

## STUDENT POLICY

LAST UPDATED: May 18, 2009

### Welcome to the English Language Institute!

We want to help you to be successful in our program, so we have outlined for you several important topics which you must know about. Please read the following information carefully.

The English Language Institute is located on the campus of the University of Utah. The University is the largest public university in the state with over 25,000 students. The facilities and resources of the university are one of the advantages of being a student at the English Language Institute.

The English Language Institute usually has about 170-190 students enrolled from over 20 countries. Students are generally between the ages of 18-30, and many of our students are preparing to enter the university. The ELI staff is committed to helping you in your studies while you are in Utah. All instructors and staff have advanced degrees and topnotch experience in the teaching of English to speakers of other languages or working with international students. Many have lived and worked in other countries and are experts in their fields.

### Part 1: General Information

#### Mission Statement

ELI is committed to delivering a quality preparatory intensive English language program that meets or exceeds the expectations of its students. ELI provides an academically-based curriculum for international students and members of the local community and university.

#### Accreditation

The English Language Institute at the University of Utah is accredited by the Commission on English Language Program Accreditation (CEA) and agrees to uphold the CEA Standards for English Language Programs. For further information about this accreditation, please contact the Commission on English Language Program, Accreditation, 1725 Duke St., Suite 500, Alexandria, VA 22314 (703) 519-2070.

#### Student Rights and Responsibilities

All ELI students are members of the University of Utah student community. Your rights and responsibilities are explained in the Code of Student Rights and Responsibilities ("the Code"). You can find this document on the web at: [www.sa.utah.edu/code.html](http://www.sa.utah.edu/code.html). In addition, the ELI keeps two hard copies in the office for reference purposes. You are responsible for reading and understanding the Code of Student Rights and Responsibilities. Remember that both you and the ELI must adhere to the policies and procedures set forth in the Code.

Since ELI strives to provide a positive learning experience to its students, we want to hear from you at any time you have a complaint or concern about a course, instructor, or other part of the program. Complaints and concerns will be handled according to the guidelines provided in the Code and by the INS regulations where applicable. In order to give you the time and attention your concern or complaint deserves, please make an appointment with the Director to discuss the matter. Call the ELI office at 801-581-4600.

ELI Address: English Language Institute University of Utah  
1901 E South Campus Drive Room 2202 (ANNEX Building)  
Salt Lake City, Utah 84112-9359 USA  
Phone 801-581-4600, Fax 801-585-9449  
E-mail: [eli@aoce.utah.edu](mailto:eli@aoce.utah.edu)

### Part 2: Placement Test & Grading

#### ELI Courses: Levels, Placement and Grading

The English Language Institute offers 8 levels of proficiency from novice to advanced.

**Skill-building levels** (1, 2, 3) are courses that emphasize the development of basic language skills and provide a cultural orientation. Basic vocabulary, conversation, reading, grammar, listening, and pronunciation skills are practiced in interesting topic areas to provide a

solid foundation in language ability. Students may need to repeat this level until ready for intermediate courses.

**Intermediate levels** (4, 5) are pre-academic courses that emphasize the academic use of language and a college-level atmosphere. They also help develop the skills necessary to be successful in university classes with native speakers. Academic vocabulary development is an important part of these classes. A TOEFL preparation class introduces students to the format of the test and strategies needed to take it.

**High intermediate level** (6) introduces students to content-based courses. In these classes students develop their English skills while studying subjects that are culturally and linguistically rich. Classes in video, drama, speech and debate provide exciting opportunities for expression.

**Bridge Course levels** (7,8). This semester-long course prepares students for work in an American university classroom. Required courses in college preparation, academic writing and oral proficiency are combined with electives in advanced grammar, business English, and intercultural communication. Successful completion of the entire Bridge Course allows students to enter the University of Utah as an undergraduate without a TOEFL score.

Students are given placement tests in grammar, writing, reading, and listening/speaking to determine their level. You will be placed in classes equaling twenty academic hours per week of instruction based on the placement test results. During the first week of classes, you or your teacher may decide that you have been placed in the wrong level (too easy or too difficult). If you feel that, first talk to your teacher who may decide to request a class change for you. All changes will need to be verified by the ELI office staff. There will be no class changes after the first week of classes.

Our first goal is to improve your English skills so that you can be a successful student in the United States. If you are interested in passing the TOEFL exam, you should remember that improving your overall English proficiency is the best way to pass the TOEFL. To do this quickly, you should work hard in all of your classes.

#### Evaluation

Although this is a non-credit program, all students will be evaluated and assigned a letter grade for each course. Your grades will appear on your official University of Utah transcript. These grades will not be factored into your University of Utah grade point average (GPA) but will be a part of your total University record. The ELI keeps records of your grades as well for future recommendations and placement.

#### Grades

Grades will be determined as follows:

- Exams and quizzes 80%
- Homework 15%
- In-Class Assignments and English Only 5%

Instructors will assign letter grades with the following scale:

<b>A</b>	<b>94-99%</b>	<b>4.0</b>	Outstanding or superior. Upon special approval a student may be capable of skipping to the next level.
<b>A-</b>	<b>90-93%</b>	<b>3.7</b>	Excellent. The student is promoted to the next level.
<b>B+</b>	<b>87-89%</b>	<b>3.3</b>	Very good. The student is promoted to the next level.
<b>B</b>	<b>84-86%</b>	<b>3.0</b>	Good. The student is promoted to the next level.
<b>B-</b>	<b>80-83%</b>	<b>2.7</b>	Above adequate. The student advances to the next level.
<b>C+</b>	<b>77-79%</b>	<b>2.3</b>	Adequate. The student advances to the next level.
<b>C</b>	<b>74-76%</b>	<b>2.0</b>	Less than adequate. <b>The student must repeat the course.</b>
<b>C-</b>	<b>70-73%</b>	<b>1.7</b>	

**The student must repeat the course.**

**D+ 67-69% 1.3**  
**The student must repeat the course.**

**D 64-66% 1.0**  
**The student must repeat the course.**

**D- 60-63% 0.7**  
**The student must repeat the course.**

**E 0-59% 0.0**  
**The student must repeat the course.**

Two eight-week terms of failing grades will place the student out of status and the student will be asked to leave the program.

Your grades should not be a surprise to you. You should expect to receive frequent feedback from your instructor telling you how you are doing in your class. If you do not understand an assignment or test, you should speak to your instructor.

Two other grading options are rarely used. They are:  
**I** Incomplete. A student may only receive an Incomplete with the instructor's consent and understanding that you will complete the work for this course within one semester. If the course work is not completed within this time, the grade turns into a failing grade (**E**).  
**W** Withdrawn officially from the class. This can only be done through the ELI office or you will receive a failing grade. Simply stopping attending or leaving the program does not mean that you have withdrawn from the course.

#### Certificates

When you are ready to leave ELI, you can request a certificate. If you study less than four sessions (a full year), you will receive a **Certificate of Participation**, if you complete four sessions (one year) of study, you will receive a **Certificate of Completion**. If you successfully complete the Bridge Course (levels 7 and 8), you will receive a **Certificate of Graduation**. To receive a certificate, you will need to fill out a request form in the ELI office

#### Official University of Utah Transcripts

You may request an official transcript of your ELI courses for the University of Utah Registrar's Office in the Student Services Building (SSB). There is a charge of **\$5** per copy for transcripts and you must request the copies either in person or in writing. They will need to see your ID and they must have your signature in order to release your transcript to you. Transcript orders will not be accepted by phone. If you have any outstanding debt to the University, they will not release your transcript until it is paid.

Unofficial transcripts of your grades are available from the ELI. Our courses are not for credit, but you may want to have your ELI transcript as proof of your English proficiency.

