



# **IELI Student Policy Handbook**

**2019-2020**

**Revised AUG2019**

**Intensive English Language Institute**

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*The IELI Student Handbook is revised by the IELI Director each August or as needed.*

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## ENGLISH

You are responsible for knowing and understanding the IELI policies and procedures in this handbook. If you have questions or you do not understand, please ask an IELI staff member to explain the information to you.

*This paragraph is translated below.*

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## ARABIC

تاء ارجلاو تاسايسلا مھفو ةفرعم نء لوؤسم تءاء IELI لكيد ناك اذإ .مبيتكلا اذه يف  
ل نيلماعلا دحا لاؤساءجر ،مھفت لا تنك وأ ةلئسأ IELI لك تامولعملا حرشل.

*Translation by Abdullah Almofeez (2016)*

## 中文/CHINESE

您有义务去了解这本书中提到的 IELI 的各项规定和程序，如果您有疑问或者不明白的地方，请问 IELI 的工作人员，您将会得到解答。

*Translation by Yuchen Hu (2016)*

## ESPAÑOL/SPANISH

Usted es responsable de conocer y comprender las políticas y procedimientos de IELI descritos en el *Student Handbook*. Si tiene alguna pregunta o no entiende, por favor consulte en IELI para clarificar la información que necesite.

*Translation by Fernando Fleurquin (2016)*

## FRANCAIS/FRENCH

C'est votre responsabilité de connaître le règlement d'IELI expliqué dans ce livret. Si vous avez des questions ou si vous ne comprenez pas le règlement, veuillez contacter un employé d'IELI pour plus de renseignements.

*Translation by Sabine Thépaut (2017)*

## 日本語/JAPANESE

あなたはこの本に書いてある IELI のポリシーを知り、理解する必要があります。もしなにか不明な点がある場合は、IELI の職員にお尋ねください。

*Translation by Mika Matsunari (2107)*

## PORTUGUÊS /PORTUGUESE

Você é responsável por saber e compreender os procedimentos do IELI deste livro. Caso tenha perguntas ou dúvidas a respeito dos procedimentos, por favor peça ajuda e/ou explicações a um funcionário do IELI.

*Translation by Bruna Schuelke (2017)*

## ภาษาไทย/THAI

นักเรียนมีหน้าที่รับผิดชอบในการรับรู้ และทำความเข้าใจกับนโยบายและข้อใจเกิ่ตอนการทำงานของ IELI  
ในหนังสือเล่มนี้ นักนักเรียนมีคำถามหรือข้อสงสัย กรุณาติดต่อสอบถามเจ IELI ้าหน้าที่

*Translation by Nisarath Phuphiphat (2017)*

## Ngôn ngữ tiếng Việt /VIETNAMESE

Bạn có trách nhiệm biết và hiểu rõ những chính sách và thủ tục IELI trong cuốn sách này. Nếu bạn có thắc mắc hoặc bạn không hiểu, hãy hỏi một nhân viên IELI để giải thích những thông tin cho bạn.

*Translation by Anh Bui (2016)*

## /KOREAN

이안내서 안에 있는 IELI 의 규칙과 절차를 알고 이해하는 것은 학생본인의 책임입니다. 질문이 있거나 이해가 잘 안 될 경우 IELI 직원에게 설명해 달라고 부탁해 주십시오.

*Translation by Hyunju Lee (2016)*

## DEUTSCH/GERMAN

Sie sind dafür verantwortlich, die in diesem Handbuch beschriebenen Regeln und Abläufe zu kennen und zu verstehen. Sollten Sie Fragen oder Verständnisschwierigkeiten haben, so wenden Sie sich bitte an einen IELI Mitarbeiter, der Ihnen den Inhalt erklären kann.

*Translation by Tanya Eltze (2017)*

## Türkçe/TURKISH

Bu kitapta geçen IELI kural ve prosedürlerini bilmek ve anlamakla sorumlusunuz. Eğer sorunuz veya anlamadığınız bir yer varsa, IELI çalışanına sorabilirsiniz.

*Translation by Eralp Atmaca (2017)*

# I. ABOUT IELI

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## 1.1 IELI MISSION

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

*Approved September 2016*

## 1.2 ACCREDITATION and RECOGNITION

The Academic English Program of the Intensive English Language Institute of the University of North Texas is 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, contact

The Commission on English Language  
Program Accreditation  
801 N Fairfax Street, Suite 402A, Alexandria, VA  
22314 [www.cea-accredit.org](http://www.cea-accredit.org)



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

English USA  
P.O. Box 170128 Atlanta, GA 30317  
[www.englishusa.org/](http://www.englishusa.org/)



University and College Intensive English Programs (UCIEP)  
C/O Sheryl Meyer  
UNC Charlotte, PO Box 6012, Charlotte, NC 28223  
[www.uciep.org/](http://www.uciep.org/)



