



Lighting Your Path to Success  
with Quality English Instruction



**COLUMBIA WEST COLLEGE**

# TABLE OF CONTENTS

<b>ABOUT COLUMBIA WEST COLLEGE</b>	<b>3</b>
Welcome Message from the President	3
Mission	4
Approval	5
Administration	6
Faculty	7
Location of Classes	8
Description of Facilities	9
<b>PROGRAMS OFFERED</b>	<b>10</b>
Instructional Mode	10
Program Descriptions and Benefits	10
Standard Programs	10
Semi-Intensive English Program	10
Intensive English Program	10
Sample Schedule	11
School Calendar	12
Course Descriptions	13
English as a Second Language (ESL)	14
TOEFL (Test of English as a Foreign Language)	15
TESOL (Teachers of English to Speakers of Other Languages)	15
IELTS (International English Language Testing System)	<b>15</b>
Graduate School Test Preparation	15
<b>TUITION AND FEES</b>	<b>16</b>
Payment Policies and Fee Chart	16
Student Tuition Recovery Fund Disclosure	17
<b>GRADES AND STANDARDS FOR STUDENT ACHIEVEMENT</b>	<b>18</b>
Grading System	18
Satisfactory Academic Progress	19
Certification of Completion	20
<b>NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION</b>	<b>20</b>
Acceptance of Transfer Credit Policy	20
Articulation or Transfer Agreements	20
<b>ADMISSIONS INFORMATION</b>	<b>21</b>
Admissions Process	21
<b>STUDENT SERVICES</b>	<b>22</b>
Accommodations	22
Visa Services	22
Other Student Services	22
<b>CWC POLICIES AND DISCLOSURES</b>	<b>23</b>
Financial Aid and Loan Repayment Policies and Procedures	23
Title IV Participation	23
Cancellation, Withdrawal And Refund Policy	23
Student's Right to Cancel	23
Withdrawal from the Program	24
Nondiscrimination Policy	25
Student Rights and Conduct	25
Privacy Act, Student Records and Transcripts	25
Attendance Policy (All Programs)	26
Leaves of Absence	27
Grievance Procedures	28
Notice of Financial Status	28
Additional Questions	28
Disclosure Statement	28

## **ABOUT COLUMBIA WEST COLLEGE**

### **WELCOME MESSAGE FROM THE PRESIDENT**

Dear Friend,

**H**ello and welcome to Columbia West College! Right now, we know you have a lot of questions about choosing the right language school – and rightfully so. You obviously want a school that combines quality programs and instruction, helpful student services and expert faculty with a warm and engaging environment. But most importantly, you want a school that takes the time to understand you and will help you to master the English language so that you can achieve your goals. Other language schools may make similar promises. So what sets Columbia West College apart from all the rest?

First and foremost, I understand the hardships that you're facing as an English language student, because I went through them myself when I came to the United States over three decades ago. I'm very familiar with the panicky feeling you get when an American says something to you in English that you don't understand. I know exactly how frustrating it can be when you can't express yourself clearly in English. And I understand your hesitation to speak English freely for fear that you might say something wrong and embarrass yourself.

So, I started this school specifically to help students just like you. And because I've overcome these obstacles and helped so many students to do the same, we at Columbia West College understand the challenges you're facing and know that you can achieve success.

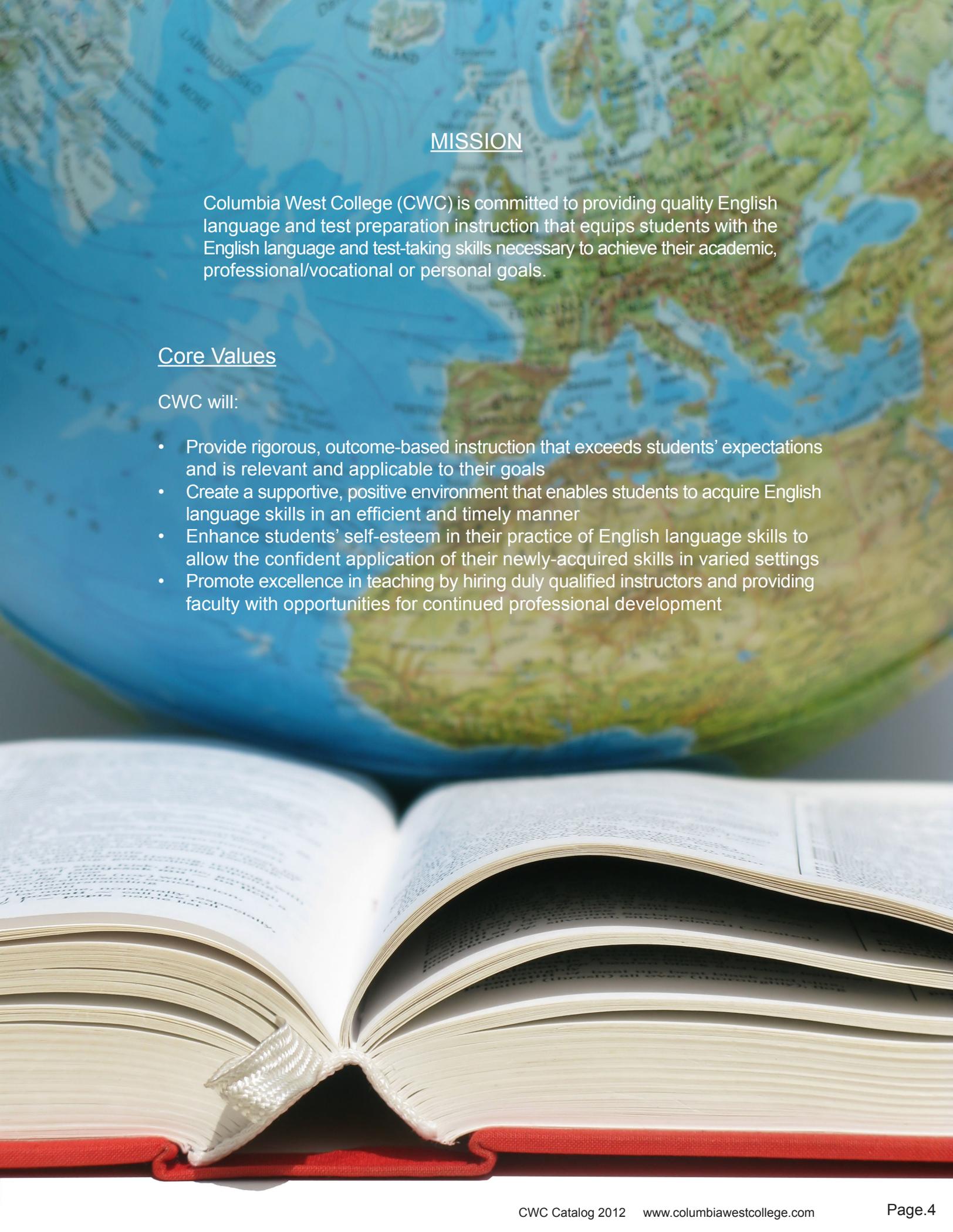
Not only that, we realize you have very personal and unique reasons for wanting to learn English. Your needs, goals and desires are different from everyone else's, and we want to put you on an educational path that fits what you want to accomplish. Columbia West College is here to help you reach your goals by providing you with a rigorous curriculum, experienced teachers and a "students come first" environment to support you on your journey.

So whatever your goals – to further your education, to make yourself more marketable to employers or simply to feel comfortable and confident speaking to an American, an education at Columbia West College can serve as the key to unlocking your dreams.

Most importantly, we're excited to get to know you. So go ahead and dream big. Let us help you make your dreams a reality. We can't wait to help you write your success story.

Warmest regards,

Dr. Samuel N. Lee  
President, Columbia West College



## MISSION

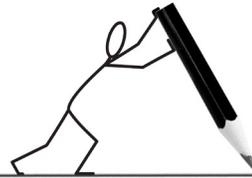
Columbia West College (CWC) is committed to providing quality English language and test preparation instruction that equips students with the English language and test-taking skills necessary to achieve their academic, professional/vocational or personal goals.

