Revisions

Any changes to the dynamic version during the semester are not valid until the next semester and a .pdf version has been created. The dynamic version is only made available to employees as a way to track policy changes.

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<tr>
<th>Date and Time</th>
<th>Updates Made</th>
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Introduction

The purpose of the student handbook is to document the various policies and procedures of English Language Services as well as the rights and privileges of students within the department. This handbook includes items relevant to students within the department in addition to offering knowledge about services that help those students. All items are in addition to policies published in student handbooks put forth by Illinois Institute of Technology. Wherein a policy is omitted in this handbook, our department defaults to the university’s policy. For the most up-to-date Illinois Tech policies and procedures, please visit the Student Affairs Handbook, which may require logging into MyIIT.

English Language Services

English Language Services is housed under the Office of Professional Development (OPD) within the School of Applied Technology (SAT). In addition to English Language Services, the Office of Professional Development (OPD) manages International Certificates, Information Technology Certificates, and Short Courses.

English Language Services includes…

English for Specific Purposes

1. Professional Communication Advancement (PCA)
2. English for Design (EFD)

Pathways

1. Intensive English Program (IEP)
2. International Certificates (ICerts)

English Language Program (ELP)

1. Proficiency of English as a Second Language (PESL/ELP) Courses

Mission Statement

The mission of English Language Services is…

To provide engaging English language instruction in a dynamic learning environment relevant to the academic and professional needs of non-native learners.

Office of Professional Development (OPD) Mission

The Office of Professional Development (OPD) of the School of Applied Technology (SAT) combines university-wide resources to establish a common administration and support structure for non-degree technology-oriented training and certificates, corporate training, short courses and seminars ranging from a few hours to several days in length.

School of Applied Technology Mission

The mission of School of Applied Technology (SAT) is to educate people from all countries for complex professional roles in a changing technological world; prepare them to become agents for change through technological leadership; and advance knowledge through research and scholarship.

Illinois Institute of Technology Mission

The mission of Illinois Tech is…
To provide distinctive and relevant education in an environment of scientific, technological, and professional knowledge creation and innovation.

Programs

Professional Communication Advancement (PCA)
IIT Stuart School of Business in Chicago provides the Professional Communication Advancement (PCA) Program for international students to receive a customized and targeted approach to communications skill-building. PCA is designed to help students achieve success during their time at Stuart and as they move into the job market and the global business environment. PCA offers a variety of six to eight-week courses, each targeting specific English-language or communications competencies. Students take part in customized language advancement studies that meet their personal needs.

English for Design (EFD)
Courses in the English for Design Program cover a wide range of issues and skills to ensure that students coming from outside of the U.S. will excel in the graduate design programs and in their careers. It is taught over two semesters during the Master of Design program in the same studio space as current ID graduate students. Topics range from essential history to current events in the field of design.

Intensive English Program (IEP)
The Intensive English Program (IEP) at Illinois Institute of Technology is designed to meet the personal, professional, and academic goals of international students. The program consists of the following:

- 4 levels of instruction, high-beginning to advanced
- Core skills: Listening/Speaking, Reading/Writing, Grammar
- Elective courses: Test Prep (GRE Verbal, TOEFL), American Culture, Pronunciation, and various English for Specific Purpose courses such as Architecture, Business, and Engineering.
- 18 total hours of class per week = 21 credit hour equivalents
- Classes meet daily Monday to Friday between 9am and 5pm
- 3 hours of class per week scheduled in a computer lab. Labs may be scheduled before 9am or after 5pm.
- 15 students average in a class

International Certificates (ICerts)
Illinois Institute of Technology's Office of Professional Development (OPD) offers international students the opportunity to advance their English skills while increasing their knowledge in the information technology and business fields. It also provides students the opportunity to experience living and studying in the third largest city in the U.S. allowing them to gain real-life experience that can't be taught in an English classroom. The certificate program, which falls directly under the Office of Professional Development (OPD), utilizes the English Language Program (ELP) courses.

English Language Program
Proficiency of English as a Second Language (PESL/ELP) Courses
English Language Program courses are supplemental English language courses for the undergraduate, graduate, and international certificate programs. They provide a linguistic bridge for currently admitted international students who need improvement with the English language. We offer skill-building courses in academic reading, listening, writing, and oral communication that develop linguistic as well as cultural competence. The English Language Program, when all of the skill-building courses are taken concurrently, also serves as additional semesters for English-only students continuing from the Intensive English Program.
Location and Contact Information

The Office of Professional Development (OPD) has two main locations: Mies Campus and Rice Campus. English Language Services, International Certificates, and Information Technology Certificates are mainly located on Mies Campus. Rice Campus primarily houses Short Courses.

For general campus information and maps, please visit http://web.iit.edu/about/campus-locations. For a map of Mies Campus, visit http://web.iit.edu/about/main-campus-map.

<table>
<thead>
<tr>
<th>English Language Services Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Mies Campus (MC)</strong></td>
</tr>
<tr>
<td><strong>Tech South</strong></td>
</tr>
<tr>
<td>3424 South State Street, Rm 4041</td>
</tr>
<tr>
<td>Chicago, IL 60616</td>
</tr>
<tr>
<td>Main: 312.567.5220</td>
</tr>
<tr>
<td>Email: <a href="mailto:els@iit.edu">els@iit.edu</a></td>
</tr>
</tbody>
</table>

For specific employee contact information, please visit the Illinois Tech phonebook.
Getting Started: New Student Checklist

