

## **LIBRARY ACCESS**

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## **ACADEMIC, PERSONAL, AND IMMIGRATION ADVISING**

Students may request academic, personal, and immigration advising 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.

## **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. “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 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 why 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
  - A. Proven theft
  - A. Any serious violation of the school's regulations
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1. 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

#### **1. Unsatisfactory Academic Progress Appeal**

A student may request to appeal an Unsatisfactory Academic Progress evaluation by writing to the academic dean. The request must be submitted to the business office and a meeting will be scheduled within 5 days after the request submission. 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 Unsatisfactory Academic Progress evaluation will be revoked.

## **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.

## **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 course syllabi. Columbia College believes the essence of quality education depends on clear communication between the faculty and students.

## **COURSE PLACEMENT**

After completing the admissions process, students take the CAMLA placement test in order to determine their placement level. The ESL Director will notify the student of their course placement.

Students may request that a course placement be reviewed if the student and their instructor feel that they have been inaccurately placed. Their placement is reviewed taking into account the advice of their instructor and in consultation with the ESL Director and Student Advisement Services. It is important to note that while students have input in this process, the decision ultimately rests with the instructor and ESL Director.

## **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.