



## Satisfactory Academic Progress Policy

### Programs at New America College

Course enrollment is per session. The maximum total length of language training at NAC is 36 months.

Programs at New America College are as follows:

						<b>Total</b>	<b>Total hours</b>	
<i>Beginner English Language Acquisition</i>	<b>Level 1</b>	4 sessions	<b>Level 2</b>	4 sessions		<u>8 sessions</u>	576	
<i>Intermediate English Language Acquisition</i>	<b>Level 3</b>	4 sessions	<b>Level 4</b>	4 sessions		<u>8 sessions</u>	576	
<i>Advanced English Language Acquisition</i>	<b>Level 5</b>	4 sessions	<b>Level 6</b>	4 sessions		<u>8 sessions</u>	576	
<i>American Culture and Conversation</i>	<b>1</b>	4 sessions	<b>2</b>	4 sessions		<u>8 sessions</u>	576	
<i>Communication in the Modern World</i>	<b>1</b>	4 sessions	<b>2</b>	4 sessions	<b>3</b>	4 sessions	<u>12 sessions</u>	864
<i>TOEFL</i>						<u>4 sessions</u>	288	
<i>University Preparation</i>						<u>4 sessions</u>	288	
<i>Business English</i>						<u>4 sessions</u>	288	
<i>Part-Time TOEFL</i>						<u>Varies</u>	<i>Varies</i>	
<i>Part-Time American Culture and Conversation</i>						<u>Varies</u>	<i>Varies</i>	
<i>Part-Time Business English</i>						<u>Varies</u>	<i>Varies</i>	
<i>English Through the Arts</i>						<u>Varies</u>	<i>Varies</i>	

### Standardized Placement and Exit Exams

Initial placement: Michigan English Placement Test (EPT); individual CaMLA speaking assessment.

### Academic Progress

Academic progress is reviewed by New America College (NAC) administration on a regular basis. It is the expectation that students will move from one level to the next as they demonstrate academic progress. Ongoing short and long term assessments by instructors determine and measure student progress and growth over time. Grades per session will be based on the following:

Participation	10%
Online workbook/Presentations/Journals (depending on level)	10%
Classwork – Projects, presentations, quizzes, group work	20%
Weekly Quizzes	30%
Final Exam	30%
<b>Final Grade</b>	<b>100%</b>

In order to pass a level, students must complete four (4) sessions, maintain a minimum cumulative score of 70%, and meet language benchmarks (as outlined on their level syllabus).

### Exceptions

- Students in the TOEFL class may repeat the class once, if it is available.
- A student may request to stay an additional month in a course. The President has the final decision. The student must:
  - Complete the Student Request to Change Levels, indicating why they want to repeat a month;
  - Have the support of their current instructor.
- A student may move to a different level in or after the first session due to misplacement. They must:
  - Retake the EPT test and achieve the score for a higher level, if applicable;
  - Have the support of their current instructor.



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## Consequences

Within any foundational levelled class (levels 1-6) or mastery class (American Culture and Conversation, Communication in the Modern World, Business English, University Prep, TOEFL), students who are not making academic progress in a course will progress through the following steps:

- The first session a student's grade falls below 70%, they will receive a written warning from the Dean.
- After a student receives a warning, their grades will continue to be monitored each session. Students may receive more than one (1) warning; i.e., the next session their grade falls below 70% but their *cumulative* average is above 70%, they will receive another warning.
- If the grade falls below 70% in another session and the *cumulative* average is below 70%, the student will receive a formal Academic Probation letter and a formal Individual Learning Plan (ILP).
- After a student receives a probation, their grades will continue to be monitored throughout the session. If their grades fall below 70% again, they will meet with the Dean and their instructor.
- If a student's cumulative grade for a foundational levelled class is a failure at the end of the four (4) sessions, they will be required to repeat the level.
- If a student's cumulative grade in a mastery class is a failure at the end of the four (4) sessions, they will be dismissed. (\*TOEFL exception)
- A student who repeats a class and has a cumulative failing grade at the end of the four (4) sessions (second attempt to pass the class) will be dismissed.

## Repeating a Class

If a student is required to repeat a class, they will progress through the following steps:

- The student will meet with the Dean and the instructor to create a plan of action. The student will be given access to their grades and attendance in ThinkWave, and check-ins with the Dean and instructor will be explained.
- The student will meet weekly with their instructor to review their performance from the previous week.
- The student will meet at the end of each session with the Dean to review their performance from the previous session.
- The student will receive academic warnings and probation as described above.
- If the student has a cumulative failing grade at the end of four (4) sessions, they will be dismissed.

