



# **Student Handbook**

## **2023-2024**

*(v. 2/28/24)*

**All GGP Students agree to read  
and adhere to the policies in this handbook.**

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## I. Global Gateway Program Description

The Center for Global Engagement (CGE) at Baylor University (BU), is overseen by the Vice Provost for CGE, and serves as the umbrella center for three offices: International Student and Scholar Services, Study Abroad, and the Global Gateway Program (GGP). Each of these three offices is overseen by a Director.

The GGP provides students with a pathway into major degree programs. That pathway can take from one to three semesters, depending on the student's English proficiency at the time of entry into the GGP. In the program, 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 to progress to the next level and successfully complete the program. Upon completion of the program students are fully matriculated and their I-20 status changes from a "pathway" to a "degree-seeking" I-20. Despite this difference, the GGP is fully integrated with the BU campus and GGP students participate fully in the BU student experience for all events, activities, and organizations on campus.

### A. Contact Details and Key Staff

#### MAILING ADDRESS:

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

#### EMAIL:

[Global\\_Gateway@baylor.edu](mailto:Global_Gateway@baylor.edu)

#### DIRECTOR:

Cornell H. Menking, Ph.D.  
[Cornell\\_Menking@baylor.edu](mailto:Cornell_Menking@baylor.edu)  
Office: (254) 710-7761

#### ASSOCIATE DIRECTOR:

Meredith Moore, M.A.  
[Meredith\\_L\\_Moore@Baylor.edu](mailto:Meredith_L_Moore@Baylor.edu)  
Office: (254) 710-2270

## II. Baylor Life: GGP as part of Baylor University

### A. Calendars

#### 1. Semester Dates

The GGP calendar follows the [BU academic calendar](#). Up-to-date calendars and dates will be provided by the GGP administration. Students are expected to be at the GGP for the entire duration of each semester, and to attend each GGP semester consecutively, including summer, until the program is completed. When booking

flights, please be sure to arrive before the start of each semester and leave after the end of each semester (including the official final exam week).

## **2. BU Academic Calendar**

The [BU academic calendar](#) is available on the website of the BU Office of the Provost. Students are expected to be familiar with the University's calendar for holidays and vacations. Classes will not be held on designated school vacations and may be cancelled on public holidays.

## **B. Housing and Dining**

Information about housing and meals can be found on the BU Undergraduate Admissions [Housing and Dining web page](#).

### **1. On-campus living**

It is the responsibility of the student to secure his or her own housing accommodations. Like all first year BU students, GGP students are required to live and dine on campus for two consecutive semesters (not including summer). 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.

The [Campus Living and Learning Office](#) oversees housing, not the GGP administration.

GGP students will move into their dorm rooms immediately upon arrival.

Typical residence hall rooms are 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/cli/>

### **2. Off-Campus Living**

After matriculating into BU, or 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. Dining (Meal Plans)**

All students have access to on-campus dining. 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. Students living off campus have the option to purchase meal plans.

Meal plans give you dining locations across campus with a range of hours. GGP students are automatically assigned "The Everyday 150" meal plan (the maximum plan), which includes unlimited meals three times per day, five 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.). After completing the GGP, students are free to choose the meal plan of their choice.

More information regarding available meal plans and meal plan cancellation can be found at <https://baylor.campusdish.com/MealPlans>.

## **C. Federal Regulations and Requirements**

### **1. Maintaining Status – US Government Requirements**

Baylor's [Office of International Student and Scholar Services](#) oversees all international student immigration matters.

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 all significant changes to his or her program of study, address and phone number, or source of financial support to the GGP Director within seven days and to the ISSS office within 10 days, as required by U.S. regulations. Students who fall out of F-1 visa status must work with their Designated School Official in ISSS to apply to for re-instatement if they qualify.

