

# ERLI Student Handbook

Spring 2021



**EMBRY-RIDDLE**  
Aeronautical University  
DAYTONA BEACH, FLORIDA

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## Message from Assistant Provost & Dean International Programs



Dear New International ERLI Students:

Congratulations on your decision to study at Embry-Riddle Aeronautical University and the Embry-Riddle Language Institute!

We are thrilled to welcome you to the campus community!

As an ERLI student, you are now a member of the student body at the world's largest and most prestigious aviation-focused university. At Embry-Riddle, it is our mission to teach the science, practice and business of aviation and aerospace, preparing students for productive careers and leadership roles in business, government agencies and the military. Embry-Riddle's reputation as a leader in aviation and aerospace higher education is grounded in its aviation roots dating back to 1926.

In recognition of your distinctive needs and experiences, the University maintains a division of International Programs. The Office of International Programs is here to:

- Assist you in immigration policies and procedures
- Ease your transition of studying and living in the United States
- Encourage a diverse community of students who engage in the free and open exchange of ideas and culture through international programming
- Create a community that will help you to succeed as a student here at Embry-Riddle

In addition, the Office of International Programs has designed a unique welcoming experience for you that includes International Student Orientation, the International Student & Scholar Services Check-In presentation and time to meet with the International Student Programming Council and their student mentors. Our hope is that these programs will help you to have a smooth transition to college and beyond.

On behalf of all of our staff in the International Programs team, Welcome!

A handwritten signature in blue ink, appearing to read "Aaron D. Clevenger".

Dr. Aaron D. Clevenger  
Dean, International Programs



## A Message from ERLI Director

**EMBRY-RIDDLE**  
Aeronautical University  
DAYTONA BEACH, FLORIDA

**Embry-Riddle  
Language Institute**  
*web: db.erau.edu/erli*

*Tel: 386-226-7614  
Email: erli@erau.edu*

Welcome to Embry-Riddle Language Institute (ERLI) at Embry-Riddle Aeronautical University in Daytona Beach, Florida! We are very happy that you will study here with us. ERLI is a great place to study English, prepare to study in a U.S. university, learn about American culture and make new friends. If you are an aviation enthusiast, take advantage of the opportunities around you.

ERLI faculty and staff are here to help you to achieve your academic goals, whatever they might be. We encourage you to study very hard and attend all your classes. Do not hesitate to ask your teacher questions! We also encourage you to participate in many activities and clubs ERAU has to offer.

The faculty and staff of the Embry-Riddle Language Institute have put this handbook together for ERLI students. This handbook has important contact information as well as ERLI and ERAU policies and procedures. You can always contact ERLI director or teachers with questions. Also, keep the handbook safe for future reference.

Have a great semester!

Sincerely,



Hannaliisa Savolainen  
Director  
savolaih@erau.edu



600 S. Clyde Morris Blvd.  
Daytona Beach, FL 32114-3900

## Mission Statement

The mission of the Embry-Riddle Language Institute is to provide high-quality English language instruction that prepares international students to enter and succeed in Embry-Riddle Aeronautical University or another U.S. university.

## Table of Administrative and Support Staff

**Dr. Aaron D. Clevenger**  
Assistant Provost & Dean  
International Programs

**Hannaliisa Savolainen**  
Director

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**Douglas Adams,**  
Assistant Director

**Jennifer Fox,**  
Administrative Assistant

<b>Aliona Buresh</b> Full-Time Faculty	<b>Alyssa Bulow</b> Full-Time Faculty	<b>Rachel Lee</b> Full-Time Faculty	<b>Perng Adams, ERLI Part-Time Adjunct Faculty</b>
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### Hannaliisa Savolainen – ERLI Director

Hannaliisa Savolainen earned her M.A. in Linguistics from Northeastern University in Chicago, Illinois. Prior to working as an administrator in international education, Hannaliisa taught ESL in Chicago, Santa Monica, and Flagstaff in both intensive English and credit programs. Her professional areas of interests include student support, faculty development, and reading research. Hannaliisa first arrived to the United States as a flight student, and she is a private pilot. In her free time, she enjoys exploring Florida with her family and reading murder mysteries.



**Douglas Adams – Assistant Director**

Douglas has an M.A. in Applied Linguistics with a specialization in TESL from the University of Florida and has taught English as a second language at the university level both in the U.S. and overseas for more than 20 years, and is currently on faculty at the Embry-Riddle Language Institute at Embry-Riddle Aeronautical University in Daytona Beach, Florida. In addition to teaching at the institute, he has also served as an academic advisor for first year students at the university and taught Embry-Riddle's developmental English classes for international students for more than ten years.