## 1.3 IMPORTANT CONTACT INFORMATION

### UNT INTERNATIONAL

#### **Intensive English Language Institute**

	<u>Office</u>	<u>Phone</u>
Director: Gordon Clark	MARQ 240	(940) 565-2004
Academic & Special Programs Coordinators: Donna Obenda	MARQ 341	(940) 565-4380
Academic Coordinator & Admissions Advisor: Laurel Collins	MARQ 227	(940) 565-3499
IELI Student Services Coordinator: William Schuelke	MARQ 223	(940) 565-4127
IELI Computer Lab Supervisor:	MARQ 335	(940) 565-4699
IELI Administrative Coordinator: Randall Bryan	MARQ 223	(940) 565-3126

#### **UNT International (UNT-I)**

Dean & Vice Provost of International Affairs: Dr. Pia Wood	MARQ 105	(940) 565-2354
Accountant (Payment Office): Yulun 'Jade' Lu	MARQ 105	(940) 565-4531

#### **International Student & Scholar Services (ISSS)**

Director: Lauren Jacobson-Bridges	MARQ 125	
Assistant Director/PDSO: Liz Ford	MARQ 125	(940) 565-2210
Advisor/DSO:	MARQ 110	(940) 565-5989
Program Coordinator: Yunju Langran	MARQ 110	(940) 565-4821

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

Director:	MARQ 114	(940) 565-4128
Advisor:	MARQ 114	(940) 369-7269
Advisor: Judd Sexton	MARQ 114	(940) 565-4428

Intensive English Language Institute (IELI)  
1511 W. Mulberry St.  
Marquis Hall, Room 223  
Denton, TX 76203

## II. ACADEMIC PROGRAM

### 2.1 PLACEMENT

**A. PLACEMENT IN IELI:** IELI has six levels: “Beginning” (1, 2), “Intermediate” (3, 4), and “Advanced” (5, 6). See the **Proficiency Chart** (Appendix) for a description of IELI levels and language skills.

#### B. NEW STUDENT PLACEMENT

- These are not pass/fail tests. These tests place students into the levels in which they
- 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).
- New students with scores from TOEFL iBT or IELTS within the last year can place directly into IELI levels 4, 5, or 6 according to the guidelines provided in the table below. These students must submit their official scores to IELI for automatic placement after being admitted into our program. During the New Student Orientation, they will take IELI’s placement test to diagnose language skills. Based on this diagnostic information, students may be required to complete additional work to meet the expectations of the level they placed into.

Students with these test scores			Will place into	And will need
TOEFL iBT score	IELTS score		IELI Levels	
50	5.5	➔	4	3 terms (6 months) to complete IELI
55 composite (subscores ≥13)	5.5 overall with all sub-scores ≥ 5.5	➔	5	2 terms (4 months) to complete IELI
60 (subscores ≥15)		➔	6	1 term (2 months) to complete IELI



### C. 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.

### D. 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 sat out for 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.

## 2.2 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 69.5% or higher average, which includes class grades and final exams.

## 2.3 COURSES AND CLASS SCHEDULE

Each eight-week term, students are assigned to a morning, afternoon, or split schedule for their core classes.

### A. CORE CLASSES

Communication Core Class		Writing Core Class	
General information	Language skills	General Information	Language skills
Two hours each day Monday - Friday 10 hours/week, (70 hours total) Average class size, (12 students per class)	Reading Speaking Pronunciation Vocabulary development Oral test-taking skills	Two hours each day Monday - Friday 10 hours/week, (70 hours total) Average class size, (12 students per class)	Spelling Composition Library research Internet research Word processing Research writing

## **B. REQUIRED SUPPLEMENTAL CLASSES**

Levels Pre-1, 1, and 2 Lab 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.

## **C. 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 if he/she passed the higher level class. For example, if a student passes the Level 3 Communication class and fails the Level 2 Writing class, he or she must repeat both classes. In some cases, the student will be required to take two core courses in the same discipline; for example, a student who passes Level 3 Communication and fails Level 2 Writing 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 (F1) must be full-time except during the summer term. The student is expected to attend all classes, do all homework, and take all tests.

## **2.4 BOOKS, POLICIES, AND PROCEDURES**

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

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

Students will receive their books in class during the second day of class.

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.

**NO BOOK REFUNDS ARE GIVEN.** Each student's tuition payment covers the cost of the books required for the classes. As stated in the IELI withdrawal information (p. 16), no book refunds will be given to students withdrawing from IELI.

## **2.5 EXAMINATIONS**

All students must take these tests:

- Regular tests and quizzes as scheduled by their teachers
- Mid-term examinations, as required, during Week 4 of the term
- IELI final composition test during Week 7 of the term
- Final examinations during Week 8 of the term.