### Core Values

CWC will:

- Provide rigorous, outcome-based instruction that exceeds students' expectations and is relevant and applicable to their goals
- Create a supportive, positive environment that enables students to acquire English language skills in an efficient and timely manner
- Enhance students' self-esteem in their practice of English language skills to allow the confident application of their newly-acquired skills in varied settings
- Promote excellence in teaching by hiring duly qualified instructors and providing faculty with opportunities for continued professional development

APPROVAL

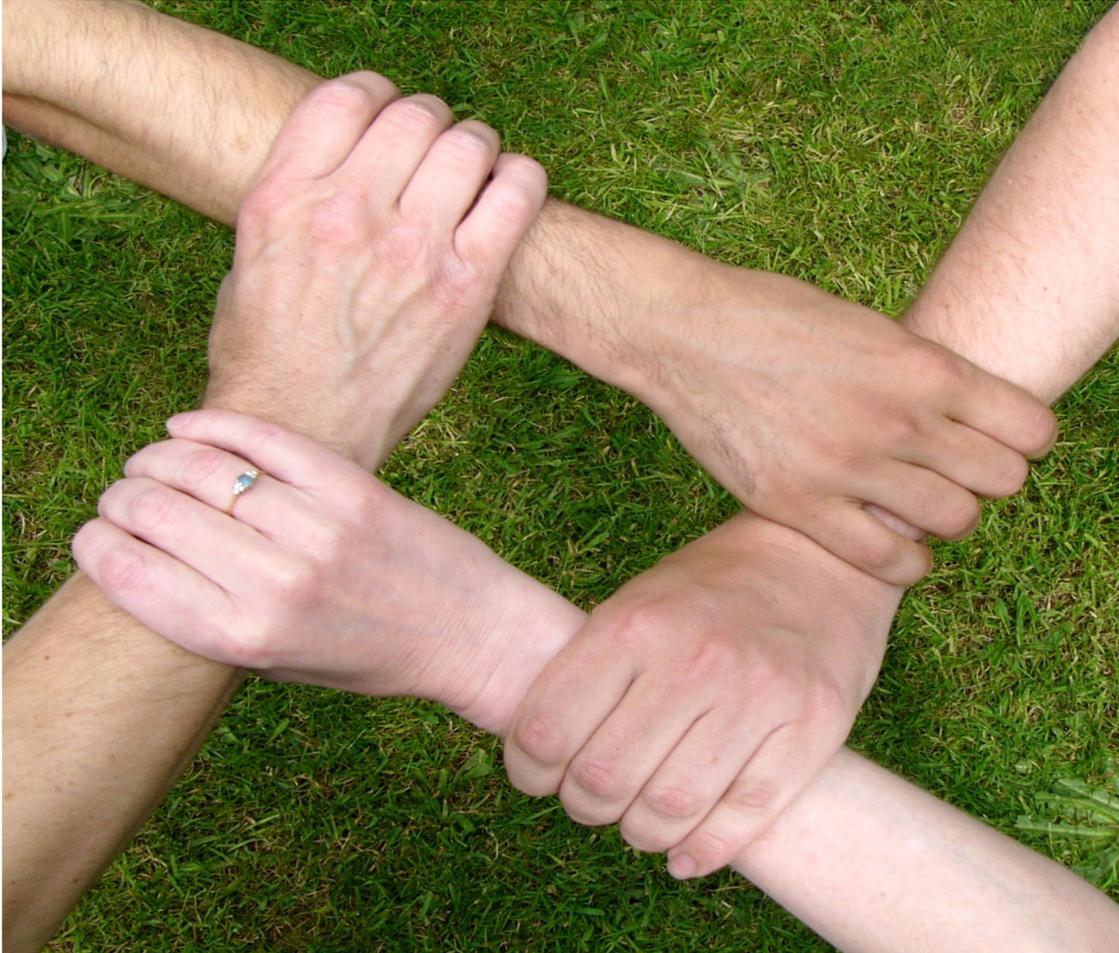


CWC is approved to operate in the State of California as a private postsecondary institution by the Bureau for Private Postsecondary Education, under the Department of Consumer Affairs. CWC's approval to operate, which is valid until October 4, 2013, is based on the provisions of the California Private Postsecondary Education Act (CPPEA) of 2009, which took effect on January 1, 2010.

CWC is SEVP-certified and authorized under Federal Law to enroll nonimmigrant students.



## ADMINISTRATION



Dr. Samuel N. Lee  
*Chief Executive Officer/President*

Korea University, Korea, *BA and MA*  
Louisiana Baptist University, *D.Ed. (Hon.)*

Judy Y. Lee  
*Chief Operating Officer*

University of California, Berkeley, *BA*  
Yale Law School, *JD*

Dan Velasco  
*Chief Academic Officer*

University of California, Los Angeles, *BA*  
National University, *M.Ed.*  
Antioch University, *MA*  
Chicago School of Professional Psychology, *Ph.D.*

James D. Lee  
*Chief Marketing Officer*

University of California, San Diego, *BA*

Helen Jung  
*Office Administrator/Registrar*

Daelim College, Korea, *AA*

Rika Ahmanson  
*Assistant Office Administrator*

Kansai Gaidai University, Japan, *BA*

## FACULTY

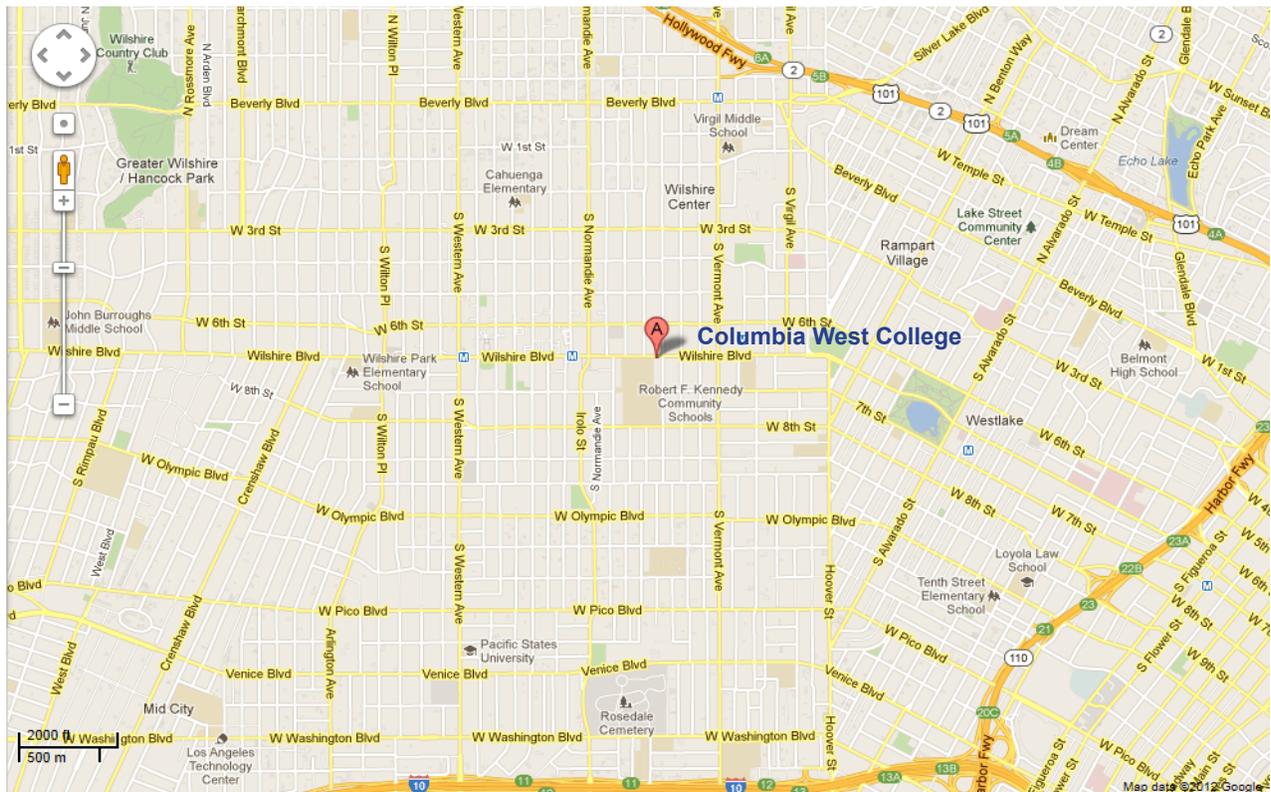
CWC faculty members possess native English fluency, hold either BA or BS degrees and have an average of over 5 years experience in ESL instruction. We are fortunate enough to count among our faculty instructors with TOEFL and/or overseas teaching experience, and many of our instructors also hold advanced degrees and/or TESOL (Teachers of English to Speakers of Other Languages) certification. CWC is committed to the professional development of our faculty and holds monthly activities, workshops and/or presentations to keep our faculty up-to-date with industry trends, best practices and knowledge and to promote the sharing of best practices among the faculty. Our instructors are also evaluated regularly by the students and the administration to ensure their maximum effectiveness as educators.

