**Conditional admissions** [CAPadmissions@udel.edu](mailto:CAPadmissions@udel.edu)

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# INTRODUCTION

## WELCOME MESSAGE

Congratulations! You have qualified for the Academic Transitions (AT) Program at the University of Delaware (UD) English Language Institute (ELI)!

By joining our program, you have made a significant decision to take a **comprehensive** (i.e., complete) approach to university preparation. As an AT student, you will develop your academic and linguistic skills so that you can communicate effectively in a university setting. You will also build your knowledge of U.S. culture so that you can better understand the content and interactions in the classroom and participate comfortably in campus life. You are committing to a culture of scholarship at the ELI, where you will develop a love for learning and gain the ability to share your ideas comfortably in academic, professional and social settings.

Welcome to Academic Transitions. Now, let's get ready for your future!

## WHAT IS ACADEMIC TRANSITIONS?

Academic Transitions (AT) is the University's pathway program for conditionally-admitted undergraduate students

### WHAT IS A PATHWAY PROGRAM?

A pathway program includes English training, university courses for credit and other activities to help prepare a student for full-time university study. Once the student meets the program requirements (i.e., completes the conditions of his or her conditional admission), he or she will **matriculate**.

### WHO ARE AT STUDENTS?

AT students are academically qualified for admission to the University; however, they must improve their English skills and develop the additional academic and cultural knowledge needed to succeed at a top American university. The University conditionally admits these students and requires them to complete Academic Transitions.

At the ELI, conditionally-admitted students are considered "the cream of the crop," which means that they are the best of the best students. They show dedication and determination in their scholastic journey. They overcome challenges to meet the requirements of their program. They are **scholars**.

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### Comprehensive

*(adjective)* including many, most, or all things

### Matriculate

*(verb)* formal: to become a student at a school and especially in a college or university

### Scholar

*(noun)* a person who has studied a subject for a long time and knows a lot about it: an intelligent and well-educated person who knows a particular subject well.

*Learnersdictionary.com*

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AT students must successfully complete the program (i.e., AT is the condition of their admission). They are not permitted to submit a TOEFL score in order to enter university.

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## READ THIS HANDBOOK CAREFULLY

It is very important to understand the program, its activities, its requirements, and our expectations of you. Please read this handbook closely and often to ensure that you are prepared to succeed in this exciting program. AT policy is subject to change. Please check the AT Student Handbook online, the AT portion of the website or with your academic advisor regularly for any updates.

### WHO CAN I SEE IF I HAVE MORE QUESTIONS ABOUT AT?

<p><b>Blythe Milbury-Steen</b>   CAP/AT Advisor  <b>Office: 108 E. Main Street, Room 207A</b>  <b>CAPadvisor@udel.edu</b></p> <p>Blythe helps students through academic advisement; AT orientation; information about AT requirements, understanding policies and procedures; guidance about ELL course selection, AT withdrawals and matriculation processes; and transitioning to university studies.</p>	<p><b>Jeanine Feltner</b>   Conditional Admissions Coordinator  <b>Office: 189 W. Main Street, Room 109</b>  <b>CAPadmissions@udel.edu</b></p> <p>Jeanine helps students apply to AT and answers questions related to their application to UD or a partner school.</p>
<p><b>Dr. Karen Asenavage</b>   Associate Director, Director of Academic Programs  <b>Office: 108 E. Main Street</b>  <b>kasen@udel.edu</b></p>	<p><b>Sharon Mitchell</b>   Undergraduate AT Cohort Coordinator  <b>Office: 108 E. Main Street, Room 209</b>  <b>slmitch@udel.edu</b></p>

## HOW DOES AT WORK?

### PLACEMENT

Only students with advanced English skills are eligible to begin Academic Transitions. We determine students' eligibility for AT in a number of ways.

#### NEW ELI STUDENTS

Students who wish to join AT must have advanced English skills in order to be eligible for the program. To determine your placement, we use the following tools.

#### Submit a qualifying official score on TOEFL or IELTS.

We strongly recommend that all students submit a recent, official TOEFL or IELTS score to us. Although these scores are not required for you to be conditionally admitted to UD, giving these scores to ELI will help you to know your placement level before you come to Delaware.

If you submit a TOEFL or IELTS exam score before coming to the ELI, you will be placed according to this chart:

TOEFL	IELTS	Placement
72-78	6.0	AT second semester (AT2)
65-71	5.5	AT first semester (AT1)
0-64	0-5.5	Pre-AT

You will be required to take the ELI entrance assessment which will take place online through Zoom three weeks prior to your arrival. The assessment will not change your placement. We use this assessment to determine whether you may need extra support with specific English skills.

#### Notes:

- Only official TOEFL or IELTS scores will be accepted.
- Scores cannot be older than 12 months.
- You may not change your placement or admissions status by submitting a TOEFL or IELTS score after the beginning of your program.

### Students who do not submit a TOEFL or IELTS score

If you do not submit a TOEFL or IELTS score, you will be placed according to this chart:

Test Results	Placement
Advanced (Level 5 or higher)	Take the AT Qualifying Test (ATQT) to determine if you will enter AT1 or Pre-AT*
Beginner to intermediate (up to Level 4)	Pre-AT

If you do not submit a TOEFL or IELTS score in advance, you may not place directly into AT2 during your first semester at ELI.

## CONTINUING ELI STUDENTS

Students who have studied in our Pre-AT curriculum will begin their AT program after meeting their Pre-AT requirements.

## SEMESTER STRUCTURE

Unlike the majority of ELI programs, Academic Transitions runs on a semester-based structure. Each semester lasts approximately four months. The semesters are called AT1, AT2, and AT3.

AT has three start dates per year (in August, January and May). To see the semester dates, visit [www.udel.edu/eli/at/calendar](http://www.udel.edu/eli/at/calendar).

## PROGRAM DURATION

Students are expected to complete AT after two semesters (approximately eight months).

Some students may choose to continue studying in AT for a third semester (i.e., AT3) because they may wish to have additional ELI support before matriculating, or they may wish to take advantage of the significant tuition discount for AT3 (see [www.udel.edu/eli/at/price](http://www.udel.edu/eli/at/price) for more information).

Other students may be required to stay for AT3. This happens if the students do not meet the matriculation requirements at the end of AT2.