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, he/she should talk with the instructor, who will make an appointment with his/her Academic 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.

## 2.6 GRADING

**A. Grading Policy in Core Classes:** To pass IELI classes, students must have an average on all tests and assignments for the course of 69.5% or higher.

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 are distributed (see Section E, Part 1 below).
- During Week 8, final grade reports are distributed (see Section E, Part 2 below).
- Students can access their grades via [my.unt.edu](http://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 the 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 overall grade (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 overall grade (grade + final exam) is passing.

### **C. 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; no late assignments are accepted.
- Lab/ASC class is 2% of a student's Communication grade for Levels 0, 1, and 2.
- In the event that a student fails his core class but passes his Lab/ASC class, he must repeat both the core class and the corresponding Lab/ASC class.

### **D. Grade Reports Given to Students**

- **Mid-Term Reports** are given to all students during Week 5 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.

- **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. Students can receive a printed copy in the Main Office (MARQ 223). Reports are available on/after Week 8 Thursday.

### **E. Grade Appeal (01/17)**

Students can appeal a grade if they feel that a grade is unfair because the instructor did not follow the grading guidelines for the level or if the instructor made an error, such as a mistake in calculating the score, entering a score in the gradebook, or interpreting a response.

Procedures for in-class tests, quizzes, and homework - Students can appeal grades during the term and before Friday of Week 7 by following these steps:

- Meet with your instructor
- First discuss the course grade with the instructor in an attempt to resolve the issue. This discussion should occur as soon as possible after receiving the grade.
- Talk to Academic Coordinator
- After meeting with the instructor, students may submit a formal appeal to the Academic Coordinator.
- Fill out the In-Class Grade Appeal form and make an appointment with the Academic Coordinator.
- The Academic Coordinator may meet with the instructor and/or re-grade the assignment. The grade the Academic Coordinator assigns will replace the instructor's grade.
- If the student still has a complaint, the appeal will go to the Grade Appeal Panel, a committee of instructors, who will make a final decision to uphold or change the grade.

Procedure for final exams and final averages - Students should follow these steps on the day grades are distributed and no later than Wednesday of Week 8.

- If the student wants to discuss final exams but not dispute the grades, the student should make an appointment with the Academic Coordinators during Week 1 of the following term.
- If the student feels that the final exam grade or final class average is a result of unfair grading or an instructor's mistake, the student should sign up in the IELI Main Office for an appointment with the Grade Appeal Panel to dispute the grade.
- The Grade Appeal Panel will consult with the instructors and Academic Coordinators to determine the fairness and accuracy of the final exam grades and final class average.

## **2.7 RE-TEST FINAL EXAM**

If going into the final, a student has a passing average of 75 or above in both major skills (writing and grammar in Writing class and reading and listening in Communication class) and received a final exam score of 65 or below (i.e., an uncharacteristically low score) that caused him/her to fail the course (whether due to illness, emergency, or other extenuating

circumstances), the student may have the opportunity to take a re-test of one or both parts of the Communication or Writing exam.

## 2.8 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 end of a term. To be recommended, a student must have:

- 88% or higher final class grade and
- 88% or higher on all final exams 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:

- The student will be contacted during Week 8 of the term by the teacher, who will arrange a skip test schedule with the student. Skip tests are typically administrated on Week 8 Wednesday.
- Teachers and students must arrange a skip test by Week 1 Monday of the next term or the privilege is waived.
- The student must make 80% or higher on all parts of the skip test to “pass” and skip a level (e.g., to move from Level 2 Writing to Level 4 Writing).
- If the student passes the skip test, the Academic Coordinator will prepare a revised grade report that shows the new level for the student’s file.

## 2.9 ADMISSIONS AND REGISTRATION

**A. Registration for New Students:** All new students 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.

**B. Registration for Continuing 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 in the Weekly Memo. 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 in class and pay the tuition for the next term by the stated deadline.

## 2.10 TUITION PAYMENT AND REFUNDS

**A. Tuition Payment Policy:** IELI tuition payment is due in full during “New Student Orientation Week” or by the established payment deadline for continuing students. Students must pay a late payment fee if they pay after the published due dates.

- Payment must be received on or before each due date with or without billing notice.
- For new students, payment is due in full the Thursday before classes begin.
- For continuing students, payment is due in full on Thursday before classes begin.
- A \$100 late fee will be charged if full payment has not been received by the due date or if a Payment Plan agreement (see below) 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.
- 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 stated deadline.
- 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.

**B. Payment Plan:** Students may pay tuition through a tuition installment payment plan.

- The student must submit a payment plan request form at <http://rlm.unt.edu/> 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.
- If the terms of the Payment Plan agreement are not met and full payment for the semester is not received by the end of Week 5, the student will not be allowed to attend class until the entire past-due balance is paid.

