

A large, multi-story brick building with a prominent clock tower. The clock tower has two visible clock faces and a small cupola on top. The building has many windows, some with arched tops. In the foreground, there are trees with yellowing leaves, suggesting autumn. A few people are walking on a path in front of the building. A black bench is visible in the lower right foreground. A sign in the foreground lists various university departments.

STUDENT

AP Austin Peay
State University
CLARKSVILLE • TENNESSEE

**English Language
Institute**

HANDBOOK

**325 Drane St.
Clarksville, TN**

www.apsu.edu/eli

Welcome!



If your plans include pursuing your college education, our program will help you prepare for English language proficiency exams (like TOEFL or IELTS) and university classes. Our faculty and staff will help you improve your English language and workplace communication skills so you can reach your individual goals.

Fernanda Montenegro

ELI '25

"Studying English at the English Language Institute was truly one of the most rewarding experiences of my life. While the journey came with its challenges, the program equipped me with the tools and support I needed to succeed. From the very first day in the classroom, I felt confident that I was in the right place to begin this new chapter. The courses were thoughtfully designed to prepare me for both academic work and everyday life, using engaging methods that helped me fully understand and use the language. Over time, I saw clear improvements in my communication, reading, and writing skills - and, most importantly, I gained confidence. Thanks to this preparation, I'm now pursuing my bachelor's degree at Austin Peay, the same institution where my English journey began. I'm incredibly grateful not only for the education I received but also for the friendships I formed with people from around the world."

The English Language Institute



Mission

The mission of the ELI is to serve international students and community members by offering a diversified, high-quality English language program for people wanting to improve their English language skills.

Our History

We have served students from over 40 countries since 1998. Since that time, we have grown from a student-only program to a full community program, serving students, business leaders, local youth, and community members.

Our Goals

At the ELI, we:

- Offer an intensive English language program to increase language proficiency
- Provide community members with opportunities to study English
- Prepare students for international careers, advanced education, and participation in the global community
- Present students with cultural knowledge and awareness
- Inform students about options and opportunities at Austin Peay State University

Starting Off

01 Orientation

Orientation is held at the beginning of each term and is required for all new students. We talk about class schedules, policies, visa compliance requirements, and other important matters.

02 Class Schedules

Students will be given their specific class schedules when levels are assigned.

- Classes are held Monday-Thursday.
 - Current schedules are posted online.
-

03 Testing

A placement test is given to all new students before classes begin, so the ELI coordinator and instructors can make sure your courses match your skill level.



Levels and Grading



Levels



Level 1: Pre-A1, A1 (Beginner)

Level 2: A1-A2 (Beginner-Intermediate)

Level 3: A2-B1 (Intermediate)

Level 4: B1-B2 (Intermediate-Advanced)

Level 5+: B2-C1 (Advanced)

Types of Work

To increase your proficiency, you will:

- Do homework
- Create and present your work
- Take quizzes, tests, and exams
- Participate in discussions



Grading

The work you do in your classes will help you level up! You must earn a 70% (C) or higher grade in all classes to request a move to the next level.

A: >90%+, B: >80%+, C: >70%, F: <69%



What To Expect

Attendance Policies

Students are expected to attend all classes on time. Attendance will be taken during each class time and combined for all courses. An F-1 student may not miss more than 15% of their classes to maintain visa status and coming to class late counts as an absence. **F-1 Note: Failure to meet attendance requirements can result in termination of I-20.**

Class Guidelines

1. Use English while class is in session.
2. Be respectful of classmates and instructors (come on time, participate, and listen when others are speaking).
3. Only use cell phones and computers with permission of the instructor.
4. Students should not leave the classroom during class for any reason, except for emergency situations with permission of the instructor.
5. If a student is absent from class, they are responsible for any assignments missed or due.
6. Only drinks with spill-proof lids are allowed.
7. Food is only allowed during class time with permission of the instructor. No chewing gum while class is in session.
8. Classrooms will open approximately 15 minutes before class and will be locked after the last class.
9. Throw away all trash and return chairs to their proper place.

General Policies



01 Refunds

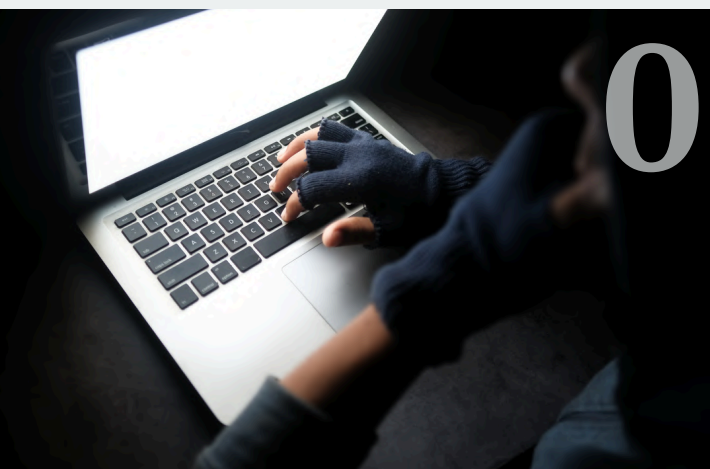
No refunds of tuition or fees will be made for any reason if a student withdraws or cancels on/after the first day of classes. Refunds requested within five days of the start of classes may defer funds to the next term for up to one year.

