

Intensive English Program ~ Policies

Attendance Policy

As with any educational programs, attendance and participation is not only expected, but is necessary to reap the benefits of the program. Regular and punctual class attendance is expected of all students. The IEP has a **strict** attendance policy, but we do understand that there are circumstances that will prevent students from attending class.

Therefore, students are permitted **3 absences per term, per class**. A student is considered tardy if he/she is more than 15 minutes late to a class and early departure is considered if a student leaves a class more than 15 minutes prior to the end of the class. In each case, the following policy is applied:

- **3 tardies = 1 absence**
- **3 early departures = 1 absence**

Additionally, students who arrive more than 30 minutes late or leave class 30 minutes early will be considered absent for that class, and this will count toward the 3 absences per term, per class rule.

If a student is absent due to extenuating circumstances, IEP administration will discuss the situation with the student and may request documentation of the situation in order to determine appropriate steps. Otherwise, if a student exhibits poor attendance and there is not an extenuating circumstance, the following policy will be applied:

- **4 absences (per class)** = the instructor will discuss the absences with the student, document the conversation in the gradebook and send an email to the student and the IEP Coordinator alerting them that they have reached 4 absences and that they have been placed on ***“WATCH”***
- **5 absences (per class)** = a ***“WARNING”*** will be issued and the student will need to meet with the instructor, the IEP Coordinator and the International Services Coordinator; the student will sign a letter indicating an understanding that the next absence will result in removal from the program which could affect the student's F1 Visa status
- **6 absences (per class)** = the student will be removed from the program, and International Services will be notified, which could affect the student's F1 Visa status

If a student is removed due to absences, they will be given an opportunity to reenroll in a subsequent term. However, if the student continues with the excessive absences, they will be removed and will not be permitted to enroll in future terms.

F-1 Visa Students

The IEP is required by law to report to Immigration Services any F-1 Visa student who is no longer attending the program or enrolls for less than a full course load (20 clock hours) without permission.

Make up Policy

If a student misses class, arrangements should be made with the Instructor for make-up assignments. A student is responsible for getting class notes from a classmate. Make-up assignments are due by the end of the class following the missed class.

Evaluation/Placement Determination

Upon application to the IEP Program, students are assessed to determine the appropriate level placement. In the event that the placement is not appropriate, the student may request to be changed through the last day of the first week.

Throughout the term, assignments and tests are given and graded according to the following scale:

A = 90 to 100

B = 80 to 89

C = 70 to 79

D = 60 to 69

F = 60 and below

There will also be an **End of Term** assessment that will take place during the last week of the term. The **End of Term** assessment includes an oral exam, a writing sample and a grammar exam.

In order to advance to the next level, the student must earn at least an 80% on the final grade in the class and at least an 80% on each of the three **End of Term** assessments. If this is not achieved, the student will need to repeat the level. A student can only repeat a level one time, and subsequent enrollment will be at the highest level passed or assessed. For example, if a student fails Level 4 once, they can repeat it one time. If they fail Level 4 a second time, they will be permitted to enroll, but will be placed in Level 3, etc.

Please note: If a student's final grade is less than 80% but passes the **End of Term** assessment with an 80% or higher, the placement will be determined by the IEP team, which includes the instructors, the IEP Coordinator and the International Services staff.

Scholastic Dishonesty

A student attending CTC assumes responsibility for conduct compatible with the mission of the college as an educational institution. Students have the responsibility to submit coursework that is the result of their own thought, research, or self-expression. Students must follow all instructions given by faculty or designated college representatives when taking examinations, placement assessments, tests, quizzes, and evaluations. Actions constituting scholastic dishonesty include, but are not limited to, plagiarism, cheating, fabrication, collusion, and falsifying documents. Penalties for scholastic dishonesty will depend upon the nature of the violation and may range from lowering grade on one assignment to an "F" in the course and/or expulsion from the college. Plagiarism and cheating have no place in a community of scholars.

Group Etiquette

During all instruction, whether it is individual or within a group setting, students must be respectful and courteous to instructors, fellow students, and staff. In order to ensure respect for privacy and confidentiality, while also providing an optimum learning environment:

- Texting, talking, or making phone calls during instruction time are not allowed.
- Cell phones are to be placed on silent or vibrate during class time.
- Food or drinks are not allowed in any of the computer labs.
- Disrespectful behavior or actions toward instructors, fellow students, and staff is not tolerated, and may result in removal from the Chattahoochee Technical College Intensive English Program.
- NO children are allowed at any time, under any circumstances, during class time.

Inclement Weather

Please be advised that the Intensive English Program follows the Chattahoochee Technical College's school calendar, however, there are times that we have to close for inclement weather. If the program is closed due to inclement weather, please note that the Cultural Activity will be cancelled and a make-up session will be held in its place. Please be advised that in the event of inclement weather, Chattahoochee Technical College will announce any and all closings or delayed openings via the home page, www.ChattahoocheeTech.edu. You can also check various news outlets as well. Individual instructors may also email or text their students, but this is at their discretion only. It is your responsibility to check the above outlets for the latest information. If the campus is closed or delayed, then you are expected to adhere to the same information.

Intensive English Program ~ IEP Term: _____

STUDENT ACKNOWLEDGEMENT STATEMENT

Please Print

Student Name: _____

Phone #: _____

Email Address: _____

I have received a copy of the IEP Policies, and by signing this form, I acknowledge that I have read, understand and agree to abide by the policies and procedures as described.

Student Signature

Date

STAFF ACKNOWLEDGEMENT STATEMENT

I have reviewed the IEP Policies with the above student. The student was given the opportunity to ask questions, and all questions or concerns were addressed to ensure that the student understood the policies and procedures as they were described.

(Printed Name) IEP Staff

Title

(Signature) IEP Staff

Date