**Jennifer Fox – Administrative Assistant**

Jennifer has a B.A. in History from William & Mary in Williamsburg, VA and has worked in higher education since 2012. Jennifer started her career in higher ed coordinating program logistics for the National Institute of American History & Democracy (NIAHD) at W&M. She moved to Daytona Beach from Virginia and joined ERLI in 2021. Jennifer is the first point of contact for prospective students and provides administrative support to faculty and staff. When not helping students and faculty achieve academic success, Jennifer spends as much time as she can traveling, biking, curling (the ice sport!), and playing with her niece.



**Aliona Buresh – Instructor**

Aliona has her M.A. in Educational Leadership/Teaching English as a Second Language from the University of Central Florida. She started her teaching career as a University EFL Professor at the Institute of Parliamentarism and Enterprise in Minsk, Belarus. She worked from 2012-2014 at Daytona State College teaching ESOL to students from various educational and cultural backgrounds. She started to work at ERLI as a TESL Instructor in 2013. In ERLI, she teaches academic English classes and Human Factors in Aviation. She is fluent in Russian and Italian. Aliona enjoys travelling, experiencing new foods and cultures, and meeting people from different countries.



**Alyssa Bulow – Instructor**

Alyssa has her MA in Teaching English to Speakers of Other Languages (TESOL) from Michigan State University. She believes teaching is the best job imaginable and has a decade of teaching experience on 3 continents. Most recently, she taught US History and Culture in Michigan and led English teacher training in Tabasco, Mexico. Her professional interests are using corpora and collocations to improve language learning, EFL teacher development, and vocabulary acquisition. In addition to teaching at ERLI Alyssa loves learning about new cultures and languages, SCUBA diving, skating, eating vegetarian food, and achieving her goals.



**Rachel Lee – Instructor**

Rachel completed her M.A. in Teaching English to Speakers of Other Languages (TESOL) through Southern Illinois University. Prior to that, she earned a B.S. in Aviation Management, and a Master of Public Administration (MPA) in Aviation, while also taking courses in Spanish and Mandarin Chinese. Rachel has over 20 years of work experience in aviation, including academic advisement, recruitment, and advising various student groups. More recently, she has taught ESL, EFL and aviation courses to students studying in the U.S. and abroad. In her spare time, Rachel enjoys glamping (camping in her RV) with her husband and dog, hiking, Disneybounding, traveling, reading, and crafting.



**Perng Adams ERLI – Part-Time Adjunct Instructor**

Perng Adams has an M.A. in English Language and Linguistics from the University of Arizona and an M.A. in Linguistics from the University of Delaware. She taught English at Hong-Cheng Academy in Kaohsiung, Taiwan, before coming to the U.S. After she received her first master's degree, she has also taught ESL classes at the English Language Institute at the University of Florida and Embry-Riddle Language Institute. She loves to study languages and to work with students from diverse cultures. Her research interests include comparative syntax and ESL composition. She has published papers that compare English with Mandarin Chinese. In her free time, she enjoys reading, crocheting, traveling, raising French White Muscovy ducks, and spending time with her family.



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**Important Locations, Addresses, & Phone Numbers**

Office/Service	Location	Phone
ERLI Offices	Tomcat Annex 218	(386)- 226-7614
ERNIE Central Eagle ID Student Financial Services Class Registration	Student Union, room 105	(386)-226-7578
Counseling Center	Wellness Center	(386) 226-6035
Health Services	Wellness Center	(386)-226-7917
Housing & Residence Life	Student Village	(386)-323-8000
Parking Services	Student Union, room 103	(386)-226-6482
Post Office	Tomcat Annex	(386)-274-6327



**IT**

If you have the following problems, contact IT at 386-226-6990.

- You need help with ERNIE
- You need to reset your password
- You cannot log into your account
- You cannot access your ERAU email box

For more information, go to <https://erau.edu/tech-support>



**Rave (Emergency Notifications)**

RAVE (Emergency Notifications) is a service provided by ERAU to students and employees to keep them safe. It allows instant communications to students’ and employees’ cell phones and email accounts in the event of an emergency. Registered users will receive messages with updates and instructions from ERAU in case of emergency.

All ERLI students should register for Rave (Emergency Notifications). To register, students should go to their ERNIE accounts, and select Rave (Emergency Notifications) under the tools.

If you have any questions, please contact ERLI staff and faculty members.

