

**School for the Advancement of English Language and Learning  
Northeastern Illinois University**

**SAELL Course Policies**

**A) Add/Drop Policy**

Requests for a change in course must be submitted to the Associate Director by Friday of the FIRST WEEK of class. Students must attend the courses they are originally enrolled in until the Associate Director officially approves a request.

**B) Northeastern Illinois University Plagiarism Policy**

At Northeastern, plagiarism is a serious offense. Northeastern has a zero tolerance policy for plagiarism. Since you are learning English, the English Facilitators will help you to understand how NOT to plagiarize. However, SAELL has a zero tolerance policy for plagiarism on final assignments. If you plagiarize any assignment for the course, then you will have a meeting with the Assistant Director and your English Facilitator to discuss your options. If you plagiarize the final assignments, you may:

- receive a failing grade for the assignment;
- receive a failing grade for the course;
- be asked to repeat the course; and/or
- be expelled from the SAELL program, which terminates your I-20.

***Plagiarism:*** Appropriation or imitation of the language, ideas, and thoughts of another author and representation of them as one's original work. This includes:

- 1) paraphrasing another's ideas or conclusions without acknowledgement;
- 2) lifting of entire paragraphs, chapters, etc. from another's work; or
- 3) submission as one's own work, any work prepared by another person or agency

*Administrative Memorandum N. 37, Acts of Misconduct, Academic, #4*

**C) Class Attendance Policy**

SAELL allows you to miss up to 20% of the course. Unexcused absences include any undocumented and/or invalid illness, personal reasons, travel outside Chicago, or taking other exams for other institutions. Excused absences are granted with valid documentation.

- 1) Absences are counted by the hour, and not by the class. Thus, a one-hour absence in a three-hour class is one absence.
- 2) If you are not in class, you are counted absent.
- 3) If you arrive 15 minutes late to class, you will be marked absent for that hour.
- 4) If you arrive to class unprepared, you may be asked to leave and return completely prepared. This is an absence.
- 5) If you are absent, ask the English Facilitator about making up missing work.
- 6) If your attendance falls below 80%, you may not take the final TOEFL exam.
- 7) If your class attendance falls below 90%, you will be dropped one letter grade for that class. This policy is non-negotiable, unless the English Facilitator agrees to rule 5.
- 8) If the student agrees to do extra assignments for a classroom absence within one week of the absence, the English Facilitator may delete the absence.

## **School for the Advancement of English Language and Learning Northeastern Illinois University**

### **D) Program Attendance Policy**

When your program attendance is close to 80%, you will be sent a warning email from the Assistant Director.

If your program attendance continues to drop, a second written warning is sent.

If your program attendance drops below 80%, you will:

\*have your I-20 cancelled and have 30 days to exit the USA.

\*be dismissed (F2 visa or green card holder).

Scholarship students must comply with their government's program attendance policy. If their program attendance drops below established limits, they may lose their F1 visa and have 30 days to exit the USA.

According to U.S. Federal Guidelines, when your program attendance drops below 80%, Northeastern is required to contact Homeland Security. You may be required to leave the country immediately.

### **E) Attendance and Religious Observance**

Any student who misses class on a day for genuine religious observance is allowed to make up any exams or assignments missed because of this absence. SAELL students must request such absences in advance.

You must submit the request for a religious observance absence in writing to your English Facilitator during the first week of the term. If you do not submit the request in writing in advance, your English Facilitator reserves the right to deny you the opportunity to make up missed work. Absences due to religious observances are recorded as unofficial absences.

### **F) Coming to class prepared**

Students must bring all learning materials with them to every class including books, texts and/or lesson printouts, pens, notebook/paper, etc. Students are expected to come to class prepared by having read the assigned texts and with any assigned homework already completed before the lesson starts.

### **G) Late Work**

Any late assignments you give to the English Facilitator may not receive full points. Late work is not accepted after three school days.

SAELL requires all assignments to be turned in to the English Facilitator by the last Friday of the term. If you have not submitted all late work by this date, you will not be allowed to take the final TOEFL exam. Any exceptions to this require the SAELL Associate Director's written permission.

### **H) English Only Policy**

Our main goal in SAELL is to assist our students in increasing their English fluency. Therefore, it is absolutely mandatory students try to use only English in the classroom. When students do not follow this rule, the English Leader will take the following course of action:

- a. 1st offense = verbal warning from English Leader
- b. 2nd offense = written warning from English Leader
- c. 3rd offense = dismissed from class and marked absent (email sent to Lead Coordinator)

### **I) Food Policy**

Food is not allowed in El Centro classrooms. Food and drink can be consumed in the third floor student lounge or the exterior patio. Please help to keep our campus clean by recycling and/or throwing away any trash into the appropriate waste bins.

