



## Medaille College English Language Learner (ELL) Policy

The purpose of this policy is to establish an English Language Learner (ELL) Program to provide support for Medaille students whose home language is not English (known as English Language Learners or ELLs), and to promote equity in learning. The goal of the ELL Program is to provide necessary supports for these students in order to assist them on their path to academic success, to increase retention, and to ensure that they feel they are valued members of the Medaille community.

### Guidelines and Procedures for Participation in the ELL Program:

- Participation in the ELL Program is voluntary and open to enrolled and registered ELL students.
- There are many ELL Program referral routes: Students may self-refer, instructors may refer, TRIO, Say Yes, and HEOP may refer, Academic Advisors may refer, and Admissions may refer.
- Interested students must first complete the [online enrollment form](#). Then, an intake evaluation will be conducted with the ELL Program Coordinator in the ASC, where the student's needs will be evaluated and a determination will be made as to the supports to which the student is entitled.
- The ELL Program Coordinator contacts the participating student's instructors and provides them with a letter detailing the testing modifications to which the student is entitled, as well as a fillable testing form which they may use when bringing a test or exam to the ASC for their ELL student to complete. The process is similar to that of OAS.
- Students may remain in the Program for up to four semesters. The ELL Program Coordinator meets with program participants individually at the beginning of each semester to reevaluate their needs. If the student does not respond to communications from the ELL Program Coordinator, including meeting requests at the beginning of each semester, they will no longer be eligible for testing modifications in their classes.

### Current Supports for ELLs Include:

- Access to quiet testing rooms located inside the ASC for both test and exam administration
- Extended time on tests and exams (1.5x) for the first four semesters of attendance
- Extended time on timed Blackboard assignments and assessments (1.5x) for the first four semesters of attendance
- Use of bilingual dictionaries, subject-specific bilingual dictionaries, and/or word-to-word translation only dictionaries on tests and exams
- Option to have assignment, test, or exam directions read and clarified by their instructor or ASC staff (during test and exam administration)
- Availability of English courses with designated sections for ELLs (as well as stacked courses) taught by a licensed, experienced ESOL educator
- Specialized tutoring (including ESOL and English conversation groups)

### ELL Program Contact Information:

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