



**AMERICAN  
LEARNING  
INSTITUTE**

**STUDENT HANDBOOK  
2018**

ALI

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## TABLE OF CONTENTS

WELCOME .....	4
About ALI.....	5
MISSION STATEMENT.....	5
GOALS .....	5
VALUES .....	5
NON-DISCRIMINATION ADMISSION POLICY: .....	6
NON-DISCRIMINATION EMPLOYMENT POLICY:.....	6
SOFTWARE LICENSING AND COPYRIGHT COMPLIANCE.....	6
FACULTY AND STAFF .....	7
BASIC IMMIGRATION REGULATION FOR F-1 STUDENTS .....	8
GENERAL GUIDELINES FOR MAINTAINING F-1 STUDENT STATUS.....	8
BRING DEPENDENTS TO THE U.S. ....	9
GRACE PERIOD .....	9
60 days.....	9
15 days.....	9
0 Days.....	9
REINSTATEMENT.....	9
REGISTRATION, TUITION AND OTHER FEES.....	10
REGISTRATION:.....	10
LATE REGISTRATION.....	10
DEADLINE:.....	10
TUITION: .....	10
Tuition and Fees.....	10
PAYMENT POLICY .....	11
PAYMENT.....	11
PAYMENT DUE DATE .....	11
REFUND POLICY.....	13
COURSE INFORMATION.....	15
COMPLETION REQUIREMENTS.....	15
CLASSROOM POLICY.....	16
ACADEMIC FREEDOM.....	16
ACADEMIC INTEGRITY .....	16
STUDENT MISCONDUCT .....	16
PROHIBITION OF SEXUAL HARASSMENT .....	17
SCHOOL SAFETY AND SECURITY .....	17
DRUG-FREE POLICY.....	17
SCHOOL CLOSING .....	18

TRANSCRIPTS .....	18
ACADEMIC POLICY .....	19
COURSE OBJECTIVES .....	19
OVERVIEW .....	22
GRADE WEIGHT .....	22
PROBATION AND DISMISSAL .....	24
Probation.....	24
Dismissal.....	24
Consequence of Dismissal .....	24
Appeal Process.....	24
ATTENDANCE POLICY .....	25
LEAVE OF ABSENCE .....	27
MEDICAL LEAVE OF ABSENCE .....	27
DEPARTING U.S. ON LOA FOR MORE THAN FIVE (5) MONTHS .....	27
HOW TO APPLY FOR LOA .....	27
AUTHORIZED EARLY WITHDRAWAL .....	28
PURPOSE OF FORM .....	28
PROCESS .....	28
TERMINATION POLICY .....	29
TERMINATION FROM SCHOOL DUE TO POLICY BREACH.....	29
TERMINATION FROM SCHOOL DUE TO ATTENDANCE .....	29
COMPLAINT PROCEDURE .....	30
EMERGENCY RESPONSE POLICY .....	31
EVACUATE: WHEN BUILDING ALARMS SOUND.....	31
SEEK SHELTER: WHEN TORNADO WARNING SOUNDS .....	31
LOCKDOWN: WHEN GIVEN THE ORDER TO LOCKDOWN .....	31
EMERGENCY CONTACT NUMBERS .....	31
ACADEMIC CALENDAR.. .....	32

## WELCOME

Welcome to American Learning Institute (ALI). ALI opened its doors in 2010 with a simple goal of contributing to our student's continuing aspiration and success.

At ALI, we teach our students English skills for their personal and/or academic success, but we don't stop there. We also introduce students to an American way of life that includes history and culture. A successful graduate not only speaks English effectively, but also pursues the American dream.

We expect our instructors to give the best instruction available. At the same time, we strongly encourage our students to participate in their program. Our courses are conducted professionally by experienced teachers. Our methods and materials are continuously updated and optimized for the maximum success of our students.

At ALI, students will find a well-organized and structured academic curriculum, as well as a variety of support services. These services have been carefully developed for the particular needs of international students to make their stay in the United States more rewarding.

With best wishes, we look forward to meeting you in the near future!

Sincerely,

**Shawn S. Leigh, ESQ**

Executive Director

Direct email: sleigh@alidallas.edu

**Kasandra Miller, M.A.**

Student Affairs Director/PDSO

Direct email: kmiller@alidallas.edu

**Luciana Byrnes**

(Acting) Academic Director

Direct email: lbyrnes@alidallas.edu

## ABOUT ALI

The American Learning Institute (“ALI”), located in Dallas, Texas, was founded in February 2009 to serve as a complete learning institution for those seeking a better understanding of the English language. We offer Intensive English Programs from beginning to advanced levels of proficiency. We want to enhance the understanding of the English language to help our students achieve personal and/or academic success. We want our students to have a thorough understanding of the English language – not only do we want them to be able to speak it, we want our students to have confidence and the ability to speak, listen, read, and write fluently. The American Learning Institute offers classes that are geared for academic and non-academic needs.

### MISSION STATEMENT

American Learning Institute’s mission is to contribute to students’ aspirations and their success by providing practical English language communication skills training.

### GOALS

- To provide an intensive English program that is educationally sound, up-to-date, of high quality and demonstratively effective so that our students understand the English language and American culture; and
- To provide effective student services that recognize individual differences and to ensure successful transitions to another higher learning institution and/or new career.

### VALUES

In congruence with our mission and goal, we strive to achieve our objectives with values that include:

- The pursuit of knowledge, civility, and tolerance in an environment that encourages free and open inquiry, academic achievement, scholarship, and creativity;
- A strong academic framework that emphasizes critical thinking and promotes lifelong learning;
- An environment that promotes integrity, respect for diversity, responsible citizenship, accountability, sustainability, and continuous pursuit of betterment; and
- The professional commitment, innovations, and accomplishments of faculty and staff.

## **NON-DISCRIMINATION ADMISSION POLICY:**

ALI admits students without discrimination regardless of disability, veteran status, age, gender, race, and color, national or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at ALI.

## **NON-DISCRIMINATION EMPLOYMENT POLICY:**

It is the policy of the school that it will operate and conduct business without discrimination or segregation because of age, sex, race, color, religion, national origin, or handicap, except where there is a bona fide occupational qualification for the job tasks to be performed.

## **SOFTWARE LICENSING AND COPYRIGHT COMPLIANCE**

ALI respects the individual initiative and innovation exercised in the creation of intellectual property, in whatever form it takes. ALI expects all students, faculty, and staff members to comply with applicable federal, state, and local laws governing copyrighted material. This policy ensures that ALI and all its employees, students and guests follow the letter and spirit of both state and federal law regarding software licensing and copyright.

It is prohibited to copy, reproduce, or transmit copyrighted material and/or software on ALI computing equipment and/or electronic equipment, except as allowed by this policy or permitted by the software license or copyright laws. It is also prohibited to install, or cause to be installed, on any ALI computing equipment, software for which legitimate verification of ownership cannot be documented. Furthermore, any unlawfully obtained software is prohibited from being installed on any ALI computing equipment.

## **FACULTY AND STAFF**

Members of the faculty have professional experience combined with the appropriate academic credentials. The faculty brings a high level of professionalism to the classroom. Through the guidance of the faculty, theoretical, practical and creative applications are addressed in the curricula and reinforced by interactions with scholars and professionals in the fields associated with the programs that are offered by ALI.

