



**COLUMBIA COLLEGE
ENGLISH AS A SECOND LANGUAGE PROGRAM
STUDENT HANDBOOK**

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8620 Westwood Center Drive
Vienna, Virginia 22182

Official Columbia College Document

TABLE OF CONTENTS

Mission Statement/ESL Statement.....	3
Academic Freedom/Admission Information.....	3
Criteria for Admission/Placement and Exit Test	4
Academic Expectations and Responsibility.....	5
Instructional Styles.....	5
Satisfactory Academic Progress.....	6
Unsatisfactory Academic Progress Appeal	8
Code of Conduct	9
Course Descriptions.....	10
Student Learning Outcomes	12
Class Hours/Faculty Office Hours/Academic, Personal and Immigration Advising.....	43
Health Insurance/Housing Information.....	44
Library Access.....	45
Social and Recreational Activities/Grading Policy	46
Complaint Policy	47
Academic Governance Policy	48
Cancellation and Refund Policy	49

COLUMBIA COLLEGE'S MISSION STATEMENT

Columbia College provides high-quality, relevant, and varied educational programs and opportunities for the intellectual, cultural, and personal growth of all members of its community. The College values its role as an educational institution, embracing change and responding to the complex needs of those it serves.

COLUMBIA COLLEGE'S ESL PROGRAM MISSION STATEMENT

The mission of English as a Second Language Program at Columbia College is to prepare the students to function effectively in academic classes where English is the language of instruction. In doing so, we also seek students to have meaningful learning experiences by providing rich environment with American culture and the academic atmosphere that could be meaningful impact for their academic work and the personal journey of life.

COLUMBIA COLLEGE'S COMMITMENT TO ACADEMIC FREEDOM

The core reason that any university exists is for the exchange of ideas. Columbia College is committed to academic freedom for its Faculty/Staff and students and strives to affirm this commitment through its policies and procedures. The policies and procedures are intended to create a learning environment that encourages the respectful exchange of ideas and opinions.

ADMISSION INFORMATION

Columbia College is committed to equal opportunity in student admissions. Students who are high school graduates or the equivalent qualify for admission and can benefit from the College's programs and services. Columbia College offers associate degree programs, certificate programs, and non-degree programs in order to accommodate a variety of students with different educational objectives and backgrounds. Some students may not qualify for programs with more stringent requirements. For more information, students should contact the appropriate department and/or the admissions office.

CRITERIA FOR ADMISSION

To qualify for enrollment in Columbia College, the applicant must meet the following conditions:

1. A graduate of an accredited high school or has satisfactorily completed the General Educational Development (GED) test.
2. A home-schooled student who follows state and county education guidelines. The compliance form must be submitted with the admissions application.
3. If an applicant graduated from high school in a foreign country and cannot provide the diploma, he/she must complete waivers of diploma forms as proof of graduation.
4. An official college/university transcript is an acceptable document to prove high school graduation if the applicant is currently attending or previously attended. For foreign institutions, the transcript must be evaluated by an organization recognized by the National Association of Credential Evaluation Services (NACES) or the Association of International Credential Evaluators (AICE).
5. English as a Second Language (ESL) applicants are administered a nationally recognized exam for the purpose of evaluating language proficiency and academic propensity. Please note, ESL students are also required to complete a nationally recognized exam upon completion of their program for the purpose of evaluating learning outcomes and language proficiency.

PLACEMENT AND EXIT TEST

After completing the admissions process, students take the CaMLA English placement test and CCESLP speaking/writing tests in order to determine their placement level. The ESL Director will notify the student of his/her level.

Students may request a review about his/her placement if the student and his/her instructor feel that they have been misplaced. Their placement is reviewed considering the advice of the student's instructor and in consultation with the ESL Director. It is important to note that while students have input in this process, the decision ultimately rests with the instructor and ESL Director.

Upon completion of the program, students are required to take the CaMLA and CCESLP speaking/writing exit test. The reason CCESLP utilizes the same test is to make an accurate measurement of student progress. Exit test results are provided to students and these records are kept in student files. CCESLP does not believe in a certain score to be set as a requirement for completion – when the ESL staff compare the student's placement score and exit score as long as improvement is shown that will suffice.

ACADEMIC EXPECTATIONS / RESPONSIBILITIES

- **Students are expected to take ownership of their own learning:** Students have a responsibility for their learning. They are expected to outline their goals, make a plan for their learning.
- **Students are expected to read and understand the syllabus for each course they are enrolled in:** The syllabus is a document that shows important information about the class. It outlines information on the instructor, course description, learning goals, grading policies.
- **Students have a responsibility to come to class prepared:** They must be prepared for every class and arrive on time. Their responsibilities also include having a prepared mind for class, being awake and attentive, and taking insightful notes.
- **Students must attend at least 80% of each session's scheduled class hours:** Columbia College requires a minimum attendance of 80% for students. Consistent attendance provides opportunities for students to interact with their classmates, participate in class discussions, and receive feedback from their instructors.
- **Students should adhere to CCESLP Student Code of Conduct:** Students are expected to learn and familiarize themselves with Student Code of Conduct.

INSTRUCTIONAL STYLES

Delivery Mode

- **In-person classes** will begin on Monday, Oct 31, 2022.

Columbia College ESL department does not require proof of COVID-19 vaccination. However, COVID-19 vaccines are strongly recommended. All students, faculty and staff are encouraged to assess their personal COVID-19 health risk and take appropriate measures.

- Students are required to show up for the class they are enrolled in.

Teaching Approaches

- Columbia College ESL program is designed to help students function effectively in academic classes. Interactive, student-centered classes are provided in classroom settings.
- CCESLP intends to enhance students' language proficiency through student-centered approach in which includes various English language teaching methods emphasizing active participation of students in the learning process. The teacher's role is to facilitate

communication and provide feedback on language use. Furthermore, the CCESLP promotes applying language skills to authentic contexts, allowing learners to practice using the language in real-life situations.

- Instructors use practical materials that help students gain the vocabulary they need for college level courses. All classes help students practice writing, reading, and oral presentation.
- CCESLP helps students develop language skills while learning about a specific topic. The teacher selects materials and designs activities that support language learning and content understanding. This task-based method requires learners to use higher-order thinking skills such as analysis, synthesis, and evaluation.

Level Advancement

Advancement to the next level is based on a passing final grade of C or higher and the student's achievement of SLOs recorded throughout the 10-week session. The final grade is calculated as follows:

Grade	
Mid-term Exam	30%
Final Exam	40%
Attendance	10%
Assignment	20%

The formal grading system utilizes a letter grading policy and conforms to recognized education standards.

Grade	Percent	Standing
A	90-100	Excellent
B	80-89	Very Good
C	70-79	Satisfactory
D	60-69	Poor
F	0-59	Failing
I	Incomplete	Not-applicable

It is expected that some students will have to repeat a class to learn and gain sufficient skills for that level. F-1 students who show little or no academic progress will be asked to meet with Columbia College's Designated School Official (DSO). Further lack of academic progress may result in termination of F-1 status – this is in alignment with the College's SAP policy in which the student receives a warning, probation, and termination status.

Completion

A student must have completed all required courses, passed each level, attended at least eighty percent (80%) of class hours offered, and satisfied all financial obligations before they are eligible to graduate. Completion is decided by passing 302 level or any level that satisfies the student's needs. CCESLP understands that students come with different needs and goals and react accordingly.

SATISFACTORY ACADEMIC PROGRESS

All Columbia College students must comply with the Satisfactory Academic Progress (SAP) standards toward earning a diploma or certificate to maintain their status and/or to be eligible for federally supported financial aid programs. This is applicable to resident ESL students who are not earning a diploma nor using federal student aid. "Satisfactory Academic Progress" is a measurement of a student's successful progress in his/her studies to fulfill the requirements expressed by the Higher Education Act (HEA) of the U.S. Department of Education. All students are measured in two categories of standards: Qualitative and Quantitative. The Qualitative standard is the level of academic performance and is a requirement to maintain his/her student status at Columbia College. The minimum required level of academic performance is a cumulative grade point average (CGPA) of 2.0 (C) on total enrolled clock hours or credit hours. Letter grades of A, B, C, D, F, and grades on repeated courses are counted in the CGPA calculation as a qualitative standard. Failed courses (F), Withdrawals (W), Incompletes (I), audited course (AU), and courses transferred from another institution prior to the student's attendance at Columbia College (T), are not counted in the CGPA. However, the grade "I" can be changed to A, B, C, or D if the student makes up the deficiency in the course upon the instructor's permission, and the converted grade will be counted in CGPA.

The Quantitative standard is the total clock hours or credit hours earned and time allotments for completion. In order to meet the quantitative standard, students must complete at least 67% of assessed course work at each session. To ensure every student completes in a timely manner, the College defines a maximum time frame, which is 150% of normal program length for all programs. It means the students must progress through the program at a pace that will ensure successful completion within 1.5 times of the program length as measured in session. Student vacation is not counted in program length or maximum time frame. The additional period can be used to make-up non-completed hours and credits or other required academic work for graduation. Students cannot get federal financial aid support for the extended enrollment period. Letter grades of A, B, C, D, and T are counted in the earned clock hours/credits as a quantitative standard. The letter grades F, W, I, and AU and repeated courses are not counted in the earned clock hours/credits. The grade "I" can be changed to A, B, C, or D if the student makes up the deficiency in the course upon the instructor's permission, and the converted grade will be counted in earned clock/credit hours.

Attendance Policy, Maximum Time Frame and Course Repetition

Students are required to attend all classes regularly, with a minimum of 80% attendance for each session of enrollment. Attendance will be recorded by the instructor and maintained at the school.

In the event of inclement weather, students will be notified by telephone in writing of required attendance or scheduled make up class.

If a student's attendance falls below the 80% required, they will be placed on attendance probation and will need to show an 80% or better attendance rate by the end of the next course. Failure to do so will result in dismissal.

If a student is late or leaves early, partial attendance is documented. If a student is late, or leaves early 15 minutes or more, it will be counted as a tardy or an early departure. Three tardiness or early departures will be counted as one absence.

