

Student Handbook

Baylor University

Global Gateway Program

2021-2022



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<p>This class is about understanding the power of culture and its impact on communicating with others. This is an important part of being an effective professional in the modern world, and is also part of being a better human being. To hone one's cultural communication skills one must understand his or her own cultural worldview. For this reason, the class includes an ample</p>	

amount of self-reflection, and requires learners to be open to understanding both themselves, as well as others, in new ways. This has the potential to be an enlightening experience – especially as students interact with, and learn from, students from other cultures. 30

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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
- academic excellence
- finance
- human resources
- legal services
- compliance and regulatory oversight

Mission, vision and values

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

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

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

II. BAYLOR UNIVERSITY

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

Chartered in 1845 by the Republic of Texas through the efforts of Baptist pioneers, Baylor is the oldest continually operating university in Texas. 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)

- 44 percent of entering freshmen were in the top 10 %of their high school graduating class
- Mean SAT score of 1293 and mean ACT score of 28.8
- 37% of the freshman class are minority students
- 18,033 total enrollment (14,108 undergraduate and 3,925 graduate/professional students)
- 3,307 new freshmen in the fall of 2018
- More than 60% of students are from Texas; Baylor students come from all 50 states and 64 foreign countries.

G. Academics

- Ranked # 75 on U.S. News & World Report's 2021 review of U.S. colleges and universities. Baylor is a Tier 1 school among national universities

- Baylor's Business School was ranked # 56 by U.S. News, 2021 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
- 142 undergraduate degree programs
- 75 master's programs
- 42 doctoral programs
- Baylor students interact with outstanding full-time faculty from their first days on campus
- The student to faculty ratio is 14 to 1. The average undergraduate class size is 26
- More than 81,000 Baylor graduates reside in Texas. Baylor is pursuing research growth and will be Texas' next Tier 1 research university
- Baylor awarded the first law diplomas and established the first law school in Texas. Baylor Law graduates continue to record the highest bar passage rate in the state, and in 2018, Baylor Law ranked #1 among ABA-approved schools in the U.S. in first-time pass rate
- The Baylor Research and Innovation Collaborative, opened in 2013, supports research and development and takes innovative ideas from concept to market

H. Campus Life Experience

- 330 clubs and organizations, including organizations that promote or highlight international cultures, groups, and issues
- Baylor is among the 10 %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. 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.

PROGRAM DEFINITIONS?

A. Contact Details and Key Staff

1. Mailing Address and Phone:

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

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

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

Tel: 1+ (254) 710-7761

2. GGP Offices:

The Global Pathway Program offices are located in 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> .

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

Map: <https://goo.gl/maps/aBWdLBbx5kw>

4. Key Staff

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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.

Contact your <i>professors</i> if:	<ul style="list-style-type: none"> You don't understand the work you are doing in class You have any questions about the work in a specific subject You are sick and will miss a class
Contact your assigned Student Success Manager if:	<ul style="list-style-type: none"> You are having difficulty with your class content or grades You wish to speak to someone about personal problems and do not know who to go to You would like information about something at BU You want to change your major You need to take time off from class for personal reasons You have a question about your fees, payment of fees, and/or refunds You have a question about your housing You need to submit documents for progression You have questions about your academic program or placement that your professors cannot answer You are unhappy with any aspect of the BU GGP academic program You want to leave your pathway program You have questions regarding your Study Group bill associated with the tuition charges
Contact <i>Campus Living and Learning</i> if:	<ul style="list-style-type: none"> You have questions about, or problems related to, your residence hall (dorm) room You want to change your residence hall room
Contact the <i>BU International Student and Scholar Services</i> Office if:	<ul style="list-style-type: none"> You have problems with your visa or visa renewal You intend to travel outside of the country
<i>BU Cashier's Office</i> if:	<ul style="list-style-type: none"> You have questions about your bill that are related to the charges associated with your residence hall (dorm) room, meal plan, insurance, or other fees
Call (254) 710-2222	<ul style="list-style-type: none"> Emergencies on-Campus.

