

ELI POLICIES

(Effective for Fall 2025 and future semesters until further notice or revision)

1. Attendance Policies

Students must attend at least 70% of all English Language Institute (ELI) classes to maintain enrollment in the program.

Attendance is evaluated on a per-class basis: each individual class is assessed separately, and students must maintain at least 70% attendance in each class. Falling below this threshold in any single class may result in the termination of the student's visa status.

Because attendance is ongoing throughout a semester, the Assistant Director of International and Intercultural Education (ADIIE) will evaluate student compliance of the Attendance policy and as requested by an ELI Instructor.

Students will be given the ELI Attendance policy as well as the U.S. Immigration Attendance Guidance at the start of each semester. They will also receive it at that time via email.

Legitimate Excused Absences

Students who miss class due to legitimate reasons may have those absences excused at the discretion of the ADIIE. Examples of legitimate excuses include:

- Documented illness or medical appointments
- Immigration-related appointments (e.g., visa interviews, SEVIS check-ins)
- Family emergencies (with appropriate documentation)
- Official university-related obligations (such as required testing or advising sessions)
- Severe weather or transportation issues verified by UNK alerts or local authorities

Students must communicate with the ADIIE and/or their instructor as soon as possible and may be required to provide documentation to support the excuse.

Attendance Non-Compliance Procedure

If the ADIIE identifies a student who is not in compliance with attendance requirements, the following steps may be implemented if the student continues to miss class:

- The student will receive an email notification and formal warning.
- The student will be required to attend a face-to-face meeting with the ADIIE.
 - During this meeting, the student will be informed that they are being placed on ELI Probation, with additional conditions required for the successful completion of the semester.

- If non-compliance continues, the student will be dismissed from the university, and their I-20 or DS-2019 will be cancelled, resulting in the student's immediate removal from campus.

Example:

A student is enrolled in 6 ELI classes (in session for 12 weeks):

- 3 classes meet Monday/Wednesday/Friday (MWF)
- 3 classes meet Tuesday/Thursday (TTH)

Over 12 weeks:

- Each MWF class meets 36 times (3 sessions/week × 12 weeks)
- Each TTH class meets 24 times (2 sessions/week × 12 weeks)
- Total sessions across all 6 classes = $(3 \times 36) + (3 \times 24) = 108 + 72 = 180$ sessions

The student attends:

- MWF Class 1: 34/36 sessions (94%)
- MWF Class 2: 35/36 sessions (97%)
- MWF Class 3: 36/36 sessions (100%)
- TTH Class 1: 23/24 sessions (96%)
- TTH Class 2: 22/24 sessions (92%)
- TTH Class 3: 15/24 sessions (62%)

Result:

Although the student has strong attendance in 5 classes, they attended only 62% of TTH Class 3. Under the per-class basis, the student is not in compliance, as attendance in that one class falls below the required 70%, and this could lead to termination of their visa status.

Attendance Performance Policy

To remain in good standing at ELI, students are required to attend at least 70% of each scheduled class. Attendance is monitored regularly, and excessive absences may result in disciplinary action.

If a student's attendance falls below the required threshold, the following steps may be taken:

- The student will receive an email warning regarding their attendance record.
- The student will be required to attend a meeting with the ADIIE, during which they may be placed on Attendance Probation.

- Students on attendance probation must be enrolled in ELI full time in the next semester and are required to retake the classes from the previous semester, regardless of their academic performance or final grades.
- Continued failure to meet attendance requirements may result in dismissal from the ELI program and termination of the student's immigration status (I-20 or DS-2019), which may lead to removal from the university and the United States.

Students are strongly encouraged to communicate with instructors and the ADIIE if they are experiencing any challenges that impact attendance.

2. Academic Policies

Grade Scale

ELI uses the following official grading scale to evaluate student performance:

Percentage Range	Grade	Status
98–100%	A+	Passing
90–97%	A	Passing
87–89%	B+	Passing
80–86%	B	Passing
77–79%	C+	Passing
70–76%	C	Passing
60–69%	D	Failing
0–59%	F	Failing

Grades of **D** and **F** are considered failing. Students must achieve a minimum of 70% (C or higher) to pass a course.

