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2014 OEI COLLEGE CATALOG

OEI COLLEGE (Olympia Education Institute)
9520 Las Tunas Drive Temple City, CA 91780
(626) 309-9395

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Academic programs and institutional policies are developed and/or revised by the Chief Executive Officer in conjunction with the Chief Academic Officer and/or Chief Operations Officer. Policies are created and/or revised to comply with outside accreditation or licensing requirements and provide clear guidelines to students, staff, and faculty. New policies and procedures are reviewed with faculty who are provided opportunities for feedback and may be changed as a result of that feedback. Policies are reviewed by the institution at least annually, as the OEI Catalog, Student Handbook, and Academic Policies and Procedures Manual are updated. The OEI Catalog is updated annually.

I. INSTITUTION

Campus Location
OEI College / Olympia Education Institute
9520 Las Tunas Drive
Temple City, CA 91780
(626) 309-9395

Website: www.oei.edu

Conveniently located near the 10 FWY in the beautiful city of Temple City, OEI has easy access to public transportation. The facility is equipped with a computer lab, general-purpose classrooms, a library, student lounge, a resource center, and administrative offices. Each general-purpose classroom is well-lit and air conditioned, arranged and equipped to accommodate up to 15 students in lecture-type setting at a 1 to 15 instructor to student ratio. The facility is approximately 3,500 square feet.

Accreditation Information
- ✓ OEI is institutionally accredited by the Accrediting Council for Continuing Education & Training (ACCET).
- ✓ OEI is a private institution and that is approved to operate by Bureau for Private Postsecondary Education (BPPE).

  "This institution is a private institution approved to operate by the California Bureau for Private Postsecondary Education. Approval to operate means the institution is compliant with the minimum standards contained in the California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of Title 5 of the California Code of Regulations."

- ✓ OEI is authorized under Federal law to enroll nonimmigrant students.

Financial Stability Information
OEI does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, nor has had a petition in bankruptcy filed against in within the preceding five years that resulted in reorganization under Chapter 11 of the united States Bankruptcy code.

MISSION STATEMENT

OEI College (dba Olympia Education Institute, or OEI) is committed to the highest standards of ethics, academic rigor, and excellence in English proficiency instruction. The institute serves multiple missions:

Educating Students

OEI prepares students for academic pursuits or for future career advancement. All programs are designed to meet established standards of English proficiency and incorporate technology to facilitate learning. Our student-centered instruction is designed to accommodate individual learning styles and levels.

Promoting Multicultural and International Competence

OEI supports the needs of students from different cultures and academic backgrounds. Infused in every course and program is the exploration of the significance of culture, ethnicity, and nationality. Our commitment to diversity extends to faculty, staff, and students.

Expanding Access and Opportunity

To encourage and enable students to aim even higher, OEI seeks to make language education available to ever-expanding global communities of students through partnerships with schools within the United States and internationally.

II. OEI FACULTY

Faculty	Educational Qualifications
Mr. Nunez *Instructor*	❖ Azusa Pacific University, Azusa (2012) B.A.: English Biola University, La Mirada, California (2014) M.A.:TESOL
Mr. Montana *Instructor*	❖ California State University, Los Angeles (2005) B.A.: English; (2008), M.A.: English, Teaching Credential Program Adjunct professor at California State University, Los Angeles & Pasadena City College
Mr. Palmer *Instructor*	❖ California State University, Los Angeles (1991) B. A. : English
Ms. Pilgrim *Instructor*	❖ Azusa Pacific University, Azusa (2008) B. S. International Business English teaching/cultural training program
Ms. Fried *Instructor*	❖ University of Southern California, M.A.: Professional Writing; Lakeland College, Sheboygan, WI B.A.: Double Major in English and Speech/Drama and Secondary Education; California Designated Subject Adult Education Teaching Credential Program Adjunct professor at Rio Hondo College, California
Ms. Williams *Instructor*	❖ Bowling Green State University, Ohio (2002) B.A.: English
Mr. Grimshaw *Instructor*	❖ University of Southern California, Los Angeles (2001) B.A.: Communication from the Annenberg School of Communication; California State University, Northridge (2004): Secondary Education Teaching Credential Program
Ms. Palmer *Instructor*	❖ Houghton College, Houghton, New York (1996) B.A.: English Literature; Fuller Theological Seminary, Pasadena, California (2002) M.A.; Azusa Pacific University, California (2010): TESOL Certificate Program
Ms. Jacob *Instructor*	❖ Westmont College, Santa Barbara (2003) B.A.: International Studies Concentration Azusa Pacific University, Azusa (2012) M.A.: TESOL
Ms. Johnson *Instructor*	❖ Biola University, La Mirada (1989) B.A.: Education Cal State Stanislaus (1992) Teaching Credential Curriculum San Jose State University (1994) Reading Specialist Classes
Mr. Klune *Instructor*	❖ University of California, Berkeley (1991) B.A.: English; California State University, Los Angeles (2005): Credential Program Secondary Education: English
Ms. Redfield *Instructor*	❖ Northwest University, Kirkland, Washington (2009) B.A.: Intercultural Studies; Teaching Certificate: Teaching English as a Second Language; Azusa Pacific University, Azusa, California (2010) M.A.; TESOL
Ms. Da'vol *Instructor*	❖ Azusa Pacific University (2009) B.A.: English and Creative Writing
Mr. Kennedy *Instructor*	❖ University of California Los Angeles (1987) B.A.: History & Political Science ❖ California State University, Los Angeles (2004) M.A.: TESOL
Ms. Romero *Instructor*	❖ Loyala Marymount University (2013) B.A.: Communication & Spanish
Ms. Avedian *Instructor*	❖ University of California, Berkeley (2011) B.A.: English Literature

III. PROGRAMS OFFERED

❖ **The English Language Acquisition (ELA)** program consists of eight academic placement levels. Each of the eight sessions is eight weeks, total of 1152 clock hours. OEI sessions

are not assigned transferable credits/units, but are tracked to completed clock hours. Students are tested upon entry and placed into the academic skill level that best meets their needs. Students may elect to take one level only, or continue through all levels offered to complete the program.

Whether one wants to learn conversational English, improve English skills for academic pursuit, or for future career advancement, Olympia Education Institute (OEI) has the right program to accommodate individual needs and skill levels. From the beginning of assessment, placement, and evaluation to the completion of certification, instructors will make sure that the student's learning progress is well-monitored on a regular basis.

Immersion learning not only speeds language acquisition, but also allows students to fully experience American culture.

All academic instruction takes place on-site at OEI College dba Olympia Education Institute (9520 Las Tunas Drive, Temple City, CA 91780) in a classroom setting with an experienced instructor and the instruction will occur in English.

