



UNIVERSITY SYSTEM OF GEORGIA

English-as-a-Second-Language Registration and Approval Form

This form should be completed by each USG institution, to maintain registration and approval for any institute, program, or course of study in English as a Second Language (ESL) or English language training.

Institution:

Update to prior approval:

Date of submission:

What measure(s) does your institution accept for demonstration of English language proficiency for undergraduate/graduate admissions (cf. Academic and Student Affairs Handbook, 3.2.6 and 3.3.2)? Please include the minimum score(s) required for admission (must be at or above USG established minimum scores or prior approval as noted above. E.g., TOEFL 69, IELTS 6, PTE 53, CAE 169, etc.).

Does your school offer English-as-a-second-language courses? Yes No

If **no**, then no other information is requested at this time. Please sign form on page 4, and email/mail to the indicated address.

If **yes**, please provide the information requested below:

What types of ESL programs does your institution provide? (Select all that apply)

Intensive English Program (pre- or non-university).

English as a Second Language (ESL) support program for degree-seeking/matriculated students.

English as a Second Language (ESL) support program for graduate students (listening/speaking and academic writing or International TA courses).

Continuing Education ESL program, supporting community members and non-university students.

Specialized ESL support programs (e.g. English for Lawyers or Nursing). Explain:

ESL Bridge Program (Specify admissions requirements):

Does your college/university currently accept completion of your ESL program in lieu of English Proficiency tests scores for admission? Yes No

If yes, and you have multiple programs, please list which ESL programs:

How are your students placed into the ESL program(s) at your institution? Include testing (e.g., TOEFL, IELTS, Accuplacer Reading and WritePlacer, Others) as well as any other factors that affect placement decisions. Explain for each program.

Where is your ESL program(s) housed at your institution?

International programs office

Academic Department (please specify): _____

Continuing Education

Other (please specify): _____

Do your ESL students have access to all college/university services, programs and facilities?

Yes No

Please provide the following for **each** of your ESL programs as an attachment to the submission of this form (see suggested template and example for attachment below):

Template:

Example:

Program	IEP
Year Established	2002
General Description of program	A five-level English for Academic Purposes curriculum with course in extensive reading, structure and composition, oral communication, oral fluency, reading and listening for academic purposes, and academic writing for university exams
Start dates per year	3
Terms per year	3
Estimated number of students per term	Fall: 35, Spring: 32, Summer: 50
Weeks per term	18
Contact hours per week	20
Levels	5
Assessment (grade scale)	A-F
Exit Criteria	Passing grades of B or better in 5 th level courses or TOEFL score of 70
Estimated immigration status of your student population:	
1) % U.S. Citizens	1) 2%
2) % LPR/Asylee	2) 10%
3) % F or J status	3) 70%
4) Other	4) 18 % (mostly H-4s and L-2s)

Is your ESL program(s) accredited? Yes No

If yes, please list the accrediting agency, date accreditation was awarded and length of accreditation:

Please state which, if any, of your ESL programs have been added to your I-17.

Does your program have an attendance policy? Yes No

Do you provide an orientation for all new students? Yes No

The majority of ESL program instructors for my programs are classified as _____ ? Select one or more minimum qualifications required of ESL program instructors below:

Master's degree or above in TESL, Applied Linguistics, or related field.

Bachelor's degree in TESL, Applied Linguistics or related field.

TESL Certification or equivalent.

_____ (level) degree in _____ (field).

Relevant experience required: _____

Other required qualification: _____

Does your ESL program(s) also have administrative and support staff? Yes No

If **yes**, please attach an organizational chart (include all programs).

Describe how each of your ESL programs are funded (e.g., self-supporting, state funding):

How often is the curriculum in your program(s) reviewed and by whom? Explain for each of your ESL programs.

What is the evaluation process for assessment tools (e.g., test, quizzes, papers) in your program? Explain for each of your ESL programs.

What types of instructional materials and instructional technologies are used at your institution (e.g., standard published ESL texts, self-created course packs, online resources, others)? Please explain for each of your programs.

Do your programs have a materials review process? Please explain for each program.

Institutional Signatures:

Academic Affairs - _____
Name, Title *Signature*

ESL Director - _____
Name, Title *Signature*

Admissions - _____
Name, Title *Signature*

PDSO - _____
Name, Title *Signature*

Please indicate who completed this form for your institution:

Please attach any brochures, forms, etc., that provide additional information about your program.

Please return this form to:

Via email: tammy.rosner@usg.edu (Title line: Institution Name/ESL Registration and Approval)

Via mail:

Tammy Rosner

International Education

University System of Georgia

270 Washington Street, SW

Atlanta, GA 30334

Questions? Call 404-962-3061 or email tammy.rosner@usg.edu

For internal use only

Date of submission:

Date Registration and Approval Notification Sent:

Final Recommendations: