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I. STUDY GROUP

Study Group prepares students for life in a global society and success in a global economy.

We educate students from every corner of the globe, and help them realize their potential through a transformational learning experience.

Our campuses are in key destinations, and are supported by a network of specialists in key destination and source countries all over the world. These include Australia and New Zealand (ANZ), the United Kingdom and Europe (UK&E), North America (HENA), and Singapore, UAE, India, countries in the African sub-continent and elsewhere (Rest of World - RoW).

Study Group owns and operates its own colleges, and also partners with higher education institutions to provide pathway programs on campus. We also offer English language courses in a range of locations and formats. In 2017, Study Group:

- taught 60,000 students from more than 150 countries
- managed campuses in 76 locations worldwide
- partnered with 48 universities - more than any other pathway provider
- partnered with more top-200-ranked university partners than any other provider.
- offered 800+ teaching programs
- employed support staff in 36 locations across 5 continents, including 400+ marketing and sales staff
- has a network of 4,500 agents and business partners.

Study Group teachers, academics and campus support staff are supported by dedicated global and/or regional teams specializing in:

- global student recruitment (sales), centralized in the Singapore 'Hub'
- marketing, including dedicated teams for digital marketing and creative services (both global, and based in Brighton, UK)
• IT
• academic excellence
• finance
• human resources
• legal services
• compliance and regulatory oversight.

Mission, vision and values

Our mission is to prepare and educate students for a life in a global society, and success in a global economy.

Our vision is to be the world's leading provider of education to international students.

Our values are to put students first, be ambitious for success, deliver on our promises, be curious about ways to improve, and to huddle around goals, challenges and ideas to succeed together.

II.  BAYLOR UNIVERSITY

Baylor University in Waco, Texas, is a private Christian university and a nationally ranked research institution.

Chartered in 1845 by the Republic of Texas through the efforts of Baptist pioneers, Baylor is the oldest continually operating university in Texas. Located in Waco, Baylor welcomes students from all 50 states, the District of Columbia, and 76 countries to study a broad range of degrees among its 12 nationally recognized academic divisions.

A. Location

• In Waco, Texas – 90 miles south of Dallas, and 100 miles north of Austin.
• Waco’s climate is humid and subtropical. Snow is rare and summers are hot. Waco gets about 35 inches of rainfall per year.
• Waco’s metro area population is greater than 245,000.
• Baylor sits on an approximately 1,000-acre campus located on the Brazos River.

B. Athletics

• NCAA Division I, Big 12 Conference
• 19 varsity sports
• Women’s basketball 2005 and 2012 NCAA national champions
• Men’s tennis 2004 NCAA national champions
• 11 Olympic gold medallists across 4 different sports
• Baylor has finished either first or second among Big 12 institutions in Graduation Success Rate score six times in the last eight years.
• Baylor has won a combined 65 Big 12 Conference championships (41 regular season, 24 tournament) in the league’s 17-year history.
C. Baylor History
Chartered in 1845 by the Republic of Texas and affiliated with the Baptist General Convention of Texas, Baylor is both the state's oldest institution of higher learning and the world's largest Baptist university. Established to be a servant of the church and of society, Baylor seeks to fulfill its calling through excellence in teaching and research, in scholarship and publication, and in service to the community, both local and global. The vision of its founders and the ongoing commitment of generations of students and scholars are reflected in the motto inscribed on the Baylor seal: *Pro Ecclesia, Pro Texana* — For Church, For Texas.

D. Values and Mission
Baylor’s goal is intellectual activity that springs from disciplined habits of the heart and inspires action on behalf of the world.

The number of national universities that take their religious identity seriously is small, and Baylor is one of a smaller group representing the free church tradition of Christianity. Among these, Baylor already stands out for its achievements, academic and religious. And judged by objective academic standards, Baylor continues to move forward with distinction.

- Encourage the integration of Christian faith and the intellectual life;
- Support, encourage, and expect excellence in all undertakings;
- Provide a unique place for learning and the building of community;
- Equip individuals to understand life as a divine calling and thus serve society and the world in the name of our Lord Jesus Christ;
- Promote the health of mind, body, and spirit as these are understood in the Christian tradition and by the best of modern physical and psychological science;
- Strive to illuminate and enrich human experience by the word of God and the best of human science and culture;
- Encourage the understanding and care of the natural world as a matter of Christian stewardship;
- Facilitate the discovery of new knowledge to the glory of God and the betterment of humanity;
- Extend the campus in time and space to embrace our entire community in relationships of caring and mutual benefit; and
- Anticipate and respond to change in higher education and the world.

The mission of Baylor University is to educate men and women for worldwide leadership and service by integrating academic excellence and Christian commitment within a caring community.

E. Mascot and School Colors
The Bear is the nickname and mascot for Baylor, and the school colors are green and gold.

F. Fall 2018 Enrollment
- 44 percent of entering freshmen were in the top 10 percent of their high school graduating class.
- Mean SAT score of 1277 and mean ACT score of 28.5.
- 38 percent of the freshman class are minority students.
- 17,217 total enrolment (14,188 undergraduate and 3,029 graduate/professional students)
- 3,366 new freshmen in the fall of 2018
- More than 65 percent of students originate from Texas, and Baylor students come from all 50 states and 76 foreign countries.
G. Academics
- Baylor ranks No. 78 on U.S. News & World Report’s 2019 review of U.S. colleges and universities. Baylor is a Tier 1 school among national universities.
- Baylor’s Business School Ranked No. 59 by U.S. News, 2019 rankings; No. 52 by Bloomberg Businessweek Best B-Schools, 2018 (U.S.) and No. 63 Best B-Schools, 2018 (Global).
- The Princeton Review ranks Baylor's Entrepreneurship program 6th Best in the country with high marks for the number of start-ups launched by graduates in the program.
- 86.5% of students find jobs or start graduate school within 90 days of graduation.
- 142 undergraduate degree programs
- 75 master’s programs
- 42 doctoral programs
- Baylor students interact with outstanding full-time faculty from their first days on campus.
- The student to faculty ratio is 14 to 1. The average undergraduate class size is 26.
- More than 81,000 Baylor graduates reside in Texas. Baylor is pursuing research growth and will be Texas' next Tier 1 research university.
- Baylor awarded the first law diplomas and established the first law school in Texas. Baylor Law graduates continue to record the highest bar passage rate in the state, and in 2018, Baylor Law ranked #1 among ABA-approved schools in the U.S. in first-time pass rate.
- The Baylor Research and Innovation Collaborative, opened in 2013, supports research and development and takes innovative ideas from concept to market.

H. Campus Life Experience
- 330 clubs and organizations, including organizations that promote or highlight international cultures, groups, and issues.
- Baylor is among the 10 percent of U.S. universities with a Phi Beta Kappa chapter (the nation's oldest scholastic honor society).
- PAWS Programs - The PAWS (People Around the World Sharing) Program is a longstanding tradition at Baylor that connects international students and U.S. students and families.
- Baylor students, faculty and staff annually volunteer more than 150,000 hours of community service locally.
- Home of the first campus chapter of Habitat for Humanity.
- 39 percent of students live on campus in 12 residence halls.

III. THE GLOBAL GATEWAY PROGRAM
The Global Gateway Program (GGP) at Baylor University (BU) provides students with a pathway into the major degree programs. Students receive English language, culture, and academic skills classes while also taking many of the General Education requirements required for graduation from BU. Students are placed in different levels of the program based on their language needs, which are re-tested during orientation. Students must pass a set of required English and BU courses in order to progress to the next level and successfully complete the program. The GGP is fully integrated with the BU campus. Students in the GGP attend classes with other GGP students but may participate fully in the BU student experience for all events, activities, and organizations on campus.
A. Contact Details and Key Staff

1. Mailing Address and Phone:

Once enrolled, students must establish their own mailbox by visiting the Campus Mail website for instructions: https://www.baylor.edu/cll/index.php?id=872055

Official mail for the GGP should be sent to the following address:

   Global Pathway Program  
   Center for Global Engagement  
   One Bear Place #97012  
   Waco, TX 76798-7012  

   Tel: 1+ (254) 710-7761

2. GGP Offices:

The Global Pathway Program offices are located in Room 263 of the Hankamer Academic Building, which is above the BU Center for Global Engagement. The building is labeled as the Hankamer Cashion Building. Note: Be careful not to confuse the Hankamer Building with the Hankamer School of Business, which is a different building located in the Paul L. Foster Campus for Business and Innovation.

3. Parking:

Students and staff who wish to park on campus must obtain a parking permit. A visitor permit is available on the website referenced above. Visitors can park in an open lot near the Hankamer Cashion Building. Map: https://goo.gl/maps/aBWdLBbx5kw

Full information about parking at Baylor University can be found here: https://www.baylor.edu/dps/index.php?id=869799

4. Key Staff

Cornell H. Menking, Ph.D.  
cornell_menking@baylor.edu  
Director, Global Gateway Program  
cmenking@studygroup.com

Office: (254) 710-7761  
Cell: (254) 640-4465

B. Where to Go For Help

Although all BU GGP staff are happy to help you with any problem or question you have, it is helpful to know the best person to contact for particular situations and questions.

The following chart should help you decide who is the best person to speak to first.

<table>
<thead>
<tr>
<th>Contact your professors if:</th>
<th>You don’t understand the work you are doing in class</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>You have any questions about the work in a specific subject</td>
</tr>
<tr>
<td></td>
<td>You are sick and will miss a class</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Contact the GGP Center Director (Dr. Menking) if:</th>
<th>You are having difficulty with your class content or grades</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>You wish to speak to someone about personal problems and do not know who to go to</td>
</tr>
</tbody>
</table>
You would like information about something at BU
You want to change your major
You need to take time off from class for personal reasons
You have a question about your fees, payment of fees, and/or refunds
You have a question about your housing
You need to submit documents for progression
You have questions about your academic program or placement that your professors cannot answer
You are unhappy with any aspect of the BU GGP academic program
You want to leave your pathway program
You have questions regarding your Study Group bill associated with the tuition charges

You have questions about, or problems related to, your residence hall (dorm) room
You want to change your residence hall room

You have problems with your visa or visa renewal
You intend to travel outside of the country

You have questions about your bill that are related to the charges associated with your residence hall (dorm) room, meal plan, insurance, or other fees

Emergencies on-Campus.
On-campus non-emergency.
Off-campus emergencies. You should only use this in a genuine emergency.

C. Calendars

1. Semester Dates
The GGP calendar works within the BU academic calendar, but the dates sometimes slightly vary due to the unique GGP requirements. Up-to-date calendars and dates will be provided by the GGP administration. Students are expected to be at the BU GGP for the entire duration of each semester. When booking flights, please be sure to arrive before the start of each semester and leave after the end of each semester (including final exams).

2. BU Academic Calendar
The BU Academic Calendar can be found on the website of the BU Office of the Provost: https://www.baylor.edu/provost/ Note that the GGP calendar often differs.

D. Housing and Meal Plans
Information about housing and meals can be found on the BU Financial Services web page: https://www.baylor.edu/sfs/
1. **On-campus living**

Like all BU students, GGP students are required to live on campus for two semesters. GGP students will move into their dorm rooms immediately upon arrival. Students sign housing contracts for on-campus rooms and are expected to adhere to the requirements of the contract. Contracts are for either the summer only (May-August), or for the fall and spring (August-May) only. Ending a residence hall contract in December is not possible.

Residence hall rooms are generally two people per room, sharing a bathroom with either other rooms in the hall or within a suite. This is a standard structure at all US universities.

In most cases, students are housed in rooms with local BU students. This is an excellent opportunity to use English. The Campus Living and Learning office is responsible for managing any challenges or problems associated with roommate assignments.

Upgrading a room is allowable and may be possible, based on availability. Speak with the Campus Living and Learning office for more information. [https://www.baylor.edu/cll/](https://www.baylor.edu/cll/)

2. **Off-campus living**

GGP students are not allowed to live off campus. After matriculating into BU, and after completing the contract that is in effect at the time of completing the GGP, students are free to either live off campus or remain in a residence hall.

3. **Meal Plans**

All students living on campus are required to have a meal plan, which is included in the room and board fee when they join the GGP. Meal plans give you dining locations all across campus with a range of hours from as early as 7:00 am to as late as 1:00 am. Students are automatically assigned “The Everyday 150” meal plan (the maximum plan), which includes unlimited meals three times per day, seven days per week. It also includes 5 guest passes and $150 in “Dining Dollars”, which are good at on-campus commercial cafes and restaurants (Starbucks, Panda Express, Chick-fil-A, etc.).

More info: [https://baylor.campusdish.com/MealPlans](https://baylor.campusdish.com/MealPlans)

After completing the GGP, students are free to choose the meal plan of their choice.

4. **Resources For Additional Support**

BU has many support initiatives to support your English improvement, your academic success, and your integration into campus. These are available via the BU Paul L. Foster Success Center. Please consider taking advantage of these and other services at BU: [https://www.baylor.edu/successcenter/](https://www.baylor.edu/successcenter/)

5. **Clubs and Organizations at BU**

Being a part of the Baylor family is far more than going to classes and meeting academic requirements. Students can take part in 330 student organizations, including academic and professional clubs, traditional Greek sororities and fraternities, honor societies, musical groups, sports clubs, religious and service organizations. BU has specialists to speak with, as well as online resources (BaylorConnect – login via [https://www.baylor.edu/students](https://www.baylor.edu/students) - go to Online Tools > BaylorConnect), to help students get involved.

More info: [https://www.baylor.edu/studentactivities/](https://www.baylor.edu/studentactivities/)
IV. GLOBAL GATEWAY PROGRAM STUDENT RESPONSIBILITIES

It is each student’s responsibility to follow all the rules of the GGP and of Baylor University, both those published here, as well as others. **Students are individually responsible for their studies.** Please make sure to do the following:

- Complete all the tasks given to you at Orientation
- You **MUST** let the GGP office know of any changes to your contact details, and update your BearWeb account as well. It is very important that we always have complete and up-to-date contact information: 1) email address, 2) mobile number, 3) address in Waco, 4) address in your home country, 5) and an up-to-date emergency contact person.
- You **MUST** follow the rules and expectations of the Global Gateway Program, Baylor University, and your professors.
- You **MUST** check your BU email account every day – all important information will be sent to this email address. You will also receive regular updates and information about activities. Not seeing an email will not be accepted as justification for missing an assignment, payment, or other responsibility.
- If you are ill and unable to attend class, you **MUST** call or email your professor to inform him or her by 8:30 am. You MUST also communicate with the Student Success Manager every day that you are ill.
- You **MUST** ensure that you pay all your fees on time. Failure to do so will result in a hold being placed on your account that will prevent you from being able to register for classes, receive a revised I-20, or receive transcripts.

