

# Student Catalog and Handbook

2020 / 2021

Volume XVII



**New America College**

925 S. Niagara St., Suite 500

Denver, CO 80224

August 2020



ACCREDITING COUNCIL FOR CONTINUING EDUCATION & TRAINING  
1720 N. Street, N.W., Washington, D.C. 20036  
Telephone: (202) 955-5113 Fax: (202) 955-1118  
<http://www.acgeta.org>

# MISSION STATEMENT

The mission of New America College is to provide intensive English language instruction to international and F-1 visa students, as well as permanent immigrant residents who live in Denver and want to learn English. This intensive educational experience will include the academic and social skills that will enable them to realize their potential, improve their personal and professional lives, and succeed in future endeavors.

## NAC IS COMMITTED TO:

- Students learning and developing values and professional skills and attitudes needed to be successful
- Providing excellent instruction and support to students
- Creating an interesting, intellectual atmosphere and offering programs that support students' academic and career goals
- Offering programs at an affordable price point and giving students the opportunity to pay on a monthly basis
- Maintaining a safe, supportive and respectful learning environment where students from various cultures can work together



**ACCET** 

**[WWW.NEWAMERICACOLLEGE.EDU](http://WWW.NEWAMERICACOLLEGE.EDU)**

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## New America College

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#### **CATALOG DISCLAIMER**

Students should be aware that some information in the catalog might change. It is recommended that students check with the College to determine if there are any changes in the courses/curricula offered.

#### **PROGRAM CHANGES**

NAC reserves the right to adjust course materials, length of course, subject matter, academic policies, tuition and fees, hours and starting dates as it may deem necessary.

## NEW AMERICA COLLEGE GOVERNING BOARD

### New America College Board of Directors

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President (non-voting)  
New America College

## ACCREDITATION



ACCREDITING COUNCIL FOR CONTINUING EDUCATION & TRAINING  
1725 N. Steele St., Suite 200, Denver, CO 80202  
Telephone: 303-955-1113 Fax: 303-955-1118  
http://www.accet.org

New America College has been accredited by the Accrediting Council for Continuing Education and Training (ACCET), a national accrediting agency, since 2013.

## AUTHORIZED TESTING CENTER AND GENERAL TESTING



NCTA – National College Testing Association



Electronics Technicians Association International

## COLLEGIATE PARTNERSHIPS



## COLLEGIATE MEMBERSHIPS AND ASSOCIATIONS



English USA - American Association of Intensive English Programs

CoTESOL - Colorado Teachers of English to Speakers of Other Languages



StudyColorado - StudyColorado is an initiative of the State of Colorado, its institutions of higher education and the Colorado business community. StudyColorado's primary purpose is to support the internationalization goals of Colorado's colleges, universities and language schools.

NAFSA - Association of International Educators - National Association for Foreign Student Affairs

## NEW AMERICA COLLEGE MISSION STATEMENT

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### **NAC is committed to:**

- Students learning and developing values and professional skills and attitudes needed to be successful
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- Maintaining a safe, supportive and respectful learning environment where students from various cultures can work together

## INSTRUCTIONAL PHILOSOPHY

New America College (NAC) believes that English language education is the key to success in America. The College is dedicated to helping students learn and prepare for a future in advanced academics and the job market.

We believe students succeed best when they are in a challenging environment that provides individual attention. New America College believes in combining many different teaching approaches in order to help students learn. Instruction at NAC emphasizes speaking, reading, writing, and listening in order to help students learn English quickly. Teachers include students in constant conversation and provide in-class lessons, homework, and assignments that are designed to help them learn and perfect their skills.

## OVERVIEW AND HISTORY

New America College (NAC) is a post-secondary, non-profit institution of higher learning. NAC was granted its accreditation by the Accrediting Council for Continuing Education and Training (ACCET) in April 2013 and was reaccredited in 2019 for a five-year term.

NAC was created to serve English language learners living in the United States, as well as international students with F-1 visas. NAC specializes in helping these students learn and advance their English language skills.

We believe that educational opportunity is a cornerstone of American life and that English language skills are essential components. NAC is dedicated to teaching English Language Acquisition (ELA) programs. Our ELA programs are designed to educate all levels of language learners, from beginner to advanced. We also offer TOEFL Preparation, Business English, University Preparation, Communication and the Modern World, and American Culture and Conversation. In addition to our full-time programs, we offer part-time programs in the morning and evening, including Part-Time Business English, Part-Time American Culture and Conversation, and Part-Time ESL.

NAC's programs give international students the opportunity to experience American culture. The program helps students thrive at an American college and provides them with an education of high academic quality in a nurturing and challenging environment.

NAC is committed to a dynamic intellectual community, high academic standards, strong academic programs, and a faculty that is highly qualified. NAC is dedicated to a globally orientated and diverse academic community.

## FACILITY

New America College (NAC) is located at 925 S. Niagara Street, Denver, CO on the 5<sup>th</sup> floor. The campus includes two computer labs, administrative offices, 10 classrooms, a library, a student lounge, and an instructor resource room. Well-equipped and comfortable classrooms include audio/visual equipment, and whiteboards.

The campus fully complies with those requirements relating to fire safety, building safety, and health codes as required by applicable law.

#### **HANDICAPPED ACCESSIBILITY**

The campus is easily accessible for handicapped students and features ramps that meet the standards set in section 504 of the Rehabilitation Act of 1973. Facilities for the handicapped can be found on the 4<sup>th</sup> floor.

#### **ENROLLMENT INFORMATION**

NAC offers equal opportunities without distinction or discrimination because of race, color, sex, religion, age, sexual orientation, national origin, veteran status, or physical or mental disabilities in any of their academic programs or activity.

#### **ADMISSIONS PROCESS & CRITERIA**

NAC holds a personal interview with every student. The interview provides an opportunity for the student to discuss his/her interests and to become fully acquainted with the courses being offered as well as the facility. Prospective students complete the NAC application form and return it with a non-refundable registration fee of \$75 and a non-refundable resource fee of \$75, as well as other application documents, in advance of their selected starting date. Class start dates are listed in the calendar.

All students applying for any NAC course are required to take the Michigan English Placement Test (EPT) and the CaMLA Speaking Test. No preparation is required for these evaluations. These placement tests are used to determine a student's appropriate level and class placement.

During student orientation, students receive information about the College, as well as information about maintaining their immigration status. Student orientation is held for new students each session.

#### **CREDIT FOR PREVIOUS TRAINING**

NAC does not offer credit for previous education, training, or experience.

#### **RE-ENTRY INTO NEW AMERICA COLLEGE**

All students must request permission to return to NAC. Their files will be reviewed for a final decision. If approved, the student will be required to reapply for admission, fill out a new Enrollment Agreement, and pay all necessary fees. Students re-entering the program will re-enter at the next start date. All grades received for completed courses will remain in effect upon the student's return. Students who have been away from NAC for more than 12 weeks will be required to take the placement test again, and will be placed accordingly.

#### **NEW AMERICA COLLEGE PAYMENT POLICY**

##### **Payment Schedule**

Please see the NAC Academic and Payment calendar for the full payment schedule.

##### **Fees and Tuition**

- \$75 non-refundable registration fee (once per enrollment)
- \$75 non-refundable resource fee (once every 12 sessions, including vacation and leave of absence)
- Non-refundable textbook fee – varies by book
- \$675 tuition per session
- \$100 late fee (if applicable)
- \$100 non-refundable reinstatement fee (if applicable)
- \$100 non-refundable overseas processing fee (if applicable)
- \$125 non-refundable change of status processing fee (if applicable)

##### **Payment**

- The registration fee must be paid upon submission of application materials. The student may then take the placement test.
- Full payment is due by the end of the first week of class.

## **Forms of Payment**

New America College accepts cash, credit cards, checks, wire, or online payment.

