The American Language Institute
The University of Toledo
Snyder Memorial 1400
2801 W. Bancroft Street
Toledo, Ohio 43606
419-530-4702
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Emergencies

There are two phone numbers you can use to contact The University of Toledo Police. For emergencies on campus, call 419-530-2600. Emergencies are life-threatening events that are urgent and should be addressed immediately. This includes serious injuries, natural disasters, assault, violence, automobile accidents, fires, and security threats. The City of Toledo emergency line is 911. For non-emergencies, call 419-530-2601. Call the non-emergency line for something that is not urgent. This includes vandalism, theft, or something else that does not need attention immediately. The City of Toledo’s non-emergency line is 419-245-3340.
About The American Language Institute

A.L.I. Mission Statement
The American Language Institute (A.L.I.) at The University of Toledo provides students, scholars, and area residents of international origin with the language skills and the cultural background for successful engagement with the university and the community. Its learner-centered activities, both on and off campus, provide opportunities for meaningful interaction and foster the use of authentic language and the development of cross-cultural skills.

A.L.I. Contact Information
Snyder Memorial 1400, Toledo, OH 43606
Phone: (419) 530-4702
Fax: (419) 530-4600
Email: ali@utoledo.edu

A.L.I. Staff Directory
Director: Global Engagement and American Language Institute
   Sara Clark, M.Ed. (sara.clark2@utoledo.edu)
Assistant Director: American Language Institute
   Brandon Shigematsu, M.Ed., Ph.D. (brandon.shigematsu@utoledo.edu)
Secretary:
   Fran Molnar (fran.molnar@utoledo.edu)

Faculty
A.L.I. faculty hold advanced degrees and are very experienced and highly motivated to assist you on your educational journey. Several of our faculty have taught and studied overseas in countries such as China, France, Germany, Greece, Israel, Japan, Jordan, Marshall Islands, South Korea, and Turkey.

<table>
<thead>
<tr>
<th>A.L.I. Faculty Member</th>
<th>Faculty E-mail Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fuad Al-Daraweesh, Ph.D.</td>
<td><a href="mailto:fuad.al-daraweesh@utoledo.edu">fuad.al-daraweesh@utoledo.edu</a></td>
</tr>
<tr>
<td>Anne Bennett, M.A., M.S.</td>
<td><a href="mailto:anne.bennett@utoledo.edu">anne.bennett@utoledo.edu</a></td>
</tr>
<tr>
<td>Julian Branch, M.A.</td>
<td><a href="mailto:julian.branch@utoledo.edu">julian.branch@utoledo.edu</a></td>
</tr>
<tr>
<td>Pamela Clines, M.Ed.</td>
<td><a href="mailto:pamela.clines@utoledo.edu">pamela.clines@utoledo.edu</a></td>
</tr>
<tr>
<td>Dan Current, M.A.</td>
<td><a href="mailto:daniel.current@utoledo.edu">daniel.current@utoledo.edu</a></td>
</tr>
<tr>
<td>Michael Klüg, M.A., M.Ed.</td>
<td><a href="mailto:michael.klug@utoledo.edu">michael.klug@utoledo.edu</a></td>
</tr>
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<td>Matthew Krull, M.A.</td>
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</tr>
</tbody>
</table>
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Sherris Schwind, M.A.  sherris.schwind@utoledo.edu  
Alexander Wrege, M.A.  alexander.wrege@utoledo.edu  
Ronald Zallocco, M.A.  ronald.zallocco2@utoledo.edu  

**A.L.I. Calendar**
The A.L.I. has five regular terms and one bridge term. New students can start in A.L.I. classes in any of the regular terms.

<table>
<thead>
<tr>
<th></th>
<th>Fall Term 1</th>
<th>Fall Term 2</th>
<th>Spring Term 1</th>
<th>Spring Term 2</th>
<th>Summer Term</th>
<th>Bridge Term*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classes Begin</td>
<td>Late August</td>
<td>Mid-October</td>
<td>Early January</td>
<td>Mid-March</td>
<td>Mid-May</td>
<td>Early July</td>
</tr>
<tr>
<td>Classes End</td>
<td>Early October</td>
<td>Early December</td>
<td>Early March</td>
<td>Late April</td>
<td>Late June</td>
<td>Early August</td>
</tr>
</tbody>
</table>

*Bridge Term is for students in Advanced Levels only. The courses in Bridge Term are held for fewer weeks, with longer class times each day.

**A.L.I. Placement Procedures**
Students are placed into a level using Accuplacer® ESL and a writing test. Accuplacer® tests the following skills areas:

- Reading comprehension
- Listening comprehension
- Grammar (Language Use)

To see the chart of Accuplacer® scores for each level, go to the A.L.I. website: http://www.utoledo.edu/cisp/ali/pdfs/itunespolicylink.pdf

The placement test determines your level. Students do NOT determine their own placement or levels. However, instructors may recommend moving new students during the first three days of the term based on their classroom work and/or diagnostic testing. New students may be moved up or down a level according to instructor recommendations. No changes are possible after the class change deadline (please refer above).
A.L.I. Course Information

Core Curriculum
The curriculum consists of 20 hours of classroom instruction each week. There are seven levels of instruction: Foundation, Basic 1, Basic 2, Intermediate, Intermediate 2, Advanced 1, and Advanced 2. The program features the following courses:

- **Reading and Writing Class**: Monday - Friday (100 minutes per day)
- **Grammar Class**: Monday - Thursday (60 minutes per day)
- **Speaking/Listening Class**: Monday - Thursday (60 minutes per day)
- **Elective classes for those who pass Advanced 2 grammar or speaking/listening courses**: Monday - Thursday (60 minutes per day). Students who pass the Accuplacer® can replace Advanced 2 Reading/Writing with an elective.

