APP Student Handbook (2024-2025)

[**APP MISSION 1**](#_heading=h.30j0zll)

[**APP STUDENT POLICY IMPLEMENTATION 2**](#_heading=h.1fob9te)

[APP Records 2](#_heading=h.3znysh7)

[Attendance 2](#_heading=h.2et92p0)

[Change of Status for APP Students 4](#_heading=h.3dy6vkm)

[Academic Dishonesty 6](#_heading=h.4d34og8)

[Student Honor Code of the American University of Iraq, Sulaimani 6](#_heading=h.2s8eyo1)

[Behavioral Guidelines 8](#_heading=h.17dp8vu)

[Student Complaints 8](#_heading=h.3rdcrjn)

[Grading 9](#_heading=h.26in1rg)

[Requirements for passing APP Program 10](#_heading=h.lnxbz9)

[**Student Academic Support 11**](#_heading=h.35nkun2)

[**APP Tutoring Program 11**](#_heading=h.1ksv4uv)

[Graduating from APP into the Undergraduate Program 11](#_heading=h.44sinio)

[Grade Appeals 12](#_heading=h.2jxsxqh)

[English language placement testing policy 12](#_heading=h.z337ya)

[**TOEFL PLACEMENT LEVELS: 13**](#_heading=h.3j2qqm3)

[Waiver of English Language Placement Test 13](#_heading=h.1y810tw)

[APP Academic Dismissal Policy 14](#_heading=h.4i7ojhp)

[APP Readmission Policy 15](#_heading=h.2xcytpi)

[Health at AUIS 16](#_heading=h.1ci93xb)

[Safety at AUIS 17](#_heading=h.2bn6wsx)

[Interpretation of Proficiency Scale 17](#_heading=h.qsh70q)

[AY 2023-2024 18](#_heading=h.3as4poj)

[FAQ for New Students 19](#_heading=h.1pxezwc)

#

# APP MISSION

The mission of the American University of Iraq, Sulaimani (AUIS) Academic Preparatory Program is to prepare non-native English-speaking high school graduates to enter the AUIS undergraduate program by teaching them academic English, critical thinking skills and study habits. Our goal is to ensure that upon completion of the Program, students have the necessary proficiency in English reading, speaking, and writing, and awareness of academic cultural norms and expectations to succeed in their first year of undergraduate studies at AUIS.

# APP STUDENT POLICY IMPLEMENTATION

## **APP Records**

All student grades are recorded on Moodle, and are visible to students at various points throughout the semester. Final grades are reported on Sonis.

## **Attendance**

Daily attendance in all APP classes is strongly encouraged. Nevertheless, circumstances arise which require a student to miss classes. This attendance policy has been created with the following points in mind. If a student misses a class, they are still responsible for the material and assignments that they missed.

1. The absence policy remains in effect for the entirety of the APP Terms.
2. If a student misses 9 minutes or less of class, that student will be marked as tardy.  This counts if a student arrives late or leaves early. Two tardies equal one absence.
3. Both blocks are considered a single class with one absence allowed per day (2 possible tardies). The maximum number of absences in double-block classes is 9. If a student is absent from one block, they incur 1 absence, but are strongly encouraged to attend the second block if possible.
4. English Course Attendance: When any APP student accumulates 9 absences in a Reading or Writing class during an APP term, that student will fail that class, and should only repeat the failed class. He or she will be sent an email notification of level failure by the APP Administrative Manager. The assigned class grades will be 0. Students who have failed on absences for a class, cannot attend the class for the remainder of the term. Students cannot audit failed classes.

\* Please see the chart below regarding written warning and final notice of class failure.

| **APP Attendance**  | **Consequences** |
| --- | --- |
| 4-7 Absences in Reading or Writing | Receives 1st written warning from instructor  |
| 7.5-8.5 Absences in Reading or Writing | Receives 2nd written warning from APP Administrative Manager |
| 9< Absences in Reading or Writing | Receives notice of class failure from the APP Administrative Manager |

1. Concurrent Attendance (Reading 100, Writing 100): Reading 100, Writing 100 courses follows the same attendance policy as the UG programs. \*The number of absences in a UG class depends on the number of class meetings per week per semester. Students can expect to get written warnings and notice of class failure from the Dean of Students.

| **Concurrent Attendance** **Length of Course**  |  **Reading 100, Writing 100 Attendance** **13 Weeks**  |
| --- | --- |
| 1st Written Warnings from instructor | 3-4 absences  |
| 2nd Written Warnings from instructor | 5-6 absences  |
| Receives notice of course failure from Dean of Students  | 6< absences  |

\*If students miss 40% of their lectures, 5% will be deducted from their average grades for the course.

**All Students:**

Attend every class. Be on time.

