



Center of English Language Student Handbook

2014-2017

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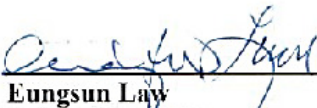
Dear New CEL Student,

Welcome to the Center of English Language (CEL). We are very pleased to have you study with us as a valuable addition to our growing student body. We hope your stay here in the United States and attendance at CEL will be most enjoyable and rewarding as you learn and use the English language!

Many things can be confusing and appear difficult at first. For that reason, all of the faculty and staff are here to help you with your English studies and with your adjustment to academic life and life in the United States.

We have prepared this student handbook to help answer your questions. Please read it carefully so you understand your responsibility as a student at CEL. If at any time you have questions, problems, or are in need of additional information, please do not hesitate to make an appointment with the CEL administration office for assistance.

Sincerely,



Eungsun Lay
President/PDSO



Helen Lee
Admissions Director

CEL CORE ESL OPEN TO ALL STUDENTS

Core ESL is the heart of our program. Classes focus on the basic language skills: **Writing, Reading, Conversation, and Grammar**. Our teaching methods ensure your English will improve quickly through interactive classroom activities.

Our instructors use creative and dynamic techniques encourage you to use the language in all situations. You'll learn while you're having fun, so bring your enthusiasm and motivation!

Get a Real-World Education with Real-World Faculty!

At the Center of English Language, we offer higher education that's more than a classroom textbook. We believe that putting professionals in the classroom is the best way to prepare you. That's why our classes are taught by faculty with years of experience in their field. With small class sizes and personalized support, CEL can help you gain the knowledge you need to reach your GOAL.

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I. Introduction

A. Mission Statement:

The mission of Center of English Language (CEL) is to provide high quality instruction in English as a Second Language (ESL) and orientation in US culture to students who are non-native speakers of English. CEL is committed to helping students acquire language proficiency and independent learning strategies in order to become successful participants in the Center of English Language community. Our student-centered curriculum is designed to educate students both linguistically and culturally in order for students to successfully transition to U.S. colleges and universities.

Goals

- The Center of English Language’s primary and foremost goal is to provide the best possible instruction of English to local and international students in order to help them achieve their educational, professional and career goals.
- Provide an intensive English program that is educationally sound, up-to-date, of high quality, and to encourage students, as citizens of the world, to learn to respect and gain appreciation for countries and a better understanding of the world through interaction with peers.
- Non-native speakers of English planning to enter the colleges and universities in the United States must earn a proficient score on the Test of English as a Foreign Language (TOEFL). The CEL program is designed to train and develop students to gain the proficiency level in English that would enable them to score well on the TOEFL exam.

In addition, CEL strives to:

- Provide students with the cultural knowledge and awareness necessary to transition from life and study in their own countries to the United States.
- Providing student support and administrative service of the highest quality.
- Adhere to highest standards of English language instruction by attracting talented and experienced faculty members.
- Serve as a resource for international education to the faculty, staff, and students of the Center of English Language.
- Develop and intellectual atmosphere in which professional development is supported, valued, and pursued by all faculty and staff.
- Assist international students with housing accommodations, driver license, insurance, and or any other needs within CEL’s reach and ability.

B. Background:

Established in Dallas in 1981, the CEL specializes in teaching English as a Second Language (ESL). The school also offers additional preparation for the TOEFL iBT exam. In 2003, CEL became incorporated in the state of Texas as CEL Educational Systems of Texas, Inc. CEL has been praised for its outstanding programs by the former Mayor of Dallas (Annette Strauss).

Every year hundreds of students from more than fifty different countries improve their English at CEL. CEL's experience working with students from so many national, linguistic, and cultural backgrounds has created a welcoming and tolerant environment that offers culturally sensitive instruction and academic counseling.

C. CEL Philosophy and Objectives:

CEL's programs aim to teach beginning, intermediate, and advanced levels of English as a Foreign Language in a student-centered, interactive classroom environment.

Our ESL curriculum starts at the beginning levels and extends through college preparation classes for TOEFL (the Test of English as a Foreign Language), which is required by many colleges and universities in the United States for admission to degree-granting programs. Permanent residents in the United States, who require English language proficiency, in order to enhance life skills and/or to utilize previously acquired knowledge, training, or skills in the workplace may also participate in our ESL program.