Faculty members are dedicated to academic achievement, scholarly research, individual attention, and to the preparation of their students in mastering English.

### **FACULTY AND STAFF LISTING:**

Name	Title	Email
Shawn Leigh	Executive Director	sleigh@alidallas.edu
Kasandra Miller	Student Affairs Director/PDSO	kmiller@alidallas.edu
Yoonji 'Amy' Shin	Administrative Assistant/DSO	yshin@alidallas.edu
Luciana Byrnes	(Acting) Academic Director	lbyrnes@alidallas.edu
Naomi Carlton	Evening Supervisor/DSO	ncarlton@alidallas.edu
Nicholas Kim	Student Advisor	nkim@alidallas.edu

## BASIC IMMIGRATION REGULATIONS FOR F-1 STUDENTS

It is essential to remember that you must take full responsibility for maintaining your status with the Department of Homeland Security (DHS). That is, you are responsible for finding out, knowing, and following pertinent regulations.

If you take time early on to familiarize yourself with your obligations to the Department of Homeland Security, you should find it easy to maintain your legal status. If, however, you allow yourself to fall "out of status," it may be extraordinarily difficult to be reinstated to legal F-1 status.

### GENERAL GUIDELINES FOR MAINTAINING F-1 STUDENT STATUS

If you follow the guidelines listed below, you should be able to maintain F-1 student status.

1. Keep an unexpired passport valid for at least 6 months into the future.
2. Notify ALI of your address upon arrival and notify both ALI and USCIS any time you change addresses.
3. Maintain full-time enrollment and normal, full-time progress toward your degree or certificate. Department of Homeland Security (DHS) regulations require that you register during ALI's published registration period. Failure to do this will result in violation of your F-1 status. You are expected to maintain full-time registration and make normal progress toward your degree. Note that the definition of "full-time" applicable to ALI is at least 18 hours per week during the school calendar.
4. Obtain PRIOR authorization from ALI (if eligible) BEFORE dropping below a full course of study, withdrawing from classes, or taking a leave of absence. There are very limited exceptions to the full-time requirement, so you must consult ALI in advance of any drop below full-time, or you will be in violation of your status.
5. If you leave the US without completing your program of study, complete your program early or change to another non-immigrant status, notify ALI so that your record in the DHS database accurately reflects your current situation.
6. Do not accept any employment, either on- or off-campus, without written authorization from the Department of Homeland Security (DHS). Working without proper authorization is considered by the DHS as the most serious violation of its regulations. If you refer to your I-94 card, you will see the statement: "Warning: a nonimmigrant who accepts unauthorized employment is subject to deportation." Students in F-1 status are allowed to work on-campus for a maximum of 20 hours per week during the academic year (unlimited during vacation periods) but MUST complete an I-9 form at ALI.
7. Obtain extensions, as needed, of your permission to stay in the U.S. before your I-20 expires. If you have valid academic or health reasons for requiring more time to complete your program than that which is authorized on the I-20, you must request a program extension through ALI. Come to ALI as soon as you know that you will need an extension and at least 30 days before the completion date noted on your I-20 in order to have enough time to obtain any necessary documents.
8. Once you have completed your studies and any practical training that is authorized, you must leave the U.S. or change to another immigration status within the appropriate time allowed. This means that you are allowed to stay for the period of time to complete a program of study plus academic or practical training and a grace period. Those in F-1 status have a 60-day grace period in which to depart the US or change to another status.



9. Carry a copy of your passport, I-20, and I-94 card with you at all times. When traveling outside the DFW area, you should bring the original I-94 card, I-20, and passport with you.

## **BRINGING DEPENDENTS TO THE U.S.**

You may be able to bring your spouse and children (under age 21) to the U.S.A. while you are studying. Their primary purpose for being in the U.S. is to accompany you. Their F-2 status is completely dependent on your valid F-1 status. In addition, you must present evidence of financial support for your dependents before ALI can issue you an appropriate document, which is needed for your dependents to apply for the F-2 visa. Dependents on F-2 visas may study (children may study only in elementary or secondary school, but adults can only study in non-post-secondary or avocational programs). Anyone on an F-2 visa is also prohibited from working.

## **GRACE PERIOD**

### **60 DAYS.**

If you have completed a program (i.e. an Associate's, Bachelor's, or Master's degree or Certificate of Completion of a full ESL program), then you have 60 days from last day of your class or graduation, whichever is earlier, to (1) return to your home country, (2) change to another program, or (3) change your status.

### **15 DAYS.**

If you have requested a withdrawal from a program and the PDSO/DSO has granted such withdrawal, you have 15 days from the grant of withdrawal to prepare and depart the U.S.

### **0 DAYS.**

If you have been terminated, you have no grace period for your departure.

## **REINSTATEMENT**

A student who has failed to maintain status must be reinstated to lawful F-1 status at the discretion of USCIS, but only under the limited conditions specified in 8 CFR 214.2(f)(16). If an F-1 student violates his/her status, all F-2 dependents of that individual automatically lose their statuses as well. Consequently, F-2 dependents must be included in a Reinstatement application.

## REGISTRATION, TUITION, AND OTHER FEES

### REGISTRATION:

All students are required to register two weeks prior to the first day of the trimester.

### LATE REGISTRATION

Students registering for classes after the registration deadline (within one week of the first day of the trimester) will be charged a **Late Registration Fee of \$100**. This fee only applies during the late registration period and is non-refundable. Please see academic calendar.

### DEADLINE:

ALI allows student registration until the week prior to the first day of the trimester. Thereafter, students who wish to register after the enrollment deadline should wait for the next available trimester.

### TUITION:

Upon commencement of a trimester, all students who are registered for that trimester shall be responsible and liable for the full tuition for the applicable trimester. All students must pay their tuition (either the whole tuition in full, or the first tuition payment, whichever was part of the student's payment agreement) no later than the registration deadline on the Academic Calendar. Students who fail to pay by this deadline will be dropped from their class and must request a new spot in an open class of the same level. Students will not be permitted to start attending class until payment has been made.

### TUITION AND FEES FOR 2018 TRIMESTERS (subject to change without further notice)

	2018 1st Trimester	2018 2nd Trimester	2018 3rd Trimester
Tuition	USD 2000.00	USD 2000.00	USD 2000.00
Application Fee ( <i>Non-refundable</i> )	USD 150	USD 150	USD 150
Installment Fee ( <i>Non-refundable</i> )	USD \$200.00 (\$900/700/600)	USD \$200.00 (\$900/700/600)	USD \$200.00 (\$900/700/600)

Tuition paid in installments will be charged \$200 non-refundable installment fee paid in the first installment. The payments shall be 900, 700, and 600 USD.

# PAYMENT POLICY

## PAYMENT

At the time of registration, students are strictly responsible for paying the full trimester's tuition. ALI provides an installment plan for students, if and only if the student agrees to and accepts full tuition liability for the applicable trimester.

If a student requests or makes a partial tuition payment, such will be considered as the student's acknowledgment/ acceptance of foregoing liability, and request for installment payment. ALI's acceptance of such payment is acceptance of student's request for partial payment and relied that student will make full payment.

