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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 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, as well as 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 2018, Study Group:

- taught 30,000 students from more than 140 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
- maintained 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
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. Baylor welcomes students from all 50 states, the District of Columbia, and 74 countries to study a broad range of subjects 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 XII Conference
- 19 varsity sports
- Women’s basketball was NCAA National Champions in 2005, 2012, 2018
- Men’s tennis 2004 NCAA national champions
- Produced 11 Olympic gold medallists across 4 different sports
- Finished either first or second among Big 12 Institutions in the Graduation Success Rate score six times in the last eight years
- Has won a combined 80 Big 12 Conference championships (43 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 when judged by objective academic standards, Baylor continues to move forward with distinction. Tenets of the Baylor mission include the following:

- 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. Recent Enrollment Statistics (2019)**

- 100 Graduate programs
- Over 2,400 Graduate students
- 40% of students are pursuing doctoral degrees
- 80% of students study full time
- The Baylor Graduate School has a 48% acceptance rate for the
- More than 60% of students are from Texas; Baylor students come from all 50 states and 64 foreign countries.

**G. Academics**

- Ranked # 76 on U.S. News & World Report’s 2020 review of U.S. colleges and universities. Baylor is a Tier 1 school among national universities
- Baylor’s Business School was ranked # 57 by U.S. News, 2020 rankings; #. 52 by Bloomberg Businessweek Best B-Schools, 2018 (U.S.) and # 63 Best B-Schools, 2018 (Global)
The Princeton Review ranks Baylor's Entrepreneurship program the 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
- 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 graduate 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% of U.S. universities with a Phi Beta Kappa chapter (the nation's oldest scholastic honor society)
- Global Friendship Program - a longstanding tradition that connects international students with 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% of students live on campus in 12 residence halls.

III. MIY Programs

A. Masters in Engineering

The Baylor Master of Engineering (M.Eng.) Program offers flexibility. M.Eng. students choose their course of study from across the engineering curriculum as well as courses from across the Baylor graduate program. The Baylor M.Eng. strengthens the students engineering foundation through coursework and a project that can be very focused or quite broad depending on the interest of the students. The Baylor M.Eng. program offers each student a deep dive that is centered in Engineering, or can include focused coursework in business, mathematics, statistics and more.

The M.Eng. program is for students who have earned an appropriate bachelor’s degree from an accredited university or college. It attracts students who want to strengthen their engineering foundation while looking ahead to possible future opportunities in the engineering field. The M.Eng. is offered for students who have an interest in digging deep into a selected topic in engineering or those that are more practice oriented.

All M.Eng. students are required to complete a 3 credit hour graduate level project in engineering. The M.Eng. student works side-by-side with Engineering faculty on a topic of current importance through research, development, or other engineering entrepreneurial activity. The project seeks to strengthen the student’s engineering foundation while advancing the state of the art in a leading-edge area of research. Projects can have a strong experimental component, a strong computational component, or both.

The M.Eng. program is intended for students seeking exciting careers in engineering development, design, analysis and application. M.Eng. students are well prepared to enter the workforce across the engineering
spectrum in industries including aerospace, automotive, manufacturing, electronics, energy, and more. This program is ideal for students who have an interest in corporate product development, product manufacturing, engineering consulting, or appropriate technology for developing countries.

IV. 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 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](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 Rooms 170 and 260 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 and general parking information is available here: [https://www.baylor.edu/dps/index.php?id=933899](https://www.baylor.edu/dps/index.php?id=933899).

   Visitors can park in an open lot near the Hankamer Cashion Building.

   Map: [https://goo.gl/maps/aBWdLBbx5kw](https://goo.gl/maps/aBWdLBbx5kw)

