

# ILLINOIS TECH

English Language Services

## **Student Guide**

### **2025–2026**

### **Fall, Spring, Summer**

**Illinois Tech – English Language Services**

Mies Campus, Galvin Tower

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# 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
Summer 2025	<a href="#">Attendance policies, attendance probation, academic probation, new email domain, simplification of language</a>

# Table of Contents

Revisions .....	2
Table of Contents .....	2
Introduction.....	5
English Language Services.....	5
Mission Statement .....	5
History .....	5
Accreditations, Affiliations, and Memberships .....	6
Programs .....	7
Communication for Academic and Professional Success (CAPS) .....	7
English for Design (EfD) .....	7
Intensive English Program (IEP).....	7
Location and Contact Information .....	7
Arrival Checklist for the IEP students.....	7
Quick Reference Guide .....	8
Policies and Procedures .....	9
Academic Honesty .....	9
Academic and Attendance Expectations for the IEP .....	10
Academic Probation .....	10
Attendance Probation .....	10
Calendar: Important Dates .....	11
Admission Requirements .....	11
Intensive English Program Requirements.....	11
English Language Program and English for Specific Purposes Requirements.....	11
Advising .....	11
Personal: Counseling .....	11

Personal: Emergencies .....	11
Immigration.....	12
Artificial Intelligence (AI).....	12
Attendance and Punctuality.....	12
No Late Assignments or Assessments .....	12
Extended Absences.....	12
Schedule Conflicts.....	12
Attendance and Immigration.....	13
Campus Life.....	13
Canvas .....	13
Classroom Conduct .....	13
Certificate of Completion .....	13
Awarding of Certificates.....	13
Changing Programs .....	13
Complaints, Recommendations, and Appeals.....	13
Complaint Process .....	14
See also Ombudsperson (for issues not related to Grade or Placement appeals.).....	14
Curriculum and Student Achievement.....	14
Syllabi.....	14
Course Assessments.....	14
Electronic Devices .....	15
Email Communication .....	15
English Language Requirements .....	15
Expulsion .....	15
Faculty .....	15
Family Educational Rights and Privacy Act (FERPA) .....	16
Student Record Policy (See FERPA section for more information.) .....	16
How does FERPA apply to English Language Services, its students, and employees?.....	16
Feedback: Courses, Programs, Other.....	17
Grading.....	17
Grading Scales for All Programs and Student Types .....	17
Grade Reports.....	17
Level Progression.....	17
Program Progression / Path to University .....	18
Health Insurance Requirement Policy .....	18
Hours of Instruction.....	18

Immigration and Status .....	18
Immunization Requirements and Records.....	19
Leave of Absence and Withdrawals .....	19
Office (Class/Student) Hours.....	20
Ombudsperson .....	20
Parking .....	20
Placement Tests .....	20
IEP Course Placement .....	20
CAPS Course Placement for Undergraduates and Graduates.....	20
Plagiarism .....	21
Programs of Study .....	21
Public Safety.....	21
Illinois Tech Alert .....	21
Referrals .....	21
Refunds .....	22
Registration.....	22
CAPS/COM/HUM Registration .....	22
IEP Registration .....	22
EfD Registration .....	22
Self-selected and Study Abroad Students and External Clients .....	22
Resources.....	22
Room and Board.....	22
Sexual Harassment.....	22
Student Organizations.....	23
Textbooks/Materials .....	23
Title IX .....	23
Transportation.....	23
Public Transportation Options .....	23
Travel to Chicago.....	24
Tuition and Fees (Costs).....	24
Payments .....	24
Tutoring, English and communication .....	24
Vacation policy/Taking a semester off.....	25
Withdrawals .....	25
Writing Center.....	25

# 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. Communication for Academic and Professional Success (CAPS)
2. English for Design (EfD)
3. Intensive English Program (IEP)

## 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. PCA ran successfully for 13 years serving thousands of multilingual graduate business students prior to being discontinued in 2023 due to updated admission requirements.

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. PESL's discrete-skills courses served as the primary ESOL courses for Illinois Tech undergraduates and graduate students through Spring 2024.

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 during the academic semester. 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. During the summer prior to full matriculation into the fall LL.M program, students attended law workshops while studying English intensively for ~20 hours per week. This four-week program ran successfully for several years prior to the Covid-19 pandemic.

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 (IYP) students took 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. The IYP partnership and program ended in fall 2024.

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 (TA). In Fall 2024 the training was redesigned to further meet the needs of Illinois Tech's TAs and academic units.

In Fall 2024, ELS launched a series of new courses under the title Communication for Academic and Professional Success (CAPS). CAPS integrated-skills courses serve the needs of Illinois Tech's fully admitted undergraduate and [graduate](#) students whose English language scores at the time of admission indicate the need for additional language and cross-cultural support.

