



# **ADAMS COLLEGE OF ENGLISH**

## **CATALOG**

JANUARY 2012 THROUGH DECEMBER 2012

**3700 Wilshire Blvd. Suite # 985**  
**Los Angeles, California 90010**  
**(213) 427-5547/ Fax: (213) 427-5549**  
**Email: [adamscollege@live.com](mailto:adamscollege@live.com)**  
**Website: [www.adamscollege.us](http://www.adamscollege.us)**

# TABLE OF CONTENTS

	Page(s)
General Information	
Approvals.....	2
Completion Certificate .....	2
Institution Mission Purpose and Objectives.....	3
History.....	3
Physical Description of School .....	3
Full Time Student Status .....	4
Transfer of Credit Policy .....	4
Institutional Policies and Information .....	5
Statement of Non-discrimination .....	5
Admissions Requirement .....	5
Admission Process .....	6
Withdrawal/Dropout Policy & Procedure.....	7
Reenrollment.....	7
Completion Requirements.....	7
Disclosure and Retention of Education Records.....	7
Holidays .....	8
Class Schedule .....	8
Student Parking .....	9
Advising.....	9
Placement Services .....	9
Library.....	9
Student Lounge .....	9
School Polices and Regulations	
Attendance Policy .....	9
Tardiness .....	10
Leaving Early .....	10
Make-up Time .....	10
Leave of Absence Policy.....	10
Suspension and Dismissal.....	11
Satisfactory Academic Progress Policy.....	11
Academic Probation Policy .....	12
Student Appeal Procedures .....	12
Transfer and Readmitted Students.....	12
Reinstatement.....	13
Graduation Requirements .....	13
Student Behavior/Conduct .....	13
Educational Objectives .....	14
Policy on Student Rights.....	16
Student Grievance Procedure.....	16
Schedule of Tuition and Fees.....	17
Refund Table.....	17
Contact Us.....	19

## GENERAL INFORMATION

### Approval Disclosure Statement

**Adams College of English is a private Institution and that it is approved to operate by the Bureau for Private Postsecondary Education.**

"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".

### Completion Certificate

<u>English as a Second Language</u>	<u>2400Hrs.</u>
ESL Beginning	800 Hrs
ESL Intermediate	800 Hrs
ESL Advanced	800 Hrs

Instruction is in residence with a facility occupancy level that will accommodate 80 students. California statute requires that a student, who successfully completes a course of study, be awarded an appropriate diploma or certificate verifying the fact. Adams College of English awards its graduates a Completion Diploma as an acknowledgment of their accomplishment and graduation from Adams College of English.

Prospective students are encouraged to visit the physical facilities of the College and to discuss personal educational and occupational plans with College personnel prior to enrolling or signing enrollment agreements. Adams College of English currently does not have assistance programs to provide the student the opportunity to finance their tuition and fees. Persons seeking to resolve problems or complaints should first contact the instructor in charge. Requests for further action may be made to the Director,

Unresolved complaints may be directed to the Bureau for Private Postsecondary Education,

2535 Capitol Oaks Drive Suite 400, Sacramento, CA 95833.  
(916) 431-6959 Fax: (916) 263-1897. **Toll Free: (888) 370-7589 [www.bppe.ca.gov](http://www.bppe.ca.gov)**".

"A student or any member of the public may file a complaint about this institution with The Bureau for Private Postsecondary Education by calling Toll Free Number (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)".

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 Drive Suite 400, Sacramento, CA 95833.  
(916) 431-6959, Fax (916) 263-1897. Toll Free: (888) 370-7589

## **Institution Mission**

Adams College of English's mission is to prepare and equip non-native speakers in English classes. This mission is designed to work with students of foreign languages to master the English language and learning the language skills needed to achieve the goal of mastering the appropriate context in which to use them while living in the United States.

## **INSTITUTIONAL OWNERSHIP:**

Institution ownership of Adams College of English is a California Corporation that owns and controls the College. Sang Soon Park is the President and Sung Soon Park is the Director of School of the governing board.

## **History**

Adams College of English was founded in the heart of the Wilshire District. in the midst of the Los Angeles Business District to serve the non-native speakers in English-as-a-second language.

## **Physical Description of School**

Adams College Of English, Los Angeles Campus, occupies approximately 1,200 square feet in a traditional campus facility located at 3700 Wilshire Blvd. Suite 985 Los Angeles, CA 90010. Facilities include: Two student classrooms, two administrative offices, Audio/Visual equipment, computers, and lecture classes,

Student Reference Library with reference texts and manuals, computers equipped with internet and internet library. Student Lounge, and other equipment aids frequently used in English-as-a-second language courses. The occupancy level of the facility is 80 students at any one time.