A. Student Behavior

GGP students are responsible for adhering to Baylor University’s student policies and procedures found on the BU website ([https://www.baylor.edu/student_policies/](https://www.baylor.edu/student_policies/)). This includes being familiar with the latest publications of the BU Student Code of Conduct and Honor Code.

All GGP students are expected to take responsibility for their actions on or off-campus and accept any consequences that result.

Just as it is important for all GGP students to obey these rules and regulations, it is equally important for the student to understand that they are protected by these same rules and regulations. If a GGP student believes s/he is a victim of inappropriate behaviors as outlined in the BU Student Code, they should report the incident to a member of GGP Management. The GGP Center Director will work with the appropriate BU officials to protect the rights of the students. All interactions regarding violations of the Student Code of Conduct will be conducted with strict confidence.

B. GGP Classroom Conduct and Expectations

GGP students are responsible for complying with all BU policies referred to above in Section IV.A. Still, the GGP administration would also like to emphasize the following specific rules for student conduct in ALL classes. These are general guidelines and some professors may choose to make exceptions at their own discretion. See your syllabus for specific class expectations.

GGP students are **NOT** allowed to:

- Be disrespectful of their fellow students or their teachers.
- Speak languages other than English while in the classroom, even if not actively engaged in a lesson (i.e., even if you are talking to your friends before class)
- Use cell phones or other electronics without a professor’s permission – put these items away before class begins or they may be confiscated by professors
- Bring food or eat in class unless specifically permitted by the professor; drinks are permitted only if they have a lid to prevent spills
- Conduct private side conversations with fellow students
- Sleep or appear disinterested

While in class students are expected to:

Participate actively in the class. This means doing all the homework assignments, coming to class on time and fully prepared, checking their email and Canvas accounts regularly for important communications, etc. It means asking questions and volunteering to speak, not just waiting for the instructor to call on you. Students must give their full attention to the class, and to whatever activity the class is doing.

Clean up after themselves. Do not leave any trash, paper, coffee cups, empty bottles, or anything else in the classroom when you leave.

Students may be dismissed from class for violating these rules, and the class will be marked as an absence and therefore affect overall attendance. Students who routinely ignore these regulations may be cited for disciplinary action by the Center Director.

C. GGP Academic Honesty and Impropriety

By entering the GGP, you are agreeing to follow the GGP’s Honor Code and the Honor Code of Baylor University. The BU Honor Code defines various forms of “dishonorable conduct,” academic dishonesty, and cheating, including plagiarism. It is available on the BU Student Conduct Administration website - https://www.baylor.edu/studentconduct/. GGP students are expected to be familiar with the BU Honor Code; however, the following summary includes some basic examples of honor code violations:

- Copying the work of other students, with or without their permission.
- Collaborating on assignments without the instructor’s permission.
- The use of in-class notes, books, electronic sources, or any other source of information that is not approved by the instructor; and/or the sharing of materials between students without permission.
- Plagiarism occurs when a person copies or uses someone else’s language or ideas and then calls the work his or her own. Plagiarism is a serious form of academic dishonesty that includes (but is not limited to) the following:
  - Copying or using the words or ideas of another person without giving the other person credit by citing the source
  - Submitting work that is entirely or partially written by others
  - Submitting assignments from previous classes
  - Submitting the same work for more than one class
  - Inappropriate or unapproved use of translation dictionaries or software
  - Using any kind of help that has not been authorized by the instructor of the class.

Even if a student does not deliberately cheat, s/he may be guilty of accidental plagiarism if the sentences, work, or ideas of other people are used without correctly identifying the source of the information. Please note that the definition of plagiarism remains the same whether or not a submitted assignment will receive a grade.
If a student cheats, commits plagiarism, or otherwise violates the GGP’s Honor Code, s/he will receive a zero on the assignment. The student’s teachers and the GGP administrative staff will be notified of the incidence of academic dishonesty, and the student may suffer serious academic consequences such as a reduced grade or even failing the class. After a second incidence, the student will be required to meet with a member of the GGP administrative staff for review of possible further disciplinary action. Continued incidences of academic dishonesty during the course of the program will result in the student’s dismissal from the GGP/Study Group program.

Students should not hesitate to approach the course instructor with any questions or concerns they may have about academic dishonesty.

D. GGP Attendance

Attendance is important both as part of the grade in some classes, and as part of remaining in compliance with immigration requirements. Students must attend every course meeting, and arrive at or before the starting time of all classes. Instructors will record attendance for each class and maintain records of attendance for all students, which are reported to the GGP staff at least four times per semester.

Professors have full discretion as to how to penalize students who are tardy (late to class). However, they are asked to record all tardiness and absences for the purpose of GGP administrative record keeping.

Absences are not “excused” or “unexcused,” but students are expected to notify professors of any special circumstances such as illnesses or emergencies. Classwork, tests, quizzes, and other activities missed due to absence are generally not allowed to be made up, except in cases of special circumstances. Students are expected to take the necessary steps to get the missed information regarding any missed assignments and come to the next class, following the absence, fully prepared.

The BU GGP’s consecutive absence policy states that after 5 days of consecutive absence, students will be mandatorily withdrawn from the program. Any student anticipating an extended absence must speak with the Center Director to determine if a Leave of Absence is an option.

A student in the GGP must maintain an 80% attendance rate. If a student’s attendance begins to drop and is close to 80%, that student will receive an attendance warning. If a student falls below 80% overall attendance at the midterm report, s/he will be put on Attendance Probation for the remainder of the semester. That student will then be required to attend every class until their attendance average exceeds 80%. If the student does not bring their overall attendance above 80% by the end of the semester, s/he will be subject to dismissal from the Global Gateway Program and their I-20 terminated. In the unlikely circumstance that a student does not have 80% overall attendance at the end of their GGP career (all semesters combined), but their overall GPA is acceptable for progression, the university will decide if the student is able to progress.

At any time, students may meet with the GGP administrative staff to discuss their attendance status.

E. Other Unacceptable Behaviors

GGP students are Baylor students and will be held accountable to the Baylor Student Conduct Code and Honor Code. If violations occur, it is the BU Student Conduct Administration that will determine the consequences for GGP students. Full information about these policies, procedures and administration is available here: https://www.baylor.edu/studentconduct/. GGP students will be held accountable for, and are expected to know, these codes. Nevertheless, the GGP administration wants to emphasize the following expectations, regulations, and unacceptable behaviors:
No Drugs or Alcohol

It is a violation of University policy for a student to possess, use, or be under the influence of an alcoholic beverage on the campus or at a University-related activity off campus. Baylor University policy prohibits the unlawful manufacture, possession, use, sale, transfer, or purchase of a controlled substance or another dangerous drug such as a controlled substance analog (designer drug) on or off the campus.

No Smoking

BU is a tobacco-free, smoke-free campus. The use of all tobacco products is banned on all property that is owned, operated, leased, occupied, or controlled by the University.

Classroom Conduct

Students are expected to conduct themselves in a mature manner that does not distract from or disrupt the educational pursuits of others. Should a professor determine that a student's conduct is being distracting or disruptive, the professor may impose the student's immediate removal from the classroom until the student can conduct himself or herself in an appropriate manner.