Pre-Arrival

- Fill out the Intent to Enroll form in the Application Tracker
  - Please click here to check the Program Calendar to ensure you are able to arrive before the orientation date and stay until the end of classes. If you cannot attend the orientation or need to leave before classes end, you will be advised to defer (wait) until the next semester.
  - If you are NOT able to attend and want to defer (wait) until next semester, please fill out the Request to Defer form in the Application Tracker.
- Apply for Visa - Click here for a detailed explanation of the I-20 process.
  - Pay SEVIS Fee - The United States Department of Homeland Security (DHS) has implemented a one-time SEVIS Fee for all F-1 and J-1 visa applicants. Please click here to check Illinois Tech's International Center website for details.
  - Contact the nearest U.S. embassy or consulate to schedule a visa appointment. To find the nearest embassy, please click here to refer to www.usembassy.state.gov.
- Gather Immunization Documents
  - According to Illinois Tech's policy and Illinois State Law, you must provide proof of immunization. Please click here to view immunization requirements and to download the Immunization Record Form, which needs to be completed and signed by a doctor accompanied with your medical record. If you have questions about immunizations, email student.health@iit.edu (copy els@iit.edu for assistance).
- Sign-on/Access myIIT Account
  - Please click here to sign on to the myIIT portal (http://my.iit.edu), which allows for single sign-on convenience for announcements and Illinois Tech Hawk email as well as Blackboard Learning System, using the following credentials:
    Username: [UID]
    Initial Password: MMDDXXXX
    *If your name is incorrectly spelled, your username incorrectly spelled, or you have trouble logging into myIIT, please explain by email to supportdesk@iit.edu (include els@iit.edu for help) with your name, CWID (A#), and current username.*
    *MM is the 2 digit month you were born, DD is the 2 digit date you were born, and XXXX is the last 4 digits of your CWID/A# as listed above. Once you sign in, you will be asked to create a new password and you will be required to create security questions. Please remember your log-on.*
- Check Student Email Daily
  - Access your Illinois Tech Hawk email by clicking on the Google Apps for Students icon at the top of the screen once logged in to myIIT. All email communication going forward will be through your Illinois Tech Hawk email. It is a condition of your visa that you check your Illinois Tech Hawk email daily (at minimum) for Illinois Tech communication.
- Make Housing Reservation
  - Room and board is available on-campus at an extra cost. To reserve a room, you should click here (http://myroom.iit.edu/). You will use your Illinois Tech username and password to log in. Please fill out a contract if you would like to live on-campus. If you wish to live off-campus or would like a home-stay, you should make arrangements yourself; Illinois Tech does NOT help find off-campus housing.
- Make Flight Reservation
Book your flight to Chicago after you visa has been approved. You may fly into O'Hare International Airport (ORD) or Chicago Midway International Airport (MDW). Click here to visit www.flychicago.com for more information about the airports. There is NOT a set arrival time or transportation pick-up.

Email Flight Itinerary

Once you have your flight booked, please email your itinerary to els@iit.edu from your Illinois Tech Hawk email account.

Email Immunization Records

Scan and return a copy to els@iit.edu before arriving and bring the original document to turn in to the Student Health and Wellness Center after arriving.

Arriving at Illinois Tech

Report to the International Center in McCormick Tribune Campus Center (MTCC).

Check-in and show passport and I-20 to the International Center.

Get Hawk card (student ID with picture) in Hermann Hall, 2nd floor.

Check-in to housing.

Attend the orientation session. Orientation dates can be found on https://appliedtech.iit.edu/english-language-services/program-calendar. Students will be informed of the agenda and location of the orientation closer to arrival.

Take an English Language Placement Exam. English language classes will be chosen for students based on their assessment results.

Check your schedule on the myIIT portal before the start of class as classrooms may change.

Bring the completed immunization verification form (see attached) to the Health and Wellness Center located on the third floor of the IIT Tower.

Review Student Handbook.

Buy textbooks.

Start classes.

Be successful in classes.

Check Blackboard daily

Communicate with instructor and students frequently.

Prepare for classes by completing assignments before class.

Practice English whenever you can. Getting involved on campus is a great way to practice!
## Quick Reference Guide

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<th>Contact / Location</th>
<th>Website</th>
</tr>
</thead>
<tbody>
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<td><strong>Academic Calendar</strong></td>
<td>Registrar Site</td>
<td><a href="http://web.iit.edu/registrar/academic-calendar">http://web.iit.edu/registrar/academic-calendar</a></td>
</tr>
<tr>
<td><strong>Blackboard Help</strong></td>
<td>Galvin Library, Upper Level</td>
<td><a href="https://blackboard.iit.edu/">https://blackboard.iit.edu/</a> (tutorials available in Blackboard)</td>
</tr>
<tr>
<td><strong>Bookstore</strong></td>
<td>MTCC</td>
<td><a href="http://iit.bncollege.com/">http://iit.bncollege.com/</a></td>
</tr>
<tr>
<td><strong>Center for Disability Resources</strong></td>
<td>Tech South</td>
<td><a href="https://web.iit.edu/cdr">https://web.iit.edu/cdr</a></td>
</tr>
<tr>
<td><strong>Emergency</strong></td>
<td>911</td>
<td></td>
</tr>
<tr>
<td><strong>English Language Services</strong></td>
<td>Tech South</td>
<td><a href="https://appliedtech.iit.edu/els">https://appliedtech.iit.edu/els</a></td>
</tr>
<tr>
<td><strong>Facilities</strong></td>
<td>312.567.3343</td>
<td><a href="http://facilities.iit.edu/">http://facilities.iit.edu/</a></td>
</tr>
<tr>
<td><strong>IIT Shuttlebus</strong></td>
<td>ACaPS</td>
<td><a href="http://web.iit.edu/acaps/shuttlebus">http://web.iit.edu/acaps/shuttlebus</a></td>
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<tr>
<td><strong>IIT Student Handbook</strong></td>
<td>Student Affairs Website</td>
<td><a href="https://web.iit.edu/student-affairs/handbook">https://web.iit.edu/student-affairs/handbook</a></td>
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<td><strong>International Center</strong></td>
<td>McCormick Tribune Campus Center (MTCC)</td>
<td><a href="http://web.iit.edu/international-center">http://web.iit.edu/international-center</a></td>
</tr>
<tr>
<td><strong>Mies Campus Map</strong></td>
<td>NA</td>
<td><a href="http://web.iit.edu/about/main-campus-map">http://web.iit.edu/about/main-campus-map</a></td>
</tr>
<tr>
<td>Service</td>
<td>Location/Contact Information</td>
<td>Website</td>
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</tr>
<tr>
<td>MyIIT: Email, Blackboard, Rosters, Schedules, Grade Entry, Pay Stubs, etc.</td>
<td>NA</td>
<td><a href="http://my.iit.edu/">http://my.iit.edu/</a></td>
</tr>
<tr>
<td>Office of Technology Services OTS: IT Support</td>
<td>Galvin Library, Upper Level 312.567.3375 <a href="mailto:supportdesk@iit.edu">supportdesk@iit.edu</a></td>
<td><a href="http://OTS.iit.edu/">http://OTS.iit.edu/</a> <a href="http://support.iit.edu">http://support.iit.edu</a></td>
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<td>Phonebook/Directory</td>
<td>NA</td>
<td><a href="http://phonebook.iit.edu/">http://phonebook.iit.edu/</a></td>
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<td>Program Calendars</td>
<td>NA</td>
<td><a href="https://appliedtech.iit.edu/english-language-services/program-calendar">https://appliedtech.iit.edu/english-language-services/program-calendar</a></td>
</tr>
<tr>
<td>Student ID (Hawk Card)</td>
<td>ACPs  Hermann Hall - Room 201 3241 S. Federal Street Chicago, IL 60616 312.567.8968 <a href="mailto:acaps@iit.edu">acaps@iit.edu</a></td>
<td><a href="http://web.iit.edu/acaps/hawkcard">http://web.iit.edu/acaps/hawkcard</a></td>
</tr>
<tr>
<td>Registrar</td>
<td>312.567.3100 <a href="mailto:registrar@iit.edu">registrar@iit.edu</a></td>
<td><a href="http://web.iit.edu/registrar">http://web.iit.edu/registrar</a></td>
</tr>
<tr>
<td>Residence and Greek Life</td>
<td>3241 S. Wabash Ave 312.567.5075 <a href="mailto:housing@iit.edu">housing@iit.edu</a></td>
<td><a href="http://web.iit.edu/housing">http://web.iit.edu/housing</a></td>
</tr>
<tr>
<td>Student Health and Wellness Center</td>
<td>IIT Tower 10 West 35th Street, 3rd Floor 312.567.3000 <a href="mailto:student.health@iit.edu">student.health@iit.edu</a></td>
<td><a href="http://web.iit.edu/shwc">http://web.iit.edu/shwc</a></td>
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Academic Probation

Students who do not pass all classes after their first semester in the program will be placed on academic probation. Once a student is placed on academic probation, the student will have to demonstrate significant improvement the following semester by passing all classes. After demonstrating satisfactory improvement, the student will no longer be considered on academic probation. If the student does not improve and demonstrate this by passing all classes, he or she is subject to dismissal from Illinois Tech. Once dismissed from Illinois Tech, the student would be considered out-of-status according to the Homeland Security guidelines for international F-1 students. If a student is considered out-of-status, he or she is required to return to his/her own country and risk not being able to come back to the U.S. in the future.

Calendar: Important Dates

For important dates such as application deadlines, arrival dates, orientation schedule, program dates, and breaks, please visit the Program Calendar at https://appliedtech.iit.edu/english-language-services/program-calendar

Admission Requirements

Intensive English Program Requirements

Students must have the equivalent of a high school diploma, a transcript or mark sheet, and a grade point average (GPA) equivalent to a 3.0 out of 4.0 to be admitted to the program.

International Certificate Requirements

Students must have some university experience with at least a 2.0, or the equivalent, out of 4.0 on a grade point average (GPA) scale. Although a TOEFL or IELTS score is not required, students must demonstrate the English competency to be able to work in an academic environment, which is established through an interview process or some other proof of ESL competency.

English Language Program and English for Specific Purposes Requirements

All students in ELP/ESP Programs follow the admission requirements from the degree-seeking program for which they were admitted. This includes graduate and undergraduate students who opt to take courses as a way to further increase their communication skills.

Advising

Illinois Institute of Technology offers advising for academic, personal, and immigration needs. English Language Services serves as the first point of contact to help direct students. Students may make an appointment by emailing els@iit.edu.

Academic

English Language Services offers academic advising in relation to the Intensive English Program. Students should make an appointment by email via els@iit.edu.

Students wishing to continue to university undergraduate and graduate programs may contact the specific department they are interested in to gather information. They may also apply to the program directly using the university's online application. Assistance is available for students applying to the university continuing from the IEP.
**Personal: Health and Wellness**

Illinois Tech offers health, wellness, and counseling services. As a student of Illinois Tech, you are entitled to a wide variety of programs and services that the Student Health and Wellness Center (SHWC) offers. The Student Health and Wellness Center approaches wellness from a holistic approach that emphasizes the importance of nurturing both the mind and the body. You can find a range of resources and information pertaining to both your physical and mental health by visiting [http://web.iit.edu/shwc/services/wellness-resources](http://web.iit.edu/shwc/services/wellness-resources).

In order to make an appointment to see a health care provider, students may make an appointment through the [Patient Portal](http://web.iit.edu/shwc/services/wellness-resources) as many times per semester as needed, with no office visit charges. Some services require a minimum fee, but these charges are generally much lower than comparable services provided elsewhere.

**Personal: Counseling**

The Counseling Services unit of the Student Health and Wellness Center offers intake assessments, individual and group psychotherapy, psychiatry, and referral services to students currently enrolled at IIT. Counseling for mental health in the US is normal and very common; many international students experience culture shock and homesickness. It is okay to seek counseling for these occurrences.

**Personal: Emergencies**

SHWC also has a list of emergency resources on their website, [http://web.iit.edu/shwc/services/crisis-services/emergency-resources](http://web.iit.edu/shwc/services/crisis-services/emergency-resources). However, for medical or life-threatening emergencies, do not hesitate to call 911.

**Immigration**

For information, resources, and guidance on immigration status, students may speak with the International Center at Illinois Tech. Information and resources can also be found on their website: [http://web.iit.edu/international-center/](http://web.iit.edu/international-center/).

**Attendance and Punctuality**

It is the student's responsibility to attend all classes and arrive early to start class on time. Instructors will record student attendance for the purpose of immigration status. Students with excessive absences will be reported to the department.

**No Late Assignments**

It is also the student's responsibility to participate in and/or submit all in-class and take-home assignments on time. Achievement of the Student Learning Outcomes is measured through these assignments. Late assignments will not be accepted.

Non-emergency appointments should not be scheduled during class time; however, assignments related to planned absences are at the discretion of the instructor.

If a student misses a class, it is the student’s responsibility to find out what was missed from a classmate: what the assignments were and what work needs to be completed in preparation for the next class meeting. It is also the student’s responsibility to maintain an awareness of the grade in the course.

**Extended Absences**
For extended absences due to illness or other special circumstances, the student should notify the Student Affairs office and he/she may need to provide written documentation of the reason for the absence to the instructor(s). For the university’s full attendance policy, please see section G of https://web.iit.edu/student-affairs/handbook/fine-print/academic-and-department-regulations.

Please note:
- Non-attendance does not constitute an official withdrawal.
- Students may not attend any classes unless they are properly registered for the course. Illinois Tech doesn’t allow students to audit courses.

Attendance and Immigration
Although attendance may not be included in the grade, instructors are required to track and report each student's attendance for immigration purposes. Students must maintain 90% attendance in order to be in good standing. Students who drop below 90% will be given a probationary period in order to raise their attendance percentage. Students who do not maintain 90% will be reported through the Student Exchange and Visitor Information System and will be expelled.

Blackboard
Blackboard is the course management system used by the university. Teachers are expected to post course materials and maintain their gradebooks on Blackboard. BlackBoard is supported and maintained by IIT Online. Trainings are offered at various times throughout the semester. Help and tutorials are available within Blackboard courses under the Help tab. For immediate assistance with BlackBoard, the help desk can also be reached at 312.567.3375.

Campus Life
To find out more information about student organizations and programming, please visit the Office of Campus Life (http://web.iit.edu/campus-life/about-us).

Classroom Conduct
The conduct required in ELS courses is the same conduct that would be required in a professional setting (a business meeting, discussion in a university-level course). This means students are expected to participate, ask questions, come up with new ideas, stay focused, and stay alert. For the university’s code of conduct, please visit https://web.iit.edu/student-affairs/handbook/fine-print/code-conduct.

Certificate of Completion
IEP students receive a certificate of completion for the levels they have completed. When a student is about to finish their IEP study at Illinois Tech, they may request a certificate of completion. The certificate of completion will include the levels that the student successfully completed. Students may also request a transcript, which will also have all the levels completed as well as the certificate issued.

<table>
<thead>
<tr>
<th>Certificate of Completion</th>
<th>Level Applicable</th>
<th>Hours Needed</th>
<th>Letter Grade Needed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certificate of Completion</td>
<td>1, 2, 3, or 4</td>
<td>227 (175 in Summer)</td>
<td>A, B, S, or P</td>
</tr>
</tbody>
</table>
Awarding of Certificates
Towards the end of the semester, students are contacted to see if they plan to continue. For students not continuing or finishing level 4, instructions on how to request a certificate or transcript are given.

Changing Programs
Students who wish to transfer from one program to another should meet with English Language Services to discuss the transfer of credits. In many cases, credit does not transfer and students will need to take another placement exam in order to determine their language abilities and needs. To make an appointment to speak with someone about transferring programs, please email els@iit.edu.

Students may be advised to visit the International Center Website for how any changes may affect their student status. Any changes to a student’s program that results in a change of tuition will follow the refund policy of Illinois Institute of Technology, which can be found at http://www.iit.edu/bursar/credits_and_refunds.shtml.

Complaint/Recommendation, Making a
Students who have a complaint about any aspect of their experience can file a complaint or provide a recommendation by using the following form: http://tinyurl.com/elscomplaintform. Student may use this form to file a complaint for any issue or make a recommendation related to a student’s experience (e.g accommodations, grades, instructors, placement, services, etc.).

Complaint Process
Students will receive a confirmation after submitting this form. Complaints are received by the English Language Service’s staff and forwarded on to the Director or Program Manager for review. All complaints are taken seriously and investigated.

If the issue is related to English Language Services or International Certificates, a member of the staff will work to resolve the issue within three business days.

If the issue deals with an external department or company, they will be contacted. A member of the staff will contact the student within three business days; however, the issue may take some time to resolve.

Placement Appeals
Students should attend at least two class sessions before appealing course level placement.

1. After attending at least two class sessions, if a student believes placement is incorrect, student should speak with the instructor for advice.
2. If after speaking with the instructor, the student still believes they are incorrectly placed, they should fill out the Complaint Form.
3. Incorrect placement will be reviewed by the Director or Program Manager. The student’s assessments will be reviewed and if necessary, the student’s instructors will be consulted.
4. The student will be asked to come in for an interview.
5. An official decision will be made within two business days after the interview.

Placement appeals must occur during the Add/Drop period.
Grade Appeals

English Language Services has standardized grading components for English language courses. ELS supports its instructors and the grades they award. If a student believes that a grade is not correct or fair, they should follow the procedure below:

1. Students should first speak with their instructor. The instructor should be able to explain why that grade was awarded.
2. If the student still feels the grade is not correct or fair, they should fill out the Complaint Form.
3. Grade appeals will be reviewed by the Director or Program Manager, and the instructor will be consulted.
4. An official decision will be made within three business days after the official complaint was made. All decisions are final.

Grade appeals are not accepted after the Add/Drop date of the next semester. Grade appeals for non-English courses follow the university’s grade appeal policy.

Dining Options

English Language Services is not endorsing any of these organizations or their beliefs. This section serves as a reference for dining options in the area.

On campus options include...

- The Commons - MTCC (student cafeteria)
- Center Court Café - MTCC
- 7-11 - MTCC
- Pritzker Club - MTCC
- Talons Café - Hermann Hall
- 10 West - Illinois Tech Tower

Various dining options exist off campus on 31st, 33rd, and 35th streets. Also popular is Krishna lunch, a group that delivers pre-ordered vegetarian dishes to campus. Join their mailing list, http://iskconchicago.com/krishna-lunch/, to get email reminders.

Disabilities

Reasonable accommodations will be provided to qualified individuals with physical or mental disabilities. The written form/documentation to request such an accommodation may be found on the Human Resources Portal accessible through MyIIT.

Reasonable accommodations will be made for students with documented disabilities. In order to receive accommodations, students must obtain a letter of accommodation from the Center for Disability Resources and make an appointment to speak with the instructor as soon as possible. The Center for Disability Resources (https://web.iit.edu/cdr) can be contacted at 312-567-5744 or disabilities@iit.edu.

Electronic Devices

Personal use of electronic devices is not allowed during class sessions. Unless used in a specific activity with instructor permission, all cell phones, laptops, iPads, and electronic dictionaries must be put away before class. If there is an urgent call, one should quietly leave the classroom to answer it.
Email Communication
All faculty and students must use their official IIT email address to contact Illinois Tech faculty, staff, and students. Emails from personal accounts will not be accepted. When referencing a student, emails between employees of the university must include the student CWID (A#).

English Language Requirements
English Language Services programs are intended for students with beginning to advanced level language abilities. The Intensive English Program is intended for beginners to low-advanced language students. The English Language Program and English for Specific Purposes programs are intended for intermediate to advanced language students.

Expulsion
Students can be expelled for the following reasons pending the campus judicial process: plagiarism, forgery, harassment, physical abuse, possession/use of firearms, theft/damage to property, and violation of federal/state/municipal laws.

Faculty
English Language Services hires faculty with at least an M.A. degree in TESOL or Linguistics. Other qualifications include...

- Two years English language teaching experience at post-secondary level
- Ability to effectively teach all courses and all levels in the program
- Availability to teach courses at Illinois Tech Mies Campus weekdays from 8:00am-9:00pm (if afternoon and evening classes become necessary)
- Demonstrated commitment to remaining current in the field of TESOL
- Excellent interpersonal and intercultural skills in order to work as part of a team within the program, department, and the university at large
- Familiarity with and willingness to use innovative approaches to language learning including project-based, task-based, flipped classroom learning, and experiential learning
- Intercultural competence (cultural sensitivity and ability to work with students from different cultural backgrounds)
- Proven ability to effectively integrate technology into classroom instruction
- Strong English language abilities

In addition, most instructors have...

- At least one year living in non-English speaking country (study abroad, Peace Corps, teaching English, working internationally)
- Experience learning a second language
- Experience with CEA accreditation
- Familiarity with Blackboard and other language learning technologies
- Five or more years TESOL experience in higher education
- Experience in content-based area (Architecture, Business, Design, Engineering) for an English for Specific Purposes course

In order for instructors to stay current in the field of English language instruction, ELS provides ample resources and professional development opportunities.
Family Educational Rights and Privacy Act (FERPA)
FERPA gives parents certain rights with respect to their children's education records. Parents should understand that their rights transfer to the student when he or she reaches the age of 18 or attends a postsecondary school at any age. Students to whom the rights have transferred are "eligible students." FERPA gives parents and eligible students these basic rights:

- The right to inspect and review the student’s education records maintained by the school;
- The right to request that a school amend the student’s education records;
- The right to consent in writing to the disclosure of personally identifiable information from the student's education record, except under certain permitted situations; and
- The right to file a complaint with the Family Policy Compliance Office (FPCO) regarding an alleged violation under FERPA.

For more information on FERPA, please visit the Family Policy Compliance Office site (http://familypolicy.ed.gov/).

Student Record Policy
Illinois Institute of Technology respects the rights of privacy of its students and acknowledges the responsibility to maintain confidentiality of personally identifiable educational records. The following policies and procedures will be followed in regard to such records.

IIT has adopted a policy of not disclosing personally identifiable records of a student without his or her prior written consent, except in the following instances:

- To school officials, including teachers, within the educational institution who have a legitimate educational interest.
- To officials of another school in which the student seeks or intends to enroll, provided that a documented attempt will be made to notify the student of intended disclosure prior to submission of such information.
- To certain authorized representatives of the United States and state agencies who require such information to carry out lawful functions.
- In connection with the student's application for or receipt of financial aid.
- To organizations conducting studies for, or on behalf of, educational agencies or institutions, if these studies are conducted in a manner that will not permit the personal identification of students and if the information will be destroyed when no longer needed for the purpose for which it is conducted.
- To accrediting organizations in order to carry out their accrediting functions.
- To comply with a judicial order or lawfully issued subpoena.
- To appropriate parties in health or safety emergencies.
- To parents of dependent Illinois Tech students, as defined in Section 152 of the Internal Revenue Code of 1986.
  (See FERPA certification section for more information)