**Faculty/Staff Contact Information**

ERLI Main Office			(386)-226-7073	Mod 30-2 Tomcat
<b>ERLI Director</b>	Savolainen, Hannaliisa	<a href="mailto:savolaih@erau.edu">savolaih@erau.edu</a>	(386)-226-7904	Tomcat office 218 B
<b>ERLI Assistant Director</b>	Adams, Douglas	<a href="mailto:adamsa30@erau.edu">adamsa30@erau.edu</a>	(386)-226-7072	Tomcat Office 218 G
<b>Administrative Assistant</b>	Fox Jennifer	<a href="mailto:foxj29@erau.edu">foxj29@erau.edu</a>	(386)-226-7614	Tomcat Office 218 E
<b>ERLI Instructor</b>	Buresh, Aliona	<a href="mailto:buresha@erau.edu">buresha@erau.edu</a>	(386)-226-7027	Tomcat Office 218 F
<b>ERLI Instructor</b>	Bulow, Alyssa	<a href="mailto:bulowa@erau.edu">bulowa@erau.edu</a>	(386) -226-7384	Tomcat Office 218 D
<b>ERLI Instructor</b>	Lee, Rachel	<a href="mailto:leer48@erau.edu">leer48@erau.edu</a>	(386)-226-6174	Tomcat Office 218 H
<b>ERLI Adjunct Instructor</b>	Perng Adams	<a href="mailto:admasp@erau.edu">admasp@erau.edu</a>	(386)-226-7073	Tomcat Office 218 E

<b>Campus Safety</b>	
Non-Emergency	(386)-226-6480
Emergency	(386)-226-7233
<b>Daytona Beach Police</b>	
Non-Emergency	(386) 323-3569
Emergency	911

**Map**

<https://daytonabeach.erau.edu/about/directions/map/>

**ERLI Calendar**

In ERLI, every semester we offer two start dates. To learn more about midterm start dates, check the ERLI calendar on the ERLI website.

<http://daytonabeach.erau.edu/international-programs/language-institute/calendar/>

Spring 2021 Semester	January 19 – April 30
Summer 2021 Semester	TBA

Mandatory new student orientation dates are posted on ERLI calendar.

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Due to COVID-19 pandemic, ERLI is supporting student learning in as many ways as possible. Students may attend class remotely via Zoom or in person on campus while observing all safety protocols. Some student related policies have been amended. Please see Appendix A on page 26. You can also contact the ERLI Administration for questions at [erli@erau.edu](mailto:erli@erau.edu) .

## ERLI Behavioral Policies

### Non-Discrimination Policy

Embry-Riddle Aeronautical University recognizes that our students, staff, and faculty offer some of our greatest strengths, diversity and inclusiveness. The following value statement is from the University Office of Diversity Initiatives:

- Embry-Riddle values diversity and inclusion. We respect the rights and property of all individuals, regardless of gender, race, ethnicity, national origin, age, physical ability, economic background, sexual orientation, gender identity, and religious belief. We believe in a community where all members are welcome, and individuals and groups are free from harassment.
- We consider one of our most important missions to be the stewardship of our students, who are our primary focus at Embry-Riddle. Their well-being and feeling of belonging is paramount to this office. It is our goal to ensure that every student feels welcomed and included into the Embry-Riddle “family”.
- Students should bring their concerns to university personnel by talking to someone at ERLI or by reporting harassment anonymously at: [https://cm.maxient.com/reportingform.php?EmbryRiddleDaytona&layout\\_id=40](https://cm.maxient.com/reportingform.php?EmbryRiddleDaytona&layout_id=40) .

### Student Conduct

ERLI students are ERAU students and are subject to ERAU’s Student Code of Conduct. Each student at ERLI has a right to an uninterrupted learning environment. Students, who are disruptive, will be asked to leave class. Examples of disruptive behavior include coming late, talking loudly, speaking in one’s own language, not complying with instructor’s requests, using cell phones, sleeping in class, etc. The complete list of student policies can be found here: <https://daytonabeach.erau.edu/campus-life/dean-of-students/honor>

Disruptive students will be asked to leave class and marked absent. Continued disruptive behavior is a violation of the Student Code of Conduct and may lead to a dismissal from ERLI.

### Classroom Norms in the US

International students often find that the classroom cultural norms are different from their home country. Here are some things that former ERLI students have commented on:

1. **What do I call my teacher?** Your teacher or instructor will tell you how they would like to be addressed. They will not respond to “Teacher!”
2. **Who is responsible for keeping the classroom clean?** Students should throw away all trash they bring in. Classrooms should be left in a clean condition.
3. **Can I bring food and drink into the classroom?** Water bottles are allowed. Most classrooms have signs posted forbidding food.