* If you need to miss a day, inform your teachers. **It is the student’s responsibility to catch up on any missed work.**
* If you are not in class, you will be counted as absent. No excuses will be accepted. This may affect your participation grade.

Attend every exam.

* Please refer to your APP calendar. Missing one of the major exams makes it difficult to pass a level.
* If you need to miss an exam, you must notify your teacher and the Director in advance. A penalty may be imposed for missed major assessments.

\*With online/distance learning, APP will follow an attendance policy that aligns with your Zoom sessions, and APP instructors will adopt the policy to fit the online class structures.

## **Change of Status for APP Students**

Students who need to leave APP for one or more terms must complete an **APP Program Status Update form**. Students who are not studying or not enrolled will change to one of the following statuses:

* **Leave of Absence (LOA)**: Students inform the university before the term starts that they will not study for one term. APP will accept LOAs for students who have not attended classes in a term through the end of Week 1 (refer to calendar). Students are allowed to take an LOA for one term. Students will be notified by the APP Administrative Manager about their LOA. If students do not return after their LOA expires, they will be permanently dropped from AUIS at the start of the following term.

*LOA form can be n downloaded from: [https://www.auis.edu.krd/sites/default/files/APP%20-%20Leave%20of%20Absence%20Form\_0.pdf] or picked up from the APP administration office B F2-37*

* **Fail on Attendance/Level drop**: This means students that have attended classes in a term and have decided not to complete the term. Students will receive a zero on Moodle and on Sonis. This counts as a level fail and may affect a student’s scholarship. Students who take a level drop ***after*** Week 1 will be financially responsible for the semester.
* **Withdrawal**: This option is for students who are leaving the university permanently. Upon completing the APP Program Status Update form, students may take back their high school certificates from the Registrar’s office. Students who withdraw and want to return to the university in the future must reapply through the Admissions Office. Please follow the readmissions procedure.

*Permanent Withdrawal form can be downloaded from [https://www.auis.edu.krd/sites/default/files/APP%20Withdrawal%20Form.pdf] or picked up from APP administration office B F2-37.*

Students who leave APP *without completing an APP Program Status Update* form will be permanently dropped from AUIS. This means they lose their seat at the university and must reapply if they want to return.

Steps for Students

1. Any student who plans to leave APP visits the Director’s office to fill out the APP Program Status Update form.

2. The student gets the form signed by the Dean of Students, who ensures there are no outstanding dorm issues.

3. The student gets the form signed by the Bursar in the Finance Office, who ensures there are no outstanding financial holds.

4. The student gets the form signed by the registrar, who collects the student’s AUIS ID card and keeps the form in the student’s permanent AUIS file.

# Tuition Fee, Financial Hold, and Final Grades on SONIS:

It is the student’s responsibility to keep an accurate record of their financial status/tuition at AUIS.

APP posts its updated tuition calendar every academic year on the AUIS website along with the APP academic calendar.. [ Link]

Each term, students will be sent two formal email notifications by the finance department:

**First Email Notification:** The first finance notification is issued during the second week of APP classes. This notice will include information on a student's financial status. Students must promptly visit the finance office at A-G-37 to settle their financial account.

**Second Email Notification:** A second financial notification is issued to students during the 4th week of each term. The second financial notification serves as a crucial reminder. It is the student's responsibility to settle their financial accounts. Failure to settle any outstanding balance will result in a financial hold being placed on the student's SONIS account.

**Scholarship and Sponsorship students:** Students who have received any financial support need to follow the contractual agreements **must follow up with the scholarship/sponsorship office.**

**It is important that students seek appropriate guidance and support from the scholarship/sponsorship office in case of a Leave of Absence, Course Withdrawal/ Drop, and level fail.**

 \*\*\*The APP Department is not responsible or liable for the processes and decisions regarding financial aid. APP Department is not responsible nor liable for a scholarship award or discontinuation of financial aid/support.

**Consequences of a Financial Hold:**

1- Students will not be able to view their final grades on SONIS due to the financial hold and failure to meet payment requirements.

2-Students will not be able to register for APP classes in the upcoming term until the financial hold is successfully lifted.

It is important for students to diligently manage their finances to ensure seamless registration and timely access to their final grades.

## **Academic Dishonesty**

Academic integrity is honest behavior in a school setting. Students agree to maintain academic integrity when they enter AUIS by signing the AUIS Student Honor Code:

### Student Honor Code of the American University of Iraq, Sulaimani

(Written (2010) and revised (2014) by AUIS Undergraduate Students)

The motto of the American University of Iraq, Sulaimani is “Learn today, lead tomorrow.” The core values of the University are freedom and responsibility, democracy, free expression and inquiry, equal opportunity, individual rights, tolerance, and honorable personal and professional behavior.