4. Key Staff

   Cornell H. Menking, Ph.D.  
   Director, Global Gateway Program
**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>Contact your assigned Student Success Manager if:</th>
</tr>
</thead>
<tbody>
<tr>
<td>● You don’t understand the work you are doing in class</td>
<td>● You are having difficulty with your class content or grades</td>
</tr>
<tr>
<td>● You have any questions about the work in a specific subject</td>
<td>● You wish to speak to someone about personal problems and do not know who to go to</td>
</tr>
<tr>
<td>● You are sick and will miss a class</td>
<td>● You would like information about something at BU</td>
</tr>
<tr>
<td></td>
<td>● You want to change your major</td>
</tr>
<tr>
<td></td>
<td>● You need to take time off from class for personal reasons</td>
</tr>
<tr>
<td></td>
<td>● You have a question about your fees, payment of fees, and/or refunds</td>
</tr>
<tr>
<td></td>
<td>● You have a question about your housing</td>
</tr>
<tr>
<td></td>
<td>● You need to submit documents for progression</td>
</tr>
<tr>
<td></td>
<td>● You have questions about your academic program or placement that your professors cannot answer</td>
</tr>
<tr>
<td></td>
<td>● You are unhappy with any aspect of the BU GGP academic program</td>
</tr>
</tbody>
</table>
You want to leave your pathway program  
You have questions regarding your Study Group bill associated with the tuition charges

Contact the **BU International Student and Scholar Services** Office if:

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

**BU Cashier’s Office** if:

- You have questions about your bill that are related to the charges associated with your insurance or other fee.

Call (254) 710-2222

- Emergencies on-Campus.

Call (254) 710-2211

- On-campus non-emergency.

Call **911**:

- Off-campus emergencies. You should only use this in a genuine emergency.

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**C. Calendars**

1. **Semester Dates**

The GGP calendar works within the BU academic calendar. 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 – [here](https://www.baylor.edu/graduate/index.php?id=95975).

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**D. Housing and Meal Plans**

1. **Off-campus housing**

GGP graduate students are responsible for finding and securing off-campus accommodations. The Graduate School offers more information about off-campus housing options here: [https://www.baylor.edu/graduate/index.php?id=95975].

2. **Meal Plans**

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.

More info about various types of meal plans can be found on the campus dining page [here](#) or on the BU Financial Services web page [here](#).

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**E. 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/)
F. Clubs and Organizations at BU

Being a part of the Baylor family is far more than going to classes and meeting academic requirements. Graduate students can take many of 330 student organizations, including academic and professional clubs, 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 – go to Online Tools > BaylorConnect), to help students get involved.

More info: https://www.baylor.edu/studentactivities/

V. 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 MIY students are responsible for adhering to Baylor University’s student policies and procedures found on the BU website (https://www.baylor.edu/student_policies/). This includes being familiar with the latest publications of the BU Student Code of Conduct and Honor Code. Violations of the BU Student Code of Conduct and Honor Code that are reported directly to BU Judicial Affairs will be adjudicated by Baylor University, not the GGP administration.

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 MIY 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 MIY 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 MIY 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.

The GGP administration reserves the right to internally adjudicate academic honestly violations in EAP courses, and not escalate the cases to BU Judicial Affairs. However, violations reported directly to BU Judicial Affairs will be adjudicated by Baylor, with the support and cooperation of the GGP administration. (See also Section IV.A.)

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.

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.

Professors have full discretion as to how to penalize students who are tardy (late to class) or absent for important assignments. However, they are asked to record all tardiness and absences for the purpose of GGP administrative record keeping in order to adhere to the policies stated in this section.

Excessive Absences

A student in the GGP must maintain an 80% attendance rate in each and every GGP course. If a student’s attendance begins to drop and is close to 80%, that student will receive an attendance warning (first warning). If a student falls below 80% in any given course at the midterm report, s/he will be put on Attendance Probation (final notice) 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 attendance in each course to above 80% by the end of the semester, s/he will be subject to dismissal from the Global Gateway Program (which will result in the International Student and Scholar Services office terminating the I-20 for falling out of compliance with SEVIS status requirements).
In cases of excessive absences, and at any point in the semester, the GGP administration has the right to dismiss and disenroll students. Excessive absence is defined as dropping below 80% attendance (in either a single course, or in combined overall attendance), and/or 5 days of consecutive absence (in either a single course, or in combined overall attendance). If it has been determined that a student is guilty of excessive absences, the student forfeits their right to an appeal (see Section V.L.) and will be immediately withdrawn from the program.

At any time, students may meet with the GGP administrative staff to discuss their attendance status. Any student anticipating an extended absence must speak with the Center Director to determine if a Leave of Absence is an option.

