



Student Catalog and Handbook

12200 E Iliff Ave, Suite 208
Aurora, CO 80014



ACCREDITING COUNCIL FOR CONTINUING EDUCATION & TRAINING
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CATALOG DISCLAIMER

Students should be aware that some information in the catalogue might change. It is recommended that students check with the College to determine if there are any changes in the courses/curricula offered. This catalog was most recently updated in May 2024.

PROGRAM CHANGES

NAC reserves the right to adjust course materials, length of course, subject matter, academic policies, tuition and fees, hours and starting dates as it may deem necessary.

NEW AMERICA COLLEGE GOVERNING BOARD

New America College Board of Directors

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New America College

MISSION STATEMENT

Cultivating and celebrating inclusion,
community, and success through a focused
English language experience.



NAC's Goals:

- Students learn and develop values and professional skills and attitudes needed to be successful
- Provide excellent instruction and support to students
- Create an interesting, intellectual atmosphere and offer programs that support students' academic and career goals
- Offer programs at an affordable price point and give students the opportunity to pay on a monthly basis
- Maintain a safe, supportive and respectful learning environment where students from various cultures can work together

WWW.NEWAMERICACOLLEGE.EDU

12200 E Iliff Ave, Suite 208 Aurora, CO 80014

[f/newamericacollege](https://www.facebook.com/newamericacollege) | [@nacdenver](https://twitter.com/nacdenver) | [i](https://www.instagram.com/nacdenver)



ACCREDITATION



New America College has been accredited by the Accrediting Council for Continuing Education and Training (ACCET), a national accrediting agency, since 2013.

PARTNERSHIPS



MEMBERSHIPS AND ASSOCIATIONS

	English USA - American Association of Intensive English Programs
	CoTESOL - Colorado Teachers of English to Speakers of Other Languages
	StudyColorado - StudyColorado is an initiative of the State of Colorado, its institutions of higher education and the Colorado business community. StudyColorado's primary purpose is to support the internationalization goals of Colorado's colleges, universities and language schools.
	NAFSA - Association of International Educators - National Association for Foreign Student Affairs

NEW AMERICA COLLEGE MISSION STATEMENT

Cultivating and celebrating inclusion, community, and success through a focused English language experience.

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INSTRUCTIONAL PHILOSOPHY

New America College (NAC) believes that English language education is the key to success in America. The College is dedicated to helping students learn and prepare for a future in advanced academics and the job market.

We believe students succeed best when they are in a challenging environment that provides individual attention. New America College believes in combining many different teaching approaches in order to help students learn. Instruction at NAC emphasizes speaking, reading, writing, and listening in order to help students learn English quickly. Teachers include students in constant conversation and provide in-class lessons, homework, and assignments that are designed to help them learn and perfect their skills.

OVERVIEW AND HISTORY

New America College (NAC) is a 501(c)(3) nonprofit organization. NAC was granted its accreditation by the Accrediting Council for Continuing Education and Training (ACCET) in April 2013.

NAC was created to serve English language learners living in the United States, as well as international students with F-1 visas. NAC specializes in helping these students learn and advance their English language skills.

NAC is dedicated to teaching English Language Acquisition (ELA) programs. Our ELA programs are designed to educate all levels of language learners, from beginner to advanced. We also offer TOEFL Preparation, Business English, University Preparation, Communication and the Modern World, and American Culture and Conversation.

NAC's programs give students the opportunity to experience American culture. The program helps students thrive in an academic setting and provides them with an education of high academic quality in a nurturing and challenging environment.

NAC is committed to a dynamic intellectual community, high academic standards, strong academic programs, and a faculty that is highly qualified. NAC is dedicated to a globally orientated and diverse academic community.

FACILITY

New America College (NAC) is located at 12200 E Iliff Ave, Suite 208 Aurora, CO 80014. The campus includes administrative offices, classrooms, a student lounge, and an instructor resource room. Well-equipped and comfortable classrooms include audio/visual equipment and whiteboards.

The campus fully complies with those requirements relating to fire safety, building safety, and health codes as required by applicable law.

HANDICAPPED ACCESSIBILITY

The campus is easily accessible for students with disabilities and features ramps that meet the standards set in section 504 of the Rehabilitation Act of 1973. Accessible facilities can be found on the 1st and 2nd floor. There is an elevator to the second floor.

ENROLLMENT INFORMATION

NAC offers equal opportunities without distinction or discrimination because of race, color, sex, religion, age, sexual orientation, national origin, veteran status, or physical or mental disabilities in any of their academic programs or activity.

ADMISSIONS PROCESS, CRITERIA, PLACEMENT TESTS

Prospective students complete the NAC application form and return it with a non-refundable registration fee of \$75 and a non-refundable resource fee of \$75, as well as other application documents, in advance of their selected starting date. Overseas students pay a \$100 application fee. Class start dates are listed in the calendar.

All students starting at NAC are required to take the Michigan English Placement Test (EPT) and the CaMLA Speaking Test. No preparation is required for these evaluations. These placement tests are used to determine a student's appropriate level and class placement.

During student orientation, students receive information about the College, as well as information about maintaining their immigration status. Student orientation is held for new students each session.

CREDIT FOR PREVIOUS TRAINING

NAC does not offer credit for previous education, training, or experience.

RE-ENTRY INTO NEW AMERICA COLLEGE

All students must request permission to return to NAC. Their files will be reviewed for a final decision. If approved, the student will be required to reapply for admission, fill out a new Enrollment Agreement, and pay all necessary fees. Students re-entering the program will begin at the next available start date. Students who have been away from NAC for more than 16 weeks will be required to take the placement test again and will be placed accordingly.