A student's attendance will be evaluated and reported in writing to the student at the end of each course.

For the ESL program, please refer to the following Attendance Policies:

1. A student is late if he/she arrives unexcused to class up to 15 minutes after the start time of class. The ESL teacher and staff will record each time a student is late.
2. 3 unexcused lates are equivalent to 1 unexcused absence
3. 3 unexcused absences are equivalent to failing your class, which means you are not allowed to move up to the next level and must repeat the same regardless of your final grades.

We understand that there are times when you are sick or there are family emergencies that cause you to be absent or late. In this case, please contact us to explain the reasons for lateness or absence.

A student who is required to repeat a course must complete it within the maximum time frame and will be charged tuition at the regular published rate. The final grade will be based only on the most recent course grade, meaning all previous attempts will be excluded.

The academic office and financial aid office carry out the monitoring process of SAP to determine whether the students are making satisfactory academic progress. If the student fails to fulfill the minimum requirement of the SAP, a notification (warning letter, probation notice, dismissal notice) is issued from the academic office and the information is forwarded to the financial office and each department director. Incremental evaluation time for SAP is at the end of each 10-week session, meaning satisfactory progress of a student is evaluated every ten weeks. Meetings with advisors will be scheduled within five business days of receiving a notification of failing to meet SAP.

UNSATISFACTORY ACADEMIC PROGRESS APPEAL

A student may submit an appeal for an Unsatisfactory Academic Progress status in writing to the school's Academic Office. A copy of the request is forwarded to the Financial Aid Office if the student is under the federal financial aid program. A meeting with the Academic Dean and the Financial Aid Officer to discuss this appeal will be held within 5 business days after receipt of the appeal. The student's grade reports, and attendance records will be examined at the meeting. If the school made an error for any reason, the student's satisfactory academic progress evaluation will be corrected. Columbia College may consider a student with special circumstances as making satisfactory progress even though he/she fails to meet the requirements due to:

- The death of a family member
- An injury or illness of the student or
- Other special circumstances

In the written document, the student needs to explain the reason he/she could not meet the required standard to maintain their status at the College and maintain the eligibility of financial aid. It is required for the student to submit the documented evidence to prove he/she is under mitigating circumstances. They include:

- Copy of death certificate
- Medical certificate from a physician
- Bank statement or financial documents (not for international student)
- Supporting statement from faculty, program director, and school official
- Other supporting documents

The Academic Dean will make the following decisions on each appeal in a timely fashion:

1. The student's appeal may be fully accepted and financial aid eligibility fully reinstated. This is the case when the student's appeal for his/her circumstance was granted, or it is the result of an administrative or recording error made on the student's academic record. If the case is an appeal for dismissal by mitigating circumstances, the student will be placed on probation and the financial aid eligibility is restored. Under the probation, the student needs to meet the program director for counseling and approval for registration for the following session. The student also must meet the SAP requirement to be in good standing.

2. The student's appeal may be denied thus making him/her ineligible for federal financial aid. In this case, the student must be readmitted without financial aid after one session. Students can try a second appeal process, but the student must enroll without financial aid before the decision of the second appeal is made.

3. IMPORTANT: Generally, students cannot use the same reason for the appeal process for the dismissal status.

Grade Appeal

A grade appeal must be initiated by the student within three weeks of receiving a grade. A written request must be first submitted to the instructor of the class. If the issues are not

resolved, a written request must be submitted to the appropriate program director/coordinator. A school committee, consisting of faculty and staff, will request a hearing in which the student and the faculty member will present their cases. All decisions made by this committee are final and the same issue cannot be appealed.

Dismissal

1. Students will be dismissed from Columbia College in the following cases:
 - A. Three academic warnings
 - B. Failure or refusal of registration
 - C. Serious misbehavior in the classroom such as threatening, physical abuse, sexual harassment, refusal to follow instruction, or continuous disturbances
 - D. Proven theft
 - E. Any serious violation of the school's regulations

2. When a student is academically dismissed:
 - A. He/she is not eligible to enroll in Columbia College's day or evening classes for a minimum of one session
 - B. International students must request for reinstatement by submitting a reinstatement form to a designated school official (DSO) at the International Students Office

CODE OF CONDUCT

A student who engages or assists in misconduct shall be subject to disciplinary measures, including reprimands, suspensions, or dismissal, when justified, to violations remedy of this policy.

Academic Dishonesty/Misconduct

- Students shall not cheat during exams or quizzes.
- Students shall not plagiarize; plagiarism is defined as a student presenting the work or ideas of another as his/her own in a paper, exam, or other assignment.
- Students shall not sell or purchase previous examinations or other assignments.

Non-Academic Dishonesty/Misconduct

- Physical and/or psychological abuse, threat, or harassment
- Initiating any false report, warning, threat of fire, explosion, or other emergency
- Unauthorized use, possession, storage of any weapon, dangerous chemical, or explosive element
- Disrupting, obstructing, or interfering with the college-sponsored events
- Theft of the college equipment, products, or materials
- Unauthorized possession, use, sale, or distribution of alcoholic beverages or any illegal or controlled substances
- Gambling or holding lotteries/raffles on the college campus without proper approval

- Disorderly, lewd, or obscene conduct
- Making illegal copies of college software – The college software is protected by copyright. Students must not copy the institution’s software without permission of the copyright holder. Additionally, students must not install personal software on the college computers or damage/destroy the software/computers.

Prohibition of Sexual Harassment of Students

- Sexual harassment is defined as unwelcome acts of a sexual nature including sexual advances, requests for sexual favors and/or other verbal or physical conduct including written communication of an intimidating, hostile or offensive nature, or action taken in retaliation for the reporting of such behavior. Sexual harassment can be verbal, written, or physical and ranges from subtle innuendos of a sexual nature to derogatory gender-specific comments about physical exposure, assault, to coerced sexual relationships.
- Sexual harassment is a serious offense. As a consequence, any faculty or staff member who engages in such conduct or encourages such behavior shall be subject to disciplinary action that may include dismissal from the College. Students accused of sexual harassment will have the right to due process.

COURSE DESCRIPTIONS

- Program Length: 60 weeks (10 weeks per each level) approximately
Every 10 weeks (per session), students will be able to take Final exam to move up to the next level. After completing 302 Advanced II level, students will be able to complete the ESL courses and will receive ESL certificates issued in Columbia College ESL Department.
- Class Size: 5-15 people
- Class Hour: 20 hours per week
- Class Schedule: 9:00 am-2:00 pm
- ESL Level Description

Level	Description
101 Beginning I 102 Beginning II	Columbia College’s ESL classes at the beginner level introduce students to both the spoken and written forms of the English language using today’s most modern methods. Students are given opportunities to practice listening, speaking, reading, and writing with basic grammar through interactive activities in the classroom.
201 Intermediate I 202 Intermediate II	Columbia College’s ESL classes at the Intermediate level continue to give students ample opportunities to improve their English abilities in listening and speaking in English and introduce students to the basics of academic reading and writing with grammar. Students will be given instruction on the basics of reading such as how to find main ideas, skimming and finding

	context clues. Writing at this level focuses on developing paragraphs with appropriate topic sentences and following the academic writing process such as introduction, body, and conclusion
301 Advanced I 302 Advanced II	Columbia College’s ESL classes at the Advanced level strive to enhance students’ English abilities in listening, speaking, reading, and writing. Students are exposed to common idiomatic expressions both in spoken and written forms. Students are also introduced to reading academic research and writing. Students will have the opportunity to research a topic and write about the topic. Students at this level learn how to find and cite sources for their research papers. This level appropriately prepares students for entry into any college in the United States.

STUDENT LEARNING OUTCOMES

Course Name	Course Goal	Course Objective	Student Learning Outcomes	Suggested Assessment
101-1 Grammar	The primary goal of this course is for low beginning level students to master the basic sentence structures and parts of speech of the English Language.	<ul style="list-style-type: none"> • Memorize various nouns and adjectives that are commonly used. • Formulate negative verb phrases and contractions. • Understand the usage of prepositions and use them appropriately in sentences. • Ask information questions with <i>wh-</i> and responses to <i>wh-</i> questions. • Use <i>it + be</i> for time and weather, and <i>there + be</i> for descriptions. • Use the past time forms of regular and irregular verbs. 	<p>Students will be able to</p> <ul style="list-style-type: none"> • construct sentences using <i>is</i> for singular nouns and <i>are</i> for plural nouns • write and use simple present tense sentences using <i>be</i> and <i>have</i> • request information using <i>wh-</i> words • differentiate the simple present and present progressive tense • use nouns and pronouns in writing and speaking accurately • differentiate count and noncount nouns and form their plurals accurately • differentiate regular and irregular verbs and conjugate them accurately 	An instructor made assessment targeting the SLO is administered every five weeks. This in combination with informal observations of the students’ progress, completion of homework and in-class assignments, and attendance are used to evidence achievement of SLO.