E. Other Unacceptable Behaviors
GGP students are Baylor students and will be held accountable to the Baylor Student Conduct of 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:

1. 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.

2. 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.

3. 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.

4. 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.

5. 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.

6. 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

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

8. **Identifying Yourself**
   Refusal to identify yourself when requested to do so by a University staff member

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

10. **Violating Others’ Privacy**
    Disregard for the privacy of self or others, including obscene, indecent or inconsiderate behaviours and exposing others to highly offensive conditions

11. **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/](https://www.baylor.edu/studentconduct/).

VI. **ACADEMICS**

The BU GGP offers programs for graduate and graduate 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 MIY students have their English tested upon arrival using a computer-based English language placement test, which includes speaking, reading, writing and listening sections. In addition to the standardized
computer test, students might also be asked to take a writing test and will be interviewed by GGP staff and/or instructors to help determine speaking ability. These assessments give the GGP an opportunity to confirm the student is prepared for the MIY program. 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, MIY 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>A-</th>
<th>B+</th>
<th>B</th>
<th>B-</th>
<th>C+</th>
<th>C</th>
<th>C-</th>
<th>D+</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>3.67</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>
<td>1.00</td>
<td>0.67</td>
<td>0.00</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>
<td>63-66</td>
<td>60-62</td>
<td>&lt;60</td>
<td></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 and Matriculation to Baylor University
To successfully complete the semester and progress to the next level of study in the MIY, or to successfully matriculate into Baylor University as a degree-seeking student, students must meet ALL of the following requirements:

- Earn a minimum grade of B (83%) in all EAP classes
● Earn a minimum grade of B (83%) in all BU classes.
  ○ Refer to the following documents/websites:
    ▪ Baylor University Graduate Catalogue
    ▪ Baylor Registrar’s Office > Frequently Asked Questions > Grading Policy
● Finish the GGP with at least a 3.0 GPA in engineering coursework, and
● Maintain an attendance rate of at least 80% in each course

F. See also “Program Completion and Matriculation to BU” section below. GGP Progress Reports
Students will receive at least one progress report 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.

G. Attendance Warning and Probation
An MIY student who is close to falling below 80% attendance in any single class, or as an overall percentage in all classes combined, will receive an attendance warning (first notice). A student falling below 80% attendance at midterm will be placed on attendance probation (final notice). There are no circumstances that allow for excused absences. (See also Section IV.D. GGP Attendance.)

H. Academic Warning (first notice)
MIY students who have a B- (82%) or lower in one or more courses 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).

I. Academic Probation (final notice)
An MIY 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 fails to meet the terms of his/her Academic Success Plan.
A MIY student placed on Academic Probation must develop a new Academic Success Plan with GGP staff at the beginning of the semester. Students on Academic Probation must also attend ISAS meetings. Students are expected to see their assigned ISAS at least 5 times before midterm progress reports are issued in week 10 of the semester. During week 10, ISAS may reduce the frequency of meetings depending on evidence of student success as they deem appropriate. Attending ISAS meetings is one important variable in considering a student’s opportunity to continue in the GGP program or matriculate to Baylor.
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 may be dismissed from the GGP.

J. Failing and Repeating Courses: if a student fails one or two courses (EGR or EAP), 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).

K. Student Dismissal

MIY 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 on the basis of their disenrollment from classes. (To remain “in status” international students must be enrolled in classes while on an I-20; therefore, students no longer enrolled in the program are, by definition, “out of status” and will have their I-20 cancelled. Such former students are required by law to leave the United States immediately.)

L. Appeals

MIY students can appeal a probation or dismissal ruling with the Center Director. Prior to a formal appeal to the Center Director being considered, students must attempt to appeal to their professor(s) in class(es) where failing grades were obtained. A written response(s) from the professor(s) must be presented as part of the formal appeal. Emails from the professors are acceptable.

Written appeals, including all supporting documentation (such as doctor’s note) must be submitted to the GGP Center Director within five (5) working days of the initial decision. A “working day” is defined as a day that, in the Baylor University calendar, the University is open for business (not a weekend or a holiday). Students must submit the GGP Student Appeal Form, located in the appendix of this handbook, for the appeal to be official. The GGP Student Appeal Form’s instructions must be carefully followed and can be submitted in-person or electronically to the Center Director or a Student Success Manager.