Elective Courses offered:
- Elective Course: Grammar
- Elective Course: Pronunciation
- Elective Course: American Culture
- Elective Course: Academic Test Preparation / TOEFL iBT

Additional offering:
- Intensive English Camp / Seminar (offered in summer and/or winter)

Philosophy
Our academic philosophy includes the following:

✓ Produce competency in the five major areas:
- Listening – decoding and transcribing phonics
- Speaking – verbal communication skills
- Reading – comprehension
- Writing – grammar and syntax
- Culture – multi-cultural and diversity awareness

✓ Promote warm and effective communication with people
✓ Make use of our educational facility, technology and methodology
✓ Develop students' positive self-image, and respectful, ethical behavior
✓ Model fluent communication ability in our multicultural society
✓ Use repetition in methodology, developing a spirit of perseverance
✓ Enhance learning through a welcoming classroom environment

✓ Provide positive feedback, believing that it is a powerful motivational aid
✓ Encourage students from all backgrounds to respect and appreciate one another

IV. ADMISSIONS

OEI College admits students regardless of race, color, gender, religion, age, ethnic or national origin, or physical disability. Students are expected to successfully complete the program in which they are enrolled. Normally, the course involves 64 weeks of studying English as a Second Language

Admissions process (all programs):

1. Complete the Application form
2. Tuition payment
3. All applicants must take the CA MLA EPT[1] and/or MELICET[2] exam to be considered for admission and be placed at the right course level.
4. Attend Mandatory Orientation and Introduction to OEI workshop

F-1 Applicants are subject to the following additional requirements:

1. Application fee US$100
2. Photocopy of passport
3. Official statement of financial support: US$ 22,000 a year is recommended. If the bank statement is not in the student's name, we need an affidavit of support stating that the account holder will financially sponsor the student.
4. Official copies of educational transcript(s), diploma(s), or certificate(s) with the highest degree completed: High school diploma is required; if not provided, equivalent ability certification or assessment test result needs to be submitted. OEI does not accept credits from other institution for English Language Acquisition Program.
5. Applicants must be a minimum of 17 years old.
6. Express mailing I-20 form to student US$70.

OEI strives to provide educational opportunities to all students in a fair and supportive learning environment. All members of OEI are expected to promote equitable learning environment for all students, including students with special needs. It is the individual student's responsibility to inform members of OEI if any additional assistance is required at any time, including the admissions and enrollment processes. OEI staff members will best accommodate any student with special needs including language translation. Additional assistance provided is listed under student services.

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[1] English Language Proficiency Test
[2] MELICET-GCVR & MELICET-L exams were former components of MELAB, the Michigan English Language Assessment Battery

Once an applicant has been admitted, an *Enrollment Agreement* and *Student Academic Individual Program Schedule* must be completed prior to attendance of first session.

OEI uses the following testing instrument for initial assessment and placement into the appropriate learning level:

The **CaMLA English Placement Test (EPT)** is designed and used to quickly and reliably place ESL beginning to low-advanced students into homogeneous ability levels. It provides an accurate assessment of a test taker's general receptive language proficiency by measuring performance in the following key skill areas:

- listening comprehension
- grammatical knowledge
- vocabulary range
- reading comprehension

The **MELICET-GCVR** exam is used to assess the English language proficiency of students applying to universities or colleges where the language of instruction is English, as well as to assess the general English language proficiency of professionals who need to use English in their work, but is tailored to students entering with an advanced-intermediate to advanced-level proficiency.

NRS, CASAS, EPT, and MELICET Levels for English Language Placement

CASAS & NRS Corresponding Level Names	CA MLA EPT Test Score Range	CA MLA EPT Level Names	MELICET-GCVR/L Test Score Range	MELICET-GCVR/L Level Names	OEI ELA Level Names
Beginning Literacy / Pre-Beginning ESL (CASAS); Beginning ESL Literacy (NRS)	N/A	N/A	N/A	N/A	N/A
Low Beginning ESL (CASAS & NRS)	0 – 26	Beginner	N/A	N/A	Beginning Level 1
High Beginning ESL (CASAS & NRS)	27 – 40	Beginner (High)	N/A	N/A	Beginning Level 2
Low Intermediate ESL (CASAS & NRS)	41 – 50	Intermediate (Low)	N/A	N/A	Intermediate Level 1
High Intermediate ESL (CASAS & NRS)	51 – 61	Intermediate	Writing 57-67, Speaking 1 or +1	Group 1 Ability Level	Intermediate Level 2
Advanced ESL (CASAS); Low Advanced ESL (NRS)	62-68 (EPT)	Advanced (Low)	Writing 57-67, Speaking 2 or +2; **or** Writing 73-77, Speaking 1 or +1	Group 2 Ability Level	Advanced 1
Adult Secondary (CASAS)	69-80	Advanced	Writing 73-77, Speaking 2 or 2+	Group 3 Ability Level	Advanced 2
	N/A	N/A	Writing 73-77, Speaking 3 or 3+ **or** Writing 83-87, Speaking of 2 or 2+	Group 4 Ability Level	

Proficient Skills (CASAS)	N/A	N/A	Writing 83-87, Speaking 3 or 3+	Group 5 Ability Level	Elite Level 1
	N/A	N/A	Writing 83-87, Speaking 4 or 4+ **or** Writing 93-97, Speaking 3 or 3+	Group 6 Ability Level	
	N/A	N/A	Writing 93-97, Speaking 4 or 4+	Group 7 Ability Level	Elite Level 2

Tuition and Fees

English Language Acquisition Program

Level	Length	Fee
Beginner Level 1	8 Weeks	$760
Beginner Level 2	8 Weeks	$760
Intermediate Level 1	8 Weeks	$760
Intermediate Level 2	8 Weeks	$760
Advanced Level 1	8 Weeks	$760
Advanced Level 2	8 Weeks	$760
Elite Level 1	8 Weeks	$760
Elite Level 2	8 Weeks	$760
TOTAL	64 Weeks (if all levels are needed)	$6,080 (if taken separately)

Discounts
- A 5% tuition discount will be given to any student who registers in full for four sessions.
- 18% tuition discount will be given to any student who registers in full for eight sessions with a one-time payment.

Fees
- The application fee of $100 is non-refundable. Students are required to purchase the course textbooks for each level of session. The average cost of textbooks is approximately $60 per session (8 weeks).
- Students must pay the program tuition before the start of the session during enrollment. Students can elect to pay installments under the payment plan.

Delinquent Accounts
Delinquent accounts will be sent a delinquent notice every month until the tuition account is either current of paid in full. Failure to make a payment or arrangements with the administration will lead to withdrawal of classes for that session.

