Advising Policy

All IELP students must attend their advising meetings prior to the beginning of each session. Students will not be able to start their classes unless they meet with their advisors first or make other arrangements.

Book Policy

All IELP students are required to use new books at all times in all of their classes. For questions regarding used books or pre-owned books, please consult with the IELP director.

Jumping Levels Policy

All IELP students are able to jump a level under certain conditions. The student must pass his/her current level with As in all IELP classes as well as score the next level in the ESL Compass test. Once those are achieved, the student is able to jump a level in the IELP.
Level to Level Progress Policy

Once students are placed in a level based on their ESL ACT Compass scores, students are required to earn an overall GPA of 2.7 in order to pass into the next level. For example, if students are in level two and they have six classes, all final six GPAs will be added up, divided by six and the overall GPA must be 2.7. In that case, the students move to level three. If however the students are not able to accomplish a 2.7 overall GPA, they are allowed to repeat the level once. If they do not pass their second attempt, students are required to provide an acceptable TOEFL or IELTS score, transfer to a different university or go home.

IELP Payment Policy

All IELP payments are required by the first Friday of each session. All payments are to be paid in full. Any student account that is not completely paid by the first Friday of each session, will be withdrawn from the IELP, lose their I20, and will be required to return home. Installment plans are not available for International students at Montana State University Billings.

IELP Refund Policy

A full, 100% refund will be given to students who withdraw by 5:00pm on the 4th day of IELP classes. Any student withdrawing from the program after 5:00pm on the 4th day of classes will be responsible for all tuition and fees.
IELP Registration Policy

All IELP students must complete their advisor appointment before the 1st day of classes in order to be registered for the current IELP session.

نظام (آي إي أل بي) للتسجيل

يجب على جميع طلاب البرنامج أن يجتمعون مع مشرفهم قبل اليوم الأول من بدء الصفوف لكي يتم تسجيلهم في المرحلة الدراسية الحالية.

IELP to Academia Transition Policy

All IELP level six students must get an overall GPA of 2.7 in order to graduate the IELP. Once this is achieved, students are given the undergrad ACT Compass test. However, if they fail to pass the test, they are required to repeat level five in the IELP, transfer to a different university or go home.

نظام الإنتقال من (آي إي أل بي) إلى العالم الإكاديمي

يجب على جميع طلاب المستوى السادس من (آي إي أل بي) الحصول على المعدل التراكمي المعادل لـ 2.7 من أجل التخرج من البرنامج. حيث يتم منح الطلاب اختبار البوصلة الجامعي ولكن إذا لم يتمكن الطلاب من اجتياز الاختبار, يجب ان يكرر الطلاب المستوى الخامس من (آي إي أل بي) أو الانتقال الى جامعة أخرى او العودة الى بلادهم.

International students with acceptable TOEFL or IELTS Scores Policy

When students present proof of 5.5 IELTS or 68 IBT, they are given the undergrad ACT Compass test. However, if they fail to pass the test, they are required to take level five in the IELP, transfer to a different university or go home.

نظام الطلبة الدوليين مع نتائج اختبارات التوفل والايلتس المقبلة

عندم يوفر الطلاب اثباتات درجة 5.5 ايلتس أو 68 تافل يمنح للطلبة اجتياز الاختبار البوصلة الجامعي. اذا لم يتم اجتياز الاختبار, فيجب على الطلبة الانتحال بالمستوى الخامس من (آي إي أل بي) أو الانتقال الى جامعة أخرى أو العودة الى وطنهم.

IELP Transfer-in Policy

Any student desiring to transfer in to the IELP before the first day of orientation for an IELP session must complete their transfer paperwork by the paperwork acceptance date as determined by the Office of International Studies. Any student desiring to transfer in after the start of orientation for the current session will be delayed to the next orientation.

نظام (آي إي أل بي) للانتقال الى برنامج اللغة الإنجليزية المكثف

يجب على أي طالب راغب بالانتقال الى برنامج اللغة الإنجليزية المكثف استكمال جميع الورق الخاص بهم بنفس تاريخ قبول الاستمارة المحدد من قبل مكتب الدراسات الدولية. وكذلك يجب على جميع الطلاب الحضور الى الدورة التمهيدية التي تسبق اتمام أي مرحلة في البرنامج. إذا أتأخر الطالب ولم يتم حضور الدورة التمهيدية سوف يتم تأجيل الطالب الى الدورة التمهيدية المقبلة.
IELP Transfer-out Policy

Any student desiring to transfer out of the IELP will be expected to meet adhere to the IELP Withdrawal Policy.

Vacation Policy

Students are allowed to take two months off once they have spent eight months in the IELP. Their level progress is not interrupted while they are away but if students spend more than two months out of the program, they are expected to be given the ESL ACT Compass test again to be placed in an appropriate level in the IELP.

IELP Withdrawal Policy

Any student is able to withdraw from the IELP. If a student is already registered, the student must complete a withdrawal form found at http://www.msubillings.edu/reg/forms/WithdrawalForm.pdf. If the student is not registered, they have to complete all transfer-out requirements from the Office of International Studies. All withdrawals will be subjected to the refund policy as stated above.

Repeating Policy

Students are allowed to repeat a level once. If they fail to pass the level twice, they may go back a level. However, if they decide to go back a level, they are only given one chance to pass the previous level and the next level they were not able to pass originally. For example, if a student fails to pass level 4, he/she can repeat level 4. If he/she fails again, he/she can repeat level 3 but must pass level 3 and 4 from the first attempt. If he/she fails again, they may transfer to another program, go home or come back with a 68 IBT TOEFL score or 5.5 IELTS score.
Attendance Policy
The IELP enforces strict attendance rules to ensure students’ involvement and engagement in class. Students must maintain 80% during each session in all classes. If attendance drops below 80%, students will receive a warning and a cautionary meeting with the immigration specialist. If attendance does not improve still, students may jeopardize their future and might have to exit the program.