Our facilities are designed to maintain small classes. Each classroom will have a maximum student/teacher ratio of 25 students to 1 instructor.

## **Administration & Staff**

President	Sang Soon Park
Director of School	Sung Soon Park

## **Faculty**

English-as-a-second language	Mr. William Maddox
	Mr. Jeremy R. Gonsalves

## **Full Time Student Status**

*(Full Time Student Status-* All International students who hold F-1 visas are required to attend full time (18 hours weekly no exceptions).

## **Transfer of Credit Policy**

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

The transferability of credits you earn at Adams College of English is at the complete discretion of an institution to which you may seek to transfer.

Acceptance of the diploma or certificate you earn in Adams College of English is also at the complete discretion of the institution to which you may seek to transfer. If the certificate or diploma that you earn at Adams College of English are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your course work at the 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 Adams College of English to determine if your credits or certificate or diploma will transfer.

The minimum grade acceptable will be C or 70% of attendance and academic outcome.

An official transcript will be required from the student, prior to the start of the 1<sup>st</sup> class of the program. It is the students' responsibility to furnish and/or assist the college to procure.

The course taken in which the transfer credit (s) will be used, will be reflected in the reduction of the units and amount charged for the entire course.

To assure the fair and equitable treatment of students relative to transfer of credit, this College will set the guidelines for prior credit earned toward transfer of credits:

The student will receive a worksheet of this reduction upon College Directors evaluation of the transfer credits for approval, prior to the start of the 1<sup>st</sup> class.

**IF A STUDENT OBTAINS A LOAN TO PAY FOR THE EDUCATIONAL PROGRAM, THE STUDENT WILL HAVE THE RESPONSIBILITY OF REPAY THE FULL AMOUNT OF THE LOAN PLUS INTEREST, LESS THE AMOUNT OF ANY REFUND, AND THAT, 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.**

\*Adams College of English does not offer financial aid and/or financial assistance to students enrolled at the College.

THIS INSTITUTION DOES NOT HAVE A PENDING PETITION IN BAKRUPTCY, OR OPERATING AS A DEBTOR IN POSSESSION, AND HAS NOT FILED A PETITION WITHIN THE PRECEDING FIVE YEARS, OR HAS 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).

THE INSTITUTION DOES NOT OFFER DORMITORY/HOUSING FACILITIES OR HAVE ACCESS UNDER ITS CONTROL. THE AVAILABILITY OF HOUSING LOCATED REASONABLY NEAR THE

INSTITUTION IS THE RESPONSIBILITY OF THE STUDENT TO SEEK OUT AND OBTAIN.

NO FACILITIES ARE RECOMMENDED OR SPONSORED BY THIS INSTITUTE. THIS INSTITUTE DOES NOT OFFER AN APPROXIMATE COST OR RANGE OF COST FOR ANY HOUSING. THIS WILL BE THE RESPONSIBILITY OF EACH STUDENT ON THEIR OWN.

### **INSTITUTIONAL POLICES AND INFORMAITON**

Adams College of English uses an ability-to- be-trained test (WONDERLIC) and placement test for the English-as-a-second language classes, which is used as an entrance test for students and/or have a 9th grade literacy and have met all other standards for admissions.

Adams College of English's programs are structured modules. The objectives of the syllabus are based on solid educational principles to assure those high standards are maintained. The programs at Adams College of English are as follows, including the total clock hours per program:

ESL Beginning	800 hrs
ESL Intermediate	800 hrs
ESL Advanced	800 hrs

\*Adams College of English's recruiting, advertising and promotional practices and efforts ensure that the prospective student can reasonably be expected to benefit from the training offered.

### **Statement of Non-discrimination**

Adams College of English does not deny admission or discriminate against students enrolled on the basis of Race, Color, Religion, Sex, Age, Handicap, Financial Status, Area of Origin, Residence, Sexual Orientation, from participation in any of the school's activities. Adams College of English will reasonably accommodate applicants and students with disabilities to the extent required by applicable law.

### **Admissions Requirements**

As part of the admission procedure, applicants must:

- Complete and submit an Application Form
- Submit an original high school diploma or GED
- Attend a New Student Orientation.
- Complete, sign, and submit an Enrollment Agreement.
- Sign documents acknowledging receipt of disclosure forms.
- Pay a Registration Fee of \$75.00.(Non-Refundable)
- Take an evaluation test to determine the level of English
- All international students who apply for the I-20 must have proof of financial stability in order to enroll.
- International students may submit an inquiry to the college for all necessary paperwork.
- Adams College of English can issue the I-20, F-1 student visa to qualified students, and I-20 documentation can only be provided for the student at the time the student is **actually is enrolled in Adams College of English.**
- Applicants must be 18 years of age, and, at a minimum, possess a high school diploma or its equivalency (GED). Prospective students should contact Adams College of English to set up

an appointment with an Admissions Representative to receive information about the College, its curriculum, and admission policies.

