IELI Student Policy Handbook

2015-2016

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Last revised: August 2015
INTENSIVE ENGLISH LANGUAGE INSTITUTE
Student Policies and Procedures Handbook

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The IELI Student Handbook is revised by the IELI Director each August or as needed.
You are responsible for knowing and understanding the IELI policies and procedures in this book. If you have questions or you do not understand, please ask the IELI staff or a friend to explain the policies and procedures to you.

GERMAN
Sie sind dafür verantwortlich, sich mit dem Inhalt dieses Buches IELI Student Policy Handbook vertraut zu machen, und ihn zu verstehen. Wenn sie Fragen haben, oder die Regeln nicht verstehen, wenden sie sich bitte an das IELI personal oder jemanden, der es Ihnen erklären kann.

PORTUGUESE
Você é responsável por saber e compreender os procedimentos do IELI neste livro. Se você tiver perguntas ou você não compreender, por favor peça que a equipe de funcionários do IELI ou um amigo expliquem-lhe os procedimentos.

SPANISH
Es su responsabilidad saber y entender los procedimientos de IELI escritos en este libro. Si usted no entiende o tiene alguna pregunta, por favor pida al personal de IELI o a un amigo que le expliquen los procedimentos.

FRENCH
Vous êtes responsable de connaître le règlement d'IELI qui est dans ce livre. Si vous avez des questions ou vous ne comprenez pas, veuillez demander au personnel d'IELI ou à un ami de vous expliquer le règlement.

TURKISH
Bu kitapta geçen IELI kurallar ve prosedürleri bilmek ve anlamakla yükümlüszüz. Eğer sorunuz varsa veya anlamadığınız bir yer varsa, IELI calısanına herhangi bir soru yapabilir ve prosedürleri biliyoruz.
ABOUT IELI

1. IELI MISSION

The mission of IELI is to provide the highest quality academic English instruction, student services, and professional development programs.

Approved November 2011

2. ACCREDITATION and RECOGNITION

The Academic English Program and the Pre-MBA/MS program of the Intensive English Language Institute of the University of North Texas are accredited by the Commission on English Language Program Accreditation (CEA) for the period 2015-2025. CEA is recognized by the U.S. Secretary of Education as a national accrediting agency. For further information about this accreditation, please contact the Commission on English Language Program Accreditation, 801 N Fairfax Street, Suite 402A, Alexandria, VA 22314, (703) 665-3400, www.cea-accredit.org.

IELI is a member in good standing of the following organizations:


B. University and College Intensive English Programs (UCIEP) 1410 Jayhawk Blvd., Room 204, Lawrence, KS 66045-7515 www.uciep.org/
3. IMPORTANT CONTACT INFORMATION

**Intensive English Language Institute (IELI)**
Intensive English Language Institute (IELI), University of North Texas
1155 Union Circle, #311067 • Denton, TX 76203 USA

**Director:** Dr. Fernando Fleurquin, fernando.fleurquin@unt.edu  
MARQ 145F (940)565-2003

**Assistant Director**
MARQ 145D (940)565-2003

**Assistant Director for Student Success:** Josh Bollman  
MARQ 205 (940)369-8092

**Curriculum Coordinators:**
- IEP: Donna Obenda  
- EAP: Laurel Collins  
- Assessment: Joanna Spice  
- Special Programs & ITAs: Sabine Thépaut  
MARQ 145C (940)565-2003

**IELI Main Office Manager:** Julie Morris  
MARQ 145B (940)565-2003

**IELI Registrar:** Anas Daboul  
MARQ 145 (940)565-2003

**IELI Communications Specialist:** Amanda Self  
MARQ 145 (940)565-4127

**IELI Student Services Coordinator:** Jessalyn Mayer  
MARQ 204 (940)565-2003

**IELI Computer Lab Supervisor:** Evan Arnold  
MARQ 338 (940)565-2006

**IELI Admissions Advisor:** Leslie Houston  
MARQ 145H (940)565-3937

**UNT International (UNT-I)**

**Vice Provost & Associate Vice President for International Affairs:**
Dr. Richard Nader  
MARQ 105C (940)565-2197

**Assistant Vice Provost:** Dr. Gabriel Carranza  
MARQ 105K (940)565-2197

**Director/Finance:** Pam Yarbrough  
MARQ 105B (940)565-2407

**Accountant (Payment Office):** Alissa Flores  
MARQ 105A (940)565-4531

**International Student & Scholar Services (ISSSO)**

**Director:** Vacant

**Assistant Director/PDSO:** Leanne Jones  
MARQ 125F (940)565-2210

**Advisor/DSO:** Brianne Faber  
MARQ 125E (940)565-5989

**Sponsored and Special Programs Center (SSPC)**

**Director:** Aleka Myre  
MARQ 106A (940)565-4128

**Sponsored Student Advisors:**
- Jiaying “Cathy” Hu  
  MARQ 106AB (940)369-7269
- Judd Sexton  
  MARQ 106B (940)565-4428
- Al-Dana Aldana

**International Welcome Center (IWC)**

**Assistant Director:** Olga Grieco  
MARQ 110B (940)565-2209

**Advisor:** Yunju Langran  
MARQ 110A (940)565-4821

Tel 940.565.2003 • Fax 940.565.4822 • international@unt.edu • www.international.unt.edu
4. PLACEMENT

PLACEMENT IN IELI: IELI has seven levels: Beginning (Pre-1, 1, 2), Intermediate (3, 4), and Advanced (5, 6). Students with no English training are placed in a Pre-Beginners class (Pre-1). See the Proficiency Chart for a description of IELI levels and language skills in the Appendix.

A. New Student Placement
- Placement tests are used to place new students into the correct levels. Students may not choose their own levels.
- The placement test has four parts: Writing (30 minutes); Grammar (30 minutes); Reading (45 minutes); Listening (15 minutes).
- These are not pass/fail tests. These tests tell where the student should begin English studies at IELI.

B. Changes in Initial Placement
- During the first days of school, IELI teachers will carefully look at the new students’ English ability to be sure that all new students are placed in the correct level. Teachers may request a level change after diagnostic testing.
- New students who feel that they have not been placed in the correct level should discuss their concern with their teachers. Based on careful analysis of the student’s diagnostic scores, the teacher may recommend a level change.
- New students should not write in their books during the first week of school. If a student is moved by IELI to a different level, the student can exchange clean, unmarked books. However, if the student's books are not completely clean and unmarked, the student will have to buy books for the new level.

