



# ENGLISH LANGUAGE CENTER STUDENT HANDBOOK

<http://www.elc.msu.edu>

*August 22, 2018*

**English  
Language  
Center**

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# **Welcome Message**

## **Mission Statement**

The English Language Center (ELC) provides instruction to international students who need to improve their English language skills before beginning academic course work. The ELC services the international community by providing English language instruction against a backdrop of American life and academia.

It also serves individuals who are not seeking a degree at MSU but who want to improve their English skills. Such students can apply directly to the English Language Center or may enroll through the Eurocentres program.

### **Our Vision and Plans**

MSU is a World Grant institution that fosters a culture of global openness. The ELC embraces this mission through its teaching and testing initiatives which support MSU students and the MSU community at large. The ELC exports its expertise through its international testing, online initiatives, and programs for foreign universities and governments. As a unit, we are dedicated to serving the international student population who, because English is not their first language, often need support and additional English instruction prior to beginning their academic programs and during the early months and even years of their programs. It is also a support unit for the broader community given the numerous issues that arise from the large number of international students. In that capacity, the ELC enriches the educational experiences of domestic and international students and of the entire MSU community

The activities of the ELC are guided by the following principles:

- Empower international students to become full participants in the university community through instruction in language, cultural awareness, and study skills.
- Assist students with their academic and non-academic needs and connect them to other MSU resources.
- Serve MSU faculty and departments, helping them meet the needs of their international students and contributing to a more inclusive community.
- Provide specialized instruction for students with English needs beyond the university.
- Develop and conduct quality English language proficiency assessment.
- Contribute to the advancement of the TESOL profession.

We have established numerous goals for the next 3-5 years, among which are:

**1. Support the international student community through:**

**a. Globalizing the campus**

Continue our successful mentorship program bringing 1) ELC (pre-matriculation) students, 2) domestic students, and 3) advanced undergraduate international students. The project “Promoting Diversity and Inclusivity Through International Student Mentorships” makes use of triads who complete a series of tasks designed to help the provisionally-admitted students prepare for future academic success and integrate students into the MSU community in sustained and meaningful ways.

**b. Providing support services for international students**

Serve as a leader on campus to support the unmet needs of the international student population and the needs of departments with large groups of international students.

**2. Provide leadership to the state of Michigan and beyond in the field of ESL**

The ELC’s core faculty are deeply committed teachers and have extensive experience working with international students. Our collective expertise allows us to provide national and regional leadership and consultancy activities.

**3. Promote intercultural awareness**

We currently work collaboratively and will continue in this vein with many units on campus to support and recruit diversity in the student body (and to promote intercultural awareness on the part of international and domestic students). We will do this through providing service learning opportunities for ELC students through collaborations with local schools.

**4. Export expertise and increase national/international reputation**

- Testing. The ELC has been working collaboratively with American College of Greece in Athens and Anatolia College in northern Greece.
- Diversification of activities is a major goal and we continue to seek opportunities to expand the offerings outside of Greece.
- Development of a web-based version of our own internal test which can be used at universities in the U.S.

**5. Reverse study abroad initiatives**

The ELC pursues various types of special programs bringing international students to campus for short non-degree programs. Current examples include:

- a. Programming for matriculated students (e.g., LLM student in College of Law; Accounting)
- b. Co-organizing specialized programming (e.g., Institute on International Health; Fisheries and Wildlife; American Semester Abroad; VIPP [part of ISP])

**6. Online initiatives**

- The ELC continues to develop on-line training modules for a variety of audiences both internal to and external to MSU.

## The ELC Office

**Location:** 619 Red Cedar Road, B230 Wells Hall  
Tel: (517) 353-0800  
Fax: (517) 432-1149  
Email: [elc@msu.edu](mailto:elc@msu.edu)  
Website: <http://elc.msu.edu>

**Office Hours:** The ELC Office is open from 8:00 am to 5:00 pm, Monday through Friday. During Registration Week and first week of classes, the office may be closed during the lunch hour (12:00-1:00 pm). Holiday schedules may be modified with notice.