Students can pay their tuition by cash or by check.

- ✓ Cash: Students should pay their tuition directly to the school.

Office Hours: Monday – Friday 9:00AM – 5:00PM

- ✓ Check: Make checks out to ALI or AMERICAN LEARNING INSTITUTE

Mail checks to:

American Learning Institute  
2639 Walnut Hill Lane, Suite 230  
Dallas, TX 75229

**Students will incur an additional \$35 administrative fee for any returned checks.**

## PAYMENT DUE DATE

If student has agreed to pay full trimester's tuition in installments, such monthly installment payments must be submitted by the end of the day Friday, two weeks prior to the first day of school. See below for the exact due dates for the 2017 academic year:

First day of School: January 8, 2018 → Payment is due by Friday, December 29, 2017

First day of school: May 7, 2018 → Payment is due by Friday, April 27, 2018

First day of school: September 4, 2018 → Payment is due by Friday, August 24, 2018

If a student is making tuition payments on a payment plan, then the 2<sup>nd</sup> and 3<sup>rd</sup> payment installments are due on the last Friday of the month for the first two months of the trimester, as per the chart below:

<b>Trimester beginning:</b>	<b>1<sup>st</sup> Payment Due</b>	<b>2<sup>nd</sup> Payment Due</b>	<b>3<sup>rd</sup> Payment Due</b>
Jan. 8, 2018	Dec. 29, 2017	Jan. 26, 2018	Feb. 23 2018
May 7, 2018	Apr. 27, 2018	May 25, 2018	June 29, 2018
Sept. 4, 2018	Aug. 24, 2018	Sept. 28, 2018	Oct. 26, 2018

Students who make payments received after the due date will incur an additional fee:

During the 1st week late: additional \$25 will be assessed to the tuition.

During the 2nd week late: additional \$25 will be assessed to the previous week's amount.

From the 3rd week late: additional \$50 will be assessed to the previous week's amount.

Fee Table:

1 <sup>ST</sup> Installment		2nd Installment		3rd Installment	
1 <sup>st</sup> week late	\$25	1 <sup>st</sup> week late	\$25	1 <sup>st</sup> week late	\$25
2 <sup>nd</sup> week late	\$50	2 <sup>nd</sup> week late	\$50	2 <sup>nd</sup> week late	\$50
3 <sup>rd</sup> week late	\$100	3 <sup>rd</sup> week late	\$100	3 <sup>rd</sup> week late	\$100
4 <sup>th</sup> week late	\$150	4 <sup>th</sup> week late	\$150	4 <sup>th</sup> week late	\$150
5 <sup>th</sup> week late	\$200	5 <sup>th</sup> week late	\$200	5 <sup>th</sup> week late	\$200
6 <sup>th</sup> week late	\$250	6 <sup>th</sup> week late	\$250	6 <sup>th</sup> week late	\$250

A student may not register for courses in a new semester if he or she has any unpaid bills or charges from previous semesters, or has not made acceptable financial arrangements with the school to ensure full payment during the trimester. Students are not permitted to receive transcripts or otherwise have information forwarded or to graduate until their financial accounts are cleared. Any student accounts forwarded to collections for non-payment are subject to additional fees and collection efforts, as allowed by the law.

Students who fail to make the necessary payments by the due dates specified will not be permitted to attend classes.

## REFUND POLICY

A refund will be given based on last day of attendance.

### CANCELLATION

#### 1. REJECTION OF APPLICANT:

If an applicant is rejected for enrollment, or if a prospective student has his/her visa application rejected, a full refund of all monies paid, less non-refundable charges, will be made.

#### 2. PROGRAM CANCELLATION:

If ALI cancels a program subsequent to a student's enrollment, ALI will refund all monies paid by the student.

#### 3. CANCELLATION PRIOR TO THE START OF CLASS OR NO SHOW:

Except under the circumstance identified in **Section (4)** below, if an applicant accepted by the institution cancels prior to the start of scheduled classes or never attends class (no show), the institution will refund all tuition paid to ALI, less non-refundable charges.

#### 4. CANCELLATION PRIOR TO THE START OF CLASS OR NO SHOW:

If an applicant accepted by ALI enters the United States on an I-20 obtained through the institution and **subsequently** cancels prior to the start of scheduled classes or never attends class (no show), the institution may retain all the tuition charges for up to **six weeks** of the first term, and a maximum total of **\$500** identified non-refundable charges.

### WITHDRAWAL OR TERMINATION AFTER START OF CLASS:

#### 1. PRORATED REFUNDS WILL BE CALCULATED ON A WEEKLY BASIS

When determining the number of weeks, the institution will consider a partial week the same as if a whole week were completed, provided the student was present at least one day during the scheduled week.

#### 2. FIRST TERM/SESSION – AFTER THE CLASS START DATE

For students whose last day of attendance occurs at any point in the first four weeks of the term/session, ALI will retain the charges applicable to the first **four weeks**. For students whose last day of attendance occurs after the first four weeks but before or at the midpoint of the term/session, ALI will retain a **prorated** amount of tuition. For students whose last day of attendance occurs after the midpoint, ALI will retain **all of the charges** for that term.

#### 3. SUBSEQUENT TERMS/SESSIONS – AFTER THE START DATE

For students who have completed the first term/session at ALI but whose last day of attendance occurs before or at the midpoint of any subsequent term/session, ALI will retain a **prorated** amount of tuition up to the midpoint. For students whose last day of attendance occurs after the midpoint of any subsequent session, ALI will retain **all of the tuition** for that term/session.

## **REFUND DUE DATES**

If an applicant never attends class (no-show) or cancels prior to the class start date, all refunds due will be made within **forty-five (45) calendar days** of the first scheduled day of class or the date of cancellation, whichever is earlier.

For an enrolled student, the refund due will be calculated using the last date of attendance (LDA) and be paid within **forty-five (45) calendar days** from the documented date of determination. The date of determination is the date the student gives written notice of withdrawal to the institution or the date the institution terminates the student due to the student's failure to adhere to the institution's attendance, conduct, or student progress policy.

Students who withdraw with financial responsibility and subsequently fail to pay tuition, fees, and/or charges will be reported to the National Credit Bureaus and subject to additional fees and collection efforts, as allowed by the law.

**DISCLAIMER:** The American Learning Institute is not responsible for any lost or damaged personal items of the students. However, if unauthorized use of the American Learning Institute's materials results in damage, the students will be liable and required to reimburse the school for the damages.

## COURSE INFORMATION

### ESL COURSE OBJECTIVES:

The American Learning Institute offers classes to international students who desire to have a better understanding of the English language. Our classes give students speaking, listening, writing, and reading abilities that will open opportunities for their future academic and professional success.

### COMPLETION REQUIREMENTS

To complete a level and be able to sign up for a higher-level class, a student must have satisfied both attendance and grade requirements. This is considered level completion. A student who does not meet grade requirement will be asked to repeat the same class level. If the student does meet the grade requirement but fails attendance requirement, such student may continue his/her study while on attendance probation. See [Attendance Policy](#).