## Accreditations, Affiliations, and Memberships

English Language Services is accredited by the [Commission on English Language Program Accreditation](#) (CEA) for the period August 2023 through August 2033 and agrees to uphold the CEA Standards for English Language Programs and Institutions. CEA is recognized by the U.S. Secretary of Education as an accrediting agency for English language programs and institutions in the U.S. For further information about this accreditation, please contact CEA, 1001 N. Fairfax Street, Suite 630, Alexandria, VA 22314, (703) 665-3400, [www.cea-accredit.org](http://www.cea-accredit.org).

Accredited by



English Language Services is also affiliated with...

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

[IEI-International Educators of Illinois - https://www.ie-il.org](https://www.ie-il.org)

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

[ITBE-Illinois Teachers of English to Speakers of Other Languages](#)

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

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

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

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

## Programs

### Communication for Academic and Professional Success (CAPS)

CAPS integrated-skills courses serve the needs of Illinois Tech's undergraduate and [graduate](#) students whose English language scores at the time of admission indicate the need for additional language and cross-cultural support. CAPS courses provide a linguistic bridge, or English language support, and focus on improving skills in academic reading/writing and listening/speaking. Additionally, these courses help students develop understanding of the U.S. academic standards, culture, and expectations.

Through a partnership with the Humanities department, starting in fall 2024, CAPS courses can also fulfill multiple HUM and COM core curriculum requirements for [undergraduates](#), allowing for targeted communication courses and support taught by ESOL professionals with extensive experience and training in teaching multilingual students.

### English for Design (EfD)

Courses for Institute of Design graduate students 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 that houses ID graduate students. Topics range from essential history to current events in the field of design.

### Intensive English Program (IEP)

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

- 4 levels of instruction, high-beginning to advanced
- Core skills: Listening/Speaking, Reading/Writing, Grammar
- Supplemental courses: American Culture, Pronunciation, Academic Prep
- 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

### Location and Contact Information

English Language Services operates from the Mies Campus at 10 W. 35th Street, Chicago, IL 60616.

For general campus information and maps, please visit <https://www.iit.edu/about/campus-information>. For a map of Mies Campus, visit <https://www.iit.edu/about/campus-information/mies-campus/mies-campus-map>. For specific employee contact information, please visit the Illinois Tech [Directory](#).

### English Language Services Contact

Mies Campus, Galvin Tower  
10 W. 35th Street, 4th floor, Chicago, IL 60616  
Main: 312.567.5220  
Email: [els@illinoistech.edu](mailto:els@illinoistech.edu)

## Arrival Checklist for the IEP students

- ☐ Check in with the Office of Global Services virtually through the [ISSS Portal](#) after arrival within 24 hours of arriving in the United States.
  - ☐ Documents needed to check in:
    - ☐ Visa
    - ☐ [I-94 arrival record](#)
    - ☐ Local U.S. address
    - ☐ Local telephone number
    - ☐ Emergency contact information
    - ☐ Canvas Course "Pre-Arrival Immigration Basics" certificate of completion
- ☐ Get Hawk card (student ID with picture). First, you need to submit your photo online through [MyHawkCard \(via Access Illinois Tech\)](#). HawkCards will be ready for pickup the next business day after your ID photo is approved. Pickup will take place at the Campus Business Services Center (MTCC room 514). For more information, check [here](#). If you have questions, email [campusbusiness@illinoistech.edu](mailto:campusbusiness@illinoistech.edu).
- ☐ 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 during the IEP Orientation. Students will be assigned English language classes based on their assessment results.
  - ❑ Check your schedule on the [Illinois Tech 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](#).
- ❑ Start classes.
- ❑ Buy textbooks. All textbooks can be purchased at the university's virtual bookstore [here](#) or other online retailers.
- ❑ Be successful in classes.
  - ❑ Attend all classes every day and on time.
  - ❑ Check Canvas and Hawk email 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	<a href="mailto:registrar@iit.edu">registrar@iit.edu</a>	<a href="https://www.iit.edu/registrar/academic-calendar">https://www.iit.edu/registrar/academic-calendar</a>
Bookstore – <i>online only</i>		<a href="https://bncvirtual.com/iit.edu">https://bncvirtual.com/iit.edu</a>
Canvas (LMS) Help	Galvin Library, Upper Level 312.567.3375, <a href="mailto:supportdesk@iit.edu">supportdesk@iit.edu</a>	<a href="https://iit.instructure.com/">https://iit.instructure.com/</a> <a href="https://community.canvaslms.com/t5/Student-Guide/tkb-p/student">https://community.canvaslms.com/t5/Student-Guide/tkb-p/student</a>
Center for Disability Resources	Galvin Tower, 10 W. 35th St, 3F3-1 312.567.5744, <a href="mailto:disabilities@iit.edu">disabilities@iit.edu</a>	<a href="https://web.iit.edu/cdr">https://web.iit.edu/cdr</a>
Emergency	911 (on or off-campus) On-campus - 312.808.6363	
English Language Services	Galvin Tower, 10 W. 35th St, 4th Floor 312.567.5220, <a href="mailto:els@iit.edu">els@iit.edu</a>	<a href="http://english.iit.edu">english.iit.edu</a>
Facilities	312.567.3343	<a href="http://facilities.iit.edu/">http://facilities.iit.edu/</a>
Health Insurance (also see Student Health and Wellness Center below)		<a href="https://www.iit.edu/shwc/insurance">https://www.iit.edu/shwc/insurance</a>
Illinois Tech Student Handbook	Student Affairs Website <a href="https://www.iit.edu/student-affairs">https://www.iit.edu/student-affairs</a>	<a href="https://www.iit.edu/student-affairs/student-handbook">https://www.iit.edu/student-affairs/student-handbook</a>
Keating Hall Sports Center	3040 S. Wabash Ave. 312.567.7130	<a href="http://www.illinoistechathletics.com/">http://www.illinoistechathletics.com/</a>
Mies Campus Map	NA	<a href="https://www.iit.edu/cbsc/directions">https://www.iit.edu/cbsc/directions</a> <a href="https://www.iit.edu/about/campus-information/mies-campus/mies-campus-map">https://www.iit.edu/about/campus-information/mies-campus/mies-campus-map</a>
Illinois Tech Portal: Email, Canvas, Schedules, Grade Center	NA	<a href="http://my.iit.edu/">http://my.iit.edu/</a>
Office of Global Services (OGS) (I20, travel, immigration questions)	10 W 35th St Galvin Tower (2nd Floor)	<a href="https://www.iit.edu/global-services">https://www.iit.edu/global-services</a>