Payment Methods
When a new student enrolls in a course or program, s/he will complete an Application Form, Enrollment Agreement, and provide all required documents. The Registrar or CEO/Director directly collects the payment for registration, tuition, textbooks and STRF fee.

- *In-Person:* Upon signing an Enrollment Agreement in-person, the student will pay via cash or check for the program/course enrolled and any associated fees.

- *Via Email:* Upon signing an Enrollment Agreement remotely, payment for tuition and fees are to be instructed to wire directly into the OEI College Business Checking Account.

V. ENGLISH LANGUAGE ACQUISITION PROGRAM

ELAP Levels	Clock Hours
1. Beginning Level 1	144 hours
2. Beginning Level 2	144 hours
3. Intermediate Level 1	144 hours
4. Intermediate Level 2	144 hours
5. Advanced Level 1	144 hours
6. Advanced Level 2	144 hours
7. Elite Level 1	144 hours
8. Elite Level 2	144 hours

Some courses may be waived based upon placement level at time of enrollment, which will change the required number of hours to complete the program.

	Daily Schedule	Clock Hours
Option 1	9am-12:36pm	3 hours & 36 minutes
Option 2	1:10pm-4:45pm	3 hours & 36 minutes
	Alternative Evening Schedule	
Option 3	6:00pm-9:36pm	3 hours & 36 minutes

OVERVIEW OF COURSE OBJECTIVES

ELA Program Level	Level Course Objectives
English Language Acquisition 1: **Beginning Level 1**	✓ Gain a basic understanding of oral pronunciation ✓ Use elements of grammar ✓ Form short written and oral sentences ✓ Acquire some concepts of American culture and customs ✓ Write structured, short compositions ✓ Practice basic oral conversation
English Language Acquisition 2: **Beginning Level 2**	✓ Have a basic understanding of oral and written English ✓ Use elements of grammar and form short written and oral sentences

	✓ Outline some aspects of American culture and history ✓ Read simple authentic literary and cultural texts ✓ Write structured, short sentences to paragraphs ✓ Practice basic oral communicative exchange
English Language Acquisition 3: **<u>Intermediate Level 1</u>**	✓ Review basic English grammar ✓ Expand vocabulary and gain familiarity with use of idioms ✓ Demonstrate an intermediate understanding of oral and written English ✓ Use most elements of grammar and form written and oral sentences ✓ Detail many aspects of American culture and history ✓ Receive individualized feedback to improve grammar, pronunciation, and other conversational skills
English Language Acquisition 4: **<u>Intermediate Level 2</u>** (Semi-Intensive or Intensive)	✓ Detail many aspects of American culture and history ✓ Read authentic literary and cultural texts ✓ Write structured short compositions that advance to multi-paragraphs of one theme ✓ Focus on ability to interact in everyday situations ✓ Work on pronunciation, vocabulary, and idioms ✓ Receive individualized feedback to improve grammar, pronunciation, and other conversational skills
English Language Acquisition 5: **<u>Advanced Level 1</u>**	✓ Review all components of English grammar ✓ Expand vocabulary and use of idioms ✓ Further develop earlier skill sets ✓ Receive individualized feedback to improve grammar, pronunciation, and other conversational skills
English Language Acquisition 6: **<u>Advanced Level 2</u>**	✓ Successfully compose paragraphs, e-mails, and other English pieces ✓ Engage in conversations at grocery stores, coffee shops, and other American venues ✓ Prepare and present a speech for class on a cultural topic of choice ✓ Read and report on a newspaper article and other authentic pieces
English Language Acquisition 7: **<u>Elite Level 1</u>**	✓ Master comprehensive reading, speaking, listening, and writing skills ✓ Be able to competently express thoughts in written and oral English ✓ Practice writing skills by preparing specific, work-related literature
English Language Acquisition 8: **<u>Elite Level 2</u>**	✓ Review and thoroughly practice grammar topics in interview situations, oral presentations, and profession-related portfolios ✓ Demonstrate a broad understanding of American culture, customs, and traditions

See OEI Content Standards for a complete list of standards for each level.

Certificate of Completion Requirements

Upon satisfactory completion of all program requirements, we will provide a transcript and certificate. In order to receive the Certificate of Completion, students must successfully complete the course and meet all of the financial obligations to OEI College.

Upon completion of a course or program, students will receive one of the following:

Type	Requirements for Award	Indicates
Certificate of Completion: <u>Course</u>	Successful completion of one or more courses below, awarded upon exit from program: *Beginner 1, Beginner 2, Intermediate 1, Intermediate 2, Advanced 1, Advanced 2, Elite 1, or Elite 2*	• Total hours completed • Completion of the course(s)
Certificate of Completion: <u>Program</u>	Completion of a *<u>minimum of four levels</u>*, **including Elite 2**, awarded upon successful completion of the Elite 2 level	• Total hours completed • Completion of the program

VI. STUDENT SERVICES

Student Services Offered
All of the services below are offered to students either for free or for a notated fee.

Student Services	Description
Internet Access	Students are provided with Internet access for research or additional practice and review.
Computer Access	Students are provided with access to the computer lab for additional practice and review.
Library	A quiet library resource room is available for student use to conduct research or study.
Housing / Homestay*	OEI, to its best ability, will support the needs of International Students who wish to study English in the United States by assisting with apartment / room rental opportunities or arranging host families (as needed). An additional fee is required for placement service, which includes locating and setting appointments to view homestays, shared housing, and rental properties. Living arrangement preferences, religious needs, diet requirements, and/or any other relevant information must be communicated at the time of the request. The monthly rate of homestay is around $900 with breakfast and dinner or $800 without meals. Host families are expected to: a) Provide students with room and board (breakfast and dinner) and transportation to and from school. Class will be from 9:00am to 3:00pm. Drop off and pick up can be as early as 8:00am and as late as 4:00pm. b) Communicate with the students, including transportation and dinner time. Inform them regarding family rules and what they can and cannot do when they arrive. c) Provide adequate room for personal belongings and privacy. d) Provide an environment in which the students can learn as much as possible about America.