**C. Withdrawal:** 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.

**D. Dismissal:** If a student is dismissed from the program, no tuition will be refunded.

**E. 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**." The form is available from the Office Coordinator in MARQ 223.

**F. Music performance students.** Enrollment in music lessons requires written approval from the College of Music advising. Music performance students who are currently enrolled full-time in IELI Levels 1-5 and taking one UNT music lesson must complete a "**dual enrollment waiver**" to waive duplicate fees on or before the 10th day of each IELI term. Submit the request form online in the IELI Main Office (MARQ 223).

**G. Mini-terms (May/August):** Mini-term tuition must be paid in full by noon the Friday before the mini-term begins. Students will be dropped from courses, if tuition is not paid in full by the deadline.

**H. IELI Scholarship Fund**

IELI awards a scholarship of up to \$1,000 each academic year to eligible IELI students. Priority is given to students in higher levels and those who have a UNT application in process or have been admitted to UNT. Eligibility is based on the following criteria.

- 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/her country or unexpected medical bills)

## 2.11 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 students will 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 fieldtrip. It is strongly recommended that all new students attend the fieldtrips and participate in social activities.

## 2.12 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 new students cannot attend Registration Day or New Student Orientation, they must complete the online form (<http://international.unt.edu/ieli/ieli-late-arrival-request-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.**

All students are expected to be in their assigned classes on the **first day of each new term**. If a continuing 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 the IELI Director. Any missed classes will be counted as absences. IELI may cancel SEVIS record of students who are not in class on Day 1.

## 2.13 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 valid 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. Continuing students may submit a “**Class Time Request**” form during pre-registration (Week 6). Students fill out the online form and submit documentation that supports the reason for the request.



- C. The form is available online at <http://rlm.unt.edu/>
- D. New students may submit a “**Class Time Request**” after they are registered for holding classes.
- E. **Schedule Change Requests** for new students and continuing 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. IELI will not consider requests for class changes after that time.
- F. **Class Time Request** forms and **Schedule Change Requests** are based on space availability; only requests with supporting documentation will be processed.

## 2.14 Good Standing Policy

IELI requires students to remain in good standing both academically and with attendance.

### Academic Good Standing

- A. R1: Academic Alert. Students repeating the class for the first time are placed on Academic Alert.
- B. R2: Students repeating the class for the second time are placed on Academic Probation with an Academic Success Plan.
- C. R2 Failure initiates dismissal proceedings. Students have 48 hours to petition to remain at IELI under Extended Probation.
- D. If the petition is accepted, the student will be allowed to continue as an R3 under Extended Probation with an Academic Success Plan.
- E. R3 failure results in immediate dismissal with no opportunity for appeal or petition.

### Terms of Academic Good Standing:

- To remain in academic good standing, a student’s grade must equal or exceed passable standards (69.5) at the end of each term. If at the end of a term, a student’s grade does not equal or exceed passable standards (69.5), the student will be placed on Academic Alert.
- To be removed from Academic Alert, a student must raise his grade to a passable average (69.5) the subsequent term. If a student on Academic Alert (R1) does not reach good academic standing at the end of the term by passing the class, that student will be placed on Academic Probation (R2).
- Students on Academic Probation (R2) must meet with an Academic Coordinator and agree to an Academic Success Plan, which will include a commitment to regular attendance, class participation, and homework completion, among other recommendations according to the circumstances. The instructors will receive a copy of the Academic Success Plan.
- If a student who is on Academic Probation (R2) does not reach good academic standing by the end of the next regular semester, the student will face academic dismissal and will receive a notice via email by the end of Week 8.
- A student who has received notice of academic dismissal may submit a Petition for Extended Academic Probation within 48 hours. This petition should be submitted to the Academic Standards Committee. Students should not assume or expect that the petition



will be granted. A petition may be granted only if the student establishes the following (1) that the student's inability to remain in academic good standing resulted from exception circumstances; (2) that the circumstances resulting in the student's academic dismissal have been remedied and will not prevent the student from attaining academic good standing; (3) that the student is capable of attaining good academic standing; and (4) that the student complied with the requirements of the Academic Success Plan developed during probation.

- If the petition is accepted, the student will be allowed to remain on Extended Academic Probation for a maximum of one more term. The Academic Success Plan still applies but may be modified.
- If a student on Extended Academic Probation does not return to good standing at the end of the term, the student will be dismissed. This dismissal is not subject to any petition for an additional term on probation.
- If the petition is not accepted, or if the Academic Standards Committee does not receive a petition within 48 hours, the student will be dismissed effective immediately. This dismissal is not subject to any petition for an additional term on probation.