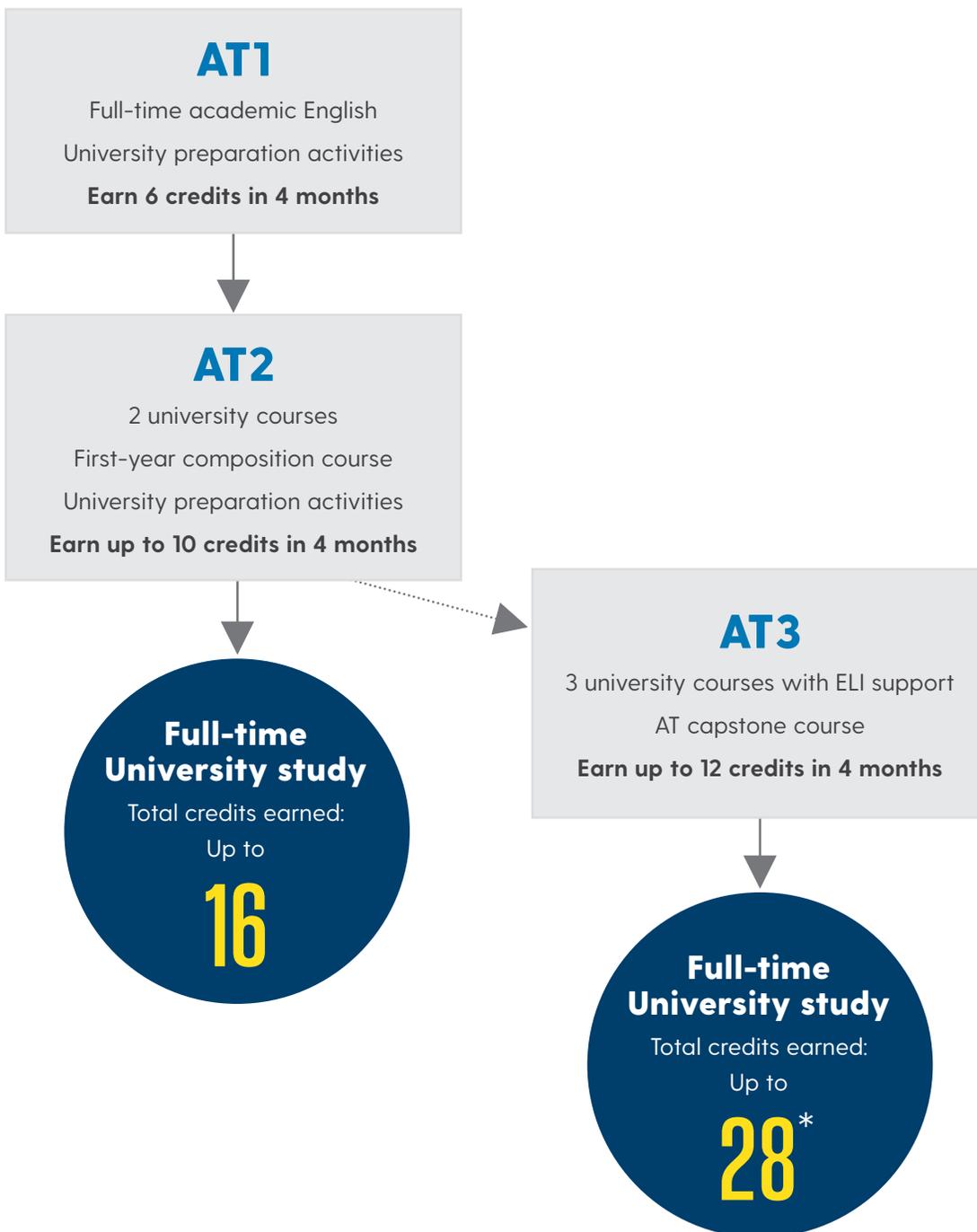


# PROGRAM OVERVIEW

Academic Transitions students participate in many ELI courses and preparation activities at the beginning of the program. In the first AT semester (i.e., AT1), students will participate only in ELI courses designed to prepare them for AT2 and for college credit.

As students progress through AT2 and AT3, they take more university courses for credit. The ELI provides students with direct support during this period (e.g., Cohort activities, tutoring, study skills, etc.) as well as indirect support, such as training the university instructors to teach international students effectively.

When students finish AT2, students have enough credits to be considered second semester freshmen. Students who also complete AT3 will earn even more credits. The graphic provides an overview of AT; details about each AT semester are also included in this handbook.

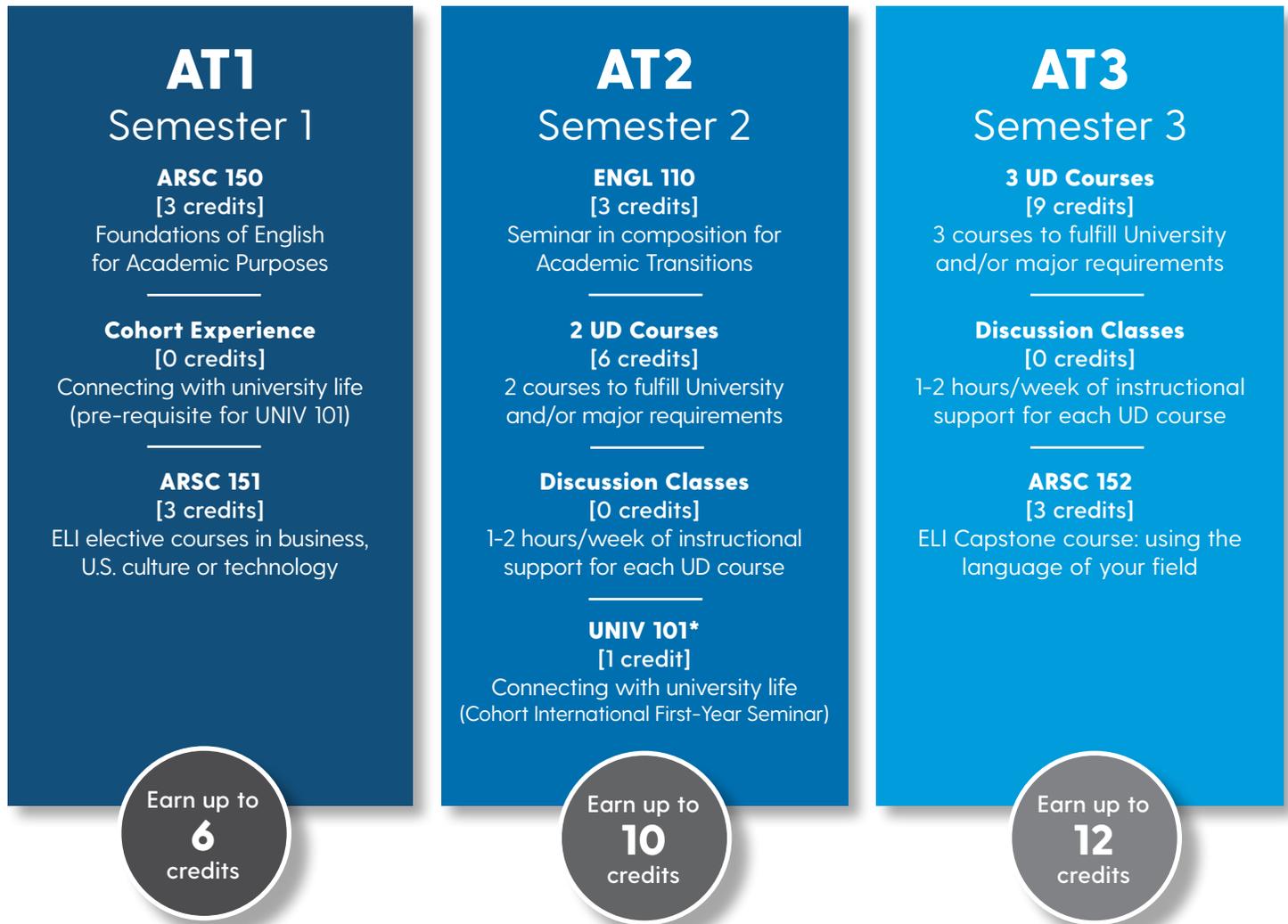


\* Equivalent to the entire first year of university study

## WHAT HAPPENS IN EACH AT SEMESTER?

Academic Transitions students participate in a variety of important activities each semester. These activities are designed to meet their needs and help them to be successful once they begin university.

The chart below shows the basic structure of each AT semester. Each component of the AT semesters is explained later in this handbook.



## EARNING UNIVERSITY CREDITS

### WHAT IS A CREDIT?

AT students can earn university **credits** that count toward their bachelor's degrees. This means you can begin meeting the requirements of your undergraduate degree program while you are enrolled at the ELI!

### WHY IS EARNING UNIVERSITY CREDITS HELPFUL?

Most undergraduate courses are worth 3 credits (though some are worth 4 credits). University students need to earn a certain number of credits (and complete a specific set of courses) in order to earn their bachelor's degree. As a result, the number of credits earned is a helpful way to track a student's progress towards graduation.

### Credit

(noun) a unit that measures a student's progress toward earning a degree in a school, college, etc.

*Learnersdictionary.com*

\*Business majors will take AT2 Cohort for Business not for credit at the request of the Alfred Lerner College of Business and Economics.

Credits also help count how many classes students have completed. Universities typically use the number of credits that students earn as a way to determine their status as freshmen, sophomores, juniors or seniors. For example, here is how student credits and class level are determined at the University of Delaware:

Credits earned	UD class level
0-27	Freshman
28-59	Sophomore
60-89	Junior
≥ 90	Senior

## HOW MANY CREDITS DO I NEED TO GRADUATE FROM THE UNIVERSITY?

The number of credits needed to earn a bachelor’s degree depends on a student’s major. For example, a UD student in the College of Arts and Sciences must earn a minimum of 124 credits to graduate, while a student in Business Administration needs a minimum of 121 credits to graduate.

There are also different types of credit requirements:

- **University requirements:** U.S. universities usually have additional requirements about how many credits students must earn in different subject areas (e.g., humanities, science, math, etc.)
- **Major requirements:** Students must take specific courses in their major

To learn more about the specific courses and credits required, you can look at the University’s undergraduate catalog at [catalog.udel.edu](http://catalog.udel.edu) (use the menu on the left side of that page to select the college of your major).

## EARNING UNIVERSITY CREDITS IN AT

AT semester	Credit-bearing courses	Possible credits earned
AT1	ARSC150; ARSC151	6
AT2	ELI ENGL 110; 2 UD courses, Cohort	10
AT3	ARSC 152 - AT Capstone; 3 UD courses	12
<b>TOTAL</b>		<b>28</b>

Details about the courses, credits and requirements can be found in the sections for each AT semester in this handbook.

## TAKE ADVANTAGE OF “MAJOR-SPECIFIC” ADVISING

As an AT student, you can receive advising that is specifically focused on the requirements of your major!

The purpose of major-specific academic advising is to help students to start planning for their major at UD. AT major advisors work closely with UD academic advisors to help make the transition from AT to UD as smooth as possible. They can help you with any questions that you have about the requirements of your major, the UD courses you will need to take, and how to make the connection with your major’s department at UD.

Contact Blythe Milbury-Steen at [CAPadvisor@udel.edu](mailto:CAPadvisor@udel.edu) or visit the Academic Success Center (ASC) to connect with your major advisor. Majors are grouped by college: Agriculture and Natural Resources, Arts and Sciences, Business, and Engineering.