**Level Completion Certificate:** A student will be granted a Level Completion Certificate upon passing the level and passing the Progress MTELP exam at the end of each term. Both requirements must be met to receive a certificate.

A student does not need to pass the MTELP to move to a higher level but does need to pass the class with a 70% in both classes.

### **Program Completion Certificate:**

A student who satisfactorily passes level 5 shall complete the program. This is considered Program Completion.

Students wishing to complete the program at ALI must satisfy the following completion requirements:

**Attendance:** 80% rate

**Academic GPA:** 70% average

**Completion of ALI's ESL Program:** Passing Level 5 with a 70% average

A certificate of completion will be issued once the above requirements have been satisfied.

\*Students must request the certificate to be issued. Please give 48 hours after requesting documents. The office must verify records and cannot issue immediately.

\*Certificates are only issued to currently enrolled students.

\*A fee will be applied to students requesting reprints of certificates.

# CLASSROOM POLICY

## ACADEMIC FREEDOM

Academic freedom includes the protection of opportunities for instructors to educate and for students to learn without coercion, censorship, or other forms of restrictive interference.

Academic freedom encourages the flow of ideas with the recognition that freedom to teach and freedom to learn imply both rights and responsibilities within the framework of the law and the ALI's policies and curricular objectives.

## ACADEMIC INTEGRITY

All academic assignments, including papers, homework, tests, and in-class assignments are to be the work of individual students unless otherwise specified by the instructor. The following are examples of unethical or unprofessional behavior:

- Plagiarism: Using another person's words, ideas or results without giving proper credit to that person;
- Using notes, textbooks, or other materials when not allowed during an examination;
- Giving test questions or answers to another student or obtaining them from another student and;
- Completing an assignment for another student in whole or in part.

Any student who acts in an unethical or unprofessional manner on a test or an assignment will receive a grade of "F" for that test or assignment. A second incident of unethical or unprofessional behavior may result in administrative dismissal from the institution.

## STUDENT MISCONDUCT

ALI expects students to conduct themselves in a professional manner at all times. The forms of misconduct listed below are considered to be in conflict with the educational objectives of ALI:

- All types of dishonesty, including knowingly furnishing false information to ALI, forgery, alteration or the use of institutional documents or identification with the intent to defraud.
- Intentional disruption or obstruction of teaching, research, administration, disciplinary proceedings, public meetings and programs, or other ALI's activities.
- Being drunk or under influence of illegal drugs within ALI and/or any of the classrooms.
- Physical or verbal abuse of any person on ALI's premises or at functions sponsored or supervised by ALI.
- Sexual harassment.
- Theft or damage to the property of a member of ALI community on ALI premises.
- Failure to comply with directions or institutional officials acting in the performance of their duties.
- Violation of premises in a way that affects the ALI's community pursuit of its educational objectives. This includes, but is not limited to, the use of alcoholic beverages and/or controlled substances or dangerous weapons on ALI premises.
- Any behavior that would not be considered reasonable.



- Pursuant to Texas Penal Code Section 46.03, all firearms are prohibited on the property of ALI.
- Students will be charged for the repair or replacement of any equipment lost or damaged through negligence or willful mischief. This includes damage to buildings and immediate surroundings.

Students who engage in such misconduct are subject to a verbal warning with a memo placed in their file. The student may be placed on disciplinary probation for the second offense, which will result in the student being monitored for the remainder of their academic career at ALI. The school director reserves the right to terminate the student immediately if the offense is severe.

## **PROHIBITION OF SEXUAL HARASSMENT**

Sexual harassment is a serious offense. As a consequence, any faculty or staff member who engages in such conduct or encourages such behavior by others shall be subject to disciplinary action that may include dismissal from the institution. A student who engages or assists in such conduct shall be subject to disciplinary measures, including reprimands, suspensions, or dismissal, when justified, to remedy violations of this policy. Students accused of sexual harassment will have the right to a fair due process hearing. Should a student feel that he/she has been sexually harassed, the student should immediately inform the school director.

## **SCHOOL SAFETY AND SECURITY**

ALI provides daily safety and security of its premises. The accident and fire evacuation plans and policies of ALI will be followed and evaluated annually. However, students should also:

- Be aware of their surroundings;
- Report suspicious activity and people to ALI officials;
- If an evacuation alarm (fire alarm) sounds off and the condition in the building appears to warrant it, leave the building and proceed to a safe location; and,
- If there is a sense of fear for your safety or the safety of others, immediately report the situation to a school official or building management.

## **DRUG-FREE POLICY**

It is the policy of ALI that the unlawful manufacture, distribution, possession, use of, abuse of alcohol and illicit drugs on the property of ALI and at any ALI functions at off-premises locations is strictly prohibited. All employees and students are subject to applicable federal, state, and local laws related to this matter. Additionally, any violation of this policy will result in disciplinary actions as set forth by ALI. Under ALI's policy, students, faculty, and staff are required to abide by state laws concerning alcoholic beverages. Basically, Texas laws state that if an individual is under the age of 21, it is unlawful to:

- Possess or consume alcoholic beverages;
- Misrepresent one's age for the purpose of purchasing alcoholic beverages, or use a fake ID in an attempt to purchase alcoholic beverages.

## **SCHOOL CLOSING**

In the event of inclement or hazardous weather, ALI follows the guidance of Dallas Independent School District. If the Dallas Independent School District closes all of its schools, ALI will also close. Students may contact ALI for school closings.

## **TRANSCRIPTS**

An official transcript can be provided to each student. The transcript provides a complete record of all course grades earned at ALI, as well as the student's cumulative attendance percentage.

ALI will supply official transcripts to whomever the student or graduate designates upon signing a release of information form.

There may be a minimal charge for this service.

ALI reserves the right to withhold a transcript if the student's financial record is incomplete. If the student has not completed a class (i.e. is missing an exam, class, homework, quiz grades, etc.), ALI may issue a transcript with such notation and without grade.

## ACADEMIC POLICY

ALI's Intensive English Program has total of 5 levels: Level 1 (Beginner), Level 2 (High Beginner), Level 3 (Intermediate), Level 4 (High Intermediate), and Level 5(Advanced). Each level consists of 234 classroom hours of instruction (18 hours a week for 13 weeks). Classes are offered from Monday through Thursday and we have morning, afternoon, and evening sessions. Each level is broken into a Reading & Writing class (2.5 hours/day) and Listening & Speaking class (2 hours/day).

Satisfactory progress is evaluated every trimester throughout the program. The students are expected to attend all the classes (see *attendance policy*) and show progress. ALI enforces a strict policy in order to keep students and teachers accountable for making academic progress.

