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

English Language Services includes the following programs:

1. English for Design (EfD)
2. English Language Program (ELP) - PESL Courses
3. Intensive English Program (IEP)

In June 2020, English Language Services became t

English Language Services operates from the Mies Campus. English language courses offered for the Chicago-Kent College of Law are held downtown at the Conviser Law Center at 565 W. Adams St, Chicago, IL 60661.

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](#).

Mies Campus, Galvin Tower
10 W. 35th Street, 4th floor, Chicago, IL 60616
Main: 312.567.5220
Email: els@iit.edu

Check in with the Office of Global Services in person after arrival.

Documents needed to check in: passport and I-20.

You must have a local Chicago address in order to check in.

Get Hawk card (student ID with picture). 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.

Make pickup at the Campus Business Services Center (MTCC room 514). For more information, check [here](#). If you have questions, email campusbusiness@iit.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 T6-T55 info rien

Illinois Tech expects students to maintain high standards of academ

assessments. Late assignments or assessments will not be accepted. It is the student's responsibility to maintain an awareness of the grade in the course.

Non-emergency appointments should not be scheduled during class time; however, making up assignments or assessments related to planned absences 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, the student must provide documentation of the emergency to the instructor.

also have all the levels completed as well as the certificate issued. Note: Please wait until the term has completed before requesting a transcript so it is complete and shows level completion.

1, 2, 3, or 4

80% = Pass

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

To make an appointment to speak with some r

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

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

The curriculum and achievement scale can be found within each course syllabus [currmmthw](#)

To certain authorized representatives of the United States and state agencies who require such information to carry out lawful functions;

In connection with the student's application for or receipt of financial aid.

To organizations conducting studies for, or on behalf of, educational agencies or institutions, if these studies are conducted in a manner that will not permit the personal identification of students and if the information will be destroyed when no longer needed for the purpose for which it is conducted.

To accrediting organizations in order to carry out their accrediting functions.

To comply with a judicial order or lawfully issued subpoena.

To appropriate parties in health or safety emergencies.

To parents of dependent Illinois Tech students, as defined in Section 152 of the Internal Revenue Code of 1986.

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

Notes or records of instructors, advisors, or counselors that would not be shown to any other individual except another faculty member, an advisor, or a teaching assistant.

For records involving other individuals (e.g. course grade lists), only that portion applicable to the respective student will be disclosed.

Records or statements supplied by individuals within or outside Illinois Tech and other educational institutions or agencies that have been submitted under the assumption of confidentiality in connection with the admission, employment, or provision of financial assistance, including financial statements provided by parents for the purposes of supporting the student's application for financial aid; letters of recommendation written prior to January 1, 1975; and letters of recommendation written after January 1, 1975 for which the student has signed a waiver of the right to inspect the letter.

Records of medical or psychological tests or treatment of the student. Nevertheless, the student has the right to obtain a professional explanation of information in such records and to request that the records be referred for inspection to another qualified professional of the student's choice.

For records originating at Illinois Tech, any person or organization having the right of access to any educational record may obtain a copy of that record at a reasonable fee. In general, Illinois Tech will not provide to anyone, other than authorized faculty and staff at Illinois Tech, copies of any items in a student's educational record that have been submitted by individuals or organizations outside Illinois Tech; such copies should be requested from the source from which the record originated.

Students and former students of Illinois Tech may make an appointment to inspect individual educational records during regular office hours. To make an appointment, please contact the Office of the Registrar at 312.567.3100 or registrar@iastate.edu

Plea

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

International Year (pathway)g and Lev Gra

involved on campus. If you need help finding a student organization that interests you, please reach out to us at els@iit.edu.

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

Please see [Sexual Harassment](#).

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

After successful completion of the 3rd level of the Intensive English Program, if students wish to apply to undergraduate/graduate programs at Illinois Tech, they will begin the application process to their program(s) of interest. The student needs to meet all admission requirements for those programs, which typically includes successful completion of level 4 of the IEP, as one of the many requirements. The student must submit the official application to the program and follow all the deadlines.

Transfer Into Illinois Tech

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

Transfer Into Illinois Tech

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

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

Electronic payments - domestic (U.S.)

If the student is making payment from a^{3/4}