	Suite 2C8-1 312.567.3680, <a href="mailto:global@illinoistech.edu">global@illinoistech.edu</a>	
Office of Residence Life	3241 S. Wabash Ave 312.567.5075, <a href="mailto:housing@illinoistech.edu">housing@illinoistech.edu</a>	<a href="https://www.iit.edu/housing">https://www.iit.edu/housing</a>
Office of Technology Services (OTS): IT Support	Galvin Library, Upper Level 312.567.3375, <a href="mailto:supportdesk@illinoistech.edu">supportdesk@illinoistech.edu</a>	<a href="https://www.iit.edu/ots">https://www.iit.edu/ots</a>
Phonebook/Directory	NA	<a href="https://www.iit.edu/directory/people">https://www.iit.edu/directory/people</a>
Program Calendar (IEP)	NA	<a href="https://www.iit.edu/els/programs-and-courses/intensive-english-program">https://www.iit.edu/els/programs-and-courses/intensive-english-program</a>
Public Safety	Mies Campus Escorts - 312.808.6310 Non-Emergency - 312.808.6300 <b>Emergency</b> - 312.808.6363	<a href="https://www.iit.edu/public-safety">https://www.iit.edu/public-safety</a>
Registrar	312.567.3100, <a href="mailto:registrar@illinoistech.edu">registrar@illinoistech.edu</a>	<a href="https://www.iit.edu/registrar">https://www.iit.edu/registrar</a>
Student Health and Wellness Center	Galvin Tower, 10 West 35th St, 3rd Fl 312.567.3000, <a href="mailto:student.health@illinoistech.edu">student.health@illinoistech.edu</a>	<a href="https://www.iit.edu/shwc">https://www.iit.edu/shwc</a>
Student ID - Hawk Card; on-campus parking permits	Campus Business Services Center 3201 S. State Street, MTCC 514 312.567.8968, <a href="mailto:campusbusiness@illinoistech.edu">campusbusiness@illinoistech.edu</a>	<a href="https://www.iit.edu/cbsc/campus-access/hawcard">https://www.iit.edu/cbsc/campus-access/hawcard</a>
Title IX Office (Sexual Harassment, Assault, and Discrimination)	Galvin Tower, 10 West 35th St, 10C3-1 312.567.5726, <a href="mailto:titleix@illinoistech.edu">titleix@illinoistech.edu</a>	<a href="https://www.iit.edu/title-ix">https://www.iit.edu/title-ix</a>

## 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 follow a code of integrity and ethical standards reflecting the high expectations society places on the practitioners of a learned profession. In other words, your work should reflect your true skills and effort, and no student should have an unfair advantage over anybody else because of using unauthorized help.