### **2. Title IX**

Title IX is a federal law that was passed in 1972 to ensure that male and female students and employees in educational settings are treated equally and fairly. It protects against discrimination based on sex (including sexual harassment). The Title IX Online Course for students, faculty and staff includes information about healthy relationships, sexual misconduct, consent, bystander intervention, and the role of Title IX. Students will receive an email from the Equity, Civil Rights, and Title IX Office notifying you that the course has been assigned. Please note the email may be delivered to your inbox's spam folder. Failure to complete the training will cause a registration hold to be applied to the student account.

### **3. 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. 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 GGP is not permitted to release information related to a student's academic record except for 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

## **D. Cost**

### **1. *Obligation to Understand and Adhere to Financial Policies***

Students are responsible for maintaining all financial obligations with Baylor University (tuition, residence hall fees, dining services fees, general student fee, chapel fee, course, or lab fees, etc.), as published in the policies set by Baylor University's Office of Student Financial Services - <https://www.baylor.edu/sfs/>

### **2. *Health Insurance***

U.S. based health insurance is mandatory for all international students. An approved insurance plan will be automatically added to the student's invoice or directly invoiced by the University. Not all services are covered by the insurance provided, and the student is responsible for any outstanding balances for non-covered services. Insurance policies based in countries outside of the U.S. will not be accepted as reasonable substitutes, except for pre-approved governmental-sponsored programs.

## **III. GGP Student Responsibilities**

### **A. Student Behaviour**

GGP students are responsible for adhering to Baylor University's student policies and procedures found on the BU website ([https://www.baylor.edu/student\\_policies/](https://www.baylor.edu/student_policies/)); this includes being familiar with the latest version of the BU Student Code of Conduct and Honor Code. Please note that smoking and alcohol are not allowed on campus property.

### **B. Classroom Conduct**

GGP students are expected to be respectful, pay attention, communicate in English, and participate in class. GGP students should come to class on time and be fully prepared. Students are strongly encouraged to check their Baylor email account every day; not reading email may not be used to justify missing an assignment, payment, or any other responsibility.

### **C. Academic Honesty**

All students are required to complete an online course in Academic Integrity in their first semester at BU. Information is sent to the Baylor email address.

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://honorcode.web.baylor.edu/honor-code/faqs> . 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.

- 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.
- 
- 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: when a person copies or uses someone else's language or ideas and then calls the work their own. Plagiarism is a serious form of academic dishonesty that includes:
  - 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

If a student violates the Honor Code, the grade will be penalized on the assignment, and they will be required to meet with GGP staff to discuss the incident. Repeated incidents of academic dishonesty may result in dismissal from the GGP.

The GGP reserves the right to internally adjudicate academic honesty violations in EAP courses; however, violations in BU courses may be reported directly to Judicial Affairs. These cases will be adjudicated by BU.

## **D. Attendance**

Students are expected to attend every course meeting. In the case of an absence, students should notify their professor and GGP staff of unusual circumstances such as illnesses or emergencies. Students are expected to ask for missed information and assignments, and to work with the instructor on a timeline for completion.

Professors decide how they will penalize tardiness and absences, which may result in lower grades on missed assignments.

Excessive absence is defined as dropping below 75% 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). In cases of excessive absences, BU ISSS has the right to dismiss students.

# **IV. ACADEMICS**

## **A. Placement Testing**

Before arrival, students take an online placement test, the iTEP Academic Plus exam, to confirm their placement level in one, two, or three semesters of GGP. Final placement is based on results of the iTEP Academic Plus and the initial English proficiency exam results from IELTS, TOEFL, Duolingo, (or similar) that students submitted during application. Sometimes placement decisions cause a change of level that shortens or lengthens a student's time in the GGP. Final level placement is communicated via email as soon as a decision has been made.

## **B. Books and Materials**

Books and digital access materials are provided by the Baylor Bookstore and billed to the student account. Students are required to bring their books, laptops, and phones to class.



## C. Academic Progress, Grades, and Credits

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:

GRADE	A+	A	A-	B+	B	B-	C+	C	C-	D+	D	D-	F
4.0 SCALE	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% SCALE		93-100	90-92	87-89	83-86	80-82	77-79	73-76	70-72	67-69	63-66	60-62	<60

The minimum grade required to pass a GGP class is C/2.00.

