



**Academic Catalog
2023**

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GT Educational Center reserves the right to change all part of this catalog and the policies and classes contained herein, without prior notice.

GT Educational Center does not discriminate on the basis of race, creed, religion, national origin, handicap, age, sex, or marital status in admission to and participation in its educational programs, or in its employment practices.

GT Educational Center is accredited by the Commission on English Language Programs Accreditation for the period **August 2018 through August 2028** and agrees to uphold the CEA Standards for English Language Programs and Institutions. CEA is recognized by the U.S. Secretary of Education as a national accrediting agency for English language programs and institutions in the U.S. For further information about this accreditation, please contact CEA, 801 North Fairfax Street, Suite 402A, Alexandria, VA 22314, 703.665.3400, www.cea-accredit.org

GT Educational Center is approved by the Division of Private Business and Vocational Schools of the Illinois Board of Higher Education. The Illinois Board of Higher Education provides leadership, advocacy, and support for the work of post-secondary institutions, making education in Illinois second to none. Complaints, which cannot be resolved by direct negotiation with the school in accordance to its written grievance policy, may be filed with the Illinois Board of Higher Education, 1 N. Old State Capitol Plaza, Suite 300 Springfield, IL 62701 or at www.ibhe.org

This Catalog is available electronically to all interested parties on our website www.gt.edu

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School philosophy/mission

GT Educational Center is a private school designed to provide English Language instruction to adult non-native speakers seeking to become proficient in the skills of speaking, listening, reading, and writing in English. Our mission is to deliver quality education and outstanding service so as to help students achieve their highest English language learning potential for academic, professional, and/or personal success. We offer students quality preparation in pursuing their future goals and provide them with a caring and professional learning experience. To achieve our mission an intellectually stimulating curriculum has been developed with an emphasis on equipping students with language skills as well as giving them an opportunity to gain insight into American life and culture. Our courses are taught at beginner to advanced levels on a year round basis by highly qualified instructors. By using a variety of effective teaching methods, carefully selected course materials target a variety of learning styles for our diverse student community. We promote intercultural awareness among our students and strongly encourage collaborative learning. GT Educational Center is deeply committed to building confidence and motivating and empowering our students by helping them gain proficiency in the English language.

Accreditation, State/Federal Certification

Permit of Approval is issued by Illinois Board of Higher Education
Division of Private Business and Vocational Schools
1 N. Old State Capitol Plaza, Suite 300
Springfield, IL 62701

GT Educational Center is accredited by the Commission on English Language Programs Accreditation for the period **August 2018 through August 2028** and agrees to uphold the CEA Standards for English Language Programs and Institutions. CEA is recognized by the U.S. Secretary of Education as a national accrediting agency for English language programs and institutions in the U.S. For further information about this accreditation, please contact CEA, 801 North Fairfax Street, Suite 402A, Alexandria, VA 22314, 703.665.3400, www.cea-accredit.org

The school is authorized under Federal law to enroll non-immigrant alien students.

Admission Requirements

In order to qualify for admission with GT Educational Center, all applicants should be 17 years of age or older and submit any academic proof such as diploma or most recent transcript of an institution applicant are currently attending or attended. In addition, GT may interview an applicant. Prospective students are required to complete an application, which can be obtained at our offices or on our website: www.gt.edu. English language proficiency requirements for all programs except General English Low Beginner can be found in the prerequisite section of each course description of this catalog. General English low beginner courses do not have a prerequisite. Upon completion of the application process and verification of the applicant's qualifications an acceptance letter will be issued to the applicant. Age requirement exceptions can be made for short term students under the age of 17, by presenting documentation from parent or Guardian confirming the education they receive at GT Educational Center will not interfere with their primary education. Further information is available by contacting the admissions office. GT Educational Center does not discriminate on the basis of race, creed, religion, national origin, handicap, age, sex, or marital status in admission to and participation in its educational programs.

International student admission requirements can be found in the International Students section below.

International Students

GT Educational Center is authorized under Federal law to enroll nonimmigrant alien students. International student applicants seeking admission should contact an Admissions Administrator or visit our website, www.gt.edu , for further information. All international students must possess a student visa in order to participate in our full-time intensive English programs. In order to qualify for a student visa all students should have a residence abroad, have no intention of abandoning that residence, intend to depart the US after completion of their program, and possess sufficient funds to pursue their education in the US. In addition to standard application procedures, foreign student applicants are required to submit additional documentation including a Valid Passport and Proof of Financial Funds. Please refer to the International Student section of our website for more specific information as well as information for students who are changing immigration status. Transferring international students may be required to submit transcripts from previously attended institutions in the US, all issued I-20 forms, as well as other documents. Transcripts are evaluated by the Director of Admission and must demonstrate progress consistent with GT standards. If you have two failing grades in a row or in an academic year, you may be ineligible for enrollment. You will need to present a letter explaining the reasons for your failure, why it is important for you to study English and how you will prevent such failures from happening again.

Students can contact the office with questions about international admissions and transfers. This information is also available on our website: www.gt.edu

Accepted students can review the Student Handbook for specific information, including information on how to maintain your student status.

Transferring

Students transferring into GT, please see the admission requirements section of this catalog.

Students transferring out of GT require an interview. A transfer request form must be completed. GT does not offer college credits for its courses. However, GT holds articulation agreement with select universities offering TOEFL waivers to students completing its program(s). A list of universities can be found on our website (www.gt.edu). Students should check with the school to which they plan to transfer to ensure TOEFL waiver eligibility.

Credits are not offered and therefore, the school does not guarantee the transferability of credits to another school, college, or university. Credits or coursework are not likely to transfer; any decision on the comparability, appropriateness and applicability of credit and whether credit should be accepted is the decision of the receiving institution.

Student Placement

All new students are also required to take a placement test prior to registration. The test, administered by the school, determines the proficiency level of the student in order to ensure proper course placement. Students are informed of their results. If a student feels they have been placed incorrectly into a course, they must complete a form of appeal, obtainable at the office; meet with an academic advisor for additional assessment within the first week of class two weeks of class. A letter of recommendation is often required from the instructor.

Registration

Completion of an enrollment agreement, stating selected course/program, with coordinating payment schedule (if applicable) is considered registration. GT permits late registration. Late registration is considered enrollment

past the commencement date of class, but not past 20% of class completion. 20% is equivalent to 36 hours of instruction in any 180 hours course. The class format can be found in this catalog. You can register late if:

- the classes started, but have not met for more than 36 hours. 36 hours equals 6 consecutive days of class at a three day per week schedule or 8 consecutive days of class at a 5 day per week schedule.