4. **Can I leave in the middle of the class?** Students should make phone calls and use the bathroom during the break as much as possible. If students need to leave during class, they will miss important information.
5. **What should I wear to class?** Students should wear appropriate school clothes. In summer, many classrooms are cold, so layers are recommended. Clothes should also be clean. Some people are allergic to scents, so don't use a lot of perfume. 😊
6. **Can teachers change my grade if I ask?** It is always good to speak with your teacher about your grades to see if there is a mistake. It is not acceptable to ask your teacher for extra points or to change your grade. Please remember, when an instructor says "no", it means no, and there is no room for negotiation. Your teacher may ask you to speak with the ERLI director to get your problem solved.
7. **How do I answer a questions in class?** Your teachers will let you know what they would like you to do. Teachers have different rules, so students get a variety of experiences.
8. **Is it appropriate to interrupt your teacher or your classmate in class?** To be polite, you should wait until your teacher or your classmates finish talking to ask a question or add a comment.
9. **Can I stop attending ERLI classes if I earn a minimum IELTS/TOEFL/Duolingo score?** ERLI's policy states that you will still need to pass your current semester with a GPA of 2.0 or higher. Students are also limited to 44 hours of absences. So, we strongly recommend you to continue coming to class and working on your assignments.
10. **What are office hours used for?** Your teachers are always happy to see you. 😊 It is always good to stop by your teacher's office during office hours to discuss your progress in class, to ask any questions related to the class, and/or share comments or suggestions about the class. Also, your teachers will be happy to work with you on parts of the class that you find difficult.

## ERLI's Attendance Policy

Our goal at the Embry-Riddle Language Institute (ERLI) is to help students learn English and prepare for a successful career at Embry-Riddle Aeronautical University or any other university. Attendance and participation are very important to the success of any student and are expected of all students in ERLI. In other words, attendance is *mandatory*.

ERLI students are allowed 44 cumulative hours of absences per semester. This means that a student is allowed to miss a total of 44 hours across all classes in a given semester (not 44 hours for each individual class!) and a student who starts at mid-term is allowed to miss 22 hours.

ERLI students who are enrolled in fewer than five (5) classes have different attendance requirements. The table below shows the absence hourly limit for students taking fewer than five classes at ERLI.

Number of Classes	Limit Absence Hours
5	44
4	32
3	24
2	16
1	8

Instructors take attendance every day, and report the attendance to the ERLI administration and International Student and Scholar Services. *Please remember that successful students come to class, every day, on time, and that attending class is a requirement for international students to maintain their immigration status.*



Students who exceed the given limit per semester will be suspended from ERLI. Students who are suspended from ERLI will have their I-20s terminated and their conditional admission revoked.

ERLI does not have “excused absences”. Students should not schedule meetings, such as with academic advising, admissions, Student Financial Services, IELTS, Duolingo, or TOEFL tests etc., during class. When students miss class for illness, they will be marked absent and will be responsible for the work missed. It is always a good idea to let your teacher know in advance if you need to miss class.

### **Academic Integrity Honor Statement**

Academic Integrity Honor Statement: ERLI is committed to fostering a culture of intellectual honor and ethics and considers academic dishonesty a very serious offense. Such offenses include, but are not limited to: cheating (accepting unauthorized assistance in preparing assignments), fraud (gaining unfair advantage through deceit, trickery, or falsification of records), plagiarism (taking the ideas, writing, words, and/or work of another and representing them as one’s own without appropriate acknowledgment), or self-plagiarism (submitting the same paper to two different instructors in separate classes for credit). A student who cheats, commits any form of academic fraud, or plagiarizes in a class, will receive sanctions ranging from a zero (0) for the work in question to expulsion from the University.

If students violates the ERAU’s Academic Integrity rules, they will receive a warning from the instructors and the Director, and an in-class penalty (ie: 0 on the assignment). The second violation will result in the student being reported to the Dean at which point, the University’s disciplinary board will take over.