C. Returning Student Placement
- Former IELI students who have not been in active attendance in IELI classes for 20 or more weeks must take the IELI placement test to determine their levels.
- If a former IELI student has been gone 20 or more weeks but has been in full-time, active attendance at another U.S. language program or at another U.S. college or university, that student may present transcripts to show his/her attendance. If the student’s records show constant, full-time, active attendance, the student may be given permission to re-enter his/her former IELI level without placement testing.

5. LEVELS
IELI is a seven-level program, with eight-week terms of study. In order to pass from one level to the next level, the student must have a 70% average, which includes class grades and final exams.

6. COURSES AND CLASS SCHEDULE
Each eight-week term, students are assigned to a morning, afternoon, or split schedule for their CORE CLASSES and their Academic Skills Class. Currently, classes for Levels 0-3 are scheduled in the morning, and classes for Levels 4-6 are scheduled in the afternoon.
A. GENERAL INFORMATION ABOUT CLASSES

**ACADEMIC ENGLISH PROGRAM LEVELS 0-6**

<table>
<thead>
<tr>
<th>How long is each course?</th>
<th>8 weeks</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>When are my IELI classes?</strong></td>
<td>5 days a week: Monday, Tuesday, Wednesday, Thursday, and Friday</td>
</tr>
</tbody>
</table>
| **How many hours of class do I have per week?** | Core classes: 4/day = 20 hours/week  
Supplemental class: 3 hours/week  
Total of 23 hours/week |
| **How many hours do I need for homework?** | 4 hours/day |
| **What is the average number of students/class?** | 12 |

B. ACADEMIC SKILLS CLASSES

- Students in Levels Pre-1 through 6 are assigned to Academic Skills Class.
- If Level Pre-1 class has fewer than three students, ASC is combined with Communication.
- Three hours per week

C. Core Classes: Communication Core Class and Writing Core Class

- **Communication Core Class**
  - Two hours each day, Monday through Friday = 10 hours weekly = 70 hours
  - Language skills studied:
    - Listening  
    - Speaking  
    - Reading  
    - Vocabulary development  
    - Pronunciation  
    - Test-taking skills

- **Writing Core Class**
  - Two hours each day, Monday through Friday = 10 hours weekly = 70 hours
  - Language skills studied:
    - Grammar  
    - Composition  
    - Spelling  
    - Library/Internet research  
    - Word processing  
    - Research writing

D. Required Supplemental Classes

- Levels Pre-1 and 1 Academic Skills Class
  - Three hours weekly, for six weeks = 18 hours
  - Introduces students to the software and other level-appropriate materials available for practice in the computer lab and reinforces Communication and Writing curriculum goals.

- Level 6 Academic Skills Class
  - Students observe a UNT class and practice listening to lectures and taking notes.

E. Optional Supplemental Classes

Students in levels 2, 3, 4 and 5 can choose whether to take these supplemental classes or not. If they decide to take them, they are expected to attend classes regularly. Attendance is required for optional classes. Students that attend at least 80% of the classes will be given an IELI Certificate of Course Completion. If more than 2 classes are missed, students may be placed on Attendance Probation for the next term.

- **Level 2 Academic Skills Class: Listening, Speaking, or Spelling**
Two hours weekly

- **Level 3 Academic Skills Class: Listening, Speaking, or Spelling**
  Two hours weekly, for six weeks = 18 hours
  Students improve their academic skills in listening, speaking, or spelling using software and other level-appropriate materials to reinforce the Communication and Writing curriculum goals. Classes are interactive and student-centered.

- **Level 4 Pronunciation and Access Reduction Class:**
  Three hours weekly for six weeks = 18 hours
  Students improve their ability to understand and pronounce English in the following areas: Word stress, Thought groups, focus words, final sounds and linking, speech rhythm, intonation, challenging consonants and English vowels. This class will build students’ confidence and increase their comfort in speaking English. It will also help them understand fast speech.

- **Level 5 TOEFL Prep**
  Two hours weekly, for six weeks

**F. THREE-LEVEL SPLIT POLICY**
It is not possible for an IELI student to have core classes split by three levels. A student in this situation must repeat both core classes even though he passed the one at the higher level. For example, if a student passes his Level 3 Communication Class and fails his Level 2 Writing class, he or she must repeat both classes. In some cases, the student will be required to take two levels of a specific core course; for example, a student who passes Level 3 Communication might be required to take Level 2 Writing and Level 1 Writing to improve his/her grammar and writing skills. To maintain immigration status, the student must be a full-time student. The student is expected to attend all classes, do all homework, and take all tests.

**7. BOOKS POLICIES AND PROCEDURES**

A. The tuition and fees that students pay to IELI each term include an allocation for all required books for the term. The amount allocated changes annually as publishers' book prices change.

B. Some books are used in only one level. Other books are used in two levels. Students will receive the book used in two levels only once, not in each level.

C. If a student loses a book, the student must pay for a replacement.

D. Students will receive their books in class during the second day of class. If a student is absent from a class day when books are distributed, the student must bring a note from the teacher to the IELI Office to receive books for the class.

E. New IELI students should not write in their books or damage their new books in any way during the first week of class. If the new student is moved to a different level, the student can exchange the books from the earlier level for the books in the different level. However, if the books from the earlier level are damaged in any way, the student must pay for the books for the different level.

F. NO BOOK REFUNDS ARE GIVEN. Each student's tuition covers the cost of the books required for the classes. Students must have completely clean books for each class. As stated in the IELI withdrawal information, no book refunds will be given to students withdrawing from the IELI.

**8. SKIP TESTS**
Occasionally, teachers or coordinators can recommend that a student take a test to determine if he/she can skip (i.e., not take) the next level.

A. **Recommendation:** A student may be recommended by an IELI teacher for a skip test at the
To be recommended, a student must have:

a. 90% or higher final class grade **AND**

b. 80% or higher on all final tests in the class.

A student is **NOT** eligible for a Skip Test if the skip will create a three-level split, which is prohibited by IELI Academic Policy. In other words, if a student is in Level 3 Communication and Level 4 Writing, a skip test in Writing is not possible.

**B. Skip Test Procedures:** If a student is recommended for a skip test, the following steps will be followed:

   a. The student will be contacted during Week 8 of the term by the teacher, who will arrange a skip test schedule with the student. **NOTE:** The skip test must be arranged and taken by Wednesday of Week 1 of the next term or the skip test privilege is waived.

   b. The student must make 80% or higher on the skip test to "pass" and skip a level (for example, to go from Level 2 Writing to Level 4 Writing). If the student passes the skip test, the Curriculum Coordinator will prepare a revised Grade Report that shows the new level.