- you were unable to register on time because of unique circumstances, such as:

 - you entered the country late

 - you were dropped below a full course of study, for medical or other unforeseen circumstances.

Upon completion of registration, the Enrollment Agreement serves as Confirmation of Registration and a copy is available to students. First time registration can only be completed after completion of a placement test, administered by the school.

Academic Calendar

Program start dates are scheduled periodically throughout the calendar year. An academic year is considered to be the completion of at least 30 weeks of class. All admissions procedures should be completed at least two (2) weeks prior to the start of each program if possible. A copy of program start dates may be obtained by contacting the Admissions Office or on our website: www.gt.edu. In certain cases, students may be admitted at a midterm start date. Midterm start dates fall in the middle of each session and require students to obtain a qualifying score on the GT placement test. Not all student will be admitted for the midterm start. Contact the office for additional information.

Attendance

All enrolled students are expected to attend each class. Absence from 30% of the overall required class hours will result in dismissal from the course. Attendance will be recorded hourly. Absence of 15 consecutive days will result in automatic dismissal from school and consequent termination of the student's status. Reduced course loads must be pre-approved and documented. International students must consult the Student Handbook to learn consequences for failure to meet attendance requirements.

Certification Requirements and Grading

GT grants a Certificate of Completion to those students who have satisfactorily completed a course and/or program of instruction and have met all financial obligations to the School. The course work is not likely or guaranteed to transfer. A failing grade does not qualify for certification. Students are evaluated according to quality points that the School uses for all courses in all of its programs:

Points	Grade	Progress Rating	Action
90 – 100	A	Excellent Progress	Move to next level
80 – 89	B	Good Progress	Move to next level
70 – 79	C	Satisfactory Progress	*Move to next level or optional repeat
60– 69	D	Failing. Minimal Progress	**Must repeat
59 or below	F	Failing. No Progress	**Must repeat

*Students can choose to repeat a level only once for which they received a grade C, based on course availability. If students choose to repeat, they must also pass the level after the repeat with a minimum grade C.

** Students are required to repeat a level for which they received a grade D or F. However, students cannot fail a level twice in two consecutive terms. Failure to make progress may result in expulsion from school.

In the case where a student received a failing grade D or F at a level, then repeated the level and received a grade C, the student is not allowed to choose to repeat the level for the second time.

A grade C or higher, that represents the satisfactory achievement of each skill set of the student learning outcomes, is required in order to receive a certificate, pass the class, and/or to move on to the next level/course. Course End Progress Reports give you a detailed explanation of your achievement in a particular course at the end of the session.

A list of student learning outcomes is available on the course syllabus at the beginning of each course.

Certificate of Completion is not transferable to institutions of higher education for credit. Course work is not likely or guaranteed to transfer. GT has articulation agreements with degree granting institutions of higher education, who offer TOEFL waivers to students who have completed a the necessary course of study at GT. Completion requirements vary from school to school. A list of institutions can be found on our website: www.gt.edu or by visiting our office to inquire.

Student Services

GT Educational Center offers academic and program support needed for student to achieve their educational goals.

Student Services Include:

Academic, Personal, and Immigration advising- Appointments with advisors and DSOs can be made via email or by contacting the office. The majority of advising is provided by the Director of Admission or Director of Education or Admissions Administrators. Under certain circumstances, students may be directed to outside counselors for assistance. Referrals are available at the front desk for students seeking personal or immigration counseling from a licensed professional.

Medical Insurance-GT does not require students to have medical insurance, but strongly recommend it. International students can purchase an International Medical Insurance plan by visiting the GT website. Plan information is available online or at the office. Rates vary by age and coverage type.

Accommodation Services- GT provides housing assistance to students, including dormitory housing in its own leased units or in surrounding student housing near the school. Homestays can also be arranged through our homestay partners. Our website provides links and additional information about local housing options for students who wish to make their own arrangements.

Student IDs- photo IDs are available at the main office. IDs can be used for discounts at select businesses where student discounts are offered. There is a \$10 charge for replacement IDs.

Extracurricular Activities-Periodically activities are arranged for students outside of the classroom by the administration. Students can send requests for activities online or by email. An activity calendar is available online. The calendar is generally busier in the summer months, when outdoor activities are more abundant.

Financial Assistance- GT offers students payment plan options with no interest. Students registering directly with the school can inquire about the payment options at the office.

Tutorial Services- are available for an additional fee with a certified instructor.

A full list of student services is available on our website and in the Student Handbook.

College Placement Assistance-Students are encouraged to matriculate into degree granting institutions upon completion of the ESL programs offered at GT. Advisors will guide students through the US college system and diploma evaluations. GT holds articulation agreements with several universities who offer GT students of advanced proficiency a TOEFL waiver. Please visit our website to see a list of these schools or contact our office for details.

Student Resources

Students can find information about school policy, academic matters, program information, and other procedures in the following sources:

- Student Handbook
- Course Catalog
- The GT Website: www.gt.edu
- Course Syllabi-course specific information

Transcripts

A student wishing to obtain a transcript must complete a transcript request form on our website or at our main office or send a written request to:

GT Educational Center
816 S. Michigan Ave, LL
Chicago, IL 60605
Attn: Education Dept.

Student Complaint and Grievance Policy

To forward a complaint against any aspect of the program the student should speak to the Admissions Administrator and complete a Complaint Form, available from our offices. The Admissions Administrator will forward the complaint to the appropriate member of the administration, either the Director of Education or the Director of Admission, who will take any necessary measures to satisfy the complaint. All complaints are reviewed by an administrator within 30 days. Feedback is also welcome through the feedback form on the GT website: www.gt.edu

Complaints against the school may be registered with Illinois Board of Higher Education
Division of Private Business and Vocational Schools
1 N. Old State Capitol Plaza, Suite 300
Springfield, IL 62701
<http://complaints.ibhe.org/>

Facilities and Equipment

The main office of GT is located at 816 S. Michigan Ave LL, Chicago IL 60506, in Downtown Chicago; two classroom extensions are located at: 4032 N. Nashville Ave., Chicago, IL 60634 and 7667 W. 95th St., #301 Hickory Hills, IL 60457. Parking is available near all locations. The facilities are well lit, with air-conditioned classrooms and a vending area.

Program(s) Format

1 Clock Hour=50 Minutes

All programs offered by GT Educational Center are full-time programs, conducted 18 (regular) or 22.5 (accelerated) hours per week.