## **Late Payments and Do Not Admit List (DNA List)**

- A \$100 late fee will be charged for all late payments. (See calendar for payment dates.)
- A student will not be permitted to attend class and will be placed on the Do Not Admit list if the full tuition payment has not been made by the deadline.
- All absences due to non-payment will count toward the 80% minimum attendance requirement (see Attendance Policy for more information).

## **Returning Students**

A student who returns to the College after a withdrawal, for any reason, is treated as a new student and must pay all enrollment fees. A student who wishes to return to NAC must pay all remaining balances before being readmitted (if applicable).

## **Refunds**

Refunds will be calculated based on the New America Refund Policy.

## **Family/Friend Discount**

A student will receive a \$200 tuition discount if they refer a student who attends and meets financial obligations for three (3) consecutive sessions. This must be noted at the time of registration and verified by staff. The discount will be applied to the referring student's tuition at the beginning of the fourth(4<sup>th</sup>) session. A student who is set to receive the family/friend tuition discount and leaves before the fourth(4<sup>th</sup>) session shall forfeit the \$200 tuition referral discount. It is non-transferrable and has no cash value.

## **Monies Owed at the Time of Withdrawal**

If the amount of earned tuition, plus all fees, exceeds the amount paid minus any required refunds, the student must pay the difference immediately upon withdrawal. A student who wishes to return to NAC must pay all remaining balances before being readmitted (if applicable).

## **Collection of an Unpaid Balance**

All delinquent accounts will be turned over to a collection agency and reported to a credit bureau. Students are responsible for all collection and legal fees incurred by NAC in the process of collecting payment due on tuition balances and other account fees.

## **Bounced Checks**

If a student's check is returned, the student must pay the Nonsufficient Funds (NSF) fee of \$50 and NAC will no longer accept checks from them in the future.

## **WITHDRAWAL**

A student can voluntarily withdraw from the College. NAC requests notification in writing of the official withdrawal date. A withdrawal refund calculation will be performed, and the student will be charged according to the last date of attendance as recorded by the instructor.

## **NEW AMERICA COLLEGE REFUND POLICY**

### **Terms of Refund**

- Refunds will automatically be calculated for all students who leave the College.
- Refunds will be issued within 30 calendar days of the date of determination.
- NAC bases its refund policy on ACCET's refund policy.

### **Withdrawal after students begin classes**

- The amount of tuition earned by the institution is calculated as follows, based on the last date of attendance (LDA): The number of weeks a student has attended divided by the number of weeks in the session.
  - A partial week of attendance counts as a full week for this calculation.
- A student who has attended more than 50% of the session is not entitled to a refund.
- NAC is allowed to retain tuition for the **first** four(4) weeks of enrollment for students who withdraw after beginning classes. Subsequent enrollment will be subject to the above calculation.
- A student who is terminated or dismissed by NAC will be entitled to a refund calculated according to their last date of attendance (LDA). Date of determination (DOD) for terminated students will be their date of termination from NAC. \*Exception: A student who is terminated or dismissed by NAC during the *first week* of classes will receive a full refund of all tuition (minus non-refundable fees).

### **Cancellation before students begin classes or no-shows**

- Non F-1 students and F-1 students who have not entered the country on a NAC I-20 are entitled to a full refund, minus non-refundable fees.
- If an F-1 student has entered the country on a NAC I-20, NAC is allowed to retain tuition for the **first** four(4) weeks of enrollment for students who cancel before classes or are no-shows.
- If a student has not started classes, they are entitled to a full refund of tuition and fees paid if they withdraw within three days after completing admission documents and signing the Enrollment Agreement.

### **Cancellation Due to Visa Denial**

If a student cancels their enrollment due to visa denial, all monies paid will be refunded, minus non-refundable fees.

### **Applicant not Accepted by the Institution**

An applicant is entitled to a full refund of all monies paid, including non-refundable fees, if the applicant is not accepted by the school.

### **Courses Discontinued by the Institution**

A student is entitled to a full refund of tuition and fees paid in the event that the school discontinues a course or program of education during a period of time within which a student could have reasonably completed the same; except that this provision shall not apply in the event that the school ceases operation.

### **Non-Refundable Fees**

- Registration fee
- Resource fee
- Change of status fee
- Reinstatement fee
- Overseas processing fee
- Late payment fee

### **Textbooks**

Textbooks may only be refunded if they are returned in original, unused condition. If applicable, all original packaging must be intact.

### **Wire Fee**

If a student requests a refund by wire, NAC will retain charges incurred for the wire. This will be deducted from the refund and will be noted on the refund calculation.

### **Definitions**

- *Date of determination*: The date a student officially notifies the College of their intent to withdraw, or the date the College withdraws the student.

- *Last date of attendance (LDA)*: A student’s last day in class.
- *Withdrawal*: A student who has attended at least one class; this includes transfer, completion, or withdrawal for any reason.
- *Terminated*: Cancellation of enrollment for any student with any visa status. If an F-1 student is terminated, that includes cancellation of the I-20, along with the related immigration consequences.
- *No-show*: A student who never attends class and does not inform the College.
- *Cancellation*: A student who never attends class and notifies the College.

### F-1 STUDENT INFORMATION

Individuals who hold an F-1 visa are classified as non-immigrants and are temporarily in the United States to study full-time at an *academic or language* institute. F-1 non-immigrants are admitted for the duration of status, *i.e.* for as long as the non-immigrant student remains enrolled in a SEVIS-approved school full-time and otherwise maintains status.

Please see NAC’s *F-1 Student Guidebook* for more detailed information about maintaining your F-1 status.

### CHANGE OF CURRENT STATUS WITHIN THE U.S.A.

NAC strongly suggests that students who wish to change their visa status consult with a lawyer. NAC can issue an I-20 for a change of status, as long as a prospective student meets all requirements for admission to NAC, but NAC will not assist in the change of status application. Some classes of non-immigrants can begin their studies while their application is pending. **The exceptions are non-immigrants that are currently in B-1, B-2, or F-2 status.** These non-immigrants **cannot begin** a program of study prior to approval of their change of status. Students who are already M-1 students cannot change status to F-1.

### ACADEMICS CLASS SCHEDULE

**Full-Time classes:**

Morning: Monday – Thursday 8:30 a.m. – 1:00 p.m.

Evening: Monday – Thursday 5:00 p.m. – 9:30 p.m.

Fridays: Students may meet with their teachers for remedial help from 10:30 – 12:00.

**Part-Time classes:**

Part-time class times vary; please contact NAC for more information.

### PROGRAMS

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

### COURSE DESCRIPTIONS

Each level will focus on two main skill areas: receptive skills, which include reading and listening, and productive skills, which include pronunciation, speaking, and writing. Grammar and vocabulary in context will also be targeted. Courses run on a per session basis. Students will receive a detailed, four-session syllabus for their level.

### **GRADES/TRANSCRIPTS**

Final grades are available to students at the end of every session through Populi. Students can access their grades at any point through Populi. In the case of a sponsored student, a copy may also be sent to the sponsoring company or government agency upon request with the student's permission as per the Family Education Rights and Privacy Act of 1974. Unofficial and official transcripts are provided upon request. Transcripts will reflect all courses attempted and the grades for each course. Students who have fulfilled their financial obligations to the school will be provided an original copy of the official transcript.

Requests for official records from other schools or organizations must be accompanied by a signed release from the student. This service is subject to the Family Education Rights and Privacy Act of 1974.

# NEW AMERICA COLLEGE PROGRAM CONTINUUM

Here are your program options at each level.

## LEVELS OFFERED

LEVEL 1

LEVEL 2

LEVEL 3

LEVEL 4

LEVEL 5

LEVEL 6

**Not all courses will be offered each session.** Each course is four (4) sessions long. The maximum time allowed at New America College is 36 months.