Academic Counseling/placement	OEI assists students in the application process for transfer to Universities and Colleges upon completion of their English program.
Airport pickup*	Airport pickup service is available at an additional cost. Must be requested at least two weeks in advance.
Transportation	OEI can assist students in vehicle purchase and DMV licensing. Vehicle purchase assistance (pick-up to and from dealers, may last 1 to 2 days).
Insurance Planning	OEI assists students with insurance planning such as auto and health, if required.
Town Tour(s)*	Acculturation Tour of the San Gabriel Valley is available at an additional fee. The tour includes locations such as: Old Town Pasadena, Pasadena Rosebowl, the Huntington Gardens and Library, the LA Arboretum, Santa Anita Racetrack and Santa Anita Fashion Center, etc.
Acculturation Workshop	In this workshop, a "Cultural Adjustment" PowerPoint presentation from the University of Michigan is used to provide International students with information regarding expectations and challenges of being immersed within a different culture.
Tourist information	Students will be provided with maps, brochures, flyers, and/or locations of various tourist landmarks within Southern California (e.g. Disneyland, Universal Studios, Hollywood Tours, Sea World, Catalina tours, Whale Watching, Knott's Berry Farm, Olvera Street, Griffith Observatory, LA Zoo, etc.)

International Student Services

International Student Services

Following services are available to assist newly arriving international students with their needs.

TRANSPORTATION – International Students
- Airport pickup - From airport pick-up to touring of the city where student will reside, wide range of service is available at additional cost.
- Vehicle purchase (pick-up to and from dealers, if necessary service may last 1 to 2 days)
- Scheduling appointment & acquiring California Driver's License from DMV (if required)
- Insurance planning (auto, health, other, if required)
- Town tour (spread out to 3 days service)

HOUSING – International Students
- Acquiring housing (locating and setting appointments to view homestays, shared housing, rental properties –service may last 2 to 4 days) Note: The institution does not have dormitory facilities. The monthly rate of homestay is around $900 with breakfast and dinner or $800 without meals.

FORM I-20, F-1 STUDENT VISA
- VISA: OEI admits international students from other countries for English Language Acquisition Program. The English Language Acquisition Program consists of eight skill levels each consisting of 144 clock hours totaling to program duration of 1152 clock hours (64 weeks): Beginning Level 1, Beginning Level 2, Intermediate Level 1,

Intermediate Level 2, Advanced Level 1, Advanced Level 2, Elite Level 1, and Elite Level 2.

- OEI is authorized by SEVP to issue Form I-20, F-1 student visa. The level of English proficiency is not required of students as English language acquisition instruction will be offered. Instruction will occur in English only. If a student transfers into our program, he/she needs to take an English proficiency test EPT in order to place into the right level in the program.

Facilities on Site

All of the below are open for student use during school hours.

❖ **STUDENT LOUNGE**

The student lounge is a sitting area with tables, water dispenser with cups, utensils and plates, microwave, and restrooms.
It can be used for collaborative study activities.

❖ **LIBRARY/RESOURCE CENTER**

The library/resource center consists of a quiet study/rest area for students with a large table, chairs, language books, other reading materials, periodicals, references, and literature to supplement textbooks.

The library is to promote students' interest in reading, to develop research skills, and to enhance learning American cultures. At the same time, the library provides curriculum support, online resources, and enjoyable educational experience. It is accessible to students without charge.

Check-Out Procedure: Record the name of the book, the student's name, ID number, and date with the administrator in the log book. The books checked out are due in two weeks. Students with classroom assignments have priority in checking out books or utilizing the computers.

❖ **COMPUTER LAB**

The computer lab is open during school hours with assigned computer time for student access.
The computer lab is employed for listening practices (audio CDs are included in most texts for supplementary learning), internet access, and Microsoft Office programs.

Usage Procedure: Please contact the administrator/OEI representative for assistance.

VII. ACADEMIC AND STUDENT POLICIES

A. Academic Honesty Policy

The relationship between students and faculty is the keystone of the educational at OEI. This relationship takes an honor code for granted. Mutual trust, respect, and responsibility are foundational requirements. Thus, how you learn is as important as what you learn. Education aims not only to produce high quality scholars, but to also cultivate honorable citizens.

Academic integrity is the guiding principle for all that you do; from taking exams, making oral presentations to writing term papers. It requires that you recognize and acknowledge information derived from others, and take credit only for ideas and work that are yours.

You violate the principle of academic integrity when you:

- Cheat on an exam;
- Submit the same work for two different courses without prior permission from your professors;
- Receive help on a take-home examination that calls for independent work;
- Plagiarize (see Plagiarism Policy)

Avoiding Academic Dishonesty

- Organize your time appropriately to avoid undue pressure, and acquire good study habits, including note taking.
- Learn proper forms of citation. Always check with your instructors of record for their preferred style guides. Directly copied material must always be in quotes; paraphrased material must be acknowledged; even ideas and organization derived from your own previous work or another's work need to be acknowledged.
- Always proofread your finished work to be sure that quotation marks, footnotes and other references were not inadvertently omitted. Know the source of each citation.
- Do not submit the same work for more than one class without first obtaining the permission of both professors even if you believe that work you have already completed satisfies the requirements of another assignment.
- Save your notes and drafts of your papers as evidence of your original work.

Disciplinary Actions

If a student is found to be in violation of plagiarism policy, a notification will be sent as follows:

1. **First-time notification:** If this is the first notification that the institution has issued to the individual, the instructor will warn and educate the student about their actions and may choose to either: a) allow the student to complete a new assignment or b) issue the student a zero/fail for the assignment.

2. **Second-time notification:** If this is the second notification that the institution has issued to the individual, the student will be Administratively Withdrawn.

B. Attendance

Students are expected to participate every day in class to facilitate English language acquisition. Students' satisfactory attendance plays an important role in the final grade. Students must attend 80% of each session or will be required to retake the level before advancing in the program.

Attendance is tracked by the instructor, who submits it to the administration for record keeping. The cumulative attendance information is available to students upon request. If the student finds any error in the attendance report, the student may submit a complaint for correction in writing to the administration. The complaint will be reviewed and determined for correction.

- *Tardies/Early departures***:** If the student is late for class or leaves class early, this will count as a tardy or early departure. Three per session will equal one absence and will factor into final attendance grading. It is a student's responsibility to notify an instructor of a need to arrive late or leave early.
- *Excused absences***:** An absence is excused when a student provides documentation that he or she was unable to attend class for some unavoidable reason. Generally, documentation can include a note from the doctor's or a traffic citation. When the student arrives at school, he or she should give the documentation to the instructor, who will turn it in to the administration. The student must notify the office via telephone or e-mail at least 24 hours in advance to receive the necessary make-up work.
- *Unexcused absences***:** Unexcused absences are those absences for which the student has no documentation.
- *Excessive Absences:* Excessive absences are defined as missing greater than 20% or more of the cumulative hours scheduled within a given program of study. A student who is absent for 14 consecutive days without an approved Leave of Absence (LOA) form will be considered **Academically Withdrawn**. Excessive absences are considered grounds for dismissal.