EAP course grades do not count toward a BU degree or affect the BU GPA; however, EAP grades are assigned a letter grade that is recorded on the Baylor transcript as a permanent record. GGP uses all grades to internally calculate student success as GPA.

BU course grades do earn credit toward a BU degree and do affect the BU GPA.

## D. Progression by GGP Level and Matriculation to Baylor

In the GGP, students are classified as BU non-degree-seeking students. GGP students take non-credit English for Academic Purposes (EAP) courses and for-credit Baylor (BU) courses during their program. When students complete the GGP, they matriculate as continuing, degree-seeking students. They are never classified as new or transfer students upon matriculation.

To progress to the next level in the GGP or to matriculate as a degree-seeking student, students must:

- 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](#)

In the final semester of GGP before matriculation, called GGP1, students do the following:

- Complete the Change of Level process in Global Bears to receive a new degree-seeking I-20. Students work with their DSO in ISSS and the GGP Staff.
- Meet with their university advisor to be advised for their intended major. Then register for classes with the support of GGP staff.

## E. Holds on Students' Academic Record

A hold is placed on a student account when they have not fulfilled an obligation to Baylor University, either academically, administratively, or financially. With a hold, students are unable to register or request transcripts. The GGP staff works closely with each student to resolve holds in a timely fashion.

## F. Academic Warning

Students who are earning lower than 2.5 in one or more classes may be placed on Academic Warning. Academic Warning is meant to be a temporary status and is addressed with an Academic Success Plan, which is personalized and monitored by GGP staff.

## **G. Academic Probation, Failing and Repeating Courses:**

Students who have earned a C- or lower in one or more classes in a prior term are on Academic Probation for the following semester. They must meet regularly with GGP staff to monitor their progress in all classes. Academic Probation is usually supported by an Academic Success Plan that is personalized to address areas of difficulty.

If a student fails one or two courses (BU or GGP), GGP staff will determine whether the class/es can be repeated.

- Repeating a BU course is subject to 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](#)).
- Repeating a GGP EAP course requires permission from the GGP Director. 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.

## **H. Student Dismissal**

Students may be dismissed by the GGP or BU for academic reasons or for violation of the student code of conduct.

## **I. Appeals**

When students have excessive absences or earn a grade of C- or lower in a GGP class, they are expected to write an appeal essay explaining the circumstances. Written appeals should be submitted to the GGP Director during final exam week. Students must submit the GGP Student Appeal Form, located in the appendix of this handbook, for the appeal to be official.

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

## **J. Enrolling in Courses at Outside Institutions (not BU)**

While enrolled in the GGP, students are not allowed to also enroll in courses at any other foreign or domestic university or other institution of higher education in any format (face-to-face or virtual/online).

## **K. Leave of Absence Policy**

If a student requires a leave of absence, which refers to any temporary break in attendance during the program, the student is required to:

- Request the leave of absence in writing to GGP staff and receive Director approval
- Sign and date the leave of absence request and specify a reason for the leave and a reasonable time for return.

## **L. 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 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.

## V. Course Descriptions

All course descriptions are available in the latest edition of the [Baylor University Catalog](#):

### A. EAP Course Descriptions

#### 1. **GBL 0411 Reading I (4)**

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.

#### 2. **GBL 0412 Writing I (4)**

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.

#### 3. **GBL 0413 Listening and Speaking I (4)**

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 to assist students in developing 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.

#### 4. **GBL 0414 Grammar I (4)**

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.

#### 5. **GBL 0321 Reading II (3)**

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 work to build fluency, comprehension, and vocabulary skills through extensive and intensive reading tasks of increasing complexity. They also develop critical thinking skills by participating in discussions, analysing readings, and learning to use the texts to support their opinions.

