



## PALS POLICIES AND PROCEDURES

**GRADING POLICY:** PALS uses the following grading system in our classes. In order for a student to successfully pass a course and move to the next level, it is recommended that a student earn a B or higher. However, students may proceed to the next level with a grade of C or higher. Any student receiving a D or F, must repeat the course. The grammar and writing courses are combined and therefore, you must receive a passing grade in **both** courses to be able to move up to the next level. If a student fails the grammar course but passes the writing course, the student **MUST** repeat both courses at the same level. Also, if a student fails the writing course but passes the grammar course, the student **MUST** repeat both courses at the same level. Students with excessive absences will be issued warning letters that will remain on their file.

A = 95-100	B = 83-86	C = 70-74
A- = 90-94	B- = 80-82	D = 60-69
B+ = 87-89	C+ = 75-79	F = 0-59

**ATTENDANCE POLICY:** PALS students are expected to attend **all** scheduled class meetings. After the first two absences, one letter grade is deducted for each absence. Two late arrivals/early departures is equivalent to one absence. After five absences, the student is given an automatic F and must repeat the course. Students with excessive absences will receive up to 3 warning letters and probation. Students who fail to attend to classes after their third warning and probation may be subject to dismissal. Doctor and legal appointments should be scheduled outside of class time. Only *serious* medical emergencies will be considered as excused absences.

*\*F-1 students: F-1 students must present written documentation in the form of a doctor's note, court document, or some such certified document.*

### **ACADEMIC POLICIES:**

#### **1. Academic Probation**

- Any student who fails to pass a course after 2 attempts is automatically placed on probation and must move down an academic level for that course.
- Any student who has more than 2 unexcused absences per class in 3 or more courses per sessions may be placed on academic probation.
- Any student who earns 3 or more failing grades (D or F) per session is automatically on academic probation.

#### **2. Academic Dismissal**

- Once on probation for earning 3 or more failing grades, students have one additional session to improve their GPA; otherwise, they may be dismissed from the program.
- Any student on academic probation due to attendance who has more than 3 unexcused absences may be dismissed and may have their visa terminated.
- Any student who plagiarizes while on probation may be subject to dismissal.

**PLAGIARISM POLICY:** PALS upholds all Rutgers University ethical standards related to academic integrity, including plagiarism. Students who are caught plagiarizing may be expelled from PALS. For Rutgers Policy on Academic Integrity, please see: <http://academicintegrity.rutgers.edu/academic-integrity-at-rutgers/>

**DISMISSAL POLICY:** Students may also be dismissed from the Program in American Language Studies due to:

Improper conduct, including, but not limited to: terrorist threats, physical violence, exceedingly and/or continuously disruptive behavior, and discriminatory remarks based on race, gender, religion, and sexual preference.



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**WITHDRAWALS:** Written notification is the only official means of withdrawal from PALS. Students must notify the PALS Office in writing of the reason for withdrawal. The date the PALS Office receives such written notice shall be considered the date of withdrawal. Students who stop attending class without officially withdrawing may earn an F and will not receive any refund. Students, who are on a student visa, may have their student visa records terminated.

**FAILURE TO REPORT:** A student who does not report for the PALS session for which he/she has registered has 2 weeks following the start of the session to contact the PALS Office to submit his/her written withdrawal from that session and has the opportunity to register with the same tuition immediately in the following session. After 2 weeks, the student has to register again and pay full tuition and the pertinent fees. If the student does not submit a written withdrawal and reserve the right to continue in the session immediately following, he/she will not receive any refund.

**REFUNDS AND DEPOSITS:** The application fee, University SEVIS Fee, placement exam fee, and mailing fees are non-refundable. Students who withdraw from our program 5 business days before the first day of the session will receive a full refund minus the non-refundable fees. Students who withdraw by Day 2 of the session will receive a refund of 50% minus the non-refundable fees. No refund will be given after Day 2 of the session.

Transfer requests must be received in writing. Tuition cannot be transferred from one student to another.

**STUDENT (F-1) VISA:** Keep in mind that the I-20 does not automatically grant you the F-1 Visa. You MUST schedule an interview with the U.S. embassy in your home country to obtain the student visa. A student who does not report for a PALS session because he/she has been denied a student (F-1) visa has 2 weeks to notify the PALS Office. If the student does not notify the office within 2 weeks of the start date on the I-20, the student has to apply again with payment of application and processing fees. Application and processing fees are non-refundable.

**IMPORTANT INFORMATION FOR F-1 VISA HOLDERS / APPLICANTS:**

1. You must attend classes FULL TIME.
2. You must study a minimum of 21 hours per week
3. All F-1 students, spouses and dependent children are required to purchase health insurance from Rutgers University.

**I have read and understand the above Academic Policies. I agree to adhere to all financial and academic regulations established by Rutgers University and Program in American Language Studies. I agree to adhere to the policies and procedures governing students, including, but not limited to, the University Code of Student Conduct, the Academic Integrity Policy, and all policies outlined in the RU-Newark Undergraduate Catalog: <http://studentconduct.rutgers.edu>.**

**I understand that decisions regarding visas and immigration status are made by the U.S. Government. I understand registration in the Program in American Language Studies (Newark Campus) does not imply acceptance into any other divisions of Rutgers, The State University of New Jersey. I agree to abide by these policies and procedures for the duration of my time as a student at PALS-Newark.**

\_\_\_\_\_  
 NAME (Printed)

\_\_\_\_\_  
 SIGNATURE

\_\_\_\_\_  
 DATE