General English Program (GE100-700) consists of seven progressive courses, each of which is 180 hrs. Students who complete all 7 progressive courses starting at the beginning level study for a total of 1260 clock hours. A Certificate of Completion is issued upon completion of each course.

Business English Programs (BE) are 3 separate courses, each comprised of instruction equivalent to 180 clock

hours. Students receive a Certificate of Completion upon the successful completion of each course.

TOEFL Preparation Program (TP) meets 180 clock hours. The schedule is 18 or 22.5 hours per week. Upon successful completion of the course, students receive a Certificate of Completion.

Advanced Skills Programs (AS) four separate courses, each meeting 18 or 22.5 clock hours per week. Each course is 180 total clock hours. Successful completion of each program results in the receipt of a Certificate of Completion.

American Discovery Programs (AD) are 6 courses, 180 total clock hours each. The programs meet for a total of 18 or 22.5 hours per week. Students will receive a Certificate of Completion after successful completion of each course.

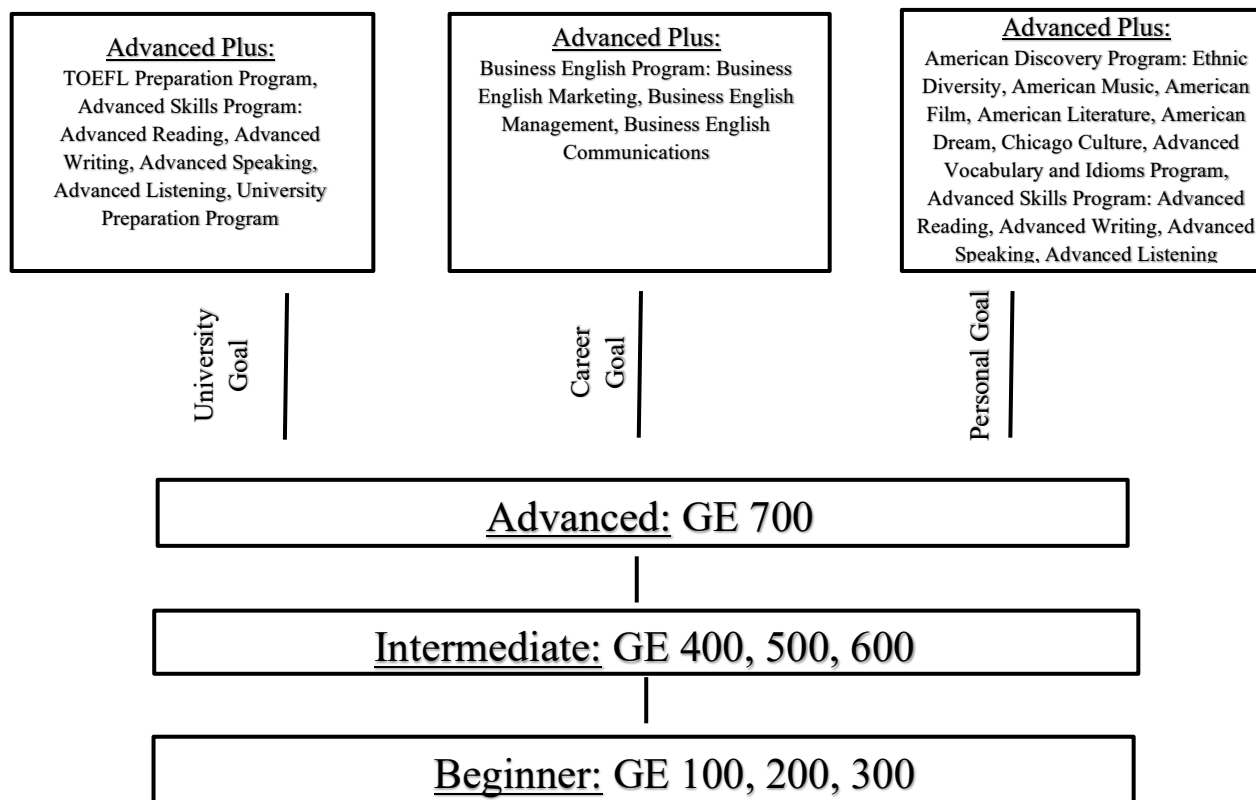
University Preparation Program (UP): Upon successful completion of a course, students receive a certificate. The program meets for a total of 180 clock hours.

Advanced Vocabulary and Idioms Program (AVI) 180 clock hours total. Upon successful completion of the course, students receive a Certificate of Completion

All elective courses consist of 25 total clock hours. Each clock hour is 50 minutes. Each elective meets 25 hours per week.

Program/Course Flow Chart

Students' progress through courses at GT according to the following flow chart. Read it from the bottom up to the top.



Student Code of Conduct

Students are expected to conduct themselves in a manner appropriate in the academic environment. This includes appropriate attire and acting in a courteous and respectful manner. Behavior disruptive to the educational process will not be tolerated. Alcohol, smoking, illegal drugs, violence, harassment of any kind is not permitted on school premises. Failure to comply with school rules and policies is considered misconduct and can result in expulsion from school. Academic misconduct is taken very seriously and includes plagiarism, cheating, falsification of information. All students are required to follow the rules of this catalog as well as the student handbook.

Sexual and other Harassment

To harass means to trouble, torment, or confuse by persistently attacking, questioning, etc. Harassment does not have to be sexual but can be bullying, words, jokes, physical contact, threats and comments involving gender, age, racial slurs, and more. Sexual harassment includes, but is not limited to sexual advances, constantly asking for dates, physical contact sexual in nature, requests for sexual favors, etc. Students are to report any sexual harassment to the office immediately. Sexual harassment in higher education is illegal. Information on how to file a claim against a harasser can be found all over campus. Refer to the Illinois Human Rights Act 775 ILCS 5/1-101 et seq.

Withdrawal, Dismissal, and Canceled Classes

GT Educational Center allows student withdrawal from program/courses. All students withdrawing from courses must complete a withdrawal/cancellation form, available at the office. The form must be brought to the office in person, sent via email or post. International Students must have DSO approval for withdrawal or cancellation. Upon processing the withdrawal, the tuition charge will be reduced according to the Tuition Refund Policy. GT reserves the right to dismiss any student whose conduct or attendance does not meet the standards at GT. A student may be dismissed if he/she has been absent from more than 30% of the required classes in a course, or has been involved in conduct disruptive to the educational process or to the school property, or has not made tuition payments as agreed. An international student who has been dismissed by the administration will be reported to SEVIS (Student Exchange Information System) which may result in the loss of F-1 status. International students can consult the Student Handbook for more information about their student status. A refund is based on the student's date of withdrawal/cancellation notice, excludes the application and other applicable fee and is calculated according to the refund policy.