#### 6. **GBL 0322 Writing II (3)**

This course helps prepare students for university writing-intensive courses. Students work to improve writing skills through learning how to write effective thesis statements, create outlines, and use academic English vocabulary and grammar structures. The class focuses on the writing process and on helping student improve unity and coherence in their writing. Students will draft, edit, and revise a variety of essay types.

**7. *GBL 0423 Listening and Speaking II (4)***

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.

**8. *GBL 0424 Grammar II (4)***

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.

**9. *GBL 0431 Reading and Writing III (4)***

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 analyse 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.

**10. *GBL 0433 Listening and Speaking III (4)***

In this course students will learn and apply listening, note-taking, and presentation skills essential for academic learning, inquiry, and discourse 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. Students will listen to academic lectures, presentations, and discussions.

**B. BU Course Descriptions**

**1. *GBL 1105 Transitioning to Baylor University (1)***

Developing Strategic Skills for Global Gateway Students introduces new students in the Global Gateway Program to Baylor University, U.S. Higher Education, and study skills that will lead to academic and personal success.

**2. *GBL 1305 Transitioning to the U.S. University System (3)***

This course focuses on the study and life skills necessary for success in the American university setting, while also developing academic English language skills.

**3. *GBL 1311 Perspectives on Global Culture (3)***

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.

## VI. Campus Contacts

This chart shows who to contact for specific questions:

Contact Professors if you:	<ul style="list-style-type: none"> <li>Do not understand the work in class</li> <li>Have questions about a specific subject or grade</li> <li>Are sick and will miss a class</li> </ul>
Contact GGP Staff if you:	<ul style="list-style-type: none"> <li>Have a question about BU activities</li> <li>Have a question about tuition or payments for housing, meal plan, student insurance, or book fees</li> <li>Have a question about housing</li> <li>Want to change your major</li> <li>Have a roommate problem or other personal problem</li> <li>Have a hold on your student account</li> <li>Want to leave the GGP</li> </ul>
Contact the BU International Student and Scholar Services (ISSS) if you:	<ul style="list-style-type: none"> <li>have problems with your visa or visa renewal</li> <li>intend to travel outside of the USA</li> </ul>
Call (254) 710-2222	<ul style="list-style-type: none"> <li>Emergencies on campus</li> </ul>
Call <b>911</b> :	<ul style="list-style-type: none"> <li>Off-campus emergencies. You should only use this in a genuine emergency.</li> </ul>

## VII. Appendices

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

**An appeal essay is required when a Global Gateway Program student does not achieve:**

- A grade of C or higher in one of the GGP required courses

**In your essay, begin with:**

- Your name and Baylor ID#
- Your level in GGP
- the current semester and year
- The reason(s) for your appeal (attendance, GPA, and/or grades)

**Respond to the following questions for a grade below C on a GGP-required course:**

- Provide the name of the class and the grade you received
- Did you discuss your final grade with your professor via email or in person?
- Explain why you received this grade (homework, exams, projects - what happened?)
- Explain how you will improve the grade if you're given the chance to repeat

**In conclusion, explain why you think your appeal should be approved.**

**SUBMIT YOUR APPEAL TO MRS. MOORE VIA EMAIL NO LATER THAN THE DAY AFTER YOUR LAST EXAM.**

**A committee will consider your appeal and will provide a decision as soon as possible:**

- Progress to the next level or matriculate (successfully complete IY1/GGP)
- Repeat the failed courses on academic probation
- Be dismissed from GGP and return to your home country

**Appeal denials represent a joint decision from the GGP Director and the Vice Provost for Globalization. Decisions are final.**

## **Baylor Global Gateway Program Acknowledgement of Terms and Conditions**

By signing below, the student confirms that he or she has read and understood the Global Gateway Program Student Handbook, and he or she agrees to abide by the rules and expectations contained within.

\_\_\_\_\_  
**Student Name Printed:**

\_\_\_\_\_  
**Date:**

\_\_\_\_\_  
**Baylor ID #:**

\_\_\_\_\_  
**Student Name Signed:**

\_\_\_\_\_  
**Date:**