**9. EXAMINATIONS**

All students must take these tests:

- Regular tests and quizzes as scheduled by their teachers
- Mid-term examinations, as required, the fourth week of the term
- IELI Final Composition test the seventh week of the term
- Final examinations the eighth week. **NO FINAL EXAMS ARE GIVEN EARLY.**

Do **NOT** schedule travel plans on final exam dates. **If a student has a serious, documentable reason for not taking a final exam, s/he should talk with the instructor, who will make an appointment with his/her Curriculum Coordinator, who will make a decision on a case-by-case basis.**

Under certain circumstances, individual students may be required by their teachers and/or the IELI to take additional tests, as needed. Students who have failed a major test during the term are not eligible for a re-test on the final exam.

**10. GRADING**

**A. GRADING POLICY in CORE CLASSES:** To pass IELI classes, students must have an average of 70% of all tests and assignment for the course.

<table>
<thead>
<tr>
<th>Grade Level</th>
<th>Percentage Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>Excellent</td>
<td>90 – 100%</td>
</tr>
<tr>
<td>Good</td>
<td>80 – 89%</td>
</tr>
<tr>
<td>Satisfactory</td>
<td>75 – 79%</td>
</tr>
<tr>
<td>Needs Improvement</td>
<td>70 – 74%</td>
</tr>
<tr>
<td>Unsatisfactory</td>
<td>0 – 69%</td>
</tr>
</tbody>
</table>

According to UNT policy, all students have the right to know how and why they receive the grades that are written on their Mid-term and Final Grade Reports. As part of UNT, IELI also follows this policy by doing the following things:

- During the first week of class, all teachers will give each student a written statement of the class grading policy and grade distribution policy.
• During Week 5, Mid-term grade reports will be distributed.
• During Week 8, Final Grade Reports will be distributed.
• Students are able to access their grades via my.unt.edu throughout the term.

B. Sufficient Progress Policy
• If a student passes the CM final exam with a score of 75% or higher on both reading and listening and he/she has a 70%-+ average on the in-class vocabulary and speaking skills, he/she will pass the class regardless of whether or not his/her official overall grade (class grade + final exam) is passing.
• If a student passes WR final exams with scores of 75% or higher on both composition and grammar and has a 70%-+ average on the in-class homework grades, he/she will pass the class regardless of whether or not his/her official grade (class grade + final grade) is passing.

C. GRADE APPEAL
At the end of the term, if a student requires further explanation of the final average (either a passing or a non-passing grade), the student must follow these steps on the day that grades are distributed:
• Sign up in the IELI Main Office for an appointment to talk with a Grade Appeal Panel of teachers about the grade. The student should not try to make an appointment with the IELI Curriculum Coordinators, Assistant Directors, or Director. They will not discuss a student’s grade at this time.
• The teachers who talk with the student will look carefully at the student's situation and answer any questions that the student might have. Then the teachers will talk to the IELI Curriculum Coordinators about the situation.
• If the student cannot make an appointment on the day that grades are distributed, by 5 p.m., Tuesday, Week 1, of the next term, the student must set an appointment with the teacher of the class to go over the student's Grade Report. The teacher will look carefully at the student's situation and answer any questions that the student might have. If any error is discovered, the teacher will talk to the IELI Curriculum Coordinator about the situation.

D. GRADES IN ACADEMIC SKILLS CLASSES:
• Academic Skills Classes for all levels are graded on a 100% scale.
• Every student must attend class and participate actively in class.
• There are no makeup quizzes or tests, and no late assignments are accepted.
• ASC class is 2% of a student’s Communication grade for Levels 0, 1, and 6.
• In the event that a student fails his core class but passes his ASC class, he must repeat both the core class and the corresponding ASC class.
• If Level 6 students are currently enrolled in a UNT class which has a lecture and note-taking format, they may use that class for their ASC 6 observations. They do not need to be assigned to an additional class. These students must bring appropriate documentation to the first ASC 6 meeting during week 1.

E. GRADE REPORTS GIVEN TO STUDENTS
A. Mid-Term Reports are given to all students during the fifth week of the term. The Mid-Term Report includes the student’s mid-term grade and comments on the student’s performance. Students with borderline or failing grades must immediately talk with their teachers about ways to improve.
B. Final Grade Reports: Every student receives a written grade report at the end of eight weeks. The Final Grade Report includes the class grade, the final exam scores, the final
grade, and comments on the student’s performance. These grade reports are available online. Hard copies can be available from the Main Office. For Level 6 graduates, grade reports are available at 3 p.m. on Thursday of Week 8.

11. ADMISSIONS AND REGISTRATION

REGISTRATION for NEW STUDENTS: All new students will complete their registration paperwork during the Registration and Orientation sessions held during the week before the first day of class. New students will receive a schedule for registration and orientation by mail before coming to UNT.

REGISTRATION for RETURNING STUDENTS: During Week 6 of each eight-week term, all IELI students must PRE-REGISTER for the next term. The exact dates will be announced to students. Returning students who do not pre-register or meet the payment deadline must pay a late registration fee of $25 and/or a late payment fee of $100. To pre-register, students must complete the online registration form at my.unt.edu and pay the tuition for the next term by the deadline.

12. TUITION

TUITION PAYMENT POLICY: IELI tuition payment is due IN full during registration/orientation week for new students or by the established payment deadline for continuing students. Students must pay a late payment fee if they pay after these times.

- PAYMENT DEADLINE: Payment must be received on or before each due date WITH OR WITHOUT billing notice. For new students, payment is due in full the Friday before classes begin. For continuing students, payment is due in full on Friday, Week 8, of the previous term.
  - A $100 late fee will be charged if full payment has not been received by the due date, or if a Payment Plan agreement has not been signed before the beginning of the term. The student will not be allowed to attend his/her classes until payment is made, and all absences will be counted.
- PAYMENT PLAN: Students may pay tuition through a tuition installment payment plan.
  - The student must sign a tuition installment agreement with the IELI Accountant (MARQ 105A) and pay one-half of tuition and fees upon registration, or by the payment deadline for continuing students, with separate one-fourth payments due by the end of the third and fifth class weeks.
  - A handling fee of $20.00 will be charged for installment payment of tuition. A $50 delinquent payment fee will be charged for any payment received after the due dates printed on the agreement. The installment handling fee and any delinquent payment fees are non-refundable.
  - Students who have applied for a scholarship in their country but who have not yet received a Financial Guarantee must pay the IELI tuition by the respective deadline.
  - If the terms of the Payment Plan agreement are not met and full payment for the semester is not received by the end of the fifth week of class, the student will not be allowed to attend class until the entire past-due balance is paid.
  - If a student voluntarily withdraws from the term, he/she is still responsible for payment. The total balance of tuition and fees for that term is due immediately.
• If a student is **dismissed** from the program, no tuition will be refunded.
• A student who **fails to meet the payment deadlines one term** will be required to pay full tuition by the tuition deadline in order to register for subsequent terms. In order to be allowed a Payment Plan, the student must have permission from the IELI Director.

