

ILLINOIS INSTITUTE
OF TECHNOLOGY



English Language Services

ELS Student Guide

2022-2023

Fall, Spring, Summer

Revisions

Any changes to the dynamic version during the semester are not valid until the next semester and a .pdf version has been created. The dynamic version is only made available to employees as a way to track policy changes. Content changes are noted below, excluding corrections for typos or minor grammatical revisions.

Date and Time	Updates since last pdf version created
6.22.2022	Updated History , Programs , Checklist , Writing Center , Campus Map, Advising , Complaints , Payments , Progression , Placement , Refunds , Sexual Harassment Added: Feedback , Resources , Vacation Policy
4.25.2022	Added Ombudsperson
4.22.2022	Room and Board
4.19.2022	Dining options
3.11.2022	IEP Immigration and Status
12.16.2021	Updated Mission
9.29.2021	Removed International Certificate Registration

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Introduction

The purpose of the ELS student guide is to document the various policies and procedures of English Language Services as well as student rights and services offered within the department. This guide includes items relevant to students within the department in addition to offering knowledge about services that help those students. All items are in addition to policies published in university student handbooks by Illinois Institute of Technology, commonly referred to as Illinois Tech. If a policy is omitted in this guide or policy contradicts that of the university's, our department defaults to the university's policy. For the most up-to-date Illinois Tech policies and procedures, please visit the Illinois Tech [Student Handbook](#).

English Language Services

English Language Services is housed within Illinois Tech's [Lewis College of Science and Letters](#).

English Language Services includes the following programs:

1. English for Design (EfD)
2. English Language Program (ELP) - PESL Courses
3. Intensive English Program (IEP)
4. Language and Law Pre-Matriculation Program (LLP) - *summer only, when offered*
5. Professional Communication Advancement (PCA)

Mission Statement

The mission of English Language Services (ELS) is

To provide engaging English language programs and services in a dynamic learning environment relevant to the academic and professional needs of multilingual learners, as well as promote intercultural awareness in the university community.

Illinois Institute of Technology Mission

The mission of Illinois Tech is...

To provide distinctive and relevant education in an environment of scientific, technological, and professional knowledge creation and innovation.

History

Although English Language Services was officially formed in 2015, Illinois Tech's School of Applied Technology began offering courses in English as a Second Language in 2002 in response to a request from a Korean cohort coming to the university for Information Technology certificates. At that time, short-term certificate programs were created consisting of ESL courses in listening/speaking and writing/vocabulary combined with academic coursework in IT and business as well as optional internships with local Chicago businesses. Within five years, this program grew to support partnerships with a variety of prestigious South Korean and Chinese universities.

In April 2010, Illinois Tech's Stuart School of Business reached out to the department in order to explore the idea of developing a targeted communication program for international graduate business students. A short time later, in the fall of 2010, the [Professional Communication Advancement \(PCA\) Program](#) was launched focusing on offering half-semester English communication courses designed specifically for graduate business students.

In Spring 2011, as a result of the success of the PCA program and in response to a university demand for a structured method of supporting international student success at Illinois Tech, English Language Services began offering [ESL courses](#) to the international student body. By fall of 2012, Proficiency in English as a Second Language (PESL) courses were required for all international graduate students lacking English proficiency at the time of admission. Since 2012, the English Language Program (PESL) has offered two levels—high intermediate and advanced—in Reading and Vocabulary Development, Academic Writing, and Listening Enhancement. Effective Communication courses were added as a requirement in Spring 2013. An undergraduate requirement was added in Fall 2018 for undergraduates who had not met minimum English language proficiency requirements for admissions.

In Fall 2013, Illinois Tech welcomed a group from the Brazil Scientific Mobility Program for our first English-only program. Because of that, the [Intensive English Program \(IEP\)](#) was formed. In December of 2015, Illinois Tech's IEP was added to the university's I-17 as a SEVP-certified program allowing individual international students to apply and attend the program. Full-time students in the IEP study English 18 hours per week for 12 weeks. The IEP is a four-level program consisting of four classes: Listening and Speaking, Reading and Writing, Grammar, and a supplemental course.

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

In Summer 2016, SAT partnered with Illinois Tech's [Chicago-Kent College of Law](#) to offer a four-week Language and Law Prematriculation (LLP) program for international LL.M students who lacked the necessary English proficiency for admission into the LL.M program. Prior to full matriculation into the LL.M program, students attend law workshops while studying English intensively for ~20 hours per week.

In Spring 2020, Illinois Tech launched a pathway program for students who do not meet minimum criteria for undergraduate and graduate admission. [International Year Program](#) students take a combination of non-credit intensive English courses and for-credit undergraduate courses concurrently allowing students to work toward their degrees while also increasing their English skills.

In June 2020, English Language Services became part of Illinois Tech's newly launched [Lewis College of Science and Letters](#).

In Fall 2021, in partnership with the vice provost for academic affairs, English Language Services began offering [HUM 601](#)-Teaching Assistant Seminar: Introduction to the U.S. Higher Education Classroom providing required training for Illinois Tech's new teaching assistants.

Accreditations, Affiliations, and Memberships

English Language Services (ELS) is accredited by the [Commission on English Language Accreditation \(CEA\)](#) for the initial period April 2018 through August 2023 and agrees to uphold the CEA Standards for English Language Programs and Institutions. CEA is recognized by the U.S. Secretary of Education as a nationally recognized accrediting agency for English language programs and institutions in the U.S. For further information about this accreditation, please contact CEA, 1001 North Fairfax Street, Suite 630, Alexandria, VA 22314, (703) 665-3400, www.cea-accredit.org.

Accredited by



English Language Services is also affiliated with...

[EnglishUSA - http://www.englishusa.org/](http://www.englishusa.org/)

[IIE: Intensive English USA - http://www.intensiveenglishusa.org/](http://www.intensiveenglishusa.org/)

[NAFSA: Association of International Educators - http://www.nafsa.org](http://www.nafsa.org)

[International Educators of Illinois - http://ieillinois.org](http://ieillinois.org)

[Study Illinois - http://www.studyillinois.info/](http://www.studyillinois.info/)

[Saudi Arabian Cultural Mission - http://www.sacm.org/](http://www.sacm.org/)

[TESOL-Teaching English to Speakers of Other Languages www.tesol.org](http://www.tesol.org)

Programs

English for Design (EfD)

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

English Language Program (PESL/ELP)

English Language Program courses are supplemental English language classes for international students who were already admitted to Illinois Tech undergraduate or graduate programs. They provide a linguistic bridge, or English language support, and they focus on improving skills in academic reading, listening, writing, and oral communication. Additionally, those courses help students develop understanding of the U.S. academic standards and culture. Students starting undergraduate or graduate programs after completing the Intensive English Program, as well as the highest-level pathway program students, might also be required or recommended to take these classes in order to help them succeed in their academic work and later in their professional careers.

Intensive English Program (IEP)

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

- 4 levels of instruction, high-beginning to advanced
- Core skills: Listening/Speaking, Reading/Writing, Grammar
- Supplemental courses: American Culture, Pronunciation
- 18 total hours of class per week = 18 credit hour equivalents
- Classes meet Monday to Friday between 8am and 5pm
- Average of 15 students or fewer in a class

International Year Program (pathway)

International Year students take a combination of non-credit intensive English courses and for-credit undergraduate or graduate courses concurrently allowing them to work toward their degrees while also increasing their English skills.

Language and Law Prematriculation (LLP) Program

Students admitted with conditions to Chicago-Kent College of Law’s LL.M program arrive 30 days before the start of Fall term and attend the Language and Law Prematriculation (LLP) program. The LLP program is a short but intensive English program to acclimate students before beginning their law program. The LLP program includes two English courses provided by English Language Services, plus law-related activities and lectures provided by Chicago-Kent.

Professional Communication Advancement (PCA)

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

Location and Contact Information

English Language Services operates from the Mies Campus. English language courses offered for the Chicago-Kent College of Law and Stuart School of Business are held downtown at the Conviser Law Center.

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

English Language Services Contact
Mies Campus (MC)
IIT Tower, 10 W. 35th Street, 4th floor, Chicago, IL 60616 Main: 312.567.5220 Email: els@iit.edu

Illinois Tech Conviser Law Center (CLC) Address
565 West Adams, Chicago, IL 60661

For specific employee contact information, please visit the Illinois Tech [Directory](#).

Arrival Checklist

- Check in virtually with the [International Center](#) after arrival.
 - Documents needed to check in: passport and I-20.
 - You must have a local Chicago address in order to check in.
- Get Hawk card (student ID with picture) in Hermann Hall, 2nd floor at the [ACaPS](#) office.
- Check-in to [housing](#) if living on campus.

- ❑ Attend the IEP orientation session. Orientation dates can be found on <https://www.iit.edu/els/programs-and-courses/intensive-english-program>. Students will be informed of the agenda and location of the orientation closer to arrival.
 - ❑ Take an English Language Placement Exam. Students will be assigned English language classes based on their assessment results.
 - ❑ Check your schedule on the [MyIIT portal](#) before the start of class as classrooms may change.
- ❑ Upload your completed immunization verification form to Med Proctor, the Student Health and Wellness Center's appointment and document verification site. The SHWC is located on the third floor of the Galvin Tower. [See immunization page for more information.](#)
- ❑ Review Student Handbook.
- ❑ Buy textbooks. All textbooks can be purchased at the bookstore on Mies Campus.
- ❑ Start classes.
- ❑ Be successful in classes.
 - ❑ Attend all classes every day and on time.
 - ❑ Check Blackboard daily.
 - ❑ Communicate with instructors and students frequently.
 - ❑ Prepare for classes by completing assignments before class and arriving prepared.
 - ❑ Practice English whenever and wherever you can. Getting involved on campus and attending IEP events is a great way to practice!

Quick Reference Guide

Department / Service	Contact / Location	Website
Academic Calendar	Registrar Site	http://web.iit.edu/registrar/academic-calendar
Blackboard Help	Galvin Library, Upper Level 312.567.3375 supportdesk@iit.edu	https://blackboard.iit.edu/ (tutorials available in Blackboard)
Bookstore	MTCC 312.567.3120	http://iit.bncollege.com/
Center for Disability Resources	Galvin Tower 10 W. 35th Street Suite 3F3-1 312.567.5744 disabilities@iit.edu	https://web.iit.edu/cdr
Emergency	911 (on or off-campus) On-campus - 312.808.6363	
English Language Services	Galvin Tower 10 W. 35th Street 4th Floor 312.567.5220 els@iit.edu	english.iit.edu
Facilities	312.567.3343	http://facilities.iit.edu/
Health Insurance (also see Student Health and Wellness Center below)		https://web.iit.edu/shwc/insurance
Illinois Tech Student Handbook	Student Affairs Website	https://web.iit.edu/student-affairs/handbook
International Center	McCormick Tribune Campus Center (MTCC) Room 202 3201 S. State Street 312.567.3680 icenter@iit.edu	http://web.iit.edu/international-center

Keating Hall Sports Center	3040 S. Wabash Ave. 312.567.7130	http://www.illinoistechathletics.com/
Mies Campus Map	NA	https://www.iit.edu/acaps/directions
MyIIT: Email, Blackboard, Rosters, Schedules, Grade Entry, Pay Stubs, etc.	NA	http://my.iit.edu/
Office of Technology Services (OTS): IT Support	Galvin Library, Upper Level 312.567.3375 supportdesk@iit.edu	http://ots.iit.edu/
Phonebook/Directory	NA	http://phonebook.iit.edu/
Program Calendar (IEP)	NA	https://www.iit.edu/els/programs-and-courses/intensive-english-program
Public Safety	Mies Campus Escorts - 312.808.6310 Non-Emergency - 312.808.6300 Emergency - 312.808.6363	http://web.iit.edu/public-safety
Registrar	312.567.3100 registrar@iit.edu	http://web.iit.edu/registrar
Office of Residence Life	3241 S. Wabash Ave 312.567.5075 housing@iit.edu	http://web.iit.edu/housing
Student Health and Wellness Center	Galvin Tower 10 West 35th Street, 3rd Floor 312.567.3000 student.health@iit.edu	http://web.iit.edu/shwc
Student ID - Hawk Card on-campus parking permits	ACaPS Hermann Hall - Room 201 3241 S. Federal Street Chicago, IL 60616 312.567.8968 acaps@iit.edu	http://web.iit.edu/acaps/hawkcard
Title IX Office (Sexual Harrassment, Assault, and Discrimination)	Galvin Tower 10 West 35th Street, 2nd Floor 312.567.5726 titleix@iit.edu	https://www.iit.edu/title-ix

Policies and Procedures

Academic Honesty

Illinois Tech expects students to maintain high standards of academic integrity. Students preparing for the practice of a profession are expected to conform to a code of integrity and ethical standards commensurate with the high expectations society places upon the practitioners of a learned profession. In other words, no student may seek to gain an unfair advantage over another.