Make-up Assignments and Examinations

It is the responsibility of the student to make sure that all coursework is submitted on time. Students must be present for exams. Instructors are not under any obligation to give make-up assignments or exams to students with unexcused absences. If the instructor allows make-up work, the work must be finished within two class meetings.

C. Cancellation and Refund Policy/Procedures: Student's Right to Cancel
Refund Due Dates:

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

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

The student may pick up the check in person or request the delivery of the check by mail, in which case the student will need to pay any applicable international mailing fee.

Cancellations:

The student has the right to cancel the 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.

All cancellations / refund requests must be submitted in writing either by mail, email, or delivered in person to a representative at OEI. Unless otherwise stated, any applicable tuition refund is based on the amount received by the school after all applicable fees have been applied. When calculating the refund, *any discounts given due to promotions or for any other reasons will be voided;* the tuition rates will be based on the standard full price for the level of the program in which he/she was enrolled.

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

2. Program Cancellation: If OEI cancels or discontinues its course or education program subsequent to a student's enrollment, the school will make a full refund of all institutional charges and unused tuition. Tuition paid for fully completed courses is not refundable.

3. The institution shall refund 100 percent of the amount paid for institutional charges, less a reasonable deposit or application fee not to exceed two hundred fifty dollars ($250), if notice of cancellation is made through attendance at the first class session, or the seventh class day after enrollment, whichever is later.

Withdrawal or Termination After Start of Class:

1. The institution is not obligated to make refunds to students who are terminated due to violation of the institution's written disciplinary and/or attendance policies or local, state, or federal law.

2. A student may withdraw from a course after instruction has begun and receive a pro-rated refund for the unused portion of the tuition and other refundable charges if he/she has completed less than 60% of instruction.

English Language Acquisition –		
Week 1	(18 hours)	*Prorated* *For example, if the student completes 18-hours of a 144-hour course, and paid $760 in tuition and $100 for the non-refundable registration fee, the student would receive a refund of $665 only ($760 less $95 owed for tuition pro-ration for one complete week).*
Week 2	(36 hours)	*Prorated*
Week 3	(54 hours)	*Prorated*
Week 4	(72 hours)	*Prorated*
Week 5	(90 hours)	*Prorated up to the hours less than 86.40. No refund will be given when attendance hours are equal to or more than 86.40.*
Week 6	(108 hours)	*No refund*
Week 7	(126 hours)	*No refund*
Week 8	(144 hours)	*No refund*

3. Pro-rated refund is calculated on daily basis.

Charges Other Than Tuition:

1. All extra costs, such as books, supplies, equipment, laboratory fees, rentals and any similar charges not included in the tuition are not subject to the refund computation but are limited to those materials that are distributed and attributable to the portion of the program in which the student is enrolled. Non-refundable charges must be explicitly stated on the enrollment/application documents.

2. If applicable, students are bound by the terms as defined in any student housing agreements

D. Impact to Financial Aid or Loans (if applicable):

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 the 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. If the student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur:

(1)The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan.

(2)The student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.

Prior to enrollment completion, the student must sign off on the policy above acknowledging that they understand and agree to the above cancellation and refund policies.

D. Change of Homestay Housing Request

OEI makes every effort to match the homestay family with the information provided by the student; however, it is not always possible to meet every request. OEI understands that transition issues can be experienced by International students who are not familiar with the homestay family environment. If issues arise, they should be resolved locally, through negotiation between the OEI administration, the student, and the homestay family. Once settled, students are expected to remain with their homestay family. A change of homestay family will be considered only for the following reasons:

- If there is a mismatch of student and homestay family
- If there is a concern for student welfare

Step 1: *Submission of "Change of Housing Request Form" to the CEO/Director.*
Step 2: *Interview – If a homestay family issue arises,* OEI administration will record and discuss the issue(s) with the student and initiate action to resolve the problem.
Step 3: *If the homestay family issue cannot be resolved:* Where issue(s) cannot be resolved, approval is given by the OEI administration for a new homestay family to be found.
Step 4: *Change of homestay family* OEI administration will organize a new homestay family.

E. Complaint and Grievance Policy

"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."

In the event that a student is not satisfied with the school for any reason:

The student must file a written complaint to the Director that includes:

1) a detailed description of the problem,
2) the date when it happened, and
3) the name(s) of those involved

Supporting documentation or any other written documentation presented will expedite the complaint process.

The administration will conduct an investigation regarding the concern(s).   Within ten days of the complaint submission, a written response and resolution will be issued.

 If students have any questions, they can report and discuss the questions with the institution.

"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, www.bppe.ca.gov telephone: (888) 370-7589 and fax number: (916) 263-1897".

"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)."

F. Copyright and Software License Infringement Policy

Like plagiarism, copyright and software infringement is violation that breaches our commitment to intellectual growth and integrity of our students. Therefore, students should be aware of the definition and examples of infringement to avoid violations.

Definition

Copyright is the legal protection of intellectual property that is provided by the laws of the United States of America to the owners of the copyright. Such media includes, but are not limited to, software, books, music, film, audio, or articles.

Copyright Violation Activities

Because technology has now made it easy to copy and transfer data, it is important to recognize what activities violate federal law. Examples of violation that may not occur on campus include:

- Downloading and sharing MP3 files of music, video, and games without permission of the copyright owner
- Using corporate logos without permission
- Scanning a photograph that has been published and using it without permission or attribution
- Downloading licensed software from non-authorized sites without the permission of the copyright or license holder

- Making a movie file or a large segment of a movie available on a web site without permission of the copyright owner

Disciplinary Actions

First-time notifications: If this is the first notification that the institution has issued on the individual, the student must remove the infringing material from the computer before Internet access will be reinstated.

Second-time notification: If this is the second notification that the institution has issued on the individual, Internet access will be revoked from the student for the remainder of the course.

Third-time notification: If this is the third notification that the institution has issued on the individual, the student will be expelled.

G. Directory Information

At its discretion, OEI may provide "directory information" in accordance with FERPA provisions. Directory information is defined as that information which would not generally be considered harmful or an invasion of privacy if disclosed. Designated directory information at OEI includes the following:

- **Category I**:   student's name, dates of attendance, enrollment status, certificates achieved and dates, courses attended, and program enrolled
- **Category II**:   student identifier (non-Social Security Number), address, e-mail address, and telephone number

Students may block the public disclosure of directory information (all or by category) by submitting a request in writing to OEI. Please consider carefully the consequences of a decision to withhold directory information.   A non-disclosure block means that students request OEI not to release any or all of their "directory information". Thus, OEI will deny any future requests for such information submitted by non-institutional third persons or organizations. OEI will honor your request to withhold directory information but cannot assume responsibility to contact you for subsequent permission to release this information. Regardless of the effect upon you, OEI assumes no liability as a result of honoring your instructions that such information be withheld. OEI will honor requests for the non-disclosure of directory information until the student rescinds the request in writing to OEI administration.