Call (254)710-2211	<ul style="list-style-type: none"> On-campus non-emergency.
Call 911 :	<ul style="list-style-type: none"> Off-campus emergencies. You should only use this in a genuine emergency.

C. Calendars

1. Semester Dates

The GGP calendar works within the BU academic calendar. 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](#).

D. Housing and Meal Plans

Information about housing and meals can be found on the BU Financial Services web page – [here](#).

1. On-campus living

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

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

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

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

2. Off-campus living

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

3. Meal Plans

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

More info: <https://baylor.campusdish.com/MealPlans>

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

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/>

F. Clubs and Organizations at BU

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

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

IV. GLOBAL GATEWAY PROGRAM STUDENT RESPONSIBILITIES

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

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

A. Student Behavior

GGP students are responsible for adhering to Baylor University's student policies and procedures found on the BU website (https://www.baylor.edu/student_policies/). 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 students to obey these rules and regulations, it is equally important for the student to understand that they are protected by these same rules and regulations. If a GGP student believes s/he is a victim of inappropriate behaviors as outlined in the BU Student Code, they should report the incident to a member of GGP Management. The GGP Center Director will work with the appropriate BU officials to protect the rights of the students. All interactions regarding violations of the Student Code of Conduct will be conducted with strict confidence.

B. GGP Classroom Conduct and Expectations

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

GGP students are **NOT** allowed to:

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

While in class students are expected to:

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

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

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

C. GGP Academic Honesty and Impropriety

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

- Copying the work of other students, with or without their permission.
- Collaborating on assignments without the instructor's permission.
- The use of in-class notes, books, electronic sources, or any other source of information that is not approved by the instructor; and/or the sharing of materials between students without permission.

- Plagiarism occurs when a person copies or uses someone else's language or ideas and then calls the work his or her own. Plagiarism is a serious form of academic dishonesty that includes (but is not limited to) the following:
 - Copying or using the words or ideas of another person without giving the other person credit by citing the source
 - Submitting work that is entirely or partially written by others
 - Submitting assignments from previous classes
 - Submitting the same work for more than one class
 - Inappropriate or unapproved use of translation dictionaries or software
 - Using any kind of help that has not been authorized by the instructor of the class.

Even if a student does not deliberately cheat, s/he may be guilty of accidental plagiarism if the sentences, work, or ideas of other people are used **without correctly identifying the source of the information**. Please note that the definition of plagiarism remains the same whether or not a submitted assignment will receive a grade.

If a student cheats, commits plagiarism, or otherwise violates the GGP's Honor Code, s/he will receive a zero on the assignment. The student's teachers and the GGP administrative staff will be notified of the incidence of academic dishonesty, and the student may suffer serious academic consequences such as a reduced grade or even failing the class. After a second incidence, the student will be required to meet with a member of the GGP administrative staff for review of possible further disciplinary action. **Continued incidences of academic dishonesty during the course of the program will result in the student's dismissal from the GGP/Study Group program.**

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

The GGP administration reserves the right to internally adjudicate academic honesty 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/>.

V. ACADEMICS

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

A. Arrival Testing

All students have their English tested upon arrival using the Versant test, which includes speaking, reading, writing and listening sections. In addition to a standardized computer test, students will 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 which semester-program is best for the student. Sometimes this means an immediate change of study plan is required if it is believed the student will struggle with the academic and/or English demands of the course. The GGP administration reserves the right to make such changes at any time. Final level placement will be communicated to students during Orientation.

B. Books and Materials

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

Books for BU courses are subject to the rules and regulations of Baylor University and the course instructor.

