



## Orientation Guide and Student Handbook 2015

### Welcome

Welcome to the English Language Academy and DePaul University. At DePaul University we value international education. We value community, and you are an important part of this community.

### Our Location

The ELA office is in Suite 1700, on the 17<sup>th</sup> floor of Lewis Center, at 25 E. Jackson Blvd., Chicago, Illinois 60604. All ELA classes will be in Lewis Center.

### How to Contact Us

The ELA office is usually open from 8:30 A.M. to 5:00 P.M., Monday through Friday. We are closed on Saturdays, Sundays and official holidays. From time to time the office has reduced hours in order to facilitate ELA activities. When there is an irregular closing, notice to that effect is posted at the office entrance as well as on our Facebook and ELA Social Network sites.

If you have a question or need help, please visit us before classes, during lunchtime, or after classes.

Our office telephone number is: 312-362-6455.

Our fax number is: 312-362-8301.

For general questions and information, our e-mail address is: [ela@depaul.edu](mailto:ela@depaul.edu).

(The Associate Directors, and full-time Office Assistant have access to this e-mail.)

Our web site is: <http://ela.depaul.edu>.

To contact an ELA Associate Director, Kathy Larson or Lars Gingery, directly, please call 312-362-6455 or send an e-mail to [klarson@depaul.edu](mailto:klarson@depaul.edu) [lgingery@depaul.edu](mailto:lgingery@depaul.edu).

All of your instructors will give you their office telephone numbers and e-mail addresses. Also, you can leave notes for any ELA employee in the ELA office's mail slots.

### Administrative (Office) Staff and Faculty

Associate Director and Registrar:	Lars Gingery	Lewis 1704
Associate Director for Curriculum:	Kathy Larson	Lewis 1714
Office & Enrollment Coordinator:	Victoria Gajc	Lewis 1700
DePaul Student Worker:	Anne-Brigitte Kassi	Lewis 1700
DePaul Student Worker:	Ricardo Aponte	Lewis 1700

For a complete and current list of the ELA's faculty, please visit our web site: <http://ela.depaul.edu>

## Getting Started at the ELA

Most students, and all students in F-1 status (explained below), take four ELA classes, for 18.0 total contact hours per week. Your classes will be: Writing, Reading, Grammar, and Spoken English (speaking **and** listening). The classes are between 9:00 A.M. and 2:45 P.M. After two days of placement activities, new students get an individual class schedule, with courses in Foundations, Intermediate, High-Intermediate, Advanced, and/or University Bridge level(s).

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## Taking Care of Important Business Before You Get Your Class Schedule

Before beginning ELA classes, new students need to do several important things:

1. Get your ID Card: Visit DePaul Center Room 9200 to get your ID Card.
2. Give your Immunization Record (“Certificate of Immunity”) to the Student Records office, 9100 DePaul Center. (Please see the “holds” section following.)
3. F-1 Students: Go to the Office for International Students and Scholars (OISS) to “check in” during your first or second day on campus. Please take your passport and I-20 form with you. OISS is located in the International Centre suite, 9300 DePaul Center. (Please see the “holds” section following.)
4. Pay your tuition for the term (“amount due” on your Tuition Invoice) immediately. Take your Tuition Invoice to the Payment Center, room 9100, DePaul Center, 1 E. Jackson Blvd., located in the DePaul Central suite. When you have paid, you will be given a receipt. If you are unable to pay your tuition right now, please speak with the ELA Associate Director. This section does not apply to students with official sponsorship documents from scholarship agencies.
5. Purchase required major medical health coverage. You may obtain coverage from any insurance company you choose. ELA students are also eligible for DePaul University health insurance through Aetna. The ELA office can provide information about other health insurance options for international students.
6. Bring proof of major medical health coverage, and identification with you on “Reporting Day” to pick up your ELA Class Schedule in the ELA office. You must show your proof of health insurance coverage to get your schedule. You must bring an ID card.

## “Holds”

F-1 students must check in with the International Student Office (item 2 above) and turn in Immunization Records (item 1 above). If they do not do those two things, they may get a “hold” on their student account. A “hold” is a serious problem. If you have a “hold”, you cannot get an I.D. card or your class schedule until you fix the problem. Students are responsible for turning in required documents in order to remove a “hold”. If you miss class because of a student hold your absences are not excused.