## OTHER PROGRAMS OFFERED

### TOEFL Preparation

You must test into Level 5 or above. After TOEFL Preparation you can go to:

- University Preparation
- American Culture & Conversation
- Business English
- Communication in the Modern World
- Levels 5 or 6 if you haven't already completed them.

### University Preparation

You must test into Level 5 or above. After University Preparation you can go to:

- Business English
- American Culture & Conversation
- TOEFL Preparation
- Communication in the Modern World

### Business English

You must test into Level 5 or above. After Business English you can go to:

- University Preparation
- American Culture & Conversation
- TOEFL Preparation
- Communication in the Modern World
- Levels 5 or 6 if you haven't already completed them.

### American Culture & Conversation (ACC)

You must test into Level 5 or above. After ACC you can go to:

- University Preparation
- TOEFL Preparation
- Business English
- Communication in the Modern World
- Levels 5 or 6 if you haven't already completed them.

### Communication in the Modern World (CMW)

You must test into either Level 4 (CMW) or Levels 5 or 6 (CMW 2, CMW 3).

After CMW you can go:

- TOEFL Preparation
- American Culture & Conversation
- University Preparation
- Business English
- Levels 5 or 6 if you haven't already completed them.



## INCOMPLETE COURSES

Students who interrupt their studies after beginning a course because of a Leave of Absence will be given a letter grade of "LOA". Students who withdraw before the end of the course will receive a letter grade of "W" – withdrawn.

## TRANSFERIBILITY OF COURSEWORK

Courses completed at NAC do not transfer **for credit** at other institutions.

## PARTNERSHIPS



Columbia College will accept NAC students without a TOEFL score if they have successfully completed our Level 6.



Community College of Denver (CCD) will accept NAC students without a TOEFL score if they have successfully completed our Level 5 or 6.



Colorado Technical University (CTU) will accept NAC students without a TOEFL score if they have successfully completed our Level 5 or 6.



As part of their clinical rotations, Platt College nursing students present lessons on health topics to NAC students.

## TEXTBOOK POLICY

As part of the New America College program and curriculum, all students must obtain the textbook(s) for their course as outlined in the syllabus.

- If a student does not have the required textbook(s) by the Thursday of the start week, he or she will be placed on the Do Not Admit (DNA) list and will not be admitted to class.
- They will not be allowed to attend class until they have their textbooks.
- These absences count toward the minimum 80% attendance requirement.
- F-1 students: An F-1 student who misses five (5) consecutive days will be terminated on the fifth day.
- Non-F-1 students: A non-F-1 student who misses five (5) consecutive days will be dismissed on the fifth day.
- The President has the final decision for dismissal and termination. Exceptions to the rule will only be considered for extenuating circumstances.

If a student has ordered his or her textbook(s) online, they must bring a copy of the receipt to the Dean to confirm:

1. That they have purchased the book.
2. The estimated arrival time of the book.
3. This will be taken into consideration when reviewing the student's attendance.

## PLACEMENT SERVICES

NAC does not offer placement services for graduates.

## DISMISSAL

Dismissal may occur in, but is not limited to, the following cases:

- Unresolved attendance probation
- Unresolved academic probation
- Violation of drug policy
- Conduct violations

Dismissed students will be notified in writing and they may appeal to the College President within five (5) business days of the dismissal.

## STUDENT ACADEMIC INTEGRITY POLICY

Students at NAC are expected to behave as responsible members of the College and to be honest and ethical in their academic work. NAC strives to provide students with the knowledge, skills, judgment, and wisdom they need to function in society as educated adults. To falsify or fabricate the results of one's research, to present the words, ideas, data, or work of another as one's own, or to cheat on an examination corrupts the essential process of higher education and is a disservice to the student, faculty and staff community. All students, faculty, and staff share the responsibility and authority to challenge and make known acts of academic dishonesty. Further, faculty and staff should ensure that policies regarding academic integrity are clearly outlined in course materials, including course syllabi.

## 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 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.

### 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 Populi, 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:**

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

**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.

**Certificate of Program Completion:**

*Beginner English Language Acquisition:* Level 1 and Level 2

*Intermediate English Language Acquisition:* Level 3 and Level 4

*Advanced English Language Acquisition:* Level 5 and Level 6

*University Preparation:* Four (4) session program

*Business English:* Four (4) session course

*Communication in the Modern World:* CMW 1, CMW 2, CMW 3

*American Culture and Conversation:* ACC1, ACC2

*English Through the Arts* Certificate of Attendance for each session

*Part-Time courses* 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.

## **ATTENDANCE**

### **New America College Attendance Policy**

#### **Philosophy of Class Attendance**

Learning is promoted through engagement and involvement in class instruction and discussion, and students contribute to the learning process of other students. Class attendance demonstrates a strong commitment on the part of students and ensures they receive the full benefit of their investment of time and resources.

#### **Principles for Class Attendance**

- NAC recognizes that students have responsibilities and needs that sometimes conflict with class attendance.
- NAC recognizes that students may miss class for mitigating circumstances such as serious physical or mental health illness, hospitalization, death in the family, or other serious and legitimate situations.
- The responsibility for attending class rests with the student. An absence does not excuse the student from required course work. Students are responsible for all make up work, as applicable.
- Excessive absences of any nature will result in poor classroom performance and possible dismissal.

#### **Minimum Standard**

All students are expected to attend 100%. The minimum standard is 80%. Failure to maintain the minimum attendance rate will result in dismissal from the College.

#### **Attendance Tracking**

- Attendance will be recorded in Populi each day by the teacher.
- Students must sign in to class every day.

#### **Tardies and Early Departures**

Tardiness and early departures will be recorded. Four (4) tardies/early departures will equal one (1) absence. A tardy is arrival after the class has begun or returning late from break. An early departure is leaving before the class ends. A student who leaves or arrives more than hour after class has begun will be marked absent.

#### **Attendance Warning and Probation**

- Students are given informal warnings after each week of each session.
- The first session a student's attendance falls below 80%, a warning letter will be issued by the Dean.
- After a student receives a warning, their attendance will continue to be monitored each session. Students may receive more than one (1) warning; i.e., the next session their attendance falls below 80% but their *cumulative* attendance average is above 80%, they will receive another warning. If their attendance falls below 80% in another session and their *cumulative* attendance is below 80%, they will meet with the Dean and be placed on a probation.
- After a student receives a probation, their attendance will continue to be monitored each session. The next session their attendance falls below 80%, they will be dismissed.
- Any session a student's attendance falls below 50%, the student will be placed on probation immediately.
- Students may appeal warnings, probations, and terminations with the President, who makes the final decision. Exceptions to the rule will only be considered for extenuating circumstances.

### **Consecutive Absences**

- F-1 students: An F-1 student who misses five (5) consecutive days will be terminated on the fifth day.
- Non-F-1 students: A non-F-1 student who misses five (5) consecutive days will be dismissed on the fifth day.
- The President has the final decision for dismissal and termination. Exceptions to the rule will only be considered for extenuating circumstances.

### **Do Not Admit List (DNA List) – Payment**

- A student who has not paid for tuition by the College deadline will be placed on the DNA list and not allowed to attend class until full payment has been received.
- These absences count toward the minimum 80% attendance requirement.
- F-1 students: An F-1 student who misses five (5) consecutive days will be terminated on the fifth day.
- Non-F-1 students: A non-F-1 student who misses five (5) consecutive days will be dismissed on the fifth day.
- The President has the final decision for dismissal and termination. Exceptions to the rule will only be considered for extenuating circumstances.
- See the NAC Payment Policy for more information.