A student who has been dismissed can apply for reenrollment.

A Student has the right to cancel or terminate the Registration/Enrollment Agreement at any time.

GT reserves the right to cancel or postpone any course because of low or insufficient enrollment. When this occurs, the School will attempt to notify students before the first class meeting and a complete refund will be mailed or given personally, if any payments were made.

Leave of Absence

A leave of absence is an authorized extended leave from school for one or more session of a program or term of enrollment. A leave of absence is allowed for up to five months. International students MUST obtain DSO approval prior to taking a leave of absence. All students must contact the office at least one week prior to the expiration of the LOA to register for the next session.

Tuition, Fees, and Refund Policies

GT Educational Center accepts payment by cash, credit card, check or money order payable to GT Educational Center. The application and/or registration fee is not included in the tuition cost. All tuition and fees are due at the time of registration. A list of fees can be found at the end of this catalog. The total amount of tuition is due and payable on the first day of attendance unless payment arrangements have been made, according to the payment plan. Students are expected to follow the payment plan, if applicable. Late fees are applicable for all late and/or insufficient payments. There will be a \$50 fee assessed for any check returned due to insufficient funds or a stop payment.

Upon processing the withdrawal or cancelation, the tuition fee will be refunded according to the refund schedule below.

When a student cancels within 6 days after the date of enrollment but prior to the first day of class, all tuition fees will be refunded to the student;

When a student cancels after the sixth day following enrollment but prior to the close of a business day on the student's first day of class attendance, the school will retain the application/registration fee.

Refunds

If you cancel your classes or withdraw from the school, you may be eligible for a tuition and fee refund. Student application and/or registration fee is not refundable.

REFUND POLICY

It is the policy of GT Educational Center to issue refunds of tuition and fees in a prompt manner. Students

should give notification to GT Educational Center in writing of their intention to withdraw from a program. GT Educational Center shall refund all tuitions paid to the students in any following circumstances:

1. GT Educational Center did not provide the student with a copy of a valid enrollment agreement,
2. Cancels or discontinues the course in which the student has enrolled,
3. Fails to conduct classes on days or times scheduled, detrimentally affecting the student.

If a student cancels classes or withdraws from GT Educational Center, he/she may be eligible for a tuition refund. Refunds will be counted from date of written notice and an exit interview must also be scheduled with a P/DSO.

Student application and/or registration fee is not refundable. GT Educational Center will grant the landlord's refund policy on Dorm fees. GT Educational Center will refund books and materials fees when: (a) books and materials are returned to the school unmarked; and (b) the student has provided the school with a notice of cancellation.

Refunds shall be made within 30 days of the date of student's cancellation or withdrawal request.

TUITION REFUND SCHEDULE

A. Withdrawal or Cancellation of scheduled program

- 100 percent refund, if a student withdraws before to the first day of the initial session stated in his/her scheduled program.
- 70 percent refund, if the withdrawal is initiated prior to 10% of scheduled program.
- 50 percent refund, if the withdrawal is requested between 10% and 30% of Scheduled program.
- No refund, if withdrawal is initiated after 30% of scheduled program and students are obligated to pay rest of remaining tuition, if there is any.

**** Student who received a discounted tuition rate and withdraw from GT Education Center will deduct a portion of their discount amount from any refunds, which he/she is eligible to receive.**

An early termination fee of \$150 will be charged upon withdraw from the school.

B. Medical

Students who are unable to continue enrollment for medical reasons in their current session can request the tuition refund.

- Request for adjustment of tuition must be submitted to an administrative officer at GT to request an adjustment of charges for tuition.
- Request must be submitted along with supporting documents. In the event of medical withdrawal submission of a medical document from a doctor is required.
- The refund amount will be calculated with pro-rated weeks for the session of enrollment for which the student is dropped.
- When calculating the number of weeks completed, a partial week will be counted as a whole week, if the student cancels after at least one day during the scheduled week.

C. Other Conditions

Students who are absent for more than fifteen (15) consecutive class days without any written explanation, GT Education Center shall consider the student to have withdrawn from the program (unauthorized).

Withdrawing from the school may have consequences both to your academic and immigration (if applicable) record. You are encouraged to understand the consequences before you decide to withdraw. Detailed information about the cancellation of registration and withdrawal from the school is available in the Student Handbook.

Institutional Disclosures Reporting Table

Reporting Period: July 1, 2021 - June 30, 2022

Per Section 1095.200 of 23 Ill. Adm. Code 1095:

The following information must be submitted to the Board annually; failure to do so is grounds for immediate revocation of the permit of approval.

Institution Name: GT Educational Center

Program Name/Course of Instruction*	General English	Advanced Vocabulary and Idioms	TOEFL Preparation	University Preparation	Business English Marketing	Business English Management	Business English Communication	Advanced Skills Writing	Advanced Skills Speaking	Advanced Skills Listening	Advanced Skills Reading	American Discovery-Chicago Culture	American Discovery-American Film	American Discovery-Ethnic Diversity	American Discovery-Music	American Discovery-American Dream	American - Discovery Literature
CIP Code*	32.0109	32.0109	32.0109	32.0109	32.0109	32.0109	32.0109	32.0109	32.0109	32.0109	32.0109	32.0109	32.0109	32.0109	32.0109	32.0109	32.0109
SOC Code*	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Disclosure Reporting Category																	
A) For each program of study, report:																	
1) The number of students who were admitted in the program or course of instruction as of July 1 of this reporting period.	93	0	17	22	26	0	0	0	0	0	0	13	24	0	20	0	0
2) The number of additional students who were admitted in the program or course of instruction during the next 12 months and classified in one of the following categories:																	
a) New starts	447	38	81	0	51	0	72	34	31	0	41	16		14	0	0	20
b) Re-enrollments	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
c) Transfers into the program from other programs at the school	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
3) The total number of students admitted in the program or course of instruction during the 12-month reporting period (the number of students reported under subsection A1 plus the total number of students reported under subsection A2).	540	38	98	22	77	0	72	34	31	0	41	29	24	14	20	0	20
4)																	
a) school	110	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
b) Completed or graduated from a program or course of instruction	4	2	3	0	0	0	0	2	0	0	4	0	0	1	0	0	0
c) Withdrew from the school	34	6	3	2	6	0	3	0	0	0	1	3	3	0	1	0	0
d) Are still enrolled	392	30	92	20	70	0	69	32	31	0	36	26	21	13	19	0	20
5) The number of students enrolled in the program or course of instruction who were:																	
a) Placed in their field of study	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
b) Placed in a related field	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
c) Placed out of the field	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
d) Not available for placement due to personal reasons	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
e) Not employed	all	all	all	all	all	all	all	all	all	all	all	all	all	all	all	all	all
B1) The number of students who took a State licensing examination or professional certification examination, if any, during the reporting period.																	
	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
B2) The number of students who took and passed a State licensing examination or professional certification examination, if any, during the reporting period.																	
	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
C) The number of graduates who obtained employment in the field who did not use the school's placement assistance during the reporting period; such information may be compiled by reasonable efforts of the school to contact graduates by written correspondence.																	
	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
D) The average starting salary for all school graduates employed during the reporting period; this information may be compiled by reasonable efforts of the school to contact graduates by written correspondence.																	
	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a

