

## **Section 2: ELI Policies & Procedures**

All students are required to comply with the policies and procedures of the English Language Institute (from here on referred to as ELI). It is your responsibility to understand and follow these procedures. If you have any questions about these policies, please contact your ELI Advisor.

### ◆ **Visa Status**

All students in the ELI must **maintain legal status**. In other words, you must be a US citizen, permanent US resident, or possess a valid visa.

The ELI staff will try to review your status and answer your visa/status-related questions, but it is your responsibility to make sure that you maintain your student status and “stay legal” because YOU will bear the consequences. If you have any questions about your status, please speak with your advisor.

**As an F-1 student, to “stay legal” means:**

1. Study full time,
2. Only work as authorized, and
3. Keep your I-20 current.

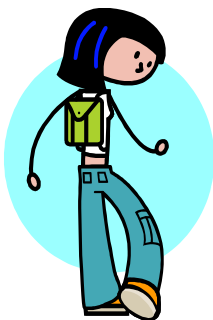


### ◆ **Attendance**

Regular attendance is important for your performance in class and it is expected by the ELI program and the teachers.

**If you must be absent because of illness or a family emergency:**

1. Speak with your teachers before missing class.
2. Do ALL the class work and homework that you miss.



If you are absent for four consecutive weeks or equivalent, you will be placed on **attendance probation**. If you miss additional four weeks of classes while on probation, you will be placed on **attendance suspension**. This means that you will not be allowed to return to ELI the following semester. If you feel that you have a valid reason for your absences, you may request an appeal by writing a formal letter stating your case to the Director of ESL & ELI Programs.

If you encounter some severe hardship that will affect your attendance (for example, family or health problems) you are expected to tell an ELI Advisor **as soon as you become aware of the problem** so that we can help you.

### ◆ Illness or Medical Conditions

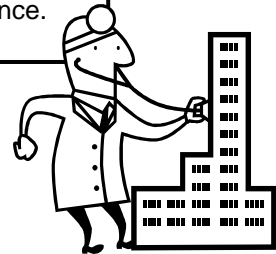
You **MUST** have health insurance while studying at the ELI. You will not be allowed to register for classes until you meet this requirement.

If you become seriously ill, you may be allowed to take a short break from full-time study and/or attend classes part-time.

**To take a short break from full-time study or attend classes part time:**

1. Speak with your advisor regarding your condition.
2. Obtain an RCL (Reduced Course Load) Recommendation Form from the ELI office.
3. Ask your doctors to fill out the RCL Recommendation Form, which makes it necessary for you to miss classes or limit class attendance.

You will be required to resume full-time study the following semester.



### ◆ Placement

You will be placed into the appropriate level of study through careful evaluation of your English abilities. You will be given a placement test before you register and you will enroll in classes according to your test results.

If you feel that you are in the wrong level (if the class is too easy or too difficult for you) you should talk to your teacher and an ELI Advisor during the **first week of classes**. The advisor will look at the teacher's recommendation and your pre-test score to make the decision. At that time they may decide to move you to a different class or level depending on which classes are available at that time.

**Placement:**

1. Your placement test scores will determine your level of study.
2. **You can only add/drop classes during the first week.**
3. At the end of the semester, if you feel you have progressed beyond the next level of study and have proven the academic success through your grades, you may request to take the placement test again, with two teacher recommendations.

## ◆ Evaluation

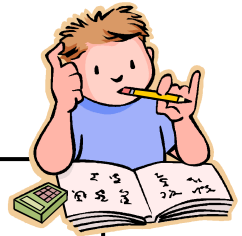
**Your teachers** will evaluate your progress in class through tests and assignments. At the beginning of each class, your teachers will explain how they will determine your grade. At the end of each class, teachers will give you and the ELI Office a recommendation of classes for the next semester. Your official grade sheet will be mailed to you one week after the final exams.

**You will** also be asked to evaluate each teacher and course at the end of the semester. We want to make our English Language Institute the best it can be, so we ask you to be honest. The teacher/course evaluations are completed anonymously (you do not write your name on them).

## ◆ Academic Standards

We expect you to make progress and work hard in each of your classes. At the end of each semester, your grades will be reviewed by the ELI Coordinator.

If you fail a core class you must take that class again. If you fail an elective class you may choose to take the same class again, or take another elective class at the same level. For the list of core and elective classes, please see Appendix I. In order to be in **good academic standing**, you must pass at least 50% of the classes (6 credits or more).



### **Academic Standards:**

1. 1<sup>st</sup> unsuccessful\* semester – **Academic Probation**

You will need to pass more than 50% of the classes the following semester in order for the probation to be lifted.

2. 2<sup>nd</sup> unsuccessful\* semester – **Academic Suspension**

You will be dismissed from the ELI program. You may make an appeal to the Readmission Committee.