**Diversity, Inclusion, and Equity**

Diversity, equity, and inclusion are important to AUIS, and we are committed to providing a safe and inclusive environment for all students. The different backgrounds, traits, values, and viewpoints that students bring to our university are a source of strength and enrich the experience for everyone. We engage with each other respectfully when we disagree, and we strive to increase our capacity for understanding others. Disruptive, insulting, or disrespectful language or behavior will not be tolerated. Together, we can create a positive learning environment for all members of AUIS.

In order to create a healthy educational environment and to help us achieve our mission of educating future leaders, students are encouraged to follow the guidelines below. These guidelines are the Honor Code of the University. Any act that violates these guidelines will result in serious consequences, which may include dismissal from the University.

1. Each student's work will be the result of his or her own honest academic efforts.
2. Students will use English during all educational pursuits at AUIS. No other languages should be used during class discussions and examinations.
3. Students will neither give nor receive any assistance from their classmates during examinations, homework, assignments, et cetera (unless permitted by the professor). This constitutes cheating.\*
4. Students will neither lie nor steal.
5. Students will respect university property and the private property of others.
6. Students will abide by the rules set down in the AUIS Academic Catalog.
7. Students will respect one another and University staff and faculty members, regardless of their ethnicity, religion or philosophy, gender, age, economic standing, occupation, or political affiliation.

**"On my honor, I will follow these guidelines."**

\*Cheating

At AUIS, cheating is defined as receiving unauthorized assistance in any capacity. This includes but is not limited to:

* having and sharing work/class notes during major and minor assessments
* using electronic devices for searching information and translation purposes during assessments
* verbally sharing and receiving information during major and minor assessments
* writing an assessment on behalf of another student

Students who violate the AUIS Honor Code by engaging in academically dishonest behavior, such as cheating or plagiarizing, will follow these steps:

Procedures for Academic Integrity Offenses

***First offense*:** APP teacher documents the offense and decides the grade penalty for the student.

***Second offense*:** APP teacher documents the offense and decides the grade penalty for the student.

***Third offense*:** APP teacher documents the offense and decides the grade penalty for the student. The Integrity Review Committee (IRC) will meet to discuss action.

 Options for the IRC

1. The offenses do not warrant additional action at this time.
2. Student immediately fails the level.

***Fourth offense*:** APP teacher documents the offense and decides the grade penalty for the student. The Integrity Review Committee (IRC) will meet to discuss action.

Options for the IRC:

1. The offenses do not warrant additional action at this time.
2. Student immediately fails the level.
3. Student will be dismissed from the university.

Steps for students

1. Students who commit an academic integrity offense will be notified by their teacher.  Their teacher will explain why the incident is an academic integrity offense and will inform the student of the consequences.  Their teacher will file an Integrity Offense form with the Director.
2. Students can appeal an academic integrity offense decision by completing the Academic Integrity Offense Appeal form.  To complete the form, the student must explain in writing what happened.  The student should also include any email correspondence with the instructor or other relevant documentation to support the appeal.  The student should submit the completed form and supporting documentation to the Director.
3. If students have three or more offenses, the Director will notify them that their case is up for review by the Integrity Review Committee (IRC).  Students will have one week to prepare an optional written statement for the IRC.  The IRC will review all of the student’s offenses and rule on the student’s status.  The Director will notify the students of the IRC’s ruling.

\* The AUIS academic honor code and plagiarism policies will be treated the same in the event of distant/online learning classes.

## **Behavioral Guidelines**

AUIS students must at all times be careful, responsible, and respectful in their dealings with others. Violations of the behavioral standards may be considered Behavioral Violations. This applies to students inside classrooms, on campus (including the dorms), and, in some cases, off campus. Students are reminded that social media are considered to be public.

If a teacher removes a student from the classroom for violation of classroom policies, the student will be marked tardy as a consequence. Teachers reserve the right to lower the student’s participation in such cases. All removals will be reported directly to the Director of APP via the Classroom Violation Form and a behavioral strike may be issued.

If a student refuses to leave class when a teacher removes them for a violation of classroom policies, the teacher will refer the student directly to the Director of APP for a behavioral strike.

For more information about behavioral standards and consequences for violating these standards, please see the AUIS Academic Catalog on the AUIS website (www.auis.edu.krd).

## **Student Complaints**

Students are strongly encouraged to resolve any class-related problems directly with their teacher. If they are unable to find a solution with their teacher, APP students can file a formal complaint using the following procedures. The Student Complaint form is available on Moodle.