Course Descriptions

**Foundation Literacy A (FLA/FLB)** - A 7-week course developing literacy in English through reading, writing, and vocabulary assignments based on interesting materials at the low beginning level. Writing practice focuses on the basics of sentence writing. The course meets for two hours per day, so the student must register for two course units, A and B.

**Foundation Speaking/Listening/Grammar A (FSA/FSB)** - A 7-week low beginning speaking and listening course focusing on everyday situations and including practice at a low beginning vocabulary level with basic verbs, pronouns and sentence patterns. The course meets for two hours per day, so the student must register for two course units, A and B.

**Basic 1 Literacy A (1LA/1LB)** - A 7-week course developing literacy in English through reading, writing, and vocabulary assignments based on interesting materials at the beginning level. Writing practice focuses on sentences and simple paragraphs. Students will have one extensive reading project at their level. The course meets for two hours per day, so the student must register for two course units, A and B.

**Basic 1 Speaking/Listening/Grammar A (BSA/BSB)** - A 7-week beginning speaking and listening course focusing on everyday situations and including practice at a beginning vocabulary level with basic verbs, pronouns and sentence patterns. The course meets for two hours per day, so the student must register for two course units, A and B.

**Basic 2 Grammar (B2G)** - A 7-week high beginning grammar course focusing on basic verbs, pronouns, nouns, adjectives, and sentence grammar.

**Basic 2 Literacy A (2LA/2LB)** - A 7-week course developing literacy in English through reading, writing, and vocabulary assignments based on interesting materials at the high beginning level. Writing practice focuses on the paragraph. Students will have one extensive reading project at their level. The course meets for two hours per day, so the student must register for two course units, A and B.
Basic 2 Speaking/Listening (B2S) - A 7-week high beginning speaking/listening course focusing on everyday situations.

Intermediate 1 Grammar (I1G) - A 7-week intermediate grammar course focusing on active verb tenses for common present, past, and future meanings.

Intermediate 1 Literacy A (3LA/3LB) - A 7-week course developing literacy in English through reading, writing, and vocabulary assignments based on interesting materials at the low intermediate level. Writing practice focuses on the well-developed paragraph. The course also focuses on academic study skills. Students will have one extensive reading project such as a novel or nonfiction book. The course meets for two hours per day, so the student must register for two course units, A and B.

Intermediate 1 Speaking/Listening (I1S) - A 7-week intermediate speaking/listening course with some focus on everyday situations and with some academic speaking/listening practice.

Intermediate 2 Grammar (I2G) - A 7-week high intermediate grammar course focusing on modal verbs and on various sentence patterns involving adjectives, adverbs, nouns and infinitives.

Intermediate 2 Literacy A (4LA/4LB) - A 7-week course developing literacy in English through reading, writing, and vocabulary assignments based on interesting materials at the high intermediate level. Writing practice progresses from the paragraph to the essay. The course also focuses on academic study skills. Students will have one extensive reading project such as a novel or nonfiction book. The course meets for two hours per day, so the student must register for two course units, A and B.

Intermediate 2 Speaking/Listening (I2S) - A 7-week high intermediate speaking/listening course focusing largely on academic speaking/listening skills.

Advanced 1 Grammar (A1G) - A 7-week advanced grammar course focusing on perfect verb tenses, on passive verbs, and on gerunds and infinitives.

Advanced 1 Literacy A (5LA/5LB) - A 7-week course developing academic literacy in English through reading, writing, and vocabulary assignments based on interesting authentic materials. Writing practice focuses primarily on the essay. The course also focuses on academic study skills. Students will have one extensive reading project such as a novel or nonfiction book. The course meets for two hours per day, so the student must register for two course units, A and B.

Advanced 1 Speaking/Listening (A1S) - A 7-week low advanced speaking/listening course focusing on necessary speaking and listening tasks for university work, including note-taking and giving presentations. Some sections have a theme.
Advanced 2 Grammar (A2G) - A 7-week advanced grammar course focusing on complex sentence types and past modal verbs.

Advanced 2 Literacy A (6LA/6LB) - A 7-week course developing academic literacy in English through reading, writing, and vocabulary assignments based on interesting authentic materials. Writing practice continues to focus on the essay but with added emphasis on using sources in writing and properly documenting them. The course also focuses on academic study skills and research skills. Students will have one extensive reading project such as a novel or nonfiction book. The course meets for two hours per day, so the student must register for two course units, A and B.

Advanced 2 Speaking/Listening (A2S) - A 7-week advanced speaking/listening course focusing on necessary speaking and listening tasks for university work. Different sections have different themes and have projects related to the themes.

A.L.I. Research Project (ARP) - A 7-week course in which students choose research projects of interest to other ALI students and then carry out those projects. The projects will involve various kinds of sources, both written and spoken, and students will learn the correct academic way to organize and present material from sources while improving their reading, writing, speaking and listening skills.

Business and Society (BSC) - A 7-week content-based course focusing on the relationship of business and society and featuring integrated practice of listening, speaking, reading, and writing skills.

ESL Drama (DEL) - A 7-week course using drama techniques, pronunciation practice, speeches, skits, and games for perfecting English-speaking skills.

ESL Journeys in Film (EJF) - A 7-week ESL elective course in which students sharpen English skills while focusing on literary elements in film and collaborating to create their own short films.