		<ul style="list-style-type: none"> • Learn about frequency adverbs and expressions. • Understand the different usage of simple tense, past tense, and present progressive tense. • Identify count nouns and non-count nouns and properly use articles to express the quantity of nouns. • Distinguish the usage of the simple tense and past tense. • Formulate statements and questions. 	<ul style="list-style-type: none"> • form questions in the simple present and past tenses. 	
<p style="text-align: center;">101-2 Speaking</p>	<p>The primary goal of this course is for students with a low level of English proficiency to develop a basic level of conversation skills.</p> <p>The course will allow them to feel comfortable participating in conversations about a range of common activities.</p>	<ul style="list-style-type: none"> • Answer questions on conversations about greetings, introductions and countries • Understand questions and statements about time and everyday life • Develop vocabulary related to house and family • Refer to the days of the week and the months of the year • Recognize the present/past /future tenses in contextualized speech • Spells out words (ex. give spelling 	<p>Students will be able to</p> <ul style="list-style-type: none"> • take part in real-life interaction at school and at work. • differentiate appropriate and inappropriate questions in American culture • describe American cultural holidays and the special activities associated with them • name simple words of medical symptoms as well as the name of medical specialists for symptoms. • make transactional dialogues in various settings - on the phone, at a store, at work, and etc. • make natural transformations from statements to questions 	<p>Assessment interviews with the instructor every five weeks, observed conversations with classmates, and in-class speaking activities are used to evidence achievement of SLO.</p>

		<p>of name, home country...)</p> <ul style="list-style-type: none"> • Uses basic vocabulary such as days of the week, months of the year and dates (ordinals), as well as vocabulary for performing basic tasks such as shopping, riding the bus, going to a doctor, and eating in a restaurant 		
<p>101-3 Reading</p>	<p>The primary goal of this course is for low beginning level students to improve their reading skills to a level which allows them to read and understand short stories.</p>	<ul style="list-style-type: none"> • Understand the differences between words and sentences • Recognize and make complete sentences • Identify main ideas and supporting details • Summarize story events and make a sequence. • Make connections between the real life and stories • Recognize the days of the week and the months of the year • Read the time and write numbers in English • Use proper spacing and punctuations 	<p>Students will be able to</p> <ul style="list-style-type: none"> • describe short stories and retell these stories using simple sentences with adjectives and adverbs. • discuss short stories and how they connect to their lives • describe each picture and make a story with logical flow using conjunctions • recall key words from the story 	<p>Instructor created assessment focused on reading comprehension and discussion of readings is used to determine achievement of SLO. Vocabulary is also tested.</p>
<p>101-4 Listening</p>	<p>The primary goal of this course is for students with a low level of English</p>	<ul style="list-style-type: none"> • Make inferences based on text and prior knowledge • Associate what is being said with personal 	<p>Student will be able to</p> <ul style="list-style-type: none"> • function socially by introducing themselves and greeting others 	<p>Instructor made assessments based on audio recordings are</p>

	<p>proficiency to develop a basic level of listening comprehension. This course will enable them to understand basic conversations about everyday activities.</p>	<p>experience and make connections.</p> <ul style="list-style-type: none"> • Distinguish can from can't by listening to the pronunciation • Use sentence and syllable stress to understand what is heard • Recognize the intonation of Wh-questions • Listen to and understand basic conversations • Understand simple yes/no and wh-questions • Give their names, addresses, telephone numbers, nationalities, and majors/professions • Understand and use ordinal and cardinal numbers up to 1000 • Understand and use the letters of the alphabet correctly in speaking • Refer to the days of the week and the months of the year • Recognize the present/past/future tenses in contextualized speech • Recognize the singular/plural in contextualized speech 	<ul style="list-style-type: none"> • expand conversations beyond simple greetings • distinguish between the intonation of statements and questions • interview others using simple wh- questions • use frequency adverbs (always, often, never) and time phrases (in the morning, on weekends) accurately. • apply skills for listening for the main idea, details, and making inferences. • recognize –s endings of verbs and plural –s endings of nouns. • distinguish contractions: is not and are not • recognize reduction of want to/have to and Did you/What did you. • recognize the difference between can and can't. 	<p>the primary method of evidencing achievement of SLO.</p> <p>Comprehension of instructor direction and conversations in the classroom are also used to determine achievement of SLO.</p>
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		<ul style="list-style-type: none"> Recognize basic prepositions in contextualized speech 		
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Course Name	Course Goal	Course Objective	Student Learning Outcome	Suggested Assessment
102-1 Grammar	The primary goal of this course is to develop the students' ability to express their individual thoughts using new grammatical forms including regular and irregular verbs, conjunctions, and compound and complex sentence structures.	<ul style="list-style-type: none"> Develop speaking, reading, and writing abilities with simple grammar rules such as regular and irregular verbs, conjunctions, combining sentences with two or more time clauses Utilize time words for future and past time in statements, questions, and negatives Use modals to show ability Give advice, show necessity, and make requests and suggestions Have a better understanding of tenses: simple present, present progressive, and simple past Distinguish nouns with definite articles from nouns with indefinite articles Make yes/no questions with appropriate order of words 	<p>Students will be able to</p> <ul style="list-style-type: none"> pronounce and spell a variety of irregular verbs and create past time sentences using irregular verbs. combine two time clauses using <i>when</i>, <i>before</i>, <i>after</i>, <i>as soon as</i>, and <i>while</i>. distinguish the functions and uses of various "modals" and various usages of them; advice, necessity, requests, and suggestions. use <i>will/be going to</i> for future time and <i>can/be able to</i> for ability. use possessive pronouns; <i>mine</i>, <i>yours</i>, <i>his</i>, <i>hers</i>, <i>ours</i>, <i>theirs</i>, and <i>whose</i>. make comparisons using comparative and superlative forms of adjectives and adverbs using <i>like</i>, <i>alike</i>, <i>-er</i>, <i>more</i>, <i>-est</i>, and <i>most</i>. 	<p>An instructor made assessment targeting the SLO is administered every five weeks.</p> <p>This in combination with informal observations of the students' progress, completion of homework and in-class assignments, and attendance are used to evidence achievement of SLO.</p>

		<ul style="list-style-type: none"> • Use There + be in a sentence • Make wh-questions with appropriate order of words • Understand common prepositions of place and use them in a sentence appropriately 		
<p style="text-align: center;">102-2 Speaking</p>	<p>The primary goal of this course is to allow students to gain a functional ability to speak in simple sentences and apply them to real world situations.</p> <p>Students will focus more on pronunciation and understand how the alphabet relates to the sounds used in English.</p>	<ul style="list-style-type: none"> • Express their ideas, opinions, and experiences actively. • Discuss and promote fluency by using a wide range of high-interest topics. • Make conversation about day-to-day situations • Use common prepositions of place correctly • Use ordinal and cardinal numbers up to one million • Understand short, informal presentations • Take notes on a short, informal presentation on a familiar topic or on a biographical or experiential topic • Give a short, informal presentation in class on a biographical topic using the past and present tenses 	<p>Students will be able to</p> <ul style="list-style-type: none"> • introduce themselves and ask information using <i>wh-</i> questions and <i>yes/no</i> questions. • discuss housing problems with the landlord using keywords such as <i>clogged, leaking, out of order, etc.</i> • make transactional conversations on the phone using <i>will</i> and time expressions. • report an emergency to 911, using the past tense and time expressions. • utilize comparatives and superlatives. • express courteous requests and offer help to someone at work using <i>may, can, could, and would.</i> • interpret traffic signs and comprehend traffic violations and rules. 	<p>Assessment interviews with the instructor every five weeks, observed conversations with classmates, and in-class speaking activities are used to evidence achievement of SLO.</p>

		<ul style="list-style-type: none"> • Understand the pronunciation rules for past tense form, final –ed, and plural and third person final –s 		
102-3 Reading	<p>The primary goal of this course is to develop the student’s reading skills by building on what they learned in 101 to a level where they can participate in comprehension exercises and discussions about short texts.</p>	<ul style="list-style-type: none"> • Participate in comprehension exercises and discussion without fear of saying the wrong answer • Create and share his/her idea and opinion as he/she explores amazing true stories • Use reading skills to recognize the main idea and supporting ideas of stories • Understand/learn vocabulary using context clues • Make a sequence of story events • Identify main ideas and supporting details • Distinguish relevant information from irrelevant information • Understand cause-and-effect relationships in stories • Make inferences using the information presented in stories 	<p>Students will be able to</p> <ul style="list-style-type: none"> • anticipate content by pictures or photos prior to reading. • apply the vocabulary and structures used in the stories. • paraphrase the outline of story • use contextual clues to determine meaning of new words • develop their reading skills such as scanning summarizing, and identifying the main idea. 	<p>Instructor created assessment focused on reading comprehension and discussion of readings is used to determine achievement of SLO.</p> <p>Vocabulary is also tested.</p>

<p style="text-align: center;">102-4 Listening</p>	<p>The primary goal of this course is to build on the basic level of listening comprehension and ability students developed in 101.</p> <p>Students will develop active listening skills which will allow them to listen for main ideas and details in a variety of situations. This will allow students to extract the purpose of a conversation without having to know all of the vocabulary and grammar being used.</p>	<ul style="list-style-type: none"> • Watch TV channels and practice their listening skills • Read and write numbers in English • Formulate questions to use when they meet someone for the first time. • Recognize the names of countries and their languages. • Identify common body language and gestures in conversation. • Use adjectives to describe people's physical appearance. • Learn vocabulary related to shopping and food. • Use adjectives to describe vacations. • Discuss about health habits and technique. 	<p>Students will be able to</p> <ul style="list-style-type: none"> • decipher main ideas or outline. • listen for details and make inferences about where the meeting or conversation is taking place based on context • expand their vocabulary related to real life subjects • communicate their ideas and opinion on a variety of topics • pronounce and recognize common contractions (<i>there is, there are</i>) and reductions (<i>used to, didn't use to</i>). 	<p>Instructor made assessments based on audio recordings are the primary method of evidencing achievement of SLO.</p> <p>Comprehension of instructor direction and conversations in the classroom are also used to determine achievement of SLO.</p>
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Course Name	Course Goal	Course Objective	Student Learning Outcome	Suggested Assessment
	<p>The primary goal of this course is to build on the existing basic grammar skills of the student and enable them to use more complex</p>	<ul style="list-style-type: none"> • Recognize new grammar points and practice new structures in a variety of contexts to internalize them. • Integrate grammatical knowledge to immediate use in 	<p>Students will be able to</p> <ul style="list-style-type: none"> • recognize and utilize <i>simple present, present progressive, simple past, past progressive, and future</i> tenses in a variety of settings • distinguish the difference between 	<p>An instructor made assessment targeting the SLO is administered every five weeks.</p> <p>This in combination</p>