### COURSE OBJECTIVES

At the end of each course, students will be able to achieve specific, measurable learner outcomes consistent with the class level. See the table outlining the objectives of each course:

Level	At the end of this level, students will be able to:
1	<ol style="list-style-type: none"> <li>1. Use appropriate language for everyday communication, including expressing opinions and differing points of view, checking for understanding, and making suggestions as measured by role-play activities and oral assessments.</li> <li>2. Use a variety of listening strategies to aid comprehension and retention of content as measured by class activities.</li> <li>3. Infer speakers' opinions and attitudes as measured by listening activities and quizzes.</li> <li>4. Recognize and produce key features of English pronunciation and intonation, including rhythm, syllables, word stress and –s endings for present tense, –ed endings, /ey/ and /ɛ/, /ɪ/ and /iy/, /ð/ and /θ/.</li> <li>5. Utilize deductive reasoning to infer meaning of unfamiliar terms in context as measured by listening activities and quizzes.</li> <li>6. Demonstrate knowledge of 100 common vocabulary words including proper pronunciation and syllable stress, and as measured by quizzes and oral presentations.</li> <li>7. Demonstrate a beginner level of proficiency in basic grammar forms such as basic verb tenses, there is/there are, and 'should' for ideas and opinions as measured by oral presentations, role plays, and quizzes.</li> <li>8. Use a variety of reading strategies to aid comprehension and retention of content.</li> <li>9. Identify the main idea(s) and important details of short texts modified for ELLs.</li> <li>10. Develop the ability to recognize and utilize the features and conventions of English writing, such as topic sentences, supporting details and examples, concluding sentences, and transitions.</li> <li>11. Utilize the writing process to write basic opinions, descriptive narratives, compare/contrast, and expository paragraphs as measured by writing assignments graded by rubrics.</li> <li>12. Utilize deductive reasoning to infer the meaning of unfamiliar terms in context.</li> <li>13. Recognize and utilize 100 basic vocabulary words, including spelling, as measured by quizzes and reading and writing assignments.</li> <li>14. Demonstrate a beginner level of proficiency in the simple and progressive verb</li> </ol>

	tenses, there is/there are, pronouns and possessive adjectives, should, very/too/enough, and comparative adjectives as measured by reading comprehension exercises, writing assignments and quizzes.
2	<ol style="list-style-type: none"> <li>1. Use a variety of listening strategies to aid listening comprehension as measured by class activities and quizzes.</li> <li>2. Recognize and produce English word stress and intonation patterns and distinguish between similar sounds in speech and listening tasks with low-intermediate accuracy as measured by listening and speaking activities and quizzes.</li> <li>3. Communicate effectively with others in a variety of situations: make small talk, discuss and find locations on a map, make suggestions, barter for goods and services, negotiate to reach an agreement, complain politely, compare and discuss solutions, debate a topic, and express concern as measured by class discussions, role play assignments, and quizzes.</li> <li>4. Utilize deductive reasoning to infer meaning of unfamiliar terms in context as measured by listening activities and quizzes.</li> <li>5. Demonstrate knowledge of 100 vocabulary words including proper pronunciation, syllable stress, and word forms as measured by quizzes and oral presentations.</li> <li>6. Demonstrate a low-intermediate level of proficiency in grammar forms: descriptive adjectives; this/that/these/those/one; comparative adjectives, simple past tense, could/would for polite questions; adverbs and expressions of frequency; count and non-count nouns; can and can't; should/ought to/have to; future with will/may/might, as measured by oral presentations, role plays, and quizzes.</li> <li>7. Read a variety of low-intermediate texts modified for ELLs.</li> <li>8. Use a variety of reading strategies to aid comprehension and retention of content.</li> <li>9. Analyze and utilize the features of English writing, such as the structure of a paragraph, the parts of a topic sentence, and the role of transitions.</li> <li>10. Write well-written, coherent, and unified descriptive, persuasive, comparison, expository, narrative, and opinion paragraphs as measured writing assignments graded by rubrics.</li> <li>11. Utilize deductive reasoning to infer the meaning of unfamiliar terms in context.</li> <li>12. Recognize and utilize 100 vocabulary words including word forms as measured by quizzes and reading and writing assignments.</li> <li>13. Demonstrate a low-intermediate level of proficiency in the simple past and present tenses; expressing future with the present continuous, <i>will</i>, and <i>BE going to</i>; imperative sentences; descriptive, possessive, comparative, and superlative adjectives; <i>should/ought to</i> for advice; <i>when</i>-clauses and adverbs of manner as measured by reading comprehension exercises, writing assignments and quizzes.</li> </ol>
3	<ol style="list-style-type: none"> <li>1. Use a variety of listening strategies to aid listening comprehension in authentic situations as measured by class activities and quizzes.</li> <li>2. Recognize and produce English word stress and intonation and distinguish between similar sounds in speech and listening tasks with high-intermediate accuracy as measured by listening and speaking activities and quizzes.</li> <li>3. Communicate effectively with others in a variety of situations: to express and defend opinions, offer advice, share experiences, lead a group discussion, discuss solutions to a problem, hypothesize possible outcomes, tell a story, deliver a presentation and interrupt politely and hold the floor as measured by class discussions, role play assignments, and quizzes.</li> </ol>

	<ol style="list-style-type: none"> <li>4. Utilize deductive reasoning to infer the meaning of unfamiliar terms in context as measured by listening activities and quizzes.</li> <li>5. Demonstrate knowledge of 100 vocabulary words including proper pronunciation, syllable stress, and word forms as measured by quizzes and oral presentations.</li> <li>6. Demonstrate a high-intermediate level of proficiency in present simple, progressive, and perfect tenses; modals of advice, ability, possibility, and necessity; reflexive and reciprocal pronouns; future predictions with if-clauses; infinitives of purpose; nouns and quantifiers; comparatives and equatives, as measured by oral presentations, role plays and quizzes.</li> <li>7. Use a variety of reading strategies to aid comprehension and retention of content.</li> <li>8. Develop the ability to recognize and utilize the features and conventions of English writing, such as topic sentences, thesis statements, transitions, introductions, body paragraphs, and conclusions.</li> <li>9. Write coherent paragraphs as well as 5-paragraph opinion, descriptive, narrative, cause-and-effect, and persuasive essays as measured by rubric.</li> <li>10. Write a story with a moral.</li> <li>11. Utilize deductive reasoning to infer the meaning of unfamiliar terms in context.</li> <li>12. Recognize and utilize 100 advanced vocabulary words including word forms as measured by quizzes and reading and writing assignments.</li> <li>13. Demonstrate a high-intermediate level of proficiency in the present perfect and present perfect progressive verb tenses, noun, and definite and indefinite articles as measured by reading comprehension exercises, writing assignments, and quizzes.</li> </ol>
4	<ol style="list-style-type: none"> <li>1. Use a variety of listening strategies to aid listening comprehension.</li> <li>2. Compare and contrast information from two listenings as measured by class discussions and exams.</li> <li>3. Demonstrate the ability to deliver presentations in a classroom settings and explain and support opinions as measured by oral presentations.</li> <li>4. Communicate effectively with others to clarify or verify information as measured by class discussions and role play assignments.</li> <li>5. Utilize deductive reasoning to infer the meaning of unfamiliar terms in context.</li> <li>6. Demonstrate knowledge of 100 advanced vocabulary words including proper pronunciation, syllable stress, and word forms as measured by quizzes and oral presentations.</li> <li>7. Demonstrate an advanced level of proficiency in all English verb tenses, noun and adjective clauses, and passive voice as measured by oral presentations, role plays and quizzes.</li> <li>8. Read and comprehend authentic texts not modified for ELLs.</li> <li>9. Use a variety of reading strategies and graphic organizers to aid comprehension and retention of content as measured by reading activities and quizzes.</li> <li>10. Develop the ability to recognize and utilize the features and conventions of English writing, such as topic sentences, thesis statements, transitions, introductions, body paragraphs, and conclusions.</li> <li>11. Write coherent opinion, compare/contrast, descriptive, classification, summarizing, narrative, cause-and-effect, and persuasive essays as measured by rubrics.</li> <li>12. Utilize deductive reasoning to infer the meaning of unfamiliar terms in context.</li> <li>13. Recognize and utilize 100 advanced vocabulary words including word forms as measured by quizzes and reading and writing assignments.</li> <li>14. Demonstrate an advanced level of by grammar proficiency by distinguishing</li> </ol>