Students should always ask their instructors if they are not sure about citing or giving credit

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## **ERLI Academic Policies and Procedures**

### **ERLI Initial Placement Procedures**

ERLI uses an in-house placement test that evaluates listening, reading, and writing proficiency. This test is taken by students prior to the beginning of their courses. When students arrive at ERLI, they will be given a placement test and placed in levels from level 2 to level 5. In addition, new students starting at the beginning of the semester and at the midterm take additional diagnostics during their first week of classes to confirm their placement. If on a diagnostic test, a student starting at the beginning of the semester has demonstrated an 80% mastery of the outcomes for the level they are currently placed in, they are eligible for a course level change recommendation. Students starting at the midterm should demonstrate a 90% mastery of the outcomes to be eligible to change their course level. Only new students are eligible to change their course level based on a diagnostic test. Faculty and the director meet to review student placement and make final recommendations. Every effort is made to place students at the correct levels.

At times students feel that the level they were placed in is too high, and they wish to move one level down. Students should tell their concern to their teacher. The request is reviewed with the faculty and ERLI director. Once the student moves to a lower level, the student must stay at that level.

*\*ERLI reserves the right to make changes to this policy.*

### **Policy for Students Placed in below Level 2 ERLI Classes**

In ERLI, we do not offer classes below level 2. If a student is placed in a class below level 2, the student is encouraged to transfer to another university. If the student wishes to stay in ERLI, the student will be enrolled in level 2 classes. The student will also need to meet with the ERLI Director before enrolling in classes.

*\*For example, if a student places below level 2 in ERD, they will be enrolled in ERD002.*

### **Advanced Placement**

On a rare occasion, students can skip a course level with instructor recommendation and advanced placement committee approval. However, these students must have completed all the curricular requirements for the next level first. In a rare occasion, a student can get a high score suitable for **level 6**. Due to the fact that we do not offer **level 6**, a student stays in level 5

## Advanced Placement (AP) Process

Advanced Placement is for exceptional students only whose language proficiency has surpassed ERLI's **subsequent level** curricula. The student must have mastered the current level at 95% or higher and the **subsequent level** curricula at an 85% or higher based on a final exam for the subsequent level.

\*Speaking & Writing ability will be measured with the ERLI rubrics for Speaking and Writing. In order to AP in ELS, students must meet the AP criteria for BOTH Listening AND Speaking. Students who AP for writing do not automatically move up a level in grammar as well and vice-versa.

## ERLI Achievement Scale

The ERLI program is divided into 4 levels:

- Level 2: High-Beginner level
- Level 3: Intermediate level
- Level 4: High-Intermediate level
- Level 5: Advanced level



In order to progress to the next level in a curricular area, students must pass their courses with a 70% or higher. For example, when a student passes ERD 003 with a C, the student advances to ERD 004. This includes Special Topics courses.

Please visit the ERLI homepage to read descriptions of classes and view sample class schedule: <https://daytonabeach.erau.edu/international-programs/language-institute>

## Syllabus

Each instructor provides students with a course syllabus at the beginning of the class. Syllabi contain important information about the course such as meeting times and dates, materials needed, grading policy, attendance policy, and other policies. Keep all syllabi!

## Grading System

The following grades are used by the faculty to indicate the quality of work performed:

A Superior:	90% - 100%	
B Above Average:	80% - 89%	
C Average:	70% - 79%	
D Below Average:	60% - 69%	(Must repeat the course)
F Failure:	0% - 59%	(Must repeat the course)



Students must earn a minimum of a 70% in order to pass any ERLI course. *Grades below 70% will not be rounded up.* This means that 69.78% is a D.



## Midterm-Starts

Only new students have the option to start at the beginning *or* in the middle of the semester. All returning students must start at the beginning of the semester. All ERLI classes run till the end of the semester.

## Transition to Academic Studies

In order to earn an ERLI recommendation for academic study at ERAU, students must:

- Successfully complete all ERLI's highest level courses, including their current ELB course with a "C" or better.
- OR
- Attain a minimum score of 6.0 IELTS, 79 TOEFL iBT or 105 Duolingo, *and* complete their current ERLI semester with an ERLI GPA of 2.0 or higher.

Students should also confirm with International Admissions that they have met all other admission criteria.

## ERLI's Warning, Probation, and Dismissal Policy

Occasionally students may have an unsuccessful semester. ERLI students who earn a Grade Point Average (GPA) lower than a 2.0 in any semester will receive a **warning**. Students who receive a **warning** must repeat all classes in which they earned D's and F's and earn a grade point average of 2.0 or higher for the semester. Students who do not earn the required GPA will be put on **probation**. The students must earn a 2.0 or higher in their probationary semester in order to continue in the ERLI program. Students, who have two consecutive semesters with a 2.0 or lower GPA, will be **dismissed** from the program, and their I-20 will be cancelled.