Student Dress and Appearance

A mature attitude should be demonstrated by the dress and appearance of students while attending classes or engaging in the other academic pursuits about the campus. Obvious violation of these standards, such as failure to cover the torso adequately or to wear shoes to class, in cafeterias, in university offices, and at other appropriate places and times, may subject a student to disciplinary action. Students are expected to wear proper dress, both on and off campus. It is inappropriate for students to go to breakfast, or any other meal, in sleepwear, whether as a prank or by demand of another student. No student may modify his or her manner of behavior or appearance in order to prevent recognition unless the student has received the express permission of the University to do so.

Violence and Intimidation

Physical or verbal abuse, intimidation, harassment or injury of another person or group of persons — any of these actions reported towards other students or faculty/staff is grounds for immediate dismissal from the program.

Safety and Weapons

Deliberate or careless endangerment of others; tampering with safety alarms or equipment; violation of safety regulations; failure to cooperate in an emergency; possession or use of firearms, guns, knives, other weapons, explosives or fireworks on campus

Disruptions

Obstruction or disruption of College activities, including teaching, campus services, organized events, and operation and maintenance of facilities

Identifying Yourself

Refusal to identify yourself when requested to do so by a University staff member

Dishonesty

Dishonesty, including providing false information; alteration, forgery, or misuse of documents; plagiarism and other academic cheating, impersonation, misrepresentation, or fraud

Violating Others’ Privacy

Disregard for the privacy of self or others, including obscene, indecent or inconsiderate behaviours and exposing others to highly offensive conditions

Theft and Vandalism

Theft, abuse, unauthorized use or damage of personal or College property, as well as unauthorized entrance into College facilities and possession of stolen property on University grounds. Theft of
computer time, files or equipment. Vandalism, the intentional damage, destruction or defacement of College property or the property of any person while on College premises.

12. Failure to Comply
Failure to comply with the lawful directions of any College official, staff member or student employee who is acting in accordance with the duties of the position or who has responsibility on behalf of the University in the absence of a particular official.

13. Involving Others in Violations
Causing others to commit any of the acts listed above; involvement in any of these acts; failure to take responsibility for his/her guest(s); assisting or encouraging others to engage in violations, and staying with violators when there is enough time and opportunity to leave.

14. Rape, Sexual Assault, and Sexual Harassment
Rape, including acquaintance/date rape, and sexual assault and/or harassment in any form.

15. False Reporting
False reporting of an emergency; the false report of a bomb, fire or other emergency in any building, structure or facility on College premises by means of activating a fire alarm or in any other manner.

16. Gambling
Gambling is not allowed on campus.

For violations of these, or any of the additional, rules and policies, students may be referred for disciplinary action through BU’s Student Conduct Administration. Full rules, policies and procedures are available here: https://www.baylor.edu/studentconduct/.

V. ACADEMICS

The BU GGP offers programs for undergraduate students. All students will take both non-credit English for Academic Purposes (“EAP courses” hereafter) courses and regular for-credit Baylor courses (“BU courses” hereafter) during their studies in the BU GGP.

A. Arrival Testing
All students have their English tested upon arrival using the Versant test, which includes speaking, reading, writing and listening sections. Students may also be interviewed by GGP staff and/or instructors to help determine speaking ability. These assessments give the GGP an opportunity to confirm which semester-program is best for the student. Sometimes this means an immediate change of study plan is required if it is believed the student will struggle with the academic and/or English demands of the course. The GGP administration reserves the right to make such changes at any time. Final level placement will be communicated to students during Orientation.

B. Books and Materials
While in the GGP, and for EAP courses, students will need to purchase new, clean textbooks at the beginning of every semester for their classes. Used textbooks are not permitted in EAP courses, even in repeat semesters. Students can buy books from the BU Bookstore at an appointed time during the first week of Orientation or during the first week of classes. Unused books may also be purchased online, but the student must have the book by the beginning of classes; professors have the right to deduct points for students not having the necessary book(s) or materials. Book sharing and copying is not permitted; all students must have their own materials. Books must be purchased in English, and no work should be done from translated versions. All other materials (pens, paper, calculator, binder, notebook, etc.) must be purchased by the student as required by professors.
Books for BU courses are subject to the rules and regulations of Baylor University and the course instructor.

C. Academic Performance Evaluation
Baylor University’s Global Gateway Program has a high standard of excellence and rigor. It is our goal to make sure each student is ready for other academic coursework at BU. In order to do this, there are minimum grade point averages (GPA’s) a student must achieve in order to advance to the next level of studies. Students who are not maintaining satisfactory academic progress during the semester will be put on academic warning. Students who complete the semester without achieving satisfactory academic progress will be placed on probation and may be required to repeat the semester they have just completed. Students who fail to maintain satisfactory academic progress two semesters in a row will be dismissed.

D. Satisfactory Academic Progress
Both the GGP and BU require that students make satisfactory academic progress. Progress is assessed in the form of grades and grade point averages (GPA’s), based on the following percent ranges:

<table>
<thead>
<tr>
<th>GRADE</th>
<th>A+</th>
<th>A-</th>
<th>B+</th>
<th>B-</th>
<th>C+</th>
<th>C-</th>
<th>D+</th>
<th>D-</th>
<th>F</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.0</td>
<td>n/a</td>
<td>4.00</td>
<td>3.33</td>
<td>3.00</td>
<td>2.67</td>
<td>2.33</td>
<td>2.00</td>
<td>1.67</td>
<td>1.33</td>
</tr>
<tr>
<td>100%</td>
<td>93-100</td>
<td>90-92</td>
<td>87-89</td>
<td>83-86</td>
<td>80-82</td>
<td>77-79</td>
<td>73-76</td>
<td>70-72</td>
<td>67-69</td>
</tr>
</tbody>
</table>

Correlates are to be used as a guide, but the ultimate decision of what grade to assign rests with the faculty member. Faculty should be able to justify all grades in a fair, thoughtful and empirical manner.

E. Progression to the Next GGP Level
To successfully complete the semester and progress to the next level of study in the GGP, students must pass all courses (both EAP and BU courses) with a minimum grade of C (2.0), possess a cumulative GPA of 2.75 (both EAP and BU courses combined), and maintain an attendance rate of at least 80%.

F. Matriculation into Baylor University
To successfully complete the GGP and matriculate into Baylor University as a degree-seeking student, students must complete the final level of EAP courses and possess a cumulative GPA of 2.75 (in both EAP and BU courses combined). In cases where a student completes the GGP with less than a 2.75, the student will be advised on their options. See also “Program Completion” section below.

G. GGP Progress Reports
Students will receive at least two progress reports each semester while in the GGP. These reports will contain the student’s grades in each class as reported by the professor, as well as the student’s overall attendance percentage.

H. Attendance Warning and Probation
A student who is close to falling below 80% attendance will receive an attendance warning. A student falling below 80% attendance at midterm will be placed on attendance probation. There are no circumstances that allow for excused absences. (See also Section IV.D. GGP Attendance.)
I. Academic Warning

Students who fall below a cumulative 2.75 GPA during a semester will be placed on Academic Warning. While on Academic Warning, a student will be given an Academic Success Plan with requirements that must be met in order to return to good academic standing. If a student does not bring the GPA up to at least the minimum level, the student will remain on Academic Warning if the semester is still in progress, or progress to Academic Probation if the semester has concluded (see also Section J. below).

J. Academic Probation

A student can be placed on Academic Probation for one of three reasons:

1) if a student must repeat any courses in a given semester;
2) if a student completes a semester with a GPA below 2.75;
3) if a student fails to meet the terms of his/her Academic Success Plan.