If an applicant lives outside the area, or in another state, an Admissions Representative will mail to them, upon their request, the catalog and any other information desired. The applicant must complete an application and submit it to the college. Processing an application normally takes one to three weeks, and early application is recommended. The applicant will receive a phone call from an Admissions Representative to discuss the process of enrollment for an out-of-area or out-of-state applicant. Each prospective new student must arrange their schedule to be at the appropriate campus location by the Thursday prior to their first day of class so as to complete the enrollment process and orientation. The procedure for orientation will be to review and explain all policies of attendance: leaving early, arriving late, daily registration for class is the student's responsibility, the monthly progress reports, studies daily to be informed for the daily lecture. The services provided by the school, and the conduct expected of an **Adams College of English** student. All enrollment and financial documentation is due from the student on orientation day and all questions are clearly answered.

### **Admission Process**

An applicant makes an appointment for an interview with the Admissions Representatives. Upon arrival at the Institute, the applicant will complete an application covering their personal, educational, and employment history, and the area of interest. The applicant initially meets with the Admissions Representative to discuss the process of enrollment. The "Ability-to-Be-Trained" test or placement test for ESL students is then administered. When the applicant successfully demonstrates their ability by scoring at minimum, an acceptable score as set by the Wonderlic Standards or the placement test the institution may proceed with enrollment. All applicants must pass an "Ability-To-Be-Trained" test or placement test for the ESL student. The test is graded and results are discussed in detail with the applicant.

The applicant is then taken on a tour of the facilities. This tour includes an explanation of classroom instruction and activities and a review of course equipment and materials. A Financial interview is then completed with the Business Office. The school retains the right to accept or reject an applicant based on the applicant's character reference, scholastic and/or financial status. Presuming all requirements and standards of admissions are met, and the applicant is motivated and prepared to make the financial and personal commitment toward their chosen training program, an enrollment agreement between the school and the applicant is then signed, the registration fee of \$ 75.00 is paid, (the student is required to pay in full, the registration fee Non-refundable) on or prior to the seventh consecutive day of class unless other arrangements are made and a start date is set.

If an applicant lives outside the area, or in another state, an Admissions Representative will mail to them, upon their request, the catalog and any other information desired. The applicant must complete an application and submit it to the school. Processing an application normally takes one to three weeks, and early application is recommended. The applicant will receive a phone call from an Admissions Representative to discuss the process of enrollment for an out-of-area or out-of-state applicant.

Each prospective new student must arrange their schedule to be at the appropriate campus location by the Thursday prior to their first day of class so as to complete the enrollment process and orientation.

The procedure for orientation will be to review and explain all policies of attendance: leaving early, arriving late, daily registration for class is the student's responsibility, the monthly progress reports, dedicated studies daily to be informed for the daily lecture. The services provided by the school, and the conduct expected of an **Adams College of English** student. All enrollment and financial documentation is due from the student on orientation day and all questions are clearly answered.

### **Withdrawal / Dropout Policy & Procedure**

Students who wish to withdraw from their program should contact the Director of School. All students who withdraw or dropout (failed to attend classes for a three-week period without prior arrangement) are required to meet with the President. Regardless of the circumstances of withdrawal or the date of notification to the College, the official withdrawal date is the last date a student attended classes. Both refunds and final grade determinations are based upon last date of class attendance.

### **Reenrollment**

Any student who wishes to re-enroll in the same program should first submit a letter to the College Director explaining the reason for initial withdrawal and reasons to re-enroll. Any student who re-enrolls must sign a new enrollment agreement at the prevailing tuition. This procedure is for a "Seven Day Cancellation" as well as program cancellations or terminations. All outstanding balance due to program cancellations/terminations must be paid in full. Any credit given for prior training will be determined on a case-by-case basis by the College Director. Tuition payments received will be credited to the applicable program. The remaining credit balances will be transferred to the new program. The College at its sole discretion will determine the student's re-enrollment. A change from one program to another is not considered re-enrolled additional information on course changes can be found in this catalog under Changes in Program. based on each individual's financial assistance packaging, it is important that all financial obligations are discussed prior to re enrolling.

### **Completion Requirements**

To be a completer the academic performance will require a minimum accumulative grade point average of 70% or "C" GPA. A minimum of 70% of the total program hours and satisfactory progress, 70% cumulative attendance, and 70% cumulative grade point average to be considered complete.

Upon completion of the program, meeting completion requirements, the student will receive a Completion Certificate.

### **Disclosure and Retention of Education Records**

**Per the Family Education Rights and Privacy Act (FERPA) Students are guaranteed** the right to inspect, review, and challenge information contained in their education records.

