

ABOUT SISA AMERICAN LANGUAGE CENTER & PROGRAMS

SISA AMERICAN LANGUAGE CENTER is authorized and approved by the U.S. Department of Homeland Security/USICE-SEVP · SEVIS Schools and Programs and under Federal Law to enroll nonimmigrant alien students, and is also approved by the State of California, Bureau for Private Postsecondary and Vocational Education(BPPVE School Code: 3011291M)-Approval under California Education Code (CEC) Section §94915-to operate as a Private postsecondary educational institution in California. We provide both Practical English as a Second Language (ESL) Program (ESL Level 1,2, 3,4) and Intensive English Language Program (IELP Level 1,2,3,4,5,6 & Intensive TOEFL Preparation) to international students and exchange, visiting scholars from all over the world.

A large part of the efforts within institute focuses on the Intensive English Language Program (IELP), which offers academic instruction to a postsecondary audience. The IELP administrators, faculty, and staff endeavor to maximize learning and successfully prepare students for studies at U.S. colleges and universities. The Intensive English Language Program (IELP) is specifically designed for international students who wish to prepare themselves for U.S. college or university; however, it also welcomes students who wish to improve their English either for professional or for personal reasons which go beyond the realm of the Practical English as a Second Language (ESL) Program.

In order for students to progress toward their goals as quickly as possible, it is important and stipulated in our school's academic admissions policy that entering students applying for IELP have some knowledge of English and have the necessary academic background in their chosen field unlike the Practical English Program. Our Intensive English Language Program (IELP) is substantially different from the Practical English as a Second Language (ESL) Program in that the IELP offers 300 clock hours of intensive instruction for each and every level or course for 12-week period to prepare for U.S. college and university.

In short, our Language Training Programs (Intensive English Language Program(IELP) and Intensive TOEFL Test Preparation Program) are proven to be some of the most effective and practical programs offered in the United States, and thousands of former students who graduated from our programs will not hesitate to confirm our pedagogical effectiveness and efficiency.

PHYSICAL FACILITIES

The SISA AMERICAN LANGUAGE CENTER is conveniently located in Garden Grove, Orange County. Our school facilities (State of California-Bureau for Private Postsecondary and Vocational Education (BPPVE School Code: 3011291 M) meet the requirements of Education Code Section 94915(b), and Title 5 of the California Code of Regulations section 73410 to provide educational programs in the State of California. They are within easy access to major freeways, airports, public transportations, shopping centers, restaurants, banks, and bookstores.

Our facilities include a modern Computer Laboratory for Internet-Based TOEFL (IBT) Preparation, an Intensive English Language Laboratory, and student-friendly and pleasant Lecture Rooms. There are large parking lot and spaces adjacent to our building complex. A typical class size for any given program is between five and twenty students. Both the Computer Laboratory for TOEFL IBT and Audio/Video Language Laboratory are equipped with sophisticated audio, video, and DVD systems, and they are open to all enrolled students during regular school hours. Our school facilities are considered very modern, and they are equipped with state-of-the-art learning equipment. The Lecture Rooms are arranged in a way that is absolutely conducive to active learning and academic excellence. SISA AMERICAN LANGUAGE CENTER and its facilities fully comply with all Federal, State, and Local Laws, Regulations, and Ordinances, including pertaining to fire, safety, and health.

12714 Hoover Street
Garden Grove, California 92841
Tel: (714) 899-2929
Fax: (714) 379-0451
e-mail: sisaalc@hotmail.com

OPERATION DATES AND HOURS

Both Day and Evening classes are available. Our regular school hours are from 8:30 a.m. to 9:00 p.m., Monday through Friday. Any important scheduling changes, such as operating hours, holidays, vacations, class schedules, and revisions are announced to the students in advance.

ACADEMIC CALENDAR

2009

PRACTICAL ENGLISH AS A SECOND LANGUAGE (ESL) PROGRAM

First Session:

- January 05 - First classes begin for all programs/courses
- February 27 - Last day of classes for all programs/courses.
- January 19 : Martin Luther King, Jr. Day (the School is closed).

Second Session:

- March 02 - First classes begin for all programs/courses.
- April 24 - Last day of classes for all programs/courses.