## Your Status as a Student

You are a DePaul University student who has been accepted for study at the English Language Academy. In most cases, you are a “full-time student.” This means that you are taking four ELA classes, (not including elective classes). However, the ELA also accepts students on a part-time basis, if their immigration status allows part-time enrollment (F-2 students, for instance).

Most of our students enter the United States in F-1 status, as international students holding a non-immigrant visa. After taking classes at the ELA, most of our students enroll in undergraduate (bachelors) or graduate (masters or doctorate) degree programs.

If you want to enroll in a degree program at DePaul University, you must complete a separate DePaul University application because almost all ELA students are accepted for the study of English only.

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## ELA Refund Policy

Students who withdraw from the ELA may apply for refunds according to DePaul University’s Academic Calendar. <http://offices.depaul.edu/oaa/academic-calendar/Pages/Full-Year-2014-2015.aspx>

You must request a refund in writing. Refunds are normally paid only to the applicant.

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## ELA Attendance and Participation Policy

The ELA requires attendance and participation; and as an ELA student, you must maintain excellent attendance and class participation. If your attendance drops below 85% in any one class, you will be administratively dropped from that class. In order to simplify record keeping for instructors and administrators, 85% attendance is defined as not missing 6.0 hours or more in any one class, and this

6.0 hour rule applies to all ELA terms: Fall, Winter, Spring and Summer. If you fail to turn in assignments and are regularly unprepared to participate in classes you will be administratively dropped from your class.

While we want every student to attend all possible classes during the term, we know ELA students will have obligations that require them to miss class from time to time. Students may miss fewer than 6.0 hours of any class during the term without penalty. If a student is ill, is required to make a court appearance, or meets a family member coming to Chicago at the airport and misses classes, those absences are not excused.

Teachers are required to report attendance for all ELA students. The ELA Associate Director and Registrar keeps record of all attendance and reports absences to OISS advisors. Students will receive written warnings of absences from their teachers and those warnings go to the ELA Associate Director.

If you are administratively dropped in two ELA classes, you will be administratively dropped from the Academy, from the entire program. In this case, no refunds are paid to students, and they receive grades of "WA" (Administrative Withdrawal) in all of their courses.

Students who hold F-1 visas and I-20s issued by DePaul University and are administratively dropped, from one class or from the Academy, are by law reported to the U.S. government in the form of a SEVIS update from OISS.

Instructors explain their specific attendance requirements, including policies for tardiness and time out of class, at the beginning of the term. These requirements will also be in writing, in course syllabi. Students failing to meet minimum standards of participation in ELA classes or regularly failing to turn in assignments are subject to disciplinary action that may include being dropped from the program in the most serious cases.

### **ELA Sexual Harassment, Harassment, and Discrimination Policies**

Sexual harassment, harassment, and discrimination are not tolerated by DePaul University or the ELA, and such allegations must be reported to University authorities. In cases of sexual harassment, harassment, or discrimination, the University will take action in accordance with its disciplinary procedures.

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### **ELA Class Change Request Policy**

If ELA students wish to request a change to their class assignment for a reason other than repeating a class with a teacher with whom they received a grade of RC they should follow this procedure:

1. Summarize the class change request in an email to the Associate Director and Registrar [lgingery@depaul.edu](mailto:lgingery@depaul.edu) and copy the Associate Director for Curriculum [klarson@depaul.edu](mailto:klarson@depaul.edu) . Please be as specific as possible in your request.
2. The Associate Directors will review the request and make a decision about the request in timely manner.

## **ELA Grading Scale**

The English Language Academy is an experiential, non-credit, certificate program, and you will be evaluated and graded in each of your four classes at the end of each term. Our grading scale is as follows:

P+ (Strong Pass) means very excellent work; the student passes to the next level.

P (Pass) means good work; the student passes to the next level.

P- (Weak Pass) means below-average work, but the student may register for the next level. A “weak pass” means that you will need to work harder during the next term. Occasionally, students who receive a grade of weak pass may choose to repeat a course in the next term.

RC (Repeat Course) means that the student is not ready for the next level of course work; if the student continues at the ELA, he/she must take the same class again. A grade of “repeat” should not necessarily be considered a failing grade, or a message that you have made no progress. Many students make some progress in a course, but are not ready for the next level. In most cases students are allowed to repeat a class only one time.

WA (Administrative Withdrawal) Given to students who withdraw before the term’s end or who are dropped from classes for excessive attendance or for lack of participation.

ELA grades are on the final grade report, which you receive on Results Day on the last day of the term. The final grade report is also kept on file in the ELA office. ELA grades are also recorded in Campus Connection, and they become a part of the student’s record of study at DePaul University.