Education records are defined as files, materials, and documentation maintained by the institution. Written consent is required before education records may be disclosed to third

parties with the exception of regulatory education agencies. Student's wishing to review their file must make an appointment with the appropriate department. At no time may the student and or parents remove, destroy and or damage any documents contents in the file. Adams College of English protects the privacy and confidentiality of all students records. Files are kept for 5 years and Transcripts are kept **INDEFINITELY**.

The student is prohibited from copyright infringement policies and civil/criminal liabilities the student may face for unauthorized use/distribution of materials copyrighted from Adams College of English.

**Adams College of English Observes the Following Holidays:**

New Year’s Day	January 1, 2012
New Year’s Day (Observed)	January 2, 2012
Martin Luther King Day	January 16, 2012
President’s Day	February 20, 2012
Memorial Day	May 28, 2012
Independence Day	July 4, 2012
Labor Day	September 3, 2012
Veterans Day	November 12, 2012
Thanksgiving Day	November 22, 2012
Day after Thanksgiving	November 23, 2012
Christmas Day	December 25, 2012
Day after Christmas	December 26, 2012

Students will be on Winter Break beginning Monday, December 21, 2012 through Friday, January 1, 2013. Classes resume on Wednesday, January 4, 2013. Adams College of English reserves the right to modify this schedule with reasonable advance notice to students.

**Class Schedule**

<b>Session A: 01/09/2012 ~ 03/27/2012</b>	<b>Session C: 07/09/2012 ~ 09/21/2012</b>
Break from 03/28/2012 ~ 04/06/2012	Break from 09/25/2012 ~ 10/05/2012
<b>Session B: 04/09/2012~ 06/26/2012</b>	<b>Session D: 10/08/2012 ~ 12/21/2012</b>
Break from 06/27/2012 ~ 07/06/2012	Break from 12/24/2012 ~ 01/04/2013

**\*\*STUDENTS WILL HAVE A THREE-WEEK BREAK AT THE END OF EACH QUARTER**

## **Student Parking**

Student parking is available. Adams College of English is not responsible for parking violations, property theft, and property damage.

## **Advising**

The staff of Adams College of English makes every effort to maintain close communication with its students. Students have access to faculty and administrative staff for academic advising. Students experiencing personal problems, which require professional counseling and is requested by the student, will be referred to the appropriate agencies.

## **Placement Services**

Due to the education offerings in ESL, Adams College of English does not offer placement to the I-20 students holding visas.

## **Library**

Adams College of English has a library that comprises books and periodicals for English as a Second Language students to further their cultural experience in the United States. Computer access requires a user authentication and password that is entered by a staff of Adams College of English.

No gaming is allowed and if any computer workstation is unattended for 10 minutes, that computer usage will be given to the next person in line.

Any documents or files left by the users on the workstations will be deleted weekly. To prevent files lost, please purchase a flash thumb drive to save all files when using a workstation.

In addition, Adams College of English provides printing options to its uses. Users are limited to 5 pages per day and they must bring their own paper.

## **Student Lounge**

The student lounge is available for the convenience of all students.

## **Attendance Policy**

A sign-in sheet will be provided by the instructor of every course on a daily basis. It is the student's responsibility to sign the sheet daily. Specific hours of attendance are part of graduation requirements. Failure to meet the required hours of training will result in denial of graduation status.

Students are expected to be on time to class every day. When students must be absent from class, they call the school prior to the start of class, noting the class they are in, an explanation of why they will not be in class that day, and when can we expect their return.

Recurring absences could result in disciplinary action, including dismissal. Students must maintain a 70% attendance record or better to maintain "Satisfactory Attendance Progress." Unsatisfactory attendance may lead to Probation status. Excused absences are not automatic;

your instructor monitors and provides all attendance to the Student Services Department.

### **Tardiness**

Adams College of English places upon its students the same demands that an employer will place upon them as employees. Students are expected to be on time for each class. A student is considered tardy for class if he/she **ARRIVES LATER THAN 15 MINUTES AFTER THE SCHEDULED START OF CLASS**. A tardy student will be marked daily as being tardy. Any combination of three (3) documented (unexcused) tardy's will be considered as one (1) absence.

### **Leaving Early**

Adams College of English places upon its students the same demands that an employer will place upon them as employees. Students are expected to remain in class for the entire session. A student is considered leaving early from class if he/she **LEAVES EARLIER THAN 15 MINUTES PRIOR TO THE CLOSE OF CLASS**. The Instructor should be notified prior to being dismissed early from class. A student leaving early from class will be marked daily as leaving early. Any combination of three (3) documented early (unexcused) departures will be considered as one (1) absence.