## AT MINIMUM 2.0 GPA REQUIREMENT

In addition to the specific credit requirements previously explained, students must also achieve a GPA of at least 2.0 in all classes taken in AT1, AT2 and AT3 (if taken) to graduate from the ELI and start their studies at UD. This is your cumulative AT GPA and it refers to your grades in all classes taken while you are in AT1, AT2 and AT3 (if you take AT3). This should not be difficult for you—remember that you need a minimum grade of a C+ to earn credit for a class. The grade C+ is a 2.3 GPA. The GPA of a 2.0 is a C average. To understand how to convert letter grades (like A, B-, etc.) into GPA, this GPA calculator can help: <https://www1.udel.edu/registrar/students/gpa-calc.html>

### WHY DO I NEED A 2.0 MINIMUM GPA?

Sometimes students will not try hard in one class so that they can do well in and pass another. However, this is not a successful college strategy because it can hurt your GPA! For example, if you earn a C+ in ARSC 150 and a D- in ARSC 151 (one of your LS classes), your GPA will fall to a 1.5. It will be very difficult to improve that GPA to the necessary 2.0 minimum.

At UD, a cumulative GPA of 2.0 or better is required both to remain in good academic standing and is required for graduation. At UD, a GPA below 2.0 places a student on academic probation and they must raise their GPA to graduate. At UD, if a student's GPA falls below a 2.0, failing grades also earn UD students negative GPA points. If a UD student has too many of these, they face dismissal. Since the AT program prepares students for future success at UD, the same 2.0 minimum GPA graduation requirement applies in AT.

### HOW DO I KNOW WHAT MY AT GPA IS?

If you have studied at the ELI as a Pre-AT student (when you took language courses in level 5, for example, not for UD credit), you will have an ELI GPA from your classes taken before you started AT. Pre-AT classes do not count in your AT GPA, but all AT1, AT2 and AT3 (if you take AT3) classes do! Again, your AT GPA refers to your grades in all classes taken in AT. You can use the GPA Calculator here to calculate your AT GPA: <https://www1.udel.edu/registrar/students/gpa-calc.html>

### WHAT IF MY GPA IS LOWER THAN 2.0?

If you have earned the minimum number of credits you need but your cumulative AT GPA is below a 2.0, then you will need to continue in AT and take classes to improve your GPA until you meet your GPA requirement. You cannot graduate from AT and matriculate to UD unless you have an AT GPA of 2.0 or higher.



# FIRST SEMESTER: AT1

## WHAT IS AT1?

Welcome to your first semester of the Academic Transitions program! AT1 courses are designed to help you to build a foundation in English for academic purposes that you will need to succeed at the university level. You can earn UD credits for the courses you take in all semesters of the AT program. Your grades in these classes will be part of your grade point average (GPA) while you are an ELI student, and they will continue to be part of your GPA when you matriculate to UD. For more helpful information about GPAs, see Appendix I at the end of this handbook.

## AT1 COURSES

AT1 is comprised of two main courses: ARSC 150 and ARSC 151.

### ARSC 150: FOUNDATIONS OF ENGLISH FOR ACADEMIC PURPOSES (3 CREDITS)

ARSC 150 is an integrated-skills class (i.e., it is comprised of reading, writing, listening, grammar, vocabulary and speaking) that uses academic content to develop all areas of language proficiency while also building the background knowledge and study skills for success as an undergraduate student in the U.S. The goal of this course is to teach students to understand, think about, summarize and respond critically to challenging written and spoken texts on topics of academic and public interest.

### ARSC 151: ELI CULTURAL ELECTIVES (3 CREDITS)

In order to receive credit for ARSC151, a student must receive a grade of C+ or better in two single session Listening/Speaking courses offered at the AT1 level. Furthermore, students cannot enroll in the same course for both sessions of ARSC151. For example, a student may not enroll in drama for both sessions of ARSC151.



## THE COHORT EXPERIENCE

All AT students participate in the ELI's renowned Cohort experience. This program helps students to develop the important personal, social, cultural and academic skills that are necessary for success at the university level. New AT students begin Cohort during AT1. More information about Cohort is available later in this handbook.

## UNIVERSITY CREDITS EARNED IN AT1

### IMPORTANT NOTE

**Students must earn a minimum grade of C+ in order to receive credit for any AT or UD content course.**

A unique feature of the AT program is the option of Grade Replacement. If a student fails a class by earning a grade below a C-, the student may retake the class one time. The new and better grade (C+ or better) then replaces the failing grade. Please note that as decided by UD, the Grade Replacement Policy does not currently extend to grades of C or C-.

Course	Credits
ARSC 150	3
ARSC 151	3
<b>TOTAL</b>	<b>6</b>

## ADVANCING TO AT2: THINGS TO KNOW

**Students must pass ARSC 150 with a minimum score of C+ in order to advance to AT2.**

- Any student enrolled in ARSC 150 is automatically considered an AT1 student. Students will not be considered to be in AT2 until they are enrolled in the ELI ENGL 110 course (see AT2 section in this handbook).
- Students who pass ARSC 150 (minimum score: C+) but who do not pass ARSC 151 (minimum score: C+) and/or Cohort (minimum score: C+ for both modules) will advance to AT2.
  - These students will still need to meet all matriculation requirements (including passing ARSC 151 and Cohort) in order to complete the AT program.
  - More information about matriculation requirements can be found in the AT2 and AT3 sections in this handbook.
- Students have only two chances to pass an AT course with a C+; otherwise, they may be dismissed from the ELI and lose their conditional admission to UD.
- Remember that to graduate, you need a cumulative AT GPA of 2.0 or better. Start working on your GPA now!

## WHAT IF I DO NOT EARN THE REQUIRED GRADES TO ADVANCE TO AT2?

If you do not earn the minimum score in...	You must...
ARSC 150	Repeat ARSC 150 in another AT1 semester. This will add another semester to your AT program and will postpone when you start full-time study at UD.
ARSC 151 (the AT1 L/S requirement)	Repeat ARSC 151 <ul style="list-style-type: none"> <li>• Failing ARSC 151 means failing to earn the minimum required C+ grade in 1 or both of the 2 L/S classes that comprise this requirement. Passing 1 L/S class but failing the other means this requirement has not been met.</li> <li>• If you do not pass ARSC 151 in AT1, then you cannot take content courses (other than ENGL 110) in AT2 and you will need to plan on completing AT3 to earn the required number of credits to graduate.</li> <li>• If you <b>failed</b> ARSC 150 <b>and</b> ARSC 151 (AT1 Cohort requirement), then you will repeat both ARSC 150 and ARSC 151 in AT1 again.</li> </ul>
Cohort	Repeat AT1 Cohort.

# SECOND SEMESTER: AT2

## WHAT IS AT2?

In this semester, you will take ENGL 110: Seminar in Composition (which is required of all UD students) as well as other credit-bearing university content courses.

## AT2 COURSES & ACTIVITIES

In AT2, you will take three classes (all carry UD credit) and AT2 Cohort for Business or UNIV101:

- Seminar in Composition for Academic Transitions (also known as ELI ENGL 110)
- Two credit-bearing content courses that can meet requirements for your degree and/or for your major
- Each UD class will have a lecture and a discussion class.
- AT2 Cohort for Business or UNIV101

## UNIVERSITY CONTENT COURSES

### What is a university content course?

A university content course is a class in which you study an academic topic like math, political science or business administration. As an AT2 student, you will begin taking more of the university courses that you will need to complete as part of the requirements for your bachelor's degree and/or for your major. All course objectives and expectations are identical to the equivalent course that is being offered to U.S. students and directly admitted international students at UD.

**AT2 students take two university content courses (earning up to 6 credits).** The specific courses that they take will depend on their intended major. To see a list of the available courses, please turn to Appendix II later in this handbook. For additional details about these courses (including prerequisites and restrictions), see the ELI Course Catalogue at [sites.udel.edu/csp/courses/eli-course-catalog/#contentcourses](https://sites.udel.edu/csp/courses/eli-course-catalog/#contentcourses).

To provide you with extra English-language support, you will have additional class meetings called **discussion classes**. These meetings will help you develop the study skills and knowledge needed to meet course objectives. This is a **great advantage** of taking these required classes while you are an ELI student!

### Who teaches content courses?

All courses are taught by subject-matter experts (i.e., a person with strong knowledge of the specific topic being taught) who are approved by the relevant University department. For example, this means that students who enroll in an economics course are taught by an instructor with expertise in economics.

## ELI ENGL 110: SEMINAR IN COMPOSITION FOR AT (3 CREDITS)

The ENGL 110 Seminar in Composition is a required course that all first year UD students must take. The purpose of this class is to introduce students to key genres of university-level academic writing, including the personal essay, summary, critical interpretation, argument and research paper. Students read, understand, synthesize and respond critically to challenging texts on topics of public, professional, disciplinary, and personal interest.