All Illinois Tech programs, including the English Language Services, expect students to follow the rules of Academic Honesty. In short, this means that the work you present should be your own, and all your sources or collaborations must be properly documented. Academic dishonesty might have serious academic consequences, such as:

- Reduction in an assignment grade
- Reduction in the course grade
- Failing the class
- Being expelled from the university

The Code of Academic Honesty is fully described online in the Illinois Tech [Student Handbook](#) (<https://web.iit.edu/student-affairs/handbook/fine-print/code-academic-honesty>). Students will be expected to follow the rules and procedures described in the handbook.

See also [Plagiarism](#).

Academic Probation (IEP)

Students who do not pass all classes after their first semester in the IEP program will be required to meet regularly with their academic advisors to work toward progression in the program. Students who do not demonstrate progress by moving up a level in at least one skill area two semesters in a row will be placed on academic probation. Once a student is placed on academic probation, the student will have to demonstrate significant improvement the following semester by passing multiple classes. After demonstrating satisfactory improvement, the student will no longer be considered on academic probation. If the student does not improve and demonstrate progress by passing multiple classes in the program, he or she is subject to dismissal from Illinois Tech. Once dismissed from Illinois Tech, the student would be considered out-of-status according to the Homeland Security guidelines for international F-1 students. If a student is considered out-of-status, he or she is required to return to his/her own country and risk not being able to come back to the U.S. in the future.

Calendar: Important Dates

For the Intensive English Program, students are required to arrive by the posted deadline. Arrival, orientation, and placement exam dates are mandatory. You **MUST** plan your travel to arrive on time. If you arrive earlier, you will have to plan your own housing accommodations until housing is available. If you will be late, please inform us immediately; in most cases, we will ask you to defer coming until the next semester.

For important IEP dates such as application deadlines, arrival dates, orientation schedule, program dates, and breaks, please visit the IEP webpage: <https://www.iit.edu/els/programs-and-courses/intensive-english-program>

English Language Program (PESL) classes start one week after the official beginning of the semester to allow time for English language assessments and course placement. In general, students who arrive after the Last Day to Add/Drop, approximately two to three weeks into the semester, are asked to complete the course the next semester.

With PCA's shorter term, students must attend the first week of class, with very rare exceptions, or complete the course in a different term.

Admission Requirements

Intensive English Program Requirements

Students must have the equivalent of a high school diploma and have studied English formally for at least two years. A transcript or mark sheet must be provided as evidence.

English Language Program, International Year, and English for Specific Purposes Requirements

All degree-seeking/certificate students follow the admission requirements from the program for which they were admitted.

Advising

Illinois Institute of Technology offers advising for academic, personal, and immigration needs. English Language Services often serves as the first point of contact to help direct students.

Academic

English Language Services offers academic advising for the Intensive English Program. IEP students can make an appointment with the IEP coordinator, Renata Phelps (rphelps2@iit.edu), or email els@iit.edu to discuss academic, personal, or immigration issues or concerns.

Students wishing to continue to university undergraduate and graduate programs after successfully completing the Intensive English Program may contact the specific department they are interested in to gather information, or request assistance from ELS in speaking with the correct person. They may also apply to the program directly using the [university's online application](#) (Common App for undergrad).

Personal: Health and Wellness

Illinois Tech offers health, wellness, and counseling services. As a student of Illinois Tech, you are entitled to a wide variety of programs and services that the [Student Health and Wellness Center \(SHWC\)](#) offers. The Student Health and Wellness Center approaches wellness in a holistic way that emphasizes the importance of taking care of both the mind and the body. You can find a range of resources and information about both your physical and mental health by visiting [Wellness Resources | Student Health and Wellness Center](#).

In order to meet with a health care provider, students may make an appointment through the [SHWC Portal](#) as many times per semester as needed. The office visits are free. Some services require a minimum fee, but these charges are generally much lower than comparable services provided elsewhere. *Note: You will need to be logged into MyIIT to access the SHWC portal.*

Personal: Counseling

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

Personal: Emergencies

SHWC also has a list of emergency resources on their website, [Emergency Resources | Student Health and Wellness Center](#). However, for medical or life-threatening emergencies, do not hesitate to call 911 from anywhere in Chicago, on or off-campus.

Immigration

For information, resources, and guidance on issues related to immigration status, students may speak with the International Center at Illinois Tech. Information and resources can also be found on their website: [International Center](#).

Attendance and Punctuality

It is the student's responsibility to attend all classes and arrive early to start class on time. Instructors will record student attendance, and excessive absences and tardies will be reported to the department for immigration purposes .

All courses at Illinois Tech are equally important. English language courses are as important as major courses in degree programs. Instructors should not ask you to miss another course for any reason. Missing English language courses to attend another course's activity/event/meeting/trip is **not** acceptable.

Please note:

- Non-attendance does not constitute an official withdrawal.
- Students may not attend any classes unless they are properly registered for the course.

For courses with an online synchronous component: Real-time attendance in synchronous courses is required; attend these classes as you would an in-person class.

No Late Assignments or Assessments

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

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

If a student misses a class, it is the student's responsibility to communicate with the instructor and/or a classmate to find out what was missed: what the assignments were and what work needs to be completed in preparation for the next class meeting. If an assessment or a portion of an assessment is missed due to a documented emergency, it is the student's responsibility to communicate with the instructor within 24 hours of the exam for a solution to be considered.

Extended Absences

When illness or emergency requires a student to miss an exam and/or more than two days of class, the student must notify the course instructor. It is also recommended that the student contact the office of the Dean of Students (dos@iit.edu) to request an excused absence. It will be necessary to provide written documentation of the reason for the absence(s). Instructors may require a documented excuse in order to allow a student to retake an assessment. For the full policy, see <https://web.iit.edu/student-affairs/handbook/fine-print/academic-and-department-regulations>.

Schedule Conflicts

Final Exam Conflicts

The Final Exam period might be different from the regular class schedule. Check the final exam schedule through the Registrar's Office: http://www.iit.edu/registrar/important_dates/final_exam_schedule.shtml. The registrar confirms the final exam schedule at least 3 weeks before the final exam period. Students must plan on attending the scheduled final exam day and time. Students should NOT make travel plans until after the Saturday of finals week. Pre-booking a plane ticket is not considered an acceptable reason to miss a final exam. **NOTE:** IEP Final Exams are typically held the week before the university final exam period. Check the [Program Calendar](#) for more information, or email els@iit.edu with questions.