<p style="text-align: center;">201-1 Grammar</p>	<p>grammatical structures.</p>	<p>their speech and writing.</p> <ul style="list-style-type: none"> • Properly use and write present, past, and future tense; pronouns and phrasal verbs in sentences. • Explain the difference between the past progressive and simple past, as well as explain when and why each are used • Form sentences with reflexive or reciprocal pronouns using various verbs • Distinguish the different usage of “is going to” and “will” and use them in complete sentences properly • Form questions that ask for permission in various situations • Explain the differences between intransitive and intransitive phrasal verbs in phrasal verbs • Understand the usage of “already” and “yet” and use them in various situations 	<p>“used to” ,“be used to” and “get used to”.</p> <ul style="list-style-type: none"> • identify and use common phrasal verbs. • perform social functions such as asking for permission and making requests or suggestions by using appropriate modals; <i>can, could, would, should, ought to, had better, Why not, How about, Why don't, etc.</i> • apply present perfect tense and present perfect progressive in their speaking and writing using <i>since and for, already and yet, indefinite past.</i> 	<p>with informal observations of the students’ progress, completion of homework and in-class assignments, and attendance are used to evidence achievement of SLO.</p>
	<p>The primary goal of this class is to improve the student’s</p>	<ul style="list-style-type: none"> • Learn about weather and season words and use them. 	<p>Students will be able to</p> <ul style="list-style-type: none"> • discuss their favorite places, food, weather, and seasons. 	<p>Assessment interviews with the instructor every five</p>

<p style="text-align: center;">201-2 Speaking</p>	<p>fluency in using English beyond simple transactional dialogues.</p> <p>The course builds on the skills the students already possess, so that students can take part in interpersonal dialogues with friends and co-workers in a variety of common situations.</p>	<ul style="list-style-type: none"> • Compare and contrast the city and country life and identify their characteristics • Watch TV channels every day and listen carefully to find out main ideas • Recall and summarize main points and supporting detail • Relate what was heard to personal experience or needs • Analyze and evaluate what was heard • Draw conclusions about speaker's stance and values following a listening activity • Consider and respect ideas from speaker's point of view • Express their ideas, opinions, and experiences actively. • Develop a tolerance for ambiguity so that they don't focus on unfamiliar words related to topics. • Be independent learners by doing self-study exercises and activities which provide valuable additional practice in grammar, 	<ul style="list-style-type: none"> • recognize adjectives and adverbs to describe personalities, life concerns, moods, etc. • use past tense to describe their experiences and actions in the past. • retell jokes based on comics and cartoons • use basic transactional language on phone conversation. • express opinions on the news and current events. 	<p>weeks, observed conversations with classmates, and in-class speaking activities are used to evidence achievement of SLO.</p>
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		<p>listening, and vocabulary.</p> <ul style="list-style-type: none"> Communicate effectively, using phrases and expressions, for a variety of situations. 		
201-3 Reading	<p>The primary goal of this course is to equip students with additional reading skills such as predicting content, scanning, making inferences, and interpreting the meaning of texts, which will allow them to draw more understanding and meaning from the text.</p>	<ul style="list-style-type: none"> Expand their knowledge as they improve their vocabulary and reading skills Discover more about American culture through composite stories based on the experiences of ESL students from a variety of countries Read with speed but at the same time to retain detail information during reading Form mental images and make inferences for stories. Personalize ideas/themes of stories. 	<p>Students will be able to</p> <ul style="list-style-type: none"> decipher the meaning of unfamiliar words using context clues distinguish the main idea from detailed information without understanding every word analyze, interpret, and evaluate the meaning of text analyze complex grammatical constructions express their ideas or opinion on topics in simple sentences. 	<p>Instructor created assessment focused on reading comprehension and discussion of readings is used to determine achievement of SLO.</p> <p>Vocabulary is also tested.</p>
201-4 Writing	<p>The primary goal of this course is to build on the basic grammar and vocabulary skills of the student to develop the writing skills they need to function successfully</p>	<ul style="list-style-type: none"> Write sentences starting with simple sentences through compound and complex sentences. Organize paragraphs with correct grammar, capitalization, and punctuation. Use clustering webs to organize 	<p>Students will be able to</p> <ul style="list-style-type: none"> write simple sentences and combine sentences using <i>and</i>, <i>but</i>, <i>or</i>, and <i>so</i>. write a paragraph including a topic sentence. utilize the six rules for capitalization, indenting, and margins. 	

	in everyday situations.	<p>ideas for pre-writing.</p> <ul style="list-style-type: none"> • Write sentence structures having coordinating conjunctions and adverb subordinators. • Practice the writing process: pre-writing, editing, and final draft. • Write about a wide range of topics using different forms. • Write descriptive and narrative paragraphs. • Use a timeline to write a biography. • Expand vocabulary to make writing more elaborate and detailed. • Practice real-life writing such as filling out an application form, writing messages on a special day card, sending informal and formal emails 	<ul style="list-style-type: none"> • organize the writing assignments by clustering • construct paragraphs using ordinals and transitions; <i>first, first of all, next, then, after that, finally, before</i> and <i>etc.</i> • construct complex sentences combining independent clauses and dependent clauses. 	
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Course Name	Course Goal	Course Objective	Student Learning Outcome	Suggested Assessment
	The primary goal of this course is to equip students with the ability to integrate all four language skills: reading, writing,	<ul style="list-style-type: none"> • Integrate all four language skills: reading, writing, speaking, and listening with strong grammatical competence • Express their thoughts and 	<p>Students will be able to</p> <ul style="list-style-type: none"> • construct sentences using proper definite and indefinite articles. • utilize adjectives and adverbs properly in everyday conversation to 	An instructor made assessment targeting the SLO is administered every five weeks. This in combination with informal

<p style="text-align: center;">202-1 Grammar</p>	<p>speaking, and listening with strong grammatical competence.</p>	<p>opinions using complex grammatical structures</p> <ul style="list-style-type: none"> • Use the grammar points in more communicative ways • Use definite and indefinite articles properly. • Make sentences with comparisons and superlatives • Form sentences and questions using the present perfect form of the verbs • Distinguish the differences between the present perfect progressive and present perfect • Complete sentences with gerunds, as well as choosing between the affirmative and negative • Complete sentences with the infinitive form of verbs and with “too,” or “enough” 	<p>describe people, places, and things.</p> <ul style="list-style-type: none"> • compare things using comparatives and superlatives by using <i>as...as, more (...er)...than, and most,- est ending.</i> • construct sentence with gerund as subject or object. • use infinitives after certain verbs. • use infinitives to express the purpose of an action. • communicate their preference using <i>prefer, would prefer, and would rather</i> • express the future possibility using <i>may, might, and could.</i> (e.g. It might get cold tonight. He may be late today) • express the degree of certainty using modals.(e.g. <i>must, may, might, and, could</i>) 	<p>observations of the students’ progress, completion of homework and in-class assignments, and attendance are used to evidence achievement of SLO.</p>
	<p>The primary goal of this course is to expand conversation skills beyond simple sentences about basic topics.</p> <p>Through in depth discussions</p>	<ul style="list-style-type: none"> • Use language on a variety of issues and topics • Use the knowledge of grammatical structures, vocabulary, and pronunciation • Use their imagination and creativity to 	<p>Students will be able to</p> <ul style="list-style-type: none"> • express ideas and feelings to extend and expand conversations • demonstrate some conversation management techniques; turn-taking, interrupting speech, asking targeted questions to confirm comprehension 	<p>Assessment interviews with the instructor every five weeks, observed conversations with classmates, and in-class speaking activities are used to evidence achievement of SLO.</p>

<p style="text-align: center;">202-2 Speaking</p>	<p>about current events and common controversies, students will learn how to better express their opinions and engage with the English speaking world.</p>	<p>achieve this level of competence</p> <ul style="list-style-type: none"> • Give advice to friends or family member using expressions that they learned in class • Describe gesture meanings related to feelings • Learn vocabulary related to crime and punishments • Understand and use a larger number of idiomatic expressions • Understand and use common phrasal verbs • Communicate with native English speakers in a reasonably appropriate register, particularly in regard to asking questions and making requests politely • Understand a telephone message 	<ul style="list-style-type: none"> • discuss current issues and controversies – crime & punishment, education & learning, fame & fortune, self-improvement, etc while using supporting ideas and examples. • express varying perspectives about life, jobs, cultural topics, and life challenges with descriptive vocabulary and varied sentence structures 	
	<p>The primary goal of this course is to develop students' reading skill to the point that they do not have to rely on aids, such as dictionaries or instructors, to</p>	<ul style="list-style-type: none"> • Read and understand simple texts on familiar topics or amusing stories • Use contextual clues to determine the meaning of words and phrases • Interpret signal words as clues to the organization 	<p>Students will be able to</p> <ul style="list-style-type: none"> • read for main ideas and specific information without direct knowledge of all the words. • predict aspects of the plot and what might happen to the character based on what they've discovered in the story. 	<p>Instructor created assessment focused on reading comprehension and discussion of readings is used to determine achievement of</p>

<p style="text-align: center;">202-3 Reading</p>	<p>express their thoughts and opinions about a variety of intermediate reading materials.</p>	<p>and content of a text</p> <ul style="list-style-type: none"> • Expand their knowledge as they improve their vocabulary and reading skills • Discover more about American culture • Read with speed but at the same time to retain detail information during reading • Identify main ideas and supporting details • Understand chronological order and sequence events • Distinguish relevant information from irrelevant information • Organize story elements in a story map. • Analyze charts and graphs to obtain specific information • Make inference and paraphrasing main ideas 	<ul style="list-style-type: none"> • relate the ideas in a text to their own knowledge and experience. • apply learned vocabulary and expressions in new situations. • analyze and evaluate intention or purpose of text • develop their vocabulary acquisition skills and master target structures. • write a short summary of the story • infer the meaning of new vocabulary by context 	<p style="text-align: center;">SLO. Vocabulary is also tested.</p>
	<p>The primary goal of this course is to provide students with more opportunities to improve their ability to write more complex</p>	<ul style="list-style-type: none"> • Write several paragraphs which express a personal viewpoint and which use narration and/or, description and/or exposition and/or example and/or argumentation and/or citation of 	<p>Students will be able to</p> <ul style="list-style-type: none"> • write paragraphs with descriptive details. • use adjectives to make a description vivid and interesting. • combine prepositions and nouns to make 	