**Office Services:** The ELC Office may be your initial contact with the English Language Center. Your application to the ELC is processed here, and our Front Office staff will direct you to the appropriate resources in order to have your questions answered regarding your experience with us or at MSU.

Immigration: I-20s  
I-94s

Admissions: Process Applications  
Issue PID/PAN #s  
Reserve Housing  
Send brochures/applications to prospective students  
Notify students of admission  
Student Record Maintenance  
EUROCENTRES

# ELC Programs

## **IEP: The Intensive English Program**

Who is this program for?

The IEP program is an integrated course offering classes for beginners to low-advanced learners and is designed for two types of students:

1. Students provisionally admitted to MSU who have not met the minimum English requirement to go into the EAP program
2. Students who wish to improve their English but are not seeking admission to Michigan State University.

## **EAP: The English for Academic Purposes Program**

Who is this program for?

The EAP is an advanced program designed to help non-native speakers improve their English language skills while also making it possible for qualified provisionally admitted MSU students to take academic courses at Michigan State University.

## **Other ELC Programs**

Check the ELC website for information regarding other programs offered by the ELC.

Online Academic Training  
ESL 291 and related courses  
Preparation for Academic Life  
Special Contract Programs



## IEP: The Intensive English Program

The IEP is designed for academically and non-academically bound students. Includes courses from beginning to low-advanced levels. Provides classes in English grammar, reading, writing, speaking, listening, and vocabulary, as well as special content-based courses. Provides 18-20 hours of instruction per week. Coordinates cultural enrichment activities and field trips.

Classes will meet for an average of 18-20 classroom hours per week over the course of a 15 week semester (13 weeks in the summer).

<b>Weekly Schedule</b>				
<b>Traditional Teaching Days</b>		<b>Flexible Teaching Day</b>	<b>Traditional Teaching Days</b>	
Monday	Tuesday	Wednesday	Thursday	Friday
Class Hour 1	Class Hour 1	ELC and Course Activities announced by teacher.	Class Hour 1	Class Hour 1
Class Hour 2	Class Hour 2		Class Hour 2	Class Hour 2
Class Hour 3	Class Hour 3		Class Hour 3	Class Hour 3
Class Hour 4	Class Hour 4		Class Hour 4	Class Hour 4
Class Hour 5A	Class Hour 5B		Class Hour 5A	Class Hour 5B

For Wednesdays, your instructors will announce scheduled workshops and activities, spread out over the session. These activities may occur on other days as well. You may be required to attend these lessons.

Optional Activities: The ELC may also schedule optional activities on some Wednesdays or other days of the week. Usually, you will be asked to sign-up for the events, but attendance is NOT required.

**Instructors and Instructional Approach:** Instructors at the ELC are Lecturers, all of whom have M.A. degrees, years of teaching experience, and are professionally active. M.A. graduate teaching assistants in the Teachers of English as a Second Language (TESOL) program or Ph.D. candidates in Second Language Studies also teach in the program under the supervision of Lecturers who are responsible to the Director. The Director is a University Distinguished Professor who specializes in SLA (Second Language Acquisition) and TESOL Methods, and the program is affiliated with the MATESOL program and PhD program in Second Language Studies. Hence, instruction at the ELC is done with consideration of the latest knowledge of SLA, TESOL methods and instructional technology.

## **EAP: English for Academic Purposes Program**

The EAP is primarily for students who are provisionally admitted to an MSU degree program. This advanced program is designed to help non-native speakers improve their English language skills while also making it possible for qualified students to take academic courses at Michigan State University.

Courses are credit-bearing and grades are calculated in the overall grade point average. For undergraduate students, 6 credits will count as elective credits toward the degree.

degree Courses meet two or three times per week, and are scheduled to integrate with program coursework.

# Classroom Culture and Policies

## Placement

Initial placement is based on the MSU ELC (MSU English Language Test). Subsequent class placement is by class grade only. (Students studying for less than a full term cannot be placed by class grades).

You must attend the first day of classes to secure a place in a section. If you do not attend the first day of classes, you will lose your class enrollment.

