

2023/24

The University of Alabama English Language Institute



Student Handbook Intensive English Program

ENGLISH LANGUAGE INSTITUTE
THE UNIVERSITY OF ALABAMA

STUDENT HANDBOOK
POLICIES & PROCEDURES
INTENSIVE ENGLISH PROGRAM
(2023/2024)

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MISSION STATEMENT

The English Language Institute (ELI) was established by The University of Alabama in January of 1982 to offer English-language training and cultural orientation to nonnative speakers of English, including international students, professionals, faculty, and graduate teaching assistants. The stated mission of the English Language Institute is **to provide top quality instruction in ESOL (English to Speakers of Other Languages) while providing students with orientation to US culture.**

Through its array of programs, including the Intensive English Program, the International Teaching Assistant Program, the Academic Support Program, and various customized group programs, the ELI seeks to accomplish the following specific goals:

- To teach ESOL to students enrolled in ELI programs
- To provide students with the cultural knowledge and awareness which they will need to function satisfactorily, both academically and socially, in the United States
- To provide students who are studying English for academic purposes with both academic and practical skills and strategies that will help them to be successful in their undergraduate or graduate studies
- To provide appropriate ESOL instruction for matriculated international students at UA who participate in the ELI's Academic Support Program
- To ensure that international students who serve as graduate teaching assistants and provide undergraduate instruction at UA have adequate proficiency in English and sufficient knowledge of US culture to work effectively with undergraduate students
- To inform students enrolled in ELI programs about options and opportunities for academic study at The University of Alabama and encourage them to consider applying for admission
- To recruit international students for ELI and UA instructional programs and serve as a gateway for their entry onto the UA campus
- To facilitate the academic, cultural, and social integration of international students into the UA community and thus provide opportunities and encouragement for cross-cultural encounters and global understanding
- To serve as a resource for international education to the faculty, staff, and students of The University of Alabama
- To encourage ELI students, as citizens of the world, to learn to respect and appreciate countries and cultures different from their own and therefore play a role in promoting peace and understanding in the world

CAPSTONE INTERNATIONAL CENTER (CIC)

The English Language Institute is one of three units (the other two being International Student and Scholar Services and Education Abroad) that comprise UA's Capstone International Center (CIC). The Director of the ELI reports to the Executive Director of the CIC, who also serves as the Associate Provost for International Education & Global Outreach at UA.

The mission of the Capstone International Center is to initiate, promote, and support The University of Alabama's international efforts both on campus and throughout the state and world. The Center, comprised of Education Abroad, International Services, and the English Language Institute, coordinates the University's

international endeavors, facilitates the development of a campus-wide global perspective, and supports students, faculty, and staff in global outreach, teaching, and research. The Capstone International Center welcomes all students, staff, faculty, and visitors.

INTENSIVE ENGLISH PROGRAM: CLASSES and LEVELS

The ELI's Intensive English Program (IEP) consists of 5 proficiency levels that are offered throughout 6 sessions per year. Sessions begin in January, March, May, June, August, and October, last 6-8 weeks (8 weeks in fall and spring, 6 weeks in summer), and offer full-time students a minimum of 150 class hours of instruction (20-22 hours per week in fall/spring sessions and 25 hours per week in summer sessions).

<u>Class Title</u>	<u>Class Hours*</u>	<u>Course Type</u>	<u>Eligible Levels</u>
Reading/Writing	9 hours/week	required core	Levels 2 – 6
Speaking/Listening	6 hours/week	required core	Levels 2 – 6
Structure	5 hours/week	required core	Levels 2 – 6
Culturally Speaking**	2 hours/week	optional	Levels 2 – 6
Workshops (as needed)	2 hours/week	optional	Levels 3 – 6

* Class hours per week listed are for fall and spring sessions. Actual summer session hours per week are higher, although the total number of class hours in each session is the same.

** Culturally Speaking is only offered during fall and spring sessions. It is not available during summer sessions.

Core Classes: Full-time students typically register for the appropriate level of each core class (Reading/Writing, Speaking/Listening, Structure) upon enrollment in the ELI's Intensive English Program (IEP). Students must complete the core classes of Reading/Writing, Speaking/Listening, and Structure with a satisfactory grade point average (GPA) in Levels 4-6 in order to earn the ELI Certificate of Proficiency. (See Appendix 3 for more information.)

Workshops: Workshops are non-graded courses that are offered only as needed or at the request of a program such as Fulbright. They typically focus on English test preparation and pronunciation.

Culturally Speaking: Culturally Speaking is offered each fall and spring session at no extra charge to students in Levels 2 – 6. It is not offered in the summer sessions. Enrollment in Culturally Speaking is optional, but attendance is required if a student enrolls. Poor attendance in CS will affect whether students receive the ELI Certificate of Attendance and/or are placed on Attendance Probation.

Seminars: Seminars, which are offered on several Fridays of each session, are optional and free of charge to all students enrolled in the IEP. Anyone who is not enrolled in the IEP but wishes to participate is charged \$25 per seminar.

LENGTH OF PROGRAM

The IEP is designed so that students can complete the entire program of study—Level 2 through Level 6—in five consecutive sessions over a one-year period of time. Even though it is possible to complete the entire program of study in 10 months, many students need more than one session to acquire and process new language skills and advance from level to level. In other words, the program recognizes that some students will need to repeat some levels. Therefore, students are allowed a range of 10 – 20 months to complete the entire program of study.

CLASS SCHEDULES

New full-time students in the ELI's Intensive English Program (IEP) take a minimum of 20 class hours per week of required core courses and/or electives (at least 150 total hours of instruction) each session. Students who enroll in *Culturally Speaking* may add 2 additional class hours per week to their schedule, except during summer sessions when *Culturally Speaking* is not offered.

Two different class schedules are followed in the IEP: the Fall/Spring schedule (8 weeks per session) and the Summer schedule (6 weeks per session). The same total number of instructional class hours is provided by both schedules.