*A **course of instruction** is a standalone course that meets for a period of time and provides instruction that may or may not be related to a program of study, but is either not part of the sequence or can be taken independent of the full sequence as a stand-alone option. A Course of Instruction may directly prepare students for a certificate or other completion credential or it can stand alone as an optional preparation or, in the case of students requiring catch-up work, a prerequisite for a program. A stand-alone course might lead to a credential to be used toward preparing individuals for a trade, occupation, vocation, profession; or it might improve, enhance or add to skills and abilities related to occupational/career opportunities.

***CIP Code** --Please insert the program CIP Code. For more information on CIP codes:

<https://nces.ed.gov/ipeds/cipcode/Default.aspx?y=55>

***SOC Code** --Please insert the program SOC Code. For more information on SOC codes:

<http://www.bls.gov/soc/classification.htm>

Note: PBVS Administrative Rules, Sections 1095.200(d)(2) and 1095.240, provide additional information related to disclosure data and completion rates. Failure to meet minimum standards may result in probation and/or revocation of IBHE approval.

Certificate Programs

General English (GE)

Clock Hours - 1260

This program is designed to provide the non-native student with the necessary language skills and basic information needed to succeed in becoming a self-supporting member of the global society. The GE program teaches English for everyday living and to function successfully in personal, professional and academic environments.

Graduates of this program acquire sufficient English to pursue education in an American post-secondary, degree granting, institution.

The certificate program is 1260 clock hours in length. The number of hours is dictated by the necessity of providing students with the full range of language skills and information needed to succeed in overcoming cultural and linguistic challenges.

The GE program is divided into seven separate courses. Each course is conducted for a total of 180 hours.

Entrance Requirements

To be admitted, applicants are required to take a placement test to demonstrate their English proficiency.

The program includes the following courses:

Low Beginner-GE100 (180 Hours)

There are no prerequisites for this course.

This course is for students with no English skills or very little English. Students will learn the alphabet, basic vocabulary, simple sentence patterns, and basic communication skills. The focus of this course is on teaching students how to write basic sentences, understand and answer simple questions and read short, simplified texts. Basic grammar for daily activities will be introduced and practiced both in writing and orally.

Beginner-GE200 (180 Hours)

Prerequisites: Low Beginner passing grade or satisfactory score on the placement test.

This course is focused on simple language for daily use. Students will practice speaking in real-life situations, read longer passages and will be able to recognize main ideas and supporting details. Students will expand their basic vocabulary, will be able to write short paragraphs and listen to and understand short real-life conversations. Students will practice using simple past tense, simple modals and learn to compare adjectives.

High Beginner-GE300 (180 Hours)

Prerequisites: Beginner passing grade or satisfactory score on the placement test.

The focus of this course is the development of greater oral fluency for a variety of social situations focusing on conversational skills. Students will further develop the ability to read, write, and understand more complicated materials. They will learn to skim and scan for information and produce well-organized paragraphs. Students will be introduced to basic passive forms, subject and object questions and will learn more modals.

Low Intermediate- GE400 (180 Hours)

Prerequisites: High Beginner passing grade or satisfactory score on the placement test.

This course will consist of reading, vocabulary, interactive activities, grammar practice, and listening activities that focus on the overall improvement of English language skills for everyday use. Students will read 4-6 paragraph passages and will begin to apply critical thinking skills to comprehend the material. Students will predict and summarize the passages. Students will improve their listening skills and be able to infer the meaning, listen for specific information and take notes on oral sources. Students will practice using gerunds, infinitives; tag questions and indirect statements both orally and in writing.

Intermediate-GE500 (180 Hours)

Prerequisites: Low Intermediate passing grade or satisfactory score on the placement test.

The purpose of this course is to improve oral fluency by the development of a strong active vocabulary and the practice of more complex grammatical structures. Logic, abstract thinking, inference, and vocabulary are emphasized at this level. Students will learn how to draw conclusions, infer meaning and make comparisons from authentic aural and printed sources. Students will write opinion essays and express their ideas orally demonstrating control of stress and intonation patterns. This course includes the following grammar: past forms of gerunds and infinitives, adverbs of manner, the passive voice direct and indirect speech with modals.

High Intermediate-GE600 (180 Hours)

Prerequisites: Intermediate passing grade or satisfactory score on the placement test.

This course focuses on continuing expansion of students' oral communication, vocabulary, including idioms and collocations, listening comprehension and writing skills. Emphasis is placed on focused grammar practice and application of critical thinking skills when reading a variety of authentic materials. Students will practice writing well-organized topical essays that include paraphrasing, summarizing and contrasting ideas. Students will participate in discussions and give one short presentation. The emphasis of this course is an overview and practice of the following grammatical structures: adjective clauses, conditional sentences, passive voice, present perfect continuous, indirect speech and conjunctions.

Advanced-GE700 (180 Hours)

Prerequisites: High Intermediate passing grade or satisfactory score on the placement test.

This course is intended as an advanced grammar review and development of advanced conversational, analytical, writing and academic skills in American English. This course will improve English language students' ability to speak with a high level of accuracy and fluency, help them be able to understand and use advanced colloquial expressions, and help them practice skills necessary for university entrance or moving on to more advanced courses. The focus will be on acquiring fluency in spoken English, with a communicative approach involving all four skills (listening, speaking, reading comprehension, and writing).