**If you believe you have been misplaced, do the following:**

- **speak to your instructors about your concern**
- **attend all your classes and do all required work so that teachers can judge your abilities**
- **do not write in your textbook and save the textbook receipt**
- **submit a Placement Reconsideration Form.**

Placement changes will be considered only early in the semester.

## Attendance Policy

The English Language Center requires at least 90% attendance over the course of a semester to remain in good standing and for eligibility to enroll for another semester.

**Students who exceed 10% absence at any point in the semester are subject to dismissal. Dismissal will result in loss of immigration status and opportunity to live on-campus. The I-20 may no longer be signed for travel endorsement.**

**Students who do not contact the ELC Student Advisor within 10 working days of being notified that there is an attendance issue may be automatically dismissed. Notification will be through email to the MSU email address.**

Re-enrollment may be denied for students failing to maintain 90% attendance. The ELC will deny re-enrollment at its discretion.

All absences should be discussed in advance with the instructor. Absences due to special circumstances and excessive absences should also be discussed with the ELC Student Advisor. In general, there are no excused absences; however, absence due to documented religious reasons and illness will be given special consideration when evaluating a student's eligibility for re-enrollment.

Individual instructors will maintain their own policies regarding make-up work and tests. Questions about the class make-up work should be directed to the instructor.

Questions about the general attendance policy can be directed to the ELC Student Advisor.

## **Tardiness**

Tardiness policies will be set by your individual instructors. However, the ELC counts 3 tardies (arriving late to your class) as an absence.

## **Academic Integrity**

The ELC follows the MSU policies and regulations regarding academic honesty and integrity. These will be reviewed by academic advisors in initial orientation sessions as well as in class by teachers.

- Copying another student's work or taking information from an outside source and submitting it as your own is considered cheating and is a serious academic offense. In addition, having your paper edited or altered by someone else (outside of designated peer and teacher review) is not allowed. This includes, but is not limited to, going to the Writing Center, buying papers online, or using an online writing service.
- All outside information must be cited and credit given to the original source.
- Students found to cheat or plagiarize will face the following consequences:
  - 1) First offense: A zero for the assignment and corrective feedback from the teacher, which will be shared with the Student Advisor.
  - 2) Second offense: A zero for the assignment and a report to the Student Advisor. An Academic Dishonesty Report will be filed with the Office of the Registrar.
  - 3) Third offense: A zero for the course, an ELC administrative review, another Academic Dishonesty Report and/or university disciplinary action.
- See the university policy on academic honesty:  
<https://www.msu.edu/unit/ombud/academic-integrity/index.html>

## **Classrooms**

The primary ELC classrooms are Rooms A202, A203, A204 and A206 Wells Hall. Other rooms in Wells Hall and in other campus buildings are used as needed. Students will receive a detailed class schedule on the first day of classes.

## **IEP Placement and Advancement**

Initial Placement is based on the results of the MSU English Language Test (MSU-ELT) which is used as a placement test. Teachers will review the suitability of the placements in the first days of the semester and recommend placement modifications, as necessary.

- Teacher evaluations (class grades) will determine a student's progress through the Intensive English Program (IEP).
- Class grades are based **only** on graded homework, graded classwork, and test or quiz scores. Effort, attitude, participation, attendance, and other factors that don't directly show a student's level of achievement or proficiency cannot be factored into a student's grade.
- Grades will be given on a 4.0 scale.

- A student must achieve a 2.0 in **each** class to automatically advance to the next level. Students receiving less than 2.0 in any single subject will not automatically advance, and may be ineligible to advance.
- MSU will accept external test scores (TOEFL, IELTS) which meet the university minimum language proficiency requirement from provisionally admitted students who pass all classes in their most recent semester of enrollment. Scores must be submitted before the first day of classes. Any score submitted after the first day of classes will be applied to the following semester. The Exit MSUFLT is still required for students submitting external test scores.

### **EAP Placement and Advancement**

Initial Placement is based on the results of the MSU English Language Test (MSUFLT) which is used as a placement test.