Lisa Bowman	University of Illinois at Chicago, BS in Marketing and Management
Paul Dell'Amico	University of California, Los Angeles, BA in English California State University, Northridge, MA in Special Education (With Distinction)
Ehab Elmezian	University of California, Riverside, BA in Sociology and Administrative Studies
Sarah Khoury	The Pennsylvania State University, BA in English International TEFL Teacher Training, ITTT 100-hour TEFL Certification
Maria Landsberg	New Jersey City University, BA in English and Teaching Certification with Honors University of California, Los Angeles, BA in Art History University of California, Riverside, MA in Art History
Martin Mazloom	University of Southern California, BA in English and Cinema-Television
Christopher Mikaelian	New Mexico State University, Las Cruces, BM in Music University of Oklahoma, Norman, MM in Music
Chor Mai Moua	California State University, Los Angeles, BA in Social Science California State University, Los Angeles, MA in TESOL
Jaime Roemer	California State University, Fresno, BA in Linguistics University of California, Los Angeles, MA in Linguistics
Dan Velasco	University of California, Los Angeles, BA in English Literature and French National University, M.Ed. in Cross-Cultural Teaching Antioch University, MA in Psychology Chicago School of Professional Psychology, Ph.D. in International Psychology
Elizabeth Williams	Claremont McKenna College, BA in Accounting and French Ecole des Hautes Etudes Commerciales, MS in International Management American TESOL Institute, 140-hour Advanced English TESOL Certification



## LOCATION OF CLASSES

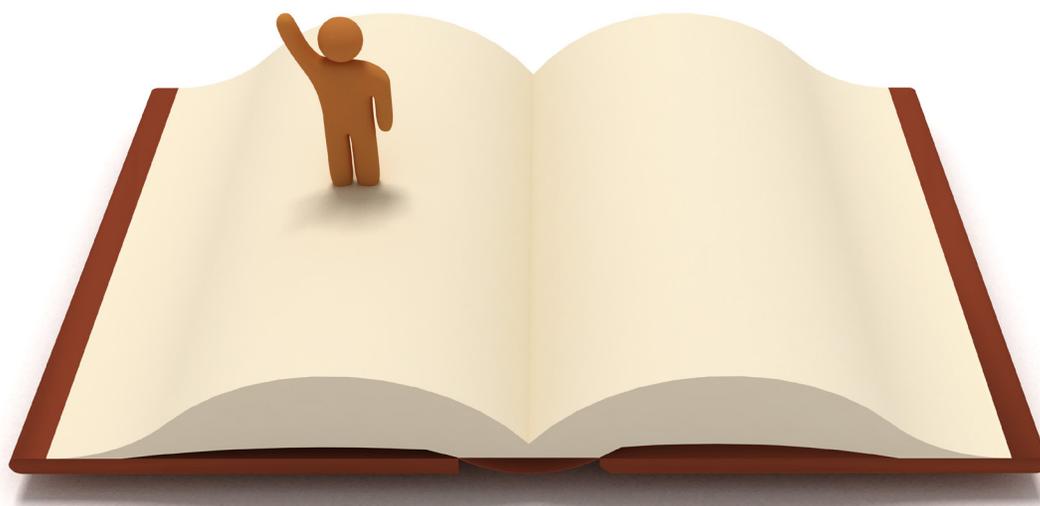
All courses are taught at 3350 Wilshire Blvd., Suites 800-840, Los Angeles, CA 90010. CWC is centrally located along the Wilshire corridor and within walking distance of the Metro Red and Purple Lines and several bus routes. The school is within a 15-minute bus ride from the Los Angeles County Museum of Contemporary Art, the La Brea Tar Pits, the Page Museum and the other attractions of LA's famous "Museum Row."



## DESCRIPTION OF FACILITIES

CWC is located on the eighth floor of a 13-story office building, with convenient on-site parking. The school's roughly 6,500 square feet are divided among ten classrooms, two administrative offices, a library, computer lab, student lounge, employee lounge and reception and guest lounge areas. Nearly all classrooms provide views of the Los Angeles skyline and are equipped with a whiteboard and CD player, with a television monitor, a DVD player and four LED projectors available for classroom use.

CWC's library includes instructional and recreational books, magazines, games, CDs and DVDs. Students may access the on-campus library Monday through Friday from 9:00 am to 9:00 pm. There is a sign-in/sign-out system for borrowing resources from the library. CWC is also located within one mile of two branches of the Los Angeles Public Library.



## PROGRAMS OFFERED

### INSTRUCTIONAL MODE

All programs are delivered in English by direct classroom instruction. Textbooks and instructor-facilitated discussions and lectures form the educational core of each program, though each program may be supplemented with video presentations, group activities, student presentations, computer labs and educationally relevant extracurricular activities. CWC does not offer any distance education programs.

No internships are required to complete any of CWC's programs. None of the educational programs offered lead to positions in a profession, occupation, trade or career field that require licensure.

### PROGRAM DESCRIPTIONS AND BENEFITS

In addition to the instruction offered by each program, every program provides students with valuable added benefits to help ensure a successful experience at CWC. In particular, the Semi-Intensive and Intensive English Programs are specifically geared towards students who desire to accelerate the acquisition of English conversation skills, and these programs offer special benefits to complement these students' greater focus on their education. Short descriptions of all the program benefits follow below:

### Standard Programs

Every student enrolled in one of CWC's Standard Programs (ESL, TOEFL, TESOL, GRE, GMAT or IELTS) is offered a preliminary educational planning session with one of our staff members when the student first enrolls at the College, and follow-up sessions (by appointment) every subsequent enrollment period. These sessions are specifically designed to help students stay on track with their educational, professional or personal goals.

### Semi-Intensive English Program

In addition to the benefits offered by the Standard Programs, students enrolled in the Semi-Intensive English Program are offered:

- Follow-up educational planning sessions (by appointment) once every term and
- One hour of free tutoring once every term with the instructor of their choice (normally \$30 an hour).

### Intensive English Program

In addition to the benefits offered by the Standard Programs, students enrolled in the Intensive English Program are offered:

- Follow-up educational planning sessions (by appointment) once every month and
- One hour of free tutoring once every month with the instructor of their choice (normally \$30 an hour).



## SAMPLE SCHEDULE

The following is a sample schedule of CWC's program offerings:

### SAMPLE SCHEDULE

PROGRAM	SESSION	HOURS PER WEEK	MONDAY – FRIDAY		
				-	
ESL	Morning	18	9:00 a.m.	-	12:40 p.m.
	Afternoon	18	1:20 p.m.	-	5:00 p.m.
	Evening	18	6:00 p.m.	-	9:40 p.m.
Semi-Intensive English (ESL + Condensed Conversation)	Morning	23.5	9:00 a.m.	-	12:40 p.m.
	Afternoon		1:20 p.m.	-	2:30 p.m.
Intensive English (ESL + Conversation)	Morning	36	9:00 a.m.	-	12:40 p.m.
	Afternoon		1:20 p.m.	-	5:00 p.m.
TOEFL	Morning	18	9:00 a.m.	-	12:40 p.m.
TESOL	Afternoon	18	1:20 p.m.	-	5:00 p.m.

## SCHOOL CALENDAR



# 2012 School Calendar

## Winter 2012      January 3 to March 23

### School Holidays

01/02 (Mon)	New Year's Day (Observed)
01/16 (Mon)	Martin Luther King, Jr. Day
02/20 (Mon)	Presidents' Day
03/26 (Mon) to 03/30 (Fri)	Winter Break

## Spring 2012      April 2 to June 22

### School Holidays

05/28 (Mon)	Memorial Day
06/25 (Mon) to 06/29 (Fri)	Spring Break

## Summer 2012      July 2 to September 21

### School Holidays

07/04 (Wed)	Independence Day
09/03 (Mon)	Labor Day
09/24 (Mon) to 09/28 (Fri)	Summer Break