## DISCUSSION CLASSES (REQUIRED)

All AT students have 2 hours of discussion classes per week for each university course that they are taking. In these classes, which are taught by Instructional Assistants (IAs), students review the content from the course lectures, receive feedback on upcoming assignments, and learn how to manage the workload for the class. This helps students to improve their note-taking and listening comprehension skills, academic reading skills, vocabulary needed for the course, and study skills. By actively participating in discussion classes, students are better able to earn a higher grade than they would on their own because they have help managing their time, understanding the course content, and meeting the professor's expectations.

Discussion classes are co-requisites of the university courses. This means that you are required to take the discussion courses along with each UD content course that you are taking.

## THE COHORT EXPERIENCE

During AT2, students who meet the requirements participate in UNIV 101. Business majors will take AT2 Cohort for Business not for credit at the request of the Alfred Lerner College of Business and Economics.

More information about Cohort is available later in this handbook.

## UNIVERSITY CREDITS EARNED IN AT2

Course	Credits
ELI ENGL 110	3
2 UD content courses	6
Cohort	0-1
<b>TOTAL</b>	<b>up to 10</b>

## REQUIREMENTS TO MATRICULATE

There are several requirements that students must meet in order to matriculate after completing AT2. These requirements can be organized into two categories: 1) grade requirements; and 2) credit requirements.

### GRADE REQUIREMENTS

Component	Grade
ARSC 150	C+
ARSC 151	C+
ELI ENGL 110	C+
2 UD content courses	C+ in each course
Cohort Experience (2 semesters)	C+ in first semester; Passing grade (P) in second semester
Cumulative AT GPA of 2.0 or better.	

## CREDIT REQUIREMENTS

Students must earn 15-16 credits to matriculate, as shown below.

Course	Credits
ARSC 150	3
ARSC 151	3
ELI ENGL 110	3
2 UD content courses	6
Cohort*	0-1
<b>TOTAL</b>	<b>15-16</b>

## IMPORTANT THINGS TO KNOW

- Students will only receive credit for courses for which they receive a minimum grade of C+.
- New students who place directly into AT2 are placed in AT2 Cohort, which they are required to complete prior to matriculation.

\*Business majors will take AT2 Cohort for Business not for credit at the request of the Alfred Lerner College of Business and Economics.

## COURSE PROGRESSION FOR AT2

AT Semester	English courses	Content courses	Cohort	Grade needed to advance to next AT semester	Grade needed to matriculate
AT1	ARSC 150 ARSC 151	–	AT1 Cohort	ARSC 150: C+ ARSC 151: grades of C+ in 2 ELI electives	Not possible to matriculate after AT1. Advance to AT2.
AT2	ELI ENGL 110 Reading Lab	2 UD content courses	UNIV 101 or AT2 Cohort for Business Students	Pass (C+ or higher)	C+ in ELI ENGL 110 C+ in all UD content courses Pass in Cohort Earn at least 16 credits* <hr/> cumulative AT GPA of 2.0 or better

\*Students who began ELI directly in AT2 are only required to earn 10 credits in order to matriculate after AT2 (9 credits for business majors).

### WHAT IF I CANNOT MATRICULATE AFTER AT2?

Students will advance to AT3 if they have earned a grade of at least C+ in ELI ENGL 110 during AT2, but have not yet met the required minimum number of credits to matriculate and/or have not passed the Cohort requirement. Note: Students who do not earn the minimum grade of C+ in ELI ENGL 110 will be required to repeat the course *and* will also still be considered an AT2 student.

#### Things to know about repeating AT2

- **Cohort requirement:**
  - If you **did not** meet your Cohort requirement (i.e., earn a C+ or better in AT1 Cohort and a grade of Pass in AT2 Cohort), then you will continue in Cohort in upcoming sessions until you have done so.
  - If you **did** meet your Cohort requirement, then you will not be required to continue in Cohort the next time you will be in AT2.
- **University content course requirement:** You will take two university content courses (and their respective co-requisite discussion classes) that will help you to meet either major or university requirements.
  - Remember, if you earned a grade of C+ (or higher) in your AT2 courses, you will earn credit for them when you eventually matriculate.
- **Additional tutoring:** Students may be assigned private or cluster tutoring hours for additional support.
- **Repeat limit:** Students are only permitted to repeat an AT semester one time (i.e., you can only take an AT semester a maximum of two times). Students who fail an AT semester twice may be dismissed from the ELI and lose their admission to UD.

# THIRD SEMESTER: AT3

## WHAT IS AT3?

In the AT3 semester, you will continue to develop your academic English skills while taking more UD content classes so that you are ready to succeed in your major when you matriculate.

## IS AT3 REQUIRED?

AT3 is only required for students who do not meet matriculation requirements in AT2.

### Students may also choose to take AT3!

Sometimes it can be helpful for students to enroll in AT3 even if they qualified to matriculate after completing AT2.

For example, students who meet matriculation requirements in AT2 in April have two options:

1. They can graduate from AT and wait until August before enrolling in full-time university courses; OR
2. They can continue studying in AT3 and take up to four courses from May until August so that they earn more credits and maintain or further their English language skills while they wait for the University's fall semester to begin.

### Did you know?

The price per credit for each course taken in AT3 is offered at a significant discount! See [www.udel.edu/eli/at/price](http://www.udel.edu/eli/at/price) for details.

This means that you can save thousands of dollars on courses that you would eventually have to take at the University anyway, simply by taking them in AT3; plus, you will continue to have support from the ELI!

## AT3 COURSES

In AT3, you will take up to four courses (all of which carry UD credit):

- ARSC 152: AT Capstone: Language of the Disciplines
- Three credit-bearing content courses that can meet requirements for your degree and/or for your major (you will be placed in one of the courses listed in Appendix II of this handbook)

## ARSC 152: AT CAPSTONE (3 CREDITS)

### Language of the Disciplines

The purpose of AT Capstone: Language of the Disciplines is to help students become familiar with the type of reading and writing common in their majors. Students learn how to analyze and produce the organization, style and language features typically found in their disciplines of study. Students will learn how to identify different types of reading and writing (or “genres”) by studying them. They will complete original research and participate in a student-led conference of poster presentations to an invited audience of AT, ELI, and other UD students.

AT3 students must pass AT Capstone with a minimum grade of C+ in order to matriculate (and they can earn 3 credits for this course).

## UD CONTENT COURSES

AT3 students take up to 3 UD content courses in order to continue fulfilling the requirements of their major and/or the university. A description of available UD courses can be found in Appendix II of this handbook.



## UNIVERSITY CREDITS EARNED IN AT3

Course	Credits
ARSC 152: AT capstone	3
Up to 3 content course	≤ 9
<b>TOTAL</b>	<b>≤ 12</b>

## REQUIREMENTS TO MATRICULATE AFTER AT3

### GRADE REQUIREMENTS

Component	Grade
ARSC 150	C+
ARSC 151	C+
ELI ENGL 110	C+
2 UD content courses	C+ in each course
AT1 Cohort	C+ or higher
ARSC 152: AT Capstone	C+
AT2 Cohort	Passing score (C+ or higher)
Cumulative AT GPA of 2.0 or better	

### CREDIT REQUIREMENTS

Students must earn **15-16 credits** to matriculate, as shown below, with a cumulative AT GPA of 2.0 or better.

Course	Credits
ARSC 150	3
ARSC 151	3
ELI ENGL 110	3
2 UD content courses	6
ARSC 152: AT Capstone	C+
AT2 Cohort*	1
<b>TOTAL</b>	<b>15-16</b>

Note: Students will only receive credit for courses for which they receive a minimum grade of C+.

### WHAT IF I DO NOT EARN THE REQUIRED GRADES TO MATRICULATE AFTER AT3?

**Students who cannot matriculate after AT3 must repeat AT3.**

Note: Students are only permitted to repeat an AT semester one time (i.e., you can only take an AT semester a maximum of two times). This means that you can only take the following courses two times: ARSC150, ARSC151, ELI ENGL 110 and ARSC152. Students who fail an AT semester twice may be dismissed from ELI and lose their admission to UD.



\*Business majors will take AT2 Cohort for Business not for credit at the request of the Alfred Lerner College of Business and Economics.

# THE COHORT PROGRAM

Cohort is one of the most exciting and innovative features of Academic Transitions! In Cohort, students develop important personal, social, cultural and academic skills that are necessary for success at the university level.

## WHAT IS A COHORT?

A **cohort** is a small group. In AT, students are placed in groups of 8-16 students. Our goal is to connect students socially for friendship, academically to university resources, and culturally to the life of an American university. We help students develop the skills and habits needed to be successful in college.

## PURPOSE

- To help students to develop lasting and meaningful connections to the University—to their peers, professors, majors and departments
- To provide a more seamless transition to full-time university life
- To ensure that the linguistic, academic, and cross-cultural skills that are developed at the ELI will continue to be used by the students throughout their entire academic career

By participating in Cohort, students develop several important skills and characteristics, as shown in the image.