Withdrawal

02

Students may need to withdraw from the program for any number of reasons.

No refunds of tuition or fees will be made for any reason if a student withdraws or cancels on/after the first day of classes. Please see the coordinator if you need to withdraw.



03

Plagiarism/Cheating

Plagiarism is taking another person's idea or work and using it as your own. Cheating is using or attempting to use materials not allowed on an assignment, quiz, or test. These offenses can result in failure or expulsion.

See www.apsu.edu/policy for other policies.

Campus Policies



01 Smoking

All smoking is prohibited on the APSU campus, except in designated areas. A map showing official designated smoking areas can be found at www.apsu.edu/map/.

Drinking/Drugs

Austin Peay State University strictly prohibits the use, possession or distribution of alcohol (beer, wine, liquor, etc.) and illicit drugs on its campus, on property owned or controlled by the university, or as part of any university activity.

02



03 Minors

Minors (any non-student under the age of 18) accompanying staff, faculty, students, or visitors on campus are not permitted in the classroom during class time.



See www.apsu.edu/policy for other policies.

Student Resources



Police and Campus Safety

During a serious emergency, pick up any phone and dial 911.

Campus police: 931-221-7786

Public Safety/Campus Police is located in the Shasteen Building.



Woodward Library

Students can get a community card to use library computers, check out books or other resources, and more. Visit library.apsu.edu/ for more information.



Food Court/Cafeteria

There are many places to eat on campus! You can visit one of three coffee shops, and there are various food service options around campus. The Food Hall in the Catherine Evans Harvill Building and the restaurants in the Morgan University Center are the most popular spots for lunch!



Post Office

The university post office is located in the Morgan University Center and provides the same services as a regular post office.

Contact List

Please save this list of important contact numbers!

Go to www.apsu.edu/ --> "People Search" to find other numbers and addresses.

Description	Phone	Address
English Language Institute	931-221-6270	McReynolds Building, 122
International Student Services	931-221-6400	325 Drane St.
University Police	931-221-7786	Shasteen Building
Housing	931-221-7444	Miller Building, 121
Health Services	931-221-7107	Ard Building 524 College St.
Admissions	931-221-7661	Ellington Building, 128
Student Affairs	931-221-7341	Morgan University Center 206

Your F-1 Visa and I-20

All F-1 visa students are responsible for maintaining their status in good standing.

What is difference between an F-1 visa and I-20 form?

The F-1 visa allows you to enter the U.S. The I-20 form is evidence that you are an international student but is not a visa. To enter the U.S., you must have **both** a current valid I-20 form and a valid, unexpired visa.

You must have a valid I-20 form to remain in the U.S. If your visa expires, but your I-20 is still valid, you may continue to study as long as you do not leave the U.S.

Notes:

- You must remember the program end date on your I-20 and ask for an extension when needed.
- When you reach the end date on your I-20, you have 60 days to:
 - Change your education level
 - Transfer to a new institution
 - Leave the U.S.
 - Failure to complete one of the options above means you will be out of status.



Common F-1 Regulations

YOU are responsible for maintaining **YOUR** status and remaining in good standing.

Failure to comply with DHS SEVP regulations may result in termination of your status, your ability to travel to the U.S. in the future, and your academic journey.

ALWAYS:

- Maintain a valid passport
- Attend the college/university you are authorized to attend
- Attend your classes and maintain a minimum 2.0 GPA
 - Excessive absences or failure to participate in classes will result in I-20 termination
- Submit a request for an extension 30 days before your I-20 expires
- Apply for authorization before starting work of **any** kind
- Report any change of address, name, or status within **10 days** of the change
- Get a travel signature before leaving the U.S.
- Complete an official transfer whenever you change educational institutions.

Off-campus employment for F-1 students without authorization violates student visa regulations and will result in the termination of your form I-20.

International students can work up to 20 hours per week **on campus only**.



Health and Insurance

While insurance for F-1 students is not federally mandated, we strongly recommend that students purchase insurance for the duration of their stay. Affordable plans are available for review and purchase through International Student Insurance.

All students may utilize the Boyd Health Services facilities for immunizations and other health care-related needs.

The state of Tennessee requires that all new students attending the university provide:

- Proof of two immunizations against measles, mumps and rubella (MMR)
- Proof of two immunizations against varicella (chickenpox), documented proof from a healthcare provider of having the disease, or documented laboratory evidence of immunity to the disease (unless you were born before Jan. 1, 1980).
- Proof of a negative tuberculosis (TB) test based on a chest X-ray or skin test (this is in addition to the BCG vaccine). Must be dated within 30 days of start of classes.
- If less than 22 years old and living on campus, proof of a meningococcal vaccine (MCV4) within the past five years.



Are You Ready?

Now that you've reviewed the most important components of our program, you're ready to start classes!

More information about local activities, culture, events, and APSU are available on the international student website.

Get ready for classes by reviewing www.apsu.edu/international/admissions/admitted/index.php. You can also join our campus community program by reaching out to the English Language Institute coordinator at esl@apsu.edu.

Let's Go Peay!