### **Do Not Admit List (DNA List) – Textbooks**

- A student who does not have textbooks by the College deadline will be placed on the DNA list.
- They will not be allowed to attend class until they have their textbooks.
- These absences count toward the minimum 80% attendance requirement.
- F-1 students: An F-1 student who misses five (5) consecutive days will be terminated on the fifth day.
- Non-F-1 students: A non-F-1 student who misses five (5) consecutive days will be dismissed on the fifth day.
- The President has the final decision for dismissal and termination. Exceptions to the rule will only be considered for extenuating circumstances.
- See the NAC Textbook Policy for more information.

#### **MAKE UP POLICY**

- All assignments should be completed within one (1) week of the original assignment but no later than the end of the session.
- Make-up assignments will be graded for full points.
- After one (1) week, a grade of zero (0) will be given for the missed assignment.
- Not all assignments may be made up; i.e., listening and/or presentations.
- Thursday tests and the final exam may be made up on the following Friday *only*. A grade of zero (0) will be given for the missed test.

#### **LEAVE OF ABSENCE POLICY**

If a student anticipates a prolonged absence from a program, he or she may benefit from a leave of absence (LOA).

Some examples of legitimate reasons for which an LOA will be granted:

- Pregnancy or post-delivery recovery with medical documentation
- Doctor-documented illness or health restrictions for a period of time
- Documented family emergency
- Returning to home country
- Other documented emergencies that may interfere with attendance

A student must apply in advance for a leave of absence, unless unforeseen circumstances prevent the student from doing so.

For a leave of absence to be granted, it must meet all of the following conditions:

- The request must be made in writing by the student stating both starting and ending dates, and the reason for the leave of absence.
- There must be a reasonable expectation that the student will return from the leave of absence.

- The leave must be approved by all relevant parties indicated on the LOA request form.
- In no case shall a leave of absence exceed five (5) months within a 12-month period.

Conditions of the leave:

- The student will not be required to repeat any completed class time and coursework.
- No deposit/tuition will be required for an in- or out-of-country leave of absence.
- Students must re-take the Michigan English Placement Test if the absence is greater than 12 weeks.

**VACATION POLICY**

**Length of vacation:** 1 session = 4 weeks

**Terms of vacation approval:**

1. A student must be enrolled at NAC for at least six (6) **consecutive** sessions.
  - a. A leave of absence is considered a break in enrollment. If a student takes a leave of absence for any reason, their **consecutive** sessions will start over again when they return.
2. A student must be finished with their four-session level/course.
  - a. If a student is in the middle of a level/course at the end of six (6) sessions, the student must wait until they have finished their entire level/course to be approved for vacation.
3. A student must not be on an attendance probation.
4. A student must intend to enroll in the session after their vacation. A vacation is not a grace period.

*Examples:*

August	September	October	November	December	January	February	March	April	
Course A Session 1	Course A Session 2	Course A Session 3	Course A Session 4	Course B Session 1	Course B Session 2	Course B Session 3	Course B Session 4	Eligible for vacation (If you don't take vacation now, you have to wait four sessions.)	
August	September	October	November	December	January	February			
Course A Session 3	Course A Session 4	Course B Session 1	Course B Session 2	Course B Session 3	Course B Session 4	Eligible for vacation (If you don't take vacation now, you have to wait four sessions.)			
August	September	October	November	December	January	February	March	April	May
Course A Session 4	Course B Session 1	Course B Session 2	Course B Session 3	Course B Session 4	Course C Session 1	Course C Session 2	Course C Session 3	Course C Session 4	Eligible for vacation (If you don't take vacation now, you have to wait four sessions.)

## CONFIDENTIALITY OF STUDENT RECORDS

NAC, in compliance with federal privacy regulations, makes every effort to protect the confidentiality of student information. NAC follows FERPA regulations for the release of student information.

### *Disclosure of Academic Records*

Educational records are defined as files, materials, or documents, which contain information directly related to the student and are maintained by NAC. Students are not entitled to inspect financial records of their parents.

Written consent is required before educational records may be disclosed to a third party with the exception of the accrediting commissions and government agencies as authorized by law. The school maintains a record of requests for disclosures.

### *Examination of Student Records*

All students attending NAC shall have the right to review their academic records, including grades, attendance, and counseling. Records are supervised by the school President and access is afforded by school officials for purposes of recording grades, attendance, and counseling.

### *Appeal Process*

Students may request a review of their records by writing to the school Dean and such a review will be allowed during regular business hours, under appropriate supervision. Students may also obtain copies of their records.

Appealing the record for purposes of correcting or deleting any of the contents must be done in writing, while fully stating the reason for the requested change. The instructor involved will review the appeal and provide the President with a rationale and documentation for the grade.

Should the student request further review, the Dean will meet with the student, who will be given a full and fair opportunity to present evidence relevant to the disputed grades. The student shall be notified of the final decision by the President.

## STUDENT RIGHTS AND FREEDOM

Certain rights are extended to students as members of the NAC student body. Students also have rights and freedoms under federal, state, and local law. Some of those College-related rights and freedoms include:

*Freedom of access to the College and to College facilities, services and programs*, in accordance with the Civil Rights Act of 1964, Title IX, Section 504 of the Rehabilitation Act, the ADA of 1990, Colorado statutes, and College policies and procedures.

*Freedom in the classroom* includes the right to:

- Ask about, discuss or express any views, provided such activity does not infringe on the rights of others;
- Expect professional conduct from faculty.
- Be informed on the academic standards expected in each course.
- Be evaluated solely on the basis of academic performance.
- Have personal or scholastic information kept private in accordance with the Family Educational Right to Privacy Act (FERPA) and College policy.
- Have access to faculty members during their posted office hours.
- Receive reasonable academic assistance from the institution.

*Freedom on campus* includes the right to:

- Be free from harassment or discrimination based on race, color, religion, sex, national origin, handicap, age, gender, sexual orientation, or any other grounds.
- Expect an environment free of drug and alcohol use.

- Discuss and express in an orderly way any view in support of any cause, without disrupting College operations or infringing on the rights of others.
- Dress in a way that personal taste dictates and that does not interfere with the education process or with health and safety requirements.
- Be informed of institutional procedures and other expectations.
- Have access to services without unreasonable delays.
- Expect professional conduct from College employees.
- Appeal the application of College policies and procedures according to established processes.

*Freedom in student life* affords the right to:

- Use meeting rooms, campus facilities and bulletin boards throughout the campus in compliance with College policies and procedures.
- Expect compliance with College contractual agreements.
- Assemble, select speakers and guests, discuss issues of choice, and have the same rights as other citizens to hear differing points of view and to draw conclusions.

### **VIOLATIONS OF RIGHTS, FREEDOMS AND CODE OF CONDUCT**

NAC has the right to protect its educational purpose and its students from the irresponsible conduct of others. To ensure this right, the following regulations have been set forth. A violation of any one of these Codes of Student Conduct may result in serious appropriate consequences, ranging from a reprimand to suspension or permanent removal from NAC.

Conduct that could subject a student to disciplinary action includes, but is not limited to, the following:

- Dishonesty, such as cheating, plagiarism or knowingly furnishing false information to the College or in helping someone else violate reasonable standards of academic behavior.
- Forgery, alteration or misuse of NAC documents, records, identification materials, educational material, and Internet access or College property. Students are required to present identification when requested by authorized College officials.
- Obstruction or disruption of teaching, administration, disciplinary proceedings, or other College activities, for example, the deliberate interference with academic freedom of speech, including disruption of a class, or interference with the freedom of any speaker invited by any section of the College to express his/her views.
- Forcible interference with the freedom of movement of any member or guest of the College, for example, blocking entryways to buildings, rooms, sections of buildings, hallways or stairways in such a way that people find it difficult or impossible to pass.
- Blocking vehicular traffic.
- Physical abuse or action that threatens the health and safety of any person on College-owned or College-controlled property or at College-sponsored or College-supervised functions.
- Theft, misuse, or damage to property on the College's premises or at authorized College functions. Students involved are subject to College disciplinary actions, as well as to arrest and prosecution by legal authorities. Students are required to make full restitution.
- Unauthorized entry or use of College facilities and College equipment.
- Possessing, consuming, or distributing any controlled substance, including alcoholic beverages, in violation of the law or College rules and regulations, or appearing on campus while under the influence of such substances.
- Disorderly, indecent, or obscene conduct on College-owned or College-controlled property or at College-sponsored functions.
- Failure to comply with the verbal or written directions of College employees acting in the performance of their duties.
- Condoning any act by another student that violates College policy. Students witnessing any such acts are required to report them to the proper authorities immediately.
- Unauthorized representation or contracting in the name of NAC. A student may not claim to be an official representative of the College for any commercial purpose.