CLASS SCHEDULE: Fall/Spring Sessions

Reading/Writing

9:00 – 10:50 MWF and 9:30 – 10:45 TR

Speaking/Listening

11:00 – 12:00 M-F

Structure

1:00 - 1:50 MW and 1:00 – 2:15 TR

Workshops (offered as needed)

2:30 – 3:20 TR

Culturally Speaking

2:00 – 2:50 MW

CLASS SCHEDULE: Summer Sessions

Speaking/Listening

9:00 – 10:20 M-F

Reading/Writing

10:35 – 12:45 M-F

Structure

1:45 – 3:15 M-R

Workshops (offered as needed)

8:00 – 8:50 MW

OR

3:30 – 4:20 TR

PLACEMENT PROCEDURES: NEW STUDENTS

Placement Exam: On the first day of each session all new students in the Intensive English Program take the ELI Placement Exam. This exam consists of three written tests (Reading, Writing, Grammar) and an oral interview (Listening, Speaking). ELI uses the results of the Placement Exam to determine the appropriate level of study, from Level 2 to Level 6, for each student in three core classes: *Reading/Writing*, *Speaking/Listening*, and *Structure*. You can be placed into different levels for each class, but you are seldom placed more than one level apart.

Two 30-minute tests are used to place you into the *Reading/Writing* class – a Reading test and a Writing test. On the Reading test, you read short passages and then answer multiple-choice questions about the passages. Passages and questions progress in level of difficulty from beginning to intermediate to advanced. The more correct answers you have, the higher your placement level. For the Writing test, you compose a written response to a question or topic. Two or three different ELI teachers evaluate your response to determine your writing proficiency in terms of ELI levels. The combined results of both the Reading test and the Writing test are used to decide your final level in the *Reading/Writing* class.

Another 30-minute test is used to place you into the *Structure* class. For the Structure test, you answer multiple-choice questions. They focus on the grammatical structures of English that correspond to the items in the *Structure* curriculum. The questions progress in level of difficulty from beginning to intermediate to advanced. The more correct answers you have, the higher your placement level in *Structure*.

For placement into the *Speaking/Listening* class, you participate in an individual oral interview with two ELI teachers. Based on this interview, you are placed into the appropriate level for the *Speaking/Listening* class.

Replacement Exam: During the first day of classes, teachers informally evaluate whether new students in their classes have been placed into the appropriate levels. If you or your teacher believes that your level is too low, you are encouraged to take the Replacement Exam. It is administered on the afternoon of the first day of classes.*

You may choose to take the Replacement Exam for one, two, or all three of your core classes. Just like

the Placement Exam, the Replacement Exam consists of three written tests (reading, writing, structure) and an oral interview (speaking/listening).

However, unlike the Placement Exam, the reading and structure Replacement Exams consist of level-specific tests. They cover the same content as the final exams for each particular level. Depending on the test results for each test that you take, you will either remain in the same levels or be placed in lower or higher levels for the appropriate core classes. On the two objective tests (Reading and Structure), you must get a minimum score of 80% to go to a higher level.

If your or your teacher believes that you are in a level which is too high, you are encouraged to speak to the ELI Director by noon of the second day of classes in order to request placement in a lower level.

The ELI offers the Replacement Exam only once per session—on the afternoon of the first day of classes. New students who miss the Replacement Exam cannot take it at a later time.

* From time to time, the Replacement Exam may be administered in class to all ELI students for test calibration purposes.

PLACEMENT PROCEDURES: CONTINUING STUDENTS

If you continue studying in the Intensive English Program from one session to the next, your level depends on your grades from the previous session. (See the “Grading System” section in this handbook.) You can take the Replacement Exam for a particular class only if you earn a grade of “A+” in that skill area the previous session. For example, a student who made an “A+” in *Structure 2* the previous session may choose to take the Replacement Exam for *Structure 3*. If the test results are satisfactory, the student can skip *Structure 3* and enroll in *Structure 4*.

If you miss one session in the ELI, you normally go into the classes based on the grades from your last complete session. However, you may choose to take the Replacement Exam for one or more of your classes and demonstrate that you are ready for placement in the next highest level for a particular class. In such cases, you must take the Replacement Exam at 8:00 am of the first day of

the new session (during the Placement Exam for new students).

If you do not enroll in the IEP for two or more consecutive sessions, you will take the placement tests as a new student. You will be placed into classes on the basis of your Placement Exam scores and not on your previous levels and grades.

GRADING SYSTEM

The English Language Institute uses the same grading system used by The University of Alabama. The grading system is based on a 4.0-point scale for most core classes and *Pass* or *Fail* for all other classes.

A+	= 4.33	Excellent	(ready for next level)
A	= 4.00	Excellent	(ready for next level)
A-	= 3.67	Excellent	(ready for next level)
B+	= 3.33	Good	(ready for next level)
B	= 3.00	Good	(ready for next level)
B-	= 2.67	Good	(ready for next level)
C+	= 2.33	Okay	(can request to repeat level)
C	= 2.00	Okay	(can request to repeat level)
C-	= 1.67	Okay	(can request to repeat level)
- - - - -			
D+	= 1.33	Poor	(must repeat level)
D	= 1.00	Poor	(must repeat level)
D-	= 0.67	Poor	(must repeat level)
F	= 0	Failure	(must repeat level)

Grades are rounded to the nearest tenth in order to determine a student's GPA (grade point average).

Normally, you receive a grade for each class. Teachers explain the grading procedures on the first or second day of classes each session. When grades are submitted to the ELI office, they are final and cannot be changed only by your teachers. Grades of "A" or "B" mean that you are ready for the next level in that skill area. A grade of "C" means that you are ready for the next level but may request permission to repeat the class. Grades of "D" or "F" mean that you need more time with that particular skill area and level and must repeat the class.

Students who enroll in the IEP for a half session do not receive grades.