Academic Probation Policy

Students must maintain an average grade of 70% or higher across all enrolled coursework and must not receive more than one failing grade ("D" or "F") in any course. Students who fail to meet these requirements will be placed on ELI probation.

Probation Terms:

- Students who are on probation must be enrolled in ELI full time in the next semester, and they are required to retake the classes from the previous semester.
- If a student fails to regain good academic standing after two consecutive semesters on probation, they will be dismissed from the program and required to return to their home country.
- The summer session is exempt from the probation and dismissal policy.

Students are encouraged to seek academic support and meet with their instructors or advisors if they encounter difficulties in maintaining good academic standing.

Example:

A student is enrolled in five ELI classes and earns the following final grades:

- Reading: 90%
- Writing: 78%
- Grammar: 72%
- Listening/Speaking: **65% (D)**
- Vocabulary: **50% (F)**

The student's average across all five classes is **71%**, which meets the 70% minimum requirement.

However, the student has received **two failing grades** ("D" in Listening/Speaking and "F" in Vocabulary).

 Result:

Even though the average grade is above 70%, the student does not meet the academic standing requirement because they have more than one failing grade. The student will be placed on academic probation in the ELI program.

3. Placement for ELI students into UNK

Automatic ELI Enrollment Status

- Upon admission to the ELI program, new ELI students are automatically enrolled as full-time ELI for the current semester.

Eligible Tests During ELI Enrollment

- During any enrolled ELI semester (Fall or Spring) and during the Summer term (even if the student is not enrolled in Summer ELI classes), only TOEFL and IELTS scores are accepted for consideration toward academic placement at UNK.
- Accepted forms include the TOEFL ITP administered by ELI at UNK and externally administered TOEFL iBT or IELTS results.

Deadlines for Using External TOEFL/IELTS Scores to Seek Part-Time UNK + Part-Time ELI before classes begin.

For all new ELI students, to be considered in the same admission cycle, externally administered TOEFL/IELTS scores must be received by ELI by:

- Fall session: June 15
- Spring session: November 15
- Summer session: March 15

Scores submitted after these deadlines will not be considered for part-time UNK admission for that session. Students will remain full-time ELI through the end of the current semester.

Note: To support student success from the start, all new ELI students will take the TOEFL ITP as a placement test during the orientation week. This assessment is used only to place students into the appropriate ELI course levels, so they are challenged

and supported without feeling overwhelmed. The result of this placement test is not used to make immediate UNK admission decisions; however, they may be used later to evaluate eligibility for part-time or full-time UNK admission in the following semester.

Eligibility for Advancement (Following Semester)

- For currently enrolled ELI students, qualifying TOEFL/IELTS results must be received by ELI by the dates below in order to be considered for part time or full time UNK enrollment in the following semester.
 - Students currently taking Fall semester classes: submit by November 20
 - Students currently taking Spring semester classes: submit by April 20
 - Students currently taking Summer semester classes: submit by July 20
- If a currently enrolled student earns a qualifying TOEFL ITP score (administered by ELI) or submits valid TOEFL/IELTS results that meet required thresholds by the deadlines above, the student becomes eligible for part-time or full-time UNK admission in the following semester, subject to the program's combined review of:
 - Standardized English proficiency test score
 - ELI academic performance (course outcomes/grades)
 - ELI attendance compliance

A qualifying test score alone is insufficient for advancement.

Exception: If a currently enrolled ELI student takes the final ITP TOEFL offered by ELI in that same semester (the last scheduled ITP TOEFL test administered by ELI for that term), that score will still be considered for placement even if the test date is after the stated deadline for that semester.

Placement into UNK academic programs for currently enrolled ELI students is determined based solely on the following standardized English proficiency test scores:

Test	Score Range	Placement
TOEFL ITP	500 and above	Full-time UNK admission
	480 – 499	Part-time admission: Up to two in-person UNK courses (up to 7 in-person UNK credit hours) and at least 3 ELI classes. If the student enrolls in only one in-person UNK course (3-4 credit hours), 4 ELI classes are required.
	Below 480	Full-time ELI admission
TOEFL iBT	58 and above	Full-time UNK admission
	52 – 57	Part-time admission: Up to two in-person UNK courses (up to 7 in-person UNK credit hours) and at least 3 ELI classes.