	between simple/perfect/perfect continuous tenses, passive/active voice, gerunds/infinitives, and by utilizing past unreal conditionals, concessions, direct/indirect speech, and phrasal verbs in writing as measured by reading comprehension exercises, writing assignments, and quizzes.
5	<ol style="list-style-type: none"> <li>1. Use a variety of listening strategies and note-taking skills to aid listening comprehension as measured by listening activities and quizzes.</li> <li>2. Recognize and produce English word stress and intonation and distinguish between similar sounds in speech and listening tasks with an advanced level of accuracy as measured by listening and speaking activities and quizzes.</li> <li>3. Deliver oral presentations, mini lectures, summaries of researched information, multiple sides of an issue in a classroom setting.</li> <li>4. Communicate effectively with others in a variety of situations by expressing and supporting opinions, introducing, defending, and expressing, multiple sides of an issue, defending preferences, emphasizing a point in a conversation, making concessions to introduce a counterargument, engaging in a debate and paraphrasing their key points.</li> <li>5. Utilize deductive reasoning to infer meaning of unfamiliar terms in context as measured by class activities and exams.</li> <li>6. Demonstrate knowledge of 100 advanced vocabulary words including proper pronunciation, syllable stress, and word forms as measured by quizzes and oral presentations.</li> <li>7. Demonstrate an advanced level of proficiency in all English verb tenses, adjective clauses, discourse connectors, and passive voice as measured by oral presentations, role plays and quizzes.</li> <li>8. Use a variety of reading strategies and writing exercises to aid comprehension and retention as measured by essay composition, quizzes and exams.</li> <li>9. Integrate new understanding with previous knowledge in order to address the reading purpose.</li> <li>10. Develop outlines, organize ideas, include supporting details that will thoroughly express ideas and revise paragraphs to make structurally and grammatically sound essays.</li> <li>11. Utilize deductive reasoning to infer meaning of unfamiliar terms in context as measured by class activities and exams.</li> <li>12. Recognize and utilize 100 advanced vocabulary words including word forms as measured by quizzes and reading and writing assignments.</li> <li>13. Make distinctions between the various grammatical tenses through writing. Specifically, recognize and use past and unreal conditionals, double comparatives, adjective clauses, adverb clauses of comparison and contrast, discourse connectors to express cause and effect, infinitives and gerunds, the passive voice and noun clauses in apposition.</li> </ol>

## OVERVIEW

Here at ALI we strive to provide our students with the best educational experience possible. In doing so, we believe in continuous communication. Students deserve to know where they stand academically. Therefore, we provide continuous feedback on students' progress.

After each assessment students are allowed to see their scores. This is to ensure that any discrepancies or concerns are immediately addressed.

If we find a student has fallen below the required passing grade (70%) we advise them regarding remediation.

If a student's grade at the mid-term point of the trimester is less than the required passing grade of 70%, he/she will be placed on the Academic Probation warning list. If the student's cumulative grade or his/her final grade by the end of the trimester is less than 70%, he/she will be placed on Probation. The Academic Advisor and/or the Academic Director will inform the student in writing, making sure that the student understands the terms of probation and helping the student improve his/her grades and make satisfactory progress..

A student who is placed on academic probation because his/her grade in either Listening and Speaking or Reading and Writing is less than 70% during one term, and/or a student who repeats a level, needs to complete an Individualized Learning Plan (ILP). The purpose of the ILP is to identify the student's areas of improvement in order to work on them. The ILP also aides the Academic Director in ensuring student compliance. The teachers are expected to identify areas of improvement in the student's performance, and make suggestions for improvement. The student is required to set goals for the next term and state what he/she will change in order to pass the level. The ILP is a collective effort that includes teachers, students, Academic Advisor, and Academic Director. The student will be held accountable by the Academic Director for meeting the necessary requirements to pass the current level.

## GRADE WEIGHT

25% = Final Exam

20% = Mid-Term

25% = Quiz Grades

30% = HW/ Participation/Classwork

### Grade Percentages:

90-100%	A	Excellent
80-89%	B	Good
70-79%	C	Satisfactory
60-69%	D	Needs Improvement
0-59%	F	Unsatisfactory

- Students receive a minimum of 2 homework assignments per week.
- Classwork assignments are completed during class time.
- Participation is tracked daily. You must actively participate in class.
- Quizzes are administered every other week in each class. See weekly course outlines for specific dates.
- Midterm Projects/Exams are administered during week 7.
- Final Exams are administered during week 14.

### **Repeating Levels:**

Students who do not pass their current level with a 70% in any class may repeat the level and will be on Academic Probation. After the second attempt at a level, the probation student must pass each class with at least 70% in order to show progress. If a student is unable to pass the level on the 2<sup>nd</sup> attempt, then the student is not eligible to continue studying at ALI.

### **Placement Tests:**

When a student first enrolls in the program, he/she will take a placement test to determine his/her level.

### **Level 5 –Working Toward Program Completion:**

Level 5 students should demonstrate their efforts to work toward program completion.

If a student is unable to pass level 5, then the student must repeat the level. When a student passes level 5, he/she has completed the program.

### **3-Year Mandatory Exit:**

Students cannot remain in the same school for more than 3 years (36 months).

### **12-Month Transfer-In Policy:**

If an ALI student transfers out to study at another school, he/she cannot transfer back in to ALI for at least 12 months of the transfer-out date.

## **ACADEMIC PROBATION AND DISMISSAL**

Throughout the trimester, each student's rate of progress is reviewed to determine whether the student is meeting the requirements previously stated in this handbook. If a student is not in compliance with these requirements, the following action or actions will be initiated by ALI:

### **ACADEMIC PROBATION**

A student will be placed on the Academic Probation warning list if their rate of progress is less than satisfactory (70%) after midterm (week 8). If by the end of the trimester the student falls below the minimum passing grade of 70% in either class (Listening and Speaking or Reading and Writing), or the student's cumulative grade falls below 70%, the student will be notified that he/she will be placed on Academic Probation for the following trimester. Students will be informed within 5 days via email of being placed on probation. Students placed on Academic Probation must meet with the Academic Director to complete and sign all documents.



Once on Academic Probation:

- Students on Academic Probation will be placed on a learning plan and monitored weekly by the Academic Director.
- Students on Academic Probation are expected to work diligently to bring up their grades to 80% or higher within the first four weeks of class.
- Students who have reached 80% in both classes by the end of week four will not be required to attend Remediation classes. However, students who do not have 80% or higher in both classes by the end of week four will be required to attend Remediation classes immediately.
- Remediation classes will begin on week five and will be conducted as scheduled each term.
- The Academic Director will meet with students during week 8 and 12 to assess progress and determine if Remediation is still needed.