FINAL GRADES

After teachers have submitted final grades, you can view your final grades by logging on to your *MyBama* account or *Blackboard*.

You may meet individually with your teachers during the *Student-Teacher Conferences* time on the last day of the session. During this final conference time, you can discuss your grades and your overall progress with your teachers. You must do this during the *Student-Teacher Conferences* time because teachers are not available to discuss grades after the session has ended.

As stated above, when ELI teachers have submitted final grades to the ELI office, these grades are considered final and cannot be changed by your teachers alone. You may choose to appeal final grades by following ELI procedures for "Grade Appeals."

GRADE APPEALS

After you talk with your teacher during end-of-session student-teacher conferences, if you feel that a final grade is inaccurate, you must complete a Grade Appeal Form and submit it to the Director. The Director will forward the request to an Appeals Committee. The committee will review the case and decide whether or not to change the grade. You may request to meet with the committee in person, but only before a decision on the appeal is made. The Director will inform you of the committee's final decision.

Grade Appeal Forms are available on the ELI website each session beginning on the last day of classes until 2:00 pm on the day after the session ends. Students who wish to file grade appeals must do so before 2:00 pm on this day.

GRADE & PROFICIENCY SCALE

You have access to your grades via your *Blackboard* and *MyBama* account. You may also request an official transcript of your ELI grades and progress from the Office of the University Registrar in the Student Services Building. See Appendix 1 of this handbook for a copy of the ELI Proficiency Scale.

ACADEMIC POLICIES

Course Policy Statements: On the first or second class day, your teachers give you a written course policy statement listing learning outcomes, class requirements, and grading procedures.

Textbooks: Teachers inform you of the required textbooks for each of your ELI classes on the first day of class. You must bring your own copies of the textbooks with you to class by the third day of classes. If you do not bring your textbooks by the third day of classes, you will be counted absent.

Normal Progress: You are expected to make “normal/satisfactory progress” in your classes in each session of enrollment. This means that a student who begins in Level 2 should be able to complete the entire program (Levels 2-6) in about one year (5 sessions).

Normal/satisfactory progress generally means that you pass each class each session with a grade of C- or higher. However, the ELI understands that the rate of progress can be different from student to student. Some students may need more time to complete the program. For example, you may need to take some classes twice before you can pass.

Strong Effort: You are expected to show strong effort and do your best in ELI classes each session.

Lack of Progress: If you do not have a passing grade (C- or higher) at midterm, you should meet with your teacher to discuss your lack of progress.

When you do not earn a passing final grade and must repeat one or more classes, your teachers provide the ELI office with a “Lack of Progress” report to indicate why you did not pass the class.

The ELI may place you on Academic Probation or dismiss you from the ELI if you receive failing grades because you do not attend class regularly or do not complete class assignments. This may also happen if you intend to fail in order to prolong your stay at the ELI. Students who fail classes should go to the Study Center to work with the tutor.

Academic Probation: You may be placed on Academic Probation at the beginning of an ELI

session if, during your most recent session, (a) you earned grades of F in all of your classes or (b) you have to repeat a single class more than one time.

If you are on Academic Probation, your teachers may provide you with special tutoring assignments in the ELI Study Center. You should take advantage of these assignments and work hard to pass your classes.

The ELI removes you from Academic Probation when you do not have to repeat any classes for the second time (i.e., you are not required to take a class for the third time).

Academic Dismissal: You may receive Academic Dismissal from the ELI if you are on Academic Probation, **and** you do not pass a class after you repeat it for the second time (i.e., you take it three times), **or** you earn grades of F in all three classes for the second consecutive session.

Important: Being dismissed can negatively affect your visa status.

Repeating Classes:

1. Initial final grade of A or B: You may not retake the class.

Initial final grade of D or F: You must repeat the class.

2. Initial final grade of C: You may request permission to retake the class once. You must make this request before the deadline at the end of that same session.

If you voluntarily repeat a class, you may not repeat the class again, no matter what grade you earn.

Due to student-visa regulations, in some cases you may not be able to repeat a class that you have passed with a C. Please check with the ELI office.

3. If you earn an ELI Certificate but you want to repeat eligible courses in Level 6, you must do so during the very next ELI session.
4. You may not repeat lower-level classes. For example, when you have passed *Structure 4* and take *Structure 5*, you may not retake *Structure 4*.

Final Exams: Except in rare circumstances, you cannot take your final exams early or late. You must take final exams on the designated final-exam days. These dates are on the IEP Session Calendar and on posters in classrooms. If you have a strong reason to be absent during the final-exam days, you may request permission from the ELI Office to take your final exams late. If the ELI approves your request, you can only take late final exams during the administration of the Placement Exam on the first day of the next session.

To request permission to take final exams late (i.e., on the first day of the next session), you must complete and submit a form, “Late Final Exams Request”. This is available on the ELI website. After receiving your request, the ELI administration will decide whether or not to give you permission. The ELI office will send you the decision by email.

“Incomplete” Grades: If you receive permission to take your final exams late, you will receive a temporary grade of “Incomplete” in each class. You must then take your missed final exams on the first day of the next session during the ELI Placement Exam at 8:30 am. Your teachers score your exams and calculate your grade. They will replace the grade of “Incomplete” with the correct grade. (If you have permission to take your final exams late but you do not come on the designated day and time to take these exams, you will receive a grade of 0 on each exam. Your final grades will be calculated accordingly.)

Academic Misconduct: The ELI expects you to be honest and do your own work in all academic work. This means that you must not cheat on tests or copy ideas or sentences from other people or sources. Attitudes and policies about academic misconduct are different in different cultures. Therefore, you need to understand the attitudes toward and consequences of academic misconduct in the US. Instances of academic misconduct at the ELI are initially handled by the student’s

instructor, with the ELI administration assisting as needed.