### **Make-up Time**

Make-up hours, assignments and/or tests are available and encouraged. Make-up time/work must be schedule with your instructor to assure proper credit. Students must make up time/work for proper credit towards completion. Make-up classroom time must be completed on the College premises.

### **Leave of Absence Policy**

If a "Leave of Absence" is requested, a student must submit in writing to the Student Service Department in advance of the beginning date of the leave of absence, unless unforeseen circumstances prevent the student from doing so. If a student does not request a leave of absence within a timeframe consistent with the institution's consecutive identified in # 3 below, the leave of absence is limited to 180 calendar days in any 12- month period or one-half the published program length, whichever is shorter. Only one leave of absence will be approved in a 12 month timeframe.

A student must sign and date the leave of absence request and specify a reason for the leave. The reason must be specified in order for the institution to have a reasonable expectation of the student's return within the timeframe of the leave of absence as requested.

The student must attest to understand the procedures and implications for returning failing to return to his/her course of study.

Multiple, the basis of the request, expected return date and the initial date of request with the student's signature. If the Leave of Absence is approved, the student may return prior to or at the end of the Leave of Absence and resume training without paying additional tuition.

Students requesting Leave of Absences must understand that upon return, a revised course

completion date will be established, which will delay their graduation date.

This does not automatically reflect the school's approval. A Leave of Absence may be limited to a specified amount of days (NOT TO EXCEED 60 DAYS). Only one Leave of Absence will be granted for a student during any 12-month enrollment period. If the student's leave of absence is NOT approved, the student will be considered to have withdrawn from the school.

### **Suspension and Dismissal**

Adams College reserves the right to suspend or dismiss any student whose attendance, professional conduct, or academic performance which does not meet the school's standards and/or who fails to abide by the rules and regulations. Any student who has been suspended or dismissed may appeal the action by following the student appeal procedures outlined in this catalog.

### **Satisfactory Academic Progress Policy**

At the end of each course all students are evaluated for satisfactory academic progress. For satisfactory academic progress, a student's quantitative progress must be at least 70% or "C". In addition to completion of time frames, to be making satisfactory academic progress, each student must maintain a cumulative minimum grade point average of 2.0. For determining satisfactory progress, a progress report is given to the student at the end of each course. A student achieving a cumulative grade point average below a minimum GPA of 2.0 at the time of evaluation will be placed on academic probation. The Academic Probation will be removed upon the successful completion of the deficiencies that lead to it. Any student dismissed for failure to meet the academic requirements of the institution, may appeal the dismissal by following the student appeals procedure outlined in this catalog.

## **GRADING FORMAT**

A = Excellent	90% - 100%
B = Good	80% - 89%
C = Satisfactory	70% - 79%
P/F= Pass/Fail	Credit/No Credit Assigned
D = Poor	65% - 69%
F = Failing	00% - 64%
I = Incomplete	00%
W=Withdrawal from Module	No Grade Assigned

If "F" and "I" are counted as hours attempted but not achieved and have a 0.00 value toward the GPA. Repetitions of course work are counted as hours attempted. The lowest grade will be dropped and the highest grade will be used to calculate the GPA. Course work repeated may adversely affect a student's academic progress in terms of the maximum time frame, which is 150% of the published length of the program.

Students who withdraw from a course or the program will receive a grade of "W", which has no impact on the GPA. The credit hours for the courses are counted as attempted but not achieved.

If the student returns to the College, all course work graded "I" (Incomplete) may be successfully completed within a 30-day period or training may be interrupted. If the student returns to the College, all course work graded "W" Should be completed. Any Incomplete and Withdrawal will be counted as a 0 in the overall cumulative grade point average. It is important that the student makes up the Incompletes or Withdrawal as soon as possible.

### **Academic Probation Policy**

As indicated under the section pertaining to Academic Policy, if a student fails to maintain the required academic progress at the end of any course, he/she will be placed on ACADEMIC PROBATION for the next course. The student must attain the required GPA of 2.0 and/or number of achieved credit hours during the probationary period.

If a student maintains a grade point average of 70% or "C" and/or achieves a cumulative GPA 2.0, probation will be removed. However, if the student fails to maintain a GPA of 2.0 and/or is unable to achieve a cumulative grade point average within one evaluation period, the student will be dismissed from their program (unless extenuating circumstances are established).

### **Student Appeal Procedures**

Any student not attaining the required GPA, or achieved hours during the probationary period will receive a written dismissal notice, sent by certified mail. The student may submit a written appeal of his/her dismissal within five calendar days of their receipt of the dismissal notice. The appeal should be addressed to the governing board.

The appeals Committee will examine all appeals. The student will be sent the committee's written decision within five days of the President's receipt of the appeal. The decision of the committee is final.

The appeal must be accompanied by documentation on of the mitigating circumstances that have prevented the student from attaining satisfactory progress. Only extraordinary circumstance will be considered, such as death or sever illness in the immediate family.