Online Courses with In-person Exam Conflicts

Students will sometimes have final exam conflicts with online courses that require in-person exams. In this situation, the student should email the instructor with the details of the conflict (date, time, CRNs, A#) so that there is a written record. **If the course is an online course with an in-person exam, the student MUST re-schedule the online course exam.** The instructor can forward the student's email to iit_online@iit.edu making sure to copy the student and els@iit.edu.

Attendance and Immigration

Please see [Immigration and Status](#).

Blackboard

Blackboard is the course management system used by the university. Teachers are expected to post course materials and maintain their gradebooks on Blackboard. Blackboard is supported and maintained by the Center for Learning Innovation. The university offers training on using Blackboard at various times throughout each semester. Help and tutorials are available within Blackboard courses under the Help tab. For immediate assistance with BlackBoard, the help desk can also be reached at 312.567.3375.

Campus Life

To find out more information about student organizations and programs for students, please visit the [Office of Campus Life \(https://www.iit.edu/campus-life\)](https://www.iit.edu/campus-life).

Classroom Conduct

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

Certificate of Completion

IEP students receive a certificate of completion for the levels they have successfully completed. Certificates are issued during certificate pick-up at the end of each term. Students may also [request a transcript](#) from the university, which will also have all the levels completed as well as the certificate issued. Note: Please wait until the term has completed before requesting a transcript so it is complete and shows level completion.

	Level Applicable	Grade Needed
Certificate of Completion	1, 2, 3, or 4	80% = Pass

Awarding of Certificates

Toward the end of the semester, students are contacted by the department regarding their plans for continuing. For students not continuing, and those completing level 4, ELS offers assistance with next steps.

Changing Programs

To make an appointment to speak with someone about transferring programs, please email els@iit.edu. Please note: Per immigration regulations, in order to move to a different program and be issued an I-20 to study with that program, a student needs to obtain an admission letter first. The student then needs to complete the transfer out of Illinois Tech with the assistance of the International Center.

Students may be advised to visit the [International Center Website](#) for how program changes may affect their student visa status. Any changes to a student's program that results in a change of tuition will follow the refund policy of Illinois Institute of Technology, which can be found at [Credits and Refunds | Student Accounting](#). To request a refund, [submit this form](#).

Complaints, Recommendations, and Appeals

We value your feedback and take it seriously. Students who have feedback about any aspect of their experience can file a complaint or provide a recommendation using the ELS [Contact/Feedback Form: https://www.iit.edu/els/about/contact-us](https://www.iit.edu/els/about/contact-us) or emailing els@iit.edu. Students may use this form for any issue related to a student's experience (e.g accommodations, grades, instructors, placement, services.)

Complaint Process

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

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

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

See also [Ombudsperson](#) (for issues not related to Grade or Placement appeals.)

Placement Appeals (requesting a placement review)

Students should attend at least two class sessions before appealing course level placement (requesting a change).

1. After attending at least two class sessions, if a student believes placement is incorrect, student should speak with the instructor for advice.
2. If after speaking with the instructor, the student still believes they are incorrectly placed, they should fill out the [ELS Student Contact/Feedback Form](#) or email els@iit.edu.
3. Incorrect placement will be reviewed by the Director or Associate Director. The student's assessments will be reviewed and if necessary, the student's instructors will be consulted.
4. The student may be asked to come in for an interview.
5. An official decision will be made within two business days after the interview unless more information is needed in order to conduct a secondary assessment or make a final determination.

Placement appeals are generally initiated *prior* to the university's add/drop deadline.

Grade Appeals (requesting a grade review)

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

1. Students should first speak with their instructor. The instructor should be able to explain why that grade was awarded.
2. If the student still feels the grade is not correct or fair, they should fill out the [ELS Contact/Feedback Form](#) or email els@iit.edu.
3. Grade appeals will be reviewed by the Director or Associate Director, and the instructor will be consulted.
4. When warranted, the Dean of Lewis may be consulted to make the final determination for the grade appeal.
5. The student will be notified of the official decision in a timely manner. All decisions are final.

Grade appeals are not accepted after the Add/Drop deadline of the next or following semester.

Curriculum and Student Achievement

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

Syllabi

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

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

Course Assessments

Students are assessed on Student Learning Outcomes outlined in the syllabi and the [ELS Curriculum Catalog](#).

Dining Options

This section serves as a reference for dining options in the area. On-campus options include:

- MTCC: The Commons (student cafeteria), Center Court Café, Global Grounds, and 7-11
- Kaplan Institute: Anderson's Café

Various dining options exist off-campus on 31st, 33rd, and 35th streets. One popular dining option is Krishna lunch, a group that delivers pre-ordered vegetarian dishes to campus. Join their mailing list, [Krishna Lunch](#), to get email reminders.

Disabilities

Reasonable accommodations will be made for students with documented physical or mental disabilities. In order to receive accommodations, students must first schedule a meeting to request accommodations with the Center for Disability Resources (CDR). After the meeting, if you are approved for accommodations, the CDR will provide you with a letter of accommodation, which will be shared with your instructors. The [Center for Disability Resources \(https://web.iit.edu/cdr\)](https://web.iit.edu/cdr) can be contacted at 312-567-5744 or disabilities@iit.edu.

Electronic Devices

Personal use of electronic devices is not allowed during in-person class sessions unless used in a specific activity with instructor's permission. In the case of a virtual class, students should use electronic devices only in a way that is necessary or helpful in participating and completing their work.

Email Communication

All faculty and students must use their official Illinois Tech email address to contact Illinois Tech faculty, staff, and students. Faculty and students are responsible for checking their emails regularly. Emails from personal accounts will not be accepted. When referencing a student, emails between employees of the university must include the student CWID (A#). If you are a student contacting university faculty, staff, or departments, please include your A#.

English Language Requirements

The programs within English Language Services are intended for students with high-beginning to advanced level language abilities depending on the individual program. The Intensive English Program is intended for high beginners to low-advanced language students. The English Language Program (PESEL courses) and English for Specific Purposes programs (PCA and English for Design) are intended for intermediate to advanced language students.

Expulsion

Students can be expelled for the following reasons pending the campus judicial process: plagiarism, forgery, harassment, physical abuse, possession/use of firearms, theft/damage to property, and violation of federal/state/municipal laws. Please note this is not an exhaustive list of reasons for expulsion. See the [Illinois Tech Student Handbook](#) for more information.

Faculty

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

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

In addition, most instructors have...

