

GTLI ACADEMIC PROCESS

Level Placement for New Students

All new students take a placement test on the Thursday before the beginning of the session to determine the level they will begin. The test has two parts. The first part is a 100-item objective test that will assess your listening, grammar, vocabulary, and reading. In the second part, you will be asked to write about an assigned topic. Based on the results of these two parts, you will be placed in the same level for all of your skills.

You must attend the classes on your schedule during the first week. There are no schedule changes in the first week. If you feel that your level is not right for you, speak to your teachers. They will observe your performance in class during week 1. At the end of week 1, the director and teachers will meet to discuss any students who may need to be moved to a higher or lower level. It is important to remember that students do not choose their level of study in the intensive English program. Your level is determined by careful assessment.

If it is determined that you should move to a different level, the change will happen on the first day of week 2. You can check your schedule on BuzzPort to see if your level has been changed. Students do not choose the section they are placed in. All sections within a level will be covering the same curriculum.

Level Promotion Guidelines for Continuing Students

Your level/schedule for the following session will be determined by your academic performance in the current session. In order to move to the next level in a subject, you must receive a grade of C or better.

In levels 1-4, the writing and grammar classes are closely linked. In order to move up in grammar or writing class you must pass both classes in the current level.

In levels 5-7, the writing and reading classes are closely linked. In order to move up in writing or reading class, you must pass both classes in the current level.

Most students need one session to complete a level in the intensive English program. However, in some cases, students will need to repeat some courses. You must demonstrate that you have achieved the learning outcomes of the course before you may move to the next level.

Registration and Tuition Information

All students must make their tuition payment in FULL to complete the registration process and receive a schedule.

Non-scholarship students will need to make a payment for the following:

Full-Time Study (F-1 visa holders)

- Tuition \$2140
- Mandatory Insurance Plan for F-1 Students \$209
- Student Health Center Fee (required) \$80
- Campus Recreation Center Fee (optional) \$93

Full-Time (Not on F-1 visa)

- Tuition \$2140
- Student Health Center Fee (required) \$80
- Campus Recreation Center Fee (optional) \$93

Part-Time

- Tuition
 - 1 course \$535
 - 2 courses \$1,070
 - 3 courses \$1,605
- Student Health Center Fee (optional) \$80
- Campus Recreation Center Fee (optional) \$93

* Prices subject to change. Please check the website for the most current pricing schedule.

All scholarship students will need to do the following:

- Provide the Language Institute with an up-to-date financial guarantee letter before the start of the session. Your financial guarantee letter and/or proof of sponsorship needs to be submitted before the first day of class. It is your responsibility to know if it has been submitted and when it expires.
- If a valid financial guarantee letter is not presented, the student will be required to make the full tuition payment before beginning class (refunds are available if the financial letter is presented by the end of week 2).
- Sign a document that will allow the Language Institute to share your academic progress with your sponsorship organization. Most scholarships require student grade reporting.

Class Schedules

Classes are scheduled during the day between the hours of 8:00 AM to 5:00 PM. Class schedules for new students will be distributed at the end of the New Student Orientation Meeting. Returning students can view schedules online via Buzzport.

You will not be allowed to attend class until you have completed your payment or presented an updated financial guarantee letter. Returning students are also required to complete all medical requirements. Absences for these reasons will not be excused.

You will find the following information on your schedule:

Course Number/Section: SL50L B Speaking/Listening Upper Intermediate						
Start/End Time:	10:05am	10:55 am				
Lecturer:	Valdes					
Building/Room Numbers:	O'Keefe 113	M		W		F
Building/Room Numbers:	O'Keefe 213		T		R	

This class is a speaking/listening class at the 500 Level (upper intermediate), Section B. It meets in Room 113 on Mondays, Wednesdays, and Fridays and Room 213 on Tuesdays and Thursdays. Note that there are seven levels in the Intensive English Program and that each level has four classes.

All classes before 1:00 meet for 50 minutes a day, five days a week. Classes at 1:00 or later meet for 60 minutes Monday through Thursdays or for 120 minutes Mondays and Wednesdays or Tuesdays and Thursdays. There are no classes after 1:00 on Fridays. On the back of the schedule, you will find a list of the textbooks you will need for each class you are taking. You can buy your textbooks at the Georgia Tech Bookstore on the 2nd floor of Barnes & Noble in Tech Square. Returning students can receive a textbook list from the front desk. All students are required to have the textbooks for their classes.