II. General Information

A. Affiliations:

TWU -	Texas Wesleyan University
TESOL -	Instructors of English as a Second or other Language
NAFSA -	National Association of Foreign Student Advisors (Association of International Educators)
TEA -	Texas Education Agency - Bilingual/ESL
ATA -	American Translation Association
DFWCC -	Dallas/Fort Worth Consular Corps
DFWICA -	DFW International Community Alliance
GDCC -	Greater Dallas Chamber of Commerce

B. Location and Physical Facilities:

The Main Campus is located in North Dallas, 7 miles north of downtown Dallas and only 20 minutes from DFW International Airport. The CEL main campus occupies in its entirety a substantial, one-story brick building with a spacious parking lot. The classrooms are of varying sizes to adjust to the number of students for specific levels and there is a student computer lab as well as additional student computers in CEL's large auditorium, which can accommodate 150 people for special events. In addition, there is a kitchen, equipped with a refrigerator, microwave oven, coffee machine and snack machine.

Our branch location is about 20 minutes northeast of the Main Campus in Richardson, Texas, located near U.S. Highway 75 and Campbell Rd. It is a smaller but newer building with several large classrooms, a conference room, computer lab, copy room and a small kitchen. This location is convenient for those students living in Richardson, Plano, Allen, McKinney, Frisco, Garland, Sachse, Rockwall, Mesquite, and the northeastern part of the metroplex.

C. Housing:

The majority of CEL's students rent apartments in the area, not far from the school, and either take the DART bus or drive their own car. The school does not have dormitory facilities; however, a limited number of American family homestays are sometimes available. Sometimes homestay hosts can help students with transportation to and from school, but not always. Students are advised that distances within the Dallas metropolis can be considerable and that public transportation can present difficulties, and therefore it is advisable to have a car whenever possible. However, Dallas has been making vast improvements in its public transportation and up to date travel information, bus/train schedules, maps, etc. can be found at <http://www.dart.org>. CEL can help the student to attain a reduced bus pass for the DART. Students can request a picture ID for the bus pass, as well as a bus pass form and a letter from the office of admissions.

D. Non-Discrimination Policy:

CEL Educational Systems of Texas, Inc. is non-sectarian and does not discriminate with regard to race, creed, color, religion, national origin, age, sex, disability, or marital status in any of its academic program activities, employment practices, or admissions policies.

III. Prospective Students

A. Admissions Policy and Procedures:

All students are considered for acceptance to CEL, provided they have a real need for ESL training. To apply, prospective students should first speak with one of CEL's administrators in order to determine whether CEL's programs meet their needs. The admissions process differs among 3 categories of students: Initial F-1, Transfer-In F-1, and Non F-1.

1. New Initial F-1 Students:

In order to issue the Certificate of Eligibility for Non-Immigrant (F-1) Student Status (I-20) to students outside of the U.S. that want to apply for the F-1 Student Visa, CEL needs the following items:

1. CEL Application Form
2. Copy of Bank Statement*
3. Copy of last year of school transcript
4. \$150.00 Registration Fee

*CEL recommends at least \$20,000 in the bank in order to be approved for the F-1 visa. This support can either be from the student, parent, or a sponsor (international or U.S. Citizen).

Applicants may submit the documents electronically, by post, or in person by a friend or relative in the United States. After all the documents and registration fee are received, the Designated School Official (DSO) will issue the I-20. CEL then ships the I-20, along with an acceptance letter, school/international student information packet, and SEVIS I-901 instructions, to the prospective student via DHL.

After the student receives the I-20, they must make an appointment with the U.S. embassy or general consulate for the visa. Please visit: www.usembassy.gov for more information regarding the visa process.

After the student arrives in the U.S. they must report to the DSO **within 30 days** of the program start date stated on the I-20. If they do not, their status will be terminated.

The student must bring their I-20, passport, visa, and I-94 (if available) to the school after they arrive for the DSO or Admissions Director to photocopy. Students will also be given the placement test to determine their ESL level and the first month of tuition will be due when classes begin.

2. Transfer-In F-1 Students:

International students, already in the United States with an F-1 visa and I-20 from another institution, college, or university, may transfer to the Center of English Language. In order to be admitted to CEL, the student needs to provide the following documents:

1. CEL Application Form
2. Copy of Bank Statement*
3. Copy of I-20, Passport/Visa, and I-94 or I-797
4. \$100.00 Registration Fee
5. Last school transcript

*CEL recommends at least \$20,000 in the bank in order to show that the student has financial support for 12 months of attendance at CEL as a transfer student. This support can either be from the student, parent, or a sponsor (international or U.S. Citizen). The bank statement must be current, which means no older than 30 days from the day of transfer.