Please note that students are generally not permitted to enroll in writing classes at higher levels than the corresponding grammar class for a term. This means that students who do not meet the requirements for a passing grade in grammar may also be required to repeat the writing class at the corresponding level.

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## **ELA Academic Integrity Policy**

Academic honesty is important, and violations of the academic integrity policy are serious. Such violations include: cheating, plagiarism, falsification of research data, misuse of academic resources, attempts to threaten or bribe employees or students of DePaul University. Instructors will explain their specific academic integrity requirements at the beginning of the term, and these requirements will be written in detail in their course syllabi. Violators of the Academic Integrity Policy are subject to failure of an assignment or course or dismissal from the ELA.

## **English Language Academy’s Plagiarism Policy & Procedures**

ELA students are always expected to do their own, independent work, and they should be very careful about getting help from friends, family members, and tutors outside of class. Plagiarism in an assignment includes:

- Copying any words from another source without giving proper credit
- Self-plagiarism
- Submitting (or memorizing and presenting) work that was written by someone else

Acts of plagiarism are violations of the Academic Integrity Policy. Academic integrity violations are determined by the number of offenses and the “Class of Plagiarism” (see definitions below). For each offense of plagiarism, students will be notified of the offense and its class by the teacher and must meet with their teacher and the Plagiarism Coordinator or Associate Director. Students receive points for each offense of plagiarism. 1st, 2nd, and 3rd offenses have different penalties which depend on the number of points. Sometimes students will have an opportunity for make-up, and sometimes they will not. The least severe penalties may result in reduced grades. After a 3rd offense, the most severe penalties may result in failure of a course or expulsion from the program. A 4<sup>th</sup> offense results in automatic expulsion from the program. Any offense resulting in a total of more than 5 points could result in failure of a class or dismissal from the program. The ELA Plagiarism Coordinator or Associate Director determines the penalties for each offense. The student will have to sign a Plagiarism Offense Form that is kept on their record for the duration of their study with the English Language Academy.

### Plagiarism Policy Term Definitions

**Assignment:** One submission or presentation of work (draft 1 and draft 2 should be considered 2 assignments)

**Make-up:** An opportunity to re-submit an assignment for full or partial credit (at teacher discretion)

**Offense:** One instance of plagiarism (plagiarism on draft 1 and draft 2 should be considered 2 offenses) during a student’s enrollment at the ELA

**Penalty:** A punishment for breaking a law, rule, or legal agreement

**Percentages:** The proportion of an assignment which is not the student’s own work. Can be determined by either plagiarism-checking software or teacher discretion

**Plagiarism:** The practice of taking someone else's work or ideas and presenting them as one's own.

**Points:** Numerical penalty assigned to the student’s plagiarism record. Assigned per instance and accrued throughout the student’s enrollment at the ELA

**Self-plagiarism:** Submitting work for an assignment which has been previously submitted in another class by the same student.

**Violation:** An action that breaks a law, policy or agreement

### Classes of Plagiarism

**Class A (3 Points)** 75% or more of assignment is **either** not the student's own work **or** is self-plagiarized. (ex: entire texts purchased, borrowed, or copied)

**Class B (2 Points)** 25-74% of assignment is **either** not the student's own work **or** is self-plagiarized. (ex: whole paragraphs, accumulation of sentences)

**Class C (1 Point)** Up to 24% of assignment is **either** not the student's own work **or** is self-plagiarized. (ex: sentence-level paraphrasing and citation issues)

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## **Academic Progress at ELA**

Students wishing to continue in ELA's Intensive English Program must maintain satisfactory academic progress. Generally, this means that a student must pass two-thirds of their attempted classes during an academic year and that students may repeat an ELA Intensive English Program course **ONLY ONCE**. Additionally, students who are not enrolled full-time must progress in all skills in the program in order to remain enrolled.

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## **Continuing at the ELA**

We re-register our students every term, and we always hope that students will continue studying with us. In week five or six of the term, you will get preregistration materials that ask you to register for the coming term.

Preregistering for the next term at the ELA guarantees your place in our program, as long as you are in good standing, not administratively dropped, and making sufficient progress to continue. If you do **NOT** preregister during preregistration or before the end of the term, you do not have a guaranteed space in our program for the next term. After a few weeks, such students are by law entered on the U.S. government's SEVIS web site as "discontinued" students. Students who decide to register after the pre-registration period closes must pay an \$80 fee to process a new application.