- The EAP course grade is determined by the following: 80% course grade and 20% ELC-administered EAP test(s).
- Class grades are based **only** on graded homework, graded classwork, and test or quiz scores. Effort, attitude, participation, attendance, and other factors that don't directly show a student's level of achievement or proficiency cannot be factored into a student's grade.
- Grades will be given on a 4.0 scale.
- A student must achieve a 2.0 in **each** class to meet the university minimum English language proficiency requirement. Students receiving less than a 2.0 grade in an EAP class must repeat the course.
- Some graduate departments have higher requirements. Please check with your academic department for this requirement. Students must meet and are responsible for knowing their department's requirements.
- If you have any other questions about meeting the minimum university or department language requirements for English, please see an ELC Student Advisor.

### **Email**

Students are expected to use and check their MSU email account daily. Students are responsible for any communication they receive from the university to the MSU email account.

### **Concurrent Enrollment at another institution**

Students with a Language Training I-20 or an I-20 for an MSU degree-granting program are not allowed to enroll at another institution while enrolled in ESL classes at MSU. The ELC will not endorse the dual enrollment form for such students enrolled in the IEP or EAP.

### **Early Departure:**

- Any request to leave the semester early must be made a minimum of **one week before the refund deadline to drop classes**. See MSU Academic Calendar at: <http://www.reg.msu.edu/ROInfo/Calendar/academic.aspx>
- This gives the ELC a chance to review the request, outline stipulations, and respond. In the event the ELC does not grant the request or outlined conditions are not satisfactory to

the requestor, students will still have time to drop classes for the semester with full refund.

### **Refunds**

If you plan to leave your program of study early, you must meet with the ELC Student Advisor before your departure. Failure to do so may result in future enrollment or immigration problems.

The English Language Center follows the University calendar for issuing refunds. Click on the appropriate semester of the University academic calendar at <https://reg.msu.edu/ROInfo/Calendar/academic.aspx>

All refunds are made directly to the student.

# Final Evaluations and Grades

## Evaluation

Teacher evaluations (class grades) will determine a student's progress through the IEP and EAP; grades will be given on a 4.0 scale.

An IEP student must achieve a 2.0 in each class with a 2.0 or higher semester average to automatically progress to the next level.

An EAP student must achieve a 2.0 in a class to meet the MSU minimum proficiency requirement for that skill subject.

Teachers evaluate students based on their

- Assignments/Homework
- Quizzes and Tests

Teachers perform this evaluation under the guidance of Skills Coordinators who are full time Lecturers employed by the ELC.

Students may receive midterm progress reports after Week 5 and again after Week 10. Instructors will also provide a final report from instructors at the end of the term (see example on next page). If a student's instructor does not provide a final report, the student may request it.

Copies of the student progress reports may be sent to the academic departments of MSU provisionally admitted students or to the relevant departments for exchange or special program students.

Students can request a final grade transcript at the ELC Office, B230 Wells Hall.

## IEP End-of-Term Awards

At the end of the semester, IEP students may be recognized for

- Outstanding Performance
- Outstanding Attendance
- Perfect Attendance

# Student Services

## Advising

- For questions regarding immigration, English language study, cultural and personal issues, please see the ELC Student Advisor at B230 Wells Hall, 353-0800. MSU academic students, however, should direct immigration questions to the Office for International Students and Scholars (OISS), 105 International Center, 353-1720.
- For questions regarding admission to an academic undergraduate or graduate program at Michigan State University, please see the Office of Admissions, 250 Administration Building.
- For questions regarding your academic program, please see an academic advisor in your Neighborhood Engagement Center. Students not living on campus can visit the NSSC (Neighborhood Student Success Collaborative) in any Neighborhood. You can also make an appointment with an advisor in your academic department.  
[<http://neighborhoods.msu.edu/content/neighborhoods-map>]

## Feedback to the ELC

If you have a concern about any situation in your classroom or at the ELC, contact the ELC Student Advisor or the ELC Director at B230 Wells Hall, 353-0800. You may also post your concerns to the ELC e-mail address: [elc@msu.edu](mailto:elc@msu.edu). If you would like to make a concern known anonymously, feel free to send your comments through the regular mail to the English Language Center, B230 Wells Hall, Michigan State University, East Lansing, MI 48824.

## Health Issues

**Important!** If you are within 50 minutes of the MSU East Lansing campus, you **MUST** begin all medical treatment at Olin Health Center (see your Insurance brochure for exceptions).