TOEFL Preparation (TP)

Clock Hours - 180

This program is designed to prepare students for the Internet Based TOEFL (iBT) test in a short amount of time. The content of the program is based on the newest version of the TOEFL exam and reflects the language that is used in real academic situations. It focuses on all four content areas of the TOEFL iBT: reading, writing, speaking, and grammar.

Prerequisites: Advanced GE700 passing grade or satisfactory score on the placement test.

Note: Testing fees may apply

Advanced Skills (AS)

Clock Hours – 720

The Advanced Skills Program is dedicated to expand and sharpen each specific skill. The courses are intended for advanced students who need to improve one or more individual skill, or master all skills in depth. There are four courses, each focusing on one specific skill:

Prerequisites: Advanced GE700 passing grade or satisfactory score on the placement test.

Advanced Listening Skills-AL (180 Hours)

This course will focus on increasing advanced ESL students' listening and note taking strategies. During the course students will work with a variety of authentic academic and general interest audio materials and improve their listening comprehension, critical thinking and analytical skills. Course activities support the expansion of advanced vocabulary and the ability to listen to lengthy recordings. Students will strengthen skills necessary to succeed both in college and outside classroom settings.

Advanced Writing Skills-AW (180 Hours)

This course is designed to enhance ESL students' advanced proficiency in writing, editing and research skills. Students will learn how to compose extensive, well-developed essays, academic and research papers and other writing assignments in various rhetorical patterns. During the program students will review punctuation rules, perfect their spelling, develop editing and critical thinking skills, review advanced grammatical structures and expand their vocabulary to help them produce clear and creative compositions at a near-native level. Student will be able to implement the attained skills in academic and professional and personal situations.

Advanced Speaking Skills-AS (180 Hours)

This course will improve advanced ESL students' verbal communication and presentation skills and provide them with extensive speaking practice. Students will be able to produce creative, detailed oral presentations and take part in debates. Through the expansion of academic vocabulary, grammar review and controlled pronunciation and intonation exercises, students will be able to make informed, clear statements on various topics and participate in a variety of communicative situations.

Advanced Reading Skills-AR (180 Hours)

This course will focus on enhancing advanced ESL students' critical thinking, comprehension and analysis skills while working with authentic academic reading materials. Students will improve their reading strategies, academic skills and expand their vocabulary by working with a variety of literary genres. The course will equip

students with strategies necessary for extensive and accelerated reading. The acquired skills will help students succeed in collegiate settings as well as improve their reading skills for practical situations.

Business English (BE)

Clock Hours – 540

There are three courses under the Business English heading. These courses are designed to help students gain the language skills and cultural understanding they need to become familiar with the English of American and International Business. Students will learn the English needed for everyday business situations, becoming familiar with common forms of speech and the communication practices standard in major facets of business.

Prerequisites: Advanced GE700 passing grade or satisfactory score on the placement test.

Business English Communication - BEC (180 Hours)

This course is designed to equip students with knowledge, skills and strategies necessary for successful communication both in verbal and written forms in various business situations. Students will gain strategies for using English effectively in a variety of business contexts including presentations, meetings, negotiations, and telephoning. The course will help students acquire confidence for everyday business situations and build business cultural awareness by engaging students in dynamic real-life activities, such as role-plays, simulations and in-class presentations. The course covers a wide range of business-specific vocabulary, the use of jargon, and useful grammatical constructs to help students sound more fluent and natural. Students will learn the standards for producing clear and effective business correspondence, such as, memos, reports, minutes, summaries, and more.

Business English Management - BEM (180 Hours)

This course focuses on reading, writing, listening and speaking skills in a business context, specifically, the context of management. Controlled activities offer practice in grammar, vocabulary and the mechanisms of everyday business writing while speaking and reading tasks focus on the language of business management. Reading assignments cover such topics as mistakes in dealing with workers/customers/managers, tools and techniques for managing, and more.

Business English Marketing - BEK (180 Hours)

This course focuses on reading, writing, vocabulary, and speaking skills in a business context, specifically, the context of marketing. Reading assignments cover such topics as multicultural marketing, cross-cultural sales, designing an advertising campaign, market research of a new product, product development, and more. Controlled activities offer practice in grammar, vocabulary, and the mechanisms of everyday business writing while speaking tasks focus on the language of business meetings – voicing opinions, arguments, and persuading. Writing tasks focus on writing proposals and business letters.

American Discovery (AD)

Clock Hours – 1080

The American Discovery group of courses is designed to give English language students a unique opportunity to improve their academic English skills by studying American culture. These courses bring together ideas from many academic fields and disciplines including, but not limited to: anthropology, art history, economics, environmental studies, gender and ethnic studies, history, literature, and sociology. Students improve their ability to participate in topic-specific academic debates and discussions, as well as their ability to comprehend topic-specific recordings and videos. Ideas and field-specific vocabulary from selected disciplines are used to examine the significance of the American experience for both residents of and visitors to the USA. Class discussions raise questions about the American dream and about the lived experience of American democracy which have renewed relevance in the post 9/11 context. Students utilize advanced grammatical structures in producing accurate writings, such as essays, book reviews, and research papers. Additionally, students improve their critical thinking skills and strategies as they read academic articles. American Discovery students also look outside of the classroom by going on study-tours of sites of significance in the Chicago area.

Prerequisites: Advanced GE700 or satisfactory score on the placement test.

American Literature - ADL (180 Hours)

This course serves as an introduction to American Literature from its origins to the present. It gives an overview of the most remarkable works of American writers, including writers from the canon such as Whitman, Fitzgerald, Plath, and Updike, as well as writers whose genius has only recently been acknowledged. The course concentrates on the most prominent authors and literary movements, including the literary works of minorities such as African Americans, Native Americans and women. Students focus on improving their comprehension of period-specific literary works, as well as incorporating reading strategies and learning literary vocabulary. A variety of texts are analyzed, discussed, and debated in relation to the context in which they were written in order to equip students with a better understanding of the relationship between world events and the works in each time period. Students also improve their academic writing skills by producing analytical essays and a research paper.

American Ethnic Diversity - AED (180 Hours)

This course is designed to educate students about issues of race and ethnicity by presenting perspectives on diversity in the United States throughout its history. Through the content of ethnic diversity, students will be encouraged to think critically and participate in meaningful discussions and debates. They will also improve their academic reading strategies and comprehension. Additionally, they will improve their academic writing skills by writing in-depth academic essays and analyses. Students will complete several activities that allow them to engage in self-examination of their own values in relation to the values of various other racial and ethnic communities.

