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.

<table>
<thead>
<tr>
<th>Date and Time</th>
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| 9.12.16 @ 9:15am    | Changed handbook to Spring 2016  
Changed [Tutoring section](#) to include tutoring list on [webpage](#).  
Changed statements of reporting to be ELS to SAT directly.  
Changed [Assessments (Placement Exams)](#) to be Placement Exams (Assessments)  
[History](#) added  
[Affiliations and Memberships](#) added |
| 3.8.17 @ 10:15am    | [English Language Services](#) section changed to remove International Certificates  
[History](#) modified  
Removed [International Certificates (ICerts)](#) affiliation references  
[Self-selected Students and External Clients](#) section added  
[Level Progression](#) was updated to include [IEP Pass/Fail Policy Examples](#)  
[Program Progression / Path to University](#) added |
| 3.9.2017 @ 3pm      | Added [Curriculum and Achievement Scale](#) with subsection [Syllabi](#)                                                                |
| 3.10.2017 @12pm     | Changed [Curriculum and Achievement Scale](#) to [Curriculum and Student Achievement](#)  
Added [Assessments](#) subsection to [Curriculum and Student Achievement](#)  
[Grading](#) modified to include indirect measures |
| 5.16.2017 @ 3:15pm  | [Email Communication](#) was updated.                                                                                                       |
| 5.18.2017 @ 1pm     | [Immigration and Status](#) was added.                                                                                                       |
| 5.19.2017 @ 10am    | Updated [Introduction](#), [History](#), [Location and Contact Information](#), [Programs](#), [Tutoring](#), [Student Activities](#), [Events](#), and [Travel (Field Trips)](#), [Plagiarism](#), [Office Hours](#), [Immigration and Status](#), [Grading](#), [Attendance and Punctuality](#), [Schedule Conflicts](#), [Academic Honesty](#), and [Getting Started: New Student Checklist](#). |
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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 or a policy contradicts that of the university’s, 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 within the School of Applied Technology (SAT).

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. English Language Program (ELP) - PESL and 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.

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.

History

Although English Language Services was officially formed in 2015, the School of Applied Technology (SAT) at Illinois Institute of Technology (IIT) began offering courses in English as a Second Language in 2002 in response to a request from a Korean cohort coming to the university for Information Technology certificates. At that time, short-term certificate programs were created consisting of ESL courses in listening/speaking and writing/vocabulary combined with academic coursework in IT and business as well as optional internships with local Chicago businesses. Within five years, this program grew to support partnerships with a variety of prestigious South Korean and Chinese universities.
In April 2010, Illinois Tech’s Stuart School of Business reached out to SAT in order to explore the idea of developing a targeted communication program for international graduate business students. A short time later in the fall of 2010, the Professional Communication Advancement (PCA) Program was launched focusing on offering half-semester English communication courses designed specifically for graduate business students.

In Spring 2011, because of the success of the PCA program and in response to a university demand for a structured method of supporting international student success at Illinois Tech, English Language Services began offering ESL courses to the international student body. By fall of 2012, Proficiency in English as a Second Language (PESL) courses were required for all international graduate students lacking English proficiency. Since 2012, the English Language Program (commonly referred to as PESL) has offered two levels—high intermediate and advanced—in Reading and Vocabulary Development, Academic Writing, and Listening Enhancement. Effective Communication courses were added as a requirement in Spring 2013.

In Fall 2013, Illinois Tech welcomed a group from the Brazil Scientific Mobility Program for our first English-only program. Because of that, the Intensive English Program (IEP) was formed. In December of 2015, Illinois Tech's IEP was added as one of the SEVP certified programs allowing individual international students to apply and attend the program. Students in the IEP study English 18 hours per week for 12 weeks. The IEP is a four level program consisting of Listening and Speaking, Reading and Writing, Grammar, and a content-based elective.

In Fall 2014, English Language Services partnered with Institute of Design in order to offer the English for Design program. English for Design combines content-based English instruction with graduate level design education. The program is taught over two semesters concurrently with coursework in the Design Masters program. Its goal is to help students from outside of the US perfect their English fluency inside, and outside, of the classroom.