- Verbal or written communication that unlawfully exposes any individual or group to hatred, contempt, or ridicule, and thereby injures the person, property, or reputation of another.
- Dress that fails to meet the established public safety standards in specific classes on College-owned or controlled property and at College-sponsored activities.
- Engaging in any kind of hazing action or situation on or off campus that endangers the mental health, physical health, or safety of a student for the purpose of initiation or admission to any student organization.
- Unauthorized distribution or sale of goods on campus.
- Failure to comply with reasonable requests by authorized College officials or representatives acting on behalf of the College. This requirement includes reasonable request for students to meet for appointments in administrative offices and at disciplinary investigations and hearings.
- Violation of “No Smoking” policy within any building on campus.
- Violation of Academic Integrity policy.
- Illegal possession and/or sale of College property. Students involved are subject to College disciplinary actions, arrest, and prosecution by legal authorities. Students will be required to make full restitution.
- Operation of any motorized or non-motorized vehicle – including skateboards, roller skates, rollerblades, bicycles and motor scooters – on any location or at times which, at the discretion of campus officials, constitute a pedestrian or motor vehicle traffic hazard, or which imperil the health and safety of a person or property on the campus.
- Possession of weapons, fireworks, or explosives. No student, except law enforcement officers, may have weapons in their possession at any time on College property. Weapons are defined as firearms, knives, explosives, flammable materials, or any other items that may cause bodily injury or damage to property.
- Leaving children unattended or unsupervised in campus buildings or on campus grounds can constitute child abuse or child neglect, as outlined in the Colorado Child Protection Act of 1975.
- Engaging in behavior which may constitute sexual harassment such as sexually suggestive looks, comments or gestures, prolonged staring, stalking, sexual teasing or jokes, pressure for dates, sexually demeaning comments, pressure for sex, requests for sex in exchange for grades or favors to avoid poor grades or suspension, other actions of a sexual nature which interfere with school performance or create an intimidating, hostile or offensive learning environment.
- Knowingly pursuing malicious, frivolous, or fraudulent charges against a student or staff member without cause.
- Aiding and/or encouraging another person to commit any act of misconduct set forth in 1 through 27 above.

### **NON-DISCRIMINATION & ANTI-HARASSMENT**

NAC is dedicated to diversity, inclusion, respect, and civility and to the highest standards of personal development and performance. We place the highest value on friendship, scholarship, integrity, and responsibility. We are committed to honoring the individual in our community where members respect and celebrate the diversity of our students, families, faculty, administration, and staff. Our policies and procedures have been established for safety, to support our learning and teaching environment, and to maintain the highest standards of behaviors.

Whether or not discrimination or harassment exists depends on circumstances or facts surrounding an incident. For this reason, it is not possible to provide a complete list of conduct that constitutes discrimination or harassment. The following are examples of conduct which may be prohibited by this policy: unwelcome requests for a physical, dating or personal relationship; offensive jokes, remarks, epithets, or taunts related to a protected characteristic; speech, action, or the display of material that is demeaning, degrading, threatening or shows hostility to an individual or group because of a protected characteristic mentioned above; unwelcome physical contact, demands for sexual favors in exchange for favorable or preferential treatment.

If you believe you have been discriminated against or harassed, take one or more of the following actions as soon as possible: Tell the offending person or people that you want the offending speech or actions stopped. Do not apologize. Speak directly. Give a clear message about how you feel. If you do not feel comfortable confronting the person or people alone, take a friend with you.

**\*\*Note:** You may find it helpful to write down the details of the event to help you remember them or keep for your own reference.

You should not be afraid to make a complaint or report what you honestly consider to be discrimination or harassment because of fear of reprisal or getting another person in trouble. Retaliation or threats of retaliation against anyone who makes a complaint of discrimination or harassment, or against anyone who participates in an investigation of any such complaint, is a violation of NAC policy and may be further cause for disciplinary action.

If any member of the faculty, administration, or staff receives a report or suspects an incident of harassment or discrimination, he is obligated to report it promptly to the President.

The President or other appropriate school personnel will talk separately with the individual(s) involved in the incident and will keep the matter as confidential as possible, consistent with NAC's Complaint Policy. NAC encourages informal discussions. Steps taken after a complaint has been made will vary depending on the circumstances. All efforts will be made to resolve the situation promptly.

### **COMPLAINTS**

Students may need an opportunity to present an issue that they feel warrants action, including the right to secure educational benefits and services without regard to sex, race, national origin or ancestry, creed, color, sexual orientation, disability, or age and have the issue considered in a prompt and equitable fashion. Students experiencing difficulty, for any reason, should first discuss the problem with their instructor. If the problem cannot be resolved, either the student or the instructor then refers the issue to the Dean/PDSO. Failure to resolve the issue at this level will result in the problem being referred to the President. The decision of the President is final.

Students also have the right to contact NAC's accrediting body, ACCET, for complaints:

ACCET  
Chair, Complaint Review Committee  
1722 N Street, NW  
Washington, DC 20036  
Phone: 202-955-1113

You may access the ACCET complaint policy at: [http://docs.accet.org/downloads/docs/doc49\\_1.pdf](http://docs.accet.org/downloads/docs/doc49_1.pdf)

### **NEW AMERICA COLLEGE COMPLAINT PROCEDURE**

#### **I. Complaint Process**

**A. Level I Complaints.** Any College complaint by staff, students or parents shall be forwarded to the Dean or Human Resources for action. The procedure described in Section II.B. must be used when filing a complaint. Upon receipt of a completed complaint, the Dean will initiate an investigation and render a decision. The Dean, at his or her discretion, may choose to use Human Resources (HR) support. If the complainant is dissatisfied with the decision, then the decision can be appealed to the President using the process described in I.B. Appeals must be submitted to the President within ten (10) school days after receiving the Dean's decision. The President's decision is final.

Complaints must be made within the timeframes described in Section I.B. so that the administration can promptly investigate and correct any behavior that may be in violation of College policy or state or federal law. When the President is the subject of the complaint or the complainant feels he/she cannot or does not want to go to the President then a "Level II Complaint" should be initiated to the President as described in Section I.B.

**B. Level II Complaints or Appeals.** The President will designate an external reviewer to conduct a timely investigation of a Level II Complaint or review of the appeal as applicable. The investigation may consist of interviews of the complainant, respondent(s) and any witnesses who may have knowledge of matters described in the

complaint. Additionally, other investigatory method(s), including review of pertinent documents and other evidence may be used by the external reviewer. The external reviewer will decide whether a new investigation is necessary in the case of an appeal. In the case of an appeal, if the external reviewer decides a new investigation is not necessary, the external reviewer will render a decision and inform the complainant regarding the result of the appeal within ten (10) working days.

**C. Timeline.** NAC expects employees to make a timely complaint to enable NAC to investigate and correct any behavior that may be in violation of this policy. All appeals must be submitted within the time frame described in Section I. A. The goal will be to complete an investigation within ten (10) school days of receipt of the complaint. The complainant will be notified if the investigation will take longer than ten (10) days.