IELTS		If the student enrolls in only one in-person UNK course (3-4 credit hours), 4 ELI classes are required.
	Below 52	Full-time ELI admission
	5.0 and above	Full-time UNK admission
	4.5	Part-time admission: Up to two in-person UNK courses (up to 7 in-person UNK credit hours) and at least 3 ELI classes. If the student enrolls in only one in-person UNK course (3-4 credit hours), 4 ELI classes are required.
	Below 4.5	Full-time ELI admission

⚠ Please note: This advancement is considered only when the student is in good standing in their ELI classes, including both academic performance and attendance. Students who are on academic or attendance probation are not eligible for UNK admission, regardless of test scores.

4. Conditional Admissions to UNK

For current ELI students, all conditional admission to UNK will be considered based on a combination of the following criteria:

- Maintaining a minimum attendance rate of 70% in each ELI course across all completed semesters
- Achieving an average grade of at least 70% in all ELI coursework
- Gaining the expected TOEFL ITP score/TOEFL iBT score/ IELTS score threshold as outlined in the conditional admission criteria listed above.

If a student fails to meet any one of these requirements, including attendance, academic performance, or the required test score, they will not be eligible for conditional admission to UNK. This policy ensures that students demonstrate consistent engagement, academic readiness, and English proficiency before transitioning into part-time/full-time academic study.

5. Reevaluation of Admission Based on New Test Scores

After being admitted to the ELI program, whether part time or full time, only TOEFL or IELTS scores will be considered for admission reevaluation and placement decisions. English proficiency test scores (TOEFL or IELTS scores) submitted after the start of the semester or during the orientation week of the semester will not result in changes to the student's current semester course schedule or conditional admission status. Any reevaluation of admission based on updated test scores will be applied to the next academic semester.

6. TOEFL ITP Test Eligibility and Use Policy for ELI Students

(Applied to ELI Full-Time and Part-Time Enrollment)

All students enrolled in the English Language Institute (ELI), whether full-time or part-time, are eligible to take the TOEFL ITP tests during the semester.

However, whether the TOEFL ITP test results may be used for academic advancement (e.g., progression to UNK degree programs) depends on the student's attendance record by the official cutoff date.

- The cutoff date is defined as one day before the scheduled TOEFL ITP test date each semester.
- Students must maintain at least 70% attendance in each individual ELI class by this cutoff date in order for their TOEFL ITP scores to be considered for advancement evaluation.
- Students who have less than 70% attendance in any individual ELI class by the cutoff date will not have their TOEFL ITP scores used for advancement purposes.

This policy ensures that advancement is based not only on test results, but also on consistent participation and engagement in the ELI program. Students with extenuating circumstances may request a review of their eligibility.

7. Procedure to Evaluate Eligibility Using Qualifying TOEFL/IELTS Scores

If a currently enrolled ELI student receives a qualifying TOEFL or IELTS score by the required submission deadline (this applies to both J-1 and F-1 students), they will receive an email from the Assistant Director of International and Intercultural Education (ADIIE). This email will state that the student is *provisionally eligible* for part-time or full-time UNK enrollment in the following semester.

This eligibility is conditional. At this stage:

- The student is **not yet eligible to register** for UNK classes.
- Eligibility depends on more than the test score.

During the final week of the current semester, the ADIIE will review the student's English test score, academic performance, and attendance in ELI courses. After this review, the student will receive an official confirmation of their UNK admission status (part-time UNK / part-time ELI, or full-time UNK) for the next semester, and they will receive instructions on how to enroll in the appropriate UNK schedule.

If the student does **not** meet ELI academic or attendance requirements, their provisional UNK eligibility will be withdrawn. In that case, the student will be required to remain (or return to) full-time ELI in the next semester, even if they have already achieved a qualifying English proficiency score.