\* Unsuccessful = not passing more than 50% of the classes (6 credits or more)

Failing a class or academic discipline creates a very serious situation for two reasons. First, it will be noted in your school file. If you apply to another school and that school requests transcripts from the ELI, we must tell the admissions officers about your problems here. Also, if you are on an I-20 issued by the ELI, a school suspension will compromise the status of the visa. In other words, **you will be out of status if you are suspended from the ELI.**

In the hope that such severe measures can be avoided, the ELI staff and faculty will give advance warnings to students who are at risk of academic probation or suspension.

## ◆ Academic Honesty (Cheating)

The ELI expects academic honesty from its students. Academic honesty means using your own thoughts and materials in writing, tests, and other classroom activities, **including homework**. If you intentionally help other students in any violation of the academic honesty policy, you are considered equally guilty.

### **Cheating includes:**

1. Looking at other people's answers on quizzes and tests;
2. Sharing your answers with others on quizzes and tests; and
3. Copying from books, the Internet, or other people's writing without saying where you got the words.

### **If you are caught cheating one time:**

1. You will receive a "0" on the test, quiz, or assignment.
2. Your teacher will inform the ELI office in writing.
3. A note will be made in your file.

### **If you are caught cheating two times, whether in the same class or a different class:**

1. You will receive an "NP" (No Pass) in that class.
2. A note will be made in your file.

### **If you are caught cheating three times, whether in the same class or different classes:**

1. You will receive an "NP" in that class.
2. A disciplinary note will be made in your SEVIS record.
3. You may be dropped from the class. This has serious consequences for F-1 students because this means that you are in violation of your status.



## ◆ Withdrawals and Expulsions

If you must return home because of an emergency before the semester ends, you must tell one of the ELI Advisors immediately. If you are experiencing either personal health problems or a family emergency, you must be prepared to provide ELI Advisors with documentation.

➤ **In very serious situations, students who are guilty of violating certain ELI policies may be expelled or asked to leave.**

1. Bad behavior, violation of HCC student codes, and criminal actions by a student are all grounds for automatic and immediate suspension. See the HCC Student Handbook for more information (p. 11)
2. Students who have failed too many classes may be placed on academic suspension. For more information about this, please see the previous section entitled "Academic Standards."
3. Students who have failed to attend classes and have been placed on attendance suspension. Please see the previous section entitled "Attendance" for more information.
4. Student who fail a course and/or be expelled for not complying with the Academic Honesty Policy.

If you stop studying at the ELI, you will lose your student visa/status. If this should happen, we are required to report you to USCIS and you will have to leave the United States within 2 weeks.

## ◆ Payment / Refund Policies



You must pay tuition and fees by the payment due date. You will not be permitted to begin classes if complete payment has not been made. Payment plans are also available. Please see your advisor for more information on the tuition payment plans.

If you withdraw from the ELI program BEFORE classes begin, you can request a refund, minus \$100 cancellation fee. If you withdraw AFTER classes begin, you will receive 100% of the tuition refunded minus the fees during the first week of classes, 75% of the tuition during the second week, and 50% of the tuition during the third week. There will be no refunds after the third week of classes. Please see an ELI Advisor to discuss your case.

## ◆ Transcripts & Final Grades

The ELI transcript shows a complete record of your ELI classes and grades. Transcripts will be released only with written permission from the student. Requests can be brought to the ELI office. Students can request for the



transcripts to be mailed to other post-secondary institutions or any recipient of their choice. There is no charge for this service. Students who pick up their transcript are required to show a photo ID. Transcript Request Forms may be downloaded from our website at [www.howardcc.edu/eli](http://www.howardcc.edu/eli) or picked up at the ELI office.

Final grades are mailed to each student at the end of every semester. Grades will not be available to students who have a restriction (For example: unpaid tuition, parking tickets, library fines, etc.) on their records.

**Completion of Level certificates** will only be given to those students who have passed all of their classes. Refer to Academic Standards Policy for more information. If you have any questions regarding transcripts and grades contact your ELI Advisor.

**Transcript:**

1. Shows complete list of classes taken at the ELI and their grades
2. You must fill out a Transcript Request Form to receive a transcript

**Final Grades Report:**

1. Shows the list of classes taken during that semester and the grades
2. You will receive this by mail automatically one to two weeks after the semester ends unless you have a restriction on your account

**Completion of Level Certificate:**

1. Shows that you have successfully completed a level of study at the ELI.
2. You will receive this only if you pass ALL your classes in a given semester.
3. You must fill out a Completion of Level Certificate Request Form to receive a certificate.

◆ **Student Records**

The ELI keeps files on every student. They contain the application for admission, teacher evaluations, test results, and other important documents. The records are controlled by the ELI Office as specified by the *1974 Family and Educational Rights and Privacy Act*. **This means that the ELI will keep your records but we will not show them to anyone who is not employed by HCC without your permission.** If you would like for us to release your record to a particular person (i.e. your sponsor), you may sign a release form and hand it into the ELI office.