Part-time IELI/UNT students (i.e., concurrently enrolled in IELI and UNT) must complete a form to waive duplicate fees on or before the 10th day of each IELI term. This form is called the "dual enrollment waiver." It is available through the Assistant Director for Student Success, MARQ 145.

Music performance students who are currently enrolled full-time in IELI Levels 1-5 and taking one UNT music lesson must complete a form to waive duplicate fees on or before the 10th day of each IELI term. The form is called the "dual enrollment waiver." It is available in MARQ 145. Enrollment in music lessons is by written approval of the College of Music advisor.

Mini-terms (May/August): Mini-term tuition must be paid in full by noon the Friday before the mini-term begins. If tuition is not paid in full by the deadline, the student will be dropped.

**IELI Scholarship Fund**
IELI has established a $1,000 scholarship to be awarded each academic year to eligible IELI students. Eligibility:

- Students must have completed at least one full term at IELI
- Students must have passing grades in all courses
- Students must be able to document a financial need that affected them after arriving in the U.S. (e.g., natural disaster affecting his country or unexpected medical bills)

Priority is given to students in higher levels and those who have a UNT application in process or have been admitted to UNT.

13. **NEW STUDENT ORIENTATION**

All new IELI students must attend the New Student Orientation, which covers important information on a variety of topics. Presentations will include everything you need to know about IELI classes and the academic expectations of the program, important information regarding health and safety, and immigration policies and procedures. New students will also learn about American culture, dealing with culture shock, and how to manage their time. Orientation is an opportunity for new students to meet IELI instructors and staff as well as the IELI PALS, or peer mentors. The mandatory orientation sessions are followed by a new student fieldtrip. It is strongly recommended that all new students attend the fun, free fieldtrip!

**Late Orientation for New Level 4, 5, and 6 Students**

**Orientations for new students who place in Communication Levels 4, 5, or 6**

- **Multi-media Lab Orientation** – New students in Levels 4, 5, and 6 attend a one-hour multi-media lab orientation.
- **Pronunciation Orientation** - New students in Levels 4, 5, and 6 attend a one-hour training on pronunciation software.

14. **LATE ARRIVAL**

All new students must be at IELI on Registration Day and attend New Student Orientation so that they can process their paperwork and take the Placement Test. If a new student cannot attend Registration Day or New Student Orientation, they must complete the online form. It is also essential that new students not miss the first days of class to receive important class information and participate in diagnostic testing. **New**
students will not be accepted after classes begin. Students are expected to be in their assigned classes on the first day of each new term. If a student is not able to attend the first day of class, the student must contact the IELI office before leaving and complete a Request to Be Absent form, which needs to be approved by IELI Director. Any missed classes will be counted as absences. IELI may cancel the student’s Visa status of students who are not in class on Day 1.

15. CHANGE OF CLASS SCHEDULE

Students may not choose their class schedule or teachers. Based on IELI’s needs to balance language groups and class size, students' class schedules and teacher assignments will be decided by IELI. If a student has a very serious reason to request a particular schedule, the student must follow this procedure:

A. Special requests will be considered for students with UNT classes or legal, on-campus work. Any other request will be considered on a case-by-case basis.

B. During Pre-Registration for returning students (Week 6) and New Student Registration (Week 0), a student may submit a Schedule Preference form. The form must be filled in completely online, and documents must be submitted to the Main Office that support the student’s reason for a request. For returning students, the form must be submitted by the published deadline. The form is available online at www.ieli.unt.edu (log in with your EUID and password; click on Class Schedule Preference Form). New students who need to submit a request should contact the IELI Main Office (MARQ 145).

C. Schedule Change Requests for new students and returning students who did not submit the form by the published deadline will be accepted only until 5 p.m. on the second day of class. Requests for class changes will not be considered after that time.

D. Schedule preference and schedule change requests will be based on space availability, and only requests with supporting documentation will be processed.

16. ATTENDANCE

U.S. Immigration requires students on F-1 and J-1 visas to stay in status by attending school full-time.

A. Absences: IELI classes meet 5 days a week for seven weeks for a total of thirty-five (35) class days in each term. Two additional days are required for final exams during Week 8. IELI students are required to attend at least 85% of all classes.

- All absences from classes are counted, reported to the Assistant Director for Student Success, and included in grade reports.
- If a student arrives after a term begins, the missed classes are counted as absences.
- If a student is not prepared for class, the teacher has the right to tell the student to leave class for the day. This is counted as an absence.
- If a student speaks a language other than English during class, the teacher may dismiss the student from class. The student will be counted as absent.
- If a student leaves class early or frequently, the student may be counted as absent.

B. Tardiness/Lateness: Students may not come to class late. Tardiness disturbs other students and the instructor, and students miss important information and/or tests and quizzes if they are late.

- Arriving after the class has started = tardy
- Two tardies = one absence
- Arriving more than 15 minutes late = one absence

If a student is late to class more than four times, s/he will meet with the Assistant Director for Student Success and may be given an attendance contract.

C. Attendance Contracts: A student with attendance problems may be required to sign an
attendance contract for current or future terms at IELI. Failure to comply with the contract requirements may result in dismissal.

D. Missing a class: If a student will be absent or late, he/she should contact their teachers as soon as possible to inform them of about the absence in advance. The student should also call the teacher or a classmate to get the new homework assignment. When the student returns to class, homework for the day(s) missed and for the day he or she returns to class should be given to the teacher.

- **MAKE-UP WORK:** At the beginning of every term, IELI teachers will give written rules about make-up work in each class. All IELI teachers follow this IELI policy for make-up work. If a student knows that he or she will be absent, the student must tell the teacher in advance. If a student gets sick, has car trouble, or has an emergency and cannot come to class, the student should call the IELI office immediately and leave a message for the teacher. When the student returns to class, the student must talk with the teacher to determine make-up work.