CLASS ADMINISTRATIVE POLICIES

Class Size: The ELI uses the following policies with regard to class size in the IEP:

- **Maximum Class Size for Core Classes:** There is typically a maximum of 16 students in core ELI classes.
- **Average Class Size:** There is no ELI policy, but the average size for IEP classes is typically 5-10 students per class.

Collapsing Classes: On rare occasions the ELI may collapse two or more smaller sections of the same class into one larger section at midterm. This may happen when large numbers of students leave the ELI at midterm. Whenever the ELI plans to collapse two or more sections of the same class at midterm, students are notified of the plan and procedures on the first day of classes.

Combining Classes: The ELI may combine classes when enrollment is low. When this happens, teachers will maintain differentiated instruction for students at different levels.

ATTENDANCE POLICIES and VISA REQUIREMENTS

Punctuality: If you are not in class on time, you will be marked **late** if you arrive within 10 minutes after the beginning time of the class. You will be marked **absent** once for every three times that you come to class **late**—in other words, 3 late arrivals = 1 absence. You will also be marked **absent** if you arrive more than 10 minutes after the class has begun.

Absences: If you are not in class on a particular day, you will be counted **absent**. You do NOT need to show a written excuse when you are absent, but you should ask your teachers about any work that you missed and need to make up. Note that different teachers may have different policies regarding makeup work.

Attendance Requirements: You must attend a minimum of 80% of each class each session, including Culturally Speaking (if you register for it). If your final attendance in a class is less than 80%, but at least 70%, you will go on **Attendance Probation** for the next session. **Warning:** If your attendance is lower than 70% in a class, you will be dismissed from the ELI at the end of that same session.

Attendance Probation: If you are on Attendance Probation, you must attend at least 80% of each of your classes, including Culturally Speaking (if you register for it). If you have at least 80% attendance in each class, your Attendance Probation will end the next session. However, if you have less than 80% attendance in one or more of your classes, you will be **dismissed** from the ELI at the end of that session. (See “Attendance Dismissal” below.) Students who are on Attendance Probation for a second time will remain on Attendance Probation until they leave the ELI.

Attendance Dismissal: You will be **dismissed** from the ELI for poor attendance if:

- you do not attend at least 70% of each of your classes
- or**
- you are on Attendance Probation and you do not attend at least 80% of each of your classes.

If you are dismissed and want to return to the ELI later, you must request and receive written permission from the Director. The Director may require you to meet certain conditions before you receive permission to return. If you are dismissed for poor attendance and then later return, you will remain on Attendance Probation for every future session. If you are dismissed twice from the ELI, you cannot return. **Important: Being dismissed can negatively affect your visa status.**

Full-time Status: When you enter the US on a student (F-1) or exchange (J-1) visa, you must be a full-time student and maintain “full-time status” while you are in the U.S. For ELI students, this means “full-time” registration (20 hours per week of core classes). You may be enrolled for fewer

than 20 hours per week during your final two sessions at the ELI if you are in Level 5, but you have completed Level 6 in one or more of your core classes, and no other classes are available.

Summer Sessions: All six sessions in the ELI’s Intensive English Program consist, more or less, of the same number of instructional hours. (Each session offers a minimum of 150 hours of classroom instruction.)

However, the two summer sessions are shorter in length, so they are more intense than the fall and spring sessions. (Fall and spring sessions are approximately 8 weeks long and contain 34 class days, while summer sessions are approximately 6 weeks long and contain 26 class days.)

Because summer sessions at the ELI are more intense and can be more demanding for full-time study, the following attendance policy applies to summer study:

“ELI students holding student (F-1) or exchange (J-1) visas are required to study full time for the equivalent of one complete session in the summer.”

This policy means that, during the summer, ELI students have four options:

Be a part-time student both summer sessions. The classes taken over the two sessions must equal one session of full-time study. Class selection must be approved by the ELI Academic Advisor.

Be a full-time student one summer session only. You may complete your full-time requirement by enrolling as a full-time student in one session. (You can study part time during the other session if you wish. If you complete one full-time session, you may legally stay in the US even during the session in which you are not enrolled.)

Be a full-time student both summer sessions. If you want to advance rapidly, you may want to choose this option.

Be a full-time student one session and a part-time student the other session.

Important Notes for Summer Registration

1. The ELI office must approve changes in summer registration (adding or dropping classes)

2. If Summer 1 is your first session at the ELI, you must enroll in both sessions, but you may choose to be a part-time student both sessions.
3. If you enroll in Summer 1 only, you must also enroll in Fall 1. If Summer 1 is your last session, your full-time status ends at the end of Summer 1.
4. You must complete the registration process during the Summer 1 registration period. If you plan to study only in the Summer 2 session (no Summer 1 classes), you must register and pay for your Summer 2 classes before the Summer 1 session begins.
5. If you study part time during both summer sessions, you must enroll in both sessions to complete your full-time equivalency. You cannot transfer to another school until both sessions are completed.

Travel Between Sessions: If you want to travel outside of the US during breaks between sessions, you must complete your registration and payment requirements for the future session during the registration period for continuing students.

Before you travel: The session must have ended **and** you must have completed class registration and all payments by the published deadline.

If you travel during a break, you should be present for the first day of class of the new session. If you are not present on the first day of class, you will be counted absent according to ELI policies. (See page 12.)

Withdrawal: If your circumstances change and you must withdraw from your ELI classes before the session is over, you must go to the ELI office to complete the necessary forms for withdrawal. (See Appendix 2 of this handbook for the current withdrawal/refund schedule.)

Important: Students with a student (F-1) visa or exchange (J-1) visa must follow all visa regulations for withdrawals. Please come to the ELI office if you need to withdraw.

Transfer/Change of Program: If you have received full admission to UA or another school prior to the first day of class of the next ELI session, you do not have to enroll in ELI classes while you are waiting for the next term of study to begin at the new school.

Visa Assistance: For information, advice, and assistance with your visa and/or I-20, first visit the ELI Academic Advisor/Admissions Coordinator. After that, you may be directed to UA International Student and Scholar Services (105 BB Comer Hall).