Third Session:

- May 04 - First classes begin for all programs/courses.
- June 26 - Last day of classes for all programs/courses.
- May 25 : Memorial Day (the School is closed).

Fourth Session:

- June 29 - First classes begin for all programs/courses.
- August 21 - Last day of classes for all programs/courses.
- July 04 : Independence Day (the School is closed).

Fifth Session:

- August 31 - First classes begin for all programs/courses.
- October 23 - Last day of classes for all programs/courses.
- September 07 : Labor Day (the School is closed).

Sixth Session:

- October 26 - First classes begin for all programs/courses.
- December 18 - Last day of classes for all programs/courses.
- November 12 : Veterans Day (the School is closed).
- November 22 : Thanksgiving Day (the School is closed).

INTENSIVE ENGLISH LANGUAGE PROGRAM (IELP) FOR INT'L STUDENTS

First Quarter:

- January 05 - First classes begin for all programs/courses
- March 27 - Last day of classes for all programs/courses.
- January 19 : Martin Luther King, Jr. Day (the School is closed).

Second Quarter:

- April 06 - First classes begin for all programs/courses.
- June 26 - Last day of classes for all programs/courses.
- May 25 : Memorial Day (the School is closed).

Third Quarter:

- July 06 - First classes begin for all programs/courses.
- September 25 - Last day of classes for all programs/courses.
- July 04 : Independence Day (the School is closed).
- September 07 : Labor Day (the School is closed).

Fourth Quarter:

- September 28 - First classes begin for all programs/courses.
- December 18 - Last day of classes for all programs/courses.
- November 12 : Veterans Day (the School is closed).
- November 22 : Thanksgiving Day (the School is closed).

ADMISSION POLICY AND REQUIREMENTS

INTENSIVE ENGLISH LANGUAGE PROGRAM (IELP) FOR INT'L STUDENTS

The final determination and full admission of an applicant is granted if the following requirements are met and provided to our school:

1. Complete the attached "International Student Application" in the Int'l Student Admission Requirements Form.
2. Complete and submit the enclosed "Int'l Student Financial Statement". In addition, the applicant and/or sponsor(s) must submit a current Bank Statement(Dated within 6 months) showing a minimum of \$19,600 to meet SISA ALC's estimated Tuition & Fees and Living Expenses. Further financial documentation may be required.
3. Submit official transcripts, certificates, and/or diplomas from any college/universities/language schools attended, and copy of English Language Test (i.e., TOEFL) score report, if any, to help determine the applicant's level placement.
4. Submit the nonrefundable application fee of \$100.00, and take the Level Placement Test.
5. Read, clearly understand, sign and/or initial the *Disclosure of Documents to the Students. (*Current School Catalog, Notice of Student Rights, Enrollment Agreement & Money Receipt(s), Notice of Cancellation & Withdrawal Rights and Responsibilities, Refund Tables)
6. Submit a SISA AMERICAN LANGUAGE CENTER Transfer Eligibility/Evaluation Form: Notice of Intent to Transfer completed by the school you are currently attending.
7. Submit photocopies of valid passport showing visa information and I-94 Departure Record.

PRACTICAL ENGLISH AS A SECOND LANGUAGE (ESL) PROGRAM

The final determination and full admission of an applicant is granted if the following requirements are met and provided to our school:

1. Completed Application Form (Enrollment Agreement).
2. Read, clearly understand, sign and/or initial the *Disclosure of Documents to the Students. (*Current School Catalog, Notice of Student Rights, Enrollment Agreement & Money Receipt(s), Notice of Cancellation & Withdrawal Rights and Responsibilities, Refund Tables)
3. Submit official transcripts, certificates, and/or diplomas from any college/universities/language schools attended, and copy of English Language Test (i.e., TOEFL) score report, if any, to help determine the applicant's level placement.
4. Submit the nonrefundable application fee of \$100.00, and take the Level Placement Test.

ATTENDANCE POLICY

Attendance is the responsibility of each student, and each and every student is expected to attend all required class meetings. Attendance is taken by the instructor daily, and it is submitted to the school director every Friday. To successfully complete a course, a student must maintain 80% or higher cumulative attendance record. Students not adhering to this requirement will be placed on attendance probation notified by our school official. Students who are absent from three or more consecutive classes will also be placed on attendance probation. **Tardiness** causes disruption to the learning process, and habitual tardiness is strongly discouraged, and is being warned. Three incidents of either tardiness or leaving class early without a legitimate excuse will be considered as an absence. Students are advised to schedule personal appointments outside school hours and to provide advance notification of any anticipated absence. Absences due to illness or emergency situations must be reported as soon as possible to the instructor or Admissions Office. All delinquent work due to absence must be subsequently completed to complete a course and receive a passing grade.

Every effort and attempt will be made to contact the student through a U.S. mail, a Certified mail, and/or a courtesy telephone call(s) in order to bring his/her status in good standing.

DROPOUT POLICY

If a student informs our school an intention to **drop out**, then, the student will be advised to check the Refund Policy in the catalog. As explicitly stated in the Notice of Student Rights, a student may cancel his/her contract for school without any penalty or obligations on the fifth business day following your first class session as described in the Notice of Cancellation Form that was given to a student at enrollment. After the end of the cancellation period, a student also has the right to stop or drop out of his/her course(s) at any time, and a student has the right to receive a refund for the part of the course not taken.

It is mandatory that a request for a dropout be notified or submitted to our school in writing. A student does not have the right to drop out from his/her course by just telephoning the school or by not attending classes.

LEAVE OF ABSENCE POLICY

A request for a Leave of Absence must also be in a written statement submitted to the school official, and Leave of Absence may be granted at the discretion of the school Director and/or Admissions and Records personnel. It is the student's responsibility to inform our school of the dates and duration of the absence, and absence may not exceed 30 days during a program. However, in case of an exceptional circumstance, the student may be granted a Leave of Absence for 60 days. In either case, only one Leave of Absence is permitted during a 12-month period.

STUDENT SERVICES

Our school provides academic counseling to our students, and our school believes that academic counseling is a major strength, and our instructors are always available for helping students in their needs. More often than not, students are helped after each class session. Instructors also encourage students to arrive early before classes if they need assistance. Tutorial programs are available to those who desire them, however, the nature of our school's programs minimizes such needs. Student advisors can acquaint students with recreational, cultural, social, and academic opportunities. In addition, student advisors provide information regarding U.S. Department of Justice, Immigration and Naturalization Service Regulations, Student Visa Regulations, housing, transportation needs, admission to U.S. colleges, universities, and other institutions of higher learning. Our Student Advisors will help you adjust to life in the United States as quickly and pleasantly as possible.

RULES OF OPERATION AND STUDENT CONDUCT

Student Complaint Procedures

- (1) The SISA AMERICAN LANGUAGE CENTER has appointed the school Director as Student Complaint Designee.
- (2) The school Director has the authority and duty to:
 - (a) investigate the complaints thoroughly using reasonable means available.
 - (b) rejecting the complaint if warranted.
 - (c) compromise or resolve the complaint satisfactorily including a refund if needed.
 - (d) shall keep a full record of the procedures undertaken and the solution of the matter, and the record shall be kept in the student file.
 - (e) notify the Bureau and related law enforcement authorities concerning the nature and status of the complaint if the legitimate complaint is not resolved 30 days after the complaint was filed.
 - (f) study similar circumstances, if any, and remedy the situations as well.
 - (g) implement reasonable policies to prevent similar complaints.
 - (h) communicate the process involved and the resolution of the complaint to the school President.
- (3) Students may communicate complaints to instructors, staff or the school President and ask the matters be related to the school Director.
- (4) If the complaint is orally conveyed and is not acted upon within a reasonable time, the student is to register the complaint in writing.

(5) The School shall provide a written response within 10 days after receiving the written complaint. The response shall contain a summary of investigation and the resolution taken.

The School shall provide reasons for rejection when the student asks for them.

(6) The School shall not limit or waive any student rights or remedies during the course of the complaint procedure.

(7) The student complaint designee's right will be protected under the State Regulation #73770 (f) of Title 5. Questions regarding the Student Complaint Procedures may be directed to:

Bureau for Private Postsecondary and Vocational Education

Mailing Address:

P.O. Box 980818

West Sacramento, CA 95798-0818

Physical Address:

1625 North Market Blvd. Suite S-202

Sacramento, CA 95834-1924

Tel (916) 574-7720 Fax (916) 574-7796

STUDENT TUITION RECOVERY FUND (STRF)

The Student Tuition Recovery Fund (STRF) was established by the Legislature to protect any California resident who attends a private postsecondary institute from losing money if you prepaid tuition and suffered a financial loss as a result of the school closing, failing to live up to its enrollment, or refusing to pay a court judgment.

To be eligible for STRF, you must be a "California resident" and reside in California at the time the enrollment agreement is signed or when you receive lessons at a California mailing address from an approved institution offering correspondence instruction. Students who are temporarily residing in California for the sole purpose of pursuing an education, specifically those who hold student visas, are not considered a "California resident."

To qualify for STRF reimbursement, you must file a STRF application within one year of receiving notice from the Council that the school is closed. If you do not receive notice from the Council, you have 4 years from the date of closure to file a STRF application. If a judgment is obtained, you must file a STRF application within two years of the final judgment.

It is important that you keep copies of the enrollment agreement, financial aid papers, receipts or any other information that documents the monies paid to the school. Questions regarding the STRF may be directed to:

Bureau for Private Postsecondary and Vocational Education

Mailing Address:

P.O. Box 980818

West Sacramento, CA 95798-0818

Physical Address:

1625 North Market Blvd. Suite S-202

Sacramento, CA 95834-1924

Tel (916) 574-7720 Fax (916) 574-7796

STUDENT CONDUCT AND CAUSES FOR EXPULSION

It is stated in the Class Policy that the instructor has the right to reprimand a student for unacceptable behavior in both class and our School premises. At the discretion of the School administration, an act or behavior detrimental to the learning environment and the other students may be considered grounds for expulsion. Serious incident or repeated incidents of an intoxicated state of behavior, possession of narcotics or alcohol on the School premises, possession of weapons, behavior creating safety hazards to other persons, disobedient or disrespectful behavior to another student, an administrator or faculty member are such categories and bases for expulsion.

PROGRAM AND COURSE DESCRIPTIONS

SISA AMERICAN LANGUAGE CENTER offers both **Practical English as a Second Language (ESL) Program (Practical ESL Level 1, 2, 3, 4)** and **Intensive English Language Program (IELP Level 1, 2, 3, 4, 5, 6 & Intensive TOEFL Preparation)** to international students.

INTENSIVE ENGLISH LANGUAGE PROGRAM (IELP)

Intensive English Language Program (IELP), unlike Practical ESL, is specifically designed for international students who wish to prepare themselves for U.S. college or university. **Intensive English Language Program (IELP) is substantially different from the Practical ESL Program in that the IELP offers 300 clock hours of rigorous and truly intensive instruction for each and every level/course for 12-week period.**

Six levels/courses (Level 1: Low Beginning, Level 2: High Beginning, Level 3: Low Intermediate, Level 4: High Intermediate, Level 5: Low Advanced, Level 6: High Advanced) are offered in this program, and Intensive Test of English as a Foreign Language (TOEFL) Preparation course is added in this program to provide rigorous and intensive TOEFL Test Preparation.

Each level/course in this IELP consists of Listening, Speaking, Reading, Writing, and Grammar sections. Especially, Levels 3, 4, 5, & 6 (Low Intermediate to High Advanced) offer American Idiomatic Expressions/Speeches section to help non-native/foreign students understand the most common American English idioms.

Intensive TOEFL Preparation course offers comprehensive language course for students preparing to take the TOEFL iBT(Internet-based TOEFL) Test. This complete multimedia TOEFL course features a number of CD-ROMs with over 1,000 TOEFL format questions, practice sections to target specific skills and almost 1,500 test items reflecting the four TOEFL sections (Listening, Structure, Reading, Writing). An Audio Program in both audio CD and audio cassette includes recorded listening material for use with the book.

Intensive English Language Program (IELP):

A complete course: This program is a complete six-level course that features a unique “natural” approach to language learning. It follows a carefully sequenced, systematic presentation of grammar and a comprehensive coverage of all aspects English language. Levels 1 and 2 are appropriate for beginning students, Levels 3 and 4 are intended for intermediate classes, and Levels 5 and 6 are for advanced learners. The Student Book, Workbook, and Audio Cassette program for each level/course provide practice in all four communication skills, with a special focus on listening and speaking in levels 1 to 4, and on reading and writing in levels 5 and 6.

