

CEUS LANGUAGE COURSE POLICIES

Attendance Policy for CEUS languages (Azeri, Hungarian, Kazakh, Mongolian, Pashto, Tajik, Turkmen, Uyghur, and Uzbek): Language learning requires greater participation in the classroom than most other subjects in the university curriculum. The Department of Central Eurasian Studies (CEUS) expects students to attend ALL classes and exams, to begin attending on the first day of classes, and to attend through the final exam. CEUS requires a reduction in grade for each class missed. Final approval for all absences will be given by the CEUS department chair, not the language instructor, and only with proper documentation of attested medical needs for which a doctor's note will be required. Such approval may require a make-up tutoring requirement to preclude class disruption for other students. No instructor or other IU unit can approve late arrivals to SWSEEL, missed classes, etc., on behalf of CEUS. Students who know in advance they will miss a day of class (wedding, etc.) need CEUS chair permission in writing in advance. Write to ceus@indiana.edu using subject line "Request for Exception."

If you plan an absence, keep in mind that CEUS eight week summer session languages include two courses, I & II, so there are two final exam days you must attend. The first exam is on Friday of the fourth week. The second exam is on the last Thursday of the eight week program.

Auditing: The Department of Central Eurasian Studies does not allow auditing of language courses. Any inquiries must be addressed to the CEUS Chair by e-mail to ceus@indiana.edu using subject line "Audit Request." No other IU unit can give audit authorization on behalf of the CEUS Chair.

Grades: Students enrolled in CEUS language courses obtain a letter grade at the end of each class. The Department does not offer a pass/fail option or a grade of Incomplete for language courses.

A+ 99-100%	B+ 89-90%	C+ 79-80%	D+ 69-70%
A 95-98%	B 85-88%	C 75-78%	D 65-68%
A- 91-94%	B- 81-84%	C- 71-74%	D- 61-64%

Enrollment: If you are a native speaker of a language *or* you are a citizen of a country where the language is commonly spoken, *or* you graduated from a high school in that country, Indiana University and departmental policy may (or may not) prohibit you from enrollment in this language class. Please direct all related questions to the Department of Central Eurasian Studies, Goodbody Hall 157, 855-2233, or to ceus@indiana.edu using subject line "Policy Q."

Language Program Coordinator: Questions about CEUS language classroom instruction, language teachers, and/or CEUS language program policies including but not limited to missed classes, medical absences, etc., should be directed to the CEUS Language Program Coordinator at ceuslc@indiana.edu. CEUS language instructors must comply with IU and department policies and are overseen by the CEUS Language Program Coordinator. The CEUS Language Program Coordinator is supervised by the CEUS Chair. No instructor or other IU unit can grant policy exceptions on behalf of CEUS.

Placement Testing: Placement testing is mandatory for all intermediate level CEUS language students in SWSEEL. Testing is administered in class on the first day of program. If you don't place high enough for the intermediate level, you'll have the option to switch to another language or to the introductory level of the same language.

Special Notes for Fellowship Recipients:

- Some fellowship funding is limited to a specific language or level of language. If placement testing requires a change in languages or levels, contact the office that awarded your fellowship to see if it is possible for you to make the change and keep the fellowship or if you must return the fellowship award.
- Fellowship holders who drop out after start of classes must return the fellowship (or qualify for medical exemption if permitted by the granting agency). It's also important to notify us of your intention to drop out so administrative withdrawal can be processed. Do not just stop attending.
- Granting agencies expect fellowship students to complete the full eight week session. Fellowship students who drop a class after IU's full refund period has ended must pay the unrecoverable percentage of tuition fees.
- Students with fellowships that include campus housing must also pay the Residential Program Fees if they withdraw from classes.