All Illinois Tech programs, including the courses and programs in 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 suspended (not able to study for a specific period of time, like a semester)
- Being expelled from the university

The following are considered a violation of Academic Honesty:

- The misrepresentation of any work submitted for credit or otherwise as the product of a student's sole independent effort, such as using the ideas of others without attribution and other forms of plagiarism, *including ChatGPT or any generative AI tools without prior permission from the instructor*
- The use of any unauthorized assistance in taking quizzes, tests or examinations
- The acquisition, without permission, of tests, answers sheets, problem solutions or other academic material when such material has been withheld from distribution by the instructor
- Deliberate and harmful obstruction of the studies, research or academic work of any member of the Illinois Tech community

- Making a material misrepresentation in any submission to or through any office of Illinois Tech to a potential employer, agency, professional society, meeting, or organization, which includes, without limitation, any unauthorized access to Illinois Tech's digital or electronic systems for the purposes of altering or seeking to alter or submitting or seeking to submit false, misleading or inaccurate information
- The intentional assistance of others in the violation of the standards set forth in this Code of Academic Honesty.

The Code of Academic Honesty is fully described online in the Illinois Tech [Student Handbook](https://www.iit.edu/student-affairs/student-handbook) (<https://www.iit.edu/student-affairs/student-handbook>). Students are expected to follow the rules and procedures described in the handbook.

See also [Plagiarism](#).

Also, note that any course materials, including course slides, assignments, tests, quizzes, or papers cannot be uploaded or shared outside of the course or to any sites online (Chegg, CourseHero, etc.) without the professor's written permission. Doing so is a violation of the academic honesty policy of the university. See above.

## Academic and Attendance Expectations for the IEP

In the IEP, students are expected to attend classes and make reasonable progress in order to maintain their immigration status (not to risk losing their student visas). For this reason, the IEP has Academic and Attendance policies that must be followed.

A "probation" is a situation in which a program gives a student a specific amount of time to improve in an area in which the student performs below what is to be expected by the program.

The Intensive English Program has two types of probations – Academic Probation and Attendance Probation.

### Academic Probation

Students will be placed on academic probation if:

- They do not pass three or more classes in any given semester
- They do not pass one or two classes more than one semester in a row
  - NOTE: Students who do not pass one or two classes in any given semester in the IEP will be required to meet regularly with their academic advisors to work toward progression in the program.

Once a student is placed on academic probation, the student will have to demonstrate significant improvement the following semester by passing the majority of their 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 **may be dismissed** from Illinois Tech. Once dismissed from Illinois Tech, the student would have to transfer to a different program or leave the country. Otherwise, they would be considered out-of-status according to the Homeland Security guidelines for international F-1 students.

### Attendance Probation

An IEP student may be placed on Attendance Probation if they miss 10% or more of their classes in a semester. Students placed on Attendance Probation will be expected to attend all of their classes unless they receive an approved excused absences from the Dean of Students office.

IEP students who miss more than 20% of their classes might fall out of status and have their I20s terminated. If the absences are due to medical reasons, students may request a Leave of Absence through [the ISSS portal](#).

Please note:

Not coming to classes is not the same as an official withdrawal. In order to officially withdraw from courses, students must submit the Leave of Absence/Withdrawal request through [the ISSS portal](#).

## 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. Students must plan their travel to arrive on time. If you arrive earlier, you will have to plan your own housing accommodations until housing is available. If you know you will be late, 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>

In general, students who arrive after the Last Day to Add/Drop, approximately one to two weeks into the semester, are asked to complete the course the next semester.

## 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 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@illinoistech.edu](mailto:rphelps2@illinoistech.edu)), or email [els@illinoistech.edu](mailto:els@illinoistech.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](#).

### 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 by calling 312-567-7550, or 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 the Illinois Tech Portal/Okta to access the SHWC portal. Note: If you need to cancel the appointment, you must do so at least two hours before your scheduled appointment time, or you will be charged a \$25 fee.*

### 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 Office of Global Services at Illinois Tech. Information and resources can also be found on their website: [Office of Global Services](#).

## Artificial Intelligence (AI)

See [Academic Honesty](#).

## 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 is not the same as an official withdrawal. In order to officially withdraw from courses, students must submit the Leave of Absence/Withdrawal request through the [ISSS portal](#).
- 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.*

For special attendance requirements for IEP students, see [Academic and Attendance Expectations for the IEP](#)

## 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 or emergency absences is 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 requests an excused absence by completing [this form](#), which is sent to and reviewed by the Dean of Students office. It will be necessary to provide written documentation of the reason for the absence(s). Instructors may require students to submit a documented excuse to the Dean of Students in order to allow a student to retake an assessment. For the full policy, see <https://www.iit.edu/student-affairs/dean-students-office/student-advocacy>

IEP students are required to attend classes in order to maintain their status (not lose their visa). See [Academic and Attendance Expectations for the IEP](#)

## 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](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 to attend 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](mailto: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 their ELS 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 reschedule the exam for the online course.** Students who have exam conflicts between the online exam and an on-campus exam must contact Charles Scott, student service manager for the Office of Digital Learning, at [scott@illinoistech.edu](mailto:scott@illinoistech.edu) to arrange to take the online final exam with a proctor at another time.