Steps for Students

1. Students who have a complaint against an instructor should contact the instructor to attempt to resolve this issue.

2. If the issue is not resolved, the student may submit a formal complaint using the APP complaint form. To complete the form, the student must explain in writing what happened. The student should also include any email correspondence with the instructor or other relevant documentation to support the complaint. The student should submit the completed form and supporting documentation to the Director. The student complaint form can be found in APP class’s Moodle page.

3. The Director will review the complaint and arrange a meeting with the student and instructor to resolve the issue. The complaint form will be signed by the student, instructor, and Director, and will be kept in the instructor’s file.

## **Grading**

APP teachers record all grades in Moodle throughout the term. Students have the ability to check and review these grades at multiple times during the term. APP reserves the right to cancel any assessment that is deemed inaccurate due to academic integrity or validity.

On the last day of classes, all Moodle grades are hidden from APP students. Teachers grade final exams and enter final grades on Moodle and Sonis. Once the grades are finalized on Sonis, they will be available to students who do not have a financial hold on their account.

| **Grade** | **Definition** |
| --- | --- |
| 80-100 | Superior |
| 75-80 | Above Average |
| 71-74 | Passing/ Satisfactory  |
| 70 | Passing |
| 0- 69 | Failing. Must repeat |
| WF | Withdraw Failing |

## **Requirements for passing APP Program**

In order to pass Levels Foundations, Level 1, and 2, a student must earn at least 70% in each of the two classes. Any student who does not earn this grade in each class must repeat the level. If a student fails one course, he/she must repeat only the course they have failed in order to proceed to the next level.

In order to pass Level 3, a student must earn at least 70% in each of the two English classes. Any student who does not earn this grade in all of their courses, he/she must repeat the failed course in order to progress to UG.

Requirements for passing Concurrent Enrollment Program

For the Concurrent Enrollment program, students need to earn the required pass grade of 60% for each of their classes. Students need to pass all of their classes (Reading 100 and Writing 100) in order to progress in UG. Concurrent Enrollment courses are worth 3 credits each.

 \*Please see below the UG grade scale that will be applied for our Concurrent Enrollment Program.

| **Grade** | **Definition** | **Percentage** |
| --- | --- | --- |
| A+ | Superior | 93-100 |
| A- | Superior | 90-93 |
| B+ | Above Average | 87-89 |
| B | Above Average  | 83-86 |
| B-  | Above Average | 80-82 |
| C+  | Satisfactory  | 77-79 |
| C | Satisfactory  | 73-76 |
| C-  | Satisfactory  | 70-72 |
| D+  | Passing | 67-69 |
| D | Passing  | 60-69 |
| F | Failing | 59- below  |
| W | Withdraw | n/a |
| WF | Withdraw Failing  | n/a |
| I | Incomplete | n/a  |

# Student Academic Support

**Attending Faculty Office hours**
APP students are encouraged to keep an average grade of 70 % throughout the term. If a student does not accomplish this grade, he/she is strongly encouraged to go to office hours and sign up for extra tutoring sessions. It is the students’ responsibility to keep track of their performance and to seek help immediately when necessary.

# APP Tutoring Program

Tutoring is an APP service run by the administration and the APP Administrative Manager. APP ex graduate students offer their tutoring services to students who need extra academic support. Students that are struggling are encouraged to sign up for a tutor who has background knowledge in the subject. A student and tutor can determine the frequency and the appropriate time for their lessons to take place, which occurs in an assigned location. The tutor sign-up sheet is available and should be signed whenever a meeting has taken place. A tutor **MUST** inform APP Administrative Manager and administration if a student asks the tutor to violate any of the integrity offenses.

Steps for Students

1. Attend office hours for extra help.
2. Try to keep midterm and final grades above 70%. If your grades drop below 70% by the midterm, you have the ability to bring up your grade by doing either Step 3 or 4 as stated below.
3. Visit the APP Administrative Manager to sign up for tutoring sessions after classes.
4. Talk to your teachers about how to improve and to schedule office hours.

## **Graduating from APP into the Undergraduate Program**

APP students advance to the UG program and receive the APP Graduation Certification by completing the following:

1. Passing Level 3 and Concurrent Enrollment program (Reading 100, Writing 100)

2. Scoring a 72 on the TOEFL iBT test.

A student who scores a 72 on the TOEFL iBT test or has completed the English requirements at Level 3 may participate in the graduation ceremony.

## **Grade Appeals**

APP students who believe ***there is a mistake*** in their final grade can appeal the grade by using the following procedures.

Steps for Students

1. Students who disagree with a final grade must contact the instructor within two days (48 hours) of receiving the grade, and the instructor and student should attempt to resolve the problem.

2. If the issue is not resolved, the student can obtain the grade appeal form (available on student page on Moodle or the director’s office) and email an appeal to the Director, explaining the nature of the complaint. The student must meet with the Director and provide all graded papers from the course to demonstrate that a calculation error by the instructor or the failure to record one or more grades resulted in the incorrect final grade in the course. Providing all graded material to support the appeal is a requirement for this process.