### **DISMISSAL**

At the end of the trimester, a student who has met or exceeded the satisfactory rate of progress (70%) will be removed from probation and return to good standing. If by the end of the first trimester on probation (week 14) the student has not met the rate of progress requirements, the student will not be able to register for the following trimester at ALI. The school will notify the student that he/she will be dismissed from the program.

### **CONSEQUENCE OF DISMISSAL**

When a student is academically dismissed, they cannot enroll in ALI courses nor will they be allowed to request an extension of status (for F-1 student visas). International students can request reinstatement of their status by submitting a reinstatement request to USCIS. They must go through the reinstatement process, including paying any necessary fees.

### **APPEAL PROCESS**

The student may submit a written appeal of his/her dismissal within five calendar days of their receipt of the intent to dismiss notice. The appeal should be addressed to the Academic Director. The appeal must be accompanied by documentation of the mitigating circumstances that have prevented the student from attaining satisfactory academic progress. Only extraordinary circumstances will be considered.

Academic Director will assess all appeals, and determine whether the student may be permitted to continue in school on a probationary status, despite not meeting the satisfactory progress requirements. The student will be sent the written decision within ten days of the school's receipt of the appeal. The decision of the Academic Director is final.

## ATTENDANCE POLICY

As an institution, American Learning Institute expects students to attend school every day. When students miss class, he/she not only falls behind on new material, but also misses the hands-on repetition that is so important in learning and developing new skills.

### MINIMUM STANDARD

ALI requires an 80% cumulative attendance in the classroom. If a student fails to maintain this 80% minimum attendance requirement, he/she will be placed on attendance probation.

Students are expected to contact the front office when you will be absent so that your instructor can be advised.

### TRACKING

Attendance is tracked in every class period (4x a day) by the instructor. **If a student misses (comes late or leaves early) more than 10 minutes of ANY class period, the student will be marked absent the entire hour.**

Each day, the instructor enters the class attendance records on ALIweb management system, where each student can access his/her current attendance records. The cumulative attendance information is contained on the mid-term report given to the students at the end of the first seven weeks. If a student does not agree with any attendance data, he/she must submit a written appeal to the Student Affairs Director within one week of the progress (mid-term) report distribution. The following week, the first seven-weeks of attendance becomes permanent and can no longer be challenged.

### EXCUSED ABSENCES

There are no excused absences. A student will be marked absent if the student is not in the class. If a student has a medical illness and cannot attend classes for more than 10 consecutive school days, the student must apply for medical leave, see LOA policy below.

### TARDINESS AND EARLY DEPARTURES

As an institution, ALI expects students to be in class ON TIME to school every day. When a student arrives late he/she not only misses the material that has been presented, but it disrupts both the instructor and fellow students. If a student arrives for class 1-10 minutes late, the instructor will record a LATE ARRIVAL (tardy). If a student leaves before the instructor dismisses class, the instructor will record an EARLY DEPARTURE. 3 late arrivals or early departures count as an ABSENCE. If a student misses more than 10 days in a trimester, he/she will be placed on **ATTENDANCE PROBATION for the following trimester and be required to see the Academic Director for counseling.**

### ATTENDANCE PROBATION

If a student's cumulative attendance falls below 80% but is 75% or greater at the end of the trimester, the student will be placed on Attendance Probation for the next trimester. The student must meet with the Academic Director and abide by the terms outlined in the Attendance Probation notice.

If the student who is already on Attendance Probation does not meet good standing (at least 80% attendance rate) by the end of the probation trimester, the student will be dismissed from school.

Any student who falls under 75% attendance **will be dismissed immediately and SEVIS record terminated.**

#### CONSECUTIVE ABSENCES

A student who is absent for ten consecutive class days (which equals sixteen consecutive calendar days) without an approved leave of absence will be terminated.

**Students who miss more than 75% of their total class hours or 10 consecutive school days may be subject to dismissal/termination without any notice.**

**Attendance warning is not a contractual obligation of ALI nor is it a right/privilege of the student.**

## TRANSFER OUT PROCESS

If you wish to discontinue your studies at American Learning Institute, but continue your studies in the United States, you must find another SEVP approved school. To successfully transfer your SEVIS record from ALI to a new school, you should meet with an ALI advisor to complete the appropriate documentation for a successful transfer. ALI cannot transfer your SEVIS record to another SEVP without a letter of acceptance from the new transfer in school. Please ensure that you have submitted all of your documents to an ALI student advisor.

## LEAVE OF ABSENCE

While in the U.S., students in F-1 non-immigrant status must be continuously enrolled full time during the academic year until the completion of their programs of study. Students unable to enroll full time during the academic year will be need to do an Authorized Early Withdrawal.

### **MEDICAL LEAVE OF ABSENCE**

(As of May 1, 2017, American Learning Institute does not approve any form of Medical Leave)

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### **HOW TO APPLY FOR LOA**

(As of May 1, 2017, American Learning Institute does not approve any form of LOA)

# AUTHORIZED EARLY WITHDRAWAL

## PURPOSE OF FORM

F-1 students should not take a leave of absence or withdraw from American Learning Institute without first speaking with the student advisor about the consequences of this action. This form should be completed by all F-1 students who intent to do the following:

- Withdraw from ALI, and
- Depart the United States

This form should not be completed by the student who intends to maintain their F-1 status.

## PROCESS

1. Complete Authorized Early Withdrawal Form.
2. The student should plan to depart the U.S. F-1 students and their dependents are permitted a 15-day grace period in which to depart the U.S. following their SEVIS termination. F-2 dependents are not eligible to remain in the U.S. once the student has departed.
3. Sign the Form.
4. Submit to ALI.
5. The SEVIS record(s) of the student and their dependents will be terminated on the date that PDSO completes this form (ALI will attempt to accommodate the requested date as possible).  
The student's on-campus employment will be terminated on the date of the SEVIS termination or on the last day of the current semester, whichever comes first.
6. Depart U.S. within 15 days.

To re-enter the U.S. in F-1 status to resume study at ALI, you must go through the "New International Student" process.

## TERMINATION POLICY

### TERMINATION FROM SCHOOL DUE TO POLICY BREACH

If a student finds it necessary to discontinue their classes, they should first arrange a meeting to discuss options with the admission advisor.

Notwithstanding contrary to any other provision in this Handbook, ALI reserves the right to dismiss/ terminate a student for any of the following reasons:

- Failure to maintain satisfactory academic progress and/or attendance requirement;
- Failure to pay ALI fees and/or tuition by applicable deadlines;
- Student misconduct as defined in the foregoing;
- Criminal (Misdemeanor class A or any felony) convictions;
- Posing a danger to the health or welfare of students or other members of the ALI community including but not limited to instructor; or
- Failure to comply with the policies and procedures of ALI.

**PLEASE NOTE** that any unpaid balances for tuition, fees and supplies become due and payable immediately upon a student's dismissal/termination from ALI.