**D. Decisions.** At the conclusion of a Level II investigation or review of an appeal, the complainant and respondent will be notified as to the outcome by the external reviewer with a written follow-up in writing. At the conclusion of a completed internal investigation conducted by the external reviewer - or consideration of an appeal - the external reviewer will inform the Board. As part of the written follow-up, the external reviewer will inform the Board what evidence supports the allegations and the procedural directive(s), school policy(s), Employee Handbook, Student Behavior Handbook, etc. that were violated, if any.

When the investigation of a Level II Complaint or review of an appeal is concluded by the external reviewer, the complainant and respondent will have ten (10) working days from the date of the notification letter to submit an appeal in writing to the Chair of the New America College Board. The Chair will have fifteen (15) working days from the date of the receipt of the appeal to inform the complainant or respondent of a decision in writing. Based upon all of the evidence and information gathered during the investigation process and recommendations of the external reviewer, the Chair may reverse, modify, or affirm the finding of the external reviewer. The Chair may also return the matter to the external reviewer for additional investigation. The Chair's decision is final and non-appealable.

The external reviewer will respect the privacy of the complainant, the respondent and witnesses, as much as practicable. No individual shall be retaliated against for being a truthful witness, providing information for or assisting in an investigation or in the process leading to the resolution of a complaint. Retaliatory conduct may also be referred to the Board for appropriate action in the same manner as described above.

## **II. Complaint Procedures**

### **A. Eligibility.**

**Who may file:** Student(s), parent(s)/legal guardian(s) on behalf of his/her student, or employee

**How to file:** Complaint form must be completed, dated, signed, and submitted to the Dean.

**Address:** 925 South Niagara Street, Suite 500, Denver, Colorado 80224

### **B. Procedure for Filing a Complaint**

1. All complaints must be in writing, signed, and dated. Provide your name, current address and telephone number.
2. The complaint form should explain the basis of your allegations, including specific details of what occurred and why you believe the conduct about which you are complaining is wrong or in violation of a College policy. It is important that you be as specific as possible to assist us in determining what issue(s) must be investigated
3. Provide approximate date(s) – (month, day, and year) of the alleged act(s) of wrongdoing on the complaint form.
4. Provide the name(s) of the individual(s) who allegedly have committed the wrongdoing, including location and job position.
5. State where the alleged act(s) or wrongdoing occurred and time of day.
6. Provide any documentation you may have to support your allegations.
7. Provide any other information that you feel may support your allegation(s), e.g. name, address and phone numbers of witnesses to the event(s) or incident(s), and the same information for any other individuals who may have knowledge of matters described in your complaint.
8. When the complaint form is completed, mail or return your form to the address above.

9. You will be contacted by the Dean, the designee or the President to schedule an appointment to review your complaint.

**CAMPUS SAFETY AND THEFT PREVENTION**

Every precaution is taken to ensure that students are able to learn in a safe and secure environment. Below are some tips to help students increase their safety:

- Keep valuables with you. Do not leave your personal belongings unattended.
- Do not carry large amounts of cash.
- When walking to and from the campus, be aware of your surroundings.
- Take the most direct route to bus and train stations and walk in well-lit and well-traveled areas.
- Keep your car in good running condition.
- Always lock your car and use an anti-theft device whenever possible.
- Carefully inspect the interior of your car before entering.
- Keep your car doors locked when driving.
- Ignore hitchhikers and panhandlers.
- Walk in pairs or groups whenever possible.
- Report any suspicious activity to a NAC employee.

**PROPERTY LOSS AND INJURY**

NAC is not responsible for the loss or damage of personal property while on school premises or grounds, nor does it accept liability or provide hospitalization coverage in the event of student injuries.

**CAMPUS CONTACT INFORMATION**

New America College  
 925 S. Niagara Street, Suite 500  
 Denver, CO 80224  
 Phone: 303-800-0055  
 Fax: 303-474-7742  
[www.newamericacollege.edu](http://www.newamericacollege.edu)

Suzanne Leduc <a href="mailto:sleduc@newamericacollege.edu">sleduc@newamericacollege.edu</a>	President	720-833-2020
Megan Kobzej <a href="mailto:mkobzej@newamericacollege.edu">mkobzej@newamericacollege.edu</a>	Dean/PDSO	720-833-3022
Cynthia Gonzalez <a href="mailto:cgonzalez@newamericacollege.edu">cgonzalez@newamericacollege.edu</a>	Financial & HR Manager	720-833-3017
James Brown <a href="mailto:jbrown@newamericacollege.edu">jbrown@newamericacollege.edu</a>	Instructor/Administration/DSO	720-833-3018
Anais Snidar <a href="mailto:asnidar@newamericacollege.edu">asnidar@newamericacollege.edu</a>	International Student Coordinator/DSO	720-833-3019

## Addendum



# POLICY

## **New America College Student Copyright Policy and Procedures**

New America College requires students to follow the same copyright policy that applies to our staff and faculty. The policy is as follows:

### **Copyright Policy and Procedures**

#### **General Copyright Policy**

New America College recognizes the Copyright Act of 1976, which grants authors, publishers, and creators' control over the copying, distribution, and performance of their original works. Copyright is the cornerstone upon which the publishing industry is founded. As such, copyright serves to protect not only the author, but the public which benefits from this protected creativity. New America College recognizes the importance of the Fair Use doctrine (section 107 of the Copyright Act of 1976); all staff and faculty shall be responsible for acquainting themselves with its provisions so that minimum permissible conduct guidelines are followed when copying is done.

#### **Description of Copyright**

The copyright law grants owners of copyright (authors and other creators and publishers) the sole right to do or allow others to do each of the following acts with regard to their copyrighted work: to reproduce all or part of the work; to distribute copies; to prepare new (derivative) versions based on the original work; and to perform and display the work publicly.

Copyright protection is available for "original works of authorship fixed in a tangible medium of expression." U.S. copyright protection for works created on or after January 1, 1978 begins at creation and lasts until 50 years after the author's death.

Where the creator of a work is an employee or in certain cases where the work has been specially commissioned as an instructional text, as a test, as answer material for a test, or for other purposes, copyright protection lasts for 75 years from the date of first publication or 100 years from its date of creation, whichever date expires first.

Works created prior to January 1, 1978 are also subject to copyright protection although the duration of copyright may vary from the terms described above.

Copyright protection covers both published and unpublished works. The fact that a previously published work is out of print does not affect its copyright.

#### **About Fair Use**

The doctrine of "Fair Use" (section 107 of the U.S. copyright law) in limited situations permits the use of a copyrighted work, including reproducing portions of that work, without the copyright owner's permission. Section 107 of the Copyright Act establishes four basic factors to be examined in determining whether a use constitutes a "Fair Use" under the copyright law. These factors are:

- a) The purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes;
- b) The nature of the copyrighted work;
- c) The amount and substantiality of the portion of the work used in relation to the copyrighted work as a whole; and
- d) The effect of the use in question upon the potential market for or value of the copyrighted work.

No factor is determinative of a person's right to use a copyrighted work without permission. Educational use alone is not sufficient to make the use in question a fair one.

In the legislative history of the 1976 Copyright Act, Congress endorsed certain guidelines relating to classroom copying for educational use. These guidelines are generally considered to establish minimum permissible conduct under the Fair Use doctrine for unauthorized copying. Fair use may be invoked if the copying is at the instance and inspiration of the individual teacher, and the inspiration and decision to use the work and the moment of its use for maximum teaching effectiveness are so close in time that it would be unreasonable to expect a timely reply to a request for permission.