<p style="text-align: center;">202-4 Writing</p>	<p>sentences and longer passages.</p> <p>They will need to be able to use prepositional phrases and more complex adjectives, adverbs, and sentence structures in order to express their opinions and ideas in a more critical setting.</p>	<p>an external source to explain or support it</p> <ul style="list-style-type: none"> • State reasons using examples in writing. • Write sentences containing conjunctive adverbs (consequently, furthermore, however, in fact, indeed, moreover, then, and therefore) • Express opinions in writing. • Write sentences starting with simple sentences through compound and complex sentences. • Write using the listing-order pattern of organization. • Use prepositional phrases to vary sentence openings 	<p>prepositional phrases; prepositional phrase of place, prepositional phrase of time, and other prepositional phrases showing possession, someone, or something.</p> <ul style="list-style-type: none"> • write a paragraph in which they express an opinion with adequate supporting evidence • use transitional signals for opinion paragraphs. • construct sentences with adjective clauses which modify nouns by <i>who</i>, <i>which</i>, and <i>that</i>. • make use of internet resources 	
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Course Name	Course Goal	Course Objective	Student Learning Outcome	Suggested Assessment
	<p>The primary goal of this course is to integrate skills in order to bridge the gap between knowing grammatical structures and using them in speaking and writing instinctually. Students are expected to</p>	<ul style="list-style-type: none"> • Develop integrating skills providing students plenty of practice to bridge the gap between knowing and using grammatical structures in speaking and writing. • Practice new structures in a variety of contexts 	<p>Students will be able to</p> <ul style="list-style-type: none"> • interact to others and confirm information using negative Yes/No questions and tag questions. (e.g. Don't you miss your family? That's not in London, is it? • express similarity to or contrast with the information in the statement using <i>so</i>, <i>too</i>, <i>neither</i>, or 	<p>An instructor made assessment targeting the SLO is administered every five weeks. This in combination with informal observations of the students' progress, completion of homework and in-class</p>

<p style="text-align: center;">301-1 Grammar</p>	<p>develop accuracy in their grammar, along with fluency in their speaking and writing by using appropriate grammar for each situation.</p>	<p>to internalize and master them.</p> <ul style="list-style-type: none"> • Be more confident in their ability to speak and write English accurately and fluently. • Bridge the gap between knowing grammatical structures and using them. • Make conversations with ease on various everyday issues. • Complete sentences using the simple, progressive or perfect tense forms of verbs. • Write questions and answers using the future perfect and future perfect progressive. • Make accurate sentences with Subject-Verb agreement. • Distinguish and use nouns and pronouns in everyday conversations and sentences. • Complete sentences and make expressions with modals fluently. • Identify modals and incorrect phrasal verbs and will be able to correct them. 	<p><i>not either.</i> (e.g. Paul doesn't have blue eyes, and neither does John)</p> <ul style="list-style-type: none"> • utilize causative sentences using <i>make, have, help and get + object + base form of the verb</i> to talk about things that someone can require, cause, or permit another person to do. • use adjective clauses to identify or give additional information about nouns using relative pronouns; <i>who, that, which, when</i> and <i>whose</i>. • express present and future unreal conditional sentences. (<i>If I were president, I would make you vice-president.</i>) • express past unreal conditional sentences. (<i>If George had gone to college, he would have studied hard.</i>) • make a natural transformation from direct to indirect speech and vice versa. (He said, "Ann is a nice girl. He said that Ann was a nice girl.) 	<p>assignments, and attendance are used to evidence achievement of SLO.</p>
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<p style="text-align: center;">301-2 Listening & Speaking</p>	<p>The primary goal of this course is to develop students' ability to integrate all of their language skills allowing them to listen critically and converse knowledgeably about what they have heard.</p>	<ul style="list-style-type: none"> • Integrate two or more language skills • Listen critically and develop arguments on issues they hear • Communicate and understand different ideas effectively. • Speak about ideas and thoughts more fluently. • Use critical thinking skills and make inferences to understand the English language more clearly. • Make conversation more fluently and clearly through understanding the American culture. • Express ideas and thoughts using a wide range of vocabulary. • Recognize the main ideas and supporting details • Recognize the presenter's organizational structure and follow the sequence of ideas expressed • Note how examples, illustrations, and visual aids support or take away key message • Determine literal and implied 	<p>Students will be able to</p> <ul style="list-style-type: none"> • critique magazine/television ads. • identify main ideas and construct a dialogue based on the theme of the listening comprehension practice. • listen for reductions in speech and reproduce them in their own speech. • identify chronology in a report or story. • listen to and evaluate student responses. • infer underlying information in the listening. • analyze problems and propose solutions. • develop strategies for efficient note taking. • understand the meaning of jokes and slang and evaluate the quality of it. • decipher words spoken with reduced pronunciation. • determine the speaker's point of view and develop arguments for and against it. 	<p>Assessment interviews with the instructor every five weeks, observed conversations with classmates, and in-class speaking activities are used to evidence achievement of SLO.</p>
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		<p>meaning of message</p> <ul style="list-style-type: none"> • Make jot notes to assist recall of the main idea(s) expressed by the speaker 		
<p>301-3 Academic Writing</p>	<p>The primary goal of this course is to assist students to achieve an advanced level of academic reading and writing skills. Furthermore develop the ability to write at a proficiency level that will help them achieve academic success.</p>	<ul style="list-style-type: none"> • Develop their competence in constructing meaning from reading passages of various topics • Use scanning and skimming reading skills fluently with many kinds of reading passages, employing various tenses and vocabulary • Obtain ideas from active reading for essay writing • Use critical thinking skills in reading and writing • Use context clues to find meaning of vocabulary when reading • Write about ideas and opinions more clearly • Distinguish relevant information from irrelevant information • Identify main ideas and support ideas • Make inferences which are not explicit in a text and write reasoning 	<p>Students will be able to</p> <ul style="list-style-type: none"> • evaluate, synthesize, and analyze information in reading in order to make a logical judgment. • infer information not explicit in the texts. • examine symbols and imagery in a text. • hypothesize another's point of view and synthesize information from two texts. • analyze cause and effect in a text. • write a comprehensive paragraph with a topic sentence, supporting details, and concluding sentences. • write an opinion essay which persuades readers. • paraphrase main ideas using new structure and related vocabulary. • expand vocabulary to develop paraphrasing skills. • analyze use of a thesis statement, supporting details, and concluding 	<p>Instructor created assessment focused on reading comprehension and discussion of readings is used to determine achievement of SLO. Vocabulary is also tested. Writings based on information found in the readings are also used to gauge comprehension and understanding.</p>

		<ul style="list-style-type: none"> • Use proper graphic organizers to organize story events or brainstorm writing elements • Reconstruct reading passage contents for summary 	<p>statement in an essay.</p> <ul style="list-style-type: none"> • Interpret the meaning of complex sentences or new vocabulary using syntactic clues. • Understand the writing process and methodology as assessed by written essays, reading responses, and a research paper. 	
<p>301-4 Discussion</p>	<p>The primary goal of this course is to equip students with the ability to communicate and defend their opinions on a variety of topics which will develop their critical thinking skills.</p>	<ul style="list-style-type: none"> • Discuss a variety of issues and topics • Communicate their opinions on discussion topics for critical thinking • Speak English naturally and develop accuracy as well as fluency • Use new vocabulary in discussions and conversations • Sort out ideas and opinions before discussing and talking about various topics/issues. • Collaboratively work with a group to make a group presentation • Develop a PowerPoint to organize presenting materials • Become aware of controversial 	<p>Students will be able to</p> <ul style="list-style-type: none"> • express and support their ideas on controversial discussion topics. • answer questions related to the discussion topic in writing, speeches, and group discussions. • role play in small groups or work out their own solutions as the judge or another authority deciding the case. • work together in pairs or small groups to solve a problem and present a consensus or solution to the rest of the class. • demonstrate some conversation-management techniques; turn-taking, interrupting speech, asking targeted questions. • draw logical conclusions and make inferences using linguistic clues; <i>however, on</i> 	<p>Instructor made assessments centered around classroom discussion are the primary method of evidencing achievement of SLO.</p> <p>These assessments include active participation in the discussion focused on appropriate methods of agreeing/disagreeing, sharing opinions, and expanding on points made.</p>

		issues on the news.	<i>the other hand, therefore, as a result, in conclusion, and etc.</i> <ul style="list-style-type: none"> • collect information asking <i>wh-questions</i>. • accurately construct present unreal conditions and past unreal conditions. 	
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Course Name	Course Goal	Course Objective	Student Learning Outcome	Suggested Assessment
302-1 Grammar	The primary goal of this course is for students to practice target structures repeatedly in different contexts, and at increasing levels of difficulty to internalize and master them.	<ul style="list-style-type: none"> • Develop integrating skills providing students plenty of practice to bridge the gap between knowing and using grammatical structures in speaking and writing. • Practice new structures in a variety of contexts to internalize and master them. • Be more confident in their ability to speak and write English accurately and fluently. • Bridge the gap between knowing grammatical structures and using them. • Make conversations with ease on various everyday issues. • Complete sentences using the simple, progressive or perfect tense forms of verbs. 	Students will be able to <ul style="list-style-type: none"> • control present past perfect, past perfect progressive, future perfect in writing and speech: • use tag questions to check information or to make additions of similarity using <i>so, too, neither, and not either</i>: • (e.g., John can't ski. Neither can David.) • express degree of necessity using modals(e.g. <i>must, should, ought to, supposed to</i>) and certainty (<i>must, may, might, could</i>) • use gerunds in passive form (She hates being ignored. She's still angry at having been ignored.) • use infinitives as subjects and objects (e.g. To finish what you started is advisable. I would like to invite you to dinner.) 	An instructor made assessment targeting the SLO is administered every five weeks. This in combination with informal observations of the students progress, completion of homework and in-class assignments, and attendance are used to evidence achievement of SLO.

