



SATISFACTORY ACADEMIC PROGRESS POLICY

Cultural Center for Language Studies

CCLS wants to promote the welfare and well-being of students and recognizes the value of monitoring the progress of students in their studies, and of having a system in place to promote the early detection of students who are at risk of not meeting academic requirements.

In order to maintain good academic standing, students must meet all the requirements below:

- Receive a cumulative minimum weighted grade of 70% during the course of studies
- Meet CCLS' cumulative 80% attendance requirements during the course of studies
- Not repeat the same course more than once

CCLS' grading policy weighs student performance and outcomes for each course as follows:

EEC/WAH/ESI/EBR Courses:

1. Final Oral Exam – 35%
2. Written Exams – 35%
3. Attendance – 10%
4. Assignments – 10%
5. Participation – 10%

CSK Courses:

1. Attendance – 10%
2. Assignments – 10%
3. Participation – 10%
4. Oral Presentations – 40%
5. Oral Exams – 30%

EEC – English for Effective Communication

CSK – Communication Skills

WAH – Way Ahead

ESI – Español Internacional

EBR – Espresso Brasil

The passing grade is **70%**. Students enrolled in the Intensive English Program (EEC + CSK courses) will receive one final grade average. The EEC courses represent 70% of the final grade, while CSK courses represent 30%.

CCLS students' maximum total length of language training cannot exceed thirty-six (36) months.

Monitoring Satisfactory Academic Progress

1. CCLS supports students not meeting academic requirements by:
 - Advising students of academic requirements at enrollment
 - Identifying students not meeting academic requirements
 - Alerting students that they are not meeting academic requirements

- Providing assistance to address issues affecting student academic progress
2. CCLS will use the following criteria to identify students not meeting academic requirements:
 - Receiving a final grade average below 70%
 - Failure twice to pass the same course
 - Unsatisfactory attendance record (below 80%)
 - Inability to complete a course
 3. At midterm, administrative and teaching staff will identify students who are in danger of not meeting academic requirements and refer them to the Director/Academic Coordinator.
 4. The Director/Academic Coordinator will communicate with the identified students after the midterm and, if necessary, meet with them and/or faculty to discuss the academic concerns.
 5. At the end of each term, staff inputs the course grades and weighted grade for each student in the Database program, while identifying students not meeting academic requirements.

Student SAP Status and Benchmarks

Students must meet the minimum established SAP standard in order to remain in good standing toward the completion of their program of studies.

1. Good standing: Students who achieve a cumulative final grade average of 70% and above
2. Warning: Students are placed in warning status if their final grade average is between 65% - 69%. Students who are in the warning status can advance to the next course and, if necessary, may meet with the Director or Academic Coordinator at midterm to identify any weakness that might inhibit them from meeting the SAP policy. If the student successfully meets the established SAP policy, s/he will be in good standing for the following term.
3. Probation: Students are placed on probation if their final grade average is below 60%. Students on probation may advance to the next course on academic probation under the following conditions:
 - A weekly learning plan will be devised to help the student identify weaknesses and improve his academic performance and be able to obtain the minimum 70%

weighted grade by the end of the following term. If the student successfully meets the established SAP policy, s/he will be in good standing for the following term.

- If the student on probation does not meet the Satisfactory Academic Policy at the end of the probationary term, he will be required to repeat the courses he failed or be asked to transfer.

Retests

In the event that a student fails to pass the course, he or she is allowed to request one retest of the oral and/or written exam. In that case, a different form of the midterm or final exam will be administered.

Appeals

The SAP policy sets forth procedures through which a student may appeal a determination that he or she is not meeting the SAP standards. Our procedures:

- i. require written appeals;
- ii. require substantiating documentation including a definitive statement from a student as to why s/he failed to meet SAP standards and what has changed in the student's situation that will allow him/her to meet SAP standards at the end of the next SAP evaluation;
- iii. the student has one week (five business days) to make the appeal;
- iv. the President is responsible for deciding the appeal;
- v. the institution will decide the appeal and notify the student in writing within a week;
- vi. require an academic plan for the student before an appeal may be granted by the institution.