### **Transfer and Readmitted Students**

Transfer students from outside the College will be evaluated only on the work completed while at this College. Students transferring from one program to another within this College will have their GPA calculated on a cumulative basis, including all coursework attempted while at this College.

**\*\*EXAMPLE:** The quantitative requirement remains 70% for all students, but the maximum time frame is based on the number of credits the student must complete in the current program. If the student transfers in 16 credits, and therefore must complete 30 credits in the current program at MAS, the maximum time frame is 20x150% or 30 attempted credits.

## **Reinstatement**

A student requesting to be reinstated as an active student, based on whatever reasons or circumstances, should do so in writing. Supportive documentation and/or information concerning any mitigating circumstances should be noted in the request. The School appeals board shall consist of (3) three school administrators. The requesting prior student shall be notified of the Reinstatement Review within 30 days following the decision of School Director.

## **Student Behavior/Conduct**

An important part of the training at **Adams College of English** includes the development of professional attitudes and behaviors. **Adams College of English** has created a professional environment in which students can grow and develop with the cultural varied expectations. Students are expected to conduct themselves in a business/professional manner.

Normal standards of professional business attire apply to all students and unconventional clothing cannot be permitted at College.

**No Exception, No Discussion.** Students who are dressed inappropriately may be subject to disciplinary action. The effectiveness of any program is dependent upon the full cooperation between students and the College staff. Consequently, all students will be expected to extend their best efforts to work harmoniously and conscientiously with Instructors and Administrators to further their expectations. Students must adhere to high standards of academics, attendance, and conduct.

Students are expected to behave professionally and respectfully at all times. Enrolling students will receive a list of the rules of conduct at the time of enrollment. Students are subject to immediate dismissal for any activity or action that endangers another or for unethical conduct or violation of the rules of conduct.

The administration of the College reserves the right, in the exercise of their judgment, to dismiss a student on any of the following grounds, but not limited to:

### **Grounds for Disciplinary Action**

1. Unsatisfactory Academic performance.
2. Unsatisfactory Attendance.
3. Unprofessional Behavior and/or conduct that reflects unfavorably upon the College and/or its students.
4. Use of Drugs, Narcotics, Alcohol (or under the influence), Gambling, Profanity.
5. Failure to meet Financial Requirements.
6. Inappropriate professional clothing worn during training.
7. Failure to abide by the Rules and Regulations of the school.
8. Failure to pay tuition (or any other charges) when due.
9. Breach of school enrollment agreement.
10. Cheating.
11. Falsifying College records.
12. Carrying a canceled or potentially dangerous weapon.
13. Disorderly conduct, which interferes with the learning process of any other student,

- instructor, or the general progress of the class.
14. Instigation and/or participation in rebellious activities against the College and/or its student(s).
  15. Solicitation, which reflects unfavorably upon the College and/or its students.
  16. Vandalism of school property.
  17. Fighting (physical or verbal)
  18. Verbal confrontation with any employee and or student

Disciplinary action may include, but not limited to, a verbal or written warning, probation, suspension, or dismissal. A student dismissed for unsatisfactory or unprofessional behavior or conduct, may request re-admittance into their program by following the procedure set forth under Reinstatement as noted in this catalog.

### **Maximum Time Frame for Course Completion**

A student must satisfactorily complete his/her program of training within a maximum time frame, defined as one and one half times the regular scheduled program length, as illustrated below. Leave of Absences, holidays, excused non-attendance, winter break, in-service days, College closed due to extenuating circumstances and terminations are not computed in the maximum time frame. If the student does not complete his/her program of study within the maximum time frame, the student must be dropped from their training program.

### **Maximum Time Frames Allowed**

## **Educational Objectives**

### **Course 1: Basic Grammar and Composition      80 Hrs/5.33 Sem Credits**

The focus of this course is to understand and use basic grammatical forms and writing simple and compound sentences, using correct word forms, word order, spelling and punctuation. Students are introduced to basic English grammatical structures, progressing into complex structures, and will continue to develop in the second phase of intermediate English.

### **Course 2: Basic Listening and Speaking      80 Hrs/5.33 Sem Credits**

The content in this course, students receive guidance and extensive practice in distinguishing words, phrases and sentences. Listening focuses on comprehension of verbal instructions and questions in a series, of vocabulary in context, of main ideas and details in sentences, monologues, dialogues, and short sentences and paragraphs. Speaking focuses on the clear pronunciation of common words and phrases and the development of basic English pronunciation patterns of stress and intonation. For the basic listening/Speaking, we use the repetition of sample conversation, role playing, listening comprehension and reading comprehension to practice the grammatical structures learned in the grammar section. The goal allows students to engage in English conversation naturally and at a manageable pace. This course includes 2 hours per week of listening lab work.