REGISTRATION AND PAYMENT

You must register and pay the tuition and fees for each session as follows:

New students should register and pay their tuition and fees during the designated registration times on the second day of the session.

Continuing students must register and pay their tuition and fees during the designated registration period near the end of the previous session.

Important: Not enrolling in classes can negatively affect your visa status.

New students cannot begin classes until they complete the registration and payment process each session.

CERTIFICATES

The ELI awards several types of certificates at the end of each session:

ELI Certificate of Perfect Attendance: Attend 100% of each of your core classes and Culturally Speaking (if you take it).

ELI Certificate of Attendance: Attend at least 80% of each of your core classes, and Culturally Speaking (if you take it).

ELI Certificate of Participation: Attend less than 80% of each of your core classes, and Culturally Speaking (if you take it).

ELI Certificate of Proficiency: Complete Level 6 with the required minimum grade point average (GPA) in Levels 4, 5, 6, including any electives that you take. A GPA of 2.0 meets the English-

proficiency requirements for full-time undergraduate study at UA. A GPA of 3.0 meets the English-proficiency requirements for full-time graduate study. The Certificate of Proficiency is valid for two years.

To receive certificate(s) that you have earned, you must attend the ELI Certificate Ceremony. It takes place on the last day of each session. If you do not attend the Certificate Ceremony, you can get your certificate from the ELI office before midterm of the following session. After that, certificates are destroyed. They are no longer available. You can also provide the ELI office with a self-addressed stamped envelope, and we will mail your certificate to you.

STUDENT QUESTIONS & PROBLEMS

The faculty and staff of the English Language Institute want to help you if you have a question or a problem. Read the list below to find out who can best help you. If you are still not sure whom you should see, please ask in the ELI office!

See your teacher if you:

- miss a class or an exam.
- have a question about your grade, attendance, class, books, assignments, homework or exams.

Come to the ELI office (101 BB Comer Hall) if you:

- want to talk about a personal problem.
- have a problem with your class that you cannot discuss with your teacher.
- have questions about registration or fee payments that you need to make.
- need insurance information.
- need to leave the ELI early and would like to withdraw from classes.
- need a letter of enrollment for your parent or sponsor.
- will be absent from class for a long time.
- need information about or help with applying to The University of Alabama.
- if you need information about the TOEFL, Duolingo or IELTS.
- if you need ELI application information for a friend or relative.

- if you need help with something, but you don't know where to begin or what to do!

SUGGESTIONS & COMPLAINTS

If you are unhappy about something at the ELI, or if you have a suggestion for how the ELI can improve, please use one of the procedures below:

- Make your comments on the Program Evaluation form at the end of each session.
- Make your comments on the Course & Instructor Evaluation Form at the end of each session.
- Write down your suggestion and put it in the "ELI Suggestion Box," which is located in the ELI Office. You may also complete the Suggestion Form on the ELI website.
- Make an appointment to talk with the Director or one of the other ELI administrators.
- To make a formal complaint, complete a "Grievance Form. It is located on the ELI website. When you submit this form, the ELI Director or another ELI administrator will meet with you or respond to you in writing.

UNIVERSITY OF ALABAMA ADMISSION

If you want to study at UA, you should make contact with the ELI Academic Advisor or the appropriate admissions office as soon as possible. Applications for *Full Admission* or *Conditional Admission* must be completed and submitted by the published deadlines.

CONDITIONAL ADMISSION

Students who are academically qualified can receive *Conditional Admission* from UA either before they enroll in the IEP or while they are enrolled. Conditionally admitted students must satisfy the UA English proficiency requirement before they can begin taking classes at UA. Details about UA English proficiency requirements are provided in Appendix 3 of this Handbook.

If you have conditional admission to UA, you should meet with the ELI Academic Advisor at least once each session to discuss your plans and readiness for enrolling in UA classes.

PATHWAY PROGRAM ADMISSION

Students who are admitted to the ELI's *Pathway to UA* program will earn academic credit while they are completing the ELI Intensive English Program.

If you are interested in applying for admission to the *Pathway to UA* program, you should meet with the ELI Academic Advisor to discuss your plans, goals, and readiness for enrolling.

UNIVERSITY/COLLEGE ADMISSION

You can find Information on most universities, colleges, and English programs on their websites. If you would like advice on how to search for an appropriate school, please talk with the ELI Academic Advisor or one of your teachers.

Each institution sets its own requirements for English proficiency. Often a minimum TOEFL or IELTS score is required. Some universities may accept an Institutional TOEFL score or a certificate of proficiency from an intensive English program, but most do not. You should contact your chosen university for information about English language requirements.

US VISA POLICIES & REGULATIONS

The US government enforces several laws and regulations that you must follow:

Passport: Before you came to the United States, your government gave you a passport. Please note that your passport has an expiration date. You must renew your passport before it expires.

Visa: A visa is permission to **enter** the US. This visa was placed in your passport before you came to this country. It shows the following:

- **Visa Status**
This is your visa type. Common visa types include the F-1 (student), J-1 (exchange visitor), and the B-1 (business) or B-2 (tourist).
- **Number of entries**
This is the number of times it is possible to use this visa to enter the United States. This may be once, twice, or multiple times.
- **Date to which visa is valid**

This is the last day you may use this visa to **enter** the US. After this date, you must get a new visa if you leave the country and want to **re-enter** the US. You do not need a new visa simply to stay in the US.

- **School you attend**

This is the name of the school that you told the consul you would attend. It is mentioned on your I-20 or DS-2019.

I-20 or DS-2019: This document gives you permission to **stay** in the U.S. and study. It shows:

- **Start and end date of your program.**

You may arrive 30 days before the start date. With an I-20, you may stay in the U.S. for 60 days after the end date. With a DS-2019, you may stay in the U.S. for 30 days after the end date.