## 2.15 ATTENDANCE/MISSED TESTS

U.S. Immigration requires students on F-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 Student Success Coordinator, 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 and/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 who arrive late to class miss important information and/or tests and quizzes.

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

**C. Attendance Good Standing:** To remain in good standing with IELI's attendance policies, a student's attendance must equal or exceed 85% in each class at the end of the term. Regardless of attendance status during one term, students begin the following term in good standing. Students will not start a term on Attendance Alert or Probation.

- If at any point during the term, a student's total absences and tardies reach 3 in either class, the student will receive a warning via email.
- If a student's total absences and tardies reach 4, the student will be placed on Attendance Alert and will receive a yellow Attendance Alert and must meet with the teacher to discuss a plan for sustained regular punctuality and attendance.
- If a student's total absences and tardies reach 5, the student will receive a Red Attendance Probation notice. The student must then meet with the director to discuss the terms of his probation.

**D. Dismissal for Excessive Absences:** If a student who is on Attendance Probation accrues more absences, the student will face a dismissal for attendance and will receive a notice of dismissal.

- A student who has received notice of dismissal for attendance may submit a Petition for Extended Attendance Probation within **24** hours. This petition should be submitted to the Director. Students should not assume or expect that the petition will not be granted. A petition may be granted only if the student establishes the following **(1)** that the student's inability to attend class regularly resulted from exceptional circumstances; **(2)** that the circumstances resulting in the student's attendance dismissal have been remedied and will not prevent the student from regular attendance; **(3)** that the student is capable of attaining regular attendance; and **(4)** that the student complied with the requirements of the Attendance Plan developed during probation. A student's petition must include supporting documentation.
- The Director may make his decision with or without personal appearance from the applicant. The decision of the Director is final and there is no appeal of his decision.
- If the petition is accepted, the student will be allowed to remain on Extended Attendance Probation for the remainder of the term. The Attendance Plan still applies but may be modified.
- If a student on Extended Attendance Probation accrues any more absences, he or she will be dismissed either immediately or at the end of the term, at the discretion of the Director. This dismissal is not subject to appeal or to any petition for additional time on probation.

**E. Missing a class:** If a student will be absent or late, the student must contact his/her teachers as soon as possible to inform them of the absence in advance. Students must also contact teachers or classmates to get the new homework assignments. When the student returns to class, homework for the day(s) missed and for the day he or she returns to class must be given to the teacher.

**F. 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.

**G. 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 Academic Coordinator; 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 contact his/her teacher or the IELI Main Office to give a message to the teacher before the test on the test day when he/she 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.

#### **H. 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.

**I. 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.

**J. 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 missed work and cannot request extensions on the missed 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 as approved by the instructor.

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.
- 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 and it is not possible to take the quiz or test, the student must notify his/her instructor in advance before the day of the missed quiz or test.

## 2.16 WITHDRAWAL AND REFUNDS

**A. 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 Director to request an Ending Studies form.

- Students must also receive permission to withdraw from IELI from an advisor in the International Student and Scholar Services Office (MARQ 110). The student will be advised to return home or transfer to another school **immediately** to avoid being out of status. Students must get permission from International Advising (ISSS) before withdrawing from IELI.
- Sponsored students must get permission from the Sponsored Students and Programs Center (SSPC) in MARQ 106 before he/she withdraws from IELI.

**B. 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.

Tuition Refunds		
Days	8 week term	Mini-term
Pre-term	100%	100%
Day 1	80%	0%
Days 2-5	70%	
Days 6-7	50%	
Days 8-10	25%	
After day 10	0%	

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

**D.** These fees are not refundable after the term begins:

- Book/Lab/Classroom fee
- IELI Activity fee
- Health insurance
- Publication fee

**E.** IELI prorates tuition refund percentages based on current UNT refund policy in the 8-week term. (UNT counts Saturdays as a class day.)

## 2.17 CHEATING AND PLAGIARISM

**A. Cheating Policy:** Cheating is the highest form of academic dishonesty and is, therefore, completely unacceptable.

### 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
- □ Submitting homework assignments that were not done by the student, 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
- □ Photographing, 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.

## **B. 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, he/she will receive a zero for the test or quiz. The teacher will inform the Academic Coordinator and IELI Director of 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 Academic Coordinators, and the IELI Director. If the appeal is accepted by the Appeal Committee, the student must sign a Probation Contract.

**C. 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 and/or use citations and documentation as explained in one of the style manuals used at IELI or at the University.

### **Treatment of offenses**

- If plagiarism is found in a student’s 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.

## **2.18 STUDENT ADVISING: PERSONAL AND ACADEMIC**

The Student Services Coordinator is available to help IELI students with a variety of services.

If a student is having difficulty at IELI or needs assistance with personal problems, the Student Services Coordinator and/or the Director 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 UNT Counseling Center is located at Chestnut Hall, Suite 311, or a student can call the center at (940) 565-2741.