- At least one year living in non-English speaking country (study abroad, Peace Corps, teaching English, working internationally)

- Experience learning a second language
- Experience with CEA accreditation
- Familiarity with Blackboard and other language learning technologies
- Five or more years TESOL experience in higher education
- Experience in content-based area (Architecture, Business, Design, Engineering) for an English for Specific Purposes course

In order for instructors to stay current in the field of English language instruction, ELS provides a variety of resources and professional development opportunities.

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. Students may complete the [FERPA Release Form](#) to grant permission to release all or part of their records to specific individuals, including their parents. If you choose not to complete the FERPA Release Form, no information will be shared with your parents, sponsors, or other friends or family.

FERPA provides that educational institutions, such as post-secondary institutions, may disclose education records or personally identifiable information from such records only if an eligible student has provided prior written consent, except in several specified circumstances. An "eligible student" is one who is at least 18 years of age or attends a post-secondary institution. The term "education records" is broadly defined as those records that are 1) Directly related to a student; and 2) Maintained by an educational agency or institution or by a party acting for the agency or institution. Please note: FERPA takes effect at the time of course registration, not admission.

For more information on FERPA, please [visit here for Illinois Tech's FERPA policy](#).

Student Record Policy (See FERPA certification section for more information.)

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

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

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

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

- Notes or records of instructors, advisors, or counselors that would not be shown to any other individual except another faculty member, an advisor, or a teaching assistant.
- For records involving other individuals (e.g. course grade lists), only that portion applicable to the respective student will be disclosed.
- Records or statements supplied by individuals within or outside Illinois Tech and other educational institutions or agencies that have been submitted under the assumption of confidentiality in connection with the admission, employment, or provision of financial assistance, including financial statements provided by parents for the purposes of supporting the student's application for financial aid; letters of recommendation written prior to January 1, 1975; and letters of recommendation written after January 1, 1975 for which the student has signed a waiver of the right to inspect the letter.

- Records of medical or psychological tests or treatment of the student. Nevertheless, the student has the right to obtain a professional explanation of information in such records and to request that the records be referred for inspection to another qualified professional of the student's choice.
- For records originating at Illinois Tech, any person or organization having the right of access to any educational record may obtain a copy of that record at a reasonable fee. In general, Illinois Tech will not provide to anyone, other than authorized faculty and staff at Illinois Tech, copies of any items in a student's educational record that have been submitted by individuals or organizations outside Illinois Tech; such copies should be requested from the source from which the record originated.

Students and former students of Illinois Tech may make an appointment to inspect individual educational records during regular office hours. To make an appointment, please contact the Office of the Registrar at 312.567.3100 or registrar@iit.edu, located at Galvin Tower, 10 W. 35th Street, 2nd Floor, Chicago, IL 60616.

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

How does FERPA apply to English Language Services, its students, and employees?

The minute a student registers for a course after being admitted, FERPA takes effect. This means no student information should be disclosed to anyone outside the university other than that student without the student's prior consent. Information can be shared between any employee of the university.

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

Feedback: Courses, Programs, Other

See [Complaints and Recommendations and Appeals](#).

Grading

Please check the syllabus for the most current grading policies, scale, and components. In order to pass a course, the student must receive 80% or higher. Students can always check their current course grades on Blackboard.

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

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

Grading Scales

PESL/ELP, PCA, and IEP Syllabi (grading policies for EfD and LLP are set by their respective schools)

S (Satisfactory), P (Pass)	80%-100%
U (Unsatisfactory), F (Fail)	below 80%

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

Grade Reports

Instructors are required to maintain grades in Blackboard so that students may see their progress. Students are required to check their grades frequently and try to remain above the passing grade. When the semester ends, grades are officially submitted to MyIIT. On MyIIT, students are able to download an unofficial copy of their transcript, or they may request an official transcript for pickup or delivery.

Level Progression

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

- In order to **pass a course**, a student must earn an overall grade of 80% or above for that class.
- In the IEP, students may be promoted to the next level of each course upon successful completion of that class as long as the difference between levels of courses they are taking is only one. For example, a student can not take Level 3 Listening/Speaking and Level 1 Reading/Writing because there is a difference of more than one level.
 - In the case where IEP students take different levels of courses, students may need to repeat classes that were successfully completed in past semesters to maintain status for immigration purposes and because we only offer four levels.

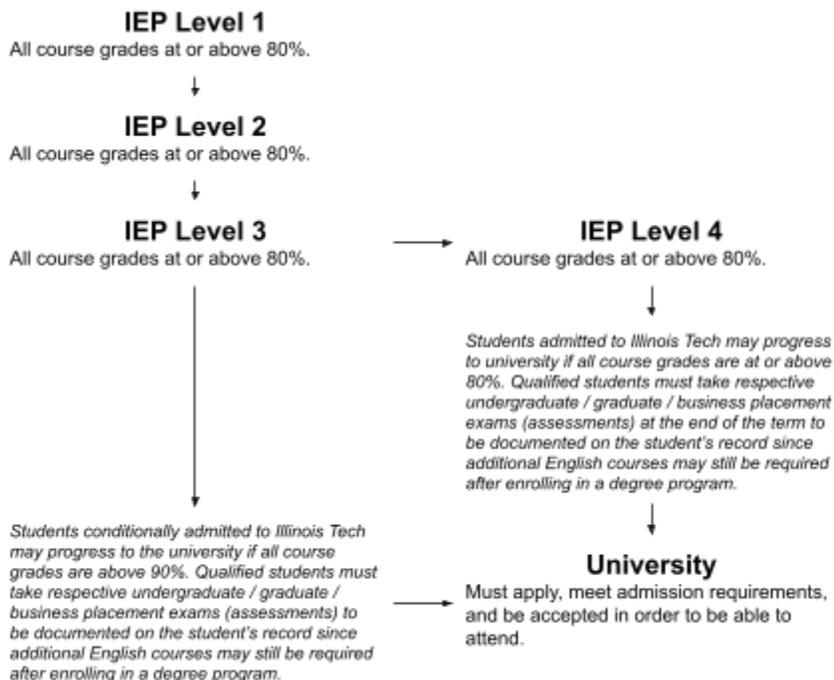
IEP Pass/Fail Policy Examples

Below is an example of a student initially placed into IEP Level 2 courses. The **bold underlined sections** represent examples of a student failing one or more courses and the outcomes of that.