E. Dismissal due to excessive absences: After more than FIVE ABSENCES IN EITHER CORE CLASS, Writing or Communication, or after more than 6 absences in L6 Pre-MBA/MS, a student may be dismissed from IELI. Dismissals will be handled on a case-by-case basis. Allowances are only given for documented stays in the hospital or a doctor’s letter specifically stating that a student must stay at home. These documents must be presented to the IELI Assistant Director for Student Success (MARQ 205). If dismissed, a student must speak immediately with an advisor in the International Student and Scholar Services Office (ISSSO).

F. Missing a test during the term: This is extremely serious. Students must plan their schedules carefully and never miss a test date. If a student misses a test for any reason, the teacher will complete a “Missed Test Report Form” and submit that form to the Assistant Director for Student Success; the form will be kept in the student’s file.

- If a student must miss a test for a serious, unavoidable reason, the student must tell the teacher in advance about the planned absence if possible. If the absence is caused by an emergency, the student or his/her representative should make every effort to call the IELI Office to give a message to the teacher before the test on the test day when s/he is absent.

- A student must show that an absence is valid by submitting documentation (such as a doctor’s letter or a traffic accident report) or by providing another serious, unavoidable reason for the absence.

G. Scoring of tests missed during a term

- **Communication class:** If a student misses a reading or listening test for a valid reason, the score for that section of the final exam will be substituted for the missed in-class test. If a student misses a vocabulary test, the student will receive a 0 for the test, but the 0 will not be averaged into the student’s grade average. If a student misses a Level 6 content test and has a legitimate reason with supporting documentation, the student must take the test the first day of his or her return to class.

- **Writing class:** If a student misses a composition or grammar test but has a valid absence on the test date, the final exam score for that skill will be substituted for the missed in-class test.

- A student may receive ONLY ONE test score substitution in each class in an eight-week term. Additional marks of 0 will be averaged into the student’s grade. Situations that are not covered by these rules will be handled on a case-by-case basis.

H. Missing a final examination: Unless an extremely serious emergency can be documented, a student who misses a final examination will receive a 0 for the test. The student may be given a behavioral contract for the following term.

I. ABSENCES OR TARDINESS FOR RELIGIOUS REASONS: IELI is respectful of all religions and religious observances. However, the IELI class schedule cannot be altered to accommodate the variety of religious holidays and observances of all its students. Therefore, the general UNT schedule of classes and holidays will be observed.

IELI will work with students who feel it is necessary to miss class or to be late to class in order to
participate in an established practice or observance in their religion. Only holidays or holy days observed by a religion whose place of worship is exempt from property taxation under Section 11.20 of the Tax Code are included in this policy. Per UNT policy, a student who is excused under this provision may not be penalized for the absence, but the instructor may respond appropriately if the student fails to complete the assignment or examination.

As in UNT policy, students are responsible for notifying teachers IN ADVANCE of any planned absence or tardiness for religious observances. Because of the very intensive nature of IELI, students are responsible for all work that is missed and cannot request extensions on work. Instead, they must turn in their work before the absence, send it on the scheduled day, or bring it the day they return to class.

Students should follow these guidelines when an absence for religious observance is requested:

- Students must discuss the absence or tardiness with the teacher in advance.
- If absent, the student must fill out the “Absence Request Form” provided by the teacher.
- The student will receive a copy of the signed form. The original will be filed in the student’s file in the IELI Main Office.
- Students must remind the teacher the day before the absence or tardiness.
- Students should request no extra time from the teacher for work due on the day they are absent or for homework that is assigned while they are absent. Students can ask a classmate to take notes, materials, handouts, and homework assignments for them, or, if pre-arranged, the teacher can write down homework assignments or give materials to the student.
- If a quiz or test is scheduled for the day of the absence, students should be in class on time if at all possible. If it is not possible to take a scheduled quiz or test, the student must notify his/her instructor in advance and make an appointment with the IELI Assistant Director for Student Success (MARQ 205) before the day of the missed quiz or test.

17. WITHDRAWAL AND REFUND POLICY

WITHDRAWAL FROM IELI: IELI students who want to withdraw from any IELI class must go to the IELI Main Office to talk with the IELI Assistant Director of Student Success or the IELI Director and complete a Withdrawal Request form. Students must also receive permission to withdraw from IELI from an advisor in the International Student and Scholar Services Office (ISSSO, MARQ 125). The student will be advised to go home or go to another school immediately to avoid being out of status. A student must get permission from International Advising (ISSSO) before s/he withdraws from IELI. A sponsored student must get permission from Sponsored Students and Programs Center (SSPC) before s/he withdraws from IELI.

TUITION REFUND POLICY and SCHEDULE: If a student withdraws or drops a class, certain fees will not be refunded and tuition refunds will be prorated.

A. No IELI or UNT application fees are refundable at any time.

B. These fees are not refundable after the term begins:
   - Book/Lab/Classroom Fee
   - IELI Activity Fee
   - Insurance
   - Publication Fee
C. Tuition refund percentages based on current UNT refund policy are prorated for IELI 8-week terms. (UNT counts Saturdays as a class day.)

<table>
<thead>
<tr>
<th></th>
<th>8-week term</th>
<th>Mini-term</th>
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<tr>
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<td>Days 6-7</td>
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18. CHEATING AND PLAGIARISM

CHEATING: Cheating is the highest form of academic dishonesty and is, therefore, completely unacceptable.

A. Cheating Policy

Examples of cheating
- Copying or sharing answers with another student before, during, or after a quiz or test
- Looking at books, papers, another student’s paper, or a dictionary during a quiz or test
- Looking at or using a cell phone during a quiz, test, or test review
- Using resources beyond those specified by an instructor to complete any assignment or test
- Starting a test before the teacher says to or refusing to stop a test when the teacher says
- Having someone else do your homework for you or copying someone else’s homework
- Using someone else’s words or ideas in your written or spoken work without proper credit
- Turning in work on a test or in homework that is identical to that of another student
- Writing down or memorizing answers on IELI tests to give to other students or receiving these test answers from someone else.
- Turning in previously submitted work or the same work in more than one class. Submitted work must be unique for each class.