NEW AMERICA COLLEGE PAYMENT POLICY

Payment Schedule

Please see the NAC payment calendar for the full payment schedule.

Fees and Tuition

- \$75 registration fee (once per enrollment): Non-refundable
- \$75 resource fee (once every 12 sessions, including vacation and leave of absence): Non-refundable
- Textbook fee – Varies by book; refundable if returned unused
- \$675 tuition per session for F1 students
- \$400 tuition per session for non-F1 students
- \$50 late fee (if applicable): Non-refundable
- \$50 payment plan fee (if applicable): Non-refundable
- \$100 reinstatement fee (if applicable): Non-refundable
- \$100 overseas processing fee (if applicable): Non-refundable
- \$250 change of status processing fee (if applicable): Non-refundable
- \$50 re-application charge for students reapplying within six months of overseas or change of status I-20 cancellation; this includes reactivating the I-20 for a new embassy appointment (if applicable): Non-refundable

Payment

- The registration fee must be paid upon submission of application materials and after the Enrollment Agreement has been signed. The student may then take the placement test.
- Full payment is due by the end of the first week of class.

Forms of Payment

New America College accepts cash, credit cards, checks, wire, or online payment.

Late Payments and Do Not Admit List (DNA List)

- A \$50 late fee will be charged for all late payments. (See calendar for payment dates.)
- A student will not be permitted to attend class and will be placed on the Do Not Admit list if the full tuition payment has not been made by the deadline. All absences due to non-payment will count toward the 80% minimum attendance requirement (see Attendance Policy for more information).

Payment Plans

Students may arrange a payment plan. The payment plan must be arranged before the payment deadline each session. A payment plan is two payments. Payment 1: Due no later than the first week of the session. Payment 2: Due no later than the last day of the session. A \$50 fee will apply and may be paid all at once or divided between the two payments.

Returning Students

A student who returns to the College after a withdrawal, for any reason, is treated as a new student and must pay all enrollment fees. A student who wishes to return to NAC must pay all remaining balances before being readmitted (if applicable). *Exception:* Students who withdraw may return without paying enrollment fees again if they return within two sessions. This is only available one time per student.

Refunds

Refunds will be calculated based on the New America Refund Policy.

Family/Friend Discount

A student will receive a \$200 discount if they refer a student who attends and meets financial obligations for three (3) consecutive sessions. This must be noted at the time of registration and verified by staff. The discount will be applied to the referring student's tuition at the beginning of the fourth session. A student who is set to receive the family/friend discount and leaves before the fourth session shall forfeit the \$200 referral discount. It is non-transferrable and has no cash value.

Monies Owed at the Time of Withdrawal

If the amount of earned tuition, plus all fees, exceeds the amount paid minus any required refunds, the student must pay the difference immediately upon withdrawal. A student who wishes to return to NAC must pay all remaining balances before being readmitted (if applicable).

Bounced Checks

If a student's check is returned, the student must pay the Nonsufficient Funds (NSF) fee of \$50 and NAC will no longer accept checks from them in the future.

WITHDRAWAL

A student can voluntarily withdraw from the College. F1 students may have immigration consequences. NAC requests notification in writing of the official withdrawal date. A withdrawal refund calculation will be performed, and the student will be charged according to the last date of attendance as recorded by the instructor.

NEW AMERICA COLLEGE REFUND POLICY

New America College Refund Policy

Terms of Refund

- Refunds will automatically be calculated for all students who leave the College.
- Refunds will be issued within 30 calendar days of the date of determination.
- NAC bases our refund policy on ACCET's refund policy.

Withdrawal after students begin classes

- The amount of tuition earned by the institution is calculated as follows, based on the last date of attendance (LDA): The number of weeks a student has attended divided by the number of weeks in the session.
 - A partial week of attendance counts as a full week for this calculation.
- A student who has attended more than 50% of the session is not entitled to a refund.
- NAC is allowed to retain tuition for the *first* four weeks of enrollment for students who withdraw after beginning classes. Subsequent enrollments will be subject to the above calculation.
- A student who is terminated or dismissed by NAC will be entitled to a refund calculated according to their last date of attendance (LDA). Date of determination (DOD) for terminated students will be their date of termination from NAC. *Exception: A student who is terminated or dismissed by NAC during the *first week* of classes will receive a full refund of all tuition (minus non-refundable fees).

Cancellation before students begin classes or no-shows

- Non F-1 students and F-1 students who have not entered the country on a NAC I-20 are entitled to a full refund, minus non-refundable fees.
- If an F-1 student has entered the country on a NAC I-20, NAC will refund tuition for the first four weeks of enrollment for students who cancel before classes or are no-shows.
- If a student has not started classes, they are entitled to a full refund of tuition and fees paid if they withdraw within three days after completing admission documents and signing the Enrollment Agreement.

Scholarship Students

Students on scholarship will have two calculations: 1) Any monies paid by the student 2) Any monies paid by the scholarship fund. Percentages of refunds will follow regular calculations.

Cancellation Due to Visa Denial

If a student cancels their enrollment due to visa denial, all tuition paid will be refunded, minus non-refundable fees.

Applicant not Accepted by the Institution

An applicant is entitled to a full refund of all monies paid, including non-refundable fees, if the applicant is not accepted by the school.

Courses Discontinued by the Institution

A student is entitled to a full refund of tuition and fees paid in the event that the school discontinues a course or program of education during a period of time within which a student could have reasonably completed the same.