The following are the Fair Use guidelines currently in effect:

1. You may make a single copy of any of the following, either for your own research, for use in teaching or preparing to teach a class :a chapter from a book...an article from a periodical or newspaper...a short story, short essay or short poem...a chart, graph, diagram, drawing, cartoon, or picture from a book, periodical, or newspaper.
2. You may make multiple copies (not more than one copy per pupil in a course) of the following materials for classroom use:
  - Illustration - one chart, graph, diagram, drawing, cartoon or picture per book or per periodical issue.
  - Prose - a complete article, story or essay of less than 2,500 words; a 1,000-word excerpt, or 10% of a longer work.
  - Poetry - a complete poem if less than 250 words and if printed on not more than 2 pages; an excerpt from a longer poem not to exceed 250 words.
3. You may do the above provided that...
  - you include a notice of copyright
  - you absolutely don't have the time to wait for permission
  - you use the material for only one course in one school
  - there are no more than 9 instances of multiple copies for one course during one term
4. You may make limitless copies of newspapers, current news sections of periodicals, U.S. government works, works in the public domain, and ineligible works, such as tables, slogans, formulas, etc.
5. You may not copy as a substitute for buying books, publishers' reprints or periodicals.
6. You may not repeatedly copy the same item from term to term without permission.
7. You may not charge students beyond the actual cost of the photocopying. Note: Items to be sold should be handled through the bookstore.
8. You may not copy from "consumable" works such as workbooks, exercises, standardized tests and test booklets, and answer sheets.
9. Not more than one short poem, article, story, essay, or two excerpts may be copied from the same author, nor more than three from the same collective work or periodical volume during one class term without permission [the limitations shall not apply to current news periodicals and newspapers and current news sections of other periodicals]. Note: Many magazines, journals, and books now present their photo-copying policies at the front of each issue.
10. Unauthorized copying may not be directed by higher authority, such as a dean.
11. Be aware that "projectable" copies of copyrighted material in the form of slides, transparencies, overheads, view-foils, etc. may also be protected under copyright law.

### **Unrestricted Photocopying**

Writings published before January 1, 1978 which have never been copyrighted may be photocopied without restriction. Copyright notice requirements have been relaxed since 1978. Registration with the Copyright Office is no longer required for a work to be protected by U.S. Copyright Law, nor is it necessary for the "c" or any other indication of copyright to appear on the work created since March 1, 1989. Writings with expired copyrights may be photocopied without

restriction. All copyrights prior to 1906 have expired. Copyrights granted after 1906 may have been renewed, however, the writing will probably not contain notice of the renewal. Therefore, it should be assumed all writings dated 1906 or later are covered by a valid copyright, unless information to the contrary is obtained from the owner or the U.S. Copyright Office.

Unpublished works, such as theses and dissertation, may be protected by copyright. If such a work was created before January 1, 1978 and has not been copyrighted or published without copyright notice, the work is protected under the new act for the life of the author plus fifty years, but in no case earlier than December 31, 2002. If such a work is published on or before that date, the copyright will not expire before December 31, 2027. Works created after January 1, 1978 and not published enjoy copyright protection for the life of the author plus fifty years.

All U.S. Government publications with the possible exception of some National Technical Information Service Publications less than five years old may be photocopied without restrictions, except to the extent they contain copyrighted materials from other sources. Works prepared by outside authors on contract to the government may or may not be protected by copyright, depending on the specifics of the contract. In the absence of copyright notice, on such works, it would be reasonable to assume they are government works in the public domain. It should be noted that state government works may be protected by copyright. However, the opinions of state courts are not protected.

### **Procedures for Obtaining Permission to Copy**

1. Obtain Name and Address of Publisher. Determine who owns the copyright on the material. The page containing a notice of copyright can help you determine who owns the copyright, the year of publication and the publisher's address. The acknowledgement page may also contain information regarding copyright ownership.

2. Request Permission to Duplicate. A request containing the information listed below should be sent to the permission department of the publisher in question. Provide complete and accurate information regarding the work to be duplicated such as:

- Title, author and/or editor; copyright or publication date and edition of the book in which the materials to be duplicated appear;
- Exact material to be used, giving amount, page numbers, chapters and, if possible, a photocopy of the material and title and copyright page;
- Number of copies to be made;
- Use to be made of duplicated materials and form of distribution (e.g., as course material and whether collected with other excerpts or materials, whether bound or unbound);
- Whether or not the material is to be sold,
- Type of reprint (ditto, photocopy, offset, typeset).

In addition, the processing of your request will be facilitated if you:

- Request all permissions for a specific project at the same time;
- Allow enough lead time to obtain the necessary permission before the materials are needed;
- Don't ask for blanket permission, since it cannot, in most cases, be granted;
- Remember to include a return address in your request.



2020 – 2021

**NEW AMERICA COLLEGE ACADEMIC AND PAYMENT CALENDAR**

Month	Su	Mo	Tu	We	Th	Fr	Sa	IMPORTANT DATES AND HOLIDAYS
Aug 2020	26	27	28	29	30	31	1	<b>SUMMER BREAK – July 27 – 31, 2020 – College closed. Administrative offices open.</b>
	2	3	4	5	6	7	8	Session 1: August 3 – 27, 2020
	9	10	11	12	13	14	15	(P) Tuition Due: August 3 – 7, 2020 / Offices close at 4:00 on Fridays.
	16	17	18	19	20	21	22	
	23	24	25	26	27	28	29	
Sep	30	31	1	2	3	4	5	Session 2: August 31 – September 24, 2020
	6	7	8	9	10	11	12	<b>September 7: Labor Day - College &amp; Administrative offices closed.</b>
	13	14	15	16	17	18	19	(P) Tuition Due: August 31 – September 4, 2020 / Offices close at 4:00 on Fridays.
	20	21	22	23	24	25	26	
	27	28	29	30	1	2	3	Session 3: September 28 – October 22, 2020
Oct	4	5	6	7	8	9	10	(P) Tuition Due: September 28 – October 2, 2020 / Offices close at 4:00 on Fridays.
	11	12	13	14	15	16	17	
	18	19	20	21	22	23	24	
	25	26	27	28	29	30	31	Session 4: October 26 – November 19, 2020
	Nov	1	2	3	4	5	6	7
8		9	10	11	12	13	14	
15		16	17	18	19	20	21	
22		23	24	25	26	27	28	<b>November 23 – 27, 2020. THANKSGIVING WEEK. College &amp; Administrative offices closed.</b>
29		30	1	2	3	4	5	Session 5: November 30 – December 17, 2020
Dec	6	7	8	9	10	11	12	(P) Tuition Due: November 30 – December 4, 2020 / Offices close at 4:00 on Fridays.
	13	14	15	16	17	18	19	
	20	21	22	23	24	25	26	WINTER BREAK: December 21, 2020 – January 1, 2021.
	27	28	29	30	31	1	2	<b>College &amp; Administrative offices closed.</b>
	Jan 2021	3	4	5	6	7	8	9
10		11	12	13	14	15	16	(P) Tuition Due: January 4 - 8, 2021 / Offices close at 4:00 on Fridays.
17		18	19	20	21	22	23	<b>January 18, 2021 - Martin Luther King Day - College &amp; Administrative offices closed.</b>
24		25	26	27	28	29	30	
31		1	2	3	4	5	6	Session 7: February 1 – 25, 2021
Feb	7	8	9	10	11	12	13	(P) Tuition Due: February 1 - 5, 2021 / Offices close at 4:00 on Fridays.
	14	15	16	17	18	19	20	<b>February 15, 2021 - Presidents' Day - College &amp; Administrative offices closed.</b>
	21	22	23	24	25	26	27	
	28	1	2	3	4	5	6	Session 8: March 1 – 25, 2021
	Mar	7	8	9	10	11	12	13
14		15	16	17	18	19	20	
21		22	23	24	25	26	27	
28		29	30	31	1	2	3	<b>March 29 – April 2, 2021 – Spring Break - College closed. Administrative offices open.</b>
Apr		4	5	6	7	8	9	10
	11	12	13	14	15	16	17	(P) Tuition Due: April 5 – 9, 2021 / Offices close at 4:00 on Fridays.
	18	19	20	21	22	23	24	
	25	26	27	28	29	30	1	
	May	2	3	4	5	6	7	8
9		10	11	12	13	14	15	(P) Tuition Due: May 3 - 7, 2021 / Offices close at 4:00 on Fridays.
16		17	18	19	20	21	22	
23		24	25	26	27	28	29	
30		31	1	2	3	4	5	<b>May 31, 2021 – Memorial Day - College &amp; Administrative offices closed.</b>
Jun	6	7	8	9	10	11	12	Session 11: June 1 – 24, 2021
	13	14	15	16	17	18	19	(P) Tuition Due: June 1 – 4, 2021
	20	21	22	23	24	25	26	Offices close at 12:00 on Fridays in June and July. Payments are due by 12:00 noon on Fridays in June and July.
	27	28	29	30	1	2	3	Session 12: June 28 – July 22, 2021
	Jul	4	5	6	7	8	9	10
11		12	13	14	15	16	17	(P) Tuition Due: June 28 – July 1, 2021
18		19	20	21	22	23	24	Offices close at 12:00 on Fridays in June and July. Payments are due by 12:00 noon on Fridays in June and July.
25		26	27	28	29	30	31	<b>July 26 – 30, 2021 – Summer Break – College closed. Administrative offices open.</b>