## Fall 2012      October 1 to December 21

### School Holidays

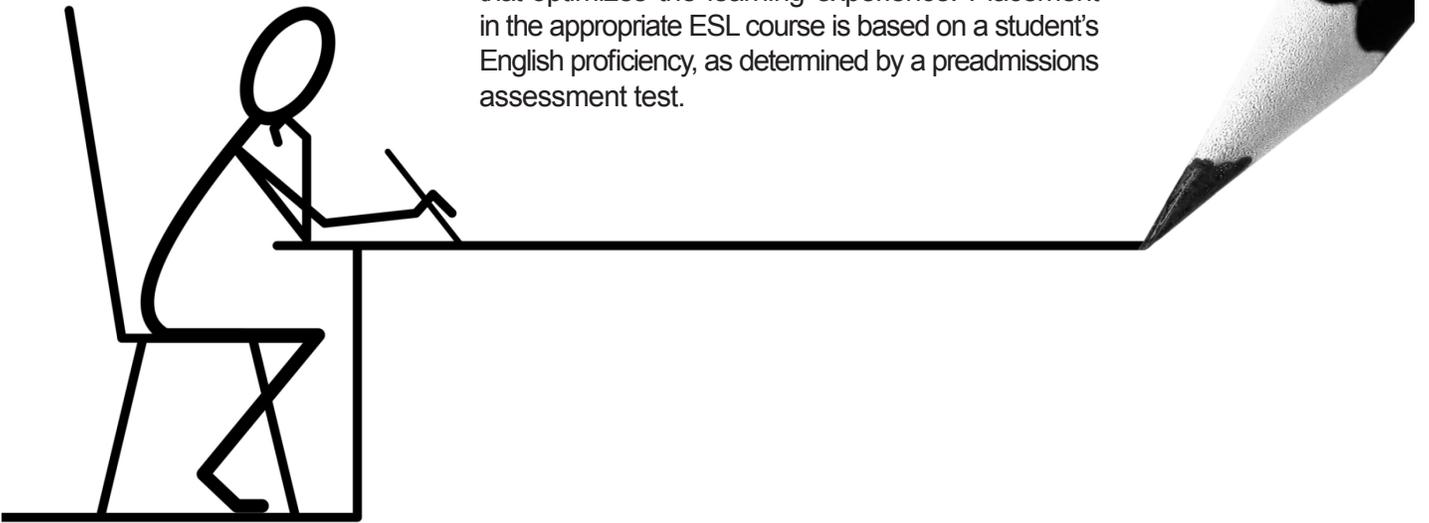
11/12 (Mon)	Veterans Day (Observed)
11/22 (Thu) and 11/23 (Fri)	Thanksgiving Holiday
12/24 (Mon) to 12/28 (Fri)	Fall Break
12/31 (Mon) and 01/01 (Tue)	New Year's Eve and Day

※ Winter 2013, Class begins on January 3rd (Thu).

## COURSE DESCRIPTIONS

### **ENGLISH AS A SECOND LANGUAGE (ESL)**

Our standard English as a Second Language (ESL) program consists of six levels of instruction, ranging from beginning to advanced, and beginning to advanced level conversation courses. The instruction at each level integrates skills development in grammar, reading, writing, listening and speaking, along with vocabulary acquisition, pronunciation and accent reduction exercises and an introduction to American culture. Our instructional approach is designed to help students acquire proficiency across levels and to progress from the pre-production stage to advanced fluency. Our experienced faculty and staff help to create a low-stress, engaging environment that optimizes the learning experience. Placement in the appropriate ESL course is based on a student's English proficiency, as determined by a preadmissions assessment test.



### **ESL I (Beginning English)**

Prerequisites: Appropriate score on assessment test.

Course Length: 216 Hours

Designed for nonnative speakers who have a basic knowledge of the English language, ESL I introduces core grammatical structures and develops the student's ability to interpret tone and attitude, use basic verb tenses in conversations and express opinions appropriately, among other listening and speaking skills. By the conclusion of this level, the student will also learn the basic elements of standard written English.

### **ESL II (Beginning English)**

Prerequisites: Appropriate score on assessment test (new students) OR completion of ESL I with grade of C or above and appropriate score on assessment test (continuing students).

Course Length: 216 Hours

Students will build on the grammar taught in ESL I by reviewing previously introduced concepts and incorporating more complex grammatical structures, such as prepositions of time and imperatives. The listening and speaking skills component will include practice in predicting content and expressing and defending opinions. By the conclusion of this level, the student will also learn to use idiomatic expressions and create sentences and paragraphs incorporating descriptive and possessive adjectives.

### **ESL III (Intermediate English)**

Prerequisites: Appropriate score on assessment test (new students) OR completion of ESL II with grade of C or above and appropriate score on assessment test (continuing students).

Course Length: 216 Hours

Students will build on the grammar taught in ESL II by reviewing previously introduced concepts and incorporating more complex grammatical structures, such as more complex verb tenses, modals and gerunds. The listening and speaking skills component will include practice in identifying stress and rhythm patterns in speech and giving impromptu presentations. By the conclusion of this level, the student will also compose a descriptive paragraph and an opinion essay.

### **ESL IV (Intermediate English)**

Prerequisites: Appropriate score on assessment test (new students) OR completion of ESL III with grade of C or above and appropriate score on assessment test (continuing students).

Course Length: 216 Hours

Students will build on the grammar taught in ESL III by reviewing previously introduced concepts and incorporating more complex grammatical structures, such as adjective clauses, phrasal verbs and conditionals. The listening and speaking skills component will include practice in using the passive voice and evaluating the opinions of others. By the conclusion of the level, the student will also learn to form and express opinions based on a text and write a descriptive essay.

### **ESL V (Advanced English)**

Prerequisites: Appropriate score on assessment test (new students)

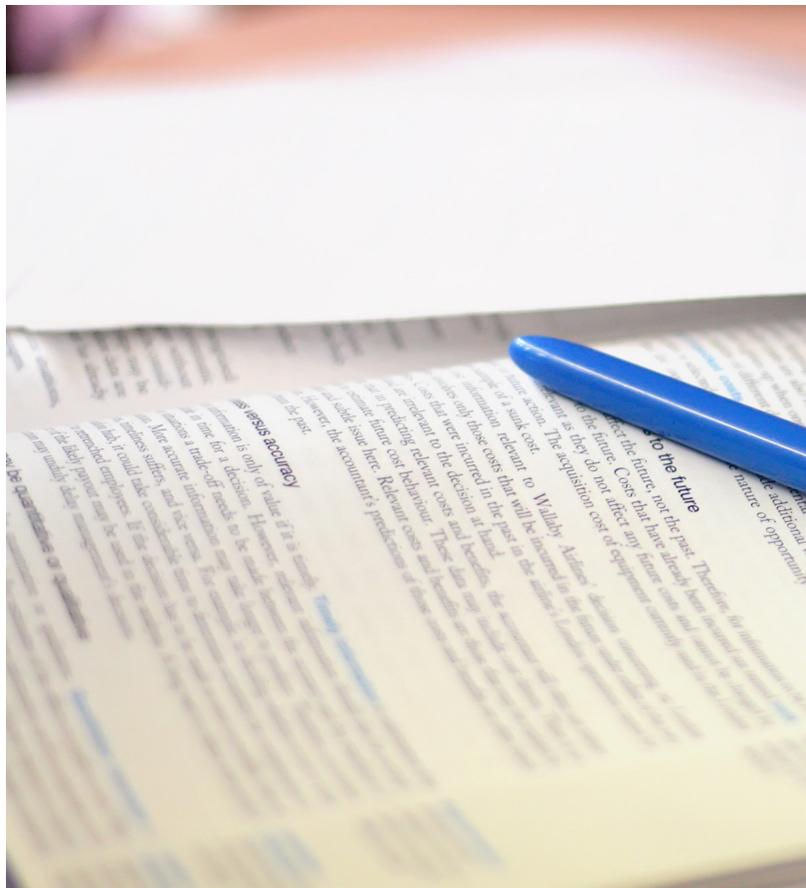
OR completion of ESL IV with grade of C or above and appropriate score on assessment test (continuing students).

Course Length: 216 Hours

Students will build on the grammar taught in ESL IV by reviewing previously introduced concepts and incorporating more complex grammatical structures, such as adverbs, noun clauses and conditionals/subjunctives. The listening and speaking skills component will include practice in understanding and using metaphorical expressions and distinguishing between literal and figurative meanings. By the conclusion of the level, the student will also recognize prefixes and suffixes and draft a compare and contrast essay.

### **ESL VI (Advanced English)**

Prerequisites: Appropriate score on assessment test (new students)



OR completion of ESL V with grade of C or above and appropriate score on assessment test (continuing students).

Course Length: 216 Hours

Students will build on the grammar taught in ESL V by reviewing previously introduced concepts and incorporating more complex grammatical structures, such as coordinating conjunctions, pronouns and connectives. The listening and speaking skills component will include practice in planning, organizing and delivering a presentation and analyzing the effectiveness of a presentation. By the conclusion of the level, the student will also develop thesis statements and write a variety of essays.

### **Conversation A (Basic)**

Prerequisites: Appropriate score on assessment test.