Chicago's Culture - CC (180 Hours)

This course is designed to provide students with a foundation of cultural understanding of the City of Chicago. Students will study local subject matter including, but not limited to: Chicago architecture, local politics, cultural preservation, the Mercantile Exchange, improvisational theatre, and sports. Through the content of Chicago history and culture, students will enhance their listening skills through various recordings, videos and going on different field trips. They will practice increased comprehension by reading topic-specific articles and chapters, focusing on the attainment of new vocabulary. Additionally, students will participate in meaningful

conversations, discussions, and presentations. Students will also improve their academic writing skills by producing essays with appropriate organization, structure, and vocabulary.

Note: An activity fee of up to \$150.00 will apply.

American Film - AF (180 Hours)

This course will examine the history and aesthetics of the motion picture in the United States since the late 1960s. Emphasis will be placed on the analysis of both the work of major American filmmakers and the evolution of major American film genres from 1967 through current times. The course will consider the evolution of traditional Hollywood genres as well as the development of new, blended genres, the rise of the blockbuster and Independent films, and the aesthetic changes that have occurred since 1967. The films will be studied within the context of contemporary cultural and political events, and will be discussed from several viewpoints including aesthetic, technical, social, and economic. The ways in which gender, race, and class are constructed through the movies will also be a major focus of study. Through the content of American film, students will focus on increasing their ability to recognize advanced vocabulary and slang found in various movie genres. They will also engage in academic discussions, debates, and presentations. Furthermore, students will synthesize information from various sources in the production of academic essays, film reviews, and a research paper.

American Dream - ADR (180 Hours)

This course will focus on the growing disparity between the expanding consumption habits of many Americans and the declining economic and ecological circumstances for many more in this country and abroad. Students will explore the social and moral implications and variations of the American dream. The sociological and philosophical roles this concept plays in guiding both our culture and our individual lives will be examined. The course will also address the question of equal access to the vision for diverse groups of people. It is through these topics that students will demonstrate academic reading strategies and focus on interpreting numeric information from reports. They will also participate in academic discussions and presentations, as well as produce academic essays on selected topics.

American Popular Music - APM (180 Hours)

This course will cover music that has affected the broadest segments of American society from the 19th century to the present in order to provide a greater understanding of the role of culture, society, and politics in shaping our national identity through music. Students should be able to demonstrate an understanding of the following: the evolution of popular American music including: influential contributors, styles, songs, events and how each interacts with the others; the roles that race, gender, social inequality, and other social factors have played in the developmental history; aesthetic similarities, differences, and issues among specific genres and artists; differences in genre; and norms in popular music. Through the content of American music, students will be able to identify specific genres of music by listening to them. They will also focus on comprehending various types of reading materials and topic-specific vocabulary. Furthermore, students will participate in academic discussions and debates, as well as produce analytical essays with appropriate organization, structure, and vocabulary.

University Preparation (UP)

Clock Hours – 180

This program is designed for English language students who plan to enter an American college or university at

the undergraduate or graduate level. Students will develop academic skills of reading, writing, listening and speaking as well as enhance field-specific vocabulary and grammar knowledge. In class, students will explore authentic reading and listening materials derived from university textbooks and lectures. They will learn to synthesize and analyze information from various sources, and then apply the acquired knowledge, skills and strategies to produce essays in various genres practiced in colleges and universities, such as an analytical essay or a summary. The program will equip students with academic strategies, including note taking, using a thesaurus, paraphrasing, multiple draft writing and timed writing, in order to assure students' success in an academic environment.

Prerequisites: Advanced GE700 passing grade or satisfactory score on the placement test.

Advanced Vocabulary and Idioms (AVI)

Clock Hours – 180

The Advanced Vocabulary and Idioms program is designed to help non-native speakers of English increase the quantity and quality of vocabulary from a variety of contexts at an advanced level. Lexical expansion will be offered through systematic and imaginative strategies. Students will learn techniques for understanding vocabulary from context, collocations, and words with multiple meanings. Much emphasis will be placed on idiomatic expressions that reflect contemporary North American usage. The presentation of the vocabulary will be done in realistic contexts in order to allow students to perceive nuances between idioms. Students will be encouraged to apply the lexicon to their own lives, making vocabulary and idioms more relevant and useful.

Prerequisites: Advanced GE700 passing grade or satisfactory score on the placement test.

Electives

Elective courses are a supplement to GT's main courses. Electives offer students additional practice in a targeted aspect of English. Electives focus on a variety of topics honing students' skills in speaking, listening, reading, writing or grammar. Because electives are intended to be additional practice, there is no progression through elective courses. A student can only continue to the next level of electives through a passing grade in GT's main course.

Book Basics

Clock hours - 25

During this course, students will read a short book and discuss the themes. Students will be given practice reading aloud and reading silently. Students will practice conversation skills as they learn how to think critically about the themes. Students will participate in a variety of activities including role play.

Prerequisites: Students need to participate in General English Beginner or High Beginner course or earn a corresponding score on the placement test.

Conversation Basics

Clock hours - 25

This course is for students with limited speaking and listening skills in English. Students will learn basic survival language. The focus of this course is to gain stronger communication skills through speaking and listening. This course will help students to communicate in English on a variety of everyday conversation topics.

Prerequisites: Participate in General English Beginner or High Beginner course or earn a corresponding score on the placement test.

Grammar Basics

Clock hours - 25

Students will focus on improving grammar use through repetition and natural practice. Students will further develop their understanding of English grammar. The course will focus on using the simple past tense, simple modals and future times. Students will be introduced to comparatives and superlatives.

Prerequisites: Students need to participate in General English Beginner or High Beginner course or earn a corresponding score on the placement test.

Writing Basics

Clock hours - 25

This course will help students improve their writing skills. By focusing on writing short paragraphs, students will learn how to use grammar in context. Students will learn about proper format and sequencing of events. Students will write about every day experiences (present simple) and memories (past simple).

Prerequisites: Participate in General English Beginner or High Beginner course or earn a corresponding score on the placement test.

Conversations in English

Clock hours - 25

This course will consist of conversation practice on a variety of everyday topics. The focus of this course is to gain stronger communication skills through speaking and listening. Students will practice speaking using a variety of grammar structures.

Prerequisites: Participate in the General English Low Intermediate or Intermediate course or earn a corresponding score on the placement test.

Grammar Fundamentals

Clock hours - 25

Students will focus on improving grammar use through oral and written practice. This course will focus on more complex grammatical structures for everyday use in real-life situations. Students will practice using gerunds, infinitives, the passive and noun clauses.