**All AT students are required to complete the Cohort program.**

## SCHEDULE

In AT1 Cohort, students can expect to spend one hour two times per week in their Cohort class and attend two activities on the UD campus with their peer mentor. In AT2 Cohort, students attend class for approximately one hour weekly and attend six activities outside of class with their peer mentor. For Cohort, students are expected to complete all homework, just like they do in all other courses. Finally, students can expect to spend an additional hour (on average) per week attending activities on the UD campus with their peer mentor.

## DURATION

Almost all AT students participate in Cohort for at least two semesters as they are required to take AT1 Cohort and AT2 Cohort (UNIV 101 or AT2 Cohort for Business Students.\*

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## Cohort

(noun) a group of people used in a study who have something (such as age or social class) in common

*Learnersdictionary.com*

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## THE COHORT RETREAT

### COHORT STARTS WITH AN ADVENTURE!

When students begin their first semester of AT, they participate in a special weekend retreat, where they participate in a variety of fun teambuilding activities. The trip also emphasizes the idea that trying new things can be very exciting and rewarding. At the retreat, students may discover talents and a sense of adventure that they did not know that they had!

## COMPLETION REQUIREMENTS

Cohort students must complete AT1 Cohort with a grade of at least C+ and AT2 Cohort with a passing score (C+ or higher) in order to complete Cohort and to meet AT matriculation requirements.

\* Students who begin Academic Transitions directly in AT2 are placed in UNIV 101 or AT2 Cohort for Business Students and are not required to complete AT1 Cohort. Students who do NOT complete AT1 Cohort and/or AT2 Cohort with passing scores will be required to take more than two semesters of Cohort until they earn passing scores.

# ADDITIONAL REQUIREMENTS

As part of our comprehensive approach to university preparation, we help students develop important knowledge and skills outside of the classroom. Since these factors are included as program requirements, students better understand what will be expected of them after they matriculate.

Other requirements that AT students must meet while at the ELI include:

- Living in ELI housing
- Maintaining their visa status
- Complying with the ELI attendance policy for AT
- Understanding academic honesty

## HOUSING

[www.udel.edu/eli/housing](http://www.udel.edu/eli/housing)

AT students are required to live in one of the following housing options:

- Global Community at The Waverly;
- Homestay with an American host.

These housing options are great for AT students because they provide many opportunities to practice

English skills. In addition, these housing options help students to develop relationships with Americans and to learn more about U.S. culture, which enhances the experience for AT students.

**AT students who do not obey ELI housing requirements may lose their conditional admission to the University.**

## MAINTAINING STUDENT VISA STATUS

By coming to the U.S. using a student visa, students are entering into a legal agreement with the school that issued the I-20 Form and the United States government (which issued the F-1 visa). That agreement requires the student to maintain their visa status in good standing.

### WHAT DOES “GOOD STANDING” MEAN?

It means that the student is following U.S. laws and University policies that apply to international students. For example, students are required to:

- Maintain full-time status (see next column)
- Make “normal academic progress” as defined by the school (see next column)
- Meet all academic requirements of the program
- Earn passing grades
- Meet school attendance policies by regularly attending all required classes and program activities (see next page)

### MAINTAINING FULL-TIME STATUS

All international students on F-1 or J-1 visas must maintain **full-time** student status. This means that they must take a full course load at the ELI. They must also maintain an attendance rate of at least 80% (see the information about attendance on the next page).

The AT program is designed to comply with federal regulations related to pathway programs. This means that you must participate in all components of the program with strong attendance in order to be considered a full-time student and maintain your visa status.

## **MAKE NORMAL ACADEMIC PROGRESS**

In AT, “normal academic progress” is defined as:

- Earning an average of C+ or higher in each class
- Completing Cohort requirements by earning at least C+ in each semester
- Finishing the AT program in a reasonable time period (i.e., students who repeat ARSC150, ELI ENGL110 or ARSC152 more than once may be considered for dismissal)

## **WHAT HAPPENS TO STUDENTS WHO DO NOT MEET ACADEMIC REQUIREMENTS?**

Students who do not pass their courses or make normal academic progress will face the following possible penalties:

- **Academic probation.** Students are given guidelines that they have to follow to improve their performance the following semester. Failure to meet those guidelines may result in dismissal from the ELI.
- **Dismissal from the ELI.** A student’s I-20 Form/SEVIS record is terminated and the student must either leave the U.S. or transfer to another U.S. institution before the withdrawal deadline the following semester/session.

## **WHAT HAPPENS TO STUDENTS WHO VIOLATE VISA REGULATIONS?**

Students who do not maintain their visa status in good standing may face one (or more) of the following situations:

- Their visa status may be terminated and they will be required to leave the U.S.
- They may have difficulty entering the U.S. in the future to attend an academic program
- They may not be able to begin another full-time university program in the U.S. in the future



## ATTENDANCE

### DROP/ADD PERIOD

Drop/add period begins when AT2 classes begin, and ends after 10 class days. Please note that holidays or weather related-closures may change this deadline.

### CLASS ATTENDANCE

Students are required to maintain 80% attendance in all classes, Cohort and tutoring to fulfill their requirements for full-time status as required by the U.S. government's Student and Exchange Visitor Program (SEVP). Note: UD content courses may have stricter attendance requirements. Please check your syllabus for complete guidelines about absences. The policy may be different from course to course depending upon department requirements.

### LATENESS

Being late to classes, Cohort or tutoring can also affect a student's attendance. One "late" is equal to one-third of an absence. Therefore, if a student is late to class three times, that is equal to one absence. Being 15 minutes (or more) late to class is equal to one complete class absence. This counts toward the 80% attendance requirement.

### COHORT ATTENDANCE

AT students must participate in Cohort, which meets once or twice weekly for an hour. One Cohort class is equal to one-half of an absence; therefore, if you miss two Cohort classes, that is equal to one absence. This counts toward the 80% attendance requirement.

### WHAT HAPPENS TO STUDENTS WHO VIOLATE THE ATTENDANCE POLICY?

Students who violate the ELI's attendance policy will face the following possible penalties:

- **Attendance probation.** Students are given guidelines that they have to follow in order to improve their situation during the following semester. Failure to meet those guidelines may result in dismissal from the ELI.
- **Dismissal from the ELI.** A student's I-20 Form/SEVIS record is terminated and the student must either leave the U.S. or transfer to another U.S. institution before the withdrawal deadline the following session.

### EXCUSED AND UNEXCUSED ABSENCES

The only time an absence from class will be excused is when the student has a major medical emergency and is admitted to the hospital. The student must bring a doctor's note to document the hospital visit. Going to UD's Student Health Center (or another doctor) is NOT an excused absence. Going to your embassy is NOT an excused absence.

If you need to miss courses for several days or weeks for a medical reason, please see your advisor for immediate help and support. You may be eligible to apply for a medical leave of absence. For more information about this, visit [www.udel.edu/004745](http://www.udel.edu/004745).



# ACADEMIC HONESTY

ELI teachers instruct students on the meaning of academic honesty (also called “academic integrity”) in the U.S. and at the University of Delaware. AT students must understand and follow UD’s academic honesty policies in order to be eligible for matriculation. Violations of academic honesty policy include cheating, academic misconduct, plagiarism, and fabrication; some examples are included below.

## CHEATING

- Stealing an exam—either physically or electronically;
- Giving another student an answer during a test;
- Posing as someone else to take a test;
- Looking at or copying an answer from another student’s paper or test;
- Peeking at notes when notes are not to be used during an exam;
- Using an electronic device or cell phone when not allowed.

## ACADEMIC MISCONDUCT

- Continuing to work on an exam after time has elapsed;
- Buying an essay or any other academic work and submitting it as your own.

## PLAGIARISM

- Stealing another person’s idea or illustration and using it as one’s own without giving credit to the original author or source;
- Copying sentences or paragraphs directly from an article or book to use in an assignment without giving credit to the original author.

## FABRICATION

- The false citation or acknowledgment of a direct or secondary source, including the incorrect documentation of a source;
- The citation, in a bibliography or other list of references, of sources that were not used to prepare the academic work.

## WHAT DOES THE ELI CODE OF CONDUCT SAY ABOUT ACADEMIC HONESTY?

*“All students must be honest and forthright in their academic studies. To falsify the results of one’s research, to steal the words or ideas of another, to cheat on an assignment, or to allow or assist another to commit these acts corrupts the educational process. Students are expected to do their own work and neither give nor receive unauthorized assistance. Any violation must be reported to the Office of Student Conduct.”* Adapted from ELI Faculty Handbook, Section I, Code of Conduct, p. 4-5. For more information, visit [www.udel.edu/stuguide](http://www.udel.edu/stuguide).