Real communication from the beginning: This program is “a communicative course in English,” and is based on the idea that communication-the exchange of information-is not

merely the end-product of language study, but rather the very process through language study, but rather the very process through which a new language is acquired. To this end, the Intensive English Language Program (IELP) has three basic aims:

1. to provide motivating instruction and material that teach students in real-life situations;
2. to teach only authentic English that stimulates natural conversation both in and outside the classroom; and
3. to give students a feeling of success and achievement as they learn the language.

From the very beginning, students practice language that can be put to immediate use. For example, students learn to ask for information, make suggestions, and apologize. They learn the appropriate language for different situations, such as formal speech used with strangers and informal speech with friends. Most importantly, they are encouraged to express their own ideas and feelings, and to give their own opinions.

Language learning the natural way: Intensive English Language Program (IELP) acknowledges that students can understand more English than they are able to produce. In other words, their ability to comprehend language (to listen or read) naturally precedes their ability to produce it (to speak or write). To this end, Intensive English Language Program (IELP) places great emphasis on comprehension. Students in the beginning and intermediate levels begin each unit by listening to and reading conversations that provide rich input for language learning. Many of the functions, grammatical structures, and vocabulary items in these conversations become “active” and are practiced in the lessons that follow. However, some of the functions and structures in these conversations are “receptive”-they are intended for comprehension only-and do not become productive until later units or levels.

At the advanced levels (levels 5-6), each unit begins with an authentic text for reading and discussion, and provides cultural and thematic input. In addition, a realistic conversation provides context for active practice in the pages that follow.

Each course is considered independent in that no student is obligated to take more than one course. However, students may take the next level of study upon the completion of Level 1, 2, 3, 4 or 5. Students are placed according to the Level Placement Test Results. **Each class is held for five(5) hours a day, five(5) days a week(Monday, Tuesday, Wednesday, Thursday, Friday), for twelve(12) weeks per course.**

The total of 300 minutes of a class period is divided into 240 minutes of lectures and 60 minutes of the supervised Audio/Video Language Lab. Students are allowed to continue the Lab work on their own following the supervised session. There are four break periods each lasting ten minutes. Students may choose between a class which starts at 9:00 A.M. and an evening class starting at 4:00 P.M.

Level 1: Low Beginning (300 hours)

This course is designed to give foreign-language speaking students a basic functional ability in understanding, speaking, reading and writing Standard American English. The emphasis is on communication through vocabulary development and practice conversing in various situations about topics relevant to life in the United States.

Level 2: High Beginning (300 hours)

This course is designed to further a foreign student's skills in understanding, speaking, reading and writing standard American English. The emphasis is on communication through vocabulary development and conversing on situations and topics relevant to life in the USA.

Level 3: Low Intermediate (300 hours)

This course is designed for those students who have a good foundation of English but need further study to refine their ability to integrate all four language skills in understanding, speaking, reading, and writing. Efforts are made to reduce errors by discovering and correcting areas of difficulties. They will comprehend verb tenses in present perfect, past continuous and present and past tense in the passive voice. Their study also covers modal verbs **may** and **can** for permission as well as **could**, **may**, and **might** for possibility. The use of verbs plus infinitive or gerund, imperative with **you**, **so...(that)**, and comparative and superlative adverbs are also included in the lessons.

Level 4: High Intermediate (300 hours)

This course is designed for more advanced intermediate level students, who need to increase their ability to integrate their comprehensive language skills. Listening and verbal skills have expanded and errors are reduced. Students will comprehend verb tenses in present, past continuous and present past in the passive voice. Embedded (yes/no) sentences are utilized along with compound nouns, superlatives, infinitives, comparisons and tag questions.

Level 5: Low Advanced (300 hours)

This course is the second highest level offered at the school for beginning to intermediate advanced students. Students will be able to communicate easily on a variety of situations with few misunderstandings and grammatical errors. Their pronunciation will be clear. Students will master the use of future, present perfect and modals in the passive voice. They will master participle phrases, quantifiers with comparisons and separable/inseparable two-word verbs.