Treatment of offenses
- **Yellow Card/Red Card** – If an instructor suspects a student of cheating on a test or quiz, the student will first be shown a yellow card. The yellow card is a warning. If the instructor sees the student cheating after the yellow warning card has been issued, the instructor will give the student a red card. If a student receives a red card, s/he will receive a zero for the test or quiz. The Curriculum Coordinator and IELI Director will be informed about the cheating incident.
- **First (red card) time** - The student will receive a grade of “0” for the homework, quiz, or test. The teacher will write a memo to the IELI Director about the cheating, and the student must talk to the Director.
- **Second (red card) time** - The student will receive a probation contract or may be dismissed from IELI, depending on the seriousness of the offense. A written record is kept in the student’s folder.
- Major offenses regarding major tests or compositions, final exit examinations, research papers, and other major projects will be treated with the highest seriousness and severity. Students will be referred to the IELI Director for immediate action, including failing the class or immediate dismissal from IELI for the term. To return to IELI, students must write a letter of appeal to an Appeal Committee, which is made up of the student’s core teachers, the Curriculum Coordinators, and the IELI Director. If the appeal is accepted by the Appeal Committee, the
student must sign a Probation Contract.

B. **Plagiarism:** Plagiarism means using what someone else wrote or said in your written or spoken work (homework, essays, or presentations) without citing the name of the person who first wrote the information. It is illegal to plagiarize, and at IELI a student may fail the class if the student submits a paper that contains plagiarized material. To avoid plagiarism, students need to submit original work or use citations and documentation as explained in one of the “style manuals” used at the IELI or at the University.

**Treatment of offenses**
- If plagiarism is found in student writing assignments (including the research paper), the student will receive a grade of “0” for the assignment. This assignment will be considered incomplete. The student will have one opportunity to repeat the assignment with the possibility of receiving no more than the minimum passing grade (70%).
- If plagiarism is found in any examination, written or oral, the student will receive a score of “0”. There will not be any opportunity to take the test again.

19. **PROBATION AND DISMISSAL POLICY**

A. If a student fails one core class twice, the student must sign an Academic Contract, which states the conditions under which the student may continue to study at IELI.
B. If a student fails one core class three times, the student will be dismissed from IELI.
C. If a student has excessive absences, the student may be placed on an Attendance Contract or dismissed. (See “Attendance”, p. 10.)
D. If a student’s behavior is deemed inappropriate according to the behavior guidelines stated in the IELI Student Handbook, the student may be placed on a Probation Contract or dismissed.
E. Lack of Academic Motivation: If a student demonstrates a lack of academic motivation by absences, tardiness, or failure to do homework or to participate in class, a student may be placed on a Probation Contract or dismissed.
F. If a student is involved in any serious offenses, such as plagiarism, the student may be placed on a contract or dismissed at any point during a term.

20. **APPEALS AND COMPLAINTS**

**Dismissal APPEAL POLICY:** An academic dismissal or administrative dismissal immediately affects a student’s visa status and status at UNT. If a student who has been suspended wants to be readmitted to IELI, the following procedure will be followed.

A. **Appeal Procedure**
   - The deadline to submit appeals will be Week 8, Friday when dismissed at the end of the term.
   - The deadline to submit appeals will be two days following a dismissal during a term.
   - The student must write a letter of appeal to the Appeal Committee explaining why s/he wants to continue his/her studies and how the student’s circumstances will change so that the student will be successful at IELI.
   - The Appeal Committee is made up of the student’s two core teachers, the Curriculum Coordinators, and the IELI Director.
   - The Committee may ask the student to present his/her case in person before the group.
Within 2 days of receiving and reviewing the request, the Committee will respond in writing to the student, either readmitting the student or denying the student’s request.

B. Appeal Accepted
- If the student’s appeal is accepted during the term, s/he will be allowed to continue his/her studies at IELI. However, the student will be placed on a contract for the duration of that term. If the student cannot meet the terms of this contract, s/he will be dismissed from the program immediately.
- If the student’s appeal is accepted at the end of the term, s/he will be allowed to study in the following term.
- S/he will be issued an academic, attendance, or probation contract.

C. Appeal Denied
- If a student’s appeal is denied, the student must seek counseling from the International Student & Scholar Services Office (MARQ 125) IMMEDIATELY. Being dismissed can have serious consequences on the student’s immigration status.
- The student will have to find another school to attend or will have to return to his or her country immediately. Arrangements for current obligations (e.g., UNT dorm or apartment, car, bank account, etc.) will have to be made quickly. The student is responsible for all outstanding obligations.
- If the student lives in a UNT dormitory, s/he will have to move out of the UNT dormitory.
- If a student is dismissed in the middle of a term, a student’s SEVIS record will immediately be terminated and they will be out of status.
- If a student is dismissed at the end of a term, the student will need to discuss their options for staying in status in the United States with the International Student & Scholar Services Office (MARQ 125) IMMEDIATELY.
  The decision of the Committee will not be reconsidered. Any further appeals must be made in writing to the IELI Director (MARQ 145).

D. Returning to IELI after Dismissal Period
- A student can request readmission to IELI after a period of two terms.
- S/he must bring a grade report showing satisfactory academic progress from another English language program covering the period of suspension.
- The application for readmission will be evaluated by the IELI Director.
- If the student is readmitted and has not attended IELI for 20 or more weeks, s/he must take the placement test to determine the correct level.

STUDENT COMPLAINTS PROCEDURE:
A. A complaint is when someone talks about his/her unhappiness with a situation.
B. Whenever possible, if a student has complaints about a class, the student should first try to talk with the teacher to find a way to solve the problem.
C. If the student cannot talk to the teacher, or if the student and the teacher cannot find a way to solve the problem, or if the complaint is not related to a class, the student should complete a Statement of Complaint Form. The Complaint Form can be found at the IELI Main Office (MARQ 145).
D. The IELI Director (MARQ 145) may schedule a meeting with a student who has filed a complaint if needed.
E. A response to the complaint will be given in writing and filed with the IELI Director.
F. In extremely rare situations, a case may be referred to the Vice Provost of UNT-International.
G. All IELI students are included in all UNT Student Grievance procedures and policies, which will override any IELI policies.
21. STUDENT ADVISING: PERSONAL AND ACADEMIC

The Student Services Coordinator (MARQ 204) and Assistant Director for Student Success (MARQ 205) are available to help IELI students with:

- airport pick-ups
- housing
- shopping
- banking
- health related questions.

Also, if a student is having a hard time at IELI or needs assistance with personal problems, the Student Services Coordinator (MARQ 204) and Assistant Director for Student Success (MARQ 205) can help the student find the right way to handle his/her issue. Students may also visit a certified counselor in UNT's Counseling Center free of charge.

The Assistant Director for Student Success (MARQ 205) can assist students who are interested in applying for an academic program at UNT or other institutions of higher education in the U.S.