### **Course 3 : Basic Reading and Vocabulary      80 Hrs./5.33 Sem Credits**

This course focuses on vocabulary development and reading comprehension of ideas written

in Standard English. Materials and class activities are designed to increase knowledge of American culture necessary for understanding concepts and texts in English. The goal of this course is to improve comprehension of ideas in short readings and paragraph-length readings, and increase vocabulary. This class includes 2 hours per week in the ESL Skills Lab for computer- assisted learning. Grades for this course are determined by a combination of: completion of project assignments, quizzes, mid-term and final exams.

**Course 4 : Intermediate Grammar and Composition 80Hrs./5.33em Credits**

This course develops the ability to write varied, complex sentences and effective paragraphs in standard written English. The focus on study and practice of complex sentence constructions, prewriting techniques, including outline, and basic rhetorical patterns.

**Course 5 : Intermediate Oral Communication 80 Hrs./5.33 Sem Credits**

In this course, intermediate level ESL students receive guidance and extensive practice in effective oral communication in a variety of social and vocational situations.

Students express ideas in conversational settings using current vocabulary, knowledge of grammar, new idiomatic expressions and appropriate verbal and nonverbal behavior. This course emphasizes the development of oral fluency in one- on- one and small group communication.

In this level, we introduce students to more complex grammatical structures, such as how to connect ideas through the use of gerunds and infinitives, additionally; the student is introduced to the passive voice, adjective clauses, comparisons, noun clauses, quoted and reported speech, and the conditional. In the oral communication Course, we practice these structures in situation conversation to get the student to become more familiar with using them.

**Course 6: Intermediate Reading and Vocabulary 80 Hrs.5.33 Sem Credits**

Intermediate- level students work on understanding phrases rather than individual words, reading longer, more complex paragraphs and using the library.

**Course 7: Advanced Grammar and Composition 80 Hrs./5.33 Sem Credits**

This course develops the ability to write varied, complex sentences and effective paragraphs in standard written English. The focus is on the study and practice of complex sentence structures, prewriting techniques, including outlining, and basic rhetorical skills.

**Course 8: Advanced Oral Communication 80 Hrs./5.33 Sem Credits**

This advanced level course develops students' oral communication skills in a variety of social, business, and academic situations. Students continue to learn and practice appropriate verbal and nonverbal behavior. Emphasis is on the development of oral fluency and the appropriate use of conversational strategies and management techniques. This course includes 2 hours per week of listening lab work.

**Course 9: Advanced Reading and Vocabulary 80 Hrs./5.33 Sem Credits**

This course continues the development of vocabulary and reading skills including paraphrasing, summarizing, and simple analysis of articles and stories to identify main ideas

and distinguish fact from opinion. Grades for this course are determined by a combination of: completion of project assignments, quizzes, mid- term and final exams

In this level, we focus on the reading/ writing section, we focus more on applying grammar than on prescriptive understanding of grammar, this is achieved primarily through the intensive study of vocabulary. To this end, students write sentences as daily homework and correct other students' written sentences.

### **Course 10: Advanced Conversation and Listening      80Hrs/5.33 Sem Credits**

In the final course of our program We assist students in their pursuit of cultural experiences here in America by exposing them to a variety of media, such as television, cinema and literature. Ultimately, in this section, students are trained to engage in free style discussion, wherein the Instructor chooses a challenging topic to enhance the student's communication skills. The student practices these structures in situation conversation as well as working to expand the students' ideas through discussion of culture and current events.

### **Policy on Student Rights**

The Student's Rights Policy concerning enrollment states:

**"You may cancel your contract for enrollment agreement and obtain a refund of charges paid through attendance at the first class session or the seventh day after enrollment, whichever is later as described in** the Notice of Cancellation form that will be given to you prior to the first day of class. Read the Notice of Cancellation form for an explanation of your cancellation rights and responsibilities. If you have lost your Notice of Cancellation form, ask the school for a sample copy.

"After the end of the cancellation period, you also have the right to stop school at any time, and you have the right to receive a refund for the part of the course not taken. Your refund rights are described in the contract. If you have lost your contract, ask the school for a description of the refund policy.

"If the school closes before you graduate, you may be entitled to a refund. Contact the Bureau for Private Postsecondary Education at the address and telephone number printed below for information.

"If you have a complaint, questions, or problems that you cannot work out with the school, write or call the:

**Bureau for Private Postsecondary Education (BPPE) :**  
**2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833.**  
**Telephone 916. 431-6959, Fax 916. 263-1897. Toll Free: (888) 370-7589**

"Prior to signing your enrollment agreement, you must be given a catalog or brochure and a School performance Fact Sheet, which you are encouraged to review prior to signing the agreement. These documents contain important policies performance data for this institution. The Institution is required to have you sign and date the information included in the School performance Fact Sheet relating to completion rates, placement rates, license examination passage rates, and salaries or wages, prior to signing the agreement".