Pay attention to the end date. You must extend your I-20 if you want to study longer, and you must complete this process before you register for the next session. Go to the ELI office for help.

ELI may not extend a DS-2019.

Form I-94: This is an arrival/departure record. The I-94 is the official record of your nonimmigrant status in the US. Please go to [I94 - Official Website \(dhs.gov\)](https://i94.dhs.gov) to print your I-94 after arrival in the U.S. Information on this record includes the following:

- USCIS admission number
- Date of birth
- Name (family and first)
- Country of citizenship

When you enter the US for the first time, a stamp is placed on your passport. This stamp includes the date you entered the US, the portal of your entry, your status upon entry (usually F-1), and the length of your stay. Duration of status (D/S) means that you may stay and continue to work on the completion of your program of study as long as you remain in lawful status. See "Attendance Policies," pages 11-13.

TRANSFER TO ANOTHER SCHOOL

If you want to transfer to another school, you must first apply to your new school and get an admission letter. Then you must follow the SEVIS

regulations to change your I-20 form to that school. If you plan to leave and re-enter the United States before you begin your studies at the new school, you should re-enter the US using the new school's Form I-20. If you will not leave the US before you transfer to the new school, you must take your original I-20 to the new school within 15 days of the beginning of classes.

STUDENT LIFE

On-campus Housing: ELI students may choose to live in UA campus housing (residence halls) or in housing located off campus. The ELI office assists students with finding on-campus housing.

Important: (1) In most cases, you must sign a contract (lease) whether you live on campus or off campus. Be sure that you understand the terms of this lease before you sign it. When you sign a lease, you are financially obligated to pay for the full amount of time of the lease. In other words, if you leave early, you still have to pay until the end of the lease. (2) If you live on campus during the fall or spring, you must reapply and sign another lease if you want campus housing again in the summer. (3) If you live on campus in the summer, you must reapply and sign another lease if you want campus housing again in the fall.

Please note: ELI students usually have to move to a new dormitory for the summer sessions.

University Residence Halls: There is a variety of residence halls (dormitories and apartments) on the campus of the University of Alabama. There are no accommodations for families. Private rooms exist, but usually two students share one room. If you have any problems with your room or roommate, you should talk to your Resident Advisor (RA). There is a Resident Advisor on each floor of the residence hall. This person is usually a student with experience in handling different problems. For example, if there is too much noise in your residence hall, please talk to the Resident Advisor.

Housing During Breaks: During certain holiday periods, some UA residence halls will close. In that case, students must leave their rooms temporarily.

However, at least one residence hall will remain open during the holiday period. Students who remain on campus during the holidays may stay in this residence hall, usually free of charge.

Important: You must register for break housing. Ask in the ELI office for details.

Off-campus Apartments: You may choose to live off campus if you wish. However, the ELI does not assist students with finding off-campus housing. Interested students may wish to check the UA website for "Off Campus Resources" ([Off-Campus Resources - Housing and Residential Communities \(ua.edu\)](http://ua.edu)).

Off-campus apartments or houses usually require a 6-month or 1-year lease as well as a security or damage deposit equal to one month's rent. When your lease ends, the apartment manager will inspect the apartment. If there is damage or if the apartment is not clean, they will keep all or part of the deposit. Therefore, you should keep the apartment clean and not damage the apartment.

Student Account Services: Please check your email and account balance in myBama to ensure that you pay for everything.

There are a variety of payment methods. You can find a complete payment method at the Payment Methods page [Payment Methods – University of Alabama Student Account Services \(ua.edu\)](http://ua.edu)

The University accepts credit card payments online but these include a non-refundable convenience fee of 2.85% (minimum \$3). Electronic checks can be made, online from a U.S. bank. They are a free option for payment.

You may pay by Flywire at [Flywire - Powering the future of global payments](http://ua.edu) to avoid convenience fees. This payment method allows payments from any country and bank, generally in the student's home currency. Please note that it takes about a week for the funds to arrive at The University of Alabama and appear on your student account. The Office of Student Account Services accepts cash payments and checks for tuition, fees, etc.

The office is located in 105 Student Services Center.

Mail Service: There are no mailboxes in the dormitories. Students who live on campus cannot receive mail or packages at the dormitory. To receive letters, you must rent a post office box in the Student Activity Center. To receive packages, you must use your Mail Stop Code (MSC) address. This is available on MyBama. A MSC address looks like this:

John Smith
MSC # _ _ _ _ _
District # _ _ _
1831 University Station
Tuscaloosa, AL 35487

Student Health Center: All ELI students can get healthcare at the Student Health Center (SHC). It is located on 5th Avenue East (near the Student Recreation Center). Visit [Student Health Center – Student Health Center and Pharmacy | The University of Alabama \(ua.edu\)](#) for information about days and times that the SHC is open.

Your ELI medical insurance does not include your spouse or children, but you can buy insurance for them. Please ask in the ELI office.

Dependents (spouse and/or children) may receive care through University Medical Center (UMC). It is located next to the SHC. If you have questions about dependent care, please inquire at UMC.

If you are sick and need to visit the SHC, you must present your UA ACTION card and your insurance identification card. (If you do not have your insurance card when you visit the SHC, you must provide this information within 48 hours of your visit. If you do not, the charges will not be billed to the insurance company.)

You can purchase medication with a prescription at the SHC pharmacy. In most cases, the charges are filed directly to your insurance company. You pay a co-pay for the doctor visit and a co-pay for prescription medication. These co-pay charges appear on your UA student account. You do not pay for them at the time of service.

Hospital: In the case of an emergency (serious accident, chest pains, appendicitis, etc.), or if the Student Health Center is closed, you can go to DCH Regional Medical Center. It is across University Boulevard from the SHC. This hospital has a fully staffed emergency room that serves patients 24 hours a day.