22. FIELD TRIPS AND ACTIVITIES

IELI Social/Cultural Activities (Four or five times per 8-week term)
Organized by the IELI Student Services Coordinator and staff

IELI students are strongly encouraged to participate in these activities and events to learn more about U.S. culture, to interact with other IELI and UNT students and members of the local community, and to have fun. Some of these activities are required for all students. Example activities include:

Dude Ranch               Ranger baseball games
Camping                  Halloween costume parties
Museum trips             Thanksgiving dinners
Fort Worth Livestock Show & Rodeo  Movie nights
Road Trips               Celebrations for International Holidays

23. CONVERSATION PARTNERS

The Conversation Partner Program
- Meets weekly
- Includes University of North Texas students as group leaders
- Provides small group practice for speaking and conversation

Find out more about it at http://international.unt.edu/ieli-conversation-partner-program-page

24. LANGUAGE LAB

IELI Language Lab http://ieli.unt.edu/
All Levels

Language Lab hours* during regular terms:
   Monday through Friday: 7:45 a.m. – 5:30 p.m.
   *hours are subject to change and will be posted on IELI website

Trained lab assistants are on duty at all times to provide help and guidance.

Available resources for individual use include all of the following:
   Computers with interactive software, E-mail access, Internet and WWW access
   DVDs with academic lectures and note-taking exercises
   CDs with pronunciation and listening activities
   Reading materials, pronunciation packages, listening packets

✓ Replacing cost of missing materials:  DVDs: $20  Test Materials: $30  Level Readers: $10
✓ A hold will be placed on a student’s account until payment is received for missing materials.

25.  IELI SOCIAL MEDIA

Find us on:

FACEBOOK:  http://www.facebook.com/unt.ieli
Twitter:  http://twitter.com/unt_ieli
Instagram:  http://instagram.com/untieli
Youtube:  http://www.youtube.com/user/untieli
Scribd:  http://www.scribd.com/unieli
26. STUDENT STATUS

All IELI students must be full-time in all levels in order to maintain legal immigration status.

A. Staying Informed about Immigration Rule Changes
   - You should check the latest immigration information once or twice each week about student status on UNT’s International Advising website: http://www.international.unt.edu
   - This UNT office receives current information about new immigration rules for reporting and registration. These rules change often, and you are responsible for knowing these rules.
   - Read the IELI Weekly Memo each week for important immigration information.

B. Full-Time Student Status
   - Students must be full-time students (20 hours per week) during the Fall and Spring semesters (from August/September through May). They MAY NOT quit attending IELI classes during an IELI term even if they pass the TOEFL. Level 6 pre-MBA/MS students must be full-time graduate students (10 hours at IELI and 3 hours in MGMT 3330) and may not quit attending IELI classes even if they score 500 on the GMAT.
   - If a student plans to present a standardized test score to fulfill the UNT language proficiency requirement, the test score must be presented to the IELI main office by 12:00 p.m. (noon) on the Friday prior to Week 1.
   - Exceptions for medical reasons may only be granted by written permission from the International Student Advisor in the International Student and Scholar Services Office (SYM R 289).

C. Staying in Status
   - Students must pay attention to the expiration dates on all immigration documents. Before any expiration date, students must update documents or leave the U.S.
   - Students must stay in “good status” with Immigration by being in class at least 20 hours weekly and attending full-time classes regularly, making good grades, and paying all tuition bills on time.
   - It is solely the student’s responsibility to stay in status. UNT International Student & Scholar Services will give students correct immigration information and help. However, students are entirely responsible for asking questions, seeking help, and getting written permission in any extraordinary situation.
   - It is extremely hard to “reinstate” after a student gets out of status. Therefore, students must follow all rules in order to stay in status.

D. Address Reports
   - At the beginning of each term, IELI reports student status and address information to SEVIS, the National database system.
   - Students must report any change of address to the IELI Main Office within 10 days of the change.
   - There are serious penalties for not reporting address changes.

E. Permission to be Part-time IELI
   - Permission to be a part-time student can be given ONLY by the UNT International Student and Scholar Services Office (no one else) and will be given only for sickness or other extraordinary reasons.
   - Requests to be a part-time student must be approved IN ADVANCE, before the term or semester begins.
   - Students must provide complete documentation to request part-time permission.

F. Withdrawing from IELI (See “Withdrawal Policy,” page 12.)
G. Vacation Time Off
- Students who enter the U.S. on an IELI I-20 for Spring II or Summer term must attend Summer IELI classes full-time if they stay in the U.S. during the months of June and July. They are not eligible for a summer break until the following summer.
- Students who begin IELI classes in other terms and who have maintained continuous full-time enrollment in IELI are permitted to take a vacation or attend part-time during the summer (mid-May through mid-August).
- IELI students on F1 visa must attend classes full-time.

HEALTH INSURANCE

27. HEALTH INSURANCE
A. All IELI students pay for health insurance as part of IELI tuition and fees.
B. When students who have the UNT-offered plan are seen by a medical provider in the Student Health and Wellness Center, the deductible is waived and claims are processed internally.
C. Any questions should be directed to Health and Wellness Center, in Chestnut Hall, at 565-2157.
D. Student who are eligible for the Insurance Waiver should speak with the IELI Accountant (MARQ 105A). This waiver must be completed and submitted by the 10th day of the term.

GENERAL EXPECTATIONS

28. STUDENT BEHAVIOR
All students must be mature and polite. Students must respect their teachers and the other students. IELI is made up of people from different countries with different cultures. Tolerance, open-mindedness, and a good sense of humor will help everyone from all cultures learn to understand and appreciate each other. There are some general guidelines that all IELI students must follow:

A. IELI Policies
- Speak only English in class. If you speak a language other than English, your teacher may dismiss you from class.
- Be prepared for every class by bringing a pencil/pen, paper, and books to every class.
- Keep the following areas neat: classrooms, restrooms, hallways, and areas outside the building where students go to study or to talk with friends.
- Do not take a break during class (restroom, cell phone, etc.). Ask your instructor for his/her policy for asking permission in the event that you must leave the class.
- Do not use cell phones in class. All cell phones must be put in the classroom phone receptacle on test days and test review days. Cell phones must be completely turned off (no ring, no vibration, and no text messages). IELI instructors, like UNT professors, have a strict cell phone policy.
- Do not talk loudly or disturb other classes.

B. UNT Policies
IELI students receive University of North Texas student identification cards. Therefore, IELI students can use the library, health center, sports and fitness facilities, computer labs, and student union. IELI students can live in UNT dormitories. They can get a UNT parking sticker so that they can park their cars on the campus.
IELI students have all the privileges that UNT students have. Also, IELI students must obey all the rules that UNT students must obey. All of these rules are included in the *UNT Student Code of Conduct*. IELI students must return library books on time, pay their UNT Health Center bills, check into labs properly, and obey all dormitory and parking rules. UNT is a smoke-free campus; this means that smoking is not be allowed at any location on UNT property.