Course Length: 216 Hours

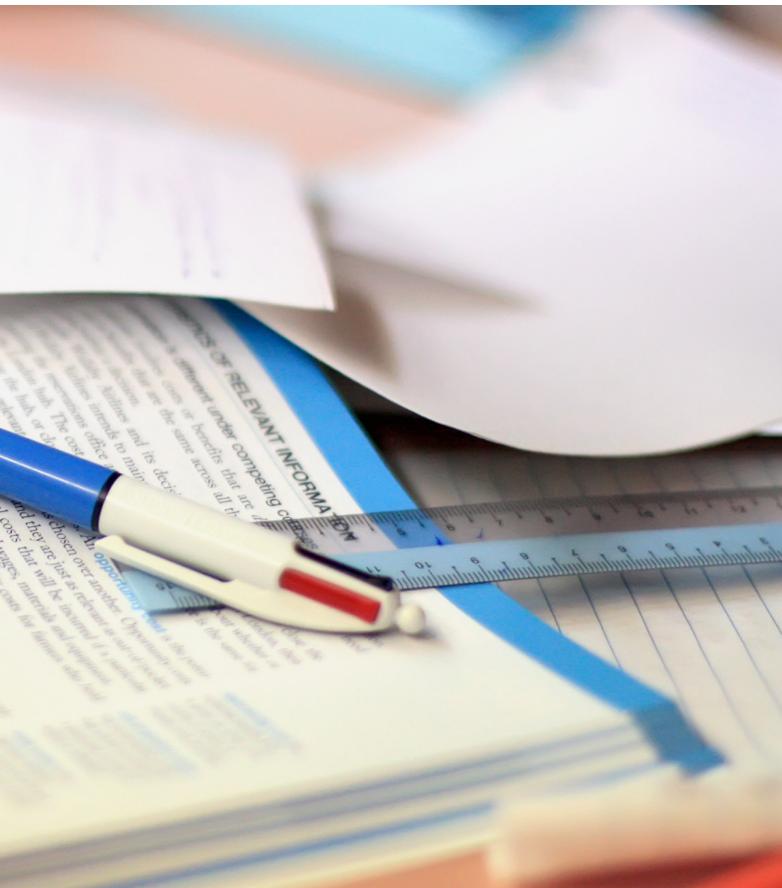
Basic ESL Conversation A develops conversational skills in English with an emphasis on basic vocabulary and grammatical structures used in everyday life. Critical thinking skills and pronunciation/accent reduction are also stressed.

### **Conversation B (Intermediate)**

Prerequisites: Appropriate score on assessment test (new students) OR completion of Conversation A with grade of C or above and appropriate score on assessment test (continuing students).

Course Length: 216 Hours

Intermediate ESL Conversation B develops conversational skills in English with an emphasis on intermediate vocabulary and grammatical structures. Intonation and tone, idioms and paralinguistic communication are also stressed.



### **Conversation C (Advanced)**

Prerequisites: Appropriate score on assessment test (new students) OR completion of Conversation B with grade of C or above and appropriate score on assessment test (continuing students).

Course Length: 216 Hours

Advanced ESL Conversation C develops conversational skills in English with an emphasis on advanced vocabulary and grammatical structures. Slang and argumentative talk are also stressed.

### **TOEFL (TEST OF ENGLISH AS A FOREIGN LANGUAGE)**

Prerequisites: None.

Course Length: 216 Hours

The TOEFL course provides comprehensive test preparation in effective test-taking strategies and familiarizes students with each section of the TOEFL iBT test. Class materials include authentic TOEFL iBT test questions and practice tests. Our approach is designed to strengthen proficiency in academic writing, critical reading-analysis and advanced listening comprehension, in addition to the ability to synthesize and convey information effectively.

### **IELTS (INTERNATIONAL ENGLISH LANGUAGE TESTING SYSTEM)**

Prerequisites: None.

Course Length: 216 Hours

The IELTS course provides comprehensive preparation for either the Academic Version or the General Training Version of the IELTS exam. Students will learn test-taking strategies and become familiar with each section of the IELTS. Class materials include authentic IELTS test questions and practice tests. Our approach is designed to strengthen proficiency in the four sections of the IELTS: Academic or General Reading, Academic or General Writing, Listening and Speaking.

### **TESOL (TEACHERS OF ENGLISH TO SPEAKERS OF OTHER LANGUAGES)**

Prerequisites: None.

Course Length: 216 Hours

The TESOL course offers an introduction to linguistics, ESL methods and approaches, creating authentic assessments and raising cultural awareness for individuals interested in working in the field of English as a Second Language/English as a Foreign Language. The course also helps individuals develop effective classroom management techniques and is appropriate for the primary through postsecondary setting.

### **GRADUATE SCHOOL TEST PREPARATION GRE (GRADUATE RECORD EXAM)**

Prerequisites: None.

Course Length: 216 Hours

The GRE preparation course includes an intensive subject matter review that addresses the Verbal Reasoning and Analytical Writing sections of the test. The course provides a structured focus on the test format, types of questions and GRE mock testing.

### **GMAT (GRADUATE MANAGEMENT ADMISSION TEST)**

Prerequisites: None.

Course Length: 216 Hours

The GMAT preparation course includes an intensive subject matter review that addresses the Analytical Writing Assessment and Verbal sections of the test. The course provides a structured focus on the test format, types of questions and GMAT mock testing.

## TUITION AND FEES

### PAYMENT POLICIES AND FEE CHART

All charges are due in full on the first day of instruction, unless payment arrangements to the contrary have been made with CWC. All students are required to sign an enrollment agreement upon enrollment, which will detail the tuition and all other charges owed for the course(s) and the payment terms.

Grades, transcripts or other documents will not be released to any student with an outstanding account balance, unless arrangements to the contrary have been made in advance with the administration. CWC may refuse to provide student services to students who have an outstanding balance. CWC may also refuse re-admission to any student who has left the institution without paying all outstanding balances.

PROGRAM	TUITION		BOOKS & SUPPLIES	APPLICATION FEE <sup>1</sup>	STRF FEE <sup>2</sup>	TOTAL FEES <sup>3</sup>
ESL or Conversation	3 M	\$900	\$100	\$100	\$2.50	\$1,102.50
	6 M	\$1,700			\$5.00	\$1905.00
	12 M	\$3,200			\$7.50	\$3,407.50
Semi-Intensive ESL (ESL + Condensed Conversation)	3 M	\$1,500	\$100	\$100	\$5.00	\$1,705.00
	6 M	\$2,800			\$7.50	\$3,007.50
	12 M	\$5,600			\$15.00	\$5,815.00
Intensive ESL (ESL + Conversation)	3 M	\$2,100	\$100	\$100	\$5.00	\$2,305.00
	6 M	\$3,900			\$10.00	\$4,110.00
	12 M	\$7,800			\$20.00	\$8,020.00
TOEFL	3 M	\$1,200	\$100	\$100	\$2.50	\$1,402.50
	6 M	\$2,300			\$5.00	\$2,505.00
	12 M	\$4,500			\$12.50	\$4,712.50
GRE, GMAT or IELTS	3 M	\$1,500	\$100	\$100	\$5.00	\$1,705.00
	6 M	N/A			N/A	N/A
	12 M	N/A			N/A	N/A
TESOL	3 M	\$3,000	\$100	\$100	\$7.50	\$3,207.50
	6 M	N/A			N/A	N/A
	12 M	N/A			N/A	N/A

All fees are subject to change without notice.

### **OTHER FEES**

SEVIS I-901 Fee	\$200
Form I-20 Mailing Fee	\$30-\$50
Student ID Card	\$35
Tutoring	\$30 per hour
Transcript	\$20
Enrollment Confirmation Letter	Active students – \$10, Inactive Students – \$20
Airport Pick-up	\$50-\$75
Returned Check Fee	\$25
Credit Card Transaction Fee	As assessed by credit card company

1 Non-Refundable.

2 Student Tuition Recovery Fund (STRF), \$2.50 per \$1,000 of tuition. For more details about STRF, please see the next page.

3 Estimated institutional charges for the period of attendance.

## STUDENT TUITION RECOVERY FUND DISCLOSURE

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency program attending certain schools regulated by the Bureau for Private Postsecondary Education.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.

5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. You are a student, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if either of the following applies:

1. You are not a California resident, or are not enrolled in a residency program, or
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.



# GRADES AND STANDARDS FOR STUDENT ACHIEVEMENT

## GRADING SYSTEM

In general, student performance in a course will be evaluated using some combination of the following factors: examinations, classroom participation, presentations, in-class assignments, homework and special projects. The weight assigned to a given component may vary from course to course and will be specified in the course syllabus provided. Student grades and Grade Point Averages (GPAs) will be calculated as follows:

Grade	Explanation	Grade Point
A	Excellent	4
A-		3.7
B+		3.3
B	Good	3
B-		2.7
C+		2.3
C	Satisfactory	2
C-		1.7
D	Poor	1
F	Failing	0
CR	Credit	Not included in GPA
NC	No Credit	Not included in GPA
W	Withdrawal	Not included in GPA
I	Incomplete	Not included in GPA



### **Incomplete Grade (I)**

An Incomplete must be converted to a passing grade in the following term, or it will be recorded as a failing grade (F) and counted as 0 points in terms of satisfactory academic progress.