In summary:

- Qualifying test score + on-time submission = provisional eligibility

- Final-week review of grades and attendance = official decision
- Failure to meet ELI grade/attendance standards = full-time ELI next semester, no UNK coursework allowed

8. ELI Academic Progress and Enrollment Duration Policy

Expectations

All students in the English Language Institute (ELI) must:

- Maintain satisfactory academic performance in their courses as outlined in the ELI Academic Performance Policy
- Meet the attendance requirement as outlined in the ELI Attendance Policy.

Probation Timeline

- Students who do not meet ELI academic or attendance expectations will be placed on probation for one semester in the following term. In addition, their current part-time UNK status (if any) will be revoked for the next semester, and they will be required to return to full-time enrollment at ELI.
- If a student is on the same probation status for two consecutive semesters without improvement, the student will be dismissed from ELI and may not continue enrollment.

Maximum Duration of Study

- Students are expected to complete their English study within two years (four semesters, fall and spring only; summers excluded) in the ELI program and successfully achieve one of the following minimum scores:
 - TOEFL ITP: 500 or above
 - IELTS: 5.0 or above
 - TOEFL iBT: 58 or above
- A student may request additional semesters, in which case the ADIIE and ELI instructors will evaluate attendance, program dedication, and language acquisition progress before issuing a final decision.
- If a student is on probation for academic performance but demonstrates consistent, measurable progress (even if slow), they may continue in ELI for up to a maximum of three (3) years total enrollment. This extension is granted only with the approval of the ADIIE and in compliance with visa regulations.

9. Part-time Admission

With part-time admission, a student remains under the UNK-English Language Institute application. Students must work closely with their assigned academic advisor to ensure appropriate class selections are made and all immigration guidelines are followed.

The ADIIE can revoke a student's part-time admission at the end of any semester as a result of poor performance at ELI that includes but is not limited to attendance (attendance probation), failing or insufficient grades (academic probation) and/or

immigration violations. This policy will be outlined in a probationary contract that is signed by the ADIIE and the student on a semester-by-semester basis.

Part-time Admission Exception

Students who have successfully completed at least three semesters of ELI and achieved a score of 450-479 on the TOEFL ITP administered by ELI during those semesters may be granted conditional permission to take one UNK class (up to 4 credits) for the next semester based on the recommendation of the ELI instructors and staff.

Factors that will be considered from the student's most recent semester: 1) student's attendance in all ELI classes (at least 80%), 2) a final grade of 80% or above in all ELI classes.

10. Conditional Full-time Admission to UNK

Students who have successfully completed at least three semesters of ELI and achieved a score of 480-499 on the TOEFL ITP administered by ELI during those semesters may be considered for conditional full-time admission to the University of Nebraska at Kearney (UNK).

To be eligible, students must also meet the following academic and participation criteria:

- Maintain a minimum attendance rate of 80 % in each ELI class across all semesters
- Achieve an average grade of at least 80% (B or higher) across all ELI classes and semesters

If a student fails to meet the minimum attendance or average grade requirement in even one semester, they will not be considered for conditional admission, regardless of their TOEFL ITP score.

In addition to these requirements, students must submit a formal request to the ADIIE and complete both oral and written proficiency assessments. Final admission decisions will be based on test results and a comprehensive review of the student's academic performance in both UNK and ELI classes over time.

11. Part-time Registration in Summer for New Students

New students arriving for a summer semester will be allowed to enroll in up to two in-person UNK degree-seeking classes under the combination of the following circumstances:

1. The UNK classes are available on campus (no blended or online classes will be allowed)

2. The student submits qualifying English proficiency scores before March 15: a TOEFL ITP score of at least 500, a TOEFL iBT score of at least 58, or an IELTS score of at least 5.0.
3. The student works closely with his/her academic advisor to select an appropriate class in terms of language and academic degree of difficulty.
4. The student also registers for a minimum of one class within the English Language Institute and maintain full-time status.

Appropriate registration can be fulfilled in two ways:

1. With the necessary test scores listed above, students can register for up to two in-person UNK classes (up to 7 credit hours) during the May or June summer session, and one ELI class.
2. Students whose scores fall below the ranges listed above must register for at least two ELI classes during the summer session.

Students are not allowed to take the ELI Summer TOEFL ITP tests unless they are registered according to one of the scenarios above.