### Part 3: Tuition Policies

#### Tuition Payment Policies

Tuition payment is usually required at time of registration. A Late Fee will be charged if tuition is not paid in full by the first Friday of the session. The Late Fee is 10% of the unpaid balance, up to a maximum of \$60. To avoid late payment fee, you may apply for payment plan.

You must register for your next session by the stated deadline at the end of each session. A regular full-time tuition will apply for students who do not register for their next term by the published deadline, usually the last day of each session.

You can receive a discount if you register for the following session by the last day of the current session.

#### Tuition Discount Plan

Session 1: Tuition is **\$1,700** Session 4: Tuition is **\$1,600** (\$1700-\$100)  
Session 2: Tuition is **\$1,700** Session 5: Tuition is **\$1,400** (\$1700-\$300)  
Session 3: Tuition is **\$1,600** Session 6: Tuition is **\$1,400** (\$1700-\$100) (\$1700-\$300)

#### Drop Policy

To drop from an ELI class, a drop request must be submitted in person to the office by the first Friday of the session to avoid a tuition charge.

#### Refund Policy

**100%** of tuition is refunded if the class is dropped by the first Friday of the session.

#### NO TUITION REFUND FOR CLASSES DROPPED AFTER THE FIRST FRIDAY.

If you have any questions or problems regarding your tuition payment it is your responsibility to come to the ELI office and speak to the Office Coordinator or the Director. We are happy to help you if there is a problem, but you must let us know if you have any difficulty with meeting these tuition deadlines.

ELI reserves the right to change its policies, benefits, deadlines, session dates, schedules, program requirements, all fees and charges without notice if necessary. Please check with the office for current policies.

If you need to withdraw from the ELI program you must meet with the Director to discuss your reasons. F-1 students may only withdraw for serious medical conditions (Dr. note required) or if you are leaving the country because of family emergencies.

### Part 4: Student Visa

#### Student Visa Responsibilities

As an international student holding a Certificate of Eligibility for Non-Immigrant (F-1) Student Status (I-20 form) from the English Language Institute, you have certain responsibilities to make sure that you stay "in status" (in good standing) during your time here. The primary responsibility of an F-1 student visa holder is to remain a full-time student while in the United States. Any other activity must be second to this responsibility. Please refer to the Glossary of Immigration-related Terms (below) if you have questions about what these requirements mean. If you do not remain in good standing, you will be considered "out of status." This could mean that you will not be allowed to remain in an academic program and that your student immigration benefits will be terminated.

To maintain your student visa "in status," you must:

Register for a full time course of studies at the English Language Institute for a minimum of 2 eight-week sessions (one semester). It is your responsibility to register for a full-time schedule and to pay your tuition to ELI before the deadline of each new term.

- Session 1: Attend ELI
- Session 2: Attend ELI
- Session 3: Attend ELI or Transfer to another school

Attend all your classes regularly. Instructors will monitor your attendance. Your attendance and participation will be factored into your grades. If you have a medical problem or emergency that forces you to miss class, you must bring proof of it to the office. You need to always notify both the office and your instructor of your absence.

Maintain good academic progress. If your grades drop below "C" or 3satisfactory, you will be warned and placed on academic probation. If your grades continue to be poor, you might lose your F-1 visa status.

During your time with the English Language Institute, you should keep all your important papers in a safe place. This includes your:

- **Passport**  
Your passport must be valid at all times. Report lost or stolen passports to the office and to the police as soon as possible. Your government may require an official report to issue a new passport.
- **Certificate of Eligibility (I-20)**  
This document is issued by the ELI. It allows you to apply for a visa, enter or re-enter the United States. Keep every I-20 you have been issued for your permanent record.
- **Departure Record (I-94)**  
This is the small white card stapled to your passport that was given to you when you entered the United States. This card must be returned when leaving the US to notify Immigration of your departure. If you leave our program or leave the U.S. without proper INS authorization or documentation, you will be "out of status". Therefore, you must follow the procedures below carefully.

If you want to leave the U.S. for a short time, you must first have your I-20 signed by the Director. Otherwise, you cannot return to