H. Disability Accommodation Policy

OEI strives to provide educational opportunities to all students in a fair and supportive learning environment. All members of OEI are expected to promote equitable learning environment for all students, including students with special needs. It is the individual student's responsibility to inform members of OEI if any additional assistance is required at any time, including the

admissions and enrollment processes. OEI staff members will best accommodate any student with special needs including language translation. Additional assistance provided is listed under student services.

I. Disclosures

The institution is a private institution and that it is approved to operate by the Bureau for Private Postsecondary Education.

OEI does not participate in federal and state financial aid programs.

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 that, if the student has received federal student financial aid funds, the student is entitled to a refund of the money not paid from federal financial aid funds.

The institution has not a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, or 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. 1101et seq.).

The institution does not grant credit for "prior experiential learning."

The institution does not provide placement services. Regulations associated with students attending on an F-1 student's visa require that they do not use it to seek employment, but only use it for purposes of education.

The institution's standard for students achievement is attending the program he/she had enrolled, maintaining the GPA 2.5 or above, and minimum eighty percent attendance record.

STRF DISCLOSURE

"You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you: (STRF is nonrefundable. It is based upon the full cost of tuition $.50 per one thousand or less, rounded.)

1. You are a student in an educational program, who is a California resident, or are enrolled in a residency program and prepay all or part of your tuition either by cash, guaranteed students 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."

"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 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 the 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."

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

J. Financial Aid Policy
Financial aid is not provided by OEI. OEI does not participate in any federal or state financial aid programs. International students must show proof of financial support upon application to OEI.

K. Grading and Assessment of Performance Objectives
Each level provides multiple points at which students are evaluated. Students are protected against subjective or prejudiced academic evaluation. Assessment standards are provided to

students in the form of rubrics or detailed in the assignment documents. When students register for class, they implicitly agree to allow the faculty member to make a qualitative judgment of the subject.

Tools of Assessment include the following:

a) Final Session level GPA – 2.50 required to pass
   - Evaluation of the five skill strands (listening, speaking, reading, writing, and culture) - tested in the midterm and final;
   - Evaluation of Homework and Quizzes
   - Evaluation of Attendance and Class participation
b) Final attendance percentage (end of course) – 80% required
c) Learning outcome / performance object benchmark evaluation for the specific level. Students are evaluated by the instructor using a 0-4 mastery scale rubric. This evaluation includes:
   - Student strength in each benchmarked area
   - Identification of areas in which the student requires further attention or development
   - Suggestions for supporting the student in his or her learning going forward
d) MELICET-GCVR & EPT re-tests for comparison to baseline at entry.

Assessment Criteria

Student involvement in class will be configured into the final grade. Being active and collaborative in class is essential in acquiring a new language. Thus student's attendance and participation will consist of the majority of the final grade in addition to the midterm and the final exam. Additional written and verbal tests will be administered periodically through the course per the syllabus or the instructor's discretion when necessary. Additional assessments may follow in accordance to students' needs. Workbooks with written work will be periodically checked by instructors for completion and effort.

- Class and Homework Assignments: 40%
- Midterm: 20%
- Final: 30%
- Attendance and Class participation: 10%

During the eight week course, the midterm will be administered at week 4 and the final at week 8. Consistent attendance and active participation in class are required to pass the course.

Course Grading Scale

As sessions are credit/no-credit, final grades of C+ "Satisfactory" and above will receive passing credit.

LETTER GRADE	LETTER GRADE DEFINITION	PERCENTAGE SCORE	LETTER VALUE
A	**Excellent** Student has demonstrated sustained excellence in meeting proficiency standards	**90 – 100%**	**4.0**
B+	**Very Good** Student has met most proficiency standards	**85 – 89%**	**3.5 – 3.9**
B-	**Good** Student has met an above satisfactory level of proficiency standards	**80 – 84%**	**3.0 - 3.4**
C+	**Satisfactory** Student has met a satisfactory level of performance standards	**75 – 79%**	**2.5 - 2.9**
C-	**Borderline Satisfactory** Student has met some performance standards	**70 – 74%**	**2.0 – 2.4**
D	**Below Satisfactory** Student has not met performance standards	**60 – 69%**	**1.0 - 1.9**
F	**Failed** Performance of the student has been such that course requirements have not been met	**Below 60**	

L. Graduation Requirement / Earning of Completion Certificate

Upon satisfactory completion of all program requirements, we will provide a transcript and certificate. In order to receive the Certificate of Completion, students must successfully complete the course with a grade point average of 2.5 or above (including attendance and academic work) and meet all of the financial obligations to OEI College.

Graduation from OEI does not guarantee employment or acceptance into post-secondary schools. OEI programs provide English language acquisition for students to develop the necessary language skills to succeed in American colleges and universities. It is not the responsibility of OEI to assist graduates in obtaining employment. However, OEI is committed to assisting students in applying for an American college or university.

M. Leave of Absence Policy

A leave of absence is a temporary break in a student's attendance during which s/he is considered to be continuously enrolled.

Types of Leave:

A. Medical Reason

A student who needs to take a reduced course load or no course load for medical reasons must provide the school an official letter from a licensed physician. The letter must indicate the reason why the student should not take a full course load. A leave of absence due to medical reason(s) cannot exceed a total of 2 sessions for the entire time that the student is enrolled at the school.

B. Standard Vacation

A student who has completed a minimum of four 8-week sessions is eligible to apply one session of vacation. Such hours completed must be from consecutive registered sessions without a break. The sessions(s) that the student is requesting to be excused from must immediately follow the consecutive sessions completed. Length and frequency of vacations must not impede student progress and must be reasonable within the context of the institution's curriculum. The school reserves the right to decline the student's request for a vacation for any reason.

C. Emergency Leave

In emergency situations such as a serious illness or a death in the immediate family, the leave is not to extend beyond 50% of the length of period for which the student applied.

D. Reduced Load or Leave of Absence for F-1 Students

A student enrolled under an F-1 or M-1 visa may be granted leaves of absence or vacations in accordance with the regulations of the Department of Homeland Security. A student on F-1 Visa status, who plans to continue his/her studies, may request a leave of absence or take less than the required course load (less than 18 hours of instruction per week) for one session by completing the *Vacation/Drop below Full Course Load Request Form*. Whether or not such request is approved will be determined within 7 days from the date of submission. Leave of absence from school cannot be abused to extend the student's transfer period between schools. An extended absence (more than four weeks) whether it is for a leave of absence or vacation may require re-testing upon reentry into the program.