ALWAYS visit Olin Health Center first when it is open. You should also fill all subscriptions at Olin Health Center. You will have to pay for any expenses incurred for medical treatment at offices/hospitals outside of Olin Health Center if Olin Health Center is open. <http://olin.msu.edu/>

### Health Insurance

ELC and MSU students are required to be enrolled in the student health insurance program currently offered by the Blue Care Network (BCN) of Michigan. International students are automatically charged for enrollment in this program with their tuition bill.

[https://www.hr.msu.edu/benefits/student\\_insurance/Health\\_Base\\_Plan.htm](https://www.hr.msu.edu/benefits/student_insurance/Health_Base_Plan.htm)

Sponsored students who wish to waive out of the automatic enrollment in the MSU Student Health Plan must apply for and be granted a waiver. Criteria for waiver can be found at [https://www.hr.msu.edu/benefits/student\\_insurance/documents/MSU\\_International\\_Waiver\\_Criteria.pdf](https://www.hr.msu.edu/benefits/student_insurance/documents/MSU_International_Waiver_Criteria.pdf)

## Waiver Periods and Deadlines:



- Fall/Annual: July 1 – September 30
- Spring I: October 12 – February 15
- Spring II: October 12 – February 15
- Spring III: March 14 – June 30

Students who do not complete a waiver prior to the deadline will have to wait until the next waiver period to waive coverage. You may apply for a waiver under your StuInfo account at <https://stuinfo.msu.edu>.

If you have any questions about your health insurance policy, contact the Student Insurance Advisor at the MSU Human Resources office, 140A Nisbet Building, 353-4434. You can also visit the website [https://www.hr.msu.edu/benefits/student\\_insurance/Health\\_Base\\_Plan.htm](https://www.hr.msu.edu/benefits/student_insurance/Health_Base_Plan.htm)

Your PID number is your BCN health insurance number.

### Phone Information Nurse

The Olin Health Center Phone Information Nurse service is now available 24 hours per day, seven days a week, year round! The Phone Information Nurse can help students assess symptoms, provide information about local medical facilities, and help students decide whether a health concern warrants a trip to the emergency room or if it can wait for medical care the next morning. The Phone Information Nurse is available, Monday through Friday, 9 a.m. to 5 p.m. After hours, callers will be transferred to a nurse through a receptionist. To access the Phone Information Nurse, day and night, call 353-5557.

### Olin Health Center Hours:

Students can receive routine treatment of illness and minor injuries at a Neighborhood Clinic, located conveniently in each of the five campus residential neighborhoods. Call 353-4660 for an appointment. <http://www.olin.msu.edu/services/neighborhoodclinics.htm> Neighborhood Clinics are closed during the summer semester, and during the winter and spring breaks.

Students can also visit Olin Health Center, the main location for clinical services.

Fall and Spring semesters: Monday and Tuesday 8 am to 6 pm;  
Saturday from 10 am to 1 pm

Summer semester: Monday-Friday 8 am to 5 pm.  
Neighborhood Clinics are closed during the summer semester, and during the winter and spring breaks.

FOR NON-EMERGENCY ILLNESS OR INJURY: IF OLIN IS CLOSED, you can seek treatment at the following facilities and receive in-network benefits (\$150 annual deductible, \$10 office visit co-pay, 10% co-pay of other eligible charges). See <http://www.olin.msu.edu/infopage.php?id=54>

Lansing Urgent Care:	333-9200	505 N. Clippert
Haslett Redicare:	339-2100	1623 Haslett Rd, Haslett
Sparrow Urgent Care Center:	381-4001	2248 Mt. Hope, Okemos

FOR ALL EMERGENCIES: Call 911 or go to the nearest emergency room (Sparrow Hospital, 1215 E. Michigan Avenue).

## **Refunds**

If you plan to leave your program of study early, you must meet with the ELC Student Advisor before your departure. Failure to do so may result in future enrollment or immigration problems.

The English Language Center follows the University calendar for issuing refunds. Click on the appropriate semester of the University academic calendar at <https://reg.msu.edu/ROInfo/Calendar/academic.aspx>

All refunds are made directly to the student.