Leave of Absence

A student who takes a leave of absence follows the refund policy above.

*Exception: If a student takes a leave of absence and would not be entitled to a refund, but did not finish the session, NAC will credit the student's account for the remainder of the tuition. This amount is forfeited if the student does not return from the leave of absence.

Non-Refundable Fees

- Registration fee (\$75)
- Resource fee (\$75)
- Change of status fee (\$250)
- Reinstatement fee (\$250)
- Overseas processing fee (\$100)
- Late payment fee (\$50)
- Payment plan fee (\$50)
- Reapplication fee (\$50)

Textbooks

Textbooks may only be refunded if they are returned in original, unused condition. If applicable, all original packaging must be intact.

Wire Fee

If a student requests a refund by wire, NAC will retain charges incurred for the wire. This will be deducted from the refund and will be noted on the refund calculation.

Definitions

- *Date of determination*: The date a student officially notifies the College of their intent to withdraw, or the date the College withdraws the student.
- *Last date of attendance (LDA)*: A student's last day in class.
- *Withdrawal*: A student who has attended at least one class; this includes transfer, completion, or withdrawal for any reason.
- *Terminated*: Cancellation of enrollment for any student with any visa status. If an F1 student is terminated, that includes cancellation of the I-20, along with the related immigration consequences.
- *No-show*: A student who never attends class and does not inform the College.
- *Cancellation*: A student who never attends class and notifies the College.

F-1 STUDENT INFORMATION

Individuals who hold an F-1 visa are classified as non-immigrants and are temporarily in the United States to study full-time at an *academic or language* institute. F-1 non-immigrants are admitted for the duration of status, *i.e.*, for as long as the non-immigrant student remains enrolled in a SEVIS-approved school full-time and otherwise maintains status.

Please see NAC's *F-1 Student Guidebook* for more detailed information about maintaining your F-1 status.

CHANGE OF CURRENT STATUS WITHIN THE U.S.A.

NAC strongly suggests that students who wish to change their visa status consult with a lawyer. NAC can issue an I-20 for a change of status, as long as a prospective student meets all requirements for admission to NAC, but NAC will not assist in the change of status application. Some classes of non-immigrants can begin their studies while their application is pending. **The exceptions are non-immigrants that are currently in B-1, B-2, or F-2 status.** These non-immigrants **cannot begin** a program of study prior to approval of their change of status. Students who are already M-1 students cannot change status to F-1.

ACADEMICS **CLASS SCHEDULE**

Full-Time classes:

Morning: Monday – Thursday 9:00 a.m. – 1:30 p.m.

Evening: Monday – Thursday 5:00 p.m. – 9:30 p.m.

COURSE DESCRIPTIONS

Each level will focus on two main skill areas: receptive skills, which include reading and listening, and productive skills, which include pronunciation, speaking, and writing. Grammar and vocabulary in context will also be targeted. Courses run on a per session basis. Students will receive a detailed, four-session syllabus for their level.

GRADES/TRANSCRIPTS

Final grades are available to students at the end of every session through Populi. Students can access their grades at any point through Populi. In the case of a sponsored student, a copy may also be sent to the sponsoring company or government agency upon request with the student's permission. Unofficial and official transcripts are provided upon request. Transcripts will reflect all courses attempted and the grades for each course. Students who have fulfilled their financial obligations to the school will be provided an original copy of the official transcript.

NEW AMERICA COLLEGE PROGRAM CONTINUUM

Here are your program options at each level.

LEVELS OFFERED

LEVEL 1

LEVEL 2

LEVEL 3

LEVEL 4

LEVEL 5

LEVEL 6

Not all courses will be offered each session.
Each course is four (4) months long. The
maximum time allowed at New America
College is 36 months.

OTHER PROGRAMS OFFERED

TOEFL Preparation

You must test into Level 5 or above. After TOEFL Preparation you can go to:

- University Preparation
- American Culture & Conversation
- Business English
- Communication in the Modern World
- Levels 5 or 6 if you haven't already completed them.

University Preparation

You must test into Level 5 or above. After University Preparation you can go to:

- Business English
- American Culture & Conversation
- TOEFL Preparation
- Communication in the Modern World

Business English

You must test into Level 5 or above. After Business English you can go to:

- University Preparation
- American Culture & Conversation
- TOEFL Preparation
- Communication in the Modern World
- Levels 5 or 6 if you haven't already completed them.

American Culture & Conversation (ACC)

You must test into Level 5 or above. After ACC you can go to:

- University Preparation
- TOEFL Preparation
- Business English
- Communication in the Modern World
- Levels 5 or 6 if you haven't already completed them.

Communication in the Modern World (CMW)

You must test into either Level 4 (CMW) or Levels 5 or 6 (CMW 2, CMW 3).

After CMW you can go:

- TOEFL Preparation
- American Culture & Conversation
- University Preparation
- Business English
- Levels 5 or 6 if you haven't already completed them.



INCOMPLETE COURSES

Students who withdraw before the end of the course will receive a letter grade of “W” – withdrawn.

TRANSFERIBILITY OF COURSEWORK

Courses completed at NAC do not transfer **for credit** at other institutions.

PARTNERSHIPS



Columbia College will accept NAC students without a TOEFL score if they have successfully completed our Level 6 and some other advanced classes.



NAC students who complete UNC's Level 6 or 7 English classes may be accepted into UNC's undergraduate or graduate programs without a TOEFL score.



Community College of Denver (CCD) will accept NAC students without a TOEFL score if they have successfully completed our Level 5 or 6.