Students can be on warning or probation only once while studying in ERLI.

## Course Retakes

ERLI students are allowed to take any given ERLI course twice. After two unsuccessful attempts, students must meet with the ERLI director. Only under special circumstances will a third repeat be allowed. Without a valid reason, the student will be dismissed from ERLI.

## **Grade Appeals**

Grade Appeals: Every effort is made by the ERLI instructors to grade students in a fair and consistent manner. However, students may appeal a final grade assigned to them by the instructors. Students may appeal grades only if there is a mistake in calculations of the grade, or there is a major change in class policies. Usually, appeals challenging the academic judgement of the instructor are not acceptable. If the instructor and student are unable to resolve the issue, the grade appeal will come to the director.

## **Complaint Procedures**

Students who may have a personal or academic grievance must follow the following procedure:

- If grievance is against instructor, contact the instructor to discuss the problem and attempt a resolution.
- If a resolution cannot be decided with the course instructor, contact the Embry-Riddle Language Institute Director within one week of the incident.
- If a resolution cannot be decided at the Embry-Riddle Language Institute Director level, the student should follow ERAU's "Student Grievance Procedure" found here <https://daytonabeach.erau.edu/campus-life/dean-of-students> . At this point, the grievance becomes a formal complaint, and records of the complaint and its resolution are kept by the Dean of Students office under the student's identification number.

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## **Registration and Payments**

### **Full-time Course Load at ERLI**

A full-time course load at ERLI is five classes. *International students on student visas must be enrolled full-time to remain in status with US immigration for fall and spring semesters.* The Assistant Director registers students for their ERLI classes.

Tuition, payment due dates, and refund information along with important dates for registration and cancellation of registration can be found at: <http://daytonabeach.erau.edu/international-programs/language-institute/tuition-fees/>

### **Registration and Holds**

If students have holds (immunization, financial, etc.) at the beginning of the semester, they cannot be registered for classes until those holds are cleared. Any classes missed will accrue absences."

### **Payments**

ERLI students are required to pay for their classes by the ERAU payment deadline. This deadline is usually before the start of classes. If tuition is not paid by the due date, students will be dropped from their classes. Students will accrue absences for missed classes and will be responsible for any work missed. If students want to enroll in the payment plan, they should ask at Ernie Central.

### **Drop/Add Period**

International students must be registered full-time in 5 ERLI classes in order to maintain their immigration status. There are special situations where students might be able to take fewer classes. Students should always speak with an international student advisor before taking any action. Also, if a student plans on withdrawing for the semester, he/she should speak with an international student advisor before taking any action.

### **Refunds**

ERLI follows the same schedule as ERAU with regards to refunds. For more information, see the [current term info](#) link on the Registrar's website.

## **Withdrawal Policy**

Students who want to withdraw from ERLI should complete a withdrawal form with the help of the ERLI Administrative Assistant.

## **FERPA**

FERPA (The Family Educational Rights and Privacy Act) is a federal law designed to protect the privacy of and limit access to student educational records such as grades, housing information, financial status, results of disciplinary proceedings, etc... This means that ERLI faculty and staff will not share any of this information with anyone, including student's parents, without written permission.

Students provide FERPA release by granting the person/s auxiliary access in ERNIE. Directions on how to do this are covered in the ERLI orientation. Sponsored students are required to provide auxiliary access to their sponsor-advisor. It is best to do this as early in the semester as possible.

FERPA does not apply to Medical, Disability and Counseling records, which are confidential and protected.

## **ERLI Referral Policy**

When the students' needs exceed the resources and expertise available within the program or institution, they are referred to other qualified professionals, services, or programs.

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## Health Information

### Health Insurance Requirement



It is ***mandatory*** for all international students to have health insurance. All ERLI students will be automatically enrolled in insurance unless they complete the waiver process. Students should follow the process that was sent to them through an email. If students have any questions, please contact the [ERAU Student Health Center](#).

### Health Services

If students get sick, Embry-Riddle has a health center. It is located on the corner of Clyde Morris and Richard Petty Blvd., on the northeast corner of the campus. Students can just walk in and show their I.D. A medical professional will help them.

Wellness Center Building 20. Phone: 226-7917

Hours: 8 a.m. to 8 p.m., Mon-Wed.; 8 a.m. to 5 p.m., Thursday and Friday

11 a.m. to 5 p.m., Sun. (Summer semester hours /coverage will vary)

If students have a medical emergency, they should call 911.