Level 6: High Advanced (300 hours)

This course is the highest level ESL course at our school. Students will communicate clearly on a wide variety of situations and topics, with very few errors or misunderstandings. Communication will be clearly understandable and students will be ready for regular English courses in College. They will master conjunctions, subjunctives, connectors, relative and infinitive clauses, prepositions and comparatives.

Intensive Test of English as a Foreign Language (TOEFL) Preparation:

Intensive TOEFL Preparation course offers two sequential, step-by-step approaches and strategies to help students prepare for four sections-Listening, Reading, Speaking and Writing- in Internet-Based TOEFL (IBT) test.

The first half of this course is a complete multimedia TOEFL preparation course that helps intermediate students to familiarize with computer version (Internet-Based) of the test. Both the instruction and course materials feature the following:

The **Student Book** features:

- The new types of passages and questions in the Listening Section.
- Coverage of the new types of questions in the Reading section.
- An expanded Writing skills section.
- Diagnostic Pre-Tests and Post-Tests to determine specific areas of weakness and measure progress.
- Skills and Strategies for each section of the test to provide students with clearly defined steps for success.
- Complete practice tests at both the introductory and TOEFL levels.
- Scoring information and charts to record progress.

The **CD-ROM** features:

- Over 1,000 additional TOEFL format questions, different from those in the book.
- Practice Sections to target specific skills.
- Test Sections to target specific skills.
- Test Sections and Screens, Buttons, and Clicking Sequences that simulate actual testing conditions.
- Pop-up explanations for all practice and test items.
- Charts and record-keeping functions to monitor student progress.

An Audio Program in both audio CD and audio cassette formats accompanies the first half the test preparation course.

The second half of this course focuses on skill-building strategies for more intensive and advanced test preparation. The second half of the course is also a multimedia course using both Student Books and CD-ROM offering instruction and practice in the same skill areas, but each contains and features all different questions and test items. The interactive CD-ROM may also be used for self-study.

Program/Course Titles	Clock Hours
INTENSIVE ENGLISH LANGUAGE PROGRAM (IELP)	2100
IELP Level 1	300
IELP Level 2	300
IELP Level 3	300
IELP Level 4	300
IELP Level 5	300
IELP Level 6	300
Intensive Test of English as a Foreign Language (TOEFL) Preparation	300

PRACTICAL ENGLISH AS A SECOND LANGUAGE (ESL) PROGRAM

Practical English as a Second Language (ESL) Program offers students of English a dynamic, communicative approach to learning the language. Four levels/courses (Level 1: Low Beginning, Level 2: High Beginning, Level 3: Intermediate, Level 4: Advanced) are offered in this program, and this dynamic, all-skills program integrates conversation practice, reading, writing, and listening-all in a light-hearted, fun and easy-to-use format that has been embraced by the true beginning through advanced level students.

Student Books in this program develop basic lifeskills and vocabulary through interesting and realistic characters and dialogue. Work Books provide numerous written exercises that reinforce the grammar and structures taught in the Student Books. Teacher's Resource Manuals provide overview of topics, functions, communication skills, and skill standards covered in the Student Books. Audio Programs provide stimulating listening and pronunciation practice for each level.

Each course is considered independent in that no student is obligated to take more than one course. However, students may take the next level of study upon the completion of Level I, II, or III. Students are placed according to the Level Placement Test Results. **Each class is held for two(2) hours a day, four(4) days a week(Monday, Tuesday, Wednesday, Thursday), for eight(8) weeks per course.**

The total of 120 minutes of a class period is divided into one hundred minutes of lecture and twenty minute of supervised Language Lab. Students are allowed to continue the lab work on their own following the supervised lesson. There are two break periods each lasting ten minutes. Students may choose between a class which starts at 9:00 A.M. or an evening class starting at 6:00 P.M.

Level 1: Low Beginning (64 hours)

This course is designed to accommodate individuals with a bare minimum exposure to English as well as absolute beginners. The course will concentrate on comprehension and functional use of survival language, such as colors numbers to 1000, personal identification items, and social vocabulary. they will be able to ask simple questions using interrogatives formed from **be**, **do**, and **can**, as well as **who**, **what** and **where**. They will also master pronouns and many prepositions as well as verb tenses and usage of simple present and present continuous tenses. They will be able to talk on the telephone as well as talking simply about work, movies, relatives and friends, and favorite things.