The grade appeal form and meeting with the Director should be completed within one week of grades being posted on Sonis.

3.The Director will review the case and email a response to the student with a copy to the instructor and Registrar to be placed in the student’s file. The Director’s decision is final and may not be appealed.

## **English language placement testing policy**

AUIS and APP admit students of all ages, cultures and backgrounds. Each student’s level of English proficiency is tested (using the AUIS Placement Test) prior to the start of his or her time on campus. The AUIS admissions policies ensure that all students get the instruction that they need in order to thrive in an American-style education system.

**AUIS Prospects (New Students):**

AUIS shall use the AUIS placement exam or the TOEFL iBT as its primary English placement exam for AUIS admission and APP level placement. TOEFL results and APP English placement exam results for new students are final and determine placement into APP levels.

**APP Enrolled Students: Currently enrolled, Withdrawn or LOA:**

Once enrolled, if students want to change their APP level, they are allowed to participate in an official TOEFL iBT during a scheduled date with the AUIS testing center or certified testing centers. TOEFL iBT is used for enrolled students who wish to skip their current English level.

AUIS Testing Center offers the TOEFL iBT for enrolled APP students.

* A higher score on the exam can advance their level in APP.
* A lower score on the exam will not affect their APP level.
* Any type of academic dishonesty (using a cell phone, looking at your neighbors answers, talking during the exam) will result in an Integrity Strike.

To test directly into the Undergraduate Program from APP, students must pass the TOEFL iBT. These are more comprehensive exams that test all academic skills. This will increase the rigor and security of direct testing to the UG program. *Already enrolled students in APP cannot use the APP placement test to test out of APP into UG.*

# TOEFL PLACEMENT LEVELS:

| **AUIS Levels** | **CEFR** | **AUIS iBT TOEFL** | **AUIS (ACTFL & CEFR)** | **APP Level advancement**  |
| --- | --- | --- | --- | --- |
| Foundations | A1 | 0-29 | Novice low- Novice mid |  |
| APP 1 | A2 | 30-42 | Novice high, Intermediate low | Passing Foundations with 70+ grade |
| APP 2 | B1 | 43-58 | Intermediate Mid, Intermediate High | Or passing Level 1 with 70+ grade  |
| APP 3 | B2 | 59-68 | Intermediate high to Advanced low | Or passing Level 2 with 70+ grade  |
| UG Concurrent Enrollment2 ESL + 3 UG  | B2+ | 69-71 | Advanced low to Advance mid | Or passing Level 3 with 70+ grade  |
| UG5 UG credit classes | C1 | 72 | Advanced mid to Advanced high |  |

## **Waiver of English Language Placement Test**

Any high school graduate may register for entry-level (Foundations) APP classes at AUIS without taking an English language placement examination.

To enroll in higher level APP classes, or in undergraduate classes, AUIS requires applicants to take an English language placement examination (TOEFL or AUIS test) to determine the level at which they should enter.

*Placement Examination Waivers:*

Students may register for undergraduate classes in the following circumstances without taking an English language placement exam:

1.     Iraqi and Kurdistan Region students who have completed at least the final two years of study at, and graduated with at least a B average from, an AUIS Direct Entry Secondary School which teaches most courses in the English language.  A list of such schools is available upon request.

2.     Students who have achieved a score of at least 670 on the Critical Reading section of the SAT exam.

3.     Students whose native language is English, or who have completed at least four years of secondary school in English in a country where English is an official language.

## **APP Academic Dismissal Policy**

Students can be dismissed from APP for the following reasons:

1. Failing the same level 3 times.
2. Failing to return to classes after a student’s LOA is expired.
3. Behavior that violates AUIS’s code of conduct.
4. Multiple Integrity offenses that have been reviewed by the IRC (Integrity Review Committee)

\*Important: A student whose LOA has expired can be dismissed from APP and has to reapply.

* Dismissals are issued on the 2nd day of each term, after all TOEFL iBT results have been submitted to APP Admin.
* A letter will be emailed and placed into the student permanent file.
* The change of Enrollment status will be made in Sonis.

Students who are dismissed may re-apply to AUIS after one full year, as long as they present a TOEFL iBT score to place them in the next APP level.  When students re-apply, they have to adhere to the tuition and policies of the year they apply in.

To reapply, please visit the AUIS Registrar’s office to request a readmission application.

* The readmission ( admissions, registrar, representative from finance, APP Director )

##

## **APP Readmission Policy**

Students dismissed from APP due to academic integrity or behavioral issues are not eligible for readmission to APP.