A student placed on Academic Probation must develop a new Academic Success Plan with GGP staff at the beginning of the semester. If a student on probation does not successfully complete the course(s) during the semester in which s/he is on Academic Probation, the student will be dismissed from the GGP.

K. Failing and Repeating Courses

If a student fails one or two courses (BU or GGP), GGP staff will work with the student to determine whether the class/es can or should be repeated. Students who fail one or two courses will be placed on Academic Probation and will be monitored closely (see also Section V.T. Repeat Policies for more details).

L. Student Dismissal

Students who have been dismissed by the GGP or BU for either academic reasons or for violations of the student code of conduct are subject to the termination of their I-20. International students whose I-20’s have been terminated are considered to be “out-of-status” and are required by law to leave the United States immediately.

M. Appeals

GGP students can appeal a probation or dismissal ruling. Written appeals, including supporting documentation (such as doctor’s note) must be submitted to the GGP Center Director within one week of the decision. The GGP Center Director will work with the appropriate academic officials at BU to make a final decision on the academic status of a student and the student will be notified of the final decision in writing as soon as possible. The Grade Appeals process varies depending on whether the issue is with an EAP or BU class. For EAP courses, notify the GGP Center Director for assistance with appealing any grades. If the appeal is considered appropriate, the case will be referred to the Vice Provost for Global Engagement for further instructions.

N. Incomplete Grades

The BU GGP does not recognize incomplete grades (excepting situations in which legal right overrides institutional policy). Students who are not able to complete their coursework must either withdraw from the program or be given a failing grade by their instructor.

O. Academic and Career Decisions

Students who need assistance with their transition to university life and study in the United States, classroom protocols, career exploration, choice of major, or transfer to another university should speak to GGP staff.
The GGP staff member may additionally refer the student to other BU support offices such as the International Student and Scholar Services office, University Advisement or other appropriate advising office, or the Office of Career and Professional Development. Such referrals are particularly common in the final semester of the program.

P. Change of Major
A student’s major is not officially declared with BU upon enrolment in the GGP. A student may change his/her major while in the GGP. In a student’s final semester of the GGP, students will meet with staff from the BU University Advisement office in the Paul L. Foster Success Center, or other appropriate advising office. At that time a major will be selected with BU and that major becomes official upon successful progression to BU.

Q. Course Withdrawal
GGP students are not allowed to withdraw from EAP courses. In some cases, and only with the approval of the appropriate BU (Vice Provost for Global Engagement) and GGP administrators (GGP Center Director), students can withdraw from BU credit courses. BU course withdrawals must be done in accordance with stated deadlines and policies published by the BU Registrar’s Office.

R. Transfer
Students may choose to transfer to another academic institution, but must be formally accepted at another school, and must fulfill all financial obligations to both the GGP (Study Group) and BU prior to the release of their I-20 by the host institution.

S. Short-Term Medical Leave
Students who are absent due to a documented medical condition will have the option to make up missed work by the end of the semester at the discretion of the GGP Center Director. If a student is not able to make up his or her work, then Voluntary Withdrawal and/or Leave of Absence rules will be followed (see Sections IX and X for more details).

T. Repeat Policies
Repeats fall into two categories: individual course repeats (also called partial repeats) and full semester repeats. A full semester repeat indicates that the student will repeat the semester level rather than progressing and does not necessarily mean that the exact same courses will be taken.
There are two types of repeat standards based on the number/type of courses failed:

1. **Course Repeat Policy**

   **Repeating BU Courses**
   BU courses are subject to the policies found in the latest version of the BU Undergraduate Catalog and in the Undergraduate Course Repeat Policy. This information is available on the website of the Office of the Registrar: [https://www.baylor.edu/registrar/](https://www.baylor.edu/registrar/).

   **Repeating GGP EAP Courses**
   Repeating a GGP EAP course requires permission from the GGP Center Director. If permission is given, a maximum of one repeat attempt is allowed. The best grade of the two attempts will be used to calculate the student’s GGP GPA and the lower grade will be removed from the calculation.

2. **Semester Repeat Policy**

   A student can only repeat an entire GGP semester once. After a second attempt, if the student’s overall semester performance does not earn the student the right to progress to the next level s/he will be counselled out of the program and the I-20 cancelled.

   All students who fail one or more courses will be placed on Academic Probation and the GGP administrative staff will work closely with the student to monitor his/her progress.

   If a student on Academic Probation fails one or more classes in the same semester in which s/he is on probation, the student will be counselled out of the program and the I-20 will be cancelled.

   Any changes to the study plan resulting from unsuccessful progression of EAP courses may lengthen the time to graduation. Depending on the student’s necessary course sequence, repeating certain courses could lengthen the time in the program.

**U. Program Completion & Matriculation to BU**

1. **Status as Continuing Admitted Students**

   While in the GGP students are classified as Baylor University non-degree students. When the student is qualified to continue into the BU undergraduate program they will be treated as continuing students and will receive a letter extending an offer of full admission into the BU undergraduate program. Note that GGP students are neither transfer students or new students at any time while in the GGP or BU program.
2. **Pre-Matriculation Checklist**

For a student to successfully complete the GGP and progress to the BU undergraduate program, the following conditions must be completed, submitted or received:

<table>
<thead>
<tr>
<th>REQUIREMENT</th>
<th>RESPONSIBLE OFFICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>___ Receipt of a Baylor pre-admission letter</td>
<td>BU Admissions Office</td>
</tr>
<tr>
<td>___ Change of I-20 (from a Pathway I-20 to a degree-seeking I-20)</td>
<td>International Student and Scholar Services Office</td>
</tr>
<tr>
<td>___ A Cumulative GGP Grade Point Average (GPA) of 2.75 or higher (see section V.V. below)</td>
<td>GGP Office</td>
</tr>
<tr>
<td>___ Attend a minimum of 80% of the GGP program</td>
<td>GGP Office</td>
</tr>
<tr>
<td>___ At least one meeting with your assigned advisor (usually happens by mid-semester).</td>
<td>BU Student Success Center</td>
</tr>
<tr>
<td>___ A completed Study Group Exit survey and possible interview</td>
<td>GGP Office</td>
</tr>
<tr>
<td></td>
<td>Completed Declaration of Intent to Enroll Form (indicate Fall, Spring, Summer 1 or Summer 2)</td>
</tr>
<tr>
<td>___ Completess Title IX and Integrity Tutorials (<em>instructions come in an email during students’ first semester as a GGP student</em>)</td>
<td>BU</td>
</tr>
<tr>
<td>___ Proof of no outstanding balances with either Study Group or Baylor University.</td>
<td>GGP and BU Cashier’s Office</td>
</tr>
<tr>
<td>___ No holds.</td>
<td>BU Departments</td>
</tr>
<tr>
<td>___ The following documents are required, but should already be on file in the BU Admissions Office:</td>
<td></td>
</tr>
<tr>
<td>• Original high school transcripts</td>
<td></td>
</tr>
<tr>
<td>• Original university transcripts (if applicable)</td>
<td></td>
</tr>
<tr>
<td>• Health Record Vaccination Form</td>
<td></td>
</tr>
</tbody>
</table>

V. **Grades, Grade Point Averages, and Credits**

1. **Combined GGP-BU GPA**

The grades from both EAP and BU courses taken during the GGP will be combined to determine a combined GGP-BU GPA. This combined GPA will be used by the BU and GGP administration to determine whether or not the student is qualified to matriculate to BU.

The combined GPA must be 2.75 and will be weighted according to each course’s number of credits.