### **Grade Report**

Within a week after the end of the term, notification of a student's academic standing and report of grades achieved while in attendance will be available at the Registrar. If there is an account balance or other penalties on record against a student, requests for transcripts and class grades will not be honored unless arrangements to the contrary have been made in advance with the administration.

## Topic: SATISFACTORY ACADEMIC PROGRESS (SAP)

Each 216-clock hour program is designed to be completed in twelve weeks. This completion time is based on the student attending class three hours and forty minutes each day, five days a week. During this time period, the student must maintain a minimum GPA of 1.0 or D to maintain his/her academic standing and comply with CWC's Attendance Policy. Students may repeat ESL courses only once, unless the Chief Academic Officer finds and documents a compelling reason to allow a student to repeat an ESL course for a second time.

ESL students must also complete standardized tests designed to measure English proficiency in order to maintain SAP. These tests will be administered at the halfway point and after the completion of each course for all ESL students.

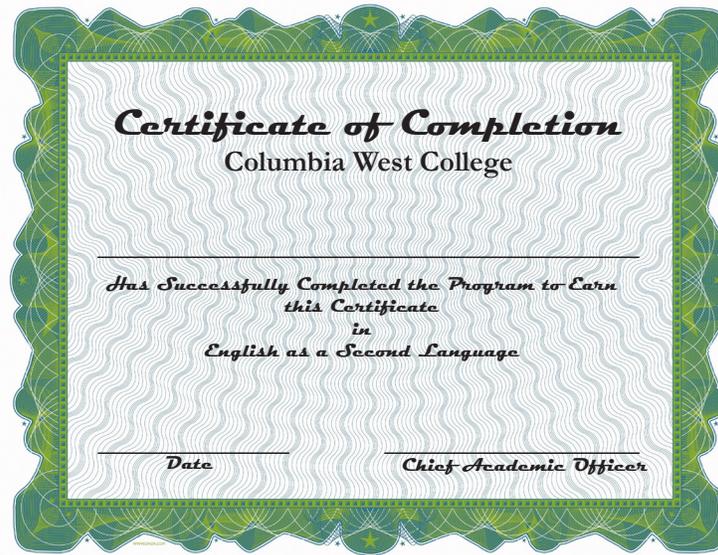
The Chief Academic Officer will place a student on academic probation if the student is not maintaining SAP in accordance with CWC's policies. Students' grade point averages will be reviewed at the end of each course or enrollment period. Should a student's GPA fall below that required for SAP, the student will be placed on academic probation, and a written notice will be e-mailed to the student. The Chief Academic Officer will then meet with the student regarding the student's academic performance and assist the student in engaging tutoring services at the prevailing rates, if requested.

Should the student fail to maintain SAP for six (6) consecutive months, CWC will terminate the student's enrollment. For students holding F-1 visas, the change of status will be entered into the student's SEVIS record, and the information made available to Immigration and Customs Enforcement and other Department of Homeland Security agencies.

For more information on SAP, please refer to the Student Handbook.

## CERTIFICATION OF COMPLETION

Upon fulfilling all academic, attendance and financial requirements, the student will be awarded a certificate displaying the highest course completed.



## NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at CWC is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in CWC's programs is also at the complete discretion of the institution to which you may seek to transfer. If the certificate(s) that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending CWC to determine if your certificate(s) will transfer.

## ACCEPTANCE OF TRANSFER CREDIT POLICY

CWC does not accept hours or credits earned at other institutions or through challenge examinations achievement tests or experiential learning.

## ARTICULATION OR TRANSFER AGREEMENTS

CWC has entered into articulation or transfer agreements with the following institutions:

Los Angeles Southwest College

# ADMISSIONS INFORMATION

## ADMISSIONS PROCESS

Admission to CWC's programs is granted to any student who can demonstrate that he/she meets CWC's admissions criteria. CWC does not discriminate on the basis of race, color, gender, religion, marital status, national origin or ancestry, physical or mental disability, medical condition, sexual orientation or any other consideration made unlawful by federal, state or local laws. CWC will make reasonable accommodation for special needs students, consistent with disability or other applicable laws. Students must specify their request for accommodation on the application for admission.

CWC does not accept Ability-to-Benefit students.

To gain admission to CWC, an applicant must:

1. Submit a completed application for admission, including all supporting documents.
2. Pay a non-refundable application fee of \$100.
3. Be 18 years of age. CWC will consider the applications of students under the age of 18 on a case-by-case basis if such student meets all other admissions criteria and has the written approval of his/her parent or guardian. The parent or guardian must also sign the enrollment agreement.
4. Provide a copy of his/her university or high school diploma, GED certificate or equivalent (if available) and transcript (if available).

Applicants holding F-1 student visas must also provide:

1. Documentation of valid visa status covering the period of attendance.
2. Proof of citizenship in his/her resident country, such as a copy of a passport.
3. Financial statements, such as bank statements or tax returns, proving sufficient financial resources to cover tuition and living expenses while studying at CWC.

After submission of all required documents, CWC will notify the student of the admissions decision. Offers of admission are valid for six (6) months. If a student does not enroll and begin classes within this six-month timeframe, the admissions offer will expire, and the prospective student will need to reapply for admission. Previous admission does not guarantee future admission to CWC.

Admission is granted on an open enrollment basis. CWC offers instruction year-round, and a student may begin his/her program on any Monday that school is in session. Should a given Monday fall on a public holiday, the student will begin his/her program on Tuesday or the following day that school is in session.

Students who are denied admission may submit a written appeal to CWC's Chief Academic Officer within ten (10) days of the decision, but CWC does not promise or guarantee admission to anyone. Additionally, CWC reserves the right to deny admission to anyone who provides false admission information to CWC or who misrepresents his/her status to CWC for any admission standards.

# STUDENT SERVICES

## ACCOMMODATIONS

CWC offers a full-service Housing Program for interested students, consisting of Homestay and Room Rental Program components. Students have the flexibility to select the accommodations that best suit their needs from among options that are safe, within close proximity to the school and available in a variety of price ranges.

The Homestay Program offers students the opportunity to become more fully immersed in American culture by staying with an American family during their study abroad experience. Students and their host families are matched on the basis of several factors, including the location of the host family's residence, the living arrangements offered by the Homestay family and the student's choice of meal plan.

The Room Rental Program is designed for more independent students who are not interested in living with an American family, but would like CWC's assistance in finding housing. Students participating in this program may tailor their living arrangements to suit their needs, include options for roommates, kitchen privileges and type of room (e.g., in a home, apartment or guesthouse). CWC does not have dormitory facilities under its control.



## VISA SERVICES



CWC is SEVP-certified and authorized under Federal Law to enroll nonimmigrant students. For students wishing to enroll under this status, please contact CWC for more information.

CWC will provide enrollment confirmation letters on behalf of students for a fee. Please refer to the Tuition and Fees section for current charges for this service.

## OTHER STUDENT SERVICES



CWC offers the following additional student services:

- New student orientations
- Ongoing cultural and educational activities
- Academic and immigration issues advising
- Free and fee-based tutoring
- Informal personal counseling, including referrals for professional assistance. CWC does not itself offer professional counseling services
- Airport pick-up (for an additional charge)
- Assistance in obtaining Metro passes at a discounted rate

CWC does not provide placement assistance.

# CWC POLICIES AND DISCLOSURES

## FINANCIAL AID AND LOAN REPAYMENT POLICIES AND PROCEDURES

CWC does not provide either State or Federal financial aid.

If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and, if the student has received federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal student financial aid program funds.

## TITLE IV PARTICIPATION

CWC does not participate in Title IV funding.

## CANCELLATION, WITHDRAWAL AND REFUND POLICY



## STUDENT'S RIGHT TO CANCEL

1. You have the right to cancel your program of instruction, without any penalty or obligation, through attendance at the first class session or the seventh calendar day after enrollment, whichever is later. As described in greater detail below, after the end of the cancellation period, you also have the right to withdraw from school at any time and receive a pro rata refund if you have completed 60 percent or less, up to and including your last date of recorded attendance, of the scheduled days in the current payment period of your program.

2. Cancellation may be effectuated by providing a written notice of cancellation by mail or hand delivery to the following address: Attn: Registrar, Columbia West College, 3350 Wilshire Blvd., Suite 800, Los Angeles, CA 90010.

3. The written notice of cancellation, if sent by mail, is effective when deposited in the mail, properly addressed with sufficient postage.

4. The written notice of cancellation need not take any particular form and, however expressed, is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement.

5. If the Enrollment Agreement is cancelled, the school will refund the student any money he/she has paid within 45 days after the notice of cancellation is received or the first scheduled day of class, whichever is earlier, less a registration or administration fee not to exceed \$250.00, any non-refundable charges listed in the Enrollment Agreement and any deduction for equipment not returned in good condition.