### TERMINATION FROM SCHOOL DUE TO ATTENDANCE

Students will be terminated from ALI's program by failing to meet school's **attendance policies**. If student is dismissed/ terminated from the school, student's non-immigrant status will be terminated.

**Students who miss more than 75% of their total class hours or 10 consecutive school days may be subject to dismissal/termination without any notice.**

## NOTICE TO STUDENTS: ACCET COMPLAINT PROCEDURE

This institution is recognized by the Accrediting Council for Continuing Education & Training (ACCET) as meeting and maintaining certain standards of quality. It is the mutual goal of ACCET and the institution to ensure that educational training programs of quality are provided. When problems arise, students should make every attempt to find a fair and reasonable solution through the institution's internal complaint procedure, which is required of ACCET accredited institutions and frequently requires the submission of a written complaint. Refer to the institution's written complaint procedure which is published in the institution's catalog or otherwise available from the institution, upon request. Note that ACCET will process complaints which involve ACCET standards and policies and, therefore, are within the scope of the accrediting agency.

In the event that a student has exercised the institution's formal student complaint procedure, and the problem(s) have not been resolved, the student has the right and is encouraged to take the following steps:

1. Complaints should be submitted in writing and mailed, or emailed to the ACCET office. Complaints received by phone will be documented, but the complainant will be requested to submit the complaint in writing.
2. The letter of complaint must contain the following:
  - a) Name and location of the ACCET institution;
  - b) A detailed description of the alleged problem(s);
  - c) The approximate date(s) that the problem(s) occurred;
  - d) The names and titles/positions of all individual(s) involved in the problem(s), including faculty, staff, and/or other students;
  - e) What was previously done to resolve the complaint, along with evidence demonstrating that the institution's complaint procedure was followed prior to contacting ACCET;
  - f) The name, email address, telephone number, and mailing address of the complainant. If the complainant specifically requests that anonymity be maintained, ACCET will not reveal his or her name to the institution involved; and
  - g) The status of the complainant with the institution (e.g. current student, former student, etc.).
3. In addition to the letter of complaint, copies of any relevant supporting documentation should be forwarded to ACCET (e.g. student's enrollment agreement, syllabus or course outline, correspondence between the student and the institution).

4. **SEND TO:** ACCET  
CHAIR, COMPLAINT REVIEW COMMITTEE  
1722 N Street, NW  
Washington, DC 20036  
Telephone: (202) 955-1113  
Fax: (202) 955-1118 or (202) 955-5306  
Email: [complaints@accet.org](mailto:complaints@accet.org)  
Website: [www.accet.org](http://www.accet.org)

Note: Complainants will receive an acknowledgement of receipt within 15 days.

# EMERGENCY RESPONSE POLICY

Actions you should take in case of an emergency:

## **EVACUATE: WHEN BUILDING ALARMS SOUND**

**Leave the building immediately**

- **DON'T** use the elevators
- **ASSIST** the disabled
- **Take valuables and cell phones with you**

## **SEEK SHELTER: WHEN TORNADO WARNING SOUNDS**

**Find a safe place in the building (stairway)**

- **USE** interior rooms away from doors/windows
- **LISTEN** for instructions from Management Team or **KEEP TUNED** to the media, if possible
- **WAIT** for the “all clear” from Management Team

## **LOCKDOWN: WHEN GIVEN THE ORDER TO LOCKDOWN**

**Stay in your room or building**

- **LOCK** or barricade doors, close blinds, turn out lights, seek secure location
- **STAY AWAY** from windows
- **LISTEN** for instructions from Management Team or **KEEP TUNED** to the media, if possible
- **WARN** others, to provide critical or emergency information call 972-234-4118 or 911

## **EMERGENCY CONTACT NUMBERS**

**EMERGENCY: Police/Fire/Ambulance: 911**

Dallas Police Dept.  
9801 Harry Hines Blvd.  
Dallas, TX 75220  
214-670-6178

Dallas Fire-Rescue  
Emergency Response 214-670-4611  
Emergency Medical Service (EMS) 214-670-4311



# ACADEMIC CALENDAR 2018

	TRIMESTER 1	TRIMESTER 2	TRIMESTER 3
<b>REGISTRATION</b>			
Early Registration Period	(2017) December 11-29	April 16-27	August 13-24
Registration Deadline	(2017) Friday, Dec. 29	Friday, April 27	Friday, August 24
Late Registration* ( <i>late fees</i> )	January 2-5	April 30-May 4	August 27-31
New Student Orientation	Thursday, January 4	Thursday, May 3	Thursday, August 30
<b>CLASS DATES</b>			
First Day Class Begins	Monday, January 8	Monday, May 7	Tuesday, September 4
Last Day Class Ends	Friday, April 13	Friday, August 10	Friday, December 7
<b>TESTS</b> (Exam scores will be available one week after exam. TOEFL-ITP scores will be available two weeks after exam.)			
Placement Tests	(2017) December 11-29	April 16-27	August 13-24
Mid-Term Exams	February 21-22	June 20-21	October 17-18
TOEFL-ITP Exam	April 11-12	August 8-9	December 5-6
Final Exams	Friday, February 23	Friday, June 22	Friday, October 19
<b>PAYMENT DEADLINES*</b> (Please pay tuition by the Friday listed below to avoid late fees.)			
1 <sup>st</sup> Installment	(2017) Friday, Dec. 29	Friday, April 27	Friday, August 24
2 <sup>nd</sup> Installment	Friday, January 26	Friday, May 25	Friday, September 28
3 <sup>rd</sup> Installment	Friday, February 23	Friday, June 29	Friday, October 26
<b>LATE FEE</b> (Late fees continue to increase by \$50 each week.)			
1 <sup>st</sup> week late (\$25)	January 2-5	April 30-May 4	August 27-31
2 <sup>nd</sup> week late (\$50)	January 8-12	May 7-11	September 4-7
3 <sup>rd</sup> week late (\$100)	January 16-19	May 14-18	September 10-14
<b>NO CLASSES</b>			
<b>Holidays</b> (Office will be closed)	January 1- New Year's Day January 15- Martin Luther King February 19 - Presidents Day	May 28- Memorial Day July 4-Independence Day	September 3-Labor Day October 8- Columbus Day November 22 - Thanksgiving Day December 24-25 Christmas
<b>One Week Break</b> (Office will be open except on above holidays)	March 12-16	July 2-6	November 19-23
<b>Trimester Break</b> (Office will be open)	April 16-May 4	August 13-31	December 10-January 4
Field Trips will be posted each trimester when event has been confirmed.			

\* Tuition refunds are prorated for returning students through week 6. New students are required to pay the first four weeks of their tuition if transferring out within the first four weeks of school while the refunds are prorated if transferring out during week 5 or 6.

\* Starting week 7, no refunds are given and students are responsible for paying their full tuition before transferring out.

## Office Hours

School Days:

Monday –Thursday 8:30am-10:30pm

Non-School Days:

Friday and Breaks 9:00am-5:00pm

Holidays and Weekends:

Closed

## TRIMESTER 1

January						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

March						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

April						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

## TRIMESTER 2

May						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

July						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

August						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

## TRIMESTER 3

September						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

October						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

December						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					