Students and former students of Illinois Tech shall be granted access to all of their personally identifiable educational records originated at Illinois Tech or submitted to Illinois Tech in connection with their admission, employment, or the granting of financial assistance with the following exceptions:

- Notes or records of instructors, advisors, or counselors that would not be shown to any other individual except another faculty member, an advisor, or a teaching assistant.
● For records involving other individuals (e.g. course grade lists), only that portion applicable to the respective student will be disclosed.
● Records or statements supplied by individuals within or outside Illinois Tech and other educational institutions or agencies that have been submitted under the assumption of confidentiality in connection with the admission, employment, or provision of financial assistance, including financial statements provided by parents for the purposes of supporting the student's application for financial aid; letters of recommendation written prior to January 1, 1975; and letters of recommendation written after January 1, 1975 for which the student has signed a waiver of the right to inspect the letter.
● Records of medical or psychological tests or treatment of the student. Nevertheless, the student has the right to obtain a professional explanation of information in such records and to request that the records be referred for inspection to another qualified professional of the student's choice.
● For records originating at Illinois Tech, any person or organization having the right of access to any educational record may obtain a copy of that record at a reasonable fee. In general, Illinois Tech will not provide to anyone, other than authorized faculty and staff at Illinois Tech, copies of any items in a student's educational record that have been submitted by individuals or organizations outside Illinois Tech; such copies should be requested from the source from which the record originated.

Students and former students of Illinois Tech may make an appointment to inspect individual educational records during regular office hours. To make an appointment, please contact the Office of the Registrar at 312.567.3100 or registrar@iit.edu, located at 3424 South State Street, 2nd Floor, Chicago, IL 60616.

Students have the right to petition to amend educational records and, if this petition is denied, they have the right to request a hearing. Written procedures for requesting both actions are available from the Office of Student Affairs.

How does FERPA apply to English Language Services, its students, and employees?
The minute a student registers for a course after being admitted, FERPA takes effect. This means no student information should be disclosed to anyone outside the university other than that student without the student’s prior consent. Information can be shared between any employee of the university.

● For staff, this means no information or identifying information about the student should be disclosed or posted. The student’s person should be verified before inquiries are answered. Written inquiries from the student via their university supplied email are considered verified.
● For courses and its instructors, no information or identifying information about the student should be disclosed or posted. The student’s person should be verified before inquiries are answered. Written inquiries from the student via their university supplied email are considered verified.

Final Exam Schedule and Conflicts
The Final Exam period is different from the regular class schedule for ELP and PCA classes. Check the final exam schedule through the Registrar’s Office:
http://www.iit.edu/registrar/important_dates/final_exam_schedule.shtml. The registrar confirms the final exam schedule at least three (3) weeks before the final exam period. Classes must meet during the scheduled final exam day and time. If you cannot attend the final exam due to a scheduling conflict, please email els@iit.edu to make alternate arrangements.
Online Courses with In‐person Exam Conflicts
Students will often have final exam conflicts between online courses and in‐person exams. In this situation, the student should email the instructor with the details of the conflict (date, time, CRNs, A#) so that there is a written record. If the course is an online course with an in‐person exam, the student MUST re‐schedule the online course exam. The instructor will forward the email to iit_online@iit.edu making sure to copy the student and els@iit.edu.

On‐campus Course Conflicts
Students will sometimes have final exam conflicts with other courses. In this situation, the student should email the instructor with the details of the conflict (date, time, CRNs, A#) so that there is a written record. The instructor will then forward that email to registrar@iit.edu copying els@iit.edu asking to confirm a conflict. If there is a conflict, the registrar will give different options.

Grading
Please check the syllabus for the most current grading policies, scale, and components. In order to pass a course, the student must receive 80% or better. Students are kept aware of their grades on Blackboard. Although attendance may not be included in the grade, instructors are required to track and report each student's attendance for immigration purposes.

Grading Scales

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>S</td>
<td>(Satisfactory)</td>
</tr>
<tr>
<td>P</td>
<td>(Pass)</td>
</tr>
<tr>
<td>U</td>
<td>(Unsatisfactory)</td>
</tr>
<tr>
<td>F</td>
<td>(Fail)</td>
</tr>
</tbody>
</table>

S/U or P/F grades are posted on your Illinois Tech transcript and do not count toward your GPA. Number grades are posted throughout the term in Blackboard. If the course is a requirement for students, successful completion is required for graduation/program completion.

Grade Reports
Instructors are required to maintain grades in Blackboard so that students may see their progress. Students are required to check their grades frequently and maintain good standing. When the semester ends, grades are officially submitted to myIIT. On myIIT, students are able to download an unofficial copy of their transcript, or they may request an official transcript for pickup or delivery.

Leave of Absence
Students who need to leave without completing the semester should contact els@iit.edu to discuss options. A leave of absence is not granted for all circumstances and does not guarantee a refund.

Level Progression
Students who have successfully passed their courses are able to progress to the next level or sequence of courses. Because placement in the Intensive English Program is by level and it is an academic language
training program, more weight is placed on the core components, Listening and Speaking and Reading and Writing.

Health Insurance Requirement Policy
Doctor visits and hospital stays in the U.S. can be very expensive, and it is a requirement that all students have adequate health insurance. Students are required to purchase the student health insurance policy or to submit proof of equivalent insurance before the end of the first week of classes. This requirement applies to domestic students who are registered for 12 or more credit hours, graduate students who are registered for 9 or more credit hours, and/or occupants of IIT residence halls, students who are here on an F1 or J1 visa and are registered for at least 1 credit hour, participants in the co-op program, and research or teaching assistants. The premium for the insurance will be added to student tuition and fees as a charge. To avoid this charge, submit proof of comparable coverage online, before the deadline at: www.iit.edu/student_health/insurance. F1 and J1 students may only waive IIT's coverage with proof of comparable U.S. employer provided insurance. Once a waiver is accepted, you will receive email confirmation and it will be valid until the end of the current school year. Other students, spouses, and dependents of students may participate in the student health program, if desired. Students should consult the Student Health and Wellness Center online at www.iit.edu/shwc.