## Immigration Issues

You can find up-to-date immigration information at the OISS (Office for International Student and Scholars) website at <http://oiss.isp.msu.edu/>

Follow the link regarding maintaining your student status and enrollment here  
<http://oiss.isp.msu.edu/students/status/role.htm>

You must take these responsibilities seriously; your student status in the United States is at risk if you fail to comply with any of the items. ELC Student Advisors can help you understand your requirements.

**IMPORTANT:** This information is not exhaustive. Contact the ELC Student Advisor at 353-0800 to arrange an appointment to discuss any questions or concerns about your status in the United States. You may be referred to the International Student Advisors at the OISS.

- **PASSPORT VALIDITY:** maintain a valid passport always
- **I-20 VALIDITY:** maintain a valid I-20 or DS-2019 always
- **COURSE ENROLLMENT:** enroll in and attend classes full time every semester.  
Full time study is:     12 credits per semester for ELC and undergraduate students  
                                  9 credits per semester for Master's degree students  
                                  6 credits per semester for PhD students.
- **SCHOOL REGISTRATION:** attend the college/university listed on your I-20 or DS-2019.
- **CHANGE OF ADDRESS:** report your change of address or change of name for you and your dependents to the Office of the Registrar within 5 days of the change through [https://login.msu.edu/?App=RO\\_AUTHORIZATION\\_NET](https://login.msu.edu/?App=RO_AUTHORIZATION_NET)
- **PROGRAM EXTENSION:** apply for an extension of your program of study before your I-20 or DS-2019 expires if you plan to continue your studies.
- **CHANGE OF PROGRAM:** obtain a new I-20 or DS-2019 if you change your academic program (from LANGUAGE TRAINING to a MSU DEGREE PROGRAM, for example) or if you change your major or if your source of funding changes.
- **TRAVEL ENDORSEMENT:** make sure that your I-20 or DS-2019 is signed for travel by the OISS before traveling outside of the U.S.

- Travel signatures take 24 hours!  
Take your I-20/DS-2019 to OISS, 105 International Center

- WORK: You may NOT work off-campus in the United States as an ELC student. You can work up to 20 hours per week on campus when school is in session and more hours when classes are not in session.
- SCHOOL TRANSFER: If you will transfer to another school, you must notify the ELC Student Advisor of your intent to transfer and fill out a transfer form.
- WITHDRAWAL or DISMISSAL: If you withdraw or are dismissed from the ELC or the University, you must report to the ELC Student Advisor immediately. If you report, you will have 15 days to leave the United States. If you do not report to the ELC Student Advisor, your status ends immediately. The normal grace period of 60 days to remain in the U.S. after program completion does not apply.
- CHECK YOUR MSU EMAIL DAILY: You are responsible for any communication sent by the university to your MSU email address.

It is recommended that you make and keep copies of all of your immigration documents (passport information pages, visa, I-20, and I-94 information).

## **Recreation:**

### Things to do on campus

- Sports:** IM Sports Circle: 355-4710  
IM Sports East: 353-3136  
IM Sports West: 355-5250  
Tennis Courts - borrow rackets from IM West  
Forest Akers Golf Course 355-1635  
Canoe Rental - behind Bessey Hall, under the bridge.  
Biking – MSU Bikes (rental, repair) [http://bikes.msu.edu/?page\\_id=62](http://bikes.msu.edu/?page_id=62)
- You'll have access to an indoor pool, an outdoor pool, aerobics, weight training equipment and more at these facilities.
- Museums:** Kresge Art Museum: 353-9834  
MSU Museum: 355-2370  
Abrams Planetarium: 355-4672
- All museums are on campus. See your campus map.
- Theater & Music:** Wharton Center - across from Owen Hall. See <http://www.whartoncenter.com>  
Music Events Line: 353-5340  
Breslin Student Events Center: 432-5000
- Gardens:** Beal Gardens - located just off West Circle Drive; open any time  
Horticultural Gardens - located at the corner of Bogue and Wilson; open any time  
Greenhouses - Botany Greenhouse - located next to the Old Horticulture Building  
Horticulture Greenhouses - located next to the Plant & Soil Science Bldg  
Plant Sciences Greenhouses - located on the corner of Farm Lane and Wilson Road.  
Michigan 4-H Children's Garden - located by the Plant & Soil Sciences Building
- Nature Trails:** Sanford Natural Area - located just off Bogue Street, near Shaw Lane  
Baker Woodland - located between Bogue Street and Farm Lane on Service Road