### **Attendance and Immigration**

Please see [Immigration and Status](#) and [Academic and Attendance Expectations for the IEP](#)

### **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>).

### **Canvas**

Canvas is the university's learning management system (LMS) where teachers post course materials and grades. Canvas is supported and maintained by the Center for Learning Innovation. For immediate assistance with Canvas, call 312.567.3375 or email [supportdesk@illinoistech.edu](mailto:supportdesk@illinoistech.edu).

### **Classroom Conduct**

The conduct (behavior) required in ELS courses is the same conduct that would be required in a professional setting (a business meeting or 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://www.iit.edu/student-affairs/student-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

	<b>Level Applicable</b>	<b>Grade Needed</b>
<b>Certificate of Completion</b>	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 the following semester. For students who are not continuing in the IEP, and those completing level 4, ELS offers assistance with next steps.

### **Changing Programs**

To make an appointment to speak with someone about transferring or changing programs, please email [els@illinoistech.edu](mailto:els@illinoistech.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 receive an admission letter first. The student then needs to complete the transfer out of Illinois Tech with the assistance of the Office of Global Services.

Students may need to visit the [Office of Global Services Website](#) to discuss how program changes may affect their student visa status. Any changes to a student's program that result 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> or emailing [els@illinoistech.edu](mailto:els@illinoistech.edu). Students may use this form for any issue related to a student's experience (e.g. accommodations, grades, instructors, placement, services, etc.)

## Complaint Process

Students will receive a confirmation after submitting the feedback form. Complaints and suggestions are received by the English Language Service's staff and forwarded 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, ELS will contact them. 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, the 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@illinoistech.edu](mailto:els@illinoistech.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 decision.

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 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@illinoistech.edu](mailto:els@illinoistech.edu).
3. Grade appeals will be reviewed by the Director or Associate Director, and the instructor will be consulted.
4. If needed, the Dean of Lewis may be consulted to make the final decision 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 on the syllabus for each course. For the description of levels and learning outcomes in the Intensive English Program, you may refer to the [IEP Student Learning Outcomes](#); for undergraduate and graduate students participating in CAPS courses, you may refer to the [CAPS Student Learning Outcomes](#).

## 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. For the range of levels and outcomes in the Intensive English Program, you may refer to the [IEP Student Learning Outcomes](#); for undergraduate and graduate students participating in CAPS courses, you may refer to the [CAPS Student Learning Outcomes](#).



## Dining Options

This section serves as a reference for dining options in the area. For more information, check:

<https://dineoncampus.com/iit> 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.

## 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 \(www.iit.edu/cdr\)](http://www.iit.edu/cdr) can be contacted at 312-567-5744 or [disabilities@illinoistech.edu](mailto:disabilities@illinoistech.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. You are asked to silence and put away your phone and open your computer only for assigned tasks. 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, staff, and students must use their official Illinois Tech email address to contact Illinois Tech faculty, staff, and students. Students are responsible for checking their email regularly. Emails from personal accounts will not be accepted. 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. ELS's programs for matriculated students (CAPS 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 a complete 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 Campus 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 Canvas and other language learning technologies
- Five or more years of TESOL experience in higher education

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 give permission to share (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 states that educational institutions, such as post-secondary institutions, may share (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 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.

For more information about FERPA, visit <https://www.iit.edu/registrar/students-and-alumni/ferpa> and review [this document](#).

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](mailto: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 that no student information should be shared with anyone outside the university other than that student without the student's prior consent (student must agree to it before any information is shared). Information can be shared between employees of the university.

- For staff and instructors, this means no information or identifying information about the student should be disclosed or posted. If a student contacts staff to request information about themselves, their identity needs to be verified before any answers are provided. If a student sends a question or request from their Illinois Tech email address, this will serve as verification of identity.



## 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 in all IEP courses and 70% or higher in all other program courses. Students can always check their current course grades on Canvas.

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 or a course at a level 2 times maximum. If a student fails to pass a level or the same course after 3 attempts, the student will not be allowed to continue in our program. This means that the student would have to transfer to a different program or leave the country. Otherwise, they would be considered out-of-status according to the Homeland Security guidelines for international F-1 students.

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 for All Programs and Student Types

	Student Type	Course Number	Grading Scale	
<b>CAPS</b>	Graduate (GR)	CAPS 0##	S (Satisfactory) U (Unsatisfactory)	70%-100% below 70%
<b>HUM/COM</b> E sections	Undergraduate (UG)	COM 111-E## COM 112-E## HUM 200-E## COM 212-E##	A B C E	90%-100% 80%-89% 70%-79% Below 70%
<b>IDN (EfD)</b>	Graduate (GR)	IDN 4##	A B C E	90%-100% 80%-89% 70%-79% Below 70%
<b>IEP</b>	Intensive English Program (IEP) Pathway Program-IFY/IGY	IEP 0##	P (Pass) F (Fail)	80%-100% below 80%

Grades are posted throughout the term in Canvas. 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 Canvas so that students can 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 the Illinois Tech Portal. On the Illinois Tech Portal, students are able to download an unofficial copy of their transcript, or they may request an official transcript for pickup or delivery. Upon request, the student may receive a Canvas grade report that identifies their scores on assessments for the course. For students who do not successfully pass a course, grade reports are provided by the instructor at the end of the term.

