INSTRUCTIONS TO APPLY TO PALS

SPRING 2016
14-WEEK SATURDAY COURSE

SUBMIT:  
A. PALS Application Form (Completed)  
B. Copy of Identification (Example: Passport page with student’s name and date of birth; Driver’s License OR Permanent Resident Card)  
C. Application Fee (Non-Refundable): $100.00

Incomplete applications will not be accepted. We must receive all papers to process your application.

COSTS:  
Costs Fee - $100.00 (new students only)  
Computer Fee (14-week session) - $96.50  
Tuition (14-week session) - $525.00 (includes textbook)

Note: Please retain your receipt of payment for income tax purposes.

METHOD OF PAYMENT:  
1. All payments in US Dollars must be made payable to "RUTGERS UNIVERSITY"  
2. Acceptable methods of payment: Check, Money Order, Cash, Travelers Cheque, Bank Wire Transfer or Credit Card

Blumenthal Hall - Cashiers’ Office Hours  
A. Monday, Tuesday, Thursday & Friday: 8:30 AM – 3:15 PM  
B. Wednesday: 10:00 AM – 6:00 PM

Please Note: You must come to the PALS Office before going to cashier’s office.

Submit PALS Saturday Course Application Form and payment to:

PALS - Rutgers University  
Conklin Hall Room 226  
175 University Avenue  
Newark NJ 07102

PALS Office Hours: 8:30AM to 4:30PM, Monday to Friday
**PALS**

**SPRING 2016**

**14-WEEK SATURDAY COURSE**

**14-week session**

**COURSE DESCRIPTION**

This is an intermediate level, integrated-skills ESL class. The focus of the course is on building proficiency in the four skills: speaking, reading, writing, and listening. The general objective is to raise the intercultural and communicative competence of students through various tasks, thematic-based content, and instruction related to the functions, forms, and generic uses of specific linguistic features of Standard American English. During the semester, students work towards increasing their fluency, accuracy, and complexity so that they can achieve success in educational institutions, the community, and the workplace.
APPLICATION FOR NEW/RETURNING STUDENT ENROLLMENT
2015-2016 (Saturday Course)

14-WEEK SATURDAY COURSE

Date ____________________________  RUID# (Office Use Only) ____________________________

INSTRUCTIONS: Complete numbers 1 to 11

1. Name __________________________________________  Last Name  First  Middle

2. Address _______________________________________ / __________________ / ______ / ______
   Street Address or Postal Address  City  State  Zip Code

3. Telephone ________________________________

4. E-mail______________________________

5. Birth Date _____________________________
   Month / Day / Year

6. Male ___  Female ___

7. Country of Birth _________________

8. Country of Citizenship ________________

CALENDAR

REGISTRATION &
PAYMENT (In Full)

SECTIONS
I. January 23 – April 30, 2016
   (No class on March 26)
   9:00 AM – 12:00 PM

December 15, 2015 (new students)
December 18 2015 (returning students)

Please note: A minimum of 5 students per course is needed to run a course.
PALS POLICIES & REGULATIONS

**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.

*Students are NOT allowed to skip levels*

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

**Attendance Policy:** PALS students are expected to attend all scheduled class meetings. One letter grade is deducted for each absence after the first two. Two late arrivals/early departures are equivalent to one absence. After five absences, the student is given an automatic F and must repeat the course. 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 place 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 session (or semester if EAP) may be placed on academic probation.
   - Any student who earns 3 or more failing grades (D or F) per session (or semester if EAP) 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 2 unexcused absences the next session 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 the PALS program. 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.

**WITHDRAWALS:** Written notification is the only official means of withdrawal from PALS. Students must notify the PALS Office in writing 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.

**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:** Students who withdraw prior to the first day of class will receive a full refund less the application fee. Students who withdraw days 1-5 of the session will receive a refund of 50% less the application fee. Students who withdraw after day 5 will not receive any refund.

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

I have read and understand the above Academic Policies. I agree to conform to all the academic policies and regulations established by Rutgers University and the Program in American Language Studies. 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.

____________________________________  __________________

Signature                                 Date