



English Language
Institute

Request for Change in ELI Placement

As stated in the ELI Policies, ELI Placement Chart, and ELI Student Handbook:

Before classes begin each semester, new students will take three placement tests to determine their appropriate level of study: 1) English Placement Test (EPT), 2) CaMLA Speaking Test, and 3) CaMLA Writing Test. The combination of scores will determine their placements in the ELI.

For Oral Integrated classes, students must have:	For Written Integrated and afternoon classes, students must have:
<ul style="list-style-type: none">• EPT score for the level• CaMLA Speaking score for the level	<ul style="list-style-type: none">• EPT score for the level• CaMLA Writing score for the level

At the end of each semester, all students are evaluated for placement for the following term with the CaMLA Speaking Test, CaMLA Writing Test and MTELP (Michigan Test of English Language Proficiency).

For Oral Integrated classes, students must have at least 2 out of 3:	For Written Integrated and afternoon classes, students must have at least 2 out of 3:
<ul style="list-style-type: none">• MTELP score for the level• Speaking score for the level• Passing Grade of C+ (2.33) in Oral Integrated class	<ul style="list-style-type: none">• MTELP score for the level• Writing score for the level• Passing Grade of C+ (2.33) in Written Integrated and afternoon classes

Any changes to the ELI Placement are made on the official WSU *last day to add or drop classes*, which is usually at the end of the 2nd week of ELI classes.

Our Mission

We prepare English language learners from the global and local communities for academic study by providing comprehensive and intensive language instruction.

It is Normal to Feel Concerned about Your ELI Placement

The first week of classes in the ELI may be very challenging for some students, especially if they are newcomers to the U.S.A. However, other students may think that the first week of classes is slow or repetitive. It is normal to feel concerned or even worried about your ELI Placement. Your teachers are here for you, so express any concerns that you may have about the course to them. In addition, please keep in mind that you have been tested and placed in the ELI with valid and reliable testing instruments that are respected in the field of ESL teaching. Moreover, the pace and complexity of the course content will increase in the second and third weeks of the course. If you still believe that your placement needs to be adjusted, follow the guidelines and procedures below to request a change in your ELI placement or program level:

Guidelines for Requesting a Change in ELI Placement or Program Level

1. If you feel that the ELI program level that you are placed in is either too difficult or not challenging enough, you should first discuss your concerns with your teacher.

When you express your concerns directly to your teacher, your teacher can monitor your proficiency and performance and make a recommendation for a change in ELI placement if she/he feels it is necessary.

2. After speaking with your teacher, if you still believe that you have been inappropriately placed in an ELI program level, please fill out a REQUEST FOR CHANGE IN PLACEMENT FORM.

Please refer to ELI Placement and Promotion procedures which are stated in the ELI Policies, ELI Placement Chart and ELI Student Handbook.

ELI's Appeal Procedure for Placement

At the start of the semester, all students are required to attend the classes in which they have been placed.

Once a request for a change in placement has been submitted, the ELI director will review the student's placement data, previous-semester grades (if any), and current performance with the placement committee and the teachers involved.

When a final decision has been reached, the ELI director will inform the student in writing.

REQUEST FOR CHANGE IN PLACEMENT FORM

Please complete the REQUEST FOR CHANGE IN PLACEMENT FORM and submit it by email (eliwsu@wayne.edu) or in person to the ELI Main Office (351 Manoogian). The ELI Director will review the form and contact you once a final decision has been reached..

If you need help to understand or to complete this form, an ELI representative can help you and will keep this form completely confidential.

Any changes to the ELI Placement are made on the official WSU *last day to add or drop classes*, which is usually at the end of the 2nd week of ELI classes. Therefore, this form must be submitted prior to that date. (See ELI Calendar for the specific date.)

Please print clearly.

Full Name _____

Email Address _____ WSU Access ID _____

WSU ID number (also known as PID#) _____

1. Please check one of the boxes below:

I am a new student to the ELI. I am a continuing student in the ELI.

2. Have you spoken to your teacher about a request for a change in your ELI placement or program level? (Check one box.)

Yes No

3. Have you read the ELI Placement and Promotion Policies in the ELI Student Handbook? (Check one box.)

Yes No

4. Why do you want to request a change in your ELI placement or program level?

OVER →

5. Please indicate your current ELI placement and requested ELI placement:

	Current Level	Requested Level
Oral Integrated		
Written Integrated		
Afternoon Class I		
Afternoon Class II		

This form was completed by _____

Signature _____ Date _____

Note: This document and any accompanying materials will be kept confidential and on file at the ELI office.

For office use only

Date received:	Staff member in charge:		
ELI Test Date:			
CaMLA Speaking score:	CaMLA Writing score:	EPT score:	MTELP score:
Current ELI Placement:			
Evidence to support a change to the Current ELI Placement:			
Action(s) taken:			
Record filed by:			

Our Mission

We prepare English language learners from the global and local communities for academic study by providing comprehensive and intensive language instruction.