## WHAT HAPPENS IF A STUDENT IS THOUGHT TO HAVE VIOLATED THE POLICY?

If an instructor believes that you have violated the academic honesty policy, they will report the violation to the ELI Registrar. The instructor can assign a variety of penalties based on the nature of the violation and whether or not you have a previous violation. They may:

- Give you a warning and ask you to re-do the assignment
- Reduce your grade for the assignment
- Give you a failing grade for the assignment
- Require you to meet with the Director of Academic Programs or AT Academic Advisor

If you have previously violated the academic honesty policy, or if the violation is due to dishonesty rather than a skill deficiency, the penalty will be more serious. Severe or repeated violations will be reported to the UD Office of Student Conduct, and your case will go through the UD Student Conduct Process. This process can result in a failing grade, a permanent notation on your academic transcript, or suspension or expulsion from the Academic Transitions Program and/or the University of Delaware.

These rigorous steps are critical for ensuring that AT students are prepared to succeed after they matriculate and to ensure that UD and our partner schools (see Appendix I) can maintain high confidence in our program of study.

# MATRICULATION

I have met my AT requirements! Now what?

Congratulations! You have proven that you can be a successful student in an American university setting. Now there are certain steps you must follow in order to enroll in university classes.

## INFOBRATION

You will receive an email from the ELI Registrar's Office before ELI Graduation (usually late Thursday night) telling you that you have met your AT requirements and giving you a "golden ticket" for entrance into Infobration.

Infobration is an "information celebration." At this important event, you will take care of the necessary business that will help you matriculate, including:

- Completing your ELI Departure Form (see below)
- Learning about I-20 Forms and UD Welcome Packets
- Reviewing UD housing policies
- Logging into My Blue Hen Home (online portal for incoming first-year students)
- Completing the Student Housing Contract; submitting housing information and requests
- Receiving the matriculation checklist and important next steps to take (e.g., attending International Student Orientation, paying tuition, etc.)
- Meeting with UD advisors and receiving major-specific curriculum information

## DEPARTURE FORM

On your Departure Form, you must tell us how you would like to receive your new I-20 Form and UD Welcome Packet:

- If you will stay in the U.S. after graduating, your new university (either UD or an ELI partner college or university) must be able to contact you with instructions for how to obtain your I-20 Form and UD Welcome Packet. Please provide us with your phone number and email address on your Departure Form.
- If you will return to your home country, please provide your address and phone number for the express mailing of your UD Welcome Packet (which will contain your new I-20 Form).
- Be sure to provide an email that you can access from your home country and check regularly—in case of any problems with your I-20 documents, International Student and Scholar Services (ISSS) will contact you by email.

## GETTING YOUR NEW DOCUMENTS

**(for UD students only)**

You must submit a new bank statement to the Office for International Students and Scholars (OISS) showing at least the minimum dollar amount needed for one academic year of tuition, room and board, fees and miscellaneous expenses. This information will be reviewed during the Infobration.

- Check the ISSS website ([www.udel.edu/academics/global/iss/resources/life-us-ud/costs](http://www.udel.edu/academics/global/iss/resources/life-us-ud/costs)) for the specific dollar amount that should be shown on the bank statement.
- You may submit this bank statement to ISSS using the link that they will give you at Infobration.
- Note: If the bank statement is not in your name, then you must ask the account holder to complete and submit an Affidavit of Support indicating that they are financially responsible for you.

**If you do not complete these steps properly, you will not be issued a new I-20 Form.**

# INFORMATION FOR NEW UD STUDENTS

## NEW STUDENT CHECKLIST

- Attend Infobration on the morning of ELI's graduation.
- Submit a new bank statement to ISSS using the instructions that they provide to you at Infobration.
- Read your UD Welcome Packet very carefully.
- Request housing (see below).
- Contact your department to make sure you have an advisor. Your advisor will help you choose and schedule your classes.
- Attend International Student Orientation (ISO). **This is MANDATORY!** It is usually at the end of August or beginning of February. Check the UD Admissions website or your welcome packet for the exact date.
- Schedule your classes on UDSIS with your advisor at ISO.
- Pay your tuition on UDSIS.
- Buy the books for your courses.
- Find the day, time, and location that your classes meet, and begin your studies at UD. Don't forget to read, read, read!

## PAYING YOUR TUITION

You can pay your tuition online in UDSIS. Follow these steps:

1. Visit [my.udel.edu](http://my.udel.edu).
2. Search for and select "My Finances".
3. Log in using your UDeINet ID and password.
4. Follow the instructions to make a payment.

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If you have billing questions, you can go to the Cashier's Office in the UD Student Services Building (30 Lovett Avenue) or visit [www.udel.edu/finaid](http://www.udel.edu/finaid).

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## HOUSING AS A UD STUDENT

### Housing requirement

All single UD freshmen who are younger than 21 years may be required to live on campus (unless their parents or legal guardians live in the Newark area). Any freshman student who does not live in campus housing (the residence halls or "dorms"), even if they have paid for a dormitory, is violating the University Code of Conduct and may be **dismissed** from the University.

### Why live on campus?

There are many benefits to living on campus. Resident assistants (RAs) provide advice and assist you with personal matters. Plus, you can build your social life with Americans and other international students and you will have a real college experience!

### Age requirements

- Undergraduate students who are 18 or 19 years old live in first-year (freshman) buildings.
- Students who are 20 years old may live in upper division (upper class) buildings and are still obligated to live on campus.
- Students who are 21 years or older may live off campus and should not complete a housing application.

### Request your housing

Complete the housing application on My Blue Hen Home: [udel.edu/mybluehenhome](http://udel.edu/mybluehenhome).

### Meal plan requirement

Students living in all residence halls are required to maintain a full resident dining plan for the entire academic year.

### Learn more about housing

- Take a virtual tour of UD's residence halls: [www.udel.edu/004035](http://www.udel.edu/004035).
- Visit the web page of UD Residence Life and Housing: [www.udel.edu/reslife](http://www.udel.edu/reslife).

## CHOOSING AND SCHEDULING COURSES

(for UD students only)

### STEP 1: VISIT THE WEBSITE OF YOUR DEPARTMENT

This is important because it helps you to know more about the department and the requirements of your major. It also helps you to determine who is your academic advisor. Follow these steps:

1. Visit [www.udel.edu/academics/colleges](http://www.udel.edu/academics/colleges) and select the college that houses your major.
2. Browse the department's web page to become familiar with its content. In particular, you should look for links for "current undergraduates," "undergraduate programs," and "advising."

#### Tips

- Where there is information for undergraduate students, you will see the specific course requirements for your major.
- Most of UD's pages for undergraduate majors will have information about which classes you need to take and when. Your advisor will also be able to help you choose and schedule your classes (see the next step).

### STEP 2: CONNECT WITH YOUR UD ADVISOR

You met your advisor at Infobration, so you should have their contact information. If not, you can check the website of your major's department or the UD Directory to find their email. This step is important because your advisor can provide you with recommendations for the courses that you should take each semester and answer your questions about how to register for classes in your first UD semester.

### STEP 3: VIEW THE UNDERGRADUATE COURSE CATALOG

[catalog.udel.edu](http://catalog.udel.edu)

The catalog has the days, times and locations of UD classes. It also outlines the degree requirements for every major.

#### About course listings

A typical UD Course will look like this: ANTH101010.

- The four letters at the beginning of the course indicate the subject. In this example, "ANTH" means Anthropology.
- The next three numbers are the course number. In the example, "101" is the course number, which indicates that this is an introductory course.
- The last three numbers are the section of the class. The section gives information about the professor, the days the class meets, and the time the class meets.
- In lower level classes, generally there are many sections to choose from, and this gives you the ability to create a schedule that works for you.

### STEP 4: SCHEDULE YOUR COURSES

1. Visit [my.udel.com](http://my.udel.com)
2. Search for and select "My Class Schedule and Registration"
3. Log in with your UDeID and password
4. Follow the instructions to register for your courses

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We recommend that new international undergraduate students do the following:

- Meet their advisor before scheduling their classes
  - Understand the difference between their major's requirements and University requirements.
  - Choose general education courses at the 100 level (e.g., GEOG101/Geography 101)
  - Balance courses that will involve a lot of reading and/or writing and other courses.
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# ACADEMIC REQUIREMENTS FOR UD UNDERGRADUATES

(in addition to major requirements)

## FROM UD'S ONLINE UNDERGRADUATE COURSE CATALOG:

Each student must satisfy the following general requirements for graduation, in addition to the academic requirements of the particular college and curriculum chosen. Note: Program recommendations can change. Be sure to check the course catalog and talk with your UD academic advisor periodically to be sure that you are “on track.”