It is very expensive to go to the emergency room, so you should go to the SHC when possible. If you have medical insurance from the ELI, **you must go to the SHC first** unless it is a life-threatening emergency. If this happens, be sure to tell the ELI office as soon as possible after your visit to DCH. Then the proper insurance information can be provided for filing your charges to the insurance company.

Doctors: If you have medical insurance from the ELI, you must get a referral from the SHC before you can visit a doctor off campus. If you make an appointment, you have to keep the appointment and arrive on time. If you cannot keep the appointment, you should call the doctor's office to cancel as early in advance as possible. If you don't, you will probably have to pay a fee.

CLASSROOM CULTURE

Attendance: Attendance is very important at the ELI (see the "Attendance Policies" and "visa Requirements" section). When you can't come to a class, it is polite to send your teacher an email, if possible, to explain the problem. Also, when you arrive late to the classroom and the class has already started work, please quietly sit down.

Participation: Classes in the ELI are small. Students usually learn their classmates' names and have opportunities to talk and work together often. You should pay attention, be involved, and be ready to talk and work together with students from many other countries.

"English Only:" In ELI classes, we have an informal rule for "English only." This means that when an ELI class starts, the teacher will teach and answer questions in English only, even if he or she knows your native language. With lower-level classes,

teachers may speak more slowly and carefully than usual, to help students understand.

The “English Only” rule also means that during class, you should try to use English only, even if some or many of your classmates also speak your language.

Original Work & Plagiarism: It is important to do your own original work for each class. If you have questions about your classwork and need some help, it is a good idea to get suggestions and advice from other students, tutors, or your teachers. But just remember that only you should do the assignment and complete the work. Also, if you get a used textbook, make sure to erase any writing in the book at the beginning of the class so that you can do your own work.

For writing assignments, it is especially important to do your own original writing. Copying someone else’s writing (a friend’s writing, writing on the Internet, or even your own writing from another class) is called **plagiarism**. It is considered a kind of cheating. If there is plagiarism in your work for a class, you may get a failing grade or may have to redo the assignment.

Getting Help from Teachers: If you are confused by something or have questions during class, don’t be shy about asking your teacher. You can raise your hand during a class discussion to get a teacher’s attention. This is very common, and teachers are glad that you ask questions when you are confused or need help.

You can also send your teacher an email with questions or go to the teacher’s office to talk about the class, your class assignments, or get extra help. If the teacher is not available, you should ask the teacher before or after class for an appointment.

APPENDIX 1

English Language Institute
The University of Alabama

Grading and Proficiency Scale for Intensive English Program

The following grading scale is used in the Intensive English Program:

A+.....	98 – 100%	(Excellent)	C.....	72 – 77%	(Okay)
A.....	92 – 97%	(Excellent)	C-.....	70 – 71%	(Okay)
A-.....	90 – 91%	(Excellent)	D+.....	68 – 69%	(Poor. Must repeat)
B+.....	88 – 89%	(Good)	D.....	62 – 67%	(Poor. Must repeat)
B.....	82 – 87%	(Good)	D-.....	60 – 61%	(Poor. Must repeat)
B-.....	80 – 81%	(Good)	F.....	< 60%	(Failing. Must repeat)
C+.....	78 – 79%	(Okay)			

IMPORTANT:

In order to pass a class and advance to the next level, students must meet the listed learning outcomes with 70% proficiency.

By the end of each level of proficiency, students can...

Name of Class	Level 2 (CEFR Level A2) (High Elementary Proficiency)	Level 3 (CEFR Level A2/B1) (Low-Intermediate Proficiency)
Reading and Writing	<ul style="list-style-type: none"> • Read and understand texts of multiple paragraphs (300-400 words) • Write a unified paragraph of 12 or more sentences 	<ul style="list-style-type: none"> • Read and understand moderately complex, multi-paragraph texts (400-600 words) • Write basic four-paragraph essays of 350-450 words on a single topic
Speaking and Listening	<ul style="list-style-type: none"> • Speak in simple conversations in routine social situations; talk about things not in the immediate context. • Listen to and understand simple conversations in routine social situation and known contexts when they contain both familiar and unfamiliar vocabulary and are spoken slowly with repetition 	<ul style="list-style-type: none"> • Speak and express simple ideas and opinions on a variety of topics including unfamiliar ones. • Listen to and understand informal conversation and short talks that contain some unfamiliar vocabulary and are spoken with repetition and/or slow speech
Structure	Understand and use: <ul style="list-style-type: none"> • the simple past and past progressive verb tenses • future time • nouns and pronouns • comparisons grammar 	Understand and use: <ul style="list-style-type: none"> • the present and past perfect tenses • the future perfect and future progressive verb tenses • basic modals • nouns and articles

(Proficiency Scale, page 2)

By the end of each level, students can...

Name of Class	Level 4 (CEFR Level B1) (High-Intermediate Proficiency)	Level 5 (CEFR Level B1/B2) (Low-Advanced Proficiency)	Level 6 (CEFR Level B2/C1) (Advanced Proficiency)
Reading and Writing	<ul style="list-style-type: none"> • Read and understand complex multi-page texts (600-800 words) • Write basic five-paragraph essays of 500-700 words 	<ul style="list-style-type: none"> • Read and understand unsimplified academic texts of multiple pages (800-1000 words) • Write essays of 800-1000 words using varied rhetorical modes and varied organization and transition techniques 	<ul style="list-style-type: none"> • Read and understand unadapted academic literature of multiple pages (1000-1200 words) from a variety of fields • Write 1100-1200+ word essays that incorporate citations and go beyond the 5-paragraph model
Speaking and Listening	<ul style="list-style-type: none"> • Speak and support opinions in extended discussions on somewhat complex issues • Listen to and understand conversation on both familiar and unfamiliar topics, including short academic lectures, when spoken at near-normal conversational rate and with occasional repetition 	<ul style="list-style-type: none"> • Speak and express ideas in extended formal and informal conversation on complex issues • Listen to and understand both face-to-face and adapted conversation at near-normal to normal rate of speech with some repetition 	<ul style="list-style-type: none"> • Speak fluently with little or no hesitation in formal and informal conversations on practical or academic topics • Listen to and understand complex discourse, including academic lectures, which is spoken at the normal rate of speech without much rephrasing or rewording
Structure	Understand and use: <ul style="list-style-type: none"> • adverb clauses of time • the passive • modals • subject/verb agreement 	Understand and use: <ul style="list-style-type: none"> • noun clauses • adjective clauses • gerunds and infinitives 	Understand and use: <ul style="list-style-type: none"> • coordinating conjunctions • adverb clauses • connectives that express cause / effect and contrast • conditional sentences and wishes