Procedure:

To be granted a leave of absence, a student must:

1. Complete the LOA form and return the completed form to OEI administration.
   A student must request the leave of absence in writing 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 attendance policy, s/he must be withdrawn.

2. The student is expected to return at the conclusion of the leave or to request an extension of leave. An extension will only be given in cases of medical or emergency leave. Students who do not return the LOA form or do not return at the indicated time without requesting an extension will be withdrawn from OEI and must reapply to the institution if they wish to return. Standard application fees will apply.

3. A Leave of absence is limited one to two sessions per request depending upon the type of the requested leave.

4. The 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.

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

6. The institution must document its approval of the leave of absence request in accordance with its published policy.

7. The institution may not assess the student any additional charges as a result of the leave of absence.

8. An approved leave of absence may be extended for an additional period of time provided that the extension request meets all of the above requirements.

N. Plagiarism Policy

The purpose of this school is the intellectual, personal, social, and ethical development of the individual. In light of this purpose, students should understand and respect the intellectual work of others.

Definition: "Plagiarism" is a form of academic dishonesty that is a serious offense and carries severe penalties. Specifically, plagiarism is the **representation of words or ideas of another as one's own** in any academic work.

When students plagiarize, they threaten the integrity of the school and devalue the legitimate intellectual accomplishments of all students. Plagiarism may be subtle, so if you are unsure, please ask a faculty member to ensure that you do not misrepresent another's work as your own.

Understanding Plagiarism

When trying to understand plagiarism, keep in mind the boundaries between your ideas and the ideas of others, knowing when yours end and theirs start. This boundary may be hard to find because a lot of what we do in the classroom is collaborative. The work we do in class is

considered public intellectual property because everyone contributed to the creation of the idea. Private intellectual property refers to ideas created individually that are not available to everyone.

Disciplinary Actions

If a student is found to be in violation of plagiarism policy, a notification will be sent as follows:

1. **First-time notification:** If this is the first notification that the institution has issued to the individual, the instructor will warn and educate the student about their actions and may choose to either: a) allow the student to complete a new assignment or b) issue the student a zero/fail for the assignment.

2. **Second-time notification:** If this is the second notification that the institution has issued to the individual, the student will be Administratively Withdrawn.

O. Probation/Dismissal Policies

OEI College creates a positive learning environment and expects our students to maintain proper academic behavior. Disruptive behavior, harassment of any form towards any member of this institution, use or possession of alcohol, illegal narcotics and any other violation of Olympia's policies are not tolerated. Violator may be subject to disciplinary action, suspension, probation, dismissal or administrative withdrawal from the school.

Unacceptable Activities includes, but not limited the following description:

- Violation of school policies or procedures;
- Being disruptive in class;
- Refusal to follow the instructions pertaining to course work while in class;
- Possession of dangerous or illegal weapons or explosives
- Engaging in criminal conduct or acts of violence or sabotage toward anyone
- Negligent damage of school property or the property of others;
- Threatening, intimidating, disrespect, rudeness or any act of harassment/sexual harassment toward a fellow student, or OEI employees, whether overt or implied (any disorderly/antagonistic conduct on school premises);
- Cheating on exams
- Failure to follow safety rules (e.g., negligent behavior that endangers the safety of others)
- Being intoxicated or under the influence of a controlled substance while at school except medications prescribed by a doctor;
- Immoral conduct or indecency on school's property;
- Unauthorized use of school computers, office supplies, telephone or other school properties without permission;

- Removing, altering, or posting notices on the school premises without the permission from school office;
- Viewing contents that are sexually explicit, violent or others that may be found offensive to others on the school premises whether using a computer lab or using personal computer;
- Downloading any harmful files, or creating, modifying any of the computer files or programs of the school that would affect the computer system.

P. Records and Retention Policy

OEI keeps an electronic record of the student's academic file and personal information for up to five years from the date the student first registered. Records must remain onsite for 5 years, and transcripts kept permanently. OEI keeps hard copies of attendance and grade documentation for up to one session. The student's electronic or hardcopy data is accessible only to authorized personnel unless the student requests in writing for the release of his/her information to a person or an entity.

If the student disagrees with his/her grade and/or attendance records that are less than thirty days from the date on which the letter grade was submitted, the administrator will respond within 10 business days to the request for correction.

Type of Record	Retention Guideline
• Academic Advising Schedule	permanent
• College catalog	permanent
• Degree audit records	5 years after date of last attendance
• Degree, grade, enrollment, racial/ethnic stats	Permanent
• Disciplinary action records	5 years after graduation or date of last incident
• Enrollment / Admissions records	10 years
• Graduation and Alumni records	permanent
• Leave of Absence / Withdrawal Forms	2 years
• Original Progress Reports (Grades)	permanent
• Schedule of Classes (institutional)	Permanent
• Student Academic Files	5 years
• Transcript requests	1 year from submission date
• Transcripts	permanent

Q. Right to Review Records Policy

The **Family Educational Rights and Privacy Act of 1974** (34 C.F.R. Part 99 — commonly known as **FERPA**), is the federal law that governs the release of and access to student education records. FERPA affords students certain rights with respect to their education records.

OEI provides students (or parents if the student is under the age of 18) and faculty the right to review their files within 45 days upon written request (letter or email).

- Students should submit to the registrar or CEO/Director, or other appropriate official, a written request that identifies the record(s) they wish to inspect.
- The OEI official will make arrangements for access and will notify the student of the time and place where the records may be inspected. An electronic or mailed copy of the files may be provided in lieu of in-person review.
- Copies of any portion of the record will be provided at a cost currently established at ten cents ($0.10) per page, excluding the official transcript of the student's permanent academic record for which the OEI transcript policy and fee will apply.
- A letter of amendment may be placed into the file upon request.

R. Satisfactory Academic Progress Policy

Students must maintain satisfactory academic progress and work towards completion of the session and/or program to receive the session or program completion certificate. This includes constant enrollment in the appropriate course level unless a leave of absence form is submitted and approved by the administration.

Standards

- Student progress is evaluated at the end of each session and based upon cumulative attendance and academics throughout an enrolled program. 8 week sessions provide a formal mid-term evaluation of student progress by the end of the first half of the session.
- Quantitative: Students are expected to make quantitative progress toward program completion. To make satisfactory academic progress, a student must attend at least **80%** of the scheduled class hours on a cumulative basis during each evaluation period.
- Qualitative: Academic averages are reviewed to determine qualitative progress. Students are expected to meet or exceed a cumulative earned grade point average (GPA) of **2.50**.
- In addition, students are re-evaluated by the MELICET or EPT test at the end of the Beginner 2, Intermediate 2, Advanced 2, and Elite 2 levels, and prior to advancement to the next level range.