# Admission to Michigan State University

## The English Language Proficiency Requirement\*

for regular full undergraduate admission to MSU can be met through any *one* of the following tests:

Test	Subscore Minimum	Average Minimum
MSUFLT	80	80
TOEFL - Computer-based Test	19	213
TOEFL - Internet-based Test (Undergraduate Level)	17	79
TOEFL - Internet-based Test (Graduate Level)	19 - Reading, Listening & Speaking 22-Writing	80
IELTS	NA	6.5

\*IMPORTANT NOTE: Graduate departments have English language requirements which are higher than the undergraduate University minimum. Graduate students should check with the major department for the minimum requirement.

Where to take the tests:

MSUFLT (Michigan State University English Language Test): contact the ELC, B230 Wells Hall, 353-0800

TOEFL: register through the [www.ets.org/toefl](http://www.ets.org/toefl) and [ielts.org](http://ielts.org); MSU Testing Office is an official test site (see [www.testingoffice.msu.edu](http://www.testingoffice.msu.edu)).

IELTS: register through [ielts.org](http://ielts.org)

## Provisional Admission to MSU

Students who do not meet the above minimum proficiency requirements may be given provisional admission to the university. Provisionally admitted students must take classes at the English Language Center with restrictions placed on the number of academic courses they may take. The provisional admission status is generally valid for one calendar year. Provisional admission is granted to candidates with acceptable academic credentials with the required minimum English test scores. See <https://admissions.msu.edu/apply/international/before-you-apply/english-language-proficiency.aspx>

It is MSU policy that students provisionally admitted for English have 3 semesters (one calendar year) to meet the MSU language proficiency requirement. Students who are not able to meet the requirement within this time limit must consult with the ELC Student Advisor and are subject to recess. Recess means that you cannot enroll for classes at MSU for one year and must apply for readmission.

## **Applying for Admission to MSU**

You can apply online for admission to Michigan State University.

<https://admissions.msu.edu/apply/default.aspx>

If you have questions about the admissions process, visit the Office of Admissions, 250 Administration Bldg. There are international admissions counselors on staff with whom you can make an appointment.

## **Distinguishing an MSU Provisionally Admitted Student from an ELC or Eurocentres Student**

See EDUCATION LEVEL under the PROGRAM OF STUDY section of the I-20 form. EDUCATION LEVEL will read LANGUAGE TRAINING for ELC or Eurocentres Students.

## **Academic Programs Information**

Every student and potential student, graduate or undergraduate, is encouraged to explore the various programs of study at MSU.

<https://admissions.msu.edu/academics/default.aspx>

Students should consult this publication, as well as develop a relationship with the academic advisor, in order to be informed of University policies and departmental degree requirements.

## **Student Life**

Students are encouraged to review the “SPARTAN LIFE Student Handbook and Resource Guide” for student information services, rights and responsibilities and University regulations

<http://splife.studentlife.msu.edu/>

## **Refunds**

If you plan to leave your program of study early, you must meet with the ELC Student Advisor before your departure. Failure to do so may result in future enrollment and immigration problems.

The English Language Center follows the University calendar for issuing refunds. Click on the appropriate semester of the University academic calendar at

<https://reg.msu.edu/ROInfo/Calendar/academic.aspx>

All refunds are made directly to the student.

# Testing, Test Results, and Placement

## MSUFLT: The MSU English Language Test

The MSUFLT is used for two purposes only:

- Initial Placement Testing
- TOEFL Alternative for admission to MSU

The MSUFLT is a norm referenced test battery consisting of three subsections: Listening Comprehension, Reading Comprehension, Writing (grammar and essay).