The Student Services Coordinator can assist students who are interested in applying for an academic program at UNT or another institution of higher education in the U.S.

## 2.19 FIELD TRIPS AND ACTIVITIES

1

**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. Examples of activities include:

<i>Camp Copass</i>	<i>Ranger baseball games</i>	<i>Celebrations for international holidays</i>	<i>Dallas Museum of Art</i>
<i>Museum trips</i>	<i>Thanksgiving dinner</i>	<i>Fort Worth Livestock Show &amp; Rodeo</i>	<i>Perot Museum of Science</i>
<i>Movie nights</i>	<i>Camping</i>		<i>Bush Library at SMU</i>

## 2.20 CONVERSATION PARTNERS

### A. The Conversation Partner Program

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

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

## 2.21 LANGUAGE LAB

### A. IELI Language Lab <http://rlm.unt.edu/> MARQ 338

- Language Lab hours during regular term.  
Monday through Friday: 7: 45 a.m. – 5: 15 p.m.  
\*hours are subject to change and will be posted on RLM 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 and Internet access
  - DVDs with academic lectures and note-taking exercises
  - CDs with pronunciation and listening activities
  - Reading materials, pronunciation practice, listening practice.

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

## 2.22 PROBATION AND DISMISSAL POLICY

- A. If a student's behavior is deemed inappropriate according to the behavior guidelines stated in the *IELI Student Handbook*, the student may be dismissed.
- B. If a student demonstrates a lack of academic motivation as indicated by excessive absences, tardiness, or failure to do homework and/or to participate in class, a student may be dismissed.
- C. If a student is involved in any serious offenses, such as plagiarism, the student may be dismissed at any point during a term.

## 2.23 STUDENT STATUS

All IELI F1 students must study full-time in order to maintain legal immigration status.

### A. Staying Informed about Immigration Rule Changes

- Students should check the latest immigration information **once or twice each week** UNT's International Students & Scholars (ISSS) website:  
<http://international.unt.edu>
- The ISSS office is located in Marquis Hall, Room 110. ISSS 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* for important immigration information.

### B. Full-Time Student Status

- Students (F1) must be full-time students (20 hours per week) during the Fall and Spring semesters (from August/September through May). They may not stop attending IELI classes during an IELI term even if they pass TOEFL.
- 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 (MQ 223) 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 (MARQ 110).

**C. Staying in Status**

- Students must pay special attention to the expiration dates on all immigration documents. Students must update documents or leave the U.S. before the expiration date.
- Students must stay in “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 difficult and costly to “reinstate” after a student falls out of legal immigration status. Therefore, students must follow all rules in order to stay in status.

**D. Address Reports**

- At the beginning of each term, ISSS 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**

- IELI students on a F1 visas must attend classes full-time.
- Permission for an FI student 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 illnesses or other extraordinary reasons.
- Requests for an F1 student 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.
- F2 students must remain part-time to stay within the program.

**F. Withdrawing from IELI** (See “*Withdrawal Policy*” p. 15)

**G. Vacation Time**

- 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).

## 2.24 APPEALS AND COMPLAINTS

**A. 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.

### **B. Appeal Procedure**

- During Term: The deadline to submit appeals is two days following an academic dismissal and one day following an administrative dismissal during a term.
- End of Term: The deadline to submit appeals is Week 8, Friday, when dismissed at the end of the term.
- In the event of a dismissal due to excessive absences the student must write a letter of appeal to the Director of IELI explaining why he/she wants to continue his/her studies and how the student's circumstances will change so that the student will be successful at IELI.
- In the event of an academic or administrative dismissal the student must write a letter of appeal to the Academic Standards Committee explaining why he/she wants to continue his/her studies and how the student's circumstances will change so that the student will be successful at IELI.
- The Academic Standards Committee is comprised of the Director and Academic Coordinators.
- The Academic Standards 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 Academic Standards Committee or Director will respond in writing to the student, either reinstating the student's request or denying the student's request.

### **C. Appeal Accepted**

- If the student's appeal is accepted during the term, he/she will be allowed to continue his/her studies at IELI. However, the student will be expected to remain in good standing and conform to all IELI policies. If the student does not remain in good standing or fails to conform to IELI policies, he/she will be dismissed from the program immediately.
- If the student's appeal is accepted at the end of the term, he/she will be allowed to study in the following term.
- The student will meet with the appropriate IELI staff and commit to a plan to ensure future issues do not arise. If the student fails to abide by this plan, he/she will be immediately dismissed.