Failure to Meet Standards

- A student who fails to meet the minimum GPA requirement is placed on **Academic Warning** status. The student placed on warning is still eligible for session enrollment.
- If at the end of the warning period the student meets the institution's minimum GPA requirement, the institution shall end the student's warning status.
- If at the end of the warning period the student continues to not meet the institution's minimum GPA requirement, the student will be required to repeat the session level before advancing to the next level.
- If at the end of the level repetition the student still does not meet the institution's minimum GPA requirement, the student shall be **Academically Withdrawn** from the institution.
- A student who is absent for 14 consecutive days without notification will be considered **Academically Withdrawn**.
- If the MELICET or EPT re-test indicates that skills are not up to expected standards for progress to a higher level, but session requirements were passed, the student may either elect to retake the previous session level, obtain private tutoring, or complete additional practice work to strengthen areas of weakness.

Appeals and Probation

A student has the right to appeal his or her Academic Withdrawal based on unusual or extenuating circumstances such as the death of a family member or student injury. The appeal must be submitted in writing for consideration by the administration, and include an explanation of the circumstances that negatively affected academic progress, a plan to correct deficiencies, and supporting documentation for both. Appeals must be submitted immediately after the session period in which the student was placed under probation. The administration will make a decision on the student's appeal within one week.

An appeal may be approved only if the institution:

- Determined that the student should be able to meet the SAP standards at the end of the next evaluation period, or
- Develops an academic plan with the student that shall, if followed, allow the student to meet SAP standards by a specific point in time.

Probation Status

A student who has successfully appealed an Academic Withdrawal shall be placed on **Academic Probation** status for one evaluation period. If at the end of the evaluation period or payment period, the student has met the institution's GPA of 2.50, the student shall be returned to good

academic standing. If the student has not met the institution's minimum GPA but has met the conditions specified in his/her academic plan, the student shall be under a probationary status for a subsequent evaluation period. Upon completion of the evaluation, if the student has not met the institution's minimum GPA and has also not met the conditions specified in his/her academic plan, the student shall be Terminated from the institution, and ineligible for further academic appeal.

Reinstatement

A probationary student will have his or her academic good standing reinstated upon meeting or exceeding the minimum GPA.

Inform of Status Change

Students will be informed any decision made by the administration in writing and in person.

Students must sign off of this policy prior to enrollment indicating their understanding and agreement with the terms of OEI College's "Satisfactory Academic Progress Policy".

I. Procedure for Handling Complaints

If you believe you are the target of sexual harassment or the focus of inappropriate behavior by *another student*, you are to immediately report such incidents to a faculty or staff member, who will then report it to the Administration. If you believe you are the target of sexual harassment or the focus of inappropriate behavior by a *faculty or staff member* you are to immediately report such incidents directly to the OEI Administration.

The initiation of a complaint made in good faith will not impact your course grade, educational environment, or completion of your academic program.

When you file a complaint, please report:

- A description of the incident(s)
- The number of occurrences, with dates and places
- The names of any witnesses
- Any documentation

Complaints may be resolved informally with the offender directly or they may be filed formally.

II. Disciplinary Actions (students)

If a student is found to be in violation of the sexual harassment policy, a notification will be sent as follows:

1. **First-time notification:** If this is the first notification that the institution has issued to the individual, the student will meet with OEI Administration for education on the definition and acts of sexual harassment and warned against future actions.

2. **Second-time notification:** If this is the second notification that the institution has issued to the individual, the student will be Administratively Withdrawn.

S. Student E-Mail and Use of Technology Policy

E-mail Use

Due to the expanding reliance on electronic communication among students, faculty, staff, and administration at OEI, e-mail is considered one of OEI's official means of communication. Students are responsible for the consequences of not reading in a timely fashion any OEI-related communications. Faculty may determine how e-mail will be used in their classes, which would be specified in the syllabus. In general, e-mail is not appropriate for transmitting sensitive or confidential information unless it is matched by an appropriate level of security or permission.

Use of Technology

OEI technological resources exist to support the mission and goals of OEI. Appropriate use of the system includes:

- ✓ Academics and research
- ✓ Academic support
- ✓ Institutional data management and support
- ✓ Routine e-mail communication
- ✓ Routine Internet use, including World Wide Web browsing, file transfers, instant messaging, and multimedia applications.

Inappropriate activities include:

- ✓ Activities that compromise or threaten the functioning of OEI's network, database systems, telecommunication systems, or security measures
- ✓ Activities that constitute misuse or inappropriate use of OEI technology resources
- ✓ Activities that constitute illegal activity on OEI technology resources
- ✓ Activities that conflict with OEI policies and procedures or local, state, federal or international law

Certain activities, unintentional or intentional, well-meaning or malicious, can compromise or threaten OEI's technology resources and thus are prohibited. Some examples include, but are not limited to;

- ✓ Mass mailings

- ✓ Unauthorized applications that consume huge amounts of computer resources and internet bandwidth, such as file-sharing programs for downloading music.
- ✓ Denial-of-service attacks
- ✓ Attempts to disguise network connections so they cannot be recognized
- ✓ Interference with OEI monitoring processes
- ✓ Any activities that disables, or attempts to disable, OEI network access
- ✓ Any attempt to access restricted databases, such as student grades or transcripts, financial records, etc., or to change information contained in these databases
- ✓ Any other activities commonly referred to as "hacking".

Misuse or Inappropriate Use

E-mail messages, websites, etc., may not contain offensive language or pictures. E-mail messages can be personal in nature, but they should be courteous in language and tone. This applies whether you originate offensive materials, or forward such offensive material that you receive from others. This also applies to e-mail attachments, such as pictures and graphics.

You may not use OEI technology resources for personal gain. You may not use OEI technology resources for political movements or campaigns. You may not use OEI technology resources to raise money for non-OEI related activities. Please further refer to Copyright and Software License Infringement Policy.

T. Transferability of Credits and Coursework Earned at OEI College

  The transferability of credits you earn at Olympia Education Institute is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in English Language Acquisition is also at the complete discretion of the institution to which you may seek to transfer. If the credits or certificate 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 Olympia Education Institute to determine if your credits or certificate will transfer."

Up to date we have entered into an articulation agreement with Pasadena City College. To be accepted, students must:

- ✓ Complete English Language Acquisition courses up to ELA 8 Elite Level 2
- ✓ Take the College Placement Tests in lieu of TOEFL entrance requirements