A final decision will be reached by the Center Director, with the support of the Vice Provost for Global Engagement, and sent to the student in writing within two (2) working days of the receipt of the appeal. No further avenues of appeal are available beyond this stage.

Because of potential complications due to holiday breaks, changes to registration and immigration status, and travel plans, GGP Students who are scheduled to matriculate (ie. IY 1 students) are advised to file the GGP Student Appeal Form as quickly as possible after receiving notice of final grades. Neither GGP nor BU officials are responsible for any legal or financial consequences resulting from students who fail to meet the minimum academic or attendance requirements.

M. Incomplete Grades

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

N. 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, their individual graduate department, or the Office of Career and Professional Development. Such referrals are particularly common in the final semester of the program.
O. Course Withdrawal
MIY 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.

P. 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.

Q. Enrolling in Courses Outside of the GGP
While in the GGP, MIY students are not allowed to enroll in courses outside of the GGP program. Students may not enroll in courses taken in any format (face-to-face or virtual/online) at any foreign or domestic college, university, or other institution of higher education.

R. 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).

S. Repeat Policies
MIY students who fail to meet the necessary requirements for progression to the next level of MIY study, and/or fail to pass an individual class, are required to meet with their assigned SSM and/or the Center Director. The student will be advised on appropriate coursework or appropriate next steps. Decisions will be finalized in consultation with the School of Engineering graduate faculty.

1. MIY - Engineering

<table>
<thead>
<tr>
<th>Pass both EAP</th>
<th>Fail 1 of 2 EGR</th>
<th>Fail 2 of 2 EGR</th>
</tr>
</thead>
<tbody>
<tr>
<td>Progress EAP</td>
<td>Progress EAP*</td>
<td>Progress EAP*</td>
</tr>
<tr>
<td>Repeat EAP</td>
<td>Repeat EAP*</td>
<td>Repeat EAP*</td>
</tr>
</tbody>
</table>

- EAP = English for Academic Purposes courses
- EGR = Engineering courses
- Pass = B (83%) or higher in a course
- Fail = B- (82%) or lower in a course

* Students passing all EAP courses in the program are eligible for consideration to be admitted to the Engineering Master’s program; however, students finishing the MIY program with less than 3.0 GPA in their Engineering courses will enter the Master’s in Engineering program on probation.
1. Course Repeat Policy

Repeating BU Courses

BU courses are subject to the policies found in the latest version of policies issued by the Baylor Registrar’s Office (see Graduate Catalog, and Registrar main webpage).

Repeating MIY 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

If an MIY student does not meet the necessary progression or matriculation requirements (see Section V. E), he or she will be placed on Academic Probation and GGP administrative staff will work closely with the student to monitor his/her progress.

If, at the end of a probation semester, a student does not meet the necessary progression or matriculation requirements (see Section V. E), he or she will be unenrolled from the GGP and advised of other options. MIY students shall only be placed on probation one time. A student who was on probation, successfully completed a repeated semester, but then fails to meet the program’s minimum progression requirements for a subsequent level, cannot be put on probation again. Such students will be unenrolled from the GGP and advised of other options.

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.

T. Program Completion & Matriculation to BU

1. Status as Continuing Admitted Students

While in the GGP MIY students are classified as Baylor University non-degree students. When the student is qualified to continue into the BU graduate program, they will be treated as continuing students and will receive a letter extending an offer of full admission into the BU graduate 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 an MIY student to successfully complete the GGP and progress to the BU graduate 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 BU Grade Point Average (GPA) of 3.0 or higher (see section V. below)</td>
<td>GGP Office</td>
</tr>
<tr>
<td>___ A grade of B (83%) or better in all EAP and BU classes and successful completion of all Baylor University courses and requirements.</td>
<td>GGP Office</td>
</tr>
<tr>
<td>___ Maintain an attendance rate of at least 80% in each course</td>
<td>GGP Office</td>
</tr>
</tbody>
</table>
At least one meeting with your assigned advisor (usually happens by mid-semester).