## Examples:

Example 1:							
Session 1		Session 2		Session 3		Session 4	
Grade	Cumulative Average	Grade	Cumulative Average	Grade	Cumulative Average	Grade	Cumulative Average
60	60	65	62.5	66	64	68	65
Warning		Academic Probation & Individual Learning Plan		Meet with Dean and instructor		Repeat the level or dismissal	
Example 2:							
Session 1		Session 2		Session 3		Session 4	
Grade	Cumulative Average	Grade	Cumulative Average	Grade	Cumulative Average	Grade	Cumulative Average
60	60	80	70	64	68	75	70
Warning		No warning		Academic Probation & ILP		Student moves to the next level	
Example 3:							
Session 1		Session 2		Session 3		Session 4	
Grade	Cumulative Average	Grade	Cumulative Average	Grade	Cumulative Average	Grade	Cumulative Average
60	60	85	73	65	70	70	70
Warning		No warning		Warning #2		Student moves to the student level	



## Certificates

Students will receive a Certificate of Attendance when they have successfully attended part of a level or mastery class but not all four (4) sessions.

Students will receive a Certificate of Level Completion when they have successfully completed four (4) sessions in a level.

Students will receive a Certificate of Program Completion when they have successfully completed the full program:

<i>Beginner English Language Acquisition:</i>	Level 1 and Level 2
<i>Intermediate English Language Acquisition:</i>	Level 3 and Level 4
<i>Advanced English Language Acquisition:</i>	Level 5 and Level 6
<i>University Preparation:</i>	Four (4) session program
<i>Business English:</i>	Four (4) session course
<i>Communication in the Modern World:</i>	CMW 1, CMW 2, CMW 3
<i>American Culture and Conversation:</i>	ACC1, ACC2
<i>English Through the Arts</i>	Certificate of Attendance for each session
<i>Part-Time courses</i>	Certificate for each session

No certificates are issued to TOEFL students due to the fact that this is a preparatory course only.

## Academic Appeal Procedure

If a student wishes to appeal a grade or a promotion, the following procedure must be followed:

1. The student must put the appeal in writing to the Dean within five (5) business days of the last session. Appropriate documentation must be included.
2. The Dean will review the appeal and meet with the student and the instructor of record individually. The Dean will then meet with both parties and review the matter.
3. The Dean will make a decision within five (5) days of the appeal and notify the student in writing.
4. If the student is not satisfied with the appeal outcome, the President will meet with the student and the Dean to review the case.
5. The President will make a decision with two (2) business days.



**Academic Warning**

Date: \_\_\_\_\_

Student: \_\_\_\_\_

Level: \_\_\_\_\_

ID: \_\_\_\_\_

I want to inform you that you failed your class last session. Please be aware that New America College's Satisfactory Academic Progress Policy states that all students must maintain a 70% average in class to remain in good standing.

Please make every effort to obtain a 70% or higher average next session

Good luck with your studies!

Megan Kobzej  
Dean/DSO

CC: Student file



**Academic Probation Letter**

Date: xxxxxxxx  
Student: xxxxxxxx  
Level: Level xx, xxxxx  
Student ID: xxxxxxxx

Dear xxxxxxxxxxx,

New America College requires that students maintain a minimum grade of 70% to remain in good standing. If you are in F-1 status, United States federal regulations [8 CFR § 214.2(f) (5) (i)] require that you make normal progress towards your goal or objective of learning the English language. The academics at New America College are challenging and consist of reading, writing, listening, and speaking as well as grammar and pronunciation.

As of today, you will be placed on **Academic Probation**. Your grades will continue to be monitored each session. Depending on the class, you will either be dismissed or required to repeat the level if you do not have a cumulative passing grade at the end of the fourth session of this class.

Student Acknowledgement \_\_\_\_\_

Date \_\_\_\_\_

Sincerely,

Megan Kobzej  
Dean/DSO

CC: Student File



**Individual Learning Plan (ILP)**

Date:  
Student:  
Level:  
Student ID:

*Instructor's Concerns:*

- Attendance
- Classwork
- Weekly quizzes
- Final exam
- MyELT
- Participation
- Other \_\_\_\_\_

*Instructor's Comments:*

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*Action(s) Taken:*

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*Student's Comments:*

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Student Signature: \_\_\_\_\_

Instructor Signature: \_\_\_\_\_



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Date:  
Student:  
Level:  
Student ID:

## Academic Meeting with Dean and Instructor

**Actions taken:**

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**Plan for Repeating Class**

Date:

Student:

Level:

Student ID:

- ThinkWave access given
- Each week: Check-ins with instructor
- Each session: Check-ins with Dean to check grades and attendance

*Student's Comments:*

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Student Signature: \_\_\_\_\_