### Counseling Center

If students need counseling, they should contact the [Wellness Center](#) in Building 20, (386) 226-6035, Monday through Friday, 8 a.m. to 5 p.m., or by email [dbhealth@erau.edu](mailto:dbhealth@erau.edu)

### Immunization

Students must complete health requirements to be enrolled in classes at ERAU. Students who fail to comply will have a medical hold placed on their student account. Please act now to avoid delays to class registration. <https://daytonabeach.erau.edu/about/health-wellness/requirements/> If students have questions about how to submit their proof of immunization, they should contact ERAU Health Services at [dbhealth@erau.edu](mailto:dbhealth@erau.edu).



### Smoking

ERAU is a tobacco-free campus. Smoking on campus is not permitted. Students who are caught smoking may face Honor Code hearings.

If interested in quitting smoking, ERAU has several services to help you succeed. Visit <http://www.ahectobacco.com/want-to-quit/> or call 1-877-848-6696 for more information.

## **Disability Support Services**

Persons with disabilities can and do succeed in their pursuit of higher education. The mission of Disability Support Services is to guide and support institutional compliance with Section 504 of the Rehabilitation Act of 1973 and Title III of the Americans with Disabilities Act to ensure equal access for students with disabilities of the Daytona Beach and Worldwide Campuses. The University acknowledges the confidential nature of students' disability-related information and records and ascribes to the federal guidelines (Section 503 of the Rehabilitation Act and Title I of the Americans with Disabilities Act) that mandate control of and restrict access to such information. Note: Unless specifically contraindicated by another title, the confidentiality requirements of Title I of the ADA apply to all titles.

<https://daytonabeach.erau.edu/about/disability-support>

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## University Services

### Ernie Central

Ernie Central issues students their Eagle Card. In addition, they answer questions related to academic records like verification of enrollment or transcripts, finances, etc. Ernie Central is located in the Mori Hosseini Student Union, room 161.

### Eagle card

#### **It's an I.D. card.**

The EAGLEcard is a student's ID. Whenever students attend any school activity, event, game, or department for services, they need to use their EAGLEcard; for example, the Health Center.

#### **It's an access card.**

The EAGLEcard provides access to the residence halls. Also, certain labs and buildings require the use of an EAGLEcard for entry along with the gym. Students also use it to borrow books from the library.

#### **It's a debit card.**

The EAGLEcard has several debit accounts on it, and they are managed by the University. It has Eagle Dollars, Meal Plan and Riddle Bucks — all on one card. Debit card purchases can be made at the University bookstore, vending machines, food courts, laundry machines, the Flight Payment Station and at select off-campus merchants.

For more information, students should call Eagle Card Center at (386) 226-7578.



### ERAU Email

- All ERLI students have an ERAU email account. Important information is sent through email.
- Students need to check their ERAU email every day. ERLI students are responsible for all information transmitted via ERAU email.
- Students should use ERAU email for all on-campus communication. Remember to include a greeting, clear message, and a closing. Proofreading email for grammar and spelling is essential.

### Internet Access

All students have access to the internet. They can connect from the computer labs, classrooms and residence halls. There are also public computers for Embry-Riddle students in the library.

Internet access is available through wireless across campus. Students should use the “EagleNet” network, so they only have to sign in with their I.D. and use their password once. Access is available for many information technology resources, such as web-access email.

## Hunt Library

The Hunt Library is located on the second floor of the Student Union. The library contains many things: books, maps, newspapers, magazines, CDs, videos, computer programs, tapes, computers, copiers and internet access. The library has a small collection of current popular titles. There are 30 public-use computers that have internet access. The purpose of the library is information, research, inspiration and reading. To use the library, students only need to walk in. If students want to take something out, they need to use their Eagle Card. The I.D. card is required for circulation and media services. If students cannot find things that they need, people are there to help them.

## Mail Center

Students can mail letters and ship packages from the Mail Center via USPS (United States Postal Service), FedEx and UPS. The mailboxes for all students are also located in Tomcat next to the Post Office. The mailboxes are open 24 hours and 7 days a week. Students are automatically assigned a mailbox if they live on campus. Keys to the mailboxes are distributed at orientation. However, sometimes, the Post Office doesn't have all the keys ready for every student. Students may need to stop by the Post Office to get their key.

If the package is too big to fit in the mailbox, students will get a notice in their mailbox saying they got the package and have to come pick up the package at the post office.