2. **EAP Credits & Grades**

GGP EAP courses do not count towards a BU degree; however, they will be assigned a grade and will be reflected on your permanent Baylor transcript. Except for the purpose of calculating the aforementioned
combined GPA, the grades in EAP classes will not be included in the BU GPA. EAP courses do have assigned hours and will be weighted accordingly when calculating the combined GGP-BU GPA.

A minimum grade of 2.0 is required to pass all EAP courses.

Grades for EAP courses taken during the GGP will appear on the BU transcript, but will not be averaged into the student’s BU GPA.

3. **BU Credits & Grades**

Students will earn BU credit for the BU courses they take during the GGP.

Grades for each BU course taken during the GGP will transfer to the permanent BU transcript, and the courses will count towards the students’ BU undergraduate degree.

There is no separate GPA requirement to matriculate into the BU undergraduate program. The only GPA considered is the combined GGP-BU GPA mentioned above.

A maximum of 30 credits may be transferred from the GGP to BU.

Classes with grades of “W”, “WP”, or “WF” will not transfer to BU.

All BU courses are subject to the standard academic policies and procedures found in the BU Undergraduate Catalog.

A minimum GPA of 2.0 is required to graduate from Baylor University.

W. **Academic Advising**

During the first semester in the GGP all students will take GBL 1105, Developing Strategic Skills for Global Gateway Students. During this class, students will be introduced to the University Advisement in the Paul L. Foster Success Center. Each student will be provided with ongoing advisement about their academic plans with appropriate academic advisors. This advisement includes at least two meetings per semester and a mid-semester progress report with the student’s overall combined GPA and attendance status.


The Family Educational Rights and Privacy Act of 1974 is a federal law regarding the privacy of student records for students enrolled at the university. Generally, the law provides that, with some exceptions, no information may be released without prior written consent by the student specifying the records to be released, the reasons for release, and to whom the records are to be released.

Because of FERPA regulations, the BU GGP is not permitted to release information related to a student’s academic record outside of directory information. This means that we will not disclose any information about students’ grades, performance, or conduct to parents or agents without the student’s written instruction to do so.

Directory Information may be disclosed without prior written consent and includes:

- Student’s name, addresses (including e-mail) and telephone numbers
- Degree sought and time
- Major/minor fields of study
• College of major and year (freshman, sophomore, etc.)
• Enrollment status (full-time/part-time) including credit hours
• Dates of attendance
• Degrees, awards and honors conferred
• Participation in officially recognized activities and sports
• Weight and height of members of athletic teams
• The most recent previous educational agency or institution attended by the student
• Fraternity and/or sorority and educational societies

VII. U.S. Government Requirements

A. Maintaining Status
GGP students must maintain eligible F-1 student status with United States Citizenship and Immigration Services (USCIS) at all times. To remain in status, an F-1 student must:
• Be enrolled in a full course of study (at least 12 credit hours per semester);
• Attend class regularly;
• Make satisfactory academic progress;
• Keep your Form I-20 updated with correct Program Information (majors/minors, dates of study, etc.)
• Not work without authorization.

Students must report any and all significant changes in his or her program of study, address and phone number, or source of financial support to the GGP Center Director within seven days and to the Center for Global Engagement within 10 days as required by U.S. regulations. Students who fall out of F-1 visa status must work with the host College’s International Student Advisor to apply to for re-instatement if they qualify.

B. Holds on Students’ Academic Record
A hold is placed on a student’s account when s/he has not fulfilled an obligation to Baylor University, either academically, administratively, or financially. Holds will impact a student’s ability to enroll in classes, request transcripts, or transfer to other institutions. It is the responsibility of the student to contact the office placing the hold and take the required action to remove the hold.

VIII. Leave of Absence Policy
If a student requires a leave of absence, which will lead to a temporary break in attendance during a period of time in which he or she is enrolled, the student is required to follow these steps:

1. A student must request the leave of absence in writing to the Academic Manager in advance of the beginning date of the leave of absence unless unforeseen circumstances prevent the student from doing so. If a student does not request a leave of absence within a timeframe consistent with the BU GGP consecutive absence policy, s/he must be withdrawn.
2. The request for a leave of absence is not equal to the approval of a leave of absence. All requests must be approved by the Center Director.
3. Students are not permitted to take a leave of absence until they have been enrolled in the BU GGP for two full semesters.
4. Except under the circumstances identified in #3 below, the leave of absence is limited to 180 calendar days in any 12-month period or one-half the published program length, whichever is
shorter. Multiple leaves of absence may be permitted provided the total of the leaves does not exceed this limit.

5. A student enrolled under an F-1 or M-1 visa may be granted leaves of absence or vacations in accordance with the regulations of the Department of Homeland Security and in emergency situations such as a serious illness or a death in the immediate family. The leave is not to extend beyond 50% of the length of period for which the student applied. An extended leave of absence may require retesting upon re-entry into the program.

6. The student must sign and date the leave of absence request and specify a reason for the leave. The reason must be specified in order for the BU GGP to have a reasonable expectation of the student’s return within the timeframe of the leave of absence as requested.

7. The BU GGP will document its approval of the leave of absence request in accordance with its published policy. A copy of the document will be retained in the student’s file and uploaded into Study Global.

8. The BU GGP will not assess the student any additional charges as a result of the leave of absence. An approved leave of absence may be extended for an additional period of time, provided that the extension request meets all of the above requirements, and the total length of the leave of absence does not exceed the specified limit, as noted in item # 2 or # 3.

IX. REFUNDS/CANCELLATIONS/WITHDRAWALS

A. Study Group Refunds, Cancellations and Withdrawals

Refunds, cancellations and withdrawals are subject to the terms included in the Acceptance of Offer letter each student signed at the time s/he was accepted to the GGP. Please refer to that document for further details.

B. Baylor University Refunds, Cancellations and Withdrawals

Baylor University Refunds are subject to the rules and regulations outlined on the BU Student Financial Services website: https://www.baylor.edu/sfs/

X. COURSE DESCRIPTIONS – EAP

GBL 0311 Reading I (3 hrs/wk)

The purpose of Reading I is to prepare students for the reading tasks they will face when taking academic classes. In this course, students will learn and practice the skills necessary for comprehending academic texts. Readings of different types that cover different topics will be used to develop students’ reading comprehension, speed, and vocabulary, as well as writing, listening, and speaking skills. Students will also work to build an appropriate academic vocabulary for greater comprehension in reading and expression in both writing and speaking.

GBL 0312 Writing I (3 hrs/wk)

In this course students will learn and apply the writing skills essential for academic success including sentence, paragraph, and basic essay writing. This course is aimed at students planning to study, or are
already studying, at university level in English. Course work will focus on planning and writing clear paragraphs and essays, as well as on improving sentence structure, vocabulary, and grammar in written work. Students will practice planning and organizing, drafting, and revising their work and will better understand the requirements of academic-style writing in the U.S.

**GBL 0313 Listening/Speaking (3 hrs/wk)**

This course provides short and focused activities to help students improve their English listening and speaking skills. It includes practice in understanding: main ideas and key words, phrases, and specific sounds that will assist to develop better speaking and comprehension skills. Students will learn and use new vocabulary, pronunciation, and conversation skills while giving academic presentations as well as speaking in small groups and individually. Students will also work to better understand academic lectures and practice basic note-taking skills.