By applying for readmission, a candidate understands that he/she will be viewed as a new student with a new enrollment contract. Readmitted students are responsible for the graduation requirements, tuition, and academic policies that exist at the time of re-entrance.

* Readmitted students must take the TOEFL iBT within one month of their readmission application.
* If granted readmission, the results from the TOEFL iBT will determine their new level of entry.

The Director of Admissions and the Director of APP require an applicant for readmission to file a letter containing such supplementary information as is needed for proper consideration:

* Submit a personal statement explaining the reasons for your withdrawal, how those reasons have been addressed, and why you are applying for readmission now.
* Submit a letter from your physician stating the status of your health if you withdrew for medical reasons.

Students under academic dismissal are eligible for readmission after one full academic year. They should present evidence of successful changes as part of their application for readmission. Applications for readmission are reviewed individually. Decisions are based upon such factors as previous level of achievement, reasons for withdrawal, the candidate’s potential for successfully completing a degree program, positive social review, and institutional capacity.

**DEADLINES:**

For students that wish to apply or re-apply to AUIS, need to do so three days before the start of the terms (excluding summer).

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**PROCESS OF READMISSION**

The Steps for readmission:

1. Students will fill out an application form to be readmitted at the admission’s office.
2. The admissions director, emails APP to find out the following about the concerned candidate:

-That there are no outstanding financial fees

-That there are no outstanding documentations

-That there are no problems of being readmitted

 3. APP also verifies, if the student can return to the previous level or needs to retake the TOEFL iBT test.

\*If the student has been gone longer than one academic year, the student needs to take the placement test.

THE ABOVE STEPS MUST BE COMPLETED BEFORE ACTION CAN BE TAKEN ON YOUR APPLICATION. COMPLETION OF ALL ADMISSIONS PROCEDURES IS THE RESPONSIBILITY OF THE APPLICANT.

**APP ADMIN PROCESS FOR READMISSION:**

**Once a student has submitted his readmission application form, the following steps occur:**

1. The APP Director reviews the application to see if the student is eligible for readmission.
2. The APP DRC (made up of APP Director, APP Administrative Manager, Deputy of Finance and the Registrar) meets to review each case.

 3. If readmitted, the APP Director emails the AUIS Admissions office to inform them about the readmission case.

1. the APP DRC determines if the student needs to take the English placement test or not
2. the student should sign the readmission contract and pay $500 as tuition deposit in order to be officially readmitted. The amount is non-refundable.

 4. Admission e-mails the AUIS Registrar to notify them to change the status, and complete the process for readmission.

\*If a student has been gone longer than one academic year, the student needs to take the placement test.

## **Health at AUIS**

If you have a health issue, you can contact:

o Student Services Department: 07741514707

o AUIS Health Clinic: X 2885 on any AUIS phone

o Faruk Medical Center: 0770 900 0000

o Emergency Hospital

o AUIS Front gate, to call for an emergency taxi – (0535112020, 1, 2874 OR 2873)

Primary health care services are conducted at the AUIS’s medical clinic (First Aid Center), located in A-B1-41. They are open from 9:00 am -12:30 pm (Sunday- Thursdays) and the number is +0535112020, dial 2, then dial 2885 on your mobile. Secondary health care services are coordinated by Rozhan Saman in Student Services.

There is a first-aid kit in the APP Admin office (B-F2-37).

Dormitory residents should contact the Facilities Management Department(FMD) , Kaka Rebaz Nawzad for medical emergencies between the hours of 8:00 am and 5:00 pm. Residents should contact 122 after 5:00 pm.

If residents need to go to the hospital for non-emergency situations, they are advised to make their own way to the hospital. If a resident needs transportation to the hospital, Housing staff will be able to request a taxi to take students to the hospital.

**C.A.R.E.S**

AUIS has a mental health support team called C.A.R.E.S ( Crisis Assistance Response Evaluation and Support) team to respond to students who are in crisis or need mental health support.

Contact one of the C.A.R.E.S representatives or in case of an on-campus emergency, contact Dr. Aso.

## **Safety at AUIS**

Safety is important at AUIS. When an alarm sounds students must immediately gather their valuables from the classroom and prepare to leave the building according to their instructor’s directions. Students must move quickly and calmly to the designated assembly point and refrain from taking photos and using social media during this time. Students may only re-enter the building with their instructor.