Level 2: High Beginning (64 hours)

This course is intended for students who have a basic knowledge of English. The course will enable students to discuss past events, personal histories, shopping and travel, people and events, illness, ability, obligation and necessity, and quantity and availability. they will master simple past tense, future tense with **will** and future with **be going to**. Use of modal tenses such as **can**, **could**, **should**, **must** and **have to**. Other emphases in grammar will be on verbs, conjunctions, relative clauses, and some idiomatic expressions.

Level 3: Intermediate (64 hours)

This course is aimed for those students who have a good foundation of English but need further study to refine their ability to integrate all four language skills in understanding, speaking, reading, and writing. Efforts are made to reduce errors by discovering and correcting areas of difficulties. They will comprehend verb tenses in present perfect, past continuous and present and past tense in the passive voice. Their study also covers modal verbs **may** and **can** for permission as well as **could**, **may**, and **might** for possibility. The use of verbs plus infinitive or gerund, imperative with **you**, **so...(that)**, and comparative and superlative adverbs are also included in the lessons.

Level 4: Advanced (64 hours)

This course is the highest level offered in this program for advanced students. Students will be able to communicate easily on a variety of situations with a few misunderstandings and grammatical errors. Their pronunciation will be clear. Students will master the use of future, present perfect, and modals in the passive voice, separable and inseparable two-word verbs, including the use of the participle phrases. Students will be able to discuss politics and compare American life styles to their own. They will be capable of writing descriptions of people and things with specific details, a composition which argues one's point of view, a business reply letter, and a letter of application for a job.

Program/Course Titles	Clock Hours
*PRACTICAL ENGLISH AS A SECOND LANGUAGE(ESL) PROGRAM	256
*Practical ESL Level 1	64
*Practical ESL Level 2	64
*Practical ESL Level 3	64
*Practical ESL Level 4	64

* This program/courses is/are subject to the provisions of Article 7/Maxine Waters Act.

GRADING POLICY AND STUDENT ASSESSMENT POLICY

In order for a student to enroll a course in our school programs, he/she must be evaluated to be placed in the most appropriate level. As specifically stated in our Admission Policy, every student must take a Level Placement Test, and our admission personnel will record each student's Level Placement Test Result and Evaluation in his/her file: Level Placement Determination Documentation/Level Placement Test Result Evaluation Form/Scoring Summary.

A number of scheduled and pop quizzes will be given during the course, and a Mid-Term Test and Final Test will be given to determine his/her final grades. Some of the scheduled and pop quizzes are optional, but it is strongly urged that every student participate in those quizzes. Both Mid-Term Test and Final Test are required in all courses to assess a student's overall final grades.

INTENSIVE ENGLISH LANGUAGE PROGRAM (IELP): Level 1, 2, 3, 4, 5, 6 & Intensive TOEFL Preparation.

Grading System and Definitions:

- A+, A, A- (90% to 100%) : Achievement that is outstanding relative to the level necessary to meet course requirements.
- B+, B, B- (80% to 89%) : Achievement that is significantly above the level necessary to meet course requirements
- C+, C, C- (70% to 79%) : Achievement that meets the course requirements in every aspect.
- D+, D, D- (60% to 69%) : Achievement that is below average, but barely passing the course, and barely meets course requirements.
- F (Below 60%) : Represents failure and signifies that the course work or a level of achievement is not worthy of anything.
- W : Withdrawal before the end of the term.
- WI : Withdrawal before the end of the term resulting Incomplete.
Requires a written agreement between instructor/School Office of Admissions and Records and student.
- WF : Withdrawal before the end of term resulting Failure. There was no agreement between instructor/School Office of Admissions and Records and Students.
- O : Outstanding in course work performance.
- N : Need improvement in course work performance.
- S : Achievement that is satisfactory, which is equivalent to a C- or better.
- U : Achievement that is unsatisfactory, which is equivalent to an F.

Transcripts and Records: Complete records of grades and other records are kept in each student's file. Students may obtain Official Transcript(s) by completing and submitting a Transcript/Educational Record Release Form and remitting the Form with the required Transcript fee.