In Summer 2016, SAT partnered with Illinois Tech’s Chicago-Kent College of Law to offer a four-week Language and Law Prematriculation (LLP) program for international LL.M students who lacked the necessary English proficiency for admission into the LL.M program. Prior to full matriculation into the LL.M program, students attend law workshops while studying English intensively for 25-30 hours per week.

**Affiliations and Memberships**

English Language Services is affiliated with…

- [Study in the USA](https://www.studyusa.com/)
- [Commission on English Language Accreditation (CEA)](http://www.cea-accredit.org/) - currently applying
- [EnglishUSA](http://www.englishusa.org/)
- [University and College Intensive English Programs](http://www.uciep.org/) - currently applying
- [IIE: Intensive English USA](http://www.intensiveenglishusa.org/)
- [World Learning](https://www.worldlearning.org/)
- [NAFSA: Association of International Educators](http://www.nafsa.org)
- [International Educators of Illinois](http://ieillinois.org)
- [Study Illinois](http://www.studyillinois.info/)
- [Saudi Arabian Cultural Mission](http://www.sacm.org/)

**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

**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.

**Language and Law Prematriculation (LLP) Program**
Students admitted to Chicago-Kent College of Law arrive 30 days before the start of Fall term and attend the Language and Law Prematriculation (LLP) program. The LLP program is a short but intensive English program to acclimate students before beginning their law program. The LLP program includes 2 English courses provided by English Language Services plus law related activities provided by Chicago-Kent.

**Location and Contact Information**
English Language Services operates from the main campus. English language courses offered for the Chicago-Kent College of Law, Institute of Design, and Stuart School of Business are held at the Downtown Campus.

For general campus information and maps, please visit [http://web.iit.edu/about/campus-locations](http://web.iit.edu/about/campus-locations). For a map of Mies Campus, visit [http://web.iit.edu/about/main-campus-map](http://web.iit.edu/about/main-campus-map).
## English Language Services Contact

<table>
<thead>
<tr>
<th>Mies Campus (MC)</th>
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<tbody>
<tr>
<td>Tech South</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>

## Downtown Campus Address

<table>
<thead>
<tr>
<th>565 West Adams</th>
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<tbody>
<tr>
<td>Chicago, IL 60661</td>
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</table>

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

Pre-Arrival Checklist

- 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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<tr>
<th>Department / Service</th>
<th>Contact / Location</th>
<th>Website</th>
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<tbody>
<tr>
<td><strong>Academic Calendar</strong></td>
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<td><strong>Blackboard Help</strong></td>
<td>Galvin Library, Upper Level 312.567.3375 <a href="mailto:supportdesk@iit.edu">supportdesk@iit.edu</a></td>
<td><a href="https://blackboard.iit.edu/">https://blackboard.iit.edu/</a> (tutorials available in Blackboard)</td>
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<tr>
<td><strong>Bookstore</strong></td>
<td>MTCC 312.567.3120</td>
<td><a href="http://iit.bncollege.com/">http://iit.bncollege.com/</a></td>
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<td><strong>Center for Disability Resources</strong></td>
<td>Tech South 3424 S. State Street, Suite 1C3-2 312.567.5744</td>
<td><a href="https://web.iit.edu/cdr">https://web.iit.edu/cdr</a></td>
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<td><strong>Emergency</strong></td>
<td>911</td>
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<tr>
<td><strong>English Language Services</strong></td>
<td>Tech South 3424 S. State Street Room 4041 312.567.5220 <a href="mailto:els@iit.edu">els@iit.edu</a></td>
<td><a href="https://appliedtech.iit.edu/els">https://appliedtech.iit.edu/els</a></td>
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<tr>
<td><strong>Facilities</strong></td>
<td>312.567.3343</td>
<td><a href="http://facilities.iit.edu/">http://facilities.iit.edu/</a></td>
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<tr>
<td><strong>IIT Shuttle Bus</strong></td>
<td>ACaPS Hermann Hall - Room 201 3241 S. Federal Street Chicago, IL 60616 312.567.8968 Schedule and stops on website <a href="mailto:acaps@iit.edu">acaps@iit.edu</a></td>
<td><a href="http://web.iit.edu/acaps/shuttlebus">http://web.iit.edu/acaps/shuttlebus</a></td>
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<td><strong>IIT Student Handbook</strong></td>
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<td><strong>International Center</strong></td>
<td>McCormick Tribune Campus Center (MTCC) Room 202 3201 S. State Street 312.567.3680 <a href="mailto:icenter@iit.edu">icenter@iit.edu</a></td>
<td><a href="http://web.iit.edu/international-center">http://web.iit.edu/international-center</a></td>
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<td><strong>Mies Campus Map</strong></td>
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<td>Rosters, Schedules, Grade</td>
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<td>Entry, Pay Stubs, etc.</td>
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<tr>
<td>Office of Technology Services</td>
<td>Galvin Library, Upper Level</td>
<td><a href="http://ots.iit.edu/">http://ots.iit.edu/</a></td>
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<tr>
<td>OTS): IT Support</td>
<td>312.567.3375 <a href="mailto:supportdesk@iit.edu">supportdesk@iit.edu</a></td>
<td><a href="http://support.iit.edu">http://support.iit.edu</a></td>
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<td>Public Safety</td>
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<td></td>
<td>Non-Emergency - 312.808.6300</td>
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<td></td>
<td>Emergency - 312.808.6363</td>
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<tr>
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<tr>
<td></td>
<td>Hermann Hall - Room 201 3241 S. Federal Street</td>
<td></td>
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<tr>
<td></td>
<td>Chicago, IL 60616 312.567.8968 <a href="mailto:acaps@iit.edu">acaps@iit.edu</a></td>
<td></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>
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<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</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>
</tr>
<tr>
<td>Center</td>
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</table>
Policies and Procedures

