

# AEI Learning Environment

American colleges and universities work to maintain the values of academic integrity, including trust, fairness, respect, responsibility, and honesty. These create a positive environment for learning. The staff at AEI seeks to maintain academic integrity as well, and you play an equally important part in upholding its values.

## Teachers' Role in Maintaining Academic Integrity

- Teachers value your ideas and support your language goals.
- Teachers encourage your participation in class and build trust among students and staff by inviting questions and creating opportunities for interaction in the classroom through group and pair work.
- Teachers assign valuable work and assess student performance fairly and honestly.
- Teachers are responsible for identifying and reporting all forms of cheating, including plagiarism.

## Students' Role in Maintaining Academic Integrity

- You are expected to behave respectfully in and outside the classroom. *If you are consistently disruptive, you may be asked to leave the program without a refund.*
  - Arrive to class before the time it starts. If you arrive late to class, quietly go to your seat and join your classmates without interrupting the lesson. Speak to the teacher about your late arrival, homework, or other issues during the break.
  - Be respectful of the teachers and your classmates by speaking in English during class time.
  - Cell phones should be silenced and put away during class time. Teachers have the right to ask you to surrender your phone for the class period if you use your phone during class without permission.
  - Ask appropriate questions at appropriate times. If you have questions about your grade, a personal matter, or a topic other than the one being discussed, wait until the break or the end of class to speak to your teacher privately.
- You are expected to complete assignments by the due date, according to the directions, and without cheating.
  - Each teacher will have different policies about late assignments. It is your responsibility to read the syllabus for each class and keep track of your assignments. If you are absent, you are responsible for contacting your teachers about the work that you miss while you are absent.
  - The AEI cheating and plagiarism policies will be provided in every class syllabus and reviewed during orientation. Any student who is reported for cheating and/or plagiarising four times will be dismissed from the program.

## Attendance

- You are expected to attend all of your classes every day. Attendance is recorded for each 50 minute period of class. Missing more than 10 minutes of a class hour will be counted as an absence.
- All absences, including absences because of illness will be recorded and reported. If you must miss a class for any reason, you should email your teachers and contact the office by calling 559-278-2097 or emailing [aeilink@csufresno.edu](mailto:aeilink@csufresno.edu).
- You are considered late if you arrive after the start time of the class. Being late 3 times will be recorded as 1 absence.
- You must attend 80% or more of your total class hours to maintain your student visa. If your attendance is less than 80%, you will be dismissed from the program.

## Grades

- Your grades are recorded and available to you throughout the session on our online grading program. You are expected to monitor your assignments, attendance, and grades through the online grading program website.
- If your grades are based on different types of assignments and your participation in class. Each class has its own grading scale that can be found in the syllabus. If you have questions about your grades, talk to your teacher(s) about it before talking to the counselor or one of the administrators.
- AEI uses a traditional 5 letter grading system: A = 90-100% B = 80-89% C = 70-79% D = 60-69% F = 0-59%. Students who have Ds or Fs will be put on academic probation. If you fail to meet the terms of your probation contract, you will be dismissed from the program.

## Dismissal or Withdrawal

- If you are dismissed from the program or withdraw voluntarily from the AEI, you will not receive a refund.

**NOTE:** *If you are dismissed from the program and are on an F-1 student visa, you will be considered out-of-status with the Department of Homeland Security, and your SEVIS record will be terminated. You will need to make immediate arrangements to return to your home country.*

## Level Placement

- The AEI offers 5 levels of language instruction: advanced, low advanced, high intermediate, intermediate, and low intermediate. Levels may be combined into one class, depending on enrollment.
- Incoming students are placed according to a standardized test score (IELTS, TOEFL, TOEIC, Oxford Placement Test), a writing test administered during registration, and a speaking test (in some cases).
- Returning students are placed according to any new standardized test scores, their grades in AEI classes, and their performance on end-of-session writing and speaking assessments.
- If you have questions or concerns about your placement, you should speak to one of the AEI administrators.

## Certificates

- All students who complete their current level of instruction will receive a certificate for each session completed.
  - Special certificate: Students who have attended 90% or more of their class hours and earned a 3.5 GPA or higher, with no Fs, will receive a special certificate of completion.
  - Regular certificate: Students who have attended 80% or more of their class hours and earned a 2.0 GPA or higher with no Fs will receive a regular certificate of completion

## Complaints and/or Problems

- Academic: You should first discuss your problem and/or complaint with your teacher. If you feel that the issue is not resolved, you should make an appointment to meet with the academic counselor or AEI director.
- Administrative: You should make an appointment to discuss the administrative problem and/or complaint with the AEI director. If you feel your issue has not been resolved, the AEI director will schedule an appointment for you to meet with the Dean of the Division of Continuing and Global Education.
- Personal: You should make an appointment with the Fresno State Student Health Center.