PRACTICAL ENGLISH AS A SECOND LANGUAGE(ESL): Level 1, 2, 3, 4

Grading System and Definitions:

- A+, A, A- (90% to 100%) : Achievement that is outstanding relative to the level necessary to meet course requirements.
- B+, B, B- (80% to 89%) : Achievement that is significantly above the level necessary to meet course requirements
- C+, C, C- (70% to 79%) : Achievement that meets the course requirements in every aspect.
- D+, D, D- (60% to 69%) : Achievement that is below average, but barely passing the course, and barely meets course requirements.
- F (Below 60%) : Represents failure and signifies that the course work or a level of achievement is not worthy of anything.
- W : Withdrawal before the end of the term.
- WI : Withdrawal before the end of the term resulting Incomplete.
Requires a written agreement between instructor/School Office of Admissions and Records and student.
- WF : Withdrawal before the end of term resulting Failure. There was no agreement between instructor/School Office of Admissions and Records and Students.
- O : Outstanding in course work performance.
- N : Need improvement in course work performance.
- S : Achievement that is satisfactory, which is equivalent to a C- or better.
- U : Achievement that is unsatisfactory, which is equivalent to an F.

ACCESS TO STUDENT FILES (EDUCATIONAL RECORD RELEASE) POLICY

The school President/Principal Designated School Official (PDSO), the Director/Designated School Official(DSO), and the Custodian of Records/Admissions Personnel/Designated School Official(DSO) have access to the student files(educational records). Those files are constantly updated according to the progress and the changing status of each student. Student files (educational records) are made available to instructors and students according to specific needs at the time of requests. In accordance with our policy, any access to student files (educational records) and/or information about a student may not be released to a third party without the student's permission, and some of the requests require a fee to receive a document (i.e., Official Transcript(s), Verification of Enrollment).

GRADUATION REQUIREMENTS AND POLICIES

The Specific Graduation/Course Completion Requirements:

• INTENSIVE ENGLISH LANGUAGE PROGRAM (IELP)

- (1) A student must attain a minimum final letter grade of D- (60% or higher), and must keep 80% or higher cumulative attendance to pass and graduate/complete a course.
- (2) A student who did not achieve the minimum final grade of D- (60% or higher) in a course is considered to have failed the course. He/She will be advised by our school academic advisor to discuss methods for passing and graduating/completing the course. (i.e., repeat the course or portions of it)
- (3) If a student informs his/her instructor and/or Admissions and Records personnel of possibilities of incompleteness of a course, a written agreement must be submitted to his/her instructor. WI (Withdrawal before the end of the term) grade will be given to the student, and he/she will not be able to graduate/complete a course.
- (4) If a student's cumulative attendance record does not meet the overall 80% attendance requirement for each course, he/she will be placed on attendance probation, and will not be able to graduate/complete a course.
- (5) A student must also be in good financial standing with the school in order to graduate/complete a course.
- (6) If a student successfully meets the aforementioned requirements and completes a course, a Certificate of Completion will be awarded to the student.

• PRACTICAL ENGLISH AS A SECOND LANGUAGE (ESL) PROGRAM

- (1) A student must attain a minimum final letter grade of D- (60% or higher), and must keep 80% or higher cumulative attendance to pass and graduate/complete a course.
- (2) A student who did not achieve the minimum final grade of D- (60% or higher) in a course is considered to have failed the course. He/She will be advised by our school academic advisor to discuss methods for passing and graduating/completing the course. (i.e., repeat the course or portions of it)
- (3) If a student informs his/her instructor and/or Admissions and Records personnel of possibilities of incompleteness of a course, a written agreement must be submitted to his/her instructor. WI (Withdrawal before the end of the term) grade will be given to the student, and he/she will not be able to graduate/complete a course.
- (4) If a student's cumulative attendance record does not meet the overall 80% attendance requirement for each course, he/she will be placed on attendance probation, and will not be able to graduate/complete a course.
- (5) A student must also be in good financial standing with the school in order to graduate/complete a course.
- (6) If a student successfully meets the aforementioned requirements and completes a course, a Certificate of Completion will be awarded to the student.