CTU will accept NAC students without a TOEFL score if they have successfully completed our Level 5 or 6 and some other advanced classes.



As part of their clinical rotations, Platt College nursing students present lessons on health topics to NAC students.

TEXTBOOK POLICY

To fully participate in the New America College program and curriculum, all students must have the textbook and online access code for their course as outlined in the syllabus.

- If a student does not have the required textbook(s) by the Monday of the second week of class, they will not be admitted to class.
- They will not be allowed to attend class until they have their textbooks.
- These absences count toward the minimum 80% attendance requirement.
- F-1 students: An F-1 student who misses six (6) consecutive days will be terminated on the seventh day.
- Non-F-1 students: A non-F-1 student who misses six (6) consecutive days will be dismissed on the seventh day.
- The Executive Director has the final decision for dismissal and termination. Exceptions to the rule will only be considered for extenuating circumstances.

If a student has ordered his or her textbook(s) online, they must bring a copy of the receipt to the Academic Director to confirm:

1. They have purchased the book.
2. The estimated arrival time of the book.

This will be taken into consideration when reviewing the student's situation.

PLACEMENT SERVICES

NAC does not offer placement services for graduates.

DISMISSAL

Dismissal may occur in, but is not limited to, the following cases:

- Unresolved attendance probation
- Unresolved academic probation
- Violation of drug policy
- Conduct violations

Dismissed students will be notified in writing and they may appeal to the Executive Director within five (5) business days of the dismissal.

STUDENT ACADEMIC INTEGRITY POLICY

Students at NAC are expected to behave as responsible members of the College and to be honest and ethical in their academic work. NAC strives to provide students with the knowledge, skills, judgment, and wisdom they need to function in society as educated adults. To falsify or fabricate the results of one's research, to present the words, ideas, data, or work of another as one's own, or to cheat on an examination corrupts the essential process of higher education and is a disservice to the student, faculty and staff community. All students, faculty, and staff share the responsibility and authority to challenge and make known acts of academic dishonesty.

TRANSLATION AND ARTIFICIAL INTELLIGENCE POLICY

At NAC, the use of translation and other AI services like ChatGPT or Google Translate by students is not allowed unless specifically allowed by your instructor. This policy is in place to promote the development of students' language skills, ensure the authenticity of their academic work, and prevent potential academic dishonesty. Students are expected to complete assignments, assessments, and coursework in their own words. For assignments in class, students will be asked to redo the assignment in question and will receive a 0 for the assignment if they do not. On an exam, students will receive a 0.

SATISFACTORY ACADEMIC PROGRESS POLICY

Programs at New America College

Course enrollment is per session. The maximum total length of language training at NAC is 36 months.

Programs at New America College are as follows:

							Total	Total hours
Beginner English Language Acquisition	Level 1	4 sessions	Level 2	4 sessions			8 sessions	576
Intermediate English Language Acquisition	Level 3	4 sessions	Level 4	4 sessions			8 sessions	576
Advanced English Language Acquisition	Level 5	4 sessions	Level 6	4 sessions			8 sessions	576
American Culture and Conversation	1	4 sessions	2	4 sessions			8 sessions	576
Communication in the Modern World	1	4 sessions	2	4 sessions	3	4 sessions	12 sessions	864
TOEFL							4 sessions	288
University Preparation							4 sessions	288
Business English							4 sessions	288
Part-Time TOEFL							Varies	Varies
Part-Time American Culture and Conversation							Varies	Varies
Part-Time Business English							Varies	Varies
English Through the Arts							Varies	Varies

Standardized Placement and Exit Exams

Initial placement: Michigan English Placement Test (EPT); individual CaMLA speaking assessment.

Academic Progress

Academic progress is reviewed by New America College (NAC) administration on a regular basis. It is the expectation that students will move from one level to the next as they demonstrate academic progress. Ongoing short- and long-term assessments by instructors determine and measure student progress and growth over time. Grades per session will be based on the following:

Participation	10%
Online workbook/Presentations/Journals/Discussions (depending on level)	10%
Classwork – Projects, presentations, quizzes, group work	20%
Weekly Quizzes	30%
Final Exam	30%
Final Grade	100%

In order to pass a level, students must complete four (4) sessions, maintain a minimum cumulative score of 70%, and meet language benchmarks (as outlined on their level syllabus).

Exceptions

- Students in the TOEFL class may repeat the class once, if it is available.
- Under exceptional circumstances the Executive Director may allow students to repeat a class or institute remedial action. Each case will be reviewed individually.
- A student may request to stay an additional month in a course. The Executive Director has the final decision. The student must:
 - Complete the Student Request to Change Levels, indicating why they want to repeat a month;
 - Have the support of their current instructor.
- A student may move to a different level in or after their initial session due to misplacement. They must:
 - Retake the EPT test and achieve the score for a higher level, if applicable.
 - Request to move to a lower level with the support of their teacher.