ESL Robotics (ELR) - A 7-week course developing academic English through the creation of LEGO EV3 robots to complete real-world tasks in relevant environments. English practice focuses primarily on technical proposals, reports and presentations, with emphasis on mechanical engineering and computer programming. The course meets for one hour per day, with an additional 100-minute lab on Fridays.

Food and Society (FSC) - A 7-week content-based course focusing on the relationship of food and society and featuring integrated practice of listening, speaking, reading, and writing skills.

Reading, Grammar, and TOEFL (RGT) - A 7-week course in which students focus on reading and grammar improvement and on item types and strategies for the reading and grammar sections of the paper-based TOEFL test.
Reading, Vocabulary and Study Skills (RVS) - A 7-week course in which students read an extensive reading such as a novel or nonfiction book with regular discussion and writing assignments about their reading. The course also focuses on academic vocabulary development and on specific reading skills and study skills which are necessary for success in the university.

Technology and Society (BSC) - A 7-week content-based course focusing on the relationship of technology and society and featuring integrated practice of listening, speaking, reading, and writing skills.

U.S. Popular Culture (UPC) - A 7-week content-based course focusing on the topic of U.S. popular culture in various aspects such as television, movies, music, sports, fashion, and advertising. The course has integrated practice of listening, speaking, reading, and writing skills.

Graduate Study Skills (GSS) * - A 7-week course for prospective graduate students which focuses on familiarizing students with the complex tasks related to studying in a graduate program, such as information literacy, time management, and on-campus resources.

Graduate Test Preparation (GTP) * - A 7-week course for prospective graduate students with TOEFL of about 500 or higher who need to improve English and prepare for TOEFL and possibly GMAT or GRE. Proportion of time on different kinds of tests will depend on the makeup of the class.

Graduate Writing A (GWA)* - A 7-week course for prospective graduate students in which students will learn to prepare academic writing assignments, read material in graduate program-specific academic journals, and practice in-class discussion techniques. The course meets for two hours per day, so the student must register for two course units, A and B.

Graduate Writing B (GWB) * - A 7-week course for prospective graduate students in which students will learn to prepare academic writing assignments, read material in graduate program-specific academic journals, and practice in-class discussion techniques. The course meets for two hours per day, so the student must register for two course units, A and B.

*Graduate courses are offered according to graduate enrollment.

Sample Schedules

<table>
<thead>
<tr>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday*</th>
</tr>
</thead>
<tbody>
<tr>
<td>10:50 am – 11:40 am</td>
<td></td>
<td></td>
<td></td>
<td>Reading Writing</td>
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<tr>
<td>11:40 am – 12:40 pm</td>
<td>Speaking</td>
<td>Speaking</td>
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<tr>
<td></td>
<td>Listening</td>
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<td>Listening</td>
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A.L.I. Student Handbook 2015
<table>
<thead>
<tr>
<th>Time</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday*</th>
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</thead>
<tbody>
<tr>
<td>12:50 pm – 1:50 pm</td>
<td>Grammar</td>
<td>Grammar</td>
<td>Grammar</td>
<td>Grammar</td>
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<tr>
<td>3:10 pm – 4:10 pm</td>
<td>Reading</td>
<td>Reading</td>
<td>Reading</td>
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<tr>
<td>4:10 pm – 5:00 pm</td>
<td>Writing</td>
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**Basic 2 through Advanced 2**

<table>
<thead>
<tr>
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<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
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<tbody>
<tr>
<td>8:30 am – 9:20 am</td>
<td>Reading</td>
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<td>9:20 am – 10:20 am</td>
<td>Writing</td>
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<tr>
<td>10:30 am – 11:30 am</td>
<td>Speaking</td>
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<td>2:00 pm – 3:00 pm</td>
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<td>Grammar</td>
<td>Grammar</td>
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<table>
<thead>
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<th>Time</th>
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<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday*</th>
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</thead>
<tbody>
<tr>
<td>10:50 am – 11:40 am</td>
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<td></td>
<td></td>
<td></td>
<td>Reading</td>
</tr>
<tr>
<td>11:40 am – 12:40 am</td>
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<td>Grammar</td>
<td>Grammar</td>
<td>Grammar</td>
<td>Grammar</td>
</tr>
<tr>
<td>12:50 pm – 1:50 pm</td>
<td>Speaking</td>
<td>Speaking</td>
<td>Speaking</td>
<td>Speaking</td>
<td>Speaking</td>
</tr>
<tr>
<td></td>
<td>Listening</td>
<td>Listening</td>
<td>Listening</td>
<td>Listening</td>
<td>Listening</td>
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<tr>
<td>3:10 pm – 4:00 pm</td>
<td>Reading</td>
<td>Reading</td>
<td>Reading</td>
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<tr>
<td>4:00 pm – 5:00 pm</td>
<td>Writing</td>
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*Students must be available on Friday afternoons for experiential learning activities, midterm conferences, and Accuplacer® testing.