- A scholastic average of C (GPA of 2.0) in all work taken at the University (see Appendix I for helpful information about GPAs).
- Completion of either 90 of the first 100 credits or 30 of the last 36 credits, full- or part-time, at the University of Delaware.
- All students are required to complete a minimum of 12 credits from the list of University breadth courses (see the following “Breadth Requirements” section for more information).
- One incoming semester of First Year Experience (FYE) completed with a passing letter grade, or a grade of P for courses graded only Pass/Fail. The number of credits will depend on the designated FYE (see FYE course offerings online at [www.udel.edu/004036](http://www.udel.edu/004036)).
- One semester of Seminar in Composition (ENGL 110), completed with a minimum grade of C-.
- Three credits of Discovery Learning Experience (DLE) completed with a passing letter grade, or a grade of P for courses graded only Pass/Fail. DLE includes experiences such as internship, service learning, independent study, undergraduate research, and study abroad, which are designated DLE (see DLE course offerings at [www.udel.edu/004036](http://www.udel.edu/004036)).
- Three credits in an approved course or courses stressing multicultural, ethnic, and/or gender related content. The purpose of the multicultural requirement is to provide students with some awareness of and sensitivity to cultural pluralism—an increasing necessity for educated persons in a diverse world. This requirement may be fulfilled through a course or courses taken to complete other course requirements, but cannot be fulfilled with any course taken on a pass/fail basis. Only course sections that are designated as multicultural in the registration booklet for a specific semester can be used to fulfill this requirement.

## BREADTH REQUIREMENTS

Use the following explanation as a guideline. Check the requirements for your specific major.

### From UD's Online Catalog:

The University of Delaware also requires students to complete Breadth Requirements. UD believes that a college education requires some breadth of knowledge across diverse fields and perspectives. With this in mind, all students are required to complete a minimum of 12 credits from the list of University breadth courses. This includes 3 credits from each of the following categories. Students must earn a minimum grade of C- in each course to meet this requirement.

#### Creative arts and humanities (3 credits)

These courses provide students with an understanding and appreciation of the visual and performing arts, of aesthetic forms, designs, or craftsmanship, or of literary, philosophical, and intellectual traditions. Courses may focus on a single aesthetic form or intellectual tradition, or cross-cultural comparisons.

#### History and cultural change (3 credits)

These courses provide students with an understanding of the sources and forces of historical changes in ideas, beliefs, institutions, and cultures. Courses may address social, cultural, intellectual, economic, technological, artistic, scientific, and political development, changes in a discipline, or globalization and its effects.

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## Breadth

(noun) the quality of including many things: the wide scope or range of something

*Learnersdictionary.com*

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**Social and Behavioral Sciences (3 credits)**

These courses provide students with an understanding of the behavior of individuals and social groups in the context of their human and natural environments. Courses emphasize the empirical findings, applications, and methods of the social and behavioral sciences.

**Mathematics, Natural Sciences & Technology (3 credits)**

These courses provide students with an understanding of fundamental and/or applied concepts and phenomena from mathematics, logic, natural or physical sciences, and technology including quantitative reasoning and methods used to approach and solve problems.

Note that students must take breadth courses from four different subject areas (e.g. the four-letter subject code ACCT, HIST, etc.). Students may not use a course that is cross-listed with a subject area that has already been used to satisfy a university breadth requirement. Students enrolled in a single major may not satisfy the breadth requirement with courses in the subject area of that major (e.g. chemistry majors may not use CHEM courses). Students who are enrolled in more than one major or degree are allowed to meet the University breadth requirement by taking approved breadth courses from within the subject areas of their majors. The requirement may be fulfilled through a course or courses taken to complete other degree requirements, subject to the limitations above.

**FOREIGN LANGUAGE REQUIREMENT**

Most students with a major in the College of Arts & Sciences and a few other majors in other colleges are required to take credits in a language other than English. However, international students can apply for an exemption. Ask your UD advisor about how to apply for this exemption if you are interested.

Students majoring in Business (unless it's International Business or Hotel Business Management) and Engineering are not required to take language classes.



# FREQUENTLY-ASKED QUESTIONS

## **Where can I find information online about AT and the Cohort Program?**

Visit [www.udel.edu/eli/at](http://www.udel.edu/eli/at).

## **Why am I enrolled in the Cohort program?**

For many reasons! The purpose of Cohort is to help students to develop strong bonds of trust among fellow Cohort members, to provide an easier transition to full-time university life, and to ensure that the linguistic, academic, and cross-cultural skills that are developed at the ELI will continue to be used by the students throughout their entire academic career.

For more information about Cohort, visit [www.udel.edu/eli/at/cohort](http://www.udel.edu/eli/at/cohort).

## **How do I request an appointment with an ELI Administrator or staff member?**

From the ELI website, click on “Contact Us” and “Request an Appointment.” Select the appropriate person’s name, and fill out the form with your name, contact information, current classes, three days and times you are available to meet and the question you would like to ask. You will receive a response in 1 to 2 business days.

## **How do I change my major?**

When you have matriculated, talk to your advisor! You cannot change your major before you start university.

## **How will I know if I met the requirements for matriculation?**

We encourage you to keep a list of all the courses you have taken in AT and the grades that you earned. This helps you to keep track of your progress. Your AT Major Advisor has a document called a Major Planner to help you track your progress in your major and log your AT classes. On Thursday evening before graduation, you will receive an email from the ELI’s Registrar telling you that you have met your English requirement. If this happens, go to “Infobration” on the morning of ELI Graduation Day.

## **What should I do if I do not want to live on campus?**

AT students who start or continue AT in the fall (August) are required to live on campus unless they are married and living with their spouse locally.

Living on campus is required for UD first year students, unless your parents or legal guardians live in the Newark area, you are married and living locally with your spouse or you are at least 21 years old. There is

no other way to live off-campus. Any first year student caught living off-campus (even if they have paid for a dormitory) will be considered in violation of UD’s Code of Conduct and will be brought before the student conduct committee.

See page 24 of this handbook for more information about housing as a UD undergraduate student.

## **Where do I get my student ID (or UD ID) number?**

As an ELI student, you already have a University of Delaware student ID (also known as a UD ID number). Use this ID as an undergraduate student. It is the nine-digit number that begins with 702.

## **How do I get my new I-20 Form?**

On your Departure Form, tell us how you would like to receive this package. If you will stay in the U.S. after graduating, pick up your package. You will be notified by email or phone when it is ready, and then you will pick it up from ISSS. If you will return to your home country, provide your mailing address and phone number for express mailing.

## **How long will it take to get my new I-20?**

This depends on the session you complete AT. If you finish in August, you will receive your new I-20 Form relatively quickly (normally within two weeks of graduation if you stay in the U.S.). If you finish in December or April, the I-20 Form will take longer.

## **Can a conditionally-admitted student use a TOEFL or IELTS score to matriculate?**

No. You were conditionally admitted to the University and you are required to complete AT requirements before you matriculate.

## **How do I withdraw from AT?**

Make an appointment with Blythe Milbury-Steen, the AT Advisor ([CAPadvisor@udel.edu](mailto:CAPadvisor@udel.edu)) and complete the AT Withdrawal Form. Withdrawing from AT means that you are also rejecting your conditional admission offer from UD (or the partner school). If you are leaving the ELI and do not plan to enter UD or a partner school in the future, you must complete the AT Withdrawal Form.

## **What if I have other questions about my program requirements?**

Contact Blythe Milbury-Steen at [CAPadvisor@udel.edu](mailto:CAPadvisor@udel.edu).

# APPENDIX I

## HELPFUL RESOURCES

AT is a rigorous program—but never fear! ELI resources and information are available to help you achieve your goals!

ELI resources to help you be successful:

- Academic advisors
- Academic Success Centers
- Peer and faculty mentors
- Private and cluster tutoring
- Individualized education plans (IEPs)
- Cultural activities and excursions
- Housing with Americans
- ELI Book Club
- ELI Reading Challenge
- Book and movie rentals
- ELI Women's Group
- Counseling

## GPA: THINGS TO KNOW

A “grade point average” (GPA) is a way that U.S. colleges calculate overall student performance during all semesters attended. GPAs are cumulative, so they are an average of all the classes you take while in college. Example: She had excellent grades in college—her GPA was a 3.8 out of a 4.0.

### CALCULATING YOUR GPA

Each letter grade you receive in college (both in AT classes and UD classes) is worth a certain number of quality points (see scale to the right). To calculate your GPA for a semester, add the total number of quality points, then divide by the total number of credits your classes are worth.

#### Example

You take 3 classes (each worth 3 credits) and earn these grades: A, A, and B. What is your GPA?

**Step 1)** Calculate the value of each grade by multiplying the quality point by the number of credits:

$$A = 4.0 \text{ quality points} \times 3 \text{ credits} = 12$$

$$A = 4.0 \text{ quality points} \times 3 \text{ credits} = 12$$

$$B = 3.0 \text{ quality points} \times 3 \text{ credits} = 9$$

**Step 2)** Add the values together:  $12 + 12 + 9 = 33$

**Step 3)** Divide this by the number of credits. In this case, you took 3 classes that were worth 3 credits each – a total of 9 credits. Calculate 33 points divided by 9. Your GPA is a 3.67 (or an A- average).