##

## **Interpretation of Proficiency Scale**

## **AY 2024-2025**

This scale indicates what students are able to do in the different skill areas after successfully completing each level.

| **Level** | **Study Skills** | **Reading and Listening** | **Writing and Grammar** |
| --- | --- | --- | --- |
| Foundations | After Foundations, students know the importance of bringing supplies and organizing their time, materials, and grades. | Students can read 1-2 paragraphs texts at 3-5 grade level by using several strategies and answer questions about the texts. They can listen and comprehend 70% of short, repeated listenings on weekly topics and answer questions about them. They can follow written instructions and speak and respond to questions. | Students can write questions and simple and compound sentences in answer to questions in a manner that is both concise (grammatically correct) and accurate (thoughtful and complete). They recognize and use basic verb tenses, prepositions, and parts of speech. |
| Level 1 | After level 1, students have proficiency in taking basic notes on simple readings and lectures. They can apply basic organizational and time management strategies including the use of binders, planners, and calendars and demonstrate technological literacy.  | Students can read and analyze a grade 5-6 page-length text through the application of reading strategies. They can identify key points and use approximately 35-65 new words from AWL. Students can take notes on repeated listenings of five minutes or less, participate in discussions, and raise questions.  | Students can effectively produce simple, compound and complex sentences on a variety of topics and write short answers to prompts. They learn a shortened version of the writing process as applied to a narrative or descriptive paragraph. Students understand and use basic verb tenses, pronouns, modals, parts of speech, conditionals, and adverbial time clauses.  |
| Level 2 | Students can effectively use graphic organizers and outlines to organize information. They are able to apply strategies for test-taking and stress management. They will demonstrate technological literacy. | Students will read and analyze grade 6-7 ,2 page texts through the application of reading strategies. They can recognize and use 70 new words from the Academic World List. They can produce notes identifying key and supporting ideas from listenings and can discuss and ask questions about reading and listening themes.  | Students can use the full writing process to write a standard listing order and a compare and/or contrast short paragraph response. Students can correctly use verb tenses, conditionals, passive voice, gerunds and infinitives, and adjective clauses. |
| Level 3 | Students can organize information from readings and lectures into notes and apply strategies for organization and time management. | After this level, students can read and analyze a grade 7-8, 2-4 page text through the application of reading strategies. They can actively use at least 70 new words from the Academic World List. Students can produce notes identifying key and supporting ideas from a listening. Students will use evidence to support claims through discussion and impromptu activities. | Students can produce short form opinion effect essays with a thesis statement, two focused and detailed body paragraphs, and a brief conclusion using appropriate structure, format, and citation in simplified APA format. They understand and use perfect tenses, noun clauses, passive voice, and conditionals  |
| Concurrent Enrollment  | Students can organize information into notes and study guides, which they use individually and in study groups. They apply strategies for organization and time management. | Students can read and analyze a grade 8-10+ , 5 page to a unit/chapter length text through the application of reading strategies. They can repair comprehension problems through grammatical analysis of clauses (adjectival, adverbial, noun) and phrases (noun, gerund, participle, infinitive, and preposition). They can understand and participate coherently in discussions of readings and lectures in English spoken at normal speed.  | Students can produce well-supported multi-paragraph formal argumentative essays incorporating research elements, and short read and response reports with appropriate structure, format, citation, and grammatical awareness, including clause and sentence structure. They will be able to actively use at least 50 new words from Academic World List. |

## **FAQ for New Students**

**Can I skip an APP level?**

We place students in a level based on their APP placement exam scores, TOEFL iBT or IELTS scores. If you are not satisfied with your score, you are welcome to take a TOEFL iBT test. But only a satisfactory TOEFL iBT or IELTS score or passing the previous APP level can move a student up into a new level.

**Where do I sign up for the iBT TOEFL?**

The AUIS testing center, on the 3rd floor in building A, is where you can find all information about the TOEFL iBT. They will allow you to sign up for upcoming exams. There are 2 testing centers in town, IDEAL and Interchange, from whom AUIS will accept TOEFL iBT scores.

**What is Moodle?**

Moodle is an internet learning platform that our APP teachers use. Your grades, homework and information are all posted on Moodle for you to view at multiple times during the term.

**What is Sonis?**

Sonis is the AUIS database that allows you to register for classes, view your schedule, and view your final grades from the term. Students that have a problem signing into Sonis can visit the Administrative Manager who will assist you with your username and password.

**Can I change my class?**

Current APP students will be able to register and select their own courses on Sonis.  After registration closes, you cannot change your classes.  If you decide you do not like your schedule, you will have to wait until next term to pick a new one.  Please choose wisely!

* Foundations and Level 1 need to register for 2 classes:  a reading class and a writing class.
* Level 2 and 3 students need to register for 2 classes: a reading class and a writing class
* You need to use a computer or laptop to register on Sonis.  Registration will NOT work from a smartphone or iPad.  The APP computer labs will be open on registration days if you do not have access to a computer at home.
* You can only register on the dates assigned to you. Those dates will be emailed to all students.
* To be eligible for online registration, all tuition and fees must be paid to the AUIS Finance Department prior to enrolling.  No exceptions can be made.
* If you miss all the registration dates, you must visit our office to be manually enrolled in classes.  In this case, you **will not be allowed** to choose/change your schedule, and you may miss your first day of classes.