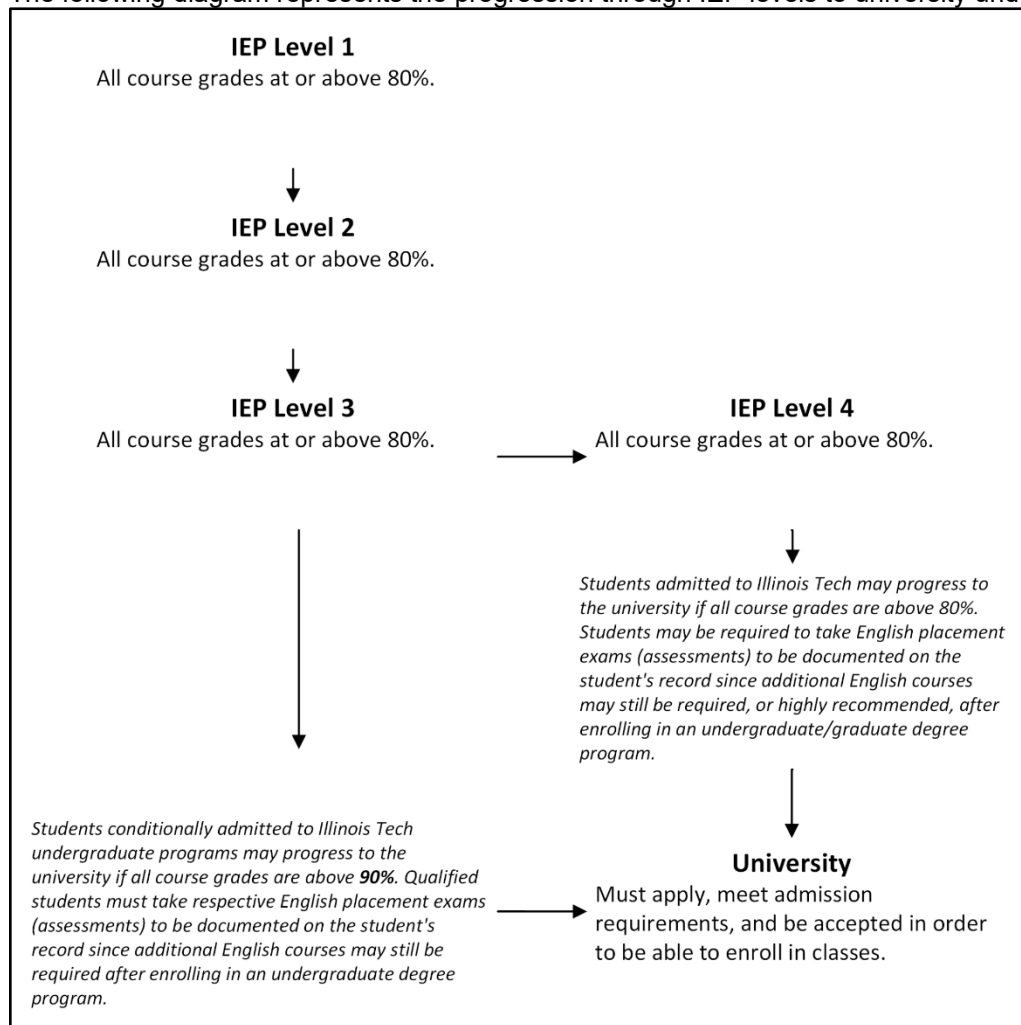
## Level Progression

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 any IEP class, and an overall grade of 70% or above for other program courses.
- In the IEP, students may be promoted to the next level of each course upon successful completion of that class if the difference between levels of courses they are taking is only one. For example, a student cannot 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 Level 4 classes that were successfully completed in past semesters to maintain status for immigration purposes.

## 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 by the university deadline, usually before the end of the first week of classes. This requirement applies to students who are registered for 1 or more credit hours. The insurance fee 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://www.iit.edu/shwc/insurance/enrollment-and-waiver-process>.

F1 and J1 students may only waive Illinois Tech's coverage with proof of comparable U.S. insurance (an insurance plan that is at least as good as the plan offered by the university). 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](http://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 consistent and regular attendance, which typically means attending no less than 80% of scheduled contact hours. For more information, see [Academic and Attendance Expectations for the IEP](#). Students in other programs must follow the requirements of their programs.