◆ **ELI Transfer Procedure**

Students who have successfully completed level IV-A in the ELI are recommended for transfer into a degree program at HCC or a different institution. See the procedures below.

**Change of Level from ELI to HCC degree programs:**

1. Meet with an ELI Advisor and declare the intent to transfer
2. ELI Advisor will give information on necessary placement test(s)
4. Fill out Change of Level form
5. Fill out an application form for the HCC degree program, including a new financial verification form
6. Submit the application form and other documents to the Office of Admissions and Advising

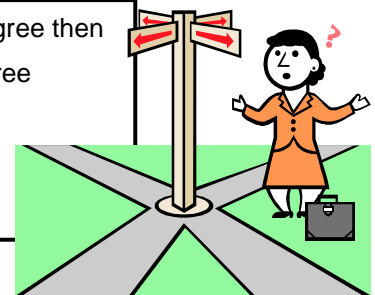
**Transfer from ELI to a different institution:**

1. Meet with an ELI Advisor and declare the intent to transfer
2. Fill out an application to the new school
3. Get a **Transfer Approval Form** from the new school
4. The ELI Advisor/DSO will complete and sign the form and send it to the new school
5. The ELI Advisor/DSO will release the student record in SEVIS upon confirmed acceptance from the new school
6. Student may need to follow additional steps required by the institution to complete the transfer

▪ **Transfer Options**

Our college motto is “You Can Get There From Here” and that is very true here at the ELI. Once you gain the necessary language skills in our program, you have several options you can choose from based on your needs and goals. Here are some possibilities:

1. Transfer to an HCC Degree Program to get an AA degree then transfer to a 4-year college/university to get a BA degree
2. Apply/Transfer to a 4-year college/university
3. Apply to graduate school
4. Enrich your life!



**1. Transfer to the HCC Degree Program**

After you complete your program at the ELI, you can transfer to the degree programs here at HCC. Our school offers many AA degree and certificate programs. All the ENGL courses and other prerequisite courses you have taken will fulfill requirements toward your degree. You can transfer to a degree program at HCC, then upon completion of that program you will be eligible to transfer to a four-year institution. Our college has “matriculation agreements” established with many four-year colleges nearby. That means courses you have taken here at HCC should apply toward a degree at the accepting four-year college.

## 2. Apply to a four-year college/university

You may apply to a four-year college from the ELI. Some students who want to major in special areas such as art or fashion have transferred directly to four-year colleges. Requirements may vary depending on the college you are applying to, but the English skills you gain here will serve as a foundation no matter where you go.

## 3. Apply to graduate school

Many of our students have already obtained bachelor's degrees in their country. If you have a BA or BS degree, you may apply to graduate school from here. Our students have been accepted into various graduate school programs around the country.

## 4. Enrich Your Life!

Many students come to the ELI to learn English and return to their countries with a certificate. This has helped them advance in their profession and society. Students have come back to us to say how the experience has enriched their lives.

## ◆ Program Completion

At the end of each semester, all ELI students are required to report their intentions for the following term – continuation of study, school transfer, travel, etc. so that the SEVIS record may be updated appropriately. If your situation changes at any time before the next session start date, you should report this immediately. If you do not report in a timely manner, you risk falling out of status. Please be aware of your responsibilities as an F-1 student. Discuss your plans with an ELI Advisor.

**At the end of EVERY semester, you MUST report your plans for the next semester. They can be:**

1. Continuing to study in the ELI
2. Transferring to the degree programs at HCC
3. Transferring to a different school
4. Returning home



### ◆ HCC Email for ELI students



Every ELI student is assigned an e-mail account from the school. **You are required to maintain an e-mail account and keep it active.** The ELI office regularly sends important information to students by email. You can find more information about this in Section 5.

### ◆ Emergency Closing Policy

**If the weather is very bad, you can listen to the radio or watch the television to see whether HCC will be open or not.** You can check the following television stations: WBAL-TV (channel 11), WJLA-TV(channel 7), WJZ-TV(channel 13), WMAR-TV(channel 2), WNBC-TV(channel 4), and WUSA-TV (channel 9). You can also check the following radio stations: AM 570, 600, 680, 1010, 1090, 1260, 1300, 1500 and FM 92.3, 93.1, 95.5, 95.9, 97.0, 97.1, 98.7, 99.5, 100.7, 101.9, 102.7, 105.7, 106.5, 107.7. You can also call 410-772-4800 or visit [www.howardcc.edu](http://www.howardcc.edu) to find out whether you should come to class or not. Finally, you can sign up to receive a text message alert on your phone at: [http://www.howardcc.edu/about\\_hcc/news\\_and\\_events/alert/index.html](http://www.howardcc.edu/about_hcc/news_and_events/alert/index.html). If you hear that HCC will be closed, enjoy your day off!

**VERY IMPORTANT:** Openings and closings for Howard Community College and Howard County Public Schools may be different.