		<ul style="list-style-type: none"> • Write questions and answers using the future perfect and future perfect progressive. • Make accurate sentences with Subject-Verb agreement. • Distinguish and use nouns and pronouns in everyday conversations and sentences. • Complete sentences and make expressions with modals fluently. • Identify modals and incorrect phrasal verbs and will be able to correct them. 	<ul style="list-style-type: none"> • construct noun clauses. (e.g. What you see is what you get.) • construct adjective and adverb clauses of time, place, reason, and condition • compound sentences using connectors: <i>but, although, however.</i> 	
<p style="text-align: center;">302-2 Speaking</p>	<p>The primary goal of this course is to equip students with language learning strategies and skills such as understanding contextual conversations, identifying main subjects and note-taking, which will help students be successful in everyday and academic settings.</p>	<ul style="list-style-type: none"> • Improve comprehensibility through pronunciation improvement • Strengthen abilities to monitor and evaluate their own English language • Progress, initiate self-improvement, and develop compensatory language skills • Practice and improve general and academic listening and speaking skills • Use critical thinking skills and make inferences to understand the 	<p>Students will be able to</p> <ul style="list-style-type: none"> • interpret information from a variety of contexts; on the radio, on the television, on the phone, interviews, etc. • predict and identify main ideas and details. • synthesize information and react to the different viewpoints in listening and speaking. • relate listening to personal values and personal experience. • differentiate between American 	<p>Assessment interviews with the instructor every five weeks, observed conversations with classmates, and in-class speaking activities are used to evidence achievement of SLO.</p>

		<p>English language more clearly.</p> <ul style="list-style-type: none"> • Make conversation more fluently and clearly through understanding the American culture. • Express ideas and thoughts using a wide range of vocabulary. • Recognize the main ideas and supporting details • Recognize the presenter's organizational structure and follow the sequence of ideas expressed • Note how examples, illustrations, and visual aids support or take away key message • Determine literal and implied meaning of message • Make jot notes to assist recall of the main idea(s) expressed by the speaker 	<p>idiomatic expressions.</p> <ul style="list-style-type: none"> • provide information from the listening to support answer. • use new vocabulary in a guided conversation. • plan and give a three-minute speech. • act out a scripted conversation. • ask for clarification using tag questions. • restate the theme in passive voice or direct and indirect speech. • accurately pronounce <i>th</i> sounds correctly(e.g. <i>thing, there, think, lather, breathe, soothe, bathe</i>) 	
	<p>The primary goal of this course is to equip students with the ability to read academic materials and write effectively at an academic level.</p>	<ul style="list-style-type: none"> • Read and understand the main ideas and supporting details of a short newspaper article • Read and understand the main ideas and supporting details of a general 	<p>Students will be able to</p> <ul style="list-style-type: none"> • identify main ideas and analyze the purpose of text. • support answers with examples from the readings. • analyze a paragraph with the topic sentence, the supporting sentences, and the 	<p>Instructor created assessment focused on reading comprehension and discussion of readings is used to determine achievement of SLO.</p>

<p>302-3 Academic Writing</p>		<p>interest topic academic passages ranging from two to three pages long</p> <ul style="list-style-type: none"> • Write a brief summary of a simplified academic text • Write a timed comparison/contrast essay, which includes a general to specific introduction, supporting body paragraphs, specific to general conclusion, and simple transitions • Write a timed cause/effect essay, which includes a general to specific introduction, supporting body paragraphs, specific to general conclusion, and simple transitions • Write a timed descriptive essay, which includes a general to specific introduction, supporting body paragraphs, specific to general conclusion, and simple transitions • Read for a variety of purposes, which includes gathering information, following directions, giving a response, forming an opinion, and 	<p>concluding sentence.</p> <ul style="list-style-type: none"> • interpret a graph. • paraphrase the main idea. • identify cause and effect in the text. • develop topic sentences with controlling ideas. • write a three-part paragraph with a topic sentence, supporting sentences, and a concluding sentence. • compose an opinion essay with new vocabulary. • write a descriptive paragraph about personal experience using subordinating conjunctions and transitions to express cause and effect. • properly use punctuations; commas, semicolons, colons, and dashes • Document and cite in MLA format accurately • Signal and integrate basic quotes, paraphrases, and summarized ideas • Reduce text to main ideas in logical, fluent paragraph with transitional elements 	<p>Vocabulary is also tested. Writings based on information found in the readings are also used to gauge comprehension and understanding.</p>
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		<p>understanding information.</p> <ul style="list-style-type: none"> • Write to communicate ideas effectively. • Write conclusions about the author's message, values, and craft. • Associate what is being read with personal experiences and make connections. • Use the process and skills needed to write a clear and organized term paper or essay. 		
	<p>The primary goal of this course is to equip students with the ability to communicate in spoken English on a wide range of life topics and contexts with a high level of accuracy and fluency.</p>	<ul style="list-style-type: none"> • Generate ideas and consider appropriate ideas and information to include in presentations. • Choose appropriate format for purpose and audience. • Organize ideas in appropriate format in preparation for sharing or presenting orally (e.g., demonstrate an ordered sense of story). • Rehearse and consider ways to enhance clarity of presentation. • Explain personal viewpoints in clear meaningful ways. • Use American idioms/slang and 	<p>Students will be able to</p> <ul style="list-style-type: none"> • express and defend opinions with examples • practice conversation using synonyms, parallelism, and prepositional phrases to enrich narrative. • use new vocabulary in a guided or free conversation. • interrupt politely to clarify or confirm information using tag questions or restating. • express surprise, shock, and interest in the topic using a wide range of adjectives and adverbs. • discuss topics in small groups and make oral 	<p>Instructor made assessments centered around classroom discussion are the primary method of evidencing achievement of SLO. These assessments include active participation in the discussion focused on appropriate methods of agreeing/disagreeing, sharing opinions, and expanding on points made.</p>

<p>302-4 Discussion</p>		<p>talk about current events.</p> <ul style="list-style-type: none"> • Speak more fluently about everyday situations. • Collaboratively work with a group to make a group presentation • Develop a PowerPoint to organize presenting materials 	<p>presentations about said topics</p> <ul style="list-style-type: none"> • discuss possible endings or conclusions to stories and reasons for their choices. • practice critical thinking by working out their own solution if they were a certain authority to decide the case. • perform a role-play regarding the topic of unit. 	
<p>302-6 TOEFL Preparation</p>	<p>The goal of this course is to provide students with an understanding of the demands and academic expectations of the TOEFL Test. Designed for both students preparing to take TOEFL and students interested in improving their academic English skills, the TOEFL Preparation course allows students real practice with academic English in a variety of contexts.</p>	<p>understand the structure, format, and expectations for the TOEFL test develop a command of academic English in the context of TOEFL demonstrate adaptability and complexity in responses to questions about a variety of academic topics read academic articles and listen to academic lectures in order to answer comprehension questions and make inferences about what they have read and listened to synthesize information from a listening and reading about the same topic paraphrase and express their own opinions about readings and listenings</p>	<p>timed speaking tasks centered around giving opinions, summarizing recent information, and synthesizing readings and listenings listening comprehension focused on understanding conversations about typical campus problems and a wide range of academic lectures reading comprehension of academic articles that are less than two pages in length writing opinion essays and synthesis essays vocabulary assessment of common academic words as well as idiomatic expressions found frequently in TOEFL</p>	<p>Excerpts of official practice tests are the primary method of evidencing achievement of SLO.</p> <p>Additional assessments focused on vocabulary, mastery of grammar, and other test taking skills are often included in the assessment.</p>

Course Name	Course Goal	Course Objective	Student Learning Outcome	Suggested Assessment
<p style="text-align: center;">081 Introduction to ESL: Functional English</p>	<p>The primary goal of this course is to help English learners feel comfortable and confident in understanding and using common expressions in American English.</p>	<ul style="list-style-type: none"> ● Learn what they can say in the first class in America, and exchange their information to make new friends ● Talk about their birthdays and family and write a journal of their family and friends ● Learn what kinds of money exist in America and learn how to pay at grocery stores ● Learn useful expressions to order at restaurants ● Talk about their current housing and write an apartment ad ● Learn about their communities with maps and talk about types of transportation ● Learn how to deal with their health problems and how to make an appointment with a doctor to get help ● Learn how to write a resume and how to get an interview ● Talk about typical traffic situations and how to cope with them 	<p>Students will be able to:</p> <ul style="list-style-type: none"> ● exchange personal information to make new friends ● talk about birthdays, families, and friends ● identify and name the types of money and payments used in America ● use useful expression to order at restaurants and pay at other stores ● discuss their local communities and types of transportation with maps and graphics ● explain common health problems and make appointments with a doctor ● write a simple resume and feel comfortable with common interview questions ● discuss basic US civics 	<p>Instructor made assessments focused on speaking tasks centered around SLO topics are the primary method of evidencing achievement of SLOs.</p>

		<ul style="list-style-type: none"> • Talk about the U.S focusing on their rights, freedoms and responsibilities 		
<p>082 Introduction to ESL: Holidays and Events in America</p>	<p>The primary goal of this course is to provide students with a cultural and historical understanding of American holidays and special events.</p>	<ul style="list-style-type: none"> • Become familiarized with the main holidays celebrated in the United States. • Understand the background of each holiday • Appreciate their involvement in American culture and traditions • Identify the unique characteristics of each holiday • Acknowledge how to celebrate these holidays. • Compare these holidays to those in their country. • Recall the history of each holiday. 	<p>Students will be able to:</p> <ul style="list-style-type: none"> • discuss the main holidays celebrated in the United States and recite when they are celebrated • speak and write about the history of each holiday • appreciate their involvement in American culture and traditions • identify the unique characteristics of each holiday • explain how these holidays are commonly celebrated • compare and contrast American holidays and traditions with those in their countries 	<p>Instructor made assessments focused on speaking tasks centered around SLO topics are the primary method of evidencing achievement of SLOs.</p>
<p>091 Current Events in the News Media</p>	<p>The primary goal of this course is to provide students the opportunity to enhance their knowledge of current issues by working directly with authentic news sources and media.</p>	<ul style="list-style-type: none"> • Identify key vocabulary which allows them to understand the main idea of the news article. • Analyze and compare articles in the newspaper and on television. • Understand the key points of articles by summarizing them. 	<p>Students will be able to:</p> <ul style="list-style-type: none"> • analyze and compare articles in the newspaper and on television • paraphrase and report key points of news articles • identify key vocabulary central to the main ideas of news articles 	
	<p>The primary goal of this course is to develop a functional</p>	<ul style="list-style-type: none"> • Improve sentence formation, 	<p>Students will be able to:</p> <ul style="list-style-type: none"> • make connections between grammar learned in textbooks 	<p>Instructor made assessments focused on speaking tasks</p>