Instructor Signature: \_\_\_\_\_

Dean Signature: \_\_\_\_\_





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## Weekly Check-ins

Student:	Instructor/Class:	Session:
<b>Week 1:</b>		
Attendance <input type="checkbox"/> Ok <input type="checkbox"/> Concern	Participation <input type="checkbox"/> Ok <input type="checkbox"/> Concern	Classwork <input type="checkbox"/> Ok <input type="checkbox"/> Concern
MyELT <input type="checkbox"/> Ok <input type="checkbox"/> Concern	Weekly Quizzes <input type="checkbox"/> Ok <input type="checkbox"/> Concern	Other <input type="checkbox"/> Ok <input type="checkbox"/> Concern
Notes:		
<b>Week 2:</b>		
Attendance <input type="checkbox"/> Ok <input type="checkbox"/> Concern	Participation <input type="checkbox"/> Ok <input type="checkbox"/> Concern	Classwork <input type="checkbox"/> Ok <input type="checkbox"/> Concern
MyELT <input type="checkbox"/> Ok <input type="checkbox"/> Concern	Weekly Quizzes <input type="checkbox"/> Ok <input type="checkbox"/> Concern	Other <input type="checkbox"/> Ok <input type="checkbox"/> Concern
Notes:		
<b>Week 3:</b>		
Attendance <input type="checkbox"/> Ok <input type="checkbox"/> Concern	Participation <input type="checkbox"/> Ok <input type="checkbox"/> Concern	Classwork <input type="checkbox"/> Ok <input type="checkbox"/> Concern
MyELT <input type="checkbox"/> Ok <input type="checkbox"/> Concern	Weekly Quizzes <input type="checkbox"/> Ok <input type="checkbox"/> Concern	Other <input type="checkbox"/> Ok <input type="checkbox"/> Concern
Notes:		
<b>Week 4:</b>		
Attendance <input type="checkbox"/> Ok <input type="checkbox"/> Concern	Participation <input type="checkbox"/> Ok <input type="checkbox"/> Concern	Classwork <input type="checkbox"/> Ok <input type="checkbox"/> Concern
MyELT <input type="checkbox"/> Ok <input type="checkbox"/> Concern	Weekly Quizzes <input type="checkbox"/> Ok <input type="checkbox"/> Concern	Final Exam <input type="checkbox"/> Ok <input type="checkbox"/> Concern
Notes:		



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## End of Session Check-ins

<b>Student:</b>	<b>Megan Kobzej, Dean</b>	<b>Level:</b>
Session 1:		
Attendance <input type="checkbox"/> Ok <input type="checkbox"/> Concern	Participation <input type="checkbox"/> Ok <input type="checkbox"/> Concern	Classwork <input type="checkbox"/> Ok <input type="checkbox"/> Concern
MyELT <input type="checkbox"/> Ok <input type="checkbox"/> Concern	Weekly Quizzes <input type="checkbox"/> Ok <input type="checkbox"/> Concern	Final Exam <input type="checkbox"/> Ok <input type="checkbox"/> Concern
Notes:		
Session 2:		
Attendance <input type="checkbox"/> Ok <input type="checkbox"/> Concern	Participation <input type="checkbox"/> Ok <input type="checkbox"/> Concern	Classwork <input type="checkbox"/> Ok <input type="checkbox"/> Concern
MyELT <input type="checkbox"/> Ok <input type="checkbox"/> Concern	Weekly Quizzes <input type="checkbox"/> Ok <input type="checkbox"/> Concern	Final Exam <input type="checkbox"/> Ok <input type="checkbox"/> Concern
Notes:		
Session 3:		
Attendance <input type="checkbox"/> Ok <input type="checkbox"/> Concern	Participation <input type="checkbox"/> Ok <input type="checkbox"/> Concern	Classwork <input type="checkbox"/> Ok <input type="checkbox"/> Concern
MyELT <input type="checkbox"/> Ok <input type="checkbox"/> Concern	Weekly Quizzes <input type="checkbox"/> Ok <input type="checkbox"/> Concern	Final Exam <input type="checkbox"/> Ok <input type="checkbox"/> Concern
Notes:		
Session 4:		
Attendance <input type="checkbox"/> Ok <input type="checkbox"/> Concern	Participation <input type="checkbox"/> Ok <input type="checkbox"/> Concern	Classwork <input type="checkbox"/> Ok <input type="checkbox"/> Concern
MyELT <input type="checkbox"/> Ok <input type="checkbox"/> Concern	Weekly Quizzes <input type="checkbox"/> Ok <input type="checkbox"/> Concern	Final Exam <input type="checkbox"/> Ok <input type="checkbox"/> Concern
Notes:		



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Date:

Student:

Level:

Student ID:

## Final Action by the President

**Actions taken:**

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