APPENDIX 2

UA English Language Institute Withdrawal/Refund Schedule

Full Session

- \$30.00** - Students who withdraw from ELI classes before the end of the 3rd calendar day after classes start will be charged a \$30 withdrawal fee.
- 25%** - Students who withdraw from ELI classes between the 4th and the 10th calendar day after classes start will be charged 25% of the tuition for those classes.
- 50%** - Students who withdraw from ELI classes between the 11th and the 17th calendar day after classes start will be charged 50% of the tuition for those classes.
- 100%** - Students who withdraw from ELI classes on the 18th calendar day after classes start or later will be charged 100% of the tuition for those classes.

NOTE: No refunds will be made for withdrawals that occur from the 18th calendar day after classes start through the end of the session.

Half Session

- \$30.00** - Students who withdraw from ELI classes before the end of the 3rd calendar day after classes start will be charged a \$30 withdrawal fee.
- 25%** - Students who withdraw from ELI classes between the 4th and the 5th calendar day after classes start will be charged 25% of the tuition for those classes.
- 50%** - Students who withdraw from ELI classes between the 6th and the 8th calendar day after classes start will be charged 50% of the tuition for those classes.
- 100%** - Students who withdraw from ELI classes on the 9th calendar day after classes start or later will be charged 100% of the tuition for those classes.

NOTE: No refunds will be made for withdrawals that occur from the 9th calendar day after classes start through the end of the session.

Students are responsible for clearing any outstanding balances on their accounts before leaving campus.

Students are not entitled to refunds or cancellation of amounts due for residence hall contracts unless they withdraw from all classes.

APPENDIX 3

To learn more information about UA admission, including how to apply, students can **make an appointment with the ELI Academic Advisor**.

UA Undergraduate Admission for ELI Students

As an ELI student, you should apply for UA undergraduate study by May 1 for the Fall semester and October 1 for the Spring semester. To apply for full admission or conditional admission, students may visit this website: [International Admissions – Admissions \(ua.edu\)](https://ua.edu/admissions)

Full-Time Undergraduate Study at UA

- Earn the ELI Certificate of Undergraduate Proficiency.
- Meet the minimum test score requirement for iBT, IELTS, PTE, or DET.
- Successfully complete *Pathway to UA*

Students who enroll in the *Pathway to UA* program must have conditional admission. They will be fully admitted to UA when they successfully complete the program.

See the following table for more information about each of the above requirements:

Minimum Test Score Requirement	Minimum ELI Requirement	Type of UA Admission Eligibility
(None)	<i>Certificate of Proficiency for Undergraduate Study</i> Complete Level 6 with a minimum 2.0 GPA.*	Eligible for Full-Time UA Study (100% UA credit classes)
79 iBT 6.0 IELTS 50 PTE 110 DET	(None)	
(None)	Complete Level 5 with a minimum 2.0 GPA.*	Eligible for <i>Pathway to UA</i> (1 semester = 12-15 UA credits earned)
(None)	Complete Level 4 with a minimum 2.0 GPA.*	Eligible for <i>Pathway to UA</i> (2 semesters = 15-18 UA credits earned)

Note: If you enroll in the *Pathway to UA* program, you must continue to pass your ELI classes in order to remain at UA. If you do not pass your ELI classes, you may not be able to continue in *Pathway to UA*.

* **ELI GPA (Grade Point Average)** is based on final grades earned from all ELI classes taken at Level 4 and higher. ELI GPA must contain a full set of core classes (Reading/Writing, Speaking/Listening, and Structure). ELI GPA is calculated based on the grading system on page 9 of this Handbook.

UA Graduate Admission for ELI Students

As an ELI student, you should apply for UA graduate study as early as possible. For more information, visit <https://graduate.ua.edu/prospective-students/apply-now/>.

For full admission, UA requires proof of a minimum test score: 79 on iBT TOEFL, 6.5 on IELTS or 105 on DET. If you do not have the required score, you may receive **conditional admission** to graduate school. In this case, you must meet the English proficiency requirement (explained below) before you can begin taking graduate classes at UA full-time. You have one year to fulfill the proficiency requirement.

In the case of many UA graduate departments, it is also possible for students who complete the ELI with good grades to begin graduate study without a TOEFL or IELTS score by earning the ELI Certificate of Graduate Proficiency. All options are described below.

Full-Time Graduate Study at UA

You can satisfy the UA graduate School English language proficiency requirement for full-time admission in one of three ways:

- Minimum iBT TOEFL score of 79, a minimum 6.5 IELTS score, or a minimum 59 PTE score
- ELI Certificate of Graduate Proficiency (completion of Level 6 with a 3.0 minimum GPA* in Levels 4-6)

The following table provides a summary of the information above:

Minimum Test Score Requirement	Placement/ELI GPA	Recommendation	Program of Study
79 iBT 6.5 IELTS 59 PTE 105 DET	(not required)	(not required)	full-time graduate courses
(not required)	3.0* (Levels 4-6 complete)	(not required)	

* **ELI GPA (Grade Point Average)** is based on final grades earned from all ELI classes taken at Level 4 and higher. ELI GPA must contain a full set of core classes (Reading/Writing, Speaking/Listening, and Structure). ELI GPA is calculated based on the grading system on page 9 of this Handbook.