<p style="text-align: center;">092 Grammar through Conversation</p>	<p>understanding of English grammar focused on using appropriate structures in speech.</p>	<p>pronunciation, and fluency</p> <ul style="list-style-type: none"> • Become empowered to apply the language to their surroundings outside of the classroom • Enhance understanding and use of idioms and expressions that are commonly used by native speakers • Make connections between what they learn in class and what they actually use in a real life • Recall their prior knowledge about grammar rules • Become aware of proper grammar rules in speaking and in writing • Identify informal English expressions and formal expressions 	<p>and grammar used in daily speaking</p> <ul style="list-style-type: none"> • distinguish common grammar forms used in writing and speaking • apply grammar points studied in class to actual conversations • identify informal and formal English expressions 	<p>centered around SLO topics are the primary method of evidencing achievement of SLOs.</p>
<p style="text-align: center;">093 Pronunciation</p>	<p>The primary goal of this course is to improve pronunciation accuracy and fluency in English.</p> <p>Developing confidence in speaking for extended periods and developing an understanding of the mechanics of sound production allows for a better</p>	<ul style="list-style-type: none"> • Learn English-focused pronunciations for more accurate listening • Improve students' articulation for English speaking • Reduce students' diverse accents • Become more familiar with specific English sounds • Become more confident with 	<p>Students will be able to:</p> <ul style="list-style-type: none"> • recognize and distinguish easily confused sounds in English • monitor their pronunciation and adjust for accuracy • recognize commonly used contractions and reductions in spoken English • identify rhyme and intonation • reproduce speeches with fluency and accuracy 	<p>Instructors made assessments focused on speaking tasks centered around SLO topics are the primary method of evidencing achievement of SLOs.</p>

	understanding of pronunciation.	<p>speaking and listening</p> <ul style="list-style-type: none"> • Differentiate English sounds from their native language sounds • Recognize sounds for contractions and reductions of verbs and apply the learned sounds in speaking • Identify rhyme and intonation of vocabulary 		
094 Idioms in American English	<p>The primary goal of this course is to develop an understanding and appreciation for idioms used in daily American English. Emphasis is placed on commonly used expressions and phrasal verbs found in everyday speech.</p>	<ul style="list-style-type: none"> • Become familiar with daily, practical expressions • Recognize American cultures, humor and body language • Familiarize with native English speaking sounds and patterns • Internalize spoken words and promote predictions about language choice • Get a better grasp of humor and understand sarcasm or jokes • Predict how a character might behave in a particular circumstance • Become more motivated and enjoy a sense of achievement • Identify problems and solutions in episodes 	<p>Students will be able to:</p> <ul style="list-style-type: none"> • recognize American culture, humor, and body language • demonstrate command over informal spoken English by using idiomatic expressions • categorize phrasal verbs and combine them in fluent speech • construct and evaluate dialogues with extensive use of idiomatic expressions and phrasal verbs 	<p>Instructor made assessments focused on speaking tasks centered around SLO topics are the primary method of evidencing achievement of SLOs.</p>

		<ul style="list-style-type: none"> Identify main events and distinguish irrelevant events from relevant ones 		
<p>095 English through American Culture</p>	<p>The primary goal of this course is to develop an understanding of American culture through the study of authentic sources that target specific grammatical forms and cultural mannerisms.</p>	<ul style="list-style-type: none"> Comprehend American manners and customs through the textbook. Recognize cultural differences between American culture and their own one. Identify and acquire cultural expressions and manners in America Practice American manners and language expressions in actual settings 	<p>Students will be able to:</p> <ul style="list-style-type: none"> recognize cultural differences between American culture and their own identify and replicate cultural expressions and manners common in America practice American manners and expressions in authentic situations formulate speech and writings that align with American cultural standards 	<p>Instructor made assessments focused on speaking tasks centered around SLO topics are the primary method of evidencing achievement of SLOs.</p>
<p>097 English through Visual Media</p>	<p>The primary goal of this course is to develop a cultural understanding of American English through the analysis of American sitcoms.</p>	<ul style="list-style-type: none"> Become familiar with daily, practical expressions Recognize American culture, humor, and body language Familiarize with native English speaking sounds and patterns Internalize spoken words and promote predictions about language choice Get a better grasp of humor and understand sarcasm or jokes Predict how a character might behave in a 	<p>Students will be able to:</p> <ul style="list-style-type: none"> familiarize themselves with practical idiomatic expressions and humor recognize American culture, humor, and body language make predictions about common tropes in American comedy programs identify problems and solutions in sitcoms identify main events and distinguish irrelevant events from relevant ones summarize and report on plot, characters, and settings of TV shows 	<p>Instructors made assessments focused on speaking tasks centered around SLO topics are the primary method of evidencing achievement of SLOs.</p>

		particular circumstance <ul style="list-style-type: none"> • Become more motivated and enjoy a sense of achievement • Identify problems and solutions in episodes • Identify main events and distinguish irrelevant events from relevant ones 		
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CLASS HOURS

- Session: Each session is 10 weeks, and Each year has five sessions.
- Class Hours: Each session is 200 hours and 20 hours per week

FACULTY OFFICE HOURS

Instructional faculty will be accessible to students for academic and course advising during stated office hours outside of regularly scheduled class hours. Specific office hours are determined by individual faculty; however, all faculty members shall hold a minimum of one office hour per week for each class section taught. Faculty may supplement traditional office hours with virtual office hours and/or by appointment options given to students with flexible options. All office hour options will be listed in the course syllabi. Columbia College believes that the essence of quality education depends on clear communication between the faculty and students.

ACADEMIC, PERSONAL, AND IMMIGRATION ADVISING

Students may request academic, personal, and immigration advice at any time during their enrollment by making a request with either the ESL Director or the Student Services Department.

Students receive academic advising during the registration process as well as at least once per term. Columbia College academic advisors are credentialed, and course qualified for their program of study. Academic advisors assist students in scheduling and selecting appropriate courses. At any time during the term, students may request an appointment with their academic advisor, department representative, or instructor for assistance. Academic advisors must schedule to meet the student within ten business days of initial request. Students will receive contact information for academic advisors from the ESL Director.

HEALTH INSURANCE

Although the College does not provide health insurance plans for students, it acknowledges the importance of health insurance and encourages students to obtain health insurance to cover medical care. The College encourages all college students to get health insurance coverage to prevent an illness or accident from causing a financial burden.

Receiving adequate and quality health care is important especially in an emergency, and this is also related to the burden of financial hardship that may be imposed in the case of emergency treatments. The cost of insurance varies depending on the student's medical history and type of coverage requested.

In selecting a plan, students should consider the following factors and/or questions:

- Monthly rate – make sure you can afford
- Whether you can upgrade, cancel, or change your policy or if you are under a contractual agreement
- Whether Maternity Benefits are included in the plan
- Low Deductibles - some plans require the person to pay the expenses himself/herself
- Eligibility – what does the insurance company look for – medical records, income verification?

In addition, please refer to the two options below - that provide Health Insurance options for international students

- [Home Page | PGHstudent](#)
- <https://isoa.org/>

Please note that Columbia College does not endorse or assume any responsibility for any insurance policy, liabilities, deductible, insurance claim, payments or other insurance options or websites; and it expressly disclaims any responsibility for problems that may arise within connection therewith. Individuals are strongly advised to thoroughly research and understand the policy, liabilities, coverages, benefits, renewal, or other insurance options before making final arrangements and purchase.

HOUSING INFORMATION

Columbia College does not currently provide housing services to students, but the College makes efforts for all incoming students to ensure that they have access to necessary resources to find housing in the local area.

Students who are new to the DMV area may first consider staying in a local hotel to explore the area. Students may consider the two following places for lodging while they search for a more

permanent solution and can get a discounted price for stay by mentioning Columbia College. However, Columbia College has no affiliation with them.

1. Hawthorn Suites Tysons Corner
8616 Westwood Center Drive Vienna, VA, 22182
Tel) 703-893-0120

2. Quality Inn Tysons Corner
1587 Spring Hill Rd, Vienna, VA 22182
Tel) 703-448-8020

Please be advised that most apartments require students to apply for housing at least 2 months prior to their expected move-in date. To assist students who are uncertain of future plans and need a place for lodging for the time being to find long-term housing, please refer to [this link](#), in which students can find temporary and/or long-term housing in the local area. Also please note that users of this service contract with each other individually and at their own risk. Columbia College shall not be liable for any actions resulting from arrangements made between users of this service. Columbia College does not inspect, endorse or assume any responsibility for any properties, accommodations, or other housing options or websites; and it expressly disclaims any and all responsibility for any problems that may arise within connection therewith. Individuals are strongly advised to thoroughly investigate and inspect any properties, accommodations, or other housing options before making final arrangements.

For further information, please contact admissions@ccdc.edu

LIBRARY ACCESS

The Columbia College Library collection is available to use for research assignments that students are required to complete. With its easy and simple search strategies, the user can find the desired library book by author, by title, by keyword, by subject, and/or by barcode number of the book. When the particular word is typed in the search dialog box, the software displays the list of related words in its prompted list. The library user can select a desirable book using the detailed bibliographic data. Also, a grand online database by LIRN® is available to every student and faculty member. This provides access to more than 1 million article titles. The Directory of the Open Access Journal is also open to the public 24/7. For further assistance, full-time library staff are available to assist your research during business hours (M~F 9AM to 10PM) at the Global Zone on the first floor.