### **D. Appeal Denied**

- If a student's appeal is denied, the student must seek counseling from the International Student & Scholar Services Office (MARQ 110) IMMEDIATELY. Being dismissed can have serious consequences on the student's immigration status.
- The student will have to transfer to another school or will have to return to his or her country immediately. The student must make arrangements for current obligations (e.g., UNT dorm or apartment, car, bank account) quickly. The student is responsible for all outstanding obligations.

- If the student lives in a UNT dormitory, he/she will have to move out of the UNT dormitory.

If a student is dismissed during a term, a student's SEVIS record will immediately be terminated. The student will be out of status **if they remain in the U.S. without transferring to another program or college.**

If a student is dismissed at the end of a term, the student will need to immediately discuss their options for staying in status in the United States with the International Student & Scholar Services Office (MARQ 110).

The decision of the Appeal Committee will not be reconsidered. Any further appeals must be made in writing to the IELI Director (MARQ 223).

#### **E. Returning to IELI after Dismissal Period**

- A student can request readmission to IELI after a period of two terms.
- The student 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, he/she must take the placement test to determine the correct level.

#### **F. Student Complaints Procedure**

- A complaint is when someone talks about his/her dissatisfaction with a situation.
- If a student has a complaint about a class, the student should talk with the teacher to try to find a way to resolve the problem. If the student cannot talk to the teacher or if the student and the teacher cannot find a way to resolve the problem, the student should complete a **Statement of Complaint Form.**
- If the complaint is not related to a class, the student should complete a **Statement of Complaint Form.**
- The complaint form is available from the IELI Main Office (MARQ 223).
- A response to the complaint will be given in writing and filed with the IELI Director. The IELI Director may schedule a meeting with a student who has filed a complaint. In extremely rare situations, a case may be referred to the Vice Provost of International Affairs.
- IELI students follow in UNT Student Grievance procedures and policies, which supersede any IELI policies.

## **2.25 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.

## **2.26 IELI PATHWAY/Level 6 and UNT**

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 (with some exceptions, e.g., English, Journalism, Linguistics, Computer Science) for students who complete Level 6 of IELI to meet English proficiency requirement for admission to UNT. However, students must meet all other UNT admission requirements, such as meeting a minimum grade point average (GPA).

**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.)

**C. Level 6 Policies Meetings**

Memos will be sent to all Level 6 students regarding individual advising appointments. 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**

Meetings will be held each term (usually 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 for admission to UNT. Students will also learn about the steps necessary for maintaining status and enrolling in classes.

## 2.27 LEVEL 6 and UNT Letter of Admission

**A. Policies regarding Level 6 students' eligibility to attend UNT concurrently. (See also "Level 6 Policies and Procedures" document available from the IELI Main Office.)**

- Conditional Admission to UNT: Students who are in Level 6 and have conditional admission to an undergraduate major at UNT are able to take two to three UNT courses while they finish IELI Level 6.
- Only Level 6 students are eligible to attend part-time IELI and part-time UNT.
- Level 6 students who are eligible must follow certain patterns in order to maintain full-time status.

- Students must submit a request to take classes part-time no later than Friday of Week 4 prior to the semester they wish to start UNT classes. Students must be enrolled at IELI to submit this request.
  - Request forms can be found at [RLM.unt.edu](http://RLM.unt.edu), Forms.
- 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 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 during that second 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, the student has nullified his/her privilege to attend UNT or other university or college classes and must drop all UNT or university classes.
- D. 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.
- E. A student's IELI graduation may be delayed if a Level 6 class is failed.** No student may take two IELI Level 6 classes and part-time UNT or other university or college classes simultaneously.

\*Some UNT departments require TOEFL, e.g., English, Linguistics, Journalism.

# III. General Expectations

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## 3.1 STUDENT BEHAVIOR

All students must be mature and polite. Students must respect their teachers and other students. IELI comprises 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 (e.g., restroom, cell phone). 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 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.

IELI students receive University of North Texas student identification (ID) 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. Students must never let anyone else use their UNT ID card or password for any reason.

UNT is a smoke-free campus; this means that smoking is not allowed at any location on UNT campus.

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 all financial obligations are met.

### **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.

The University of North Texas defines Sexual harassment as:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature (regardless of gender), even if carried out under the guise of humor, constitute a violation of this policy when:

- Submission to or tolerance of such conduct is made either explicitly or implicitly a term or condition of an individual’s employment or education; or
- Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions (including admissions and hiring) affecting that individual; or
- Such conduct has the purpose or effect of substantially interfering with an individual’s academic or professional performance or creating an intimidating, hostile or offensive employment, or educational environment.

Examples of sexual harassment:

- Repeated and unwanted requests for dates, sexual flirtations, or positions 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 223), 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.

### **E. Email**

IELI students receive a UNT e-mail account. This is the address which IELI and UNT use to contact students. IELI students are expected to check their UNT e-mail accounts regularly for important communications and updates. If students prefer a different e-mail program (such as

Gmail), the student must set up their UNT account to forward messages to the preferred email account. Students must never share their UNT passwords with anyone.