Students who do not obey the UNT rules will lose their privileges, and they may have to pay fines or receive penalties. Registration at UNT and IELI will be blocked until accounts are paid.

**C. Student Protection from Sexual Harassment**
IELI students have all protections that UNT students have, including protection from sexual harassment. IELI faculty, staff, and student workers may not “date” IELI students; this is completely forbidden by UNT rules.

Sexual harassment can be defined as unwanted sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.

Examples of sexual harassment:
- Repeated and unwanted requests for dates, sexual flirtations, or propositions of a sexual nature
- Unnecessary touching, patting, hugging, or brushing against a person’s body
- Sexist remarks about a person’s clothing, body or sexual activities

If an IELI student ever believes that he or she is receiving pressure to have a relationship with an IELI faculty member, staff member, classmate, or student worker, the student should immediately report it to his/her instructor or the Student Services Coordinator (MARQ 204), who will immediately inform the IELI Director.

**D. Reporting Misbehavior**
IELI students represent IELI, UNT, and their home country both on the UNT campus and off. Student misbehavior, including but not limited to acts of violence, theft, intimidation, or harassment, should be reported to the Student Services Coordinator, who will inform the IELI Director and the corresponding UNT and/or local authorities.

If you have any questions or if you have problems understanding the IELI or UNT rules, or if you have concerns about the behavior or safety of any student, please immediately talk with the IELI Student Services Coordinator in S or go to the IELI Main Office. The staff at IELI will help connect you with the appropriate UNT office dedicated to the safety, health, and emotional well-being of its students.

**29. UNIVERSITY ATTENDANCE**

There are specific criteria that must be met in order for a student to attend UNT classes. It is essential that you know the policies.

- Students in levels lower than Level 6 are not eligible for part-time enrollment in IELI and part-time enrollment in UNT, Metroplex community colleges, or online courses.
- Students may not take full-time IELI and part-time UNT classes or classes at other universities or colleges.
- Violation of this policy could result in dismissal from IELI. All cases will be dealt with by the IELI Director.
A. **Going to UNT (UNT Matriculation)**
   No TOEFL is required (except English and Linguistics departments) for students who finish Level 6 of IELI to meet English proficiency requirement for admission to UNT. However, students must meet all other UNT admission requirements, such as having a high grade point average.

B. **Attending UNT**
   - **Undergraduate and Second Bachelor's degree** students who have been admitted to UNT must attend UNT part-time while they finish Level 6 of IELI (except in the summer term). IELI students may not take UNT classes during the summer semester. **Graduate students, with the exception of those enrolled in the Pre-MBA Program, may not** take part-time UNT classes while they finish IELI Level 6.
   - **Graduate students** may not take part-time UNT classes while they finish IELI Level 6.

C. **Level 6 Policies Meetings**
   Memos will be sent to all Level 6 students regarding individual appointments required by the Assistant Director for Student Success. These meetings are mandatory and help ensure that each student is following the correct procedure to prepare for university study and to maintain full-time status.

D. **Going to UNT Meeting**
   A special meeting will be held each term (Week 3) for students who have applied or who intend to apply to UNT. Students will learn about UNT application procedures and the documents that need to be submitted:
   - UNT application
   - UNT application fee
   - Official transcripts from high school and/or university
   - New financial documents if their current documents are older than one year
   - Test scores for GRE, GMAT, or other tests (Graduate students only)
   - Other documents as required by UNT departments

**LEVEL 6 ONLY (NOT 5/6 SPLITS) with UNT Letter of Admission**

A. Policies regarding Level 6 students’ eligibility to attend UNT and some Metroplex community colleges concurrently:
   - Only Level 6 students are eligible to attend part-time IELI and part-time UNT or universities or colleges that have an agreement with UNT to allow concurrent enrollment.
   - Level 6 students who are eligible must follow certain patterns in order to maintain full-time status.

B. Failing a Level 6 Class once while enrolled in part-time classes at UNT or universities or colleges with which UNT has an agreement:
   - A student must complete the required Level 6 classes during the semester. If the student does not pass one of the required IELI Level 6 classes for the first time, the student must repeat the class immediately in the next term of IELI. Failed classes may not be postponed until a later term or semester.
   - A student’s IELI graduation may be delayed if a Level 6 class is failed—because no student may take two IELI Level 6 classes and part-time UNT or other university or college classes simultaneously.
   - The student who fails an IELI Level 6 class for the first time while also going to UNT or other university or college part-time must either (1) drop the university or college courses and take both Level 6 classes or (2) retain part-time UNT or other college classes, retake the failed Level 6 class immediately, and take the remaining Level 6 class during the next possible term.
C. Failing a Level 6 class twice nullifies the privilege of attending university classes.
   • If a student has failed any Level 6 class twice and will be taking the class during the next term for the third time, the student cannot register for and attend UNT or other university or college classes during that third repetition.
   • If a student reaches the second failure in a Level 6 class at the end of Spring I or Fall I and is enrolled in UNT or other university or college classes, the student has nullified his/her privilege to attend UNT or other university or college classes and must drop all UNT or university or college classes.

LEVEL 5/6 STUDENTS BEGINNING FALL I OR SPRING I: Level 5/6 students at the beginning of a long semester are not eligible to take UNT classes. In Fall II/Spring II, the student will take the remaining Level 6 class and a mandatory supplemental class.

MISC.

31. BAD WEATHER CLOSING

If the weather is extremely bad (ice or snow), IELI and UNT may close. Students can call 565-2000 or check the UNT Web site (www.unt.edu) to see if UNT is closed. They can also listen to local radio stations (for example, KNTU 88.0 FM or KRLD 1080 AM) or television news (channels 4, 5, 8, or 11) to learn if the university is closed. If UNT closes, IELI also closes. If UNT classes start late, IELI’s classes will start late.

All IELI and UNT students should register with the Eagle Alert system, which is an automatic notification system. To register your information, go to www.my.unt.edu.

32. LETTERS OF RECOMMENDATION

IELI instructors can only complete a standard IELI form for letters of recommendation for students. If a student needs a letter of recommendation, the student should ask his/her instructor to complete the IELI form.
<table>
<thead>
<tr>
<th>Writing &amp; Grammar</th>
<th>Reading/Vocabulary</th>
<th>Speaking/Listening</th>
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**IELI ENGLISH PROFICIENCY CHART**