Consequences

Cumulative means the *average* of the grades. For example:

Session 1	Session 2	Session 3	Session 4	Cumulative Grade
80	75	89	92	$80 + 75 + 89 + 92 = 336$ $336 \div 4 = 84\%$

Within any foundational levelled class (levels 1-6) or mastery class (American Culture and Conversation, Communication in the Modern World, Business English, University Prep, TOEFL), students who are not making academic progress in a course will progress through the following steps:

- The first session a student's grade falls below 70%, they will receive a written warning from the Academic Director.
- Students may receive more than one (1) warning; i.e., the next session their grade falls below 70% but their *cumulative* average is above 70%, they will receive another warning.
- If a student's cumulative grade for a foundational levelled class is below 70% at the end of the four (4) sessions:
 - The student will receive an Academic Probation
 - The student will receive an Individualized Learning Plan
 - The student will be required to repeat the class
- If a student's cumulative grade in a mastery class is below 70% at the end of the class:
 - The student will receive an Academic Probation
 - The student will receive an Individualized Learning Plan
 - If the same class is being offered, the student will be required to repeat the class. If the same class is not being offered, the student will continue to the next class with the Academic Probation in place.
- A student who is on an Academic Probation and has a cumulative failing grade at the end of the four (4) sessions (or the second attempt to pass the class) will be dismissed.

Academic Probation

If a student is on Academic Probation, they will progress through the following steps:

- The student will meet with the Academic Director and the instructor to create a plan of action. The student will be reminded how to access their grades and attendance in Populi.
- The AD will meet first with the student.
- The instructor completes the Individualized Learning Plan with the instructor. The instructor returns the form to the AD.
- The student will receive academic warnings as described above.
- If the student has a cumulative failing grade at the end of the next four (4) sessions, they will be dismissed.

Examples:

Example 1:							
Session 1		Session 2		Session 3		Session 4	
Grade	Cumulative Average	Grade	Cumulative Average	Grade	Cumulative Average	Grade	Cumulative Average
60	60	65	62.5	66	64	68	65
Warning		Warning #2		Warning #3		Academic Probation – Repeat class	
Example 2:							
Session 1		Session 2		Session 3		Session 4	
Grade	Cumulative Average	Grade	Cumulative Average	Grade	Cumulative Average	Grade	Cumulative Average
60	60	80	70	64	68	75	70
Warning		No warning		Warning #2		Student moves to the next level	
Example 3:							
Session 1		Session 2		Session 3		Session 4	
Grade	Cumulative Average	Grade	Cumulative Average	Grade	Cumulative Average	Grade	Cumulative Average
60	60	85	73	65	70	70	70
Warning		No warning		Warning #2		Student moves to the student level	

Certificates

Certificate of Attendance: Students will receive a Certificate of Attendance when they have successfully attended part of a level or mastery class but not all four (4) sessions.

Certificate Completion: Students will receive a Certificate of Completion when they have successfully completed four (4) sessions in a course.

Beginner English Language Acquisition: Level 1 and Level 2

Intermediate English Language Acquisition: Level 3 and Level 4

Advanced English Language Acquisition: Level 5 and Level 6

University Preparation: Four (4) session program

Business English: Four (4) session course

Communication in the Modern World: CMW 1, CMW 2, CMW 3

American Culture and Conversation: ACC1, ACC2

TOEFL Preparation Four (4) session program

English Through the Arts Certificate of Attendance for each session

Academic Appeal Procedure

If a student wishes to appeal a grade or a promotion, the following procedure must be followed:

1. The student must put the appeal in writing to the Academic Director within five (5) business days of the last session. Appropriate documentation must be included.
2. The Academic Director will review the appeal and meet with the student and the instructor of record.

3. The Academic Director will make a decision within five (5) days of the appeal and notify the student in writing.
4. If the student is not satisfied with the appeal outcome, the Executive Director will review the appeal.
5. The decision of the Executive Director is final.

ATTENDANCE

New America College Attendance Policy

Philosophy of Class Attendance

Learning is promoted through engagement and involvement in class instruction and discussion, and students contribute to the learning process of other students. Class attendance demonstrates a strong commitment on the part of students and ensures they receive the full benefit of their investment of time and resources.

Principles for Class Attendance

- NAC recognizes that students have responsibilities and needs that sometimes conflict with class attendance.
- NAC recognizes that students may miss class for mitigating circumstances such as serious physical or mental health illness, hospitalization, death in the family, or other serious and legitimate situations.
- The responsibility for attending class rests with the student. An absence does not excuse the student from required course work. Students are responsible for all make-up work, as applicable.
- Excessive absences of any nature will result in poor classroom performance and possible dismissal.

Minimum Standard

All students are expected to attend 100%. The minimum standard is 80%. Failure to maintain the minimum attendance rate will result in dismissal or termination from the College.

Attendance Tracking

- Attendance will be recorded in Populi each day by the teacher.
- Students must sign in to class every day.

Tardies and Early Departures

Tardiness and early departures will be recorded as “Tardy” in Populi. Four (4) tardies/early departures will equal one absence. A tardy is arrival after the class has begun or returning late from break. An early departure is leaving before the class ends.

Absences

- Not attending class
- Arriving an hour after class begins or leaving an hour before class ends
- Being out of class for more than an hour cumulatively during the class period

Calculation

- A tardy/leave early is calculated as .25% of an absence.
- The percentage of absences is calculated based on the number of days in the session. This is automatically calculated by Populi.
- Students should track their attendance on their Populi page.

Attendance Warning and Probation

- The first session a student’s attendance falls below 80%, a warning letter will be issued by the Academic Director.
- After a student receives a warning, their attendance will continue to be monitored each session. Students may receive more than one (1) warning; i.e., the next session their attendance falls below 80% but their *cumulative* attendance average is above 80%, they will receive another warning. If their attendance falls below 80% in another session and their *cumulative* attendance is below 80%, they will meet with the Academic Director and be placed on a probation.

- After a student receives a probation, their attendance will continue to be monitored each session until their cumulative attendance is above 80%. If attendance falls below 80% in a session while a student is on probation, they will be dismissed/terminated.
- Students may appeal warnings, probations, and terminations with the Executive Director, who makes the final decision. Exceptions to the rule will only be considered for extenuating circumstances.