C. Academic Performance Evaluation

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

D. Satisfactory Academic Progress

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

GRAD E	A+	A	A-	B+	B	B-	C+	C	C-	D+	D	D-	F
4.0 SCAL E	n/a	4.00	3.67	3.33	3.00	2.67	2.33	2.00	1.67	1.33	1.00	0.67	0.00
100% SCAL E		93-100	90-92	87-89	83-86	80-82	77-79	73-76	70-72	67-69	63-66	60-62	<60

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 GGP, 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 C (2.0) in all EAP classes
- Meet BU's academic requirements in all regular, for-credit Baylor courses.
 - Refer to the following documents/websites:
 - [Baylor University Undergraduate Catalogue](#)
 - [Baylor Registrar's Office](#) > [Frequently Asked Questions](#) > Grading Policy
 - [Undergraduate Course Repeat Policy](#)
- Possess a cumulative GPA of 2.75 (both EAP and BU courses combined), and
- Maintain an attendance rate of at least 80% in each course
- *See also "Program Completion and Matriculation to BU" section below.*

F. GGP Progress Reports

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

G. Attendance Warning and Probation

A 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)

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

I. Academic Probation (final notice)

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

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

A student placed on Academic Probation must develop a new Academic Success Plan with GGP staff at the beginning of the semester. 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 (BU or GGP), GGP staff will work with the student to determine whether the class/es can or should be repeated. Students who fail one or two courses will be placed on Academic Probation and will be monitored closely (*see also Section V.T. Repeat Policies for more details*).

K. Student Dismissal

Students who have been dismissed by the GGP or BU -- for either academic reasons or for violations of the student code of conduct -- are subject to the termination of their I-20 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

GGP 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 three (3) calendar days of the initial decision. 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 (excepting situations in which legal right overrides institutional policy). Students who are not able to complete their coursework must either withdraw from the program or be given a failing grade by their instructor.

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, University Advisement or other appropriate advising office, or the Office of Career and Professional Development. Such referrals are particularly common in the final semester of the program.

O. Change of Major

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

P. Course Withdrawal

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

Q. 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.

R. Enrolling in Courses Outside of the GGP

While in the GGP, 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.

S. Leave of Absence Policy

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

1. A student must request the leave of absence in writing to the Academic Manager in advance of the beginning date of the leave of absence unless unforeseen circumstances prevent the student from doing so. If a student does not request a leave of absence within a timeframe consistent with the BU GGP consecutive absence policy, s/he must be withdrawn.
2. The request for a leave of absence is not equal to the approval of a leave of absence. All requests must be approved by the Center Director.
3. Students are not permitted to take a leave of absence until they have been enrolled in the BU GGP for two full semesters.
4. Except under the circumstances identified in #3 below, the leave of absence is limited to 180 calendar days in any 12-month period or one-half the published program length, whichever is shorter. Multiple leaves of absence may be permitted provided the total of the leaves does not exceed this limit.
5. A student enrolled under an F-1 or M-1 visa may be granted leaves of absence or vacations in accordance with the regulations of the Department of Homeland Security and in emergency situations such as a serious illness or a death in the immediate family. The leave is not to extend beyond 50% of the length of period for which the student applied. An extended leave of absence may require retesting upon re-entry into the program.

6. The student must sign and date the leave of absence request and specify a reason for the leave. The reason must be specified in order for the BU GGP to have a reasonable expectation of the student's return within the timeframe of the leave of absence as requested.
7. The BU GGP will document its approval of the leave of absence request in accordance with its published policy. A copy of the document will be retained in the student's file and uploaded into Study Global.
8. The BU GGP will not assess the student any additional charges as a result of the leave of absence.

An approved leave of absence may be extended for an additional period of time, provided that the extension request meets all of the above requirements, and the total length of the leave of absence does not exceed the specified limit, as noted in item # 2 or # 3.

