



SATISFACTORY ACADEMIC PROGRESS POLICY

Cultural Center for Language Studies

CCLS wants to promote the welfare and well-being of students and recognizes the value of monitoring the progress of students in their studies, and of having a system in place to promote the early detection of students who are at risk of not meeting academic requirements.

In order to maintain good academic standing, students must meet all the requirements below:

- Receive a minimum cumulative weighted grade of 70% during the course of studies
- Meet CCLS' 80% cumulative attendance requirements during the course of studies
- Not repeat the same course twice

CCLS' grading policy weighs student performance and outcomes for each course as follows:

EEC Courses:

1. Final Oral Exam – 35%
2. Written Exams – 35%
3. Attendance – 10%
4. Assignments – 10%
5. Participation – 10%

CSK Courses:

1. Attendance – 10%
2. Assignments – 10%
3. Participation – 10%
4. Oral Presentations – 40%
5. Oral Exams – 30%

EEC – English for Effective Communication

CSK – Communication Skills

The passing grade is **70%**. Students enrolled in the Intensive English Program (EEC + CSK courses) will receive one final grade. The former represents 70%, while the latter represents 30%.

CCLS students' maximum cumulative total length of language training cannot exceed thirty-six (36) months.

Monitoring Satisfactory Academic Progress

1. CCLS supports students not meeting academic requirements by:
 - Advising students of academic requirements at enrollment
 - Identifying students not meeting academic requirements
 - Alerting students that they are not meeting academic requirements
 - Providing assistance to address issues affecting student academic progress

2. CCLS will use the following criteria to identify students not meeting academic requirements:
 - Receiving a failing grade (less than 70%) in any one term
 - Unsatisfactory student cumulative academic progress (70%)
 - Failure by a student to complete the required number of courses/hours as outlined in their F-1 student visa documents
 - Failure twice by a student to pass the same course
 - Failure to maintain minimum attendance in any one term
 - Unsatisfactory student cumulative attendance record (80%)
 - Inability of a student to complete a course
3. At midterm, administrative and teaching staff will identify students who are in danger of not meeting academic requirements and refer them to the Director/Academic Coordinator.
4. The Director/Academic Coordinator will communicate with the identified students after the midterm and, if necessary, meet with them and/or faculty to discuss the academic concerns.
5. At the end of each term, staff inputs the course grades and weighted grade for each student in the Database program, while identifying students not meeting academic requirements.
6. The Director/Academic Coordinator will meet with identified students not meeting academic requirements at the end of the term and advise each student that they have been placed on academic and/or attendance probation.
7. In the event a student is on academic probation for two consecutive terms, he will be required to repeat the courses failed. If the student is required to repeat a course that is not available, the student may be promoted on probation at the Director's discretion upon careful consideration of the students grades and circumstances the student has failed the course. The following condition will apply:
 - A weekly learning plan will be devised to help the student identify weaknesses and improve his academic performance and be able to obtain the minimum cumulative 70% weighted grade by the end of the following term.
 - If the student on probation does not meet the Satisfactory Academic Policy at the end of the probationary term, he will be excluded from studying at CCLS.
8. A continuing student who did not meet the Satisfactory Academic Policy (70% cumulative weighted grade) in any one term or a student in initial placement may

voluntarily request or accept taking a lower level course to review structures and/or lexicon he has not assimilated with confidence due to one`s learning difficulties or documented absences (illness or another type of emergency).

Retests

In the event that a student fails the final tests (below 65%), he or she is allowed to request one retest. In that case, a different form of the midterm or final exam will be administered.

Appeals

The SAP policy sets forth procedures through which a student may appeal a determination that he or she is not meeting the SAP standards. Our procedures:

- i. require written appeals;
- ii. require substantiating documentation including a definitive statement from a student as to why s/he failed to meet SAP standards and what has changed in the student's situation that will allow him/her to meet SAP standards at the end of the next SAP evaluation;
- iii. the student has one week (five business days) to make the appeal;
- iv. the President is responsible for deciding the appeal;
- v. the institution will decide the appeal and notify the student in writing within a week;
- vi. require an academic plan for the student before an appeal may be granted by the institution.