Consecutive Absences

- F-1 students: An F-1 student who misses six (6) consecutive days will be terminated on the seventh day.
- Non-F-1 students: A non-F-1 student who misses six (6) consecutive days will be dismissed on the seventh day.
- The Executive Director has the final decision for dismissal and termination. Exceptions to the rule will only be considered for extenuating circumstances.

Do Not Admit List (DNA List) – Payment

- A student who has not paid for tuition by the College deadline will be placed on the DNA list and not allowed to attend class until full payment has been received.
- These absences count toward the minimum 80% attendance requirement.
- F-1 students: An F-1 student who misses six (6) consecutive days will be terminated on the seventh day.
- Non-F-1 students: A non-F-1 student who misses six (6) consecutive days will be dismissed on the seventh day.
- The Executive Director has the final decision for dismissal and termination. Exceptions to the rule will only be considered for extenuating circumstances.
- See the NAC Payment Policy for more information.

Do Not Admit List (DNA List) – Textbooks

- A student who does not have textbooks by the College deadline will not be allowed in class.
- They will not be allowed to attend class until they have their textbooks.
- These absences count toward the minimum 80% attendance requirement.
- F-1 students: An F-1 student who misses six (6) consecutive days will be terminated on the seventh day.
- Non-F-1 students: A non-F-1 student who misses six (6) consecutive days will be dismissed on the seventh day.
- The Executive Director has the final decision for dismissal and termination. Exceptions to the rule will only be considered for extenuating circumstances.
- See the NAC Textbook Policy for more information.

MAKE UP ASSIGNMENTS

- All assignments should be completed within one (1) week of the original assignment but no later than the end of the session.
- Make-up assignments will be graded for full points.
- After one (1) week, a grade of zero (0) will be given for the missed assignment.
- Not all assignments may be made up; i.e., listening and/or presentations.

THURSDAY TESTS

Thursdays quizzes and the final exam are taken in class. *You should plan to always be in class on Thursdays, unless you have an emergency.*

1. You must be in class to take the test.
2. If you are not in class, you must email your teacher and the Academic Director, jbrown@newamericacollege.edu, *before the test*, to ask for permission to take the test outside of class. If you email *after* class, you will not be allowed to take the test.
3. You will have 24 hours to make up the test, if given permission.
4. You might not be able to make up portions of the test that are only completed in class; i.e., speaking or listening.

5. You will be allowed one exception per course/level. (For example: One exception for *all of Level 5*, one exception for *all of Level 6*.)
6. If you are not in class to take the test and you do not receive an exception, you will receive a 0 for the test that week.

For the final exam:

- Exceptions are only for valid, documented emergencies.

LEAVE OF ABSENCE POLICY

If a student anticipates a prolonged absence from a program, they may benefit from a leave of absence (LOA).

Some examples of legitimate reasons for which an LOA will be granted:

- Pregnancy or post-delivery recovery with medical documentation;
- Doctor-documented illness or health restrictions for a period of time;
- Returning to home country.

A student must apply in advance for a leave of absence, unless unforeseen circumstances prevent the student from doing so. A request for an LOA out of the country must be made *before* the student leaves the country or misses any classes, per SEVIS regulations.

F1 Students Only:

For a leave of absence to be granted, it has to meet all of the following conditions:

- The request must be made in writing by the student stating both starting and ending dates, and the reason for the leave of absence;
- A medical LOA excuse *must* be from a licensed medical doctor, doctor of osteopathy, or licensed clinical psychologist from the United States, per SEVIS regulations;
- NAC will only accept a letter for three months at a time; after that, students must get a new letter;
- There must be a reasonable expectation that the student will return from the leave of absence;
- The leave must be approved by all relevant parties indicated on the LOA request form.

Immigration:

- An F1 student who leaves the country for an LOA will have their I-20 terminated for Authorized Early Withdrawal; the DSO will request that the I-20 be made Active again within 30 days of the student returning to the United States.
- An F1 student who is outside of the country for more than five (5) months will have to reapply as a new student and pay all associated fees to NAC and SEVIS.
- An F1 student who is on a medical LOA will be placed on a Reduced Course Load in SEVIS.
- An F1 student's medical LOA is subject to SEVIS regulations, which state that medical leave may be no more than 12 months aggregate per level of study (language training).

Conditions of the leave:

- The student will not be required to repeat any completed class time and coursework;
- No deposit/tuition will be required for a leave of absence;
- Vacation accrual will begin again after return from the leave of absence;
- Students must re-take the Michigan English Placement Test if the absence is greater than 16 weeks.

Non F1 Students Only:

Some examples of legitimate reasons for which an LOA will be granted:

- Pregnancy or post-delivery recovery with medical documentation;
- Doctor-documented illness or health restrictions for a period of time;

- Returning to home country.

For a leave of absence to be granted, it has to meet all of the following conditions:

- The request must be made in writing by the student stating both starting and ending dates, and the reason for the leave of absence;
- A medical LOA excuse *must* be from a licensed medical doctor, doctor of osteopathy, or licensed clinical psychologist;
- There must be a reasonable expectation that the student will return from the leave of absence;
- The leave must be approved by all relevant parties indicated on the LOA request form.

Conditions of the leave:

- The maximum time for an LOA is five (5) months;
- The student will not be required to repeat any completed class time and coursework;
- No deposit/tuition will be required for a leave of absence;
- Vacation accrual will begin again after return from the leave of absence;
- Students must re-take the Michigan English Placement Test if the absence is greater than 16 weeks.