Academic Honesty
IIT expects students to maintain high standards of academic integrity. Students preparing for the practice of a profession are expected to conform to a code of integrity and ethical standards commensurate with the high expectations society places upon the practitioners of a learned profession. No student may seek to gain an unfair advantage over another.

The Code of Academic Honesty is detailed online in Illinois Tech Student Handbook (https://web.iit.edu/student-affairs/handbook/fine-print/code-academic-honesty). Other parts of the handbook also contain material and rules that apply to students. Students will be expected to conform to the rules and procedures set forth in the handbook.

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.

English Language Program, International Certificate, and English for Specific Purposes Requirements
All students in ELP/ESP Programs follow the admission requirements from the degree-seeking or certificate program for which they were admitted. This includes graduate, undergraduate, and certificate 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.

In order to make an appointment to see a health care provider, students may make an appointment through the Patient Portal 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. 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/.

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 for immigration purposes.

All courses at Illinois Tech carry the same importance. English language courses are equally as important as major courses in degree programs. Instructors should not ask you to miss a course for any reason. Missing English language courses to attend another course’s activity/event/meeting/trip is not acceptable.
No Late Assignments or Assessments
It is also the student's responsibility to participate in and/or submit all in-class and take-home assignments or assessments on time. Achievement of the Student Learning Outcomes is measured through these assignments and assessments. Late assignments or assessments will not be accepted.

Non-emergency appointments should not be scheduled during class time; however, assignments or assessments 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 or assessments 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.

Schedule Conflicts

Final Exam Conflicts
The Final Exam period is different from the regular class schedule. 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 3 weeks before the final exam period. Classes must meet during your scheduled final exam day and time.

Online Courses with In-person Exam Conflicts
Students will often have final exam conflicts with online courses with 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 can forward the student’s email to iit_online@iit.edu making sure to copy the student and els@iit.edu.

Attendance and Immigration
Please see Immigration and Status.

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></td>
<td>1, 2, 3, or 4</td>
<td>216</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 Student Feedback Form: https://appliedtech.iit.edu/english-language-services/feedback. 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 Associate Director for review. All complaints are taken seriously and investigated.

If the issue is related to English Language Services, 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 **Student Feedback Form**.
3. Incorrect placement will be reviewed by the Director or Associate Director. 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 **Student Feedback Form**.
3. Grade appeals will be reviewed by the Director or Associate Director, 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.

**Curriculum and Student Achievement**

The curriculum and achievement scale can be found within each course syllabus. For the full ELS scope of curriculum, you may view the **ELS Curriculum Catalog**.

**Syllabi**

Students receive a syllabus - printed or electronic - for each course they are enrolled in. Syllabi contain goals, objectives, student learning outcomes, grading components, grading percentages, and course policies as defined by the department. The syllabus will outline what student will learn.

**Please note:** Students should keep a copy of all of their course syllabi for their records. If you return to your home institution or if you transfer to another university/school/college, you may be asked to provide a syllabus for each course.

**Assessments**

Students are assessed on Student Learning Outcomes outlined in the syllabi or the **ELS Curriculum Catalog**.

**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...
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. Faculty and students are responsible for checking their emails regularly. 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.

Students are required to make progress in order to maintain their immigration status. Students who do not progress to the next level are only able to repeat the level 2 times maximum. If a student fails to pass a level after 3 attempts, the student’s immigration status may be terminated.

Attendance and other indirect measures may not be included in the grade; however, instructors are required to track and report each student’s attendance for immigration purposes.

Grading Scales*

<table>
<thead>
<tr>
<th>PESL/ELP, PCA, and IEP Syllabi</th>
</tr>
</thead>
<tbody>
<tr>
<td>S (Satisfactory)</td>
</tr>
<tr>
<td>P (Pass)</td>
</tr>
</tbody>
</table>
Grades are posted throughout the term in Blackboard. S/U or P/F grades are posted on your Illinois Tech transcript and do not count toward your GPA. If the course is a requirement for students, successful completion is required for graduation/program completion.

IDN Syllabi

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A (Excellent)</td>
<td>90%-100%</td>
</tr>
<tr>
<td>B (Above average)</td>
<td>80%-89.99%</td>
</tr>
<tr>
<td>E (Fail)</td>
<td>below 80%</td>
</tr>
</tbody>
</table>

Grades are posted throughout the term in Blackboard. Letter grades are posted on your Illinois Tech transcript, and count toward your GPA. Courses do not count towards your degree; however, 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.

Level Progression

Students who have successfully passed their courses are able to progress to the next level or sequence of courses.

- In order to pass a course, a student must earn an 80% overall grade for that class.
- In order to be promoted to the next level of the IEP, a student must have an 80% overall grade average, with no less than 75% in each course in the level. In the case a student’s grade from any particular course is below 80% but more than 75%, an instructor’s recommendation is also required in order for the student to earn the promotion to the next level.

IEP Pass/Fail Policy Examples

Example IEP Student A

<table>
<thead>
<tr>
<th>Course</th>
<th>Final Grade Percentage</th>
<th>Progress to Next Level?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Listening and Speaking</td>
<td>89%</td>
<td>Progresses to next level!</td>
</tr>
<tr>
<td>Reading and Writing</td>
<td>86%</td>
<td>Overall grade average – 86%</td>
</tr>
<tr>
<td>Grammar</td>
<td>82%</td>
<td>All course grades above 80%</td>
</tr>
<tr>
<td>Elective</td>
<td>87%</td>
<td>Student passes and promoted to the next level</td>
</tr>
</tbody>
</table>
Example IEP Student B

<table>
<thead>
<tr>
<th>Course</th>
<th>Final Grade Percentage</th>
<th>Progress to Next Level?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Listening and Speaking</td>
<td>84%</td>
<td>Needs instructor approval to progress to next level!</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Overall grade average – 81%</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Two courses below 80%, but above 75%</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Instructors’ recommendations?</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Yes = student passes and promoted to the next level</td>
</tr>
<tr>
<td></td>
<td></td>
<td>No = student remains in this level</td>
</tr>
<tr>
<td>Reading and Writing</td>
<td>77%</td>
<td></td>
</tr>
<tr>
<td>Grammar</td>
<td>78%</td>
<td></td>
</tr>
<tr>
<td>Elective</td>
<td>85%</td>
<td></td>
</tr>
</tbody>
</table>