## WITHDRAWAL FROM THE PROGRAM

A student may withdraw from CWC at any time after the cancellation period (described above) and receive a pro rata refund if no more than 60% of the scheduled days in the current payment period of the student's program, up to and including the last date of recorded attendance, have elapsed. If more than 60% of the scheduled days in the current payment period of the student's program have elapsed, the tuition is considered earned, and the student will receive no refund. The refund, less a registration or administration fee not to exceed \$250.00, any non-refundable charges listed in the Enrollment Agreement and any deduction for equipment not returned in good condition, will be disbursed within 45 days of withdrawal.

A student shall be deemed to have withdrawn from a program of instruction when any of the following occurs:

1. The student provides CWC with a written notice of withdrawal;
2. CWC receives a transfer form from another institution;
3. CWC terminates the student's enrollment for failure to maintain satisfactory progress, comply with the attendance policy, abide by CWC's rules and regulations and/or meet financial obligations to CWC or
4. The student fails to return from a leave of absence.

The amount of the refund will be determined using the last date of recorded attendance. A pro rata refund will be the total amount owed by the student for the portion of the educational program provided subtracted from the amount paid by the student, calculated as follows: The amount owed equals the daily charge for the program (total institutional charge, minus non-refundable fees, divided by the number of days in the program), multiplied by the number of days the student was scheduled to attend, up to and including the last date of recorded attendance. For programs beyond the current "payment period," if the student withdraws prior to the next payment period, all charges collected for the following period will be refunded.

If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds. If any portion of the tuition was paid from the proceeds of a loan or third party, the refund shall be sent to the lender, third party or, if appropriate, to the state or federal agency that guaranteed or reinsured the loan. Any amount of the refund in excess of the unpaid balance of the loan shall be first used to repay any student financial aid programs from which the student received benefits, in proportion to the amount of the benefits received, and any remaining amount shall be paid to the student.



# THE STUDENT HANDBOOK

## NONDISCRIMINATION POLICY

CWC is committed to providing equal opportunities to all students admitted to its programs. Therefore, no discrimination on the basis of race, color, gender, religion, marital status, national origin or ancestry, physical or mental disability, medical condition, sexual orientation or any other consideration made unlawful by federal, state or local laws shall occur in any program or activity of this institution. Please direct any inquiries regarding this policy, if any, to the Chief Operating Officer, who is responsible for ensuring that this policy is followed.

## STUDENT RIGHTS AND CONDUCT

Students have the right to:

- Receive high quality instruction in a positive learning environment
- Be treated courteously, fairly, consistently and with respect by fellow students, faculty and staff
- Be safe from actions and behaviors that are detrimental to a positive learning environment

In addition, students are expected to conduct themselves in a responsible manner that is courteous and respectful of the rights, well-being and property of all members of the CWC community and supports the CWC's mission and core values. At the discretion of the school administration, a student may be placed on probation, suspended or dismissed from CWC for failing to abide by the Standards of Conduct set forth in the Student Handbook. In the event that a student is placed on probation, suspended or dismissed from CWC, the President of CWC will determine the appropriate disciplinary action, with such determination to be made within ten (10) days of meeting with both the student's instructor and the student in question.

Additionally, depending upon the severity of the violation, a student in breach of the Standards of Conduct may be suspended and asked to leave the school premises immediately. The President may impose an immediate interim suspension when there is reasonable cause to believe that such an immediate suspension is required in order to protect lives or property and to ensure the maintenance of order. A student so placed on interim suspension will be given prompt notice of the charges, and the opportunity for a hearing within ten (10) days of the interim suspension being imposed. During the period of interim suspension, the student may not, without prior written permission of the President or his designated representative, enter the campus, other than to attend the hearing. Violation of any condition of the interim suspension will be grounds for dismissal.

Any adjustment of fees or tuition shall be in accordance with CWC's refund policy.

## PRIVACY ACT, STUDENT RECORDS AND TRANSCRIPTS

CWC's policy is to maintain the confidentiality of student records. All information involving student records will be protected under the Federal Right to Privacy Act (FRPA) and the Family Education Rights and Privacy Act (FERPA). No one outside of the institution shall have access to, nor will CWC disclose, any information from a student's records without the written consent of the student, except to CWC personnel, officials of other institutions in which the student seeks to enroll, persons or organizations providing student financial aid or accrediting agencies, except in compliance with a judicial order or in an emergency to protect the health or safety of a student or other persons.

Student records are the sole property of CWC. CWC will not release copies of documents from other institutions attended. All release of student record information will be in accordance with FERPA. Student records will be maintained on-site for five (5) years from the last date of attendance. Transcripts are maintained permanently.

## ATTENDANCE POLICY (ALL PROGRAMS)

**Regular Attendance:** Students are expected to attend at least 80% of their classes each term. A full day of instruction consists of three (3) periods, and instructors will take attendance every period.

**Absences:** CWC may make an exception to allow students to attend less than 80% of their classes in a given term in the case of illness, family emergency or any other valid reason that is approved and verified by CWC. Exceptions will only be made if the student provides written documentation for the absence, such as a note from the student's doctor.

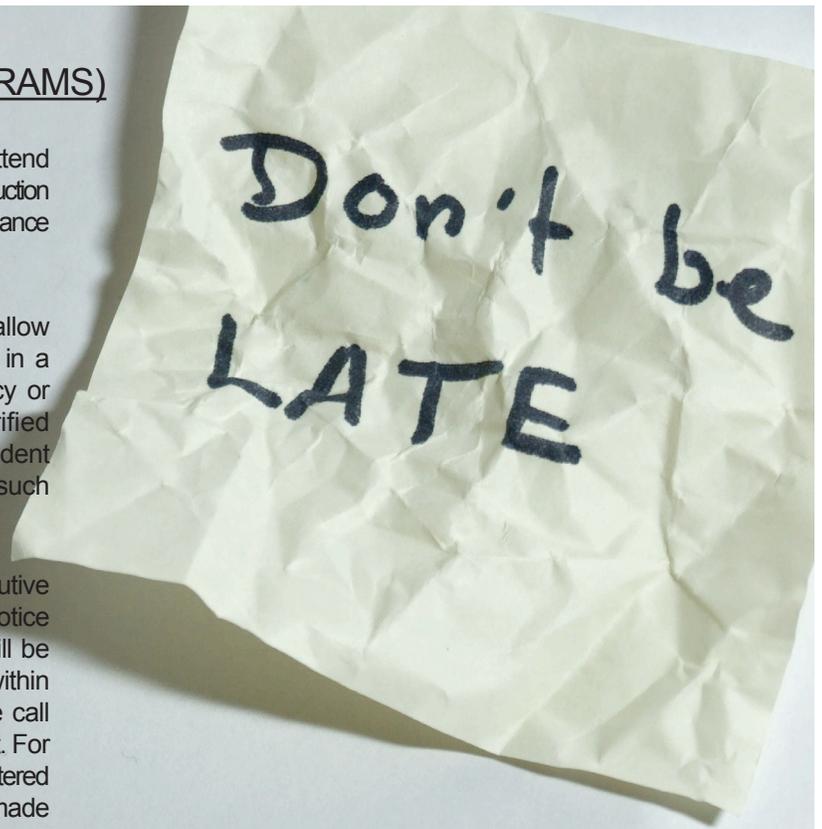
If a student fails to attend class for five (5) consecutive days without providing notice to CWC, a warning notice will be e-mailed to the student and a phone call will be made to the student. If the student fails to respond within five (5) days of the notice being sent or the phone call being placed, CWC will terminate the student's enrollment. For students holding F-1 visas, the change of status will be entered into the student's SEVIS record, and the information made available to Immigration and Customs Enforcement and other Department of Homeland Security agencies.

**Punctuality:** It is the student's responsibility to be in class on time and ready for instruction at the start of class and after scheduled breaks. Students are permitted a "grace period" of fifteen (15) minutes for the first class period only and will not be marked as Tardy if they arrive to class within the grace period. Thereafter, students who arrive to their first class period class within fifteen (15) minutes after the grace period has ended will be marked as Tardy, and students who arrive to class up to fifteen (15) minutes late for any subsequent class period will be marked as Tardy for that class period.

A student who is more than fifteen (15) minutes late to any given class period will be marked Absent for that class period. If a student is more than fifteen (15) minutes late to any given class period, the student may not enter the classroom until the start of the following period. Students who leave class up to fifteen (15) minutes early without the teacher's permission will be marked as an Early Departure. Students who leave class more than fifteen (15) minutes early will be marked Absent for that class period. Five (5) Tardies or Early Departures are equivalent to being Absent for one (1) full day of class.