Placement	1st Semester	2nd Semester	3rd Semester	4th Semester	5th Semester
Student arrives, takes assessment exams, and places into IEP Level 2.	Student passes Listening and Speaking (L/S) Level 2.	Student takes L/S Level 3. Student passes.	<u>Student repeats L/S Level 3 because R/W Level 2 was NOT passed and the difference can only be 1 level. Student passes.</u>	Student takes L/S Level 4. Student passes.	<u>Student repeats L/S Level 4 for immigration purposes. Student passes.</u>
	<u>Student does NOT pass Reading and Writing (R/W) Level 2.</u>	<u>Student repeats R/W Level 2. Student does NOT pass.</u>	<u>Student repeats R/W Level 2. Student passes.</u>	Student takes R/W Level 3. Student passes.	Student takes R/W Level 4. Student passes.
	<u>Student does NOT pass Grammar Level 2.</u>	Student repeats Grammar Level 2. Student passes.	<u>Student takes Grammar Level 3. Student does NOT pass.</u>	<u>Student repeats Grammar Level 3. Student passes.</u>	Student takes Grammar Level 4. Student passes.
	Student passes the supplemental class.	Student passes the supplemental class.	Student passes the supplemental class.	Student passes the supplemental class.	Student passes the supplemental class.

Program Progression / Path to University

The following diagram represents the progression through IEP levels to university undergraduate or graduate programs.



Health Insurance Requirement Policy

Doctor visits and hospital stays in the U.S. can be very expensive, and it is a requirement that all students have adequate health insurance. Students are required to purchase the student health insurance policy or to submit proof of equivalent insurance before the end of the first week of classes. This requirement applies to students who are registered for 1 or more credit hours. The premium for the insurance will be added to student tuition and fees as a charge. To avoid this charge, submit proof of comparable coverage online, before the deadline at:

<https://web.iit.edu/shwc/insurance/enrollment-and-premium-information>.

F1 and J1 students may only waive Illinois Tech's coverage with proof of comparable U.S. insurance. Once a waiver is accepted, you will receive email confirmation and it will be valid until the end of the current school year. Spouses and dependents of students may choose to participate in the student health program. Students should contact the Student Health and Wellness Center online at www.iit.edu/shwc.

Hours of Instruction

Students in the Intensive English Program must attend 18 hours of class per week, M-F 8am-5pm. In order to maintain good standing for immigration purposes, ELS requires 90% attendance. Students in other programs must follow the requirements of their programs.

Immigration and Status

English Language Services defers to the International Center on matters related to immigration status. Please visit their website at <https://www.iit.edu/international-center>. For information on maintaining status, please visit <https://www.iit.edu/international-center/student-services/enrollment-requirements>. There are two important criteria that English Language Services monitors:

1. **Attendance** - According to regulation, English Language Services must report full-time IEP students who fail to have regular attendance. English Language Services may report students who are not attending at least 90% of the time.
2. **Grades** - According to regulation, students must demonstrate progress in their studies in order to maintain their immigration status. Students who do not progress to the next level are only able to repeat the level 2 times maximum. If a student fails to pass a level after 3 attempts, the student's immigration status may be terminated.

Immunization Requirements and Records

[Illinois State law](#) requires university students who are enrolled in at least one-credit hour to be immunized/vaccinated against certain diseases. You are required to submit proof of immunization to the Student Health and Wellness Center. If you are missing any immunizations/vaccinations, the SHWC clinical staff can provide the appropriate immunizations for free with Illinois Tech student insurance.

Leave of Absence and Withdrawals

Students who need to leave without completing the semester should contact els@iit.edu to discuss the options. Because leaving or withdrawing from the program is an immigration issue, the International Center must be involved and assist with any requests for leave of absence or withdrawal from your program.

Leave of Absence

Leave of Absence means that you need to leave your program temporarily but intend to return to your studies at Illinois Tech. A leave of absence is not granted for all circumstances and does not guarantee a refund. You must contact ELS and the International Center at least three months before returning.

Withdrawals

Withdrawing from Illinois Institute of Technology means that you do not intend to return to your studies at Illinois Tech in the future and that you will be departing the United States. After withdrawing from the program, you would need to be readmitted to return to Illinois Tech.

Please note:

- Only students who leave the program by the add/drop deadline for that semester can receive a full tuition refund.
- Students who leave the program by the last day to withdraw for that semester will not receive F/U (failing) grades, but are still responsible for paying the full tuition for the semester.

- Students who leave the program after the last day to withdraw are responsible for paying the full tuition for that semester, and will continue receiving grades until the end of the semester.
- Students who leave after the last day to withdraw receive grades of W (Withdrawn).

For the add/drop deadline and last day to withdraw dates for each semester, visit <https://www.iit.edu/registrar/academic-calendar>.

For more information about Leave of Absence/Withdrawal, visit <https://www.iit.edu/international-center/student-services/student-requests/leave-absence-withdrawal>.

Office Hours

Office hours are typically by appointment only or at the discretion of the course instructor. Please email the staff or faculty member directly or contact els@iit.edu.

Ombudsperson

Illinois Tech students also have the right to seek information from the university Ombudsperson. The Ombudsperson helps to facilitate the resolution of disputes between students and staff at all levels within Illinois Tech's Mies Campus. In essence, the Ombudsperson is a mediator, who acts with neutrality and impartiality in an effort to achieve mutually agreed to outcomes. The Ombudsperson is committed to seeking a fair resolution of disputes, but the Ombudsperson does not have the power to impose a resolution. The Ombudsperson can be reached via phone at 312.567.3642 or email at ombuds@iit.edu.

Parking

All vehicle owners parking on Illinois Tech property (except in designated visitor parking) must register their vehicles with the Access, Card, and Parking Services Office (Hermann Hall, 201) and purchase a parking block or permit. Please see [Maps and Directions | Access, Card, and Parking Services](#) for the parking map.

Parking lots are designated for students, faculty, staff, or visitors, and there are many no-parking zones. Please see [Parking Policy | Access, Card, and Parking Services](#) for the full parking policy.

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

Placement

IEP Course Placement

All students taking IEP classes participate in a placement exam when they arrive to determine which of the four IEP levels they place into. The initial placement is based on the internal policy related to the overall placement and the weight of each skill. Students may be placed in their core courses at different levels, as long as the difference between the levels is not greater than one. For example, a student can be placed into Level 2 Listening/Speaking, Level 3 Reading/Writing, and Level 3 Grammar. However, a student can not be placed into Level 2 Listening/Speaking and Level 4 Reading/Writing because the difference between these levels is greater than one. The placement in the specific levels is based on the scores received for each skill.

International Year (pathway) Students

International Year students are also required to take the IEP placement exam to determine their levels. International Year students register for 2 core courses (Reading/Writing and Listening/Speaking) per semester in line with their placement. The highest-level pathway program students might be assigned to take PESL/ELP courses in addition to, or in place of, some IEP courses.