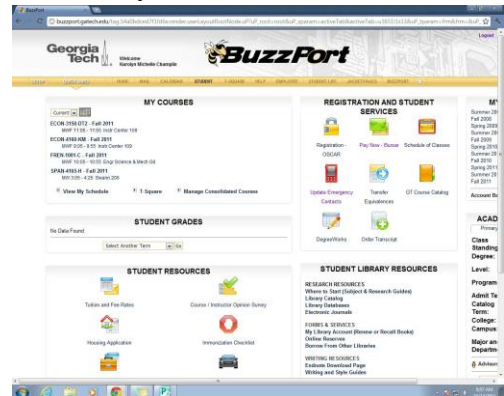
Do not buy textbooks from classmates until you have checked the textbook list for next session!

Schedule Access - Buzzport

[Buzzport.gatech.edu](https://buzzport.gatech.edu) provides you access to your grades and schedules.

Continuing students should check their schedule on Buzzport. To view your schedule:

1. Go to <https://www.buzzport.gatech.edu>
2. Log in to BUZZPORT, you will click LOGIN
3. Use your GT Username and Password
4. Click on the Student Tab
5. Your schedule will appear at the top of the page



Drop/Add Policy and Procedure

The drop/add period will be Monday through Wednesday of the first week of the session. No requests for changes will be accepted after Wednesday of the first week. Students who start the session after the drop/add period due to a hold or late arrival will not be eligible to change their schedules. All requests to drop or add a class must be made at the front desk by completing the drop/add form. Drop/add requests are permitted only for part-time students and students in the advanced and alternative courses. Requests related to time, classroom location, lecturer, or section are not permitted.

If you believe you have not been placed in the correct level or there is some other reason you would like to change your schedule, please do the following:

- Tell your teachers you believe you are in the wrong level and would like to move up or down a level.
- Attend the classes on your current schedule for the first week and keep the receipts for all your textbooks and do not write in the books or use the online code (in case you need to return them).
- Check your GT e-mail on Friday afternoon of Week 1. Students who are recommended for a level change will be notified via e-mail.

If ALL of your teachers agree that you have been placed in the wrong level, you will have the option to move up or down one level. Since the placement test is a good measure of English ability, most students do not change levels. Your teachers are very experienced in determining the accuracy of student placement, and they will make the recommendation for changing levels if they feel it is necessary. Students do not choose their level of study.

Grades

In the fifth week of the session, you will receive a midterm evaluation. The evaluation can be viewed online at <http://buzzport.gatech.edu>. This evaluation will let you know if you are passing or failing a course. If you are receiving a failing grade at the midterm point, you need to discuss your academic work with your Lecturer. Students with extremely poor midterm reports may be asked to meet with registration coordinator to discuss their performance.

At the end of each eight-week session, course grades can be viewed online at <http://buzzport.gatech.edu>. Level completion is achieved by students in levels 100 to 700 who have at least a “C” average in all four classes and have regularly attended all four classes at that level.

In order to take classes in the advanced level, you must be placed in the level based on your placement test results or you must complete the pre-requisite courses for the advanced level courses.

GRADING SCALE (Final Grades):

Passing	A+	97-100%
	A	93-96%
	A-	90-92%
	B+	87-89%
	B	83-86%
	B-	80-82%
	C+	77-79%
	C	73-76%
Not Passing	D	60-72% (You did not meet enough of the learning objectives. You cannot move to the next level.)
	F	0-60 % (You performed significantly below acceptable standards. You cannot move to the next level.)

GRADING SCALE (Midterm Grades):

		Academic Work	Attendance
Passing	SB	Satisfactory	Satisfactory
Not Passing	US	Unsatisfactory	Satisfactory
	UA	Satisfactory	Unsatisfactory*
	UB	Unsatisfactory	Unsatisfactory*

Certificates

Students in the Intensive English Program earn midterm progress reports and final grades. Based on their final grades, students can earn the following types of certificates in the Intensive English Program:

Certificate of Level Completion: Students who have taken and passed all four classes at a level receive a level completion certificate. Level certificates are available at the front desk 3-4 days after the end of the session

Certificate of Course Completion: Students who have received a passing grade in a course can receive a course completion certificate upon request.