## Immigration and Status

English Language Services defers to the Office of Global Services on matters related to immigration status. Please visit their website at <https://www.iit.edu/global-services>. For information on maintaining status, please visit

<https://www.iit.edu/global-services/student-services/enrollment-requirements>. There are two important criteria that English Language Services monitors:

1. **Attendance** - According to U.S. governmental regulation, English Language Services must report full-time IEP students who fail to regularly attend their classes. Students who fail to attend at least 80% of their classes might be placed on [Attendance Probation](#) or lose their immigration status (see [Academic and Attendance Expectations for the IEP](#) for more information)
2. **Grades** - According to regulation, students must demonstrate progress in their studies in order to maintain their immigration status. IEP students who fail to demonstrate progress might be placed on [Academic Probation](#). Students who do not progress to the next level are only able to repeat the level or a course 2 times maximum. If a student fails to pass a level or a course after 3 attempts, the student will not be able to continue in our program. Once dismissed from Illinois Tech, the student would have to transfer to a different program or leave the country. Otherwise, they would be considered out-of-status according to the Homeland Security guidelines for international F-1 students.

## 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, or at minimal cost, with Illinois Tech student insurance. For more information, visit

<https://www.iit.edu/shwc/immunizations>

## Leave of Absence and Withdrawals

Students who need to leave without completing the semester should contact [els@illinoistech.edu](mailto:els@illinoistech.edu) to discuss their options. Because leaving or withdrawing from the program is an immigration issue, the Office of Global Services 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 Office of Global Services at least three months before returning. Typically, international students who receive a Leave of Absence must leave the U.S.A. NOTE: IEP students who take a Leave of Absence typically will not be able to rejoin the program until the following semester, and they will need to repeat the level they previously started when they return to the program.

### 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. If you decide to return to Illinois Tech after you withdraw, you would need to be admitted again.

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 (but after the add/drop deadline) for that semester will not receive F/U (failing) grades but are still responsible for paying the full tuition for the semester. Those students will receive grades of W (Withdrawn).
- 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.
- To withdraw, students must submit the request through their [ISSS portal](#) and follow all the steps of the process. Informing the program and instructors about the intent to withdraw does not lead to official withdrawal from the program.

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/global-services/student-services/student-requests/leave-absence-withdrawal>.

## Office (Class/Student) Hours

Office (class/student) hours are set times when students can meet with their instructors to ask questions and get help outside of class times. Office hours are included on the syllabus for each course. Each instructor has set weekly office hours and might be available for additional appointments when requested. If you do not know the office hours of your instructor, email the instructor directly, or contact [els@illinoistech.edu](mailto:els@illinoistech.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@illinoistech.edu](mailto:ombuds@illinoistech.edu).

## Parking

If you have a car, motorcycle, or another vehicle that you need to park on campus, you can buy a parking [permit](#) to use one of the designated parking lots. You first need to register your vehicle with the Campus Business Services Center in the MTCC, Room 514. Students, faculty, and staff may also purchase Flex Day passes via [MyParking](#). Please see <https://www.iit.edu/cbsc/directions> for the parking map.

Visitor parking for people not related to the university (people who are not students, faculty, or staff) can be purchased through Mobile Pay (see <https://www.iit.edu/cbsc/parking/visitor-and-event-parking>)

Parking lots are designated for students, faculty, staff, or visitors, and there are many no-parking zones. Please see <https://www.iit.edu/cbsc/parking/parking-policy> for the full parking policy. For added security for vehicles, you should not leave personal possessions visible in your car. Valuables should be placed in the trunk and all doors should be locked.

## Placement Tests

### 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 (start in). 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.

### CAPS Course Placement for Undergraduates and Graduates

Incoming Illinois Tech students whose TOEFL, IELTS, or DET scores do not meet minimum admission requirements may be required to take CAPS courses as a condition of admission. Placement is determined based on the students' TOEFL, IELTS, or DET scores.

### Graduate Students

Graduate students without adequate English Proficiency (TOEFL/IELTS/DET) scores may still be admissible 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>. If admitted, graduate students may be required to take one or more CAPS, English language and communication courses, as part of their degree requirements. Typically, graduate students take one course per semester until they complete the requirements. Should a student wish to take more than one course per semester, that student may request to do so by emailing [els@illinoistech.edu](mailto:els@illinoistech.edu). All CAPS English language courses count toward the student's full time hours required for immigration purposes (9 hours).

Graduate students who are not required to take CAPS courses but who wish to opt in may do so after ELS reviews their incoming scores and experience. In some cases, a placement test or interview may be required to determine the appropriate CAPS courses to best benefit the student. Students who are interested in opting in should email [els@illinoistech.edu](mailto:els@illinoistech.edu).