ELP (PESL) Course Placement

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

Graduate Students

Graduate students are required to take placement exams according to the English Language Proficiency criteria outlined by Admissions at <https://www.iit.edu/admissions-aid/graduate-admission/international-students/application-requirements-and-checklist>. An *ESL Assessment Hold* is placed on their account and students are not able to register for academic courses until they take the placement exams. If graduate students have to take more than one English language (PESL/ELP) course, they take one course per semester until they complete the requirement. Should a student wish to take more than one course per semester, that student may request to do so by emailing els@iit.edu. All English language courses count toward the student's full time hours required for immigration purposes (9 hours).

Undergraduate Students

Undergrad students are required to take placement exams according to the English Language Proficiency criteria outlined by Admissions at <https://admissions.iit.edu/undergraduate/apply/international-student-english-proficiency-requirement>. Undergraduate students who are admitted with English language requirements are required to take the reading, listening, speaking, and writing placement exams to determine which level of courses they must take. Undergrads who are required to complete English language courses take two courses per semester until they have passed level 2 of all skill areas.

Multilingual undergrads who are not required to take the English language assessment are highly recommended to do so in order to determine if they would benefit from additional English language instruction and support. The results of the placement exams will indicate which level of the courses they may want to consider taking.

All English language courses count toward the student's full time hours required for immigration purposes (12 hours) and are included in the full-time undergrad tuition without additional tuition charges during the fall and spring semesters.

Please note: Summer tuition is not bundled for undergraduates. This means that tuition is charged per course for all summer courses. For English language courses, the rate is equivalent to one-credit hour.

PCA Course Placement

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

Plagiarism

Plagiarism is the act of passing off someone else's work or ideas as your own, either in writing or in speaking (for example, in presentations.) Plagiarism and other types of academic dishonesty are strictly prohibited. The Code of Academic Honesty is described in detail online in the Illinois Tech [Student Handbook](https://web.iit.edu/student-affairs/handbook/fine-print/code-academic-honesty). (<https://web.iit.edu/student-affairs/handbook/fine-print/code-academic-honesty>)

The code of conduct at Illinois Tech requires original writing, prohibits plagiarism, and provides very serious penalties for plagiarism and other forms of academic dishonesty. Original writing means that you need to come up with your own ideas and express them in your own way. If the ideas are from other sources, you must clearly identify the source of the ideas (for example, by providing footnotes, citations, references, etc.) The penalties for plagiarism or other forms of academic dishonesty might include, among others, failing the assignment, failing the course, expulsion from the university (being told to leave the university).

Also see [Academic Honesty](#).

Programs of Study

See [Programs](#) in [Introduction](#).

Public Safety

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

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

Illinois Tech Alert

Register at <https://www.iit.edu/iitalert>. Illinois Tech Alert is a mass instant notification system for emergency situations, weather emergencies, school closings, etc. (Type in Illinois and choose Illinois Institute of Technology from the drop-down menu in order to proceed with registration.)

Referrals

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

English Language Services is not directly affiliated with any third party agents although the university admission departments recruit themselves and contract with third-party recruiters for university and pathway program admissions.

Refunds

ELS follows the refund policy of the university, which can be found at [Credits and Refunds | Student Accounting](#).

Please note:

- Only students who leave the program by the add/drop deadline for the given semester will receive a tuition refund
- Students who leave the program by the last day to withdraw for the given semester will not receive F/U (failing) grades for that semester, but in that case they are still responsible for paying the full tuition for the semester
- Students who leave the program after the last day to withdraw are responsible for paying the full tuition for that semester, and will continue receiving grades until the end of the semester

For the add/drop and last day to withdraw dates for each semester, visit <https://www.iit.edu/registrar/academic-calendar>

Registration

IEP / International Year Registration

Students will be able to register themselves after they have taken all of the necessary placement exams. Students are registered by course.

ELP/PESL Registration

Students are typically automatically/administratively registered based on placement exam scores. In some cases, students will be asked to register themselves for their **required English courses**.

ESP (PCA/EfD) Registration

Students typically register themselves for their **required English courses**.

Self-selected Students and External Clients

For students who are not required but who choose to opt into English language courses, they must request to be registered by English Language Services via els@iit.edu. ELS works with the Registrar to add the course or courses to the student's record.

Resources

For help enhancing your language skills, please visit our [English Resources page](#). For resources at Illinois Tech, please refer to the on-campus services page at <http://bulletin.iit.edu/graduate/campus-overview/campus-resources/>.

Room and Board

Each IEP student is responsible for arranging his or her own housing. IEP students may choose to live on-campus or in off-campus housing. If on-campus housing is desired, students must arrange housing on Mies Campus by working directly with the [Office of Residence Life](#) to reserve a room and/or meal plan. Meal plans are required for all students living in Illinois Tech's residence halls. Information on types of room and meal plans can be found on the Office of Residence Life's website. Note: All undergraduate students are required to live on campus for two years (with few exceptions). Graduate students may live on- or off-campus.

Students choosing to live off-campus must contact the off-campus residence directly for any inquiries and make all arrangements including, but not limited to, amenities, rental lease, costs, and payment.

Sexual Harassment

Illinois Tech encourages anyone experiencing sexual harassment/misconduct to speak with someone about what happened, so they can get the support they need and the school can respond appropriately. If you wish to speak confidentially about a sexual harassment/misconduct incident, please contact the school's Confidential Advisor service at

(773) 907-1062. For a list of resources and more information, visit the University's Title IX website:
<https://web.iit.edu/hea-compliance/sexual-harassment-and-misconduct-prevention/title-ix-illinois-tech>.

The privacy of the complainant (the victim) and those accused of violating this policy is protected throughout proceedings as much as possible. If either party (the victim or the accused) requests it at any time during the proceedings, meetings and hearings will be closed (private). All reasonable measures will be taken to assure that no one involved in any complaint, investigation, or remedy will suffer retaliation as a result of the proceedings.

Student Activities, Events, Excursions, and Travel (Field Trips)

Illinois Tech offers a variety of on-campus activities and events. By accepting your admittance to Illinois Tech, you are stating that you understand the risks involved in activities, events, and field trips and agree that it is your responsibility to stay safe during those activities and events.

Instructors sometimes plan off-campus field trips to enhance the educational or cultural experience of the students. Before the scheduled trips, each student will need to fill out the ELS [Field Trip Form](#), which is a simplified version of the university's [Assumption of Risk and Release](#) and Emergency Contact and Medical Information Form. The instructor should be able to access this list of students' contact information and emergency contact list during the field trip, so please make sure to complete the ELS Field Trip Form.