SOCIAL AND RECREATIONAL ACTIVITIES

The ESL program provides opportunities for students to experience social and recreational activities in the local community. Due to our proximity to Washington, DC, Columbia College is fortunate to be able to take advantage of some fantastic resources for cultural immersion that are free or low cost. Approximately once each session, field trips are organized around the DC Metro area. These field trips range from viewing the Cherry Blossom Festival to taking museum tours and the like. Costs are typically minimal (most events are free of charge with the only expense being transportation). Students are informed of the activities and involved costs both in writing and in person by their teachers at least two weeks before the scheduled time. In addition to this, students will be distributed the College's Health and Safety Plan and are required to sign a Form where they ensure they understand any risks and costs of the event and that they acknowledge that they have read and understand the Health and Safety Plan.

NON-DISCRIMINATION POLICY

Columbia College does not discriminate on the basis of race, color, religion, national origin, sex, age, or disability. The College complies with the Civil Rights Act of 1964, related executive orders 11246 and 11375, Title IX of the Education Amendments Act of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, Section 402 of the Vietnam Era Veteran's Readjustment Assistance Act of 1974, and all Civil Rights Laws of the state of Virginia.

GRADING POLICY

The formal grading system utilizes a letter grading policy and conforms to recognized education standards.

Grade	Percent	Standing
A	90-100	Excellent
B	80-89	Very Good
C	70-79	Satisfactory
D	60-69	Poor
F	0-59	Failing
I	Incomplete	Not applicable

Assessment Scale

Course grades, at the determination of the instructor, will be based on class and group participation, daily work, exams, other presentations, projects, papers, and/or portfolio. Instructor will distribute evaluation and his/her grading policies to students at the beginning of each term.

Complaint Policy

Student Complaint Procedures

A. Contact the school official directly:

- 1) If this concerns a grade received, the student must contact the instructor on or before the last day of the following session.
- 2) If this concerns an administrative matter, contact the school business manager.
- 3) If this concerns a matter not covered in the previous two instances, contact student services.

B. Appeal to the school official's supervisor:

- 1) If this must be done within 10 calendar days of the process outlined in above.
- 2) It is the responsibility of the appropriate administrator to hear the student's complaint within 10 calendar days of his/her appeal.
- 3) The administrator must notify the student in writing of the condition of the appeal within 10 calendar days of the hearing.
- 4) If the matter is not resolved to the mutual satisfaction of both parties, it may be elevated to the next level. At this point, it becomes a "grievance," as the complaint resolution process has not engendered a mutually satisfactory end to the complaint.

2. Student Grievance Procedures

A. Obtain a student grievance form from the student services director. Fill it out completely, stating your case in full detail, and return it to the student services director.

B. The student has the right to make his/her case to the college council. All evidence of unfair treatment must be presented as well as whether the student has suffered any damage or injury as a result of such treatment. If satisfaction is not obtained, the student may further elevate his/her case to the president of the college.

C. If it is determined that the student has a valid grievance, the college council will be convened. Seated at the head will be a member of the college's administrative staff. The council will also consist of one faculty member and one student selected at the beginning of the academic year for this task. If this grievance concerns a grade, then the faculty member must be an actual instructor at the college.

D. The college council will notify the student in writing within 10 calendar days of the time and place of the hearing. The hearing will be held within 14 days of the designation of the college council. The college council will reach its decision by a simple majority vote and pass its recommendation to the college within 10 calendar days of the hearing.

E. The student will be notified in writing within 10 calendar days of the college council's recommendation, based on the postmarked date of the envelope in which it was submitted. Either

party can appeal the decision by a written appeal to the president of the college within 10 days of the post marked date of the envelope in which it was submitted, to reach his/her decision.

F. The student may address his/her concerns in writing to the following:

- The State Council of Higher Education for Virginia (SCHEV)
James Monroe Building 10th Floor 101 N. 14th Street Richmond, VA 23219
Tel: (804) 225-2600 Fax: (804) 225-2604
Website: www.schev.edu
- The Council on Occupational Education (COE)
7840 Roswell Road Building 300, Suite 325 Atlanta, GA 30350
Tel: (770) 396-3898 Fax: (770) 396-3790
Website: www.council.org

* Students who initiate a complaint will not be subject to unfair actions by the school. All employees are responsible and accountable for the records in their possession and those records for which they have control. All local and federal laws will be followed by every Columbia College employee during the creation, retention, and disposition of school records. Columbia College management is responsible and accountable for managing and implementing the legal requirements for recordkeeping in the school facilities. All records created or received in the ordinary course of administrative and academic activities are the property of Columbia College and are subject to this guideline.

ACADEMIC GOVERNANCE POLICY

Effective academic governance is a hallmark of a mature educational institution. Therefore, all participants have the duty to strive to make academic governance:

1. A cooperative process that demands a joint effort between the Vice President/ Academic Dean and the Faculty/Staff of Columbia College with appropriate participation by students, alumni, and staff; (4)
2. An open process that is characterized by a courteous, free-flowing exchange of information and opinions between all interested parties;
3. A respectful process that gives increased weight to the opinions of participants who are accountable for the matters under consideration;
4. A comprehensive process that assumes that any issue may be relevant to the academic enterprise;
5. A bilateral process that produces policies that apply to Columbia College as a whole, and policies that apply only to one college or non-collegiate academic unit; and
6. A responsible process that is subordinate to governmental authority, the final institutional authority of the Board and the delegated authority of the President. The level of participation by the faculty in the academic governance process varies. It includes but is not limited to;

- a. Participation in the development of the educational program of the institution;
- b. Participation in the selection of course materials
- c. Participation in the selection of instructional equipment and other educational resources
- d. Systematic evaluation and revision of the Institutional curriculum
- e. Assessment of student learning-outcomes
- f. Assistance with the planning for Institutional effectiveness
- g. Consultation – A body of Faculty/Staff members who discuss with and inform the administrator with authority and responsibility for the decision. Such a committee is not a deliberative body; there is no vote. Rather the members express their views to inform an administrator’s decision.

7. Advice or Recommendation – A deliberative body of Faculty/Staff members who recommend policies or actions to an administrator who is authorized to make decisions. There is a vote. The administrator is not bound by the recommendation and accepts responsibility for the decision.

8. Shared Responsibility – A deliberative body of Faculty/Staff members who make recommendations concerning policies or actions to an administrator who is authorized to make decisions. There is a vote. If the administrative and the deliberative body cannot agree and a decision is needed, the recommendation of the administrator and the deliberative body will be submitted in writing to the next higher administrative level for resolution.

9. Delegated Authority – A deliberative body of Faculty/Staff is authorized to make decisions on specified matters. There is a vote. Such decisions are subject to administrative review, but will be altered only in rare circumstances.

Cancellation and Refund Policy

- 1. The entire amount except the application fee paid by the student will be fully refunded if the student chooses not to enroll before the first day of instruction or withdraws during the add/drop period.
- 2. If a student decides to withdraw or drop out after the add/drop period, refunds will be made according to the following schedule:

Proportion of Total Course Taught by Withdrawal Date	Tuition refund
Through 25%	50% of course cost

After 25% through 50%

25% of course cost

After 50%

No Refund

3. If the school closes, cancels, or discontinues a course or program, the full amount of tuition and fees will be refunded to all enrolled students.
4. Refunds will be determined based on the last attendance date.
5. If a student fails to return to the program by the end of a temporary leave of absence, the refund amount will be determined based on the date of withdrawal or termination,
6. and will be paid within 30 days from the last day of leave of absence.
7. All refunds due will be paid within 30 days of the student's last day of attendance.
8. Purchased books are students' property and they are not refundable unless they are returned before classes begin.

**New international students who paid the deposit for the first session are NOT ELIGIBLE to get a refund after the I-20 is issued.*

**Columbia College complies with the refund policies adopted by the Commission of Council on Occupational Education. Refund calculation is based on a percentage of the number of clock hours remaining in the program from the last day attended, rounded down to the nearest 10%, minus any unpaid student charges or fees and an administrative fee which is less than 5% of the cost of the program (or \$100). The school does not retain any federal funds for any term not attended.*

REFUND POLICY

1. The entire amount except the application fee paid by the student will be fully refunded if the student chooses not to enroll before the first day of instruction or withdraws during the add/drop period.
2. If a student decides to withdraw or drop out after the add/drop period, refunds will be made according to the following schedule:

Proportion of Total Course Taught by Withdrawal Date	Tuition Refund
Up to 25%	50% of course cost
Between 25% and 50%	25% of the course cost
More than 50%	No Refund

3. If the school closes, cancels, or discontinues a course or program, the full amount of tuition and fees will be refunded to all enrolled students.

4. Refunds will be determined based on the last attendance date.
5. If a student fails to return to the program by the end of a temporary leave of absence, the refund amount will be determined based on the date of withdrawal or termination, and will be paid within 30 days of the last day of leave of absence.
6. All refunds due will be paid within 30 days of the student's last day of attendance.
7. Purchased books are the students' property and they are not refundable unless they are returned before classes begin.

****All Students MUST submit a written request for their refunds.**

Additional Notices:

- Columbia College has been certified by the State Council of Higher Education for Virginia (SCHEV) to operate in Virginia at these locations.
 - **The State Council of Higher Education for Virginia (SCHEV)**
James Monroe Building 9th Floor
101 N. 14th Street
Richmond, VA 23219
Tel: (804) 225-2600 Fax: (804) 225-2604
Website: www.schev.edu
- The transferability of credit and credentials earned is at the sole discretion of the receiving school
- Student Complaint and Grievance Policy
 - Columbia College always strives to provide an environment conducive to the growth and development of all students; a place where disagreements can be discussed and resolved in a manner befitting the institution. Therefore, Columbia College has established a specific policy to resolve student complaints and grievances.
 - A student who has a complaint is responsible for following the procedures described in the Catalog. Complaints may concern inappropriate faculty conduct (including inappropriate course materials), incompetence in oral communication, inequities in assignments, scheduling of examinations at unauthorized or unpublished times, or grading grievances.