T. 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).

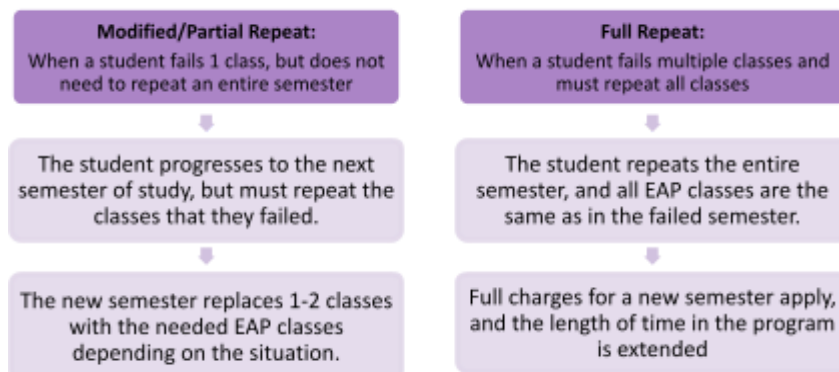
U. Repeat Policies

Repeats fall into two categories: individual course repeats (also called partial repeats) and full semester repeats. A full semester repeat indicates that the student will repeat the semester level rather than progressing and does not necessarily mean that the exact same courses will be taken. In most cases, students will be required to repeat a full semester. In some cases, an individual course can be repeated if it does not conflict with courses and material in the next level of program study.

The GGP Center Director maintains the right to consider excluding any failed course* from the GGP GPA calculation. In the event a student's GPA is above a 2.75 with a failed course removed, the student could be granted the opportunity to repeat the course while progressing to the next level of study if such a change is logistically possible. He or she will be placed on probation.

* The GGP Center Director can choose to exclude either an EAP or Baylor course from the GPA calculation. However, the GGP Center Director has no authority to contradict Baylor academic policies, which take precedent for Baylor courses.

There are two types of repeat standards based on the number/type of courses failed:



1. Course Repeat Policy

Repeating BU Courses

BU courses are subject to the policies found in the latest version of policies issued by the Baylor Registrar's Office (see [Undergraduate Course Repeat Policy](#), [BU Undergraduate Catalog](#), and [Registrar main webpage](#)).

A student may be required to repeat the appropriate Transition to the U.S. University course (GBL 1105, 1205, or 1305) during the probationary semester if the student received a B- or lower in the course during a previous semester.

Repeating GGP EAP Courses

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

2. Semester Repeat Policy

If a 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.

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.**

V. Program Completion & Matriculation to BU

1. Status as Continuing Admitted Students

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

2. Pre-Matriculation Checklist

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

REQUIREMENT	RESPONSIBLE OFFICE
____ Receipt of a Baylor pre-admission letter	BU Admissions Office

—	Change of I-20 (from a Pathway I-20 to a degree-seeking I-20)	International Student and Scholar Services Office
—	A Cumulative GGP Grade Point Average (GPA) of 2.75 or higher (see section V. below)	GGP Office
—	A grade of C or better in all EAP classes and successful completion of all Baylor University courses and requirements.	GGP Office
—	Maintain an attendance rate of at least 80% in each course	GGP Office
—	At least one meeting with your assigned advisor (usually happens by mid-semester).	BU Student Success Center
—	A completed Study Group Exit survey and possible interview	GGP Office
—	Completed Declaration of Intent to Enroll Form (indicate Fall, Spring, Summer 1 or Summer 2)	GGP Office
—	Completes Title IX and Integrity Tutorials (<i>instructions come in an email during students' first semester as a GGP student</i>)	BU
—	Proof of no outstanding balances with either Study Group or Baylor University.	GGP and BU Cashier's Office
—	No holds.	BU Departments
—	The following documents are required, but should already be on file in the BU Admissions Office:	
—	<ul style="list-style-type: none"> • Original high school transcripts • Original university transcripts (if applicable) • Health Record Vaccination Form 	

W. Grades, Grade Point Averages, and Credits

1. Combined GGP-BU GPA

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

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

2. EAP Credits & Grades

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

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

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

3. BU Credits & Grades

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

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

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

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

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

All BU courses are subject to the policies found in the latest version of policies issued by the Baylor Registrar's Office (see [BU Undergraduate Catalog](#) and [Registrar main webpage](#)).