Hours of Instruction
Students in the Intensive English Program must attend 18 hours of class per week. In order to maintain good standing for immigration purposes, ELS requires 90% attendance. Students in other programs must follow the requirements of their programs.

Immunization Requirements and Records
Illinois State law requires university students who are enrolled at least half-time to be immunized against certain communicable diseases. You are required to submit proof of immunization to the Student Health and Wellness Center. The SHWC clinical staff can provide the appropriate immunizations should you need them for a nominal fee.

Parking
All vehicle owners parking on Illinois Tech property (except in designated visitor parking) must register their vehicles with the Access, Card, and Parking Services Office (Hermann Hall, 201) and purchase a parking block or permit. Please see http://web.iit.edu/acaps/maps-directions for the parking map.

Parking lots are designated for students, faculty, staff, or visitors, and there are many no-parking zones. Please see http://web.iit.edu/acaps/parking/parking-policy for the full parking policy.

For added security for vehicles, personal possessions should not be left in view. Valuables should be placed in the trunk and all doors should be locked.

At the Downtown Campus, discounted parking is available to Illinois Tech faculty and staff at certain parking facilities. Parking stickers are necessary in order to receive the discounts. To request more information and a free sticker, visit the Office of Administration and Finance, Downtown Campus, Suite 265.
Placement

IEP Course Placement
All IEP students take a placement exam when they arrive to determine which of the four IEP levels they place into. Students in the IEP must be placed into all of the courses at that level; students are not allowed to be placed into different levels according to skill. ELS does have an internal policy related to the weight of each skill in order to assure the best placement for students.

ELP Course Placement
There are several placement exams that newly admitted international students may have to take: reading, writing, listening, and speaking. Placement exams are given 1-2 weeks prior to the start of the fall and spring semesters as well as by appointment for certain circumstances. Students are tested and placed in level 1 or level 2 of the course with the exception of writing, which has a fundamental level preceding level 1. Students can waive out of a course in a specific skill area if they score high enough on the placement test.

Graduate Students
Graduate students are required to take placement exams according to the English Language Proficiency criteria outlined by Admissions at http://admissions.iit.edu/graduate/apply/english-proficiency-requirements. An ESL Assessment Hold is placed on their account and they are not able to register for academic courses until they take the placement exams. If graduate students have to take more than one PESL/ELP course, they take one course per semester until they complete the requirement.

Undergraduate Students
Undergraduate students are required to take the reading, listening, and speaking placement exams to determine if they should take PESL/ELP courses. Undergraduates do not take the writing placement test as Humanities - not English Language Services - delivers writing courses to undergraduates. The results of the placement exams will indicate which level of the courses they need to take. Undergraduates are encouraged - not required - to register for PESL/ELP courses.

International Certificate Students
International Certificate students are also required to take the ELP placement exams to determine their levels for each skill. International students choose and register for two (2) PESL/ELP courses per semester based on interest and in line with their placement.

PCA Course Placement
Stuart School of Business students do not take PESL/ELP courses. All new international graduate students of the Stuart School of Business are required to participate in in-person English assessments (placement exams) immediately after arriving on campus. Any course requirements resulting from the placement exams become part of the student’s graduation requirements and cannot be waived. Students take a maximum of four half-semester courses in the program as part of their graduation requirements. Please visit http://stuart.iit.edu/pca for information on PCA course requirements, assessment (placement exam), and placement as well as other Frequently Asked Questions.

Programs of Study
See Programs in Introduction.

Public Safety
The Illinois Tech Office of Public Safety can be reached at the following numbers:

- Mies Campus Escorts - 312.808.6310
- Non-Emergency - 312.808.6300
- Emergency - 312.808.6363 (store this number in your cell phone) or 911

**IIT Alert**

Register at [http://web.iit.edu/iitalert](http://web.iit.edu/iitalert). Illinois Tech Alert is a mass instant notification system for emergency situations, weather emergencies, school closings, etc.

**Referrals**

English Language Services is currently not affiliated with any third party agents. The university’s admissions department currently recruits students.

English Language Services has a policy that students can not get compensated financially for referring new students to any program. In addition, current students are not eligible for a reduction in tuition for referring students who take English courses.

**Refunds**

ELS follows the refund policy of the university, which can be found at [http://web.iit.edu/registrar/registration/change-registration-adddrop-w-marks](http://web.iit.edu/registrar/registration/change-registration-adddrop-w-marks).

**Registration**

**IEP Registration**

Students will be registered automatically after they have taken all of the necessary placement exams. Students are registered by level and after their first semester are given a choice of an elective.

**International Certificate Registration**

Students register themselves after they have attended orientation and taken all necessary placement exams.

**ELP and ESP Registration**

Students are automatically registered based on placement exam scores.

**Room and Board**

Each student is responsible for arranging his or her own housing. Students may choose to live on-campus or in off-campus housing. If on-campus housing is desired, students must arrange housing on Mies (Main) Campus by working directly with [Residence and Greek Life](http://www.iit.edu/housing) to reserve a room and/or meal plan. Students living in dorms must also have one of the Illinois Tech meal plans. Information on types of room and meal plans can be found at [http://www.iit.edu/housing](http://www.iit.edu/housing). All housing fees must be paid in full by the start of the program.