**A.L.I. Levels**

1. Foundation Level (no functional English)
   - Reading and Writing (10 hours per week)
   - Listening, Speaking, and Grammar (10 hours per week)
   - estimated time to complete this level: one semester (depending on language proficiency upon entry)
2. Basic Level 1
   • Reading and Writing (10 hours per week)
   • Listening, Speaking, and Grammar (10 hours per week)
   • estimated time to complete this level: one term
3. Basic Level 2
   • Reading and Writing (10 hours per week)
   • Listening and Speaking (5 hours per week)
   • Grammar (5 hours per week)
   • estimated time to complete this level: one term
4. Intermediate Level 1
   • Reading and Writing (10 hours per week)
   • Listening and Speaking (5 hours per week)
   • Grammar (5 hours per week)
   • estimated time to complete this level: one term
5. Intermediate Level 2
   • Reading and Writing (10 hours per week)
   • Listening and Speaking (5 hours per week)
   • Grammar (5 hours per week)
   • estimated time to complete this level: one term
6. Advanced Level 1
   • Reading and Writing (10 hours per week)
   • Listening and Speaking (5 hours per week)
   • Grammar (5 hours per week)
   • estimated time to complete this level: one term
7. Advanced Level 2
   • Reading and Writing (10 hours per week)
   • Listening and Speaking (5 hours per week)
   • Grammar (5 hours per week)
   • estimated time to complete this level: one term
8. Graduate Access Program (for graduate students only, and only offered with sufficient enrollment)
   • Reading and Writing (10 hours per week)
   • Listening and Speaking (5 hours per week)
   • Grammar (5 hours per week)
   • estimated time to complete this level: one semester

Registering for Classes

New Students
Our admission staff registers new students during the New Student Orientation days. It is essential that you arrive on time for the New Student Orientation. See the A.L.I. website for orientation dates.
Continuing Students
Continuing students are required to register by the end of the third day of the term. Students can register, drop, and add classes online until the first day of the term. Once the term has started, students must register with an advisor.

Term 2 Registration
Students can register at the beginning of the semester for both terms. If a student registers for both terms in a semester and does not pass a class, he or she must drop the class for the second term and add the class that was not completed successfully. The student can drop and add online until the first day of the term. Once the term has started, students must drop and add classes with an advisor before the end of the third day of the term.

Required Medical Tests
Students from certain countries need to have a TB test at the Main Campus Student Medical Center. Students should call 419-530-3451 to find out if their home country is on the list and to schedule an appointment. The cost is $36 and will post to their MyUT account.

Schedule Changes
Students can change their classes online before the term begins. However, after the term begins, students must see an advisor at the ALI office to request schedule changes within the first three days of the term.

Course Fees
Students are responsible for all charges on their UT student account. A.L.I. tuition and fees are billed to the student's UT account (http://myut.edu). Charges may change within the first three days of the term if a schedule change is made. Full payment of A.L.I. tuition and fees is due by the due date (for detailed information, please go to http://www.utoledo.edu/offices/treasurer/).

Non-Ohio Residents Tuition Rates
If students register for two terms at the beginning of a semester, tuition is reduced. See the table below.

<table>
<thead>
<tr>
<th>Hours per Week</th>
<th>Cost*</th>
<th>Hours per Week</th>
<th>Cost*</th>
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</thead>
<tbody>
<tr>
<td>1 course/5 hours</td>
<td>$600</td>
<td>1 course/5 hours</td>
<td>$1,200</td>
</tr>
<tr>
<td>2 courses/10 hours</td>
<td>$1,200</td>
<td>2 courses/10 hours</td>
<td>$2,400</td>
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<tr>
<td>3 courses/15 hours</td>
<td>$1,800</td>
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<td>$3,600</td>
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<tr>
<td>4 courses/20 hours</td>
<td>$2,400</td>
<td>4 courses/20 hours</td>
<td>$4,260</td>
</tr>
<tr>
<td>(full time)</td>
<td></td>
<td>(full time)</td>
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</tr>
</tbody>
</table>
Ohio Residents Tuition Rates
Only US Citizens or Permanent Residents who meet Ohio Resident requirements may qualify for an in-state discount.

<table>
<thead>
<tr>
<th>Hours per Week</th>
<th>Cost*</th>
<th>Hours per Week</th>
<th>Cost*</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 course/5 hours</td>
<td>$275</td>
<td>1 course/5 hours</td>
<td>$550</td>
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<td>2 courses/10 hours</td>
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<td>2 courses/10 hours</td>
<td>$1,100</td>
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<td>3 courses/15 hours</td>
<td>$775</td>
<td>3 courses/15 hours</td>
<td>$1,550</td>
</tr>
<tr>
<td>4 courses/20 hours (full time)</td>
<td>$1,100</td>
<td>4 courses/20 hours (full time)</td>
<td>$2,200</td>
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*Tuition rates may change at any time.

Other Costs

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost*</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Institutional TOEFL</td>
<td>$60</td>
<td>fee per test</td>
</tr>
<tr>
<td>Installment Payment Plan</td>
<td>$30</td>
<td>per term</td>
</tr>
<tr>
<td>RocketCard ID</td>
<td>$35</td>
<td>one time fee</td>
</tr>
<tr>
<td>Application</td>
<td>$40</td>
<td>one time fee</td>
</tr>
<tr>
<td>Tuberculosis Test (TB)</td>
<td>$36</td>
<td>one time only (if needed)</td>
</tr>
<tr>
<td>Late Registration</td>
<td>$50</td>
<td>per occurrence</td>
</tr>
<tr>
<td>Late Payment</td>
<td>$50</td>
<td>assessed monthly</td>
</tr>
<tr>
<td>DHL</td>
<td>$65</td>
<td>per occurrence</td>
</tr>
<tr>
<td>Parking Permit</td>
<td>$125</td>
<td>per semester</td>
</tr>
<tr>
<td>Textbooks</td>
<td>$100</td>
<td>estimated cost per term (when required)</td>
</tr>
<tr>
<td>iPad</td>
<td>$300</td>
<td>estimated cost, one time only</td>
</tr>
</tbody>
</table>

*All costs are subject to change.