A completed Study Group Exit survey and possible interview. Completed Declaration of Intent to Enroll Form (indicate Fall, Spring, Summer 1 or Summer 2)

Completes Title IX and Integrity Tutorials (*instructions come in an email during students' first semester as a GGP student*)

Proof of no outstanding balances with either Study Group or Baylor University.

No holds.

The following documents are required, but should already be on file in the BU Admissions Office:

- Original high school transcripts
- Original university transcripts (if applicable)
- Health Record Vaccination Form

U. 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 3.0 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 B (83%) 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**

MIY 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 graduate degree.

A minimum grade of B (83%) is required to pass all EAP courses.

MIY students must possess a 3.0 GPA in BU coursework to matriculate into the BU graduate program.

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 policies found in the latest version of policies issued by the Baylor Registrar’s Office (see BU Graduate Catalog and Registrar main webpage).

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

V. Academic Advising

During the second half of each semester in the MIY the GGP staff will arrange for each and every MIY student to meet with a representative of the Master’s in Engineering program to discuss the engineering courses to be taken in the following semester. The first semester’s courses are predetermined (EGR 5302 and ME 5351), but each student’s subsequent engineering courses will be custom-tailored during these advising meetings, which will take into account each student’s career interests, previous studies, and any struggles in either English or Engineering courses.

VII. The Family Educational Rights and Privacy Act of 1974 (FERPA)

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

VIII. 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 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 Baylor’s International Student Scholar Services/Designated School Officials in the Center for Global Engagement to apply for reinstatement 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.

IX. 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 Center Director 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 finished the GGP.
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.
X. 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

Once classes begin, the Student is subject to University withdrawal policies as outlined https://www.baylor.edu/sfs/index.php?id=936945. The Student shall be deemed to have withdrawn from the program when any of the following occurs:

- Following University policy, the Student has scheduled an exit interview with a representative of the Paul L. Foster Success Center.
- The Student or the University notifies Study Group of his/her withdrawal by providing written intent to withdraw to the Study Group Center Director.
- Study Group or the University terminates the Student’s enrollment for failure to maintain satisfactory progress; failure to abide by the rules and regulations; incur absences in excess of maximum set forth; and/or failure to meet financial obligations.
- Failure to return from a leave of absence.

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

XI. COURSE DESCRIPTIONS – MIY EAP

**GBL 0424 Grammar II (4 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 0421 Reading & Writing II (4 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 0423 Listening/Speaking II (4 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 0434 Grammar III (4 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 0431 Reading & Writing III (4 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 0433 Listening/Speaking III (4 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 0437 Critical Thinking (4 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 analysing 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.

XII. Course Descriptions – Baylor University

M.Eng. students typically build a strong mathematical and computational foundation through courses in Engineering Analysis and Numerical Methods. Beyond that, course selection from across the engineering curriculum can be tailored to the interest of the student.

**Mechanical Engineering:**


**Electrical and Computer Engineering:**


M. Eng. students may take up to 12 hours outside the Department of Engineering in the Master of Business Administration (MBA) program or the departments of Mathematics, Statistics, Biology, Chemistry, or Physics with consent of the advisor.

- Business courses from the MBA program that can be taken include: MGT 5320 Manufacturing and Service Operations, ENT 5315 Entrepreneurial Behavior and Skills, and ENT 5320 Entrepreneurial Finance.

All courses available in the latest edition of the Baylor University Catalogue.
XIII. APPENDICES
1. APPENDIX: ACADEMIC SUCCESS PLAN TEMPLATE/SAMPLE

**Academic Success Plan**

Name: ____________________ Date: ________________

Arrival Semester/Level: ________ Current Level: ________

You are now on academic probation. Through this Academic Success Plan, you will identify the problem(s) you are having and list the steps you will take to correct them.