Students will have to contact the off-campus residence directly for any inquiries and to make all arrangements including but not limited to amenities, housing lease, costs, and payment. Sponsored or Study Abroad students may have restrictions on the choice of housing/dorm and meal plan; please refer to the sponsoring agency or home university for accurate information.
**Sexual Harassment**
A complaint alleging violation of the policy prohibiting sexual harassment may be filed with the Office of Student Affairs or the Title IX Coordinator by any person who has been the subject of such harassment. The privacy of complainant and those accused of violating this policy shall be protected throughout proceedings to the extent possible. Upon request of any party, at any time during the proceedings, meetings and hearings shall be closed. All reasonable measures will be taken to assure that no one involved in any complaint, investigation, or remedy shall suffer retaliation as a result of the proceedings.

**Student Travel: Field Trips**
Instructors sometimes plan to take students on an off-campus field trip for experiential learning purposes. By accepting your admittance to Illinois Tech, you are stating that you understand the risks involved in course field trips and assume responsibility for your well-being. The instructor should carry a list of students’ contact information and emergency contact list during the field trip, so please make sure to provide that to your instructor.

Field trips are voluntary for students if there are costs involved and as there are risks involved in travel whether local or long distance. If field trips are scheduled during class or outside of the regularly scheduled class, and students choose not to attend, they should not be penalized for their absence. Any related assignments should be adjusted to accommodate those students.

For the full policy on student travel, please see the Illinois Tech Faculty Handbook [here](http://web.iit.edu/general-counsel/faculty-handbook).

**Textbooks/Materials**
Students are required to purchase any required textbooks and materials. Textbooks/materials should be new copies without prior writing in them. Used copies are not advised.

**Transportation**
The university offers a complimentary year round shuttle bus for active students, faculty, and staff with a valid Illinois Tech ID card. [Shuttle Bus and Schedule](http://web.iit.edu/acaps/shuttlebus)

Visitors may obtain shuttle vouchers in advance from the ACaPS Office for $1 per ride payable by credit card or electronic check. The following campuses have regularly scheduled shuttle service.

Mies Campus (MC), 10 West 35th Street, Chicago
Downtown Campus (DTC), 565 West Adams Street, Chicago
Daniel F. and Ada L. Rice Campus (RICE), 201 East Loop Road, Wheaton, IL
Moffett Campus (IFSH), 6502 South Archer Road, Bedford Park, IL

**Public Transit Options**
IIT Mies Campus is easily accessible from the Green Line (35th/IIT/Bronzeville stop), Red Line (Sox-35th stop), State Street Bus, and 35th Street Bus. Visit the [Chicago Transit Authority site](http://www.transitchicago.com/) for schedules. Transportation from the suburbs is also available via the Metra Rail [here](http://www.metrarail.com).
Transferring to Certificates, Undergraduate, or Graduate Programs

After successful completion of the 3rd level of the Intensive English Program, if students wish to apply to a certificate/undergraduate/graduate program, they will begin the application process of their program(s) of interest. The student needs to meet all admission requirements for those programs. An official application must be submitted to the program, and all deadlines must be followed. Some departments will waive the TOEFL requirement given approval of instructor or program director/manager and/or an admission interview.

For information on transferring into Illinois Tech from another school, please visit the International Center's website: [http://web.iit.edu/international-center/new-students/transferring-to-illinois-tech](http://web.iit.edu/international-center/new-students/transferring-to-illinois-tech).

For information on transferring from Illinois Tech to another school, please visit the International Center's website: [http://web.iit.edu/international-center/current-students/maintaining-status/transfer-out](http://web.iit.edu/international-center/current-students/maintaining-status/transfer-out).

Travel to Chicago

Chicago has two airports: O'Hare International Airport (ORD) and Midway International Airport (MDW). Illinois Institute of Technology is accessible from both airports. To learn more about the airports, visit [www.flychicago.com](http://www.flychicago.com).

Tuition and Fees (Costs)

For the most current tuition and fees for English Language Services, please visit [https://appliedtech.iit.edu/english-language-services/tuition-and-fees](https://appliedtech.iit.edu/english-language-services/tuition-and-fees). Students enrolled in other programs should visit the Student Accounting website, [https://web.iit.edu/student-accounting/tuition-fees/current-tuition/main-campus-undergraduate](https://web.iit.edu/student-accounting/tuition-fees/current-tuition/main-campus-undergraduate).

Payments

Full tuition is due on or before the Last Day to Add/Drop with No Tuition Charges. If the student is making payment from a domestic checking or savings account, payment can be made online through the myIIT portal Finances tab by following the Manage My Student Account link. Students select electronic check and use their bank routing and account numbers—there is no fee for making electronic check payments. If the student is making payments from an international bank account, Illinois Tech has partnered with Peer Transfer to facilitate international wire transfers. Students should visit [iit.peertransfer.com](http://iit.peertransfer.com) and select their country to get started. They will receive wire transfer instructions by email. More information on payment options can be found on the Student Accounting Office website [www.iit.edu/bursar](http://www.iit.edu/bursar). For students choosing to withdraw from the program, transfer to a different school, or shorten the length of their program, refer to the refund policy of Illinois Institute of Technology, which can be found at [http://www.iit.edu/bursar/credits_and_refunds.shtml](http://www.iit.edu/bursar/credits_and_refunds.shtml).

Tutoring

English Language Services publishes a list of tutors distributed upon request. Instructors may advertise tutoring, but to be fair to other tutors, the entire tutoring list should be provided to students who inquire.

Instructors are NOT allowed to tutor current students in their classes. They may tutor past students or students in classes they are NOT teaching.

The fee for private tutoring for English language skills ranges from $50 to $100 per hour. Discount rates may be offered for purchasing multiple hours or for small group tutoring. Instructors should stay within this range in
order to not monopolize or price themselves out. All negotiations and transactions are at the discretion of the instructor. Tutoring should be arranged at a public location on or off campus agreed upon by both instructor and students.