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## **Leaving the ELA**

If you are leaving the ELA for any reason, you must **withdraw** in writing.

There are several reasons that a student needs to withdraw from classes. For example, sometimes students must return to their countries early because of a personal or family problem, or a medical condition. In these cases, they should come to the ELA and ask for a withdrawal. "Withdrawal" means that the student has formally and officially left the program. (Please note: these withdrawals are by law reported to the U.S. government.) **A student should NEVER "leave" the ELA program before communicating with the ELA Associate Director, and/or the International Student Office.**

(Please note: Students who “leave” without withdrawing formally are by law reported to the U.S. government.)

Students sometimes choose to **transfer** to another language school, an academic program at another college or university, or a DePaul University degree program. If you want to transfer, you must meet with the ELA Director or Associate Director to do necessary paperwork such as a transfer release form and a correction to the U.S. government’s web site. If you have a transfer release form from your new school, please give it to the ELA office or the Office for International Students and Scholars.

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## **Complaints and Grievances**

The ELA has an informal and a formal grievance process. A complaint is an expression of dissatisfaction with, or unhappiness about, something; and a grievance is a real or imagined cause for complaint, especially a complaint of being treated unfairly. Our Complaints and Grievance form is at the back of this handbook. Copies are also available in the ELA office.

We prefer to deal with minor complaints immediately. If you have a small complaint, speak with the ELA Associate Director. The grievance process is slower and requires a completed Complaints and Grievance form. All formal grievances are responded to within 30 days.



## Complaints and Grievances

### Dictionary Definitions

*Complaint – an expression of dissatisfaction with, or unhappiness about, something*

*Grievance – a real or imagined cause for complaint, especially of being treated unfairly; resentment or strongly felt complaint against an unjust situation or action*

In the U.S., if you feel that something is wrong, you should talk directly to the people who can do something to help you. For example, if your teacher speaks too quickly, you should ask that teacher to repeat, or to speak more slowly and clearly. At the English Language Academy, we welcome open communication about problems and complaints, and we try to solve them informally and with understanding and respect.

If you have a problem at the ELA, you may speak with your classmates, your teachers, the ELA office staff, the ELA directors or an advisor at the Office of International Students and Scholars. If the problem is serious and something you feel strongly about, please schedule an appointment with one of the ELA Associate Directors (Lars Gingery or Kathy Larson). They will listen to you and try to help you. In unusual or serious cases, the ELA may request that you write a description of the problem. Generally, there have been few problems and complaints at the ELA; normally, we feel that most problems and complaints can be handled quickly and to your satisfaction.

If you want to file a **formal grievance** with the ELA, **in writing**, complete the form on the reverse side of this page. In most cases you will receive a written response from the ELA Associate Director within 10 business days, or in unusual or more serious cases requiring more time, within 30 days. The response will tell you clearly how the ELA can *or cannot* address your grievance; what appropriate action we will take, *if any*; and when we will take this action.

If at any time **students** believe that they have not received a satisfactory or acceptable result, they may file a **grievance** with DePaul University's Division of Student Affairs. If necessary, the ELA will help in this process by a referral to the appropriate official at Student Affairs, located in room 1400, Lewis Center. For information about university policies, grievances, and mediation services for students, please visit <http://sr.depaul.edu/catalog/catalogfiles/2007-2008W/Handbook%20for%20Undergraduate%20Studies/pg2.html>

(DePaul University **employees** may discuss and file **grievances** with Donna Washington, Director of Employee Relations in the Department of Human Resources TEL 312-362-8506.)

Please note: **The ELA is required to report all complaints and grievances involving sexual harassment or discrimination immediately to designated university authorities.** (For student-student issues, the authority is the Division of Student Affairs TEL 312-362-5680; for issues involving university employees, the authority is the Director of DePaul's Sexual Harassment Policy Office TEL 312-362-8672.)

### Office Use

Date form received at ELA \_\_\_\_\_ Written response prepared by \_\_\_\_\_

\_\_\_\_\_ (copy attached) sent by  mail  e-mail  hand delivery

other \_\_\_\_\_ on (date) \_\_\_\_\_ Filed in  student file  employee file

### Formal Grievance

Please explain clearly your grievance. What is the problem? When did the problem begin, or when did you notice it?

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Describe the current situation. What has happened, or what usually happens?

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What, if anything, have you done to try to solve the problem yourself?

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Is there anyone else who has observed or knows about this problem? Please be specific.