Tuition Refunds
Students who drop classes for any reason shall receive a refund of tuition on the basis of the following schedule:
Exit Proficiency Test

Accuplacer®
The American Language Institute offers Accuplacer® ESL at the beginning, middle, and end of each term (January, February, March, April, May, July, August, October, December). All scheduled tests are free of charge for current A.L.I. students at the American Language Institute. Faculty may use end-of-term Accuplacer® scores as exit tests in determining final grades, but the A.L.I. will not require a passing Accuplacer® score as a condition for students to go to the next level.

Course Assessment and Grades
All students receive progress reports in weeks 2, 3, 4, and 5, generated in GradeBook Pro or a system equivalent to its capability.

Teachers may use end-of-term Accuplacer and/or speaking assessment scores as a factor in determining final grades, but the A.L.I. will not require either test score as a condition for students to go to the next level.

A.L.I. Grades
A  = 100% - 90%
B  = 89% - 80%
C  = 79% - 73%
C- = 72% - 70%
D  = 69% - 60%
F   = below 60%
Advancing to the Next Level

Student Progress and Advancement
To move forward to the next level, a student must have the following grades:
• Reading and Writing: B- (course GPA 2.67, or no less than 80%)
• Listening and Speaking: B- (course GPA 2.67, or no less than 80%)
• Elective: B- (course GPA 2.67, or no less than 80%)
• Grammar: C (course GPA 2.0, or no less than 73%)

Academic Progress
In order to be a student in good standing, a student must achieve a minimum grade point average (GPA) of 2.50 (out of 4.0) for the term.

Academic Probation
• A student whose GPA is less than 2.50 for a term will be placed on academic probation the following term.
• If a probation student's GPA for the following term is 2.50 or higher, the student will be removed from probation and will be a student in good standing again.
• If the student's GPA for the following term is between a 2.0 and 2.50 and the student has 90% attendance, the student may continue studying on probation for one more term. BUT, the student must earn a 2.50 GPA in order to be removed from probation at the end of the second term of probation. If the student does not earn a 2.5 in the second term of probation, he or she will be suspended.

Suspension
• A student who fails to meet the probation requirements above will be suspended for one term. The student will not be permitted to study at the ALI for that term.
• A student who feels that he or she should not be suspended because of unusual circumstances can appeal the suspension to the Appeals Committee before the beginning of the next term. Details of the appeals process will be given to the student when he or she is notified of suspension.
• A suspended student on a student visa must either leave the country or transfer to another school. The student may not remain in the country without studying.
• The suspended student must submit a request for readmission to the ALI for the term after suspension. The request for readmission (in writing) must be addressed to the ALI director and must show good reason for granting readmission.
Dismissal

- If a suspended student is readmitted and does not achieve a 2.50 GPA and 90% attendance in the first term back, he or she will be dismissed. Dismissal means that the student cannot study at ALI for one calendar year.

Advanced Level Policy for UT Admission

Students in the Advanced levels at the American Language Institute have an opportunity to meet the English requirement for undergraduate study without getting a 500 paper-based TOEFL®. Most students need to study in both the Advanced 1 and the Advanced 2 levels, but exceptional students can be ready after only the Advanced 1 level. The following requirements must be met by an A.L.I. student with a TOEFL® score less than 500 pBT in order to attend The University of Toledo as a full-time undergraduate student:

1. admission into an academic program at UT
2. full-time enrollment in A.L.I. at the Advanced 1 level* completed with a
   3.5 GPA in A.L.I. courses with no grade below a C (2.0)
   OR
   full-time enrollment in A.L.I. at the Advanced 2 level* completed with a
   3.0 GPA in A.L.I. courses with no grade below a C (2.0)
3. Test Scores: 450 TOEFL® with 43 Listening and 43 Reading
   OR
   Pass all three parts of Accuplacer with scores from that
   semester. Scores can be from either term of the semester.
4. 85% ALI attendance for the term

Transition Policy for Continuing A.L.I. Students

The transition program allows students in Advanced 1 or Advanced 2 classes at the A.L.I. to take a limited number of courses at The University of Toledo before they have qualified for full-time university study, while continuing to take classes in the intensive English language program (A.L.I.) to improve English proficiency. A.L.I. students may qualify for transition status by meeting the following criteria:

1. admission into an academic program at UT
2. Grade Point Average (GPA): Advanced 2 Level - 2.75 (with no D)
   Advanced 1 Level - 3.00 (with no D)
3. Attendance: 85%
4. a minimum TOEFL® score of 450 pBT (already achieved when grades
   are earned or achieved very shortly after)
   a) minimum section score in Reading: 43 pBT
   b) minimum section score in Listening: 43 pBT
   OR
   Passing scores on two parts of the Accuplacer® test achieved during the
semester just completed; scores can be from either term of the semester.
   a) minimum score in Reading: 92
   b) minimum score in Listening: 86
   c) minimum score in Language Use: 93

If a transition student wants to qualify to be a full-time UT student, he or she needs the following:

1. A.L.I. Grade Point Average (GPA): 3.0 for the whole semester
2. A.L.I. Attendance: 85%
3. U.T. Grade Point Average (GPA): 2.0, including Pass on any Pass/No Credit Course

A.L.I. Policies and Procedures
All policies at the American Language Institute (hereafter, ALI) are posted at the institute's website (americanlanguageinstitute.org) and are subject to change and/or modification. All students studying at the American Language Institute are required to follow all policies. Students must download and read the A.L.I. Student Handbook (English version). The handbook can be downloaded at americanlanguageinstitute.org.