<table>
<thead>
<tr>
<th>Class</th>
<th>Grade</th>
<th>Class</th>
<th>Grade</th>
<th>Class</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td>3.</td>
<td></td>
<td>5.</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td>4.</td>
<td></td>
<td>6.</td>
<td></td>
</tr>
</tbody>
</table>

I. IDENTIFY THE PROBLEM(S): check all that apply; explain where necessary

- [ ] Poor Attendance
- [ ] Late/Missing Work
- [ ] Poor Time Management
- [ ] Poor Study Habits
- [ ] Testing Issues
- [ ] Family/Personal Problems
- [ ] Social Distractions
- [ ] Health Issues
- [ ] Academic Integrity Violation(s)

Other: ____________________________

II. CREATE AN ACTION PLAN

You must earn a C (73%) or higher to pass a class. You must have a cumulative GPA of 2.75 or higher to move forward in the GGP. What will you do to make this happen?

**Goal 1:**

Example: I will earn at least an 83% in my Reading Class for Fall 2019. - BE SPECIFIC!

**Strategies:** What actions will you take to meet your goal?

*How often? For how long? What type? How many pages or practice problems?*

**Bad Example:** I will talk to my professor.

**Good Example:** I will go to my professor’s office hours once a week.

1. ___________________________________________

2. ___________________________________________

3. ___________________________________________

**Obstacles:**

*What might make it hard to reach your goal?*

**Resources:**

*What places, people, or things can help you reach your goal?
Goal 2:  

Strategies: What actions will you take to meet your goal? - BE SPECIFIC

1. 

2. 

3. 

Obstacles:  
(What might make it hard to reach your goal?)

Resources:  
(What places, people, or things can help you reach your goal?)

III. MY COMMITMENT

I, ______________________________, understand that I am responsible for my academic success during my studies at the GGP. With that understanding, I will (please initial the following):

_____ Make all reasonable efforts to follow my action plan.

_____ Read, review, and re-evaluate my action plan regularly to ensure that I progress.

_____ Meet with the Student Success Manager and/or my professors to seek feedback on my progress.

I understand that I am currently on Academic Probation, and that I must have a C (73%) or higher in each course AND a cumulative GPA of 2.75 at the end of the semester. If I do not satisfactorily meet these requirements, I understand that I may have to repeat a course, repeat my current IY semester, or that I may not be able to continue in the GGP or matriculate into Baylor University.

Student Signature __________________________ Date ________________

________________________ Date ________________

GGP OFFICIAL

* For internal use only: upon completion, upload as a note to SSC.
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 3.0 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 3.0 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 3.0 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
1. **APPENDIX: GGP Student Appeal Form**

**GGP Student Appeal of Probation or Dismissal Form**

Instructions:
- This form is to be completed by the student.
- Form may be submitted in-person or electronically (email) to the Center Director or a Student Success Manager.
- Either a scan or a photograph of the student’s handwritten signature and date must be present for this appeal to be considered.
- Students must submit this form within 3 calendar days (days that Baylor University is open) from the time that the student’s last final semester grade was reported.

| Full Legal Name: ___________________________ | BU Student ID#: ____________ |
| BU Email Address: ____________________________ | |
| Current IY Level: □ Y1 □ Y2 |
| Current Semester: □ Fall □ Spring □ Summer Year: ________ |
| First semester in the GGP? □ Fall □ Spring □ Summer Year: ________ |
| What are you appealing? □ Probation and not progressing □ Dismissal from GGP □ Probation and not matriculating |
| An appeal to the professor(s) where failing grades were received was attempted? □ Yes □ No |
| A written response from the professor(s) is attached as part of this appeal? □ Yes □ No |

On a typed (no hand written submissions will be accepted), separate page, please provide specific and detailed responses to the question below:

1. Why do you think your appeal should be considered?
2. What additional information or documentation supports your appeal (ie. Medical problems, family issues, etc.)? Attach copies of any relevant documentation. 
3. Complete the following:

<table>
<thead>
<tr>
<th>Class Number &amp; Name</th>
<th>Professor</th>
<th>Grade</th>
<th>Explanation for Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
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<td>2.</td>
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<td>6.</td>
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</tr>
</tbody>
</table>

Number of Pages Attached: _____

Student Signature: ___________________________ Date: ________________

Response and Decisions:
- In most cases, students can expect a written response within 2 working days of acknowledging receipt of this document.
- Appeal denials will be final and will represent the joint decision of the Center Director and the Vice Provost for the Center for Global Engagement.
- The Center Director reserves the right to extend the decision period for the purpose of gathering additional information.