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Your name: \_\_\_\_\_ Contact information:

(address/e-mail/telephone number) \_\_\_\_\_

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\_\_\_\_\_ Today's date: \_\_\_\_\_

## **Important Offices and Facilities at the Loop Campus of DePaul University**

You may need to visit these places during your time as a DePaul student:

**The Office for International Students and Scholars**, 9300 DePaul Center (inside “International Centre”)

**Student Employment Office**, 9400 DePaul Center

**Office of Student Records**, 9100 DePaul Center (inside “DePaul Central”) – Use this office to pay tuition and to turn in your required Certificate of Immunity.

**Student Financial Accounts**, 9900 DePaul Center. For questions about payment plans and for students with government or other scholarships. Make sure this office has your updated scholarship information.

**Auxiliary Services/Student Affairs** (for locker rental), 11004 DePaul Center – Lockers are available on an annual basis, for a small fee. To rent a locker, please ask to see the manager on duty.

**DePaul University Book Store** (Barnes & Noble), ground floor, DePaul Center – ELA text books are located on the lower level.

**Computer Labs, in the Student Union**, 1350 Lewis Center; 400 CDM Center, 243 S. Wabash (as well as an internet-café setting on the corner of Jackson and Wabash), and the ground floor of the Daley Building, 14 E. Jackson.

**Writing Center**, 1600 Lewis Center. You can get help from student writing tutors and conversation partners.

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## **Important Addresses in Chicago (nearest locations)**

Social Security Administration, 77 W. Jackson (Jackson and Clark)

Department of Motor Vehicles, 100 W. Randolph

U.S. Post Office, 211 S. Clark (Clark and Adams)

## Facilities at the Lincoln Park Campus of DePaul University

You might want to visit these places on the Lincoln Park campus:

Ray Meyer Fitness and Recreation Center, 2235 N. Sheffield – This state of the art fitness center is available to ELA students on a quarterly basis: \$82 per quarter.

Student Center, 2250 N. Sheffield

Sage Medical Clinic, 1150 W. Fullerton – Additional “health coverage” clinic fee is available for \$60.00 per term.

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## ELA Extracurricular Activities (Fall, Winter and Spring Terms):

**Conversation and Culture:** For students who enjoy writing and talking with others about ideas and cultural beliefs and values. This is an informal group that meets to exchange ideas on Fridays at 1:00 on the 17<sup>th</sup> floor of Lewis.

**Book Club:** For students who enjoy discussing great novels. This is an informal group that meets to on Fridays at 1:00 on the 17<sup>th</sup> floor of Lewis.

**ELA Club:** A student-led social club that selects its own activities and events. ELA Club members decide their calendar of events at the beginning of the term (some off-campus events are usually scheduled).

**Intramural Athletics:** ELA helps students organize teams at the beginning of each term. We usually have a soccer team and sometimes a volleyball or basketball team. All DePaul students are eligible to participate.

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## Connect to ELA and friends:

1. ELA on Facebook: <http://www.facebook.com/pages/DePaul-University-English-Language-Academy/150142871693283>
2. ELA on Twitter: <http://twitter.com/#!/DePaulELA>
3. ELA on YouTube: <http://www.youtube.com/user/DePaulELA?feature=mhee>
4. DePaul International Programs Office: <http://international.depaul.edu/AboutUs/index.asp>

5. DePaul Smashup (connect with facebook, twitter, blogs, videos, and photos from across the university): <http://cms.schooleffects.com/depaul/home> (use the links at the top of the page to explore)

### Selected Social and Cultural Organizations at DePaul University:

1. Catholic Student Union (CSU) <http://studentaffairs.depaul.edu/ministry/catholic.html>
2. DePaul Deutsch Club (POLDEP) <http://www.facebook.com/group.php?gid=17065502476&ref=ts>
3. DePaul International Students Organization (DISO) <http://www.facebook.com/groups/22901383800/>
4. DePaul Hillel <http://www.hillelsaroundchicago.org/>
5. Malaysian Student Association <https://www.facebook.com/DePaulMalaysianStudentAssociation?ref=ts&fref=ts>
6. Indian Student Association <https://www.facebook.com/groups/12294019962/>
7. Saudi Students Association at DePaul <http://www.facebook.com/pages/Saudi-Students-Association-at-Depaul-University-in-Chicago/104012549676807>
8. Vietnamese Student Association (VSA) <http://www.facebook.com/group.php?gid=132457900104801&ref=ts>