Underenrolled Students
F-1 visa students must have at least 20 hours (equivalent to 12 credit hours/per term for the ALI courses) of study weekly. If you need to add another class, see an advisor at the ALI office immediately for a schedule change within the first three days of the term.

Student Conduct Policy
Students at the institute must follow the Student Code of Conduct of The University of Toledo. The Student Code of Conduct may be viewed at https://www.utoledo.edu/policies/main_campus/student_life/pdfs/3364_30_04_Student_code_of_conduct.pdf

iPad Policy
The American Language Institute uses the iPad for all of its classes. All students must have a charged iPad with them for all class meetings. Students are responsible for getting their own iPads (iPads can be purchased at Rocky's Technology Central on the first floor of the Student Union). Students must set up an Apple ID and use the App Store to download the following required apps:
   • iBooks (an eReader application)
   • iTunes U (the access portal for A.L.I. classes)
Attendance
There are no excused absences and no excused tardiness. Since A.L.I. classes are performance-based and require active participation for academic success, any missed class time is simply treated as missed class time, regardless of the reason. Instructors keep a daily record of missed class time. Late arrival or early departure for any reason is counted as missed class time. Students should keep track of their own missed time and should confirm the accuracy of their attendance records on a regular basis.

Missed quizzes, tests, exams, reports, and projects can be made up within a strictly limited time period specified by the instructor for the following reasons:
- Documented medical reasons
- Pre-arranged religious observance
- Documented court date
Please note: Absence for medical reasons or religious observance, however, will be counted as missed time for the class.

All students are required to attend all courses and all sessions during their time at the institute. Students must have a total A.L.I. class attendance of 85% in order to meet the requirements for academic progress on advancement and transfer policies.

Please note that the A.L.I. follows the protocols concerning attendance established by the Department of Homeland Security for F1 and J1 students. Failure to fulfill the attendance requirements is also failure to meet the requirements of F and J visas. Students who do not meet these requirements are in violation of their status, placed on probation, and must apply for reinstatement.

Sponsored Students Policy
Students who are sponsored by the Saudi Arabian Cultural Mission (SACM) are required to follow the SACM policy of 100% attendance. The student’s SACM advisor will be notified if attendance drops below 95%.

Sponsored Students
Sponsored students are responsible for the following:
- Keeping their financial guarantee current.
- Requesting A.L.I. to write letters to sponsors that request financial guarantee extensions, completion of classes, enrollment, recommendations, or other actions.
- To start this process, students should complete a Letter Request Form available at the A.L.I. front office desk.
- The requested letter is written by A.L.I. staff and signed by the A.L.I. Director.
- Students decide if they will pick up the letter or have it mailed to the sponsor.
Letter Request Form

If you need a letter from the A.L.I. office, go to the office to fill out a “Letter Request Form.” The requested letter is written by A.L.I. staff and signed by the A.L.I. Director. Students decide if they will pick up the letter or have it mailed to the sponsor.

Grievances

If a student has a problem with a fellow classmate or a faculty member, the student shall attempt to resolve the problem with the affected classmate or faculty member first. If no resolution can be achieved, the student may request a meeting with the institute director.

Students are required to read the information posted on the A.L.I. website. They are also required to know and understand all rules and regulations. “I didn't know” is not a good answer.

Academic Information Access

If students want to have someone pick up their schedule or final evaluations, or access other academic information, they will need to fill out a form at the A.L.I front desk.

Center for International Studies and Programs

Contact Information
Monday-Friday, 8:15 am-5:00 pm
Phone: 419-530-5268
Fax: 419-530-5266
Email: CISP@utoledo.edu
Main Campus - Snyder Memorial 1000
2801 W. Bancroft St.
Toledo, OH 43606

Staff
Assistant Provost: Sammy J. Spann, Ph.D.
Global Engagement and American Language Institute Director: Sara Clark
Secretary: Jessica Bergman

Office of International Student and Scholar Services
The mission of the Office of International Student Services (OISSS) is to support students, faculty, and staff with international education, immigration implications, and
orientation. The vision is to assure that all students and graduates of The University of Toledo are prepared for a multicultural and multinational workforce and global society.

Contact Information
Monday-Friday, 8:15 am-5:00 pm
Phone: 419-530-4229
Email: oiss@utoledo.edu
Main Campus - Snyder Memorial 1000
2801 W. Bancroft St.
Toledo, OH 43606

Staff
Associate Director: Peter Thomas
Immigration Advisor: Michael Mahon
International Student Advising: Tracey Hidalgo
Immigration Coordinator: Dayna Boes
Secretary: Jessica Bergman

Travel
Students who plan to travel outside of the United States should make sure their I-20 form is endorsed for travel before they leave. Travel signatures are valid for one year. Students should fill out the I-20 at least 2 weeks before traveling and submit it to the OISSS office. For travel within the United States students should bring their passport with visa, I-20, and I-94 card.

Life at The University of Toledo

UT Policies

Student Code of Conduct
It is the responsibility of a university to be concerned with the overall development of its students. The University of Toledo (“University”) in promulgating the “Student Code of Conduct,” as required by Revised Code 3345.21 and as set forth below, takes into consideration the rights and responsibilities of the individual student(s) or student organizations concurrently with university and community rights and responsibilities. Students and student organizations are required to engage in responsible social conduct that reflects credit upon the university community and to model good citizenship in any community. Actions by students or student organizations which interfere with the orderly functions of the university or actions which endanger the health or safety of
members of the university community will not be tolerated. For the complete student code of conduct book, visit the following webpage:

**University Smoking Policy**
The University of Toledo is a smoke-free campus. All of the following items are banned on campus: All tobacco-derived obtaining products, including but not limited to cigarettes (clove, bidis, kretexks), electronic cigarettes or nicotine vaporizers, cigars, cigarillos, hookah smoked products, pipes, oral tobacco (e.g., spit and spitless, smokeless, chew, snuff) and nasal tobacco. It also includes any product intended to mimic tobacco products, contain tobacco flavoring or deliver nicotine other than for the purpose of cessation.