### The Post Office hours:

Shipping Window **8:00 AM - 4:00 PM Monday - Friday**  
Postal Contract  
Service Windows **8:00 AM - 4:30 PM Monday - Friday**  
Customer Service  
Window (Students) **8:00 AM - 4:30 PM Monday - Friday**

To let other people know how to send mail to them, students should use the following format:

(Student's name)  
----- (student's box number)  
Embry-Riddle Aeronautical University  
1 Aerospace Boulevard  
Daytona Beach, FL 32114-3977



## Parking

- All students, including first-year students, are allowed to have vehicles. Due to space concerns, we ask that students park only one vehicle on campus. All students are required to register their vehicles online on <https://embryriddle.t2hosted.com/cmn/index.aspx> .
- Any additional information regarding vehicle registration, parking, safety matters can be found in [Campus Rules and Registrations Handbook](#) .
- Parking & Traffic Services help students if they lock themselves out of their car or if the vehicle doesn't start. Just call 226-6480 for assistance.
- Never drive fast on campus, because the speed limit is 10 mph.
- Student Parking is in the YELLOW or RAINBOW lots only. If students park somewhere else, they will receive a parking fine.

## Appendix A

\*\*\*COVID-19\*\*\*Students, faculty and staff are required to follow all safety guidelines regarding COVID-19 at all times. For more information, visit: <https://erau.edu/coronavirus>. Health is everyone's responsibility!

### Amended Attendance Policy, Spring 2021

Our goal at the Embry-Riddle Language Institute (ERLI) is to help students learn English and prepare for a successful career at Embry-Riddle Aeronautical University or any other university. Attendance and participation are very important to the success of any student and are expected of all students in ERLI. In other words, attendance is *mandatory*.

During Spring 2021 semester, students can attend classes in person\* at Daytona Campus or attend classes remotely via Zoom during Eastern time. However, all students must log into Zoom in each class meeting. Students who come to campus must bring their laptop/tablet so that they can log in. All work in classes and for the classes will be completed electronically. There are no paper copies and no materials may be shared.

\*In some instances it is mandatory for students to attend in person to maintain their immigration status.



**ERLI students who start courses in January are allowed to miss 9 class meetings for each course they take during the fall semester. Missing more than 9 class meetings means the student earns an "F" for the course. Additionally, students must attend class to maintain their immigration status if they are in the United States. Failure to attend class may affect students' immigration status.**

Students will be marked absent if they:

- do not log into Zoom
- do not have their camera on
- log in but do not respond when the teachers calls on them
- log in but do not participate in a meaningful way in activities
- log in more than 15 minutes late

Instructors take attendance every day, and report the attendance to the ERLI administration. *Please remember that successful students come to class, every day, on time!*

ERLI does not have "excused absences". Students should not schedule meetings, such as with academic advising, admissions, Student Financial Services, IELTS or TOEFL tests etc., during class. When students miss class for illness, they will be marked absent and will be responsible for the work missed. It is always a good idea to let your teacher know in advance if you need to miss class.

### **Student Responsibilities for Spring 2021 ERLI Classes**

Learning English remotely is different from meeting in a regular classroom. It is important that all students continue learning, and to do so, they deserve an uninterrupted learning environment. We can all

contribute to this by following some simple rules. Due to safety concerns, materials may not be shared and teachers will not provide paper copies. Each student must have his/her own electronic device to log into Zoom and complete all work.

**Required Technology:**

- Internet connection
- Laptop or tablet that is Zoom and Canvas compatible
- Most recent version of Google Chrome or Safari
- Speakers and microphone (headset)
- Webcam

**Rules for Classroom Conduct:**

- Login before class starts
  - If you have connection issues, notify your teacher as soon as possible
- Be responsive during class—this means, answer when your teacher calls on you
- Participate when you are assigned in a group
- Ask questions when you don't understand—use “Raise Hand” feature to ask a question
- Dress like you would for an in-person class
- Use English
- Be in a quiet place
- Be mindful about interrupting
- Mute your mic when not talking

**Rules for Quizzes, Tests, and Assignments**

- All work must be student's own work.
- Unless directed otherwise, students must:
  - sign into Zoom and turn on their camera.
  - keep their camera on and not paused at all times.
  - respond when the teacher calls on them.
  - raise their hand to ask a question.
  - start the task within 5 minutes from the time task opens.
- The test will stop if students:
  - start the test and then turn off their camera or
  - leave the Zoom classroom.
- Students will earn a zero (0) if they:
  - do not come to the Zoom classroom or
  - come to Zoom BUT do not turn on their camera or
  - do not follow test rules.

*ERLI students are subject to rules and regulations governing student conduct at the University.*

*Please note policies and procedures are subject to change.*