Prerequisites: Students need to participate in General English Low Intermediate or Intermediate course or earn a corresponding score on the placement test.

Story Talk

Clock hours - 25

Students will read the following authentic text and discuss the themes. Students will practice abstract thinking and inference. Students will discover conversation strategies through the text and practice strategies through roll play.

Prerequisites: Students need to participate in General English Low Intermediate or Intermediate course or earn a corresponding score on the placement test.

Vocabulary and Culture

Clock hours - 25

Students focus on a variety of vocabulary words and idioms for every day, casual use. By the end of the course, students will be more familiar with American culture and traditions. Students will have many opportunities to practice targeted language. Students will be given opportunities to practice listening to casual conversations.

Prerequisites: Participate in General English Low Intermediate or Intermediate course or earn a corresponding score on the placement test.

American Sitcoms

Clock hours - 25

This course is designed for students to practice listening through watching American sitcoms. Students will improve their listening skills by hearing casual conversation at an authentic rate. Students will learn slang words and cultural norms through the TV shows. Through the sitcoms, students will be exposed to a variety of types of humor and will improve their comprehension of American humor.

Prerequisites: Students need to participate in General English High Intermediate or Advanced course or earn a corresponding score on the placement test.

Novel Discussions

Clock hours - 25

This class is designed to improve students' motivation to read for pleasure. Students will read a book and discuss literary devices such as plot, setting, and theme. Through reading, students will develop stronger comprehension skills and vocabulary. Students will also be exposed to common phrases and everyday idioms. Through discussing the book, students will be challenged to use more complex grammatical structures in meaningful ways.

Prerequisites: Students need to participate in General English High Intermediate or Advanced course or earn a corresponding score on the placement test.

Pronunciation

Clock hours - 25

Students will improve their pronunciation through focused practice in this course. Students will practice challenging sounds in English through repetition. In order for students to master specific sounds and intonations, students will participate in a variety of techniques such as: listen and repeat drills, recordings, activities and practice games.

Prerequisites: Students need to participate in General English High Intermediate or Advanced courses or earn a corresponding score on the placement test.

Public Speaking

Clock hours - 25

Students will learn basic information about how to present to a group of people in English. Students will study the process for how to create a presentation, the importance of body language, and the use of different visual aids.

Prerequisites: Participate in the High Intermediate or Advanced course or earn a corresponding score on the placement test.

Culture through Film

Clock hours - 25

This course is designed to help students identify norms and bias in film. Students will watch a variety of films and be asked to identify major themes. Students will discuss a variety of topics.

Prerequisites: Students need to participate in an Advanced Plus course or earn a corresponding score on the placement test.

Current Events and Debate

Clock hours - 25

This course is designed to give students the opportunity to discuss and debate current events. Students will learn how to appropriately debate in an academic, formal context as well as in a casual conversation. Students will read authentic articles about current events and debate their opinions with classmates. Students will learn how to defend their opinion politely.

Prerequisites: Students need to participate in any Advanced Plus course or earn a corresponding score on the placement test.

Catalog Addendum

Academic Calendar 2023/2024

8 week session	10 week session
July 24, 2023	July 10, 2023
September 25, 2023	July 11, 2023
November 27, 2023	October 2, 2023
January 29 , 2024	October 3, 2023
April 1, 2024	December 27, 2023
June 3, 2024	December 28, 2023
August 5, 2024	March 18, 2024
October 7, 2024	March 19, 2024
December 9, 2024	June 10, 2024
	June 11, 2024
	September 3, 2024
	September 4 2024
	November 25, 2024
	November 26, 2024

Midterm start dates are also available

Holidays

Classes will not be held on the following days:

New Year's Day	January 2, 2023
Martin Luther King Day	January 16, 2023
Memorial Day	May 29, 2023
Independence Day	July 4, 2023
Labor Day	September 4, 2023
Thanksgiving Day	November 23, 2023
Thanksgiving Friday	November 24, 2023
Christmas Eve	December 24, 2023
Christmas Day	December 25, 2023

Schedule is subject to change with reasonable notice.

Tuition and Fees*

Program ID-Name	Course/s within the program	Hours	Tuition	Textbooks
GE-General English	Low Beginner	180	\$1800.00	\$45-\$100
	Beginner	180	\$1800.00	
	High Beginner	180	\$1800.00	
	Pre Intermediate	180	\$1800.00	
	Intermediate	180	\$1800.00	
	High Intermediate	180	\$1800.00	
	Advanced	180	\$1800.00	
TP-TOEFL Preparation	TOEFL Preparation	180	\$1800.00	\$35.00
AS-Advanced Skills	Advanced Listening	180	\$1800.00	\$95.00
	Advanced Reading	180	\$1800.00	
	Advanced Writing	180	\$1800.00	
	Advanced Speaking	180	\$1800.00	
BE-Business English	Business English Communication	180	\$1800.00	\$144.00
	Business English Management	180	\$1800.00	
	Business English Marketing	180	\$1800.00	
AD-American Discovery	Chicago Culture	180	\$1800.00	\$252.82
	American Literature	180	\$1800.00	
	American Ethnic Diversity	180	\$1800.00	
	American Film	180	\$1800.00	
	American Dream	180	\$1800.00	
	American Popular Music	180	\$1800.00	
		180	\$1800.00	
UP-University Preparation	University Preparation	180	\$1800.00	\$61.00
AVI-Advanced Vocabulary and Idioms	Advanced Vocabulary and Idioms	180	\$1800.00	\$61.00
Electives	Book Basics	25	\$225	\$12
	Conversation Basics	25	\$225	\$0
	Grammar Basics	25	\$225	\$30
	Writing Basics	25	\$225	\$0
	Conversations in English	25	\$225	\$0
	Grammar Fundamentals	25	\$225	\$30
	Story Talk	25	\$225	\$10
	Vocabulary and Culture	25	\$225	\$0
	American Sitcoms	25	\$225	\$0

	Novel Discussions	25	\$225	\$15
	Pronunciation	25	\$225	\$0
	Public Speaking	25	\$225	\$0
	Culture through Film	25	\$225	\$0
	Current Events and Debate	25	\$225	\$0

Application fee: \$150

Other applicable fees may include:

Returned/Stopped Check: \$50

Activity fee: Up to \$150

*Tuition and book fees are subject to change without notice. Required textbooks can be purchased in the main school office.

† A fee of \$25.00 is applicable for late payments.

Payment options:

Pay in full before class start date.

Payment plans can be made by special arrangement with management.