ESL Program Policies

After the Coordinator of ESL has explained and provided me a copy of all ESL Program Policies, I understand and will comply with the following rules, procedures, and policies that will help me be a successful MSOE student:

REGISTRATION AND PAYMENT- Students must register and pay the tuition and fees for each session in order to continue in the program. This includes textbooks and other instructional materials. Books and other instructional materials are not covered in these charges. Payment is expected by the first day of the quarter.

2016/17 Fees- $2,400.00 per session  $4,800.00 per quarter  $200.00 Technology & General Fee per quarter

TEXTBOOKS and CLASS SUPPLIES- all books are required no later than the 1st day of classes or the student will be penalized in class for a lack of preparation. Books should be new or have the old work ERASED. Students also must come to class with a notebook, pencil/pen, and folder to organize class materials. An academic planner is strongly encouraged to organize homework and other important events.

COURSE SYLLABUS- Will be received on the first day of each class. The syllabus provides the course expectations and grading scheme. It also has the instructor’s contact information listed on it, which is VERY important.

ACADEMIC PROGRESS- Students are expected to complete ESL courses within reasonable time and make satisfactory academic progress without being placed on Academic Probation for Attendance, Lack of Participation, or Student Integrity.

MSOE ESL ATTENDANCE POLICY- Students are expected to attend all classes, arrive on time, actively participate in activities, and remain for the entire class period. Absences are only acceptable in the case of emergencies, and students must notify instructors in advance if an emergency prevents them from attending class. A student will receive a reduced grade in an ESL course if he or she misses a determined number of classes (see syllabus). Being on time is also important. Students who are late for class miss valuable instruction and information. Students should be aware of the late arrival policy on each ESL course syllabus and how this policy relates to total class absences.

Students who do not observe the attendance policy are subject to probation and/or dismissal.

ATTENDANCE VIOLATIONS- Students who violate MSOE’s attendance policy the first time will be given a warning. Subsequent violations will result in attendance probation and, if the behavior continues, potential dismissal from the program.

STUDENT INTEGRITY- Students are expected to be honest and follow the Student Integrity Policy per MSOE guidelines. In summary, if students act or help another to act dishonestly in class assignments or examinations or submit a plagiarized or unoriginal work to an instructor, they shall be subject to sanctions up to and including a 0% grade for the assignment, examination and/or the course at the discretion of the instructor and/or the ESL Program Coordinator. Also, repeated or extremely serious acts of dishonesty may be grounds for more severe disciplinary actions up to and including Academic Probation and expulsion from the ESL Program.
FINAL EXAMS- If students are absent for a Final Exam, they will receive a 0% on the exam and automatically fail the class and/or level unless having advanced authorization from the ESL Program Coordinator.

INCOMPLETE GRADES- If students receive permission from the ESL Program Coordinator to take final exams late, they will receive a temporary grade of “Incomplete” and must complete all Final Exams on the designated dates. If they do not take the exam/s, they will receive 0% on the exam/s and automatically fail the class and/or level.

LACK OF PROGRESS- Students are required to obtain a minimum of 77% (C) to pass each class and level. If students fail a level due to lack of effort, attendance or any other reason, they will be considered an AT-RISK student and will be required to follow all rules and special recommendations in order to continue their ESL studies.

ACADEMIC DISMISSAL- Students may be asked to leave the program if they fail to make academic progress, which means failing the same level twice. They may also be dismissed due to multiple violations of class rules or the student integrity policy.

PERMISSION- MSOE ESL program may use your photo and/or video recordings of you on their website, social media pages, or printed promotional materials. By checking the box below, you give your permission for them to do so.

I give my permission for MSOE to use my photo or a video of me in the situations described above: ☐ yes ☐ no

STATEMENT:

By signing this form, I acknowledge receipt of all policies as explained by the Coordinator of ESL and promise to follow these rules and procedures to the best of my ability.

Furthermore, I promise to treat others with respect and follow any MSOE Staff instructions in order continue my studies in the MSOE ESL Program.

Student’s Name: ________________________________________________________________

Student’s Signature: ____________________________ Date: ______________