**University Policy Statement on Academic Dishonesty**
Academic dishonesty will not be tolerated. Among the aims of education are the acquisition of knowledge and development of the skills necessary for success in any profession. Activities inconsistent with these aims will not be permitted. Students are responsible for knowing what constitutes academic dishonesty. If students are uncertain about what constitutes plagiarism or cheating they should seek the instructor's advice. Examples of academic dishonesty include, but are not limited to:

1. Plagiarizing or representing the words, ideas or information of another person as one’s own and not offering proper documentation;
2. Giving or receiving, prior to an examination, any unauthorized information concerning the content of that examination;
3. Referring to or displaying any unauthorized materials inside or outside of the examination room during the course of an examination;
4. Communicating during an examination in any manner with any unauthorized person concerning the examination or any part of it;
5. Giving or receiving substantive aid during the course of an examination;
6. Commencing an examination before the stipulated time or continuing to work on an examination after the announced conclusion of the examination period;
7. Taking, converting, concealing, defacing, damaging or destroying any property related to the preparation or completion of assignments, research or examination;
8. Submitting the same written work to fulfill the requirements for more than one course.

While academic integrity is particularly the responsibility of the student, the faculty members also have a responsibility. Assignments and tests should be constructed and proctored so as to discourage academic dishonesty. Faculty members are expected to inform their students explicitly as to what materials and procedures are authorized for use in the preparation of assignments or in examinations (e.g., the use of calculator, computer, text materials, etc.). Should cases of academic dishonesty be found among students, the instructor may choose to counsel the student, or the following sanctions may be imposed:

- The student may be assigned an F for the work in question.
• The student may be assigned an F for the course. In this case the instructor should inform the Dean and the student of this action. The Dean will make certain that the student receives the F grade and is not permitted to withdraw from the course.

• The student may be placed on probation or suspended for some definite period of time, dismissed or expelled by the Dean if either the seriousness of the offense or a record of repeated offenses warrants it. A notation that such a sanction has been imposed will be made part of the student’s permanent record. It is expected that the Dean will consult with the instructor and the student in making such a judgment, and that the Dean will notify the student of the sanction imposed and of the appeals procedure.

• A student found to be academically dishonest by a faculty member may appeal according to procedures approved by the respective colleges. The procedures for making a final appeal to the Student Grievance Committee may be found in the Student Handbook.

Transportation

University Parking
All vehicles parked in UT parking lots MUST be registered with Parking Enforcement. Any vehicle not registered will be ticketed and fined. The cost for one semester of parking is $125.00 and will appear in MyUT. To register vehicles, go to www.utoledo.edu/parkingservices/studentparking.html

When students register, they should make note of the type of pass they have. Students must park in the correct parking lot according to their pass, or they will be fined.

University Events and Recreation Center
The University of Toledo provides many events throughout the semester. For a complete list of events, visit: calendar.utoledo.edu and click “view all.”

Student Organizations
The University of Toledo has over 250 student organizations. The International Students Association includes groups of international interest. These organizations are available to all UT students to join. To see a complete list of all UT student organizations visit: www.utoledo.edu/studentaffairs/osi/orglisting.html

UT Explorers
The CISP office encourages A.L.I. students to participate in UT Explorers. The UT Explorers team works to enhance the linguistic and cultural competencies of campus learners and scholars while promoting a culture of lifelong learning by providing
opportunities for collaboration and engagement with The University of Toledo campuses and the Toledo communities. We encourage the development of global citizenship through innovative programming. For more information, see the UT Explorers website: http://www.utoledo.edu/cisp/utexplorers/

Recreation Center
The University provides a recreation center (Rec Center) with a variety of facilities, activities, and services offered FREE to all University students with a Rocket ID card. Hours:
Monday-Thursday, 6:30 am - Midnight
Friday, 6:30 am - 10:00 pm
Saturday, 10:00 am - 10:00 pm
Sunday, 10:00 pm - 10:00 pm
(Hours may change during breaks and holidays.)
To find out more information about the student rec center visit www.utoledo.edu/studentaffairs/rec/ or call 419-530-3700

Rocket ID, UTAD Account, and Online Services
To be able to check your email, view your bills, and learn more about everything related to maintaining your accounts, read this chapter carefully. For help with your account, call 419-530-2400, or visit https://www.utoledo.edu/it/CS/HelpDesk.html

Rocket ID Card
Every A.L.I. student is required to get a Rocket ID card. The card has a one-time fee of $35 which will be applied to his or her MyUT bill. Follow the steps below:
1. Log in to your MyUT account.
2. Click the link “Request New/Replacement Rocket Card” under “My Other Resources” on the left hand side of the screen.
3. Log In.
4. Click the box for “Main Campus ID Office” for pickup location.
5. Upload a picture or take a picture if the computer has webcam features.
6. Click “Submit Order” at the bottom of the page.
It will take several days for your request to process. IDs can be picked up in Student Union 1550. If you have additional questions contact rocketcard@utoledo.edu or call 419-530-5842.
UTAD Account
All A.L.I. students are required to sign up and activate their UTAD account. The University of Toledo Authentication Domain (UTAD) account provides access to most of the University's computing services using a single username and password combination. The MyUT Portal, http://myut.utoledo.edu, is the one-stop location for most online computing needs at The University of Toledo. Students can use it to get class lists, check final grades, view transcripts, view personal information, get e-mail, and much more. In order to log in to MyUT, students need an active UTAD account, a computer with Internet access, and a recent version of a Web browser such as Firefox, Internet Explorer, Chrome, or Safari. To activate an account follow the steps below.