### UD GPA SCALE

This is the GPA scale used at UD:

Grade	Quality Point	Grade	Quality Point
A	4.000	C	2.000
A-	3.667	C-	1.667
B+	3.333	D+	1.333
B-	2.667	D-	0.667
C+	2.333	F	0.000

As you can see, students should try to earn a GPA that is as close to 4.0 as possible. For example, if a student has a 3.8 GPA, that means that they have an A average.

Also, at UD, students start to **lose** GPA quality points when their GPA falls below a 2.0. These are called “deficit points.” Don't let this happen to you!

#### How do grades in your ELI courses affect your future?

Your grades in your AT courses all count toward your overall university GPA—just like the rest of the courses you will take until you graduate from UD. This means that you should do your best in every class!

If you want to complete a master's or doctoral degree in the U.S., programs you apply to will look at your undergraduate GPA. Many jobs in the U.S. also request proof of your undergraduate GPA.

# APPENDIX II

## UD CONTENT COURSES

### Course list and descriptions

AT students must take university courses. The specific courses that they take will depend on their intended major. Students will be placed in the courses that the ELI has determined to be appropriate for them. More information about these courses is available at [sites.udel.edu/csp/courses/eli-course-catalog](https://sites.udel.edu/csp/courses/eli-course-catalog).

Course code	Course name	Arts/Sciences	Business	Engineering
ELI ANTH 101	Introduction to Social and Cultural Anthropology	✓	✓	✓
ELI ARTH 151	Myth, Religion and Art	✓	✓	✓
ELI BHAN 155	Personal Health Management: An Approach for a Lifetime	✓	✓	✓
ELI BISC 104	Principles of Biology with Laboratory (4 credits)	✓		✓
ELI BUAD 110	Basics of Business		✓	
ELI CHEM 103	General Chemistry with Laboratory (4 credits)	✓		✓
ELI CHIN 204	The Art of Chinese Calligraphy	✓	✓	✓
ELI CISC 106	General Computer Science for Engineers			✓
ELI COMM 212	Public Speaking and Professional Presentation		✓	
ELI COMM 256	Principles of Communication Theory	✓	✓	✓
ELI ECON 101	Introduction to Microeconomics		✓	
ELI ECON 103	Introduction to Macroeconomics		✓	
ELI GEOG 120	World Regional Geography	✓	✓	✓
ELI GEOL 105	Geological Hazards and Their Human Impact	✓	✓	✓
ELI LEAD 200	The Leadership Challenge	✓	✓	✓
ELI LEAD 300	Leadership, Creativity and Innovation	✓	✓	✓
ELI MATH 114	College Mathematics and Statistics	✓		
ELI MATH 115	Pre-Calculus	✓	✓	
ELI MATH 117	Pre-Calculus for Scientists and Engineers (4 credits)			✓
ELI MATH 221	Calculus I		✓	
ELI MATH 241	Analytic Geometry and Calculus A (4 credits)			✓
ELI MATH 242	Analytic Geometry and Calculus B (4 credits)			✓
ELI PHYS 207	Fundamentals of Physics with Laboratory (4 credits)	✓		✓
ELI PLSC 202	History of Landscape Architecture	✓	✓	✓
ELI POSC 150	Introduction to American Politics	✓	✓	✓
ELI POSC 240	Introduction to Global Politics	✓	✓	✓
ELI SCEN 109	Art of Botany	✓		

**Important note: Not all courses are offered each AT semester.**

The courses that will be available next semester will be listed on your Intention Form. You may also contact your academic advisor with questions at [CAPadvisor@udel.edu](mailto:CAPadvisor@udel.edu).

# CAMPUS MAP

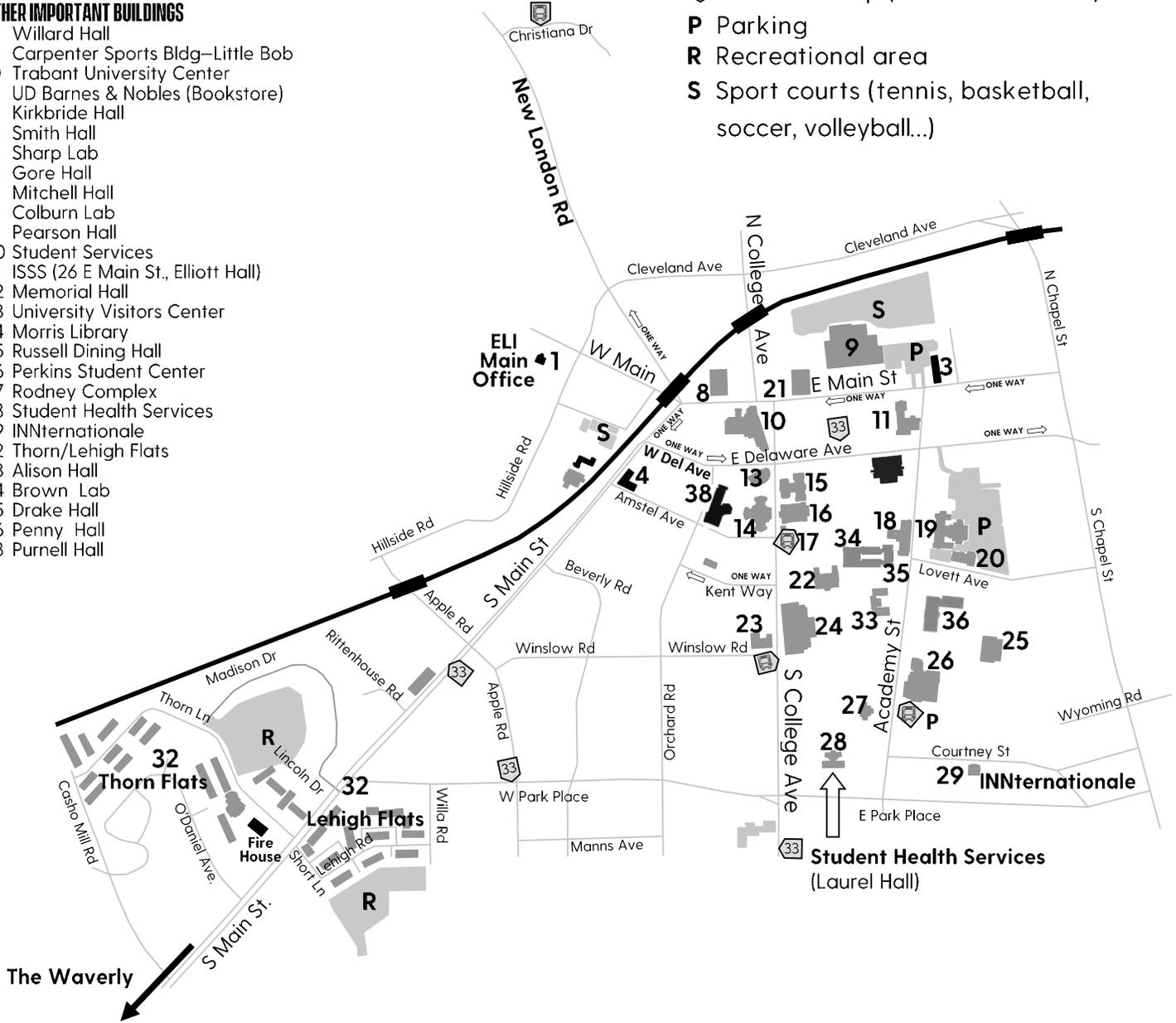
## ELI CLASS BUILDINGS

- 1 189 W Main St (Main Office)
- 3 108 E Main St
- 4 Amstel Square (57 S Main St.)

## OTHER IMPORTANT BUILDINGS

- 8 Willard Hall
- 9 Carpenter Sports Bldg—Little Bob
- 10 Trabant University Center
- 11 UD Barnes & Nobles (Bookstore)
- 13 Kirkbride Hall
- 14 Smith Hall
- 15 Sharp Lab
- 16 Gore Hall
- 17 Mitchell Hall
- 18 Colburn Lab
- 19 Pearson Hall
- 20 Student Services
- 21 ISSS (26 E Main St., Elliott Hall)
- 22 Memorial Hall
- 23 University Visitors Center
- 24 Morris Library
- 25 Russell Dining Hall
- 26 Perkins Student Center
- 27 Rodney Complex
- 28 Student Health Services
- 29 INNternationale
- 32 Thorn/Lehigh Flats
- 33 Alison Hall
- 34 Brown Lab
- 35 Drake Hall
- 36 Penny Hall
- 38 Purnell Hall

-  Railroad
-  UD shuttle bus stop (FREE)
-  DART bus stop (to Christiana Mall)
- P** Parking
- R** Recreational area
- S** Sport courts (tennis, basketball, soccer, volleyball...)



\*\* Track arrival times of UD Shuttle live on [www.udel.edu/udshuttle](http://www.udel.edu/udshuttle) \*\*

# Academic Transitions

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INSTITUTE**

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