Transcripts

Upon request of the student, the Language Institute will prepare and mail official transcripts needed for university applications for \$5 each. Unofficial copies are free. Transcript requests can be made at the Language Institute front desk or by e-mailing litranscripts@pe.gatech.edu

Letter Grades				Point Values			Definition		
A+	A	A-	Passing Grades	4.33	4.0	3.67	Very Good		
B+	B	B-		3.33	3.0	2.67	Good	W	Official Withdrawal
C+	C			2.33	2.0		Average		
D			Failing Grades	1.0			Fail		
F				0			Fail		
PASS/FAIL GRADES				POINT VALUE			DEFINITION		
S				0			Satisfactory – Not included in Grade Point Average (GPA)		
UE				0			Unsatisfactory – Not included in Grade Point Average (GPA)		

CERTIFICATE DESCRIPTIONS

Intensive English Program Levels		Required Courses	Level Completion Certificate [Passed all four required courses]
100	Lower Elementary	Grammar, Writing, Reading, and Speaking/Listening	100 Level
200	Upper Elementary		200 Level
300	Lower Intermediate		300 Level
400	Intermediate		400 Level
500	Upper Intermediate	Intro to Advanced Grammar 1 Intro to Academic Writing 1 Intro to Academic Reading & Discussion Intro to Advanced Speaking & Listening	500 Level
600	Lower Advanced	Academic Writing 1 Academic Reading & Discussion 1 Advanced Grammar 1 Advanced Speaking/Listening	600 Level
700	Upper Advanced	Academic Writing 2 Academic Reading & Discussion 2 Academic Speaking Academic Listening & Note-taking	700 Level
Specific Purposes Track		Course Options	
		Advanced Grammar 2 American Literature American Movies Business Case Analyses Blogging for a World Audience Current Events Improvisational Speaking Cross Cultural Communication 1 & 2 Service Learning TOEFL Preparation Plus Verbal & Writing Skills for Standardized Tests Writing More Creatively	

Maintaining Good Standing

At the end of each session, the Registration Staff, Associate Director, and Director will review all students' final grades. Successful completion of a program or being in good standing is defined as:

- The student has no more than five absences in any class during the course of the session.
- The student maintains a 2.0 GPA or higher in the current session.

Students who are not in good standing will be placed on probation and may not be eligible to continue to study at the Language Institute or be eligible to receive the 60-day grace period (for F-1 students only) if attendance and/or academic problems persist.

Early Withdrawal

- If a student is unable to complete his or her course of study, the student must officially withdraw by completing an early withdrawal form available at the front desk. If the student is in the United States in F-1 status, early withdrawal may prevent him or her from being eligible for some immigration benefits, so the student should seek advice from the Registration Coordinator in Room 108 or Associate Director in Room 102 before deciding to withdraw. Teachers are not expected to give exams early, so the student may receive a "0" for any work or exams missed and will be counted absent.
- If a student leaves the session early, the student should complete appropriate paperwork which should be signed by all teachers (unless an emergency situation prevents the student from obtaining teacher signatures). Students should follow procedures for submitting any additional documentation (i.e. plane ticket, medical excuse, etc.) requested by the registration staff in Room 108 when the Withdrawal Form is submitted.
- If a student leaves the session during weeks 1-6, the student should submit a Withdrawal Form and will receive a grade of W in all classes. If the student is on an F-1 visa, the SEVIS record will be terminated for Authorized Early Withdrawal.
- If a student leaves the session during weeks 7-8, the student should submit a Withdrawal Form and will receive a letter grade in each class.

Suspension

A student on academic probation will be suspended from the Language Institute if the student fails to earn at least a 2.0 GPA for their probationary session. Suspension from the Language Institute means that a student is not eligible to enroll for the following session at the Language Institute. If you are an F-1 student and are suspended, you will have to transfer or return home within 21 days of the session end date. F-1 students who do not complete the transfer process or provide proof of departure from the US within 21 days of the session end date will have their F-1 status terminated.

Students on suspension are eligible to re-apply for admission to the Language Institute if their academic performance improves and they maintain good attendance during their studies at the new school. A new application fee of \$100 will be required to apply for re-admission.

Students who are readmitted to the Language Institute after a previous suspension will remain on academic probation and will be required to earn at least a 2.0 GPA upon their return to the Language Institute.

Dismissal

Dismissal from the Language Institute can result from poor attendance, academic problems, or violations of the code of conduct. Dismissal may occur in the following situations:

- Students who were previously in good standing but have more than 10 absences in 2 or more classes at any point in the session
- Students who were previously on attendance probation and have 6 or more absences in 1 or more classes at any point in the following session
- Students who were previously suspended from the Language Institute and fall below a 2.0 GPA during their first session after re-admission
- Students who have multiple violations of the student code of conduct or have one egregious violation of the code of conduct

Termination

F-1 students who are dismissed from the Language Institute will have their F-1 status terminated. F-1 students in terminated status must leave the US or transfer to another school (in terminated status) within 15 days of the date of termination.