### **Student Grievance Procedure**

Adams College of English publishes the following student grievance procedure in the school catalog.

If a student has a grievance and wishes it to be recognized as such, a written complaint must

be submitted to Adams College of English in letter format. The written grievance must clearly state the student's name, the nature of the complaint, the name(s) of all parties directly involved in the complaint, and any appropriate documentary evidence.

Steps towards resolution: based upon the information presented in the grievance, steps toward resolution shall begin with informal discussions headed by the College Director. Resolution shall be attempted at the lowest possible level. If a satisfactory solution cannot be reached within a reasonable period, the grievance shall be scheduled for presentation to the Grievance Committee for hearing and appropriate action. Informal discussion between persons directly involved in a grievance is essential in the early stages of dispute reconciliation and shall be encouraged at all stages of the grievance procedure.

If informal recourse fails to resolve the grievance within 30 days after filing, the College Director will schedule a Grievance Committee meeting. The members of the Committee will be (3) three. The Committee will review and consider documentary records, which relate to the case, including the grievance and its supporting documentation and any documentary evidence or statement by the person(s) against whom the complaint was filed. The committee and the School Director will arrive at a fair and equitable decision. It is the College Directors final decision.

If students/school has exhausted procedures and the problem has not been resolved, they have the right to contact the: **Bureau for Private Postsecondary Education at:**

**Department of Consumer Affairs**  
 2535 Capitol Oaks Drive Suite 400,  
 Sacramento, CA 95833.  
 (916) 431-6959, Fax (916) 263-1897 Toll Free: (888) 370-7589

If student/school has exhausted procedures and the problem has not been resolved, they have the right to contact:

**ACCET Accrediting Council for Continuing Education and Training**  
 1722 N. St NW  
 Washington, DC. 20036  
 (202) 955-1113  
 (202) 955-1118  
 complaints@accet.org

### SCHEDULE OF TUITION AND FEES

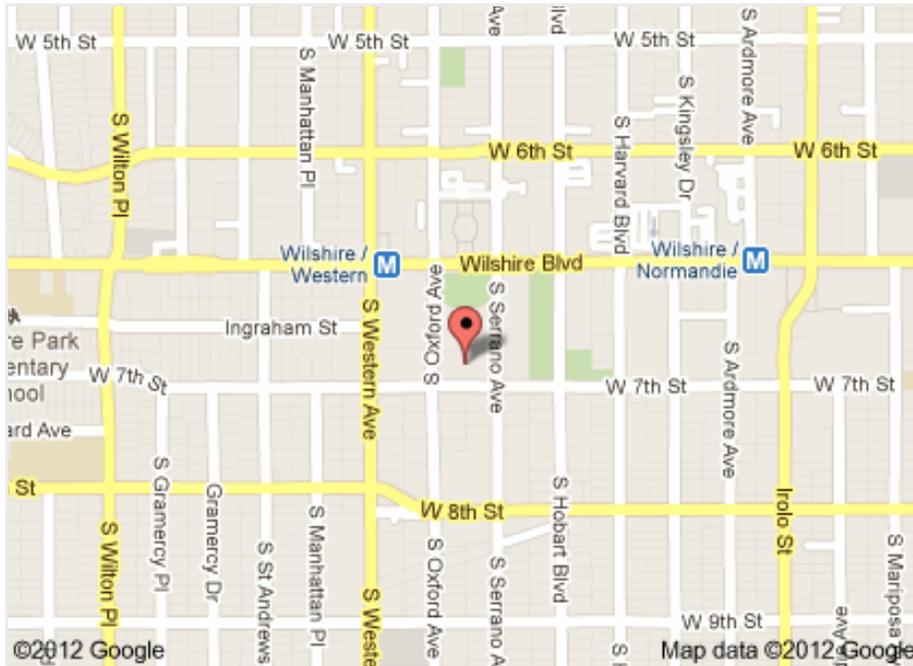
Name of Program	Clock Hours	Registration Fee (non-refundable)
English-As-A-Second Language-	800	\$75.00

### REFUND TABLE

Name of Program	Number of Clock Hours	Tuition Fee	10%	25%	50%	60%	75%
English as a Second Language	800	\$2,400.00	\$2,160	\$1,800	\$1,200	\$960	\$600

**\*All fees must be paid at time of enrollment and Registration fee is non-refundable after the seventh day. The STRF fee is non refundable. Insurance and Visa charges are not refundable.**

### Contact Us



### **School Hours**

Monday - Friday  
9 AM- 6:00 PM  
CLOSED on Weekends