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 (MARQ 223). The staff at IELI will connect you with the appropriate UNT office dedicated to the safety, health, and emotional well-being of its students.



## IV. Health & Safety

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### 4.1 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 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, Chestnut Hall, 940-565-2157.
- D. Students who are eligible for the insurance waiver should speak with the IELI Accountant (MARQ 105). This waiver must be completed and submitted by the 10<sup>th</sup> day of the term.

### 4.2 SAFETY

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](http://www.my.unt.edu).

If the weather is extremely bad (e.g., ice or snow), UNT and IELI may close.

- Students can call 565-2000 or check the UNT Web site ([www.unt.edu](http://www.unt.edu)) to see if UNT is closed.
- Students 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 UNT is closed. If UNT closes, IELI also closes.
- If UNT classes start late, IELI classes will start late.

## V. IELI SOCIAL MEDIA

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Facebook:

<https://www.facebook.com/unt.ieli>



Twitter:

[http://twitter.com/unt\\_ieli](http://twitter.com/unt_ieli)



Instagram:

<http://instagram.com/untieli>



YouTube:

<http://www.youtube.com/user/untieli>



Scribd:

<http://www.scribd.com/uieli>



## VI. APPENDIX

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The proficiency chart displays in detail the skill requirements for each level. Each level is designed to match the student's current English level ability. As students progress through IELI, their English language abilities will increase as shown in the chart (see p. 32). For more questions about the proficiency chart, please contact the IELI Main Office (MARQ 223).

## VI.1 IELI Proficiency Chart

	Level 0 student	Level 1 student	Level 2 student	Level 3 student	Level 4 student	Level 5 student	Level 6 student
<b>Writing</b>	cannot answer simple questions in writing.	can write simple sentences.  can write one paragraph on a single subject with several correct sentences.  can use some basic connectors.	can write simple and compound sentences.  can write a paragraph with a topic sentence and some supporting sentences.  can use logical can write correct	can write a well-developed paragraph with an introduction, body, and conclusion.  can use appropriate transitions and conjunctions.	can write several paragraphs with supporting details and examples.  can use a variety of transitional devices.	can write a well-developed composition with a variety of sentence structures.  can use a variety of transitional devices effectively.	can write a fully supported and detailed essay with a wide variety of sentence structures.  can use effective and logical transitional devices.
	cannot write simple sentences with subject and verb.	can distinguish basic parts of speech.  may have inconsistent mastery of simple tenses.  can understand	can write correct sentences using basic structures.  may use simple modals.	can write simple, compound, and some complex sentences.  can use some irregular verbs and some complex	can write a variety of simple, compound, and complex structures.  can use the simple, progressive, and most perfect	can use all verb tenses and voices correctly.  can use a variety of dependent clauses correctly.	can use all verb tenses, forms, and voices correctly.  can use a variety of dependent clauses.  can understand
<b>Grammar</b>	cannot	can understand	can extract main	can understand	can understand	can understand a	can understand
	comprehend simple reading passages.  have virtually no knowledge of English vocabulary.	main ideas and some details in simple narrative and descriptive passages  can recognize pronoun references and sequences of events.  has basic vocabulary	ideas, make some inferences, recognize pronoun references, recall details, predict, scan and skim in narrative and descriptive texts.  has limited vocabulary	main ideas, recall details, recognize pronoun references and sequence, predict, scan, skim, make inferences, paraphrase and summarize low-intermediate descriptive texts.  Can understand and use extensive vocabulary.	main ideas and supporting details, recognize pronoun references and sequence, predict, scan, skim, make inferences, paraphrase, summarize, recognize fact, opinions and author's purpose, academic texts. .  can understand and use basic vocabulary and	variety of academic texts, recognizing purpose and tone, identifying patterns of organization, making inferences, and summarizing.  can understand and use a wide range of general and academic vocabulary.	and process advanced academic texts in English.  can understand and use extensive academic vocabulary.
<b>Reading/Vocabulary</b>	cannot understand	can understand and	can understand	can comprehend	can comprehend	can understand	can understand
	or respond to most simple statements and questions.	use English to follow basic directions and participate in basic conversations.  is familiar with basic speech routines and conversations.	directions and comprehend and handle basic speech routines	and handle conversations, participate in group discussions and make informal presentations on familiar topics.	and handle most conversations and short discourses on basic academic topics.  can participate in group discussions and make group presentations or	simplified academic lectures, take notes from audio and video presentations, make speeches, and participate in debates and critical discussions.	university-level lectures, take notes from audio and video presentations, make speeches, and participate in debates and critical discussions.
<b>Speaking/Listening</b>							