2. Enter your Rocket Number as the UT identifier and your birthdate (MM/DD/YYYY) for Identifier Qualification.
3. Click the button that says “Find Account.”
4. The next screen will say “Terms & Conditions.” Read this information and click “I agree” at the bottom.
5. The next screen will ask you to set your password. Read and follow the guidelines for setting your password.
6. The next screen will ask you to choose a security question. Choose one and type in the answer. Press “set.”
7. At the last screen, press “confirm” and wait until your account is activated.
8. After your account is activated, your MyUT username and Rocket Number will appear on the left hand side of the screen. Remember your username and password; you will need this information to access your Rocket email account. Do not give this information to anyone.

Email
All students at The University of Toledo receive official university communication through their student email account. The university provides its students with a Microsoft Outlook Live@edu e-mail account with 25GB of storage. You can access your e-mail on the Web from MyUT Portal or Outlook Live Access. You must check your email regularly for bills and other important university communication.

Wireless Internet
Currently, the wireless network is available in many locations on the University of Toledo Main Campus. To see instructions on how to connect to our public wireless, go to https://www.utoledo.edu/it/NS/UTNet_Connections.html
Other UT Services

Computer Labs
There are many computer labs located throughout campus available to all students to use.
• Gilham 3000 (Video Editing Lab) - 7:00A-10:00P
• Stranahan 125 (Virtual Lab) - 24 hours
• Stranahan 120 - 24 hours
• Stranahan 127 - 24 hours
• Stranahan 1019 - 24 hours
• Rocket 1559 - 8:00A-10:00P Monday-Friday
• Carlson Library Main floor - 24 hours

Night Watch (Escort Service)
Night watch is a two-person team of escorts that will provide assistance to people requesting an escort from one UT building to another late at night. People who feel uncomfortable walking alone on campus during evening hours can use the Escort Service that operates from 7:00 pm - 3:00 am Sunday-Thursday, and 7:00 pm - 10:00 pm Friday-Saturday, when school is in session. To request an escort, students should call 419-530-3024. An escort will be sent to their location and accompany them to any parking lot or campus building.

Libraries
The University of Toledo library is open to all students. During Fall/Spring semesters, the first floor is open 24 hours a day. This floor provides computers and printing services. The library offers laptop rentals, copy, scan, fax, and print services. The other floors that contain books and study areas are only open during certain hours. For more information visit: http://www.utoledo.edu/library/info/hours.html or call the library at 419-530-2298.

Bookstores
Some classes will require you to purchase books or other reading materials for the semester. Purchase your books before the term begins if possible, or during the first week of class so you don’t get behind. There are two bookstores on campus:

University of Toledo Bookstore
• 419-530-2516
• 1430 Secor Road
Student Bookstore
• 419-536-9154
• 3047 West Bancroft Street
Health Care

University Medical Center
The Medical Center on Main Campus (MCMC) is located on the southwest side of campus between Law School and Rocket Hall, and across from Academic House and International House. It provides physical exams, testing for pregnancies and diseases, and treatment.
Clinic Hours: Monday-Thursday, 8:15 am - 9:00 pm, Friday 9:00 am-5:00 pm
Important Phone Numbers:
  • General Information: 419-530-3451
  • Appointments: 419-530-3451
  • Pharmacy: 419-530-3471

The MCMC offers many other services to students in addition to basic healthcare. These services include the following:
  • Pharmacy Services: New Prescriptions, transfer prescriptions, and refill prescriptions can be filled here.
  • Gynecology Services: The medical center offers annual gynecological exams (PAP tests), testing/treatment of sexually transmitted diseases, urinary tract infections, pregnancy testing, and birth control methods and counseling.
  • Mental Health Services: The main campus medical center has a psychiatrist and a licensed counselor on staff to provide mental health services to students.
  • Lab Services: If you are required to have lab test done, our medical center provides those services here, where you don’t have to leave campus.
  • Immunization and Allergy Injection Clinic: If you have allergies or need other types of injections or immunizations, the clinic can provide these. Call 419-530-3451 to make an appointment.
  • HIV/AIDS Testing: Free and confidential HIV/AIDS testing is available. Call 419-530-3451 to make your confidential appointment.

Health Insurance
All students must have health insurance. Students can get health insurance from one of the following:
  • The University of Toledo (For more information contact the Student Medical Center on Main Campus at 419-530-3471 or visit their website at https://www.utoledo.edu/healthservices/student/health_insurance/)
  • a sponsor (such as an embassy or employer)
  • a private insurance company:
    • International Community Service
      • 1-800-356-1235
      • https://www.transpoints.com/icsweb/
    • Aetna
      • 1-800-217-2386
      • www.aetna.com
• United Healthcare
  • 1-800-468-5001
  • www.uhc.com
• International Student Insurance
  • 1-888-247-1387
  • www.internationalstudentinsurance.com
• International Medical Group
  • 1-800-628-4664
  • www.imglobal.com