**GBL 0314 Grammar I (3 hrs/wk)**

Grammar I will focus on grammatical structures that enable students to better understand and use academic English. Students will learn and apply grammatical knowledge to express themselves confidently and appropriately in different academic situations, as well as social situations that they might experience while studying in the U.S. Students will learn and practice parts of speech, word forms, clauses, and sentence construction in all skill areas: reading, writing, listening, and speaking.

**GBL 0301 Recitation (3 hrs/wk)**

The recitation course is structured as language and study skill support for academic courses in which the students are enrolled. This course is a structured, scheduled academic environment providing the opportunity for students to complete assignments and work closely with their language instructor. Students are assigned to an instructor for the class period and required to adhere to behavioral and academic expectations. Instructors utilize students’ content materials to develop activities and discussions that will increase comprehension of material and further students’ abilities to work independently in academic settings. Each week, the course will focus on the language skills and vocabulary needed for the students’ content courses. Additionally, there will be a focus on study skills and time management needed for success in academic settings. Students will leave the course better equipped for university level academic course work and a thorough understanding of time management and appropriate study habits for the university.

**GBL 0324 Grammar II (3 hrs/wk)**

This course will focus on high-intermediate grammatical structures that enable students to better comprehend and use academic English. Students will learn to appreciate the relevance of acquiring and applying grammatical knowledge to express themselves confidently and appropriately in different academic situations, as well as social situations relevant to the American college context. This course aims to build students’ accuracy and fluency in spoken and written English by increasing awareness of complex sentence structures commonly used in academic reading, writing, and verbal interaction. Students will have opportunities to apply new constructions and to practice correcting errors in both speaking and writing.

**GBL 0321 Reading & Writing II (3 hrs/wk)**

In this course, students develop and apply the reading skills essential for academic learning and inquiry in the context of authentic academic reading tasks. Students will work to build fluency, comprehension, and vocabulary skills through extensive and intensive reading tasks of increasing complexity. This course will serve as preparation for college composition course and any writing intensive courses. There will be a
number of written tasks and prompts that will stimulate free writing practice and introduce students to various styles of writing. Students will also use these written tasks to develop editing skills through the writing process and to apply level-appropriate grammar rules and vocabulary to their work.

**GBL 0323 Listening/Speaking II (3 hrs/wk)**

In this course, students will learn and apply the listening, note-taking, and presentation skills essential for academic learning, inquiry, and communication in the context of authentic academic listening and speaking tasks. Students will work to build fluency, comprehension, and vocabulary skills through extensive and intensive listening tasks of increasing complexity. Contemporary academic lectures and seminars will be used to develop students’ critical thinking skills.

Students will work to improve note-taking and organizational skills and understand how lectures and presentations are organized. Students will also work to improve their pronunciation of individual sounds in English and practice rhythm, intonation, and correct use and pronunciation of academic vocabulary.

**GBL 0329 US Culture (3 hrs/wk)**

U.S. Culture offers students a means for analyzing and evaluating the complex social and moral issues that are specific to the landscape of the United States. As students examine their own cultures and compare them with others, culture shock and cultural conflict may be lessened and appreciation for cultural differences may be strengthened. Students will engage in interactive tasks including research and analysis of cultural topics and social, academic, and professional issues. Through the process of reading, discussion, analysis, and writing, students will enrich their understanding of today’s global society, while at the same time sharpening their academic English skills.

**GBL 1105 Developing Strategic Skills for Global Gateway Students (1 hr)**

This graded, one-hour course builds on the experience and academic abilities you have already have; introduces you to the American higher education system and life at Baylor and in the U.S.; targets the practical tools, information, strategies, academic skill development, critical thinking skills, and self-knowledge necessary for academic achievement and success.

**GBL 0334 Grammar III (3 hrs/wk)**

Grammar III builds on students’ prior knowledge of academic writing, speaking, and grammar structures to reinforce and improve the fluency and accuracy of advanced-level students. Students will use highlighted grammar structures in academic context and structured exercises while improving vocabulary and academic content knowledge. Through grammar in academic context (explicit instruction, error analysis, and authentic examples of grammar in reading, writing, listening, and speaking), students will increase their ability to utilize advanced grammar forms and become more proficient in writing and speaking in academic situations.

**GBL 0331 Reading & Writing III (3 hrs/wk)**

Reading and Writing III is designed to help students read and write academic English and to facilitate development in these skills for success in future university studies. Students will be provided opportunities to analyze and express ideas in academic writings while reading and critiquing the work of others. Students will write essays to become familiar with aspects of conducting research and following APA and/or MLA guidelines to produce academically acceptable papers. Students will improve upon and apply the reading skills essential for academic learning, inquiry, and discourse in the context of authentic academic reading tasks. Students will build vocabulary through extensive and intensive reading tasks of increasing complexity.
Contemporary academic texts about writing will be used to develop students’ critical reading, academic vocabulary, and complex writing skills.

**GBL 0333 Listening/Speaking III (3 hrs/wk)**

This is an advanced listening and speaking course for college students. The purpose of this course is to help students to speak and understand English well enough to succeed in college courses in any subject, and to develop their critical thinking to deeply understand academic lectures and presentations. In this course, students will practice listening to college lectures, giving oral presentations, and participating in class discussions and debates.

**GBL 0337 Critical Thinking (3 hrs/wk)**

The purpose of this course is to develop the critical thinking skills needed to interpret and assess arguments and information. This course will highlight the skills and attitudes essential for critically analyzing and discussing the quality of the information and opinions presented in authentic texts and listening selections. The course will concentrate on detecting errors of reasoning in short and long passages, evaluating evidence in written and verbal arguments, detecting logical inconsistencies, removing vagueness and ambiguity through word choice and phrasing, and identifying the point or purpose of someone’s remark. Through examining these topics, students will be able to thoughtfully respond to others’ opinions in a clear, logical, and informed way. Students will leave the course better prepared to collect, synthesize, and evaluate information and feel more confident in presenting their perspectives in an academic setting.

**XI. Course Descriptions – Baylor University**

**FAS 1305 Modern Languages, Languages, Cultures and Global Communities (3 hrs)**

This Freshmen Academic Seminar/New Student Experience course is comprised of four modules—language and identity, culture, power, and resources—aimed to equip students to participate in “informed and constructive civic engagement” in our “local, national, and global communities,” encouraging them to “articulate and practice compassion and justice in the pursuit of peace.” Although the professor of record will present the modules primarily in discussion-based classes, the course plan allows for invited speakers, informed debates, experiential learning, and presentations. Outside of class, students will participate in service learning, research, reading and writing. This work attempts to transform students by giving them a “deeper understanding of and empathy for people from other societies, races, genders, ethnicities, and socio-economic statuses.” Specifically, every student that completes this course will be required to complete “A Change the World Project”. This project—a research paper at midterm and a class presentation for the final—combines the steps of cultural learning and the strategies of qualitative inquiry (e.g., interviews, observations, and document analysis) as the basis for developing a habitual instinct toward empathy in the face of human differences. It is in all these ways that this course will foster students’ cultural competence and understanding.

**MTH 1308 - Precalculus for Business Students (3 hrs)**

Detailed Course Description:

Fundamentals of Algebra, Graphs, Equations, and Inequalities, Quadratic Functions, Exponential Functions Simple Interest and Discount, Compound Interest, Annuities, Systems of Linear Equations and Matrices,

All courses available in the latest edition of the Baylor University Catalog.
XII. APPENDICES

1. APPENDIX: ACADEMIC SUCCESS PLAN TEMPLATE/SAMPLE

Fall 20____ Summer 20____ Spring 20____

The purpose of an Academic Success Plan is to identify the problems that contributed to a student’s lack of academic success, resulting in unsatisfactory progress or standing. The Academic Success Plan will identify and list the steps the student will take in order to correct the problem(s). The student must commit to the changes in behavior necessary to achieve academic success.

