

Intensive English Program (IEP) Policies to Know Before Starting Your Courses

Policies 1, 2, and 3 apply to all IEP students.

Policies 4 and 5 apply only to IEP students in online courses. Please note: F-1 international students must enroll in on-campus courses only.

1. Progression through the program: students must earn a grade of C (70%) or better in an IEP course in order to take that course at the next level. Students who pass an IEP course with a grade of C (70%) or better are not eligible to take that course at a lower level.
2. Repeating courses: a student can fail (earn a grade of D or F) only one IEP course during the course of study; a second failing grade in any IEP course will result in the student's removal from the IEP. If circumstances out of the student's control contributed to the failure, the student must provide supporting documentation from a professional. An SFBU administrative committee will determine whether to approve the student's request to repeat the second failed course.
3. Attendance: students who miss one class meeting are required to meet with the ESL Administrator. Students who miss a total of five hours or more of any one course will be referred to Counseling. These students may be withdrawn from that course, based on the decision of the Attendance Committee.
4. Online course technical requirements: online IEP students must have regular access to an electronic device with video and audio capabilities, and a reliable internet connection.
5. Online behavior: when interacting with instructors and classmates in class meetings and video conferences, students are required to have their cameras on and their faces in view. Students' faces must match photographs kept in SFBU student records.