**What is the best way to pass my classes?**

All exams, homework, quizzes, and essays count in your final grade. You pass your classes by receiving at least a 70% in every class. (See the Policy section for passing requirements.) Studying and doing all assigned work is the best way to pass APP classes.

For the concurrent enrollment program, students need to pass each course with 60%.

**I am failing. Should I withdraw?**

Students who withdraw after the second week of class will have that level counted as a fail. Therefore, there is no benefit for a student to withdraw after the term starts. We recommend all students stay until the end of the term, work as hard as they can, and take their final exams.

 **How do I print my papers for a class?**Students must pay $0.10 (ten cents) per page to print their materials. They can print in any computer lab on campus. Students can buy credit for their account by going to the bookstore on the ground floor of Building B.

**Where do I make copies?**

Students can make photocopies in the bookstore on the ground floor of Building B.

**Where do I buy my textbooks?**Students are required to buy their textbooks or course readers for APP courses by the second day of the semester. They are available in the bookstore on the ground floor of Building B.

**My name is spelled wrong on my student ID. How do I have my ID changed?**

Students need to go to the AUIS Registrar’s office on the ground floor of Building A to have their AUIS IDs changed or replaced.

**How long are APP classes?**

* Foundations and Level 1 students have 2 classes per day. There are 25 hours of English classes per week.
* Levels 2 and 3 students have 2 English classes per day. There are 25 hours of English classes per week.
* All levels have classes on Sunday, Monday, Tuesday, Wednesday, and Thursday. Exams will be announced during the term.

**How much homework and outside classroom work can I expect per class?**

APP students can expect to have a significant amount of homework in APP. Students having trouble understanding or completing their work should seek extra help during teacher office hours or by visiting a tutor.

**How can I get involved at AUIS?**

Every student may participate in student activities on campus, including clubs, intramural competitions, student government, volunteer groups, and more. If students are interested in these opportunities, they should contact the club's advisor, student representative, or visit the Dean of Students in B-F1-38 for more information.

**Where do I get a parking pass?**

Please see Dr. Aso for a parking pass. The cost is $35.

**How do I get a locker at AUIS?**

Lockers are assigned by the Coordinator of Student Services in A-B1-37. Students must submit a $50 deposit to Finance for the locker. The student must have a receipt for the deposit in order to sign up for a locker. The deposit will be returned when the student returns both the key and the lock, undamaged, to the Coordinator of Student Services.

**Can I get a job here at AUIS?**

Actively enrolled AUIS undergraduates and APP students are eligible for student work positions. The Student Services Department posts regular updates about job openings for students at AUIS. For updates, check your email and the Jobs and Internships Message Board in the cafeteria, or visit the The Student Services Office in A-B1-38 to learn more about available positions.

 **Why do I have to speak only English?**

We have found that students advance and learn English more when they only speak English. Therefore students are required to speak only English in the classroom- no languages other than English are allowed in the classroom.

**What if I am sick? What if I am late? What if I have a note from my doctor or the hospital?**

 All students are allowed to miss 8.5 days of English classes. At 9 absences, students fail the level and then must repeat. Students should talk to their teachers before or after they miss a class, in order to make up the material that they missed.

 These absences are given specifically for illnesses and unforeseen personal issues. No exceptions will be made to the attendance policy.

**How much do I owe? I am having financial issues. Who do I talk to?**

Admissions will review all students’ financial contracts before they come to AUIS. Students should meet with admissions before the term begins if they have questions or problems about their tuition bill.

Once the term starts, students should go see Finance on the ground floor of Building A about their tuition bill if they have more questions or problems.

**I am having problems accessing Sonis. How do I get my Sonis username and password?**

Students should contact the APP Administrative Manager in B-F2-37 regarding questions about Sonis.

**Why can’t I see my final grades on Sonis?**

All final grades are reported on Sonis. Students who can log in but cannot see their grades need to speak with Finance. This means that there is a financial hold on the account. Students must pay their bill to remove this hold and receive their grades.

**How do I request my APP graduation certificate of completion, APP Transcript, and/or An English proficiency letter?**

You will have to reach out to the APP Administrative Manager, then you will be kindly asked to fill out *an APP Certificate/Academic Reference Request Form.* Please note that it takes 10(ten) business days for graduation certificates to be completed. However, campus closure and public holidays can affect the date of when signed documents can be completed.

APP graduation certificates will only be given to those who have successfully passed their Level 3 Reading and Writing courses. If a student has solely passed the Reading course and has to retake Writing, an APP Transcript and/or an English proficiency letter can be requested.