**Noncompliance with Attendance Policy:** Student attendance will be calculated at the end of every four (4) weeks during an academic term. Should a student's attendance fall below 80% during any four (4) week period, a first written warning notice will be e-mailed to the student. Students will be e-mailed additional written warning notices should their attendance fall below 80% for any subsequent four (4) week period (maximum of three written warning notices will be e-mailed). In addition to the third and final written warning notice, a follow-up verbal warning will be given or phone call will be made to the student.

If the student does not respond to the final verbal warning or written notice within seven (7) calendar days by establishing a specific and detailed plan with the CWC administration to improve his/her attendance, CWC will terminate the student's enrollment. If the student establishes such a plan with the CWC administration to improve his/her attendance for the following term, the student will be placed on attendance probation. If the student fails to achieve an 80% cumulative attendance rate at the end of following four (4) weeks, CWC will terminate the student's enrollment. For students holding F-1 visas, the change of status will be entered into the student's SEVIS record, and the information made available to Immigration and Customs Enforcement and other Department of Homeland Security agencies.



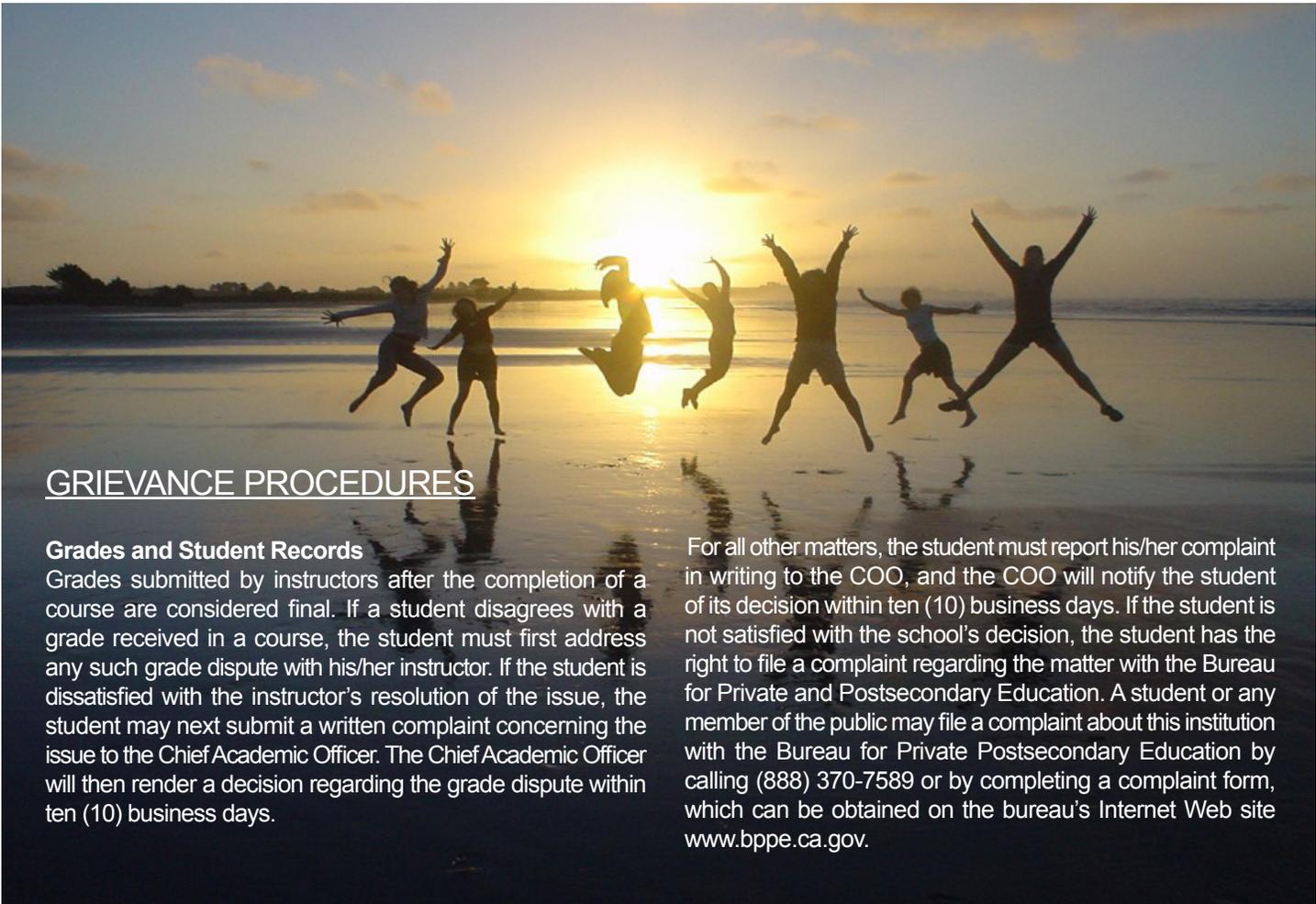


## LEAVES OF ABSENCE

For a leave of absence (LOA) within the United States, a student must submit a completed and signed Vacation Request Form to the Registrar at least one (1) week in advance. For an LOA outside the United States, a student must submit a completed and signed Vacation Request Form to the Registrar at least two (2) weeks in advance. Leaves of absence are limited to 180 calendar days in any 12-month period or one-half the student's program length, whichever is shorter. Multiple leaves of absence may be permitted provided the total of the leaves does not exceed this limit.

Students may be granted a leave of absence for the following purposes: (a) An emergency situation, such as a serious illness or a death in the immediate family, though unless otherwise stipulated and documented, the leave should not last longer than 50% of the student's current period of enrollment. In addition, students requesting a medical LOA must provide documentation from a licensed physician explaining the reasons for the LOA. If a student is granted a medical LOA, such student may remain in the U.S. or leave and return to the U.S. with his/her original immigration documents. However, if a medical LOA exceeds five (5) months in duration, the student must obtain a new Form I-20 or new visa/Form I-20. (b) An extended vacation of one (1) month if they have satisfied CWC's academic, attendance and other requirements for the previous two (2) academic terms and have registered for the term immediately following their return from the extended LOA. An extended absence (more than four (4) weeks) for whatever reason may require retesting upon reentry into the program.

CWC will approve or deny the LOA request within seven (7) days of the date of submission. CWC reserves the right to deny a student's LOA request for any reason. If a student fails to return after an LOA, a warning notice will be e-mailed and a phone call will be made to the student. If the student fails to respond within five (5) days of the notice being sent or the phone call being placed, CWC will terminate the student's enrollment. For students holding F-1 visas, the change of status will be entered into the student's SEVIS record, and the information made available to Immigration and Customs Enforcement and other Department of Homeland Security agencies.



## GRIEVANCE PROCEDURES

### **Grades and Student Records**

Grades submitted by instructors after the completion of a course are considered final. If a student disagrees with a grade received in a course, the student must first address any such grade dispute with his/her instructor. If the student is dissatisfied with the instructor's resolution of the issue, the student may next submit a written complaint concerning the issue to the Chief Academic Officer. The Chief Academic Officer will then render a decision regarding the grade dispute within ten (10) business days.

For all other matters, the student must report his/her complaint in writing to the COO, and the COO will notify the student of its decision within ten (10) business days. If the student is not satisfied with the school's decision, the student has the right to file a complaint regarding the matter with the Bureau for Private and Postsecondary Education. A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's Internet Web site [www.bppe.ca.gov](http://www.bppe.ca.gov).

A student who believes that his/her records contain inaccurate or misleading information may discuss his/her concerns with the Registrar. If the Registrar agrees with the student's request, the record will be amended. If not, the student may follow the grievance procedures outlined below.

### **Satisfactory Academic Progress (SAP)**

Students who are placed on academic probation for failing to maintain SAP may appeal the decision by observing the following procedure:

1. Submit a written appeal to the Chief Academic Officer within ten (10) business days of the initial determination. The student should include with the appeal any substantiating documentation he/she possesses.
2. Within ten (10) business days of receiving the appeal, the Chief Academic Officer will render a decision regarding the appeal and provide the student written notice of the decision.

### **Other Matters**

For claims involving sexual harassment by a fellow student, instructor or staff member, the student must report his/her complaint to the Chief Operating Officer (COO), who will investigate and render a decision within ten (10) calendar days. If the student is not satisfied with the COO's decision, the student has the right to file a complaint regarding the matter with the Bureau for Private and Postsecondary Education (BPPE).

## NOTICE OF FINANCIAL STATUS

CWC does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition in bankruptcy within the preceding five years and has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.).

## ADDITIONAL QUESTIONS

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Dr., Suite 400, Sacramento, CA 95833, [www.bppe.ca.gov](http://www.bppe.ca.gov), Tel: (916) 431-6959, Toll Free: (888) 370-7589, Fax: (916) 263-1897.

## DISCLOSURE STATEMENT

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.