Example IEP Student C

<table>
<thead>
<tr>
<th>Course</th>
<th>Final Grade Percentage</th>
<th>Progress to Next Level?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Listening and Speaking</td>
<td>89%</td>
<td>Does not progress to next level!</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Overall grade average – 82%</td>
</tr>
<tr>
<td></td>
<td></td>
<td>One course below 75%</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Student remains in same level</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Student is able to repeat a level 2 times maximum</td>
</tr>
<tr>
<td>Reading and Writing</td>
<td>72%</td>
<td></td>
</tr>
<tr>
<td>Grammar</td>
<td>80%</td>
<td></td>
</tr>
<tr>
<td>Elective</td>
<td>87%</td>
<td></td>
</tr>
</tbody>
</table>

Example IEP Student D

<table>
<thead>
<tr>
<th>Course</th>
<th>Final Grade Percentage</th>
<th>Progress to Next Level?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Listening and Speaking</td>
<td>82%</td>
<td>Does not progress to next level!</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Overall grade average – 78.5%</td>
</tr>
<tr>
<td></td>
<td></td>
<td>One course below 75%</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Student remains in same level</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Student is able to repeat a level 2 times maximum</td>
</tr>
<tr>
<td>Reading and Writing</td>
<td>72%</td>
<td></td>
</tr>
<tr>
<td>Grammar</td>
<td>77%</td>
<td></td>
</tr>
<tr>
<td>Elective</td>
<td>83%</td>
<td></td>
</tr>
</tbody>
</table>

Program Progression / Path to University

The following diagram represents the progression through the IEP to the university.
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.

Immigration and Status
English Language Services defers to the International Center on matters related to immigration status. Please visit their website at http://web.iit.edu/international-center. For information on maintaining status, please visit http://web.iit.edu/international-center/current-students/maintaining-status. There are two important criteria that English Language Services monitors:

1. **Attendance** - According to regulation, English Language Services must report students who fail to have regular attendance. English Language Services reports students who are not attending at 90% of the time.

2. **Grades** - According to regulation, students must demonstrate progress in their studies in order to maintain their immigration status. Students who do not progress to the next level are only able to repeat the level 2 times maximum. If a student fails to pass a level after 3 attempts, the student's immigration status may be terminated.

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.

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.

Office Hours
Office hours are by appointment only. Please email the staff or faculty member directly or contact els@iit.edu.

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](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 Placement Exams (Assessments) immediately after arriving on campus. Any course requirements resulting from the placement exams become part of the student’s graduation requirements and can not 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](http://stuart.iit.edu/pca) for information on PCA course requirements, assessment (placement exam), and placement as well as other Frequently Asked Questions.

**Plagiarism**
Plagiarism and other violations of academic integrity are strictly prohibited. The Code of Academic Honesty is detailed online in Illinois Tech Student Handbook ([https://web.iit.edu/student-affairs/handbook/fine-print/code-academic-honesty](https://web.iit.edu/student-affairs/handbook/fine-print/code-academic-honesty)).
The code of conduct governing writing by students at Illinois Tech requires original writing, prohibits plagiarism and provides severe sanctions for plagiarism. Original writing consists of thinking through ideas and expressing them in your own way. If the ideas are from other sources, use footnotes or other citation methods to indicate the source of the ideas. Plagiarism is the act of passing off someone else’s work or ideas as your own whether written or spoken. The sanctions include, but are not limited to, expulsion and the imposition of a punitive grade of ‘E’.

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. 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.

Registration
IEP Registration
Students will be able to register 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.

Self-selected Students and External Clients
Students request to be registered by English Language Services via els@iit.edu. ELS works with the Registrar to add the course to the student’s record.
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 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. 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 Activities, Events, and Travel (Field Trips)
Illinois Tech offers an abundance of on campus activities and events. By accepting your admittance to Illinois Tech, you are stating that you understand the risks involved in activities, events, and field trips and assume responsibility for your well-being. Activities, events, and field trips are voluntary for students if there are costs involved and as there are risks involved in travel whether local or long distance.

Instructors sometimes plan to take students on an off-campus field trip for experiential learning purposes. Each student will need to fill out the Assumption of Risk and Release form for IIT Students, Faculty, and Staff, which can be located at General Counsel Forms page - http://web.iit.edu/general-counsel/resources/forms. 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.

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.


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 (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 on its website: [https://appliedtech.iit.edu/english-language-services/tutoring](https://appliedtech.iit.edu/english-language-services/tutoring).