### MSUFLT for Placement Purposes

The MSUFLT is used as a placement test only ONCE in a student's career at the English Language Center. Placement tests are given at the beginning of each term of study. (Subsequent placements are by class evaluation).

- ELC/Eurocentres Students: your test date is noted on your admission information.
- New MSU Provisionally Admitted Students: your test date is noted on your Personal Schedule which is generated through Your Account on the MSU Admissions Portal

### Placement Test Results

How are the results made available?

- Students can access their MSUFLT scores through the ELC Student Information website. Information about how to access this site will be provided at the test.
- Students are responsible for knowing their own scores and the status of meeting the MSU English language proficiency.

Is the MSUFLT similar to the TOEFL?

- It is important to note that the focus of the English Language Center Placement Test is different than that of TOEFL so that results on the two tests cannot be easily compared. Furthermore, as with the TOEFL and other standard tests, scores are not reported in percentages, but rather in converted standardized scores. Thus, a score of 80 does not necessarily mean 80%.

How are placements made?

- Initial placements are based on the results of the ELC placement testing. Students will be placed either in the IEP or the EAP. Teachers are asked to review the suitability of the placements in the first days of the semester.
- Placement for subsequent semesters is based initially on class grades. Students who fail a class will not automatically advance and may not advance.

What happens after a student knows his/her initial placement results?

- MSU students for whom English language courses are required should (1) come to the



English Language Center Office to obtain an enrollment authorization form (AOP Ticket, also known as the Green Sheet), (2) go to the College Advising and Enrollment Session at AOP, and (3) enroll in classes.

- ELC/Eurocentres students should begin attending classes according to instructions given.

For MSU students with English requirements, do all ELC courses have to be taken during the first semester?

- All English requirements must be met before enrolling in academic classes.
- MSU policy requires provisionally admitted students meet the MSU language proficiency requirement within 3 semesters (one calendar year). Students who are not able to meet the requirement within this time limit must consult with the ELC Student Advisor and are subject to recess. Recess means that you cannot enroll for classes at MSU for one year and must apply for readmission.

If you still have questions about your placement, please see the ELC office.

### **MSU ELC Placement Flowchart**

Students are placed into ESL classes based on the results of the initial MSU ELC as indicated in this flowchart.

<http://elc.msu.edu/files/3614/6565/8166/msuelcflowchart.pdf>

### **Deferred Placement**

MSU undergraduate and graduate students may receive a “deferred placement” in a subject. This means that you are not required to take the course during the semester in which the course is deferred. Instead, you are required to take a test at the end of the term. You must achieve the minimum proficiency requirement for the University and, in the case of graduate students, for your department. If you do not achieve the minimum proficiency through the test at the end of the term, you are required to take the course during the following semester.

You will be reminded by email to register for the test online. However, if you do not hear anything by the 13th week of the semester, contact the English Language Center office (353-0800). It is your responsibility to take the necessary steps to meet your minimum requirement. You cannot freely enroll in academic classes until you meet the University’s minimum proficiency requirement and, for graduate students, the major department’s requirement.

### **Waivers**

The English Language Center is unable to grant waiver of the University English language requirement. Waivers can only be granted by the Associate Provost of Undergraduate Education (for undergraduates) or by the Dean of the Graduate School. Requests for the waiver must be submitted to the Assoc. Provost or the Graduate Dean by the chairperson of the major department.

## **English Language Requirement for Academic Programs**

For undergraduate students:

<https://admissions.msu.edu/apply/international/before-you-apply/english-language-proficiency.aspx>

For graduate students:

<https://grad.msu.edu/sites/default/files/content/apply/englangpro.pdf>

## **MSU ELT for Purposes of Admission to MSU**

The MSU ELT will be offered during the final week of each semester for students who wish to submit a score to the University for admissions purposes. Therefore, only (1) MSU provisionally admitted students and (2) applicants to an MSU academic program may take the test.

Eligible students may take this test with the following conditions:

- advance sign-up (sign-up procedures will be announced each semester)
- Test fee (waived for provisionally admitted MSU students); contact the ELC for Test fee price.

Results of the test will not be used for placement in 2nd and subsequent semesters of study at the ELC. (Placement for 2nd and subsequent semesters is by class grade).