## Interactive Distance Learning Addendum

### Technology Requirements

- Internet access. For online classes, you will need reliable internet access.
- Zoom. You will use Zoom to access your classes at New America College. ([www.zoom.com](http://www.zoom.com)) Please check that your computer and internet will support Zoom.
- Populi. This is the website we use for assignments and discussions ([www.populi.co](http://www.populi.co)). Please check that your computer and internet will support this website. Please note: Emails from Populi will often go to spam folders. Please check your spam folder and set Populi to go to your inbox.
- Camera. Your video must be turned on to be counted present for the day. Please ensure that you have a working camera.
- Computer. You can access Zoom and Populi (for assignments) on your phone, but it will not be easy. A computer with a camera will make class significantly easier.
- Google Docs or Microsoft Office. You will be asked to write essays, create group presentations, and a variety of other tasks.
- Online workbook. MyELT or IQOnline. Please check that your computer and internet will support these.
- You will need access to something like PowerPoint, Excel, and Word. Google Docs is an easy, free alternative that makes sharing to other students in your class very simple.

### Daily Zoom Schedule (Monday - Thursday)

- 9:00 a.m. – 12:00 p.m. *or* 5:30 – 8:30 p.m. Mountain Standard Time (MST)
- Break: 10:30 – 10:50 a.m. *or* 7:00 – 7:20 p.m. Mountain Standard Time (MST)
- Weekly Quiz: Thursday, 11:15 a.m. – 12:00 p.m. *or* 7:45 p.m. – 8:30 p.m. Mountain Standard Time (MST)
- Final Exam: Thursday, 10:30 a.m. – 12:00 p.m. *or* 7:00 p.m. – 8:30 p.m. Mountain Standard Time (MST)
- Please note: These times may change depending on enrollment.

### Attendance

1. Students are expected to attend the synchronous Zoom meetings as if they were in-person classes. If a student does not meet attendance standards, consequences will follow according to NAC's Attendance Policy.
2. Attendance will be marked as follows:
  - a. Present: Students who are on the Zoom meeting and stay for the entire time, with the camera on.
  - b. Late: Students who are late or leave early.
  - c. Absent: Students who miss more than one hour.
3. Please note: You *must* have your camera on to be counted present in class. If you have an issue with your camera, you must talk with your teacher and/or Megan Kobzej, Dean, at [mkobzej@newamericacollege.edu](mailto:mkobzej@newamericacollege.edu).

### Assignments

Participation	20%
Classwork	25%
Weekly Tests	20%
Online Workbook	10%
Final Exam	25%
<i>Final Grade</i>	<i>100%</i>

- One graded assignment per day. This might be emailed, completed in class, or on Populi after class. Your teacher may assign more.
- Two discussion posts per week on Populi. Your teacher may assign more.
- Participation.
- MyELT (Levels 1-6, American Culture and Conversation, Communication in the Modern World), IQOnline (University Preparation) Journals (TOEFL), Presentations (Business English)
- Weekly quizzes the first three Thursdays of the month.
  - Weekly quizzes will be delivered online through Populi with a time limit and limited availability.
  - Students will be on Zoom during the quiz in order for instructors to monitor them.
  - There will be no make-up quizzes.
- Final exam the final Thursday of the month.
  - The final exam will be delivered online through Populi with a time limit and limited availability.
  - Students will be on Zoom during the final exam in order for instructors to monitor them.
  - There will be no make-up exams.

**Student responsibility: (18 hours a week)**

Online Class: [12 hours/week](#)

Online Workbook: [1 hour 20 minutes/week](#)

Out of Class Work: [5 hours 40 minutes/week](#)

Two Online Graded Discussions: [40 minutes/week](#)

Other Classwork as Assigned

**Total Hours: [18 hours](#)**

**Online Contact Information:**

Populi Help	<ul style="list-style-type: none"> <li>• James Brown – <a href="mailto:jbrown@newamericacollege.edu">jbrown@newamericacollege.edu</a> 720-833-3018</li> <li>• Megan Kobzej – <a href="mailto:mkobzej@newamericacollege.edu">mkobzej@newamericacollege.edu</a> 720-833-3022</li> </ul>	<a href="https://support.populiweb.com/hc/en-us/">https://support.populiweb.com/hc/en-us/</a>
Zoom Help	<ul style="list-style-type: none"> <li>• James Brown – <a href="mailto:jbrown@newamericacollege.edu">jbrown@newamericacollege.edu</a> 720-833-3018</li> <li>• Megan Kobzej – <a href="mailto:mkobzej@newamericacollege.edu">mkobzej@newamericacollege.edu</a> 720-833-3022</li> </ul>	<a href="https://support.zoom.us/hc/en-us">https://support.zoom.us/hc/en-us</a>
MyELT Help	<ul style="list-style-type: none"> <li>• James Brown – <a href="mailto:jbrown@newamericacollege.edu">jbrown@newamericacollege.edu</a> 720-833-3018</li> <li>• Megan Kobzej – <a href="mailto:mkobzej@newamericacollege.edu">mkobzej@newamericacollege.edu</a> 720-833-3022</li> </ul>	<a href="https://support.eltngl.com/">https://support.eltngl.com/</a>
IQOnline Help	<ul style="list-style-type: none"> <li>• Megan Kobzej – <a href="mailto:mkobzej@newamericacollege.edu">mkobzej@newamericacollege.edu</a> 720-833-3022</li> </ul>	<a href="https://iq.ouponlinepractice.com/data/help/q2e.html#/">https://iq.ouponlinepractice.com/data/help/q2e.html#/</a>
Student Orientation	<ul style="list-style-type: none"> <li>• James Brown – <a href="mailto:jbrown@newamericacollege.edu">jbrown@newamericacollege.edu</a> 720-833-3018</li> </ul>	

Payments	<ul style="list-style-type: none"> <li>Cynthia Gonzalez –  <a href="mailto:cgonzalez@newamericacollege.edu">cgonzalez@newamericacollege.edu</a>  720-833-3017</li> </ul>	
Attendance	<ul style="list-style-type: none"> <li>Megan Kobzej –  <a href="mailto:mkobzej@newamericacollege.edu">mkobzej@newamericacollege.edu</a> 720-  833-3022</li> </ul>	
Grades	<ul style="list-style-type: none"> <li>Megan Kobzej –  <a href="mailto:mkobzej@newamericacollege.edu">mkobzej@newamericacollege.edu</a> 720-  833-3022</li> </ul>	