## Undergraduate Students

Undergraduate students without adequate English Proficiency (TOEFL/IELTS/DET) scores may still be admissible according to the English Language Proficiency criteria outlined by Admissions at <https://www.iit.edu/admissions-aid/undergraduate-admission/international-undergraduate-students/english-language-proficiency-requirements>

Undergraduate students who are admitted with English language requirements are placed into specific English communication courses according to their incoming TOEFL, IELTS, or DET scores. Undergrads who are required to complete English language courses take two courses per semester until they have completed all required courses, at a maximum of four of the following: COM 111, 112, 212, HUM 200-E, and CAPS 039.

Multilingual undergrads who are not required to take English language courses are highly recommended to contact ELS to determine if they would benefit from additional English language instruction and support.

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 for a three-credit hour course equivalent.

## Plagiarism

### What is 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. **Please note:** Illinois Tech's Academic honesty policy also applies to the content created using Generative AI as determined by each individual instructor for each course. Use of AI tools such as ChatGPT and Google Translate (just to name a few) may only be used if specifically allowed by the instructor.

Please see [Academic Honesty](#).

The Code of Academic Honesty is described in detail online in the Illinois Tech [Student Handbook](https://www.iit.edu/student-affairs/student-handbookfine-print/code-academic-honesty). (<https://www.iit.edu/student-affairs/student-handbookfine-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, and expulsion from the university (being told to leave the university).

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

### CAPS/COM/HUM Registration

Students typically register themselves for their required English courses.

### IEP Registration

After students take the placement test, they receive their course information and will be able to register for their courses themselves. The IEP Coordinator will be available to help students register if needed.

### EfD Registration

Students typically register themselves for their required English courses.

### Self-selected and Study Abroad Students and External Clients

For students who are not required but who choose to take English language courses, they must request to be registered by English Language Services via [els@iit.edu](mailto: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 <https://catalog.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. Students who want to live on campus 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. If an IEP student lives on campus prior to matriculating to an undergraduate program, the time spent in on-campus housing as an IEP student will count toward their two-year on-campus requirement.

Students who choose 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://www.iit.edu/title-ix/title-ix-compliance>.

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. Students participating in events are expected to be aware of any risks involved in those activities and events, and understand that it is their responsibility to stay safe during the 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 over 150 organizations (clubs) that students can join. Please visit [Suitable](#) 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](mailto: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 usually required 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 online at [the university's virtual bookstore](#).

## Title IX

Please see [Sexual Harassment](#).

## Transportation

### Public Transportation Options

You can easily get to Illinois Tech's Mies Campus taking 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 that offers a significantly reduced rate for unlimited rides during the fall and spring semesters. Learn more here: <https://www.iit.edu/cbsc/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 undergraduate program and follow all the deadlines.

### Transfer Into Illinois Tech

Admitted international students who wish to transfer their currently active SEVIS ID from a U.S. institution to Illinois Tech will need to submit an online transfer-in request [using the ISSS Portal](#).

### Transfer Out of Illinois Tech

**IMPORTANT:** Students who arrive in the United States on an I-20 issued by Illinois Tech are required to attend a full semester of classes at Illinois Tech before they can transfer to another school/program. Students who choose to transfer before the end of their first semester will be required to pay a \$2,500 enrollment fee. This fee will help cover administrative costs.

If you know that you will be attending a university other than Illinois Tech before you arrive in the United States, **do not enter the U.S. with an Illinois Tech I-20**. Take appropriate action to obtain an I-20 and updated visa for the university you will be attending by contacting the U.S. Consulate or Embassy that issued your F-1 visa stamp.

For information on transferring from Illinois Tech to another school, please visit the Office of Global Services website: <https://www.iit.edu/global-services/student-services/student-requests/transfer-out>.

In short, in order to transfer, you will need to:

- Receive an admission letter from another school/program
- Complete the Illinois Tech Office of Global Services Transfer Out request [using the ISSS Portal](#).
- Possibly complete a Transfer In form to your new school and submit it to the Office of Global Services at Illinois Tech

Other steps might be necessary, so make sure to contact English Language Services ([els@illinoistech.edu](mailto:els@illinoistech.edu)) and the Office of Global Services ([global@illinoistech.edu](mailto:global@illinoistech.edu)) if you are interested in moving to another school/program. Keep in mind that it might take up to two business days 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 (taxi/Uber/Lyft). To learn more about the airports, visit [www.flychicago.com](http://www.flychicago.com).

## Tuition and Fees (Costs)

For the most current tuition and fees for the Intensive English Program, please visit [english.iit.edu/iep](http://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 [www.iit.edu/registrar/academic-calendar](http://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 added 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/installment-plan> for more information. NOTE: the installment plan does not work for IEP students in their first semester because of when IEP students register for classes.

### 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 Illinois Tech 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](#) and [TransferMate](#) to facilitate international wire transfers. With Flywire or TransferMate you can pay from many countries and banks with an excellent foreign exchange rate.

### Credit card payments

IMPORTANT: If you use a credit card to pay for your tuition, a non-refundable 3% 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](http://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 I-20s and 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 I-20 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.