Some field trips outside of class may be considered an official part of the course, which is acceptable if all students are aware of the dates in advance and agree to them, and provided they are not in conflict with other courses in which the student is enrolled. In these cases, students are required to attend, even if the field trip is taking place outside of regular class times.

If field trips that are not considered an official part of the course are scheduled outside of the regularly scheduled class, and students choose not to attend, they should not be penalized for their absence. Any related assignments should be adjusted to accommodate those students. The department may also offer other non-class activities, events, and field trips, which are voluntary for students.

Student Organizations

Getting involved on campus is one of the best, and most fun, ways to increase your English and cross-cultural communication skills. Illinois Tech students have formed hundreds of organizations (clubs) that students can join. Please visit [HawkLink](#) to see the list of organizations (clubs), join an organization (club), and discover more ways to get involved on campus. If you need help finding a student organization that interests you, please reach out to us at els@iit.edu.

Textbooks/Materials

Students are required to purchase any required textbooks and materials. Textbooks/materials should be new copies without prior writing in them, and with unused online access codes (when applicable). Used copies are not advised and may not be allowed in class. Electronic books are allowed for virtual/online courses but hard copies are recommended for all ELS courses. The instructor for each course makes the final decision on whether electronic books (ebooks) are allowed for that class. Textbooks may be purchased at the university bookstore in the MTCC.

Title IX

Please see [Sexual Harassment](#).

Transportation

Public Transportation Options

You can easily get to Illinois Tech's Mies Campus from the Green Line (35th/IIT/Bronzeville stop), Red Line (Sox-35th stop), State Street Bus, and 35th Street Bus. Visit the [Chicago Transit Authority site \(http://www.transitchicago.com/\)](http://www.transitchicago.com/) for schedules. Transportation to/from the suburbs is also available via the [Metra Rail \(www.metrarail.com\)](http://www.metrarail.com). Full-time Illinois Tech students are able to participate in the Chicago Transit Authority's (CTA) U-Pass program offering a drastically reduced rate for unlimited rides during the fall and spring semesters. Learn more here:
<https://www.iit.edu/acaps/u-pass-program>.

Transferring to Undergraduate or Graduate Programs

After successful completion of the 3rd level of the Intensive English Program, if students wish to apply to undergraduate/graduate programs at Illinois Tech, they will begin the application process to their program(s) of interest.

The student needs to meet all admission requirements for those programs, which typically includes successful completion of level 4 of the IEP, as one of the many requirements. The student must submit the official application to the program and follow all the deadlines.

Transfer Into Illinois Tech

For information on transferring into Illinois Tech from another school, please visit the 'I-20 Process [website](#) (bottom of page-Transfer Students) <https://www.iit.edu/els/programs-and-courses/intensive-english-program/i-20-process>

Transfer Out of Illinois Tech

For information on transferring from Illinois Tech to another school, please visit the International Center's website: <https://www.iit.edu/international-center/student-services/student-requests/transfer-out>.

In short, you will need to:

- Receive an admission letter from another school/program
- Complete the Illinois Tech International Center [Transfer Out form](#)
- Possibly complete a Transfer In form to your new school and submit it to the International Center at Illinois Tech

Other steps might be necessary, so make sure to contact English Language Services (els@iit.edu) and the International Center (icenter@iit.edu) if you are interested in moving to another school/program. Keep in mind that it might take up to two business dates to complete your transfer.

See also [Refunds](#).

Travel to Chicago

Chicago has two airports: O'Hare International Airport (ORD) and Midway International Airport (MDW). You can get to Illinois Institute of Technology from both airports by public transportation or by car. To learn more about the airports, visit www.flychicago.com.

Tuition and Fees (Costs)

For the most current tuition and fees for the Intensive English Program, please visit english.iit.edu/iep. Students enrolled in other programs should visit the Student Accounting website: [Current Tuition | Student Accounting](#).

Payments

Full tuition payments are due on or before the last day to Add/Drop courses. Check <https://www.iit.edu/registrar/academic-calendar> for Add/Drop dates for each semester. A late fee equal to 2% of your outstanding balance will be assessed if payment is received after the published deadline.

During the Fall and Spring semesters, students can typically set up a three-month payment plan, which allows students to divide the tuition payment into three equal parts, each with a specific deadline. Visit <https://www.iit.edu/student-accounting/payments/payment-plans/three-month-payment-plan> for more information.

Electronic payments - domestic (U.S.)

If the student is making payment from a domestic (U.S.) checking or savings account, payment can be made online through the MyIIT portal Finances tab by following the Manage My Student Account link. Students select electronic check and use their bank routing and account numbers--there is no fee for making electronic check payments.

Electronic payments - international

If the student is making payments from an international bank account, Illinois Tech has partnered with Flywire to facilitate international wire transfers. Students should visit [Flywire](#), select their country, and enter the amount in order to get started.

Credit card payments

IMPORTANT: If you use a credit card to pay for your tuition, a non-refundable 2.85% fee will be added to the amount. To see all possible ways to pay, visit <https://www.iit.edu/student-accounting/payments/payment-methods>

More information on payment options, including sponsorships, can be found on the Student Accounting Office website www.iit.edu/bursar.

See also [Refunds](#).

Tutoring, English and communication

English Language Services publishes a list of professional faculty tutors on its [Student Resources webpage](#). Faculty may not be paid to tutor a student currently enrolled in classes in which that faculty member is teaching.

Vacation policy/Taking a semester off

Based on immigration rules, full-time IEP students need to study for two successive semesters (for example: fall and spring / spring and summer / summer and fall) before they can take a semester break while keeping their student visas valid. Students must also intend to study in our program after they return from their vacation. Leaving the program and/or the country after just one semester may mean that a student will need to reapply to the program and receive a new I20 and a new student visa.

Withdrawals

Please see [Leave of Absence](#).

Writing Center

Illinois Tech students can receive assistance with written and oral assignments at the [Illinois Tech Writing Center](#), a student self-referral service located in Siegel Hall, rooms 232–233. The Writing Center provides one-on-one, 30-minute conferences for undergraduate and graduate students. All tutor-student sessions are confidential and not linked to classroom instructors. To check availability or to make an appointment, visit [Illinois Tech Writing Center](#).

IMPORTANT: The Writing Center is not available to IEP students. Improving one's own writing skills is one of the main goals of the Reading and Writing classes in this program, so students are expected to complete their work on their own, with the help of the instructor and instructor-approved resources only.