Name ___________________________ Program __________

Problems that Contributed to Academic Issues: (check all that apply; explain where necessary)

☐ Poor Attendance  ☐ Testing Issues  ☐ Poor Time Management
☐ Poor Study Habits  ☐ Video gaming habit  ☐ Family/Personal Problems
☐ Social Distractions  ☐ Health Issues  ☐ Academic Integrity Violation(s)
☐ Other: ________________________________________________

How will you address these problems?

1. ________________________________________________________________

2. ____________________________________________________________________

3. ____________________________________________________________________

4. ____________________________________________________________________

5. ____________________________________________________________________

COMMITMENT TO ACADEMIC SUCCESS: CREATE AN ACTION PLAN

This will be your guide to keep you focused on your studies during this time of academic improvement. The more thought given to this process the more likely your plan will be successful.

Step 1. Identify Goals – Be sure to set goals using SMART (Specific, Measurable, Attainable, Realistic, Time-Limited - example: I will earn at least a 3.0 GPA for Spring 2013)

[SPECIFY IN DETAIL...] __________________________________________

__________________________________________________________________

__________________________________________________________________

Step 2. Strategies – Identify several strategies that you will use to help you meet your goals. Think broadly, keeping all of your contributing factors in mind.

[SPECIFY IN DETAIL...] __________________________________________

__________________________________________________________________

__________________________________________________________________

Step 3. Resources – Indicate what resource you will use to help you achieve your goals.

[SPECIFY IN DETAIL...] __________________________________________

__________________________________________________________________

__________________________________________________________________
Step 4. Identify Obstacles – Given the strategies you have identified, what challenges may arise? Knowing in advance what may go wrong can help you better handle situations that arise.

[SPECIFY IN DETAIL…]

__________________________________________________________________

__________________________________________________________________

Step 5. Measuring Success – How will you know your plan is working and if you need to make adjustments?

[SPECIFY IN DETAIL…]

__________________________________________________________________

__________________________________________________________________

I, __________________________, understand that I am responsible for my academic success during my studies at the GGP. With that understanding, I will (check all that apply):

- Make all reasonable efforts to follow my action plan.
- Meet with the Academic Manager to seek feedback on my progress.
- Be on time to every class.
- Follow the Attendance Policy as listed in the Student Handbook.
- Meet with my instructors outside of class if I am struggling.
- Actively seek tutoring or other resources that will aid in my success.
- Ask for clarification of topics, concepts, vocabulary, etc. during class to better my understanding.
- Become familiar with, and adhere to the Academic Integrity policy.
- Read, review and re-evaluate my action plan regularly to ensure I am on track.
- Check my email to stay on top of important deadlines and other pertinent information.

___ I understand that I am currently on an Academic Success Plan.

___ I understand that I must have a cumulative GPA of ___ at the end of the semester in order to continue my progression of courses.

___ I understand that I am currently on Academic Probation. If I do not satisfactorily complete the grade requirements set forth in this Academic Success Plan, I jeopardize my ability to continue in the GGP and matriculate into the university.

______________________________  ___________________________
Student Signature                      Date

______________________________  ___________________________
GGP OFFICIAL                      Date
2. APPENDIX: Warning Notification Template/Sample

Warning Notification - [Student name]

[Date]

Dear [Student name],

This letter is to inform you that our records indicate you have not met one or more of the requirements of the BU Global Gateway Program for the [Semester] term, as noted below:

_____ Semester Attendance Below 80%
_____ Cumulative GPA Below Minimum 2.75 Requirement

Academic Probation....

Your current cumulative GPA for the [Semester] term is XX, which falls below the minimum required to continue study at the BU Global Gateway Program and progress into full-time status at BU. As a result, you are placed/remaining on Academic Warning for the [Semester+1] term. We will monitor your grades at each progress report during the semester. If your grades improve, you will be removed from Academic Warning. If your grades do not improve by the end of [Semester+1], you will be placed on Academic Probation for the following semester, and will not be permitted to move ahead to the next semester of your program at the BU GGP.

It is still possible for you to achieve success in the GGP. You must develop and sign an individual Student Success Plan that states what steps you need to take in order to succeed. It is your responsibility to follow this Success Plan and improve your grades. This success plan will be completed during Advising meetings with the Academic Manager/Student Success Manager during the [SEMESTER+1] semester. Failure to complete this success plan will result in dismissal from the program.

Attendance Probation....

Your current attendance percentage at the [Semester] midterm is XX, which falls below the minimum required to continue study at the BU Global Gateway Program and progress into full-time status at BU. Regular class attendance is not only closely linked to academic success, but is also a sign of respect for the professor and institution, as well as a sign of your commitment to your studies.

If your attendance does not improve to above 80% by the end of the [Semester], you will be given Attendance Probation. Your attendance will be re-evaluated at the midterm of [Semester+1], and if it has not improved to 80% or better you will be dismissed from the program.

By signing the letter below, you acknowledge that you understand the satisfactory progress policy of the GGP. You also acknowledge that continued lack of progress in your courses will result in dismissal from the program.

________________________                                                               ___________________
Student Signature                                                                                    Date

________________________
Center Director

________________________
Academic Manager
3. APPENDIX: Probation Notification Template/Sample

Probation Notification - [Student name]

[Date]

Dear [Student name],

This letter is to inform you that our records indicate you have not met one or more of the requirements of the BU Global Gateway Program for the [Semester] term, as noted below:

_____ Semester Attendance Below 80%
_____ Cumulative GPA Below Minimum Requirement

For Academic Probation....

Your current cumulative GPA for the [Semester] term is XX, which falls below the minimum required to continue study at the BU Global Gateway Program and progress into full-time status at BU. As a result, you are placed on Academic Probation for the [SEMESTER+1] term and we will re-evaluate your grades at each progress report. In order to continue your study at BU GGP, you must achieve a semester GPA of 2.75 or above during the [SEMESTER+1] term. If you are unable to achieve this academic performance level at the end of the semester, you will not be permitted to continue studies at the BU GGP and will be dismissed from the program.

It is still possible for you to achieve success in the GGP. You must develop and sign an individual Student Success Plan that states what steps you need to take in order to succeed. It is your responsibility to follow this Success Plan and improve your grades. This success plan will be completed during Advising meetings with the Academic Manager/Student Success Manager during the [SEMESTER+1] semester. Failure to complete this success plan will result in dismissal from the program.

For Attendance Probation....

Your current attendance percentage for the [Semester] term is XX, which falls below the minimum required to continue study at the BU Global Gateway Program and progress into full-time status at BU. As a result, you are placed on Attendance Probation for the [SEMESTER+1] term and we will re-evaluate for improvement at the [SEMESTER+1] midterm. Regular class attendance is not only closely linked to academic success, but is also a sign of respect for the professor and institution, as well as a sign of your commitment to your studies. If your attendance has not improved to above 80% by midterm of [SEMESTER+1], you will be dismissed from the program.

By signing the letter below, you acknowledge that you understand the satisfactory progress policy of the GGP. You also acknowledge that continued lack of progress in your courses will result in dismissal from the program.

________________________  ______________________________
Student Signature  Date

________________________  ______________________________
Center Director  Academic Manager