VACATION POLICY

Length of vacation: 1 session

Terms of vacation approval:

1. A student must be enrolled at NAC for at least six (6) **consecutive** sessions.
 - a. A leave of absence is considered a break in enrollment. If a student takes a leave of absence for any reason, their **consecutive** sessions will start over again when they return.
2. A student must be finished with their level/course.
 - a. If a student is in the middle of a level/course at the end of six (6) sessions, the student must wait until they have finished their entire level/course to be approved for vacation.
3. A student must not be on an attendance probation.
4. A student must intend to enroll in the session after their vacation. A vacation is not a grace period.

Examples:

August	September	October	November	December	January	February	March	April	
Course A Session 1	Course A Session 2	Course A Session 3	Course A Session 4	Course B Session 1	Course B Session 2	Course B Session 3	Course B Session 4	Eligible for vacation (If you don't take vacation now, you have to wait four sessions.)	
August	September	October	November	December	January	February			
Course A Session 3	Course A Session 4	Course B Session 1	Course B Session 2	Course B Session 3	Course B Session 4	Eligible for vacation (If you don't take vacation now, you have to wait four sessions.)			
August	September	October	November	December	January	February	March	April	May
Course A Session 4	Course B Session 1	Course B Session 2	Course B Session 3	Course B Session 4	Course C Session 1	Course C Session 2	Course C Session 3	Course C Session 4	Eligible for vacation (If you don't take vacation now, you have to wait four sessions.)

STUDENT RECORDS

Confidentiality of Records

NAC, in compliance with federal privacy regulations, makes every effort to protect the confidentiality of student information. NAC follows FERPA regulations for the release of student information. Only staff members designated by the Executive Director have access to records in Populi. NAC staff or instructors may not enter confidential student information into AI websites, as the privacy of these websites have not been established.

Disclosure of Academic Records

Educational records are defined as files, materials, or documents, which contain information directly related to the student and are maintained by NAC. Written consent is required before educational records may be disclosed to a third party with the exception of the accrediting commissions and government agencies as authorized by law.

Examination of Student Records

All students attending NAC shall have the right to review their academic records, including grades, attendance, and counseling. Records are supervised by the school and access is afforded by school officials for purposes of recording grades, attendance, and counseling.

Appeal Process

Students may request a review of their records by writing to the school Executive Director and such a review will be allowed during regular business hours under appropriate supervision. Students may also obtain copies of their records. Appealing the record for purposes of correcting or deleting any of the contents must be done in writing, while fully stating the reason for the requested change. The student shall be notified of the final decision by the Executive Director. You may also file a complaint with the U.S. Department of Education concerning alleged failures by NAC to comply with the requirements of FERPA

STUDENT RIGHTS AND FREEDOM

Certain rights are extended to students as members of the NAC student body. Students also have rights and freedoms under federal, state, and local law. Some of those College-related rights and freedoms include:

Freedom of access to the College and to College facilities, services and programs, in accordance with the Civil Rights Act of 1964, Title IX, Section 504 of the Rehabilitation Act, the ADA of 1990, Colorado statutes, and College policies and procedures.

Freedom in the classroom includes the right to:

- Ask about, discuss or express any views, provided such activity does not infringe on the rights of others;
- Expect professional conduct from faculty.
- Be informed on the academic standards expected in each course.
- Be evaluated solely on the basis of academic performance.
- Have personal or scholastic information kept private in accordance with the Family Educational Right to Privacy Act (FERPA) and College policy.
- Have access to faculty members during their posted office hours.
- Receive reasonable academic assistance from the institution.

Freedom on campus includes the right to:

- Be free from harassment or discrimination based on race, color, religion, sex, national origin, handicap, age, gender, sexual orientation, or any other grounds.
- Expect an environment free of drug and alcohol use.
- Discuss and express in an orderly way any view in support of any cause, without disrupting College operations or infringing on the rights of others.
- Dress in a way that personal taste dictates and that does not interfere with the education process or with health and safety requirements.
- Be informed of institutional procedures and other expectations.

- Have access to services without unreasonable delays.
- Expect professional conduct from College employees.
- Appeal the application of College policies and procedures according to established processes.

VIOLATIONS OF RIGHTS, FREEDOMS AND CODE OF CONDUCT

NAC has the right to protect its educational purpose and its students from the irresponsible conduct of others. To ensure this right, the following regulations have been set forth. A violation of any one of these Codes of Student Conduct may result in serious appropriate consequences, ranging from a reprimand to suspension or permanent removal from NAC.

Conduct that could subject a student to disciplinary action includes, but is not limited to, the following:

- Dishonesty, such as cheating, plagiarism or knowingly furnishing false information to the College or in helping someone else violate reasonable standards of academic behavior.
- Forgery, alteration or misuse of NAC documents, records, identification materials, educational material, and Internet access or College property.
- Obstruction or disruption of teaching, administration, disciplinary proceedings, or other College activities, for example, the deliberate interference with academic freedom of speech, including disruption of a class, or interference with the freedom of any speaker invited by any section of the College to express his/her views.
- Forcible interference with the freedom of movement of any member or guest of the College, for example, blocking entryways to buildings, rooms, sections of buildings, hallways or stairways in such a way that people find it difficult or impossible to pass.
- Blocking vehicular traffic.
- Physical abuse or action that threatens the health and safety of any person on College-owned or College-controlled property or at College-sponsored or College-supervised functions.
- Theft, misuse, or damage to property on the College's premises or at authorized College functions. Students involved are subject to College disciplinary actions, as well as to arrest and prosecution by legal authorities. Students are required to make full restitution.
- Unauthorized entry or use of College facilities and College equipment.
- Possessing, consuming, or distributing any controlled substance, including alcoholic beverages, in violation of the law or College rules and regulations, or appearing on campus while under the influence of such substances.
- Disorderly, indecent, or obscene conduct on College-owned or College-controlled property or at College-sponsored functions.
- Failure to comply with the verbal or written directions of College employees acting in the performance of their duties.
- Condoning any act by another student that violates College policy. Students witnessing any such acts are required to report them to the proper authorities immediately.
- Unauthorized representation or contracting in the name of NAC. A student may not claim to be an official representative of the College for any commercial purpose.
- Verbal or written communication that unlawfully exposes any individual or group to hatred, contempt, or ridicule, and thereby injures the person, property, or reputation of another.
- Dress that fails to meet the established public safety standards in specific classes on College-owned or controlled property and at College-sponsored activities.
- Engaging in any kind of hazing action or situation on or off campus that endangers the mental health, physical health, or safety of a student for the purpose of initiation or admission to any student organization.
- Unauthorized distribution or sale of goods on campus.
- Failure to comply with reasonable requests by authorized College officials or representatives acting on behalf of the College. This requirement includes reasonable request for students to meet for appointments in administrative offices and at disciplinary investigations and hearings.
- Violation of "No Smoking" policy within any building on campus.
- Violation of Academic Integrity policy.

- Illegal possession and/or sale of College property. Students involved are subject to College disciplinary actions, arrest, and prosecution by legal authorities. Students will be required to make full restitution.
- Possession of weapons, fireworks, or explosives. No student, except law enforcement officers, may have weapons in their possession at any time on College property. Weapons are defined as firearms, knives, explosives, flammable materials, or any other items that may cause bodily injury or damage to property.
- Leaving children unattended or unsupervised in campus buildings or on campus grounds can constitute child abuse or child neglect, as outlined in the Colorado Child Protection Act of 1975.
- Engaging in behavior which may constitute sexual harassment such as sexually suggestive looks, comments or gestures, prolonged staring, stalking, sexual teasing or jokes, pressure for dates, sexually demeaning comments, pressure for sex, requests for sex in exchange for grades or favors to avoid poor grades or suspension, other actions of a sexual nature which interfere with school performance or create an intimidating, hostile or offensive learning environment.
- Knowingly pursuing malicious, frivolous, or fraudulent charges against a student or staff member without cause.
- Aiding and/or encouraging another person to commit any act of misconduct set forth in 1 through 27 above.

NON-DISCRIMINATION & ANTI-HARASSMENT

NAC is dedicated to diversity, inclusion, respect, and civility and to the highest standards of personal development and performance. We place the highest value on friendship, scholarship, integrity, and responsibility. We are committed to honoring the individual in our community where members respect and celebrate the diversity of our students, families, faculty, administration, and staff. If you feel you have been discriminated against or harassed, please contact your teacher, Academic Director, or Executive Director. Appropriate school personnel will talk separately with the individual(s) involved in the incident and will keep the matter as confidential as possible. NAC encourages informal discussions. Steps taken after a complaint has been made will vary depending on the circumstances. All efforts will be made to resolve the situation promptly.

COMPLAINTS

Students may need an opportunity to present an issue that they feel warrants action, including the right to secure educational benefits and services without regard to sex, race, national origin or ancestry, creed, color, sexual orientation, disability, or age and have the issue considered in a prompt and equitable fashion. Students experiencing difficulty for any reason should first discuss the problem with their instructor. If the problem cannot be resolved, either the student or the instructor then refers the issue to the Academic Director. Failure to resolve the issue at this level will result in the problem being referred to the Executive Director. The decision of the Executive Director is final.

Students also have the right to contact NAC's accrediting body, ACCET, for complaints:

ACCET

<https://accet.org/about-us/contact-us>

You may access the ACCET complaint policy at: [ACCET Policy 49.1](#)

CAMPUS SAFETY AND THEFT PREVENTION

Every precaution is taken to ensure that students are able to learn in a safe and secure environment. Below are some tips to help students increase their safety:

- Keep valuables with you. Do not leave your personal belongings unattended.
- Do not carry large amounts of cash.
- When walking to and from the campus, be aware of your surroundings.
- Take the most direct route to bus and train stations and walk in well lit and well traveled areas.
- Keep your car in good running condition.
- Always lock your car and use an anti-theft device whenever possible.
- Carefully inspect the interior of your car before entering.
- Keep your car doors locked when driving.
- Ignore hitchhikers and panhandlers.

- Walk in pairs or groups whenever possible.
- Report any suspicious activity to a NAC employee.

PROPERTY LOSS AND INJURY

NAC is not responsible for the loss or damage of personal property while on school premises or grounds, nor does it accept liability or provide hospitalization coverage in the event of student injuries.

COPYRIGHT POLICY

All students are expected to adhere to the principles of copyright law and intellectual property rights when at NAC. It's important to follow the rules about using other people's work. This includes things like text, pictures, music, and software. Always give credit to the people who made these things when you use them for your school projects. Don't copy or share these things without permission. If you do, it's considered cheating and can get you in trouble. Plagiarism, which includes using someone else's work without proper acknowledgment, is a violation of academic integrity and will result in disciplinary action.

CAMPUS CONTACT INFORMATION

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www.newamericacollege.edu
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