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

X. Academic Advising

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

Y. Student Complaints

Any student complaints received by faculty or SSMS will be shared with the Center Director. All student complaints will be collected and added to the student file. Student complaints will be logged in the SG Annual Report.

Baylor University Academic Complaints

Students may make a formal academic complaint with regard to the faculty, program, or University. These policies and procedures are posted in many locations including on the University Policy website, the Student Policies and Procedures webpage, and the Undergraduate Catalog. The academic complaint procedure applies to all students, regardless of location or mode of instructional delivery. In accordance with the Academic Appeals Policy and Procedure, the process begins with the faculty member and moves to the department chair, dean, and the office of the provost, as needed. Students residing outside the state of Texas or participating in online programs can also file a complaint to the applicable state agencies as noted on the Student Complaints webpage.

VI. 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

VII. U.S. Government Requirements

A. Maintaining Status

GGP students must maintain eligible F-1 student status with United States Citizenship and Immigration Services (USCIS) at all times. To remain in status, an F-1 student must:

- Be enrolled in a full course of study (at least 12 credit hours per semester);
- Attend class regularly;
- Make satisfactory academic progress;
- Keep your Form I-20 updated with correct Program Information (majors/minors, dates of study, etc.)
- Not work without authorization.

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

B. Holds on Students' Academic Record

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

VIII. REFUNDS/CANCELLATIONS/WITHDRAWALS

A. Study Group Refunds, Cancellations and Withdrawals

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

B. Baylor University Refunds, Cancellations and Withdrawals

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

IX. COURSE DESCRIPTIONS – EAP

GBL 0411 Reading I (4 hrs/wk)

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

GBL 0412 Writing I (4 hrs/wk)

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

GBL 0413 Listening/Speaking (4 hrs/wk)

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

GBL 0414 Grammar I (4 hrs/wk)

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

GBL 0401 Recitation (4 hrs/wk)

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

content courses. Additionally, there will be a focus on study skills and time management needed for success in academic settings. Students will leave the course better equipped for university level academic course work and a thorough understanding of time management and appropriate study habits for the university.

GBL 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.

X. Course Descriptions – Baylor University

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

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

GBL 1205 Transition to the US University System, Part II

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

GBL 1305 Transition to the US University System, Part III

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

GBL 1311 Perspectives on Global Cultures (3 hrs)

This class is about understanding the power of culture and its impact on communicating with others. This is an important part of being an effective professional in the modern world, and is also part of being a better human being. To hone one's cultural communication skills one must understand his or her own cultural worldview. For this reason, the class includes an ample amount of self-reflection, and requires learners to be open to understanding both themselves, as well as others, in new ways. This has the potential to be an enlightening experience – especially as students interact with, and learn from, students from other cultures.

MTH 1308 - Precalculus for Business Students (3 hrs)

Detailed Course Description:

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

All courses available in the latest edition of the Baylor University Catalogue.

XI. APPENDICES

1. APPENDIX: GGP Student Appeal Form

GGP Student Appeal of Probation or Dismissal Form

Instructions:

- This form is to be completed by the student and 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 hand written 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.
- A written response(s) from the professor(s) must be presented as part of the formal appeal.

Full Legal Name: _____	BU Student ID#: _____
BU Email Address: _____	
Current IY Level:	<input type="checkbox"/> IY1 <input type="checkbox"/> IY2 <input type="checkbox"/> IY3
Current Semester:	<input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer Year: _____
First semester in the GGP?	<input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer Year: _____
What are you appealing?	<input type="checkbox"/> Probation and not progressing <input type="checkbox"/> Dismissal from GGP <input type="checkbox"/> Probation and not matriculating
An appeal to the professor(s) where failing grades were received was attempted? <input type="checkbox"/> Yes <input type="checkbox"/> No	
A written response from the professor(s) is attached as part of this appeal? <input type="checkbox"/> Yes <input type="checkbox"/> 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:

	Class Number & Name	Professor	Grade	Explanation for Grade
1.				
2.				
3.				
4.				
5.				
6.				

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.