After CEL receives the documents, the student will be given an acceptance letter and transfer form to submit to their current school advisor. The form must be completed by the advisor and returned to CEL. The advisor should then release the student's record on SEVIS. Once the student's record has been released to CEL, the student will be notified and issued a new I-20. Before the program start date the student must take the placement test to determine his/her level. Monthly tuition should be paid at the start of the course.

3. Visitors, Local Residents, Legal Permanent Residents, and U.S. Citizens (Non F-1):

To be admitted to CEL, all non F-1 students must present a photo ID, or some form of identification at the time of registration, such as a Passport, U.S. Driver's License, Residency Card, Naturalization Certificate, Birth Certificate etc. In addition they must submit CEL's application form, sign the

enrollment agreement, pay the registration fee of \$50.00, and take the placement test. The placement test is used to determine in which level a new student should begin.

B. Bringing Dependents to the U.S.A.:

F-1 Students may be able to bring their spouse and children to the U.S.A. while they are studying. You must present evidence of financial support for your dependents before your Admissions Director/DSO can issue the appropriate document which is needed for your dependents to apply for the F-2 visa. Dependents on F-2 visas may study, but they cannot work.

C. Tutoring:

Private tutoring is available, depending on instructors' schedules. The cost is \$50.00 per hour. For all students (and especially F-1 students) tutoring hours DO NOT count toward the 72 hours of attendance required in each session.

D. New Student Orientation:

The first Wednesday of each session, all students will join in the auditorium at 11:00 am for the new student orientation. During this time, instructors will introduce themselves and their new students. The ESL Program Director will go over important information (such as the attendance policy, classroom rules, copyright policy, internet usage policy, etc.) and make announcements. After the orientation students will socialize and have pizza, salad, donuts, cookies, and drinks* from 11:30 – 12:00 pm. Students will return to their reading class for the final hour.

*CEL will always provide vegetarian pizza for those with dietary/cultural/religious restrictions.

IV. Tuition Payment, Cancellation, and Refund Policies

A. Payment Policy:

Students assume the responsibility for payment of the tuition costs and fees each session. The student's I-20 lists the cost for the duration of attendance at the school and the student is held accountable to pay all tuition and fees as stated on the I-20. All financial arrangements must be made before the beginning of classes. Students who are delinquent in paying their tuition and fees will be contacted by the school. They will then be counseled and encouraged to make specific arrangements with the school in order to remove their delinquency and remain in good financial standing. CEL will withhold grades, transcripts, certificates and transfer requests until the account is brought up to date.

B. Student Enrollment Agreement:

All students must sign a completed enrollment agreement which lists the student's status, current U.S. address, contact information (telephone number and email address), class level, starting date, and the initial amount of weeks/hours for which they are registering. The administrator then must provide all the costs of the program and explain CEL's refund/cancellation policy, and any other relevant information. The student must sign the enrollment agreement before any money is accepted by CEL.

C. Tuition Payment Methods:

CEL accepts payment for tuition and other fees through cash payment, Cashier's Check, Money Order, or personal or company check (not a thirty party check). Debit and credit cards are accepted as well, but students are encouraged to open a bank account. The DSO can help with this process. Payment for each session of class is due at the beginning of the session (no later than the first Thursday of the new session). At the discretion of the school, installment payments may also be arranged.

D. Refund/Cancellation Policy:

(Updated: 09/2014)

Rejection and cancellation before the start of class:

1. If CEL cancels a class, all monies paid will be refunded in full, including the registration fee.
2. If a student's visa application is rejected, or if the student is rejected for enrollment by CEL, any monies paid will be refunded, less the registration fee.
3. If a student accepted by CEL cancels before the start of classes or never attends the class, all monies paid will be refunded, less the registration fee.

E. Refund Procedure:

1. Students fill out a refund request form in the administration office.
2. Administrator reviews form and makes a copy of the student's receipt and attaches it to the form. Then the administrator calculates the amount to be refunded based on CEL's refund and cancellation policy.
3. Once the refund amount is calculated, administrator explains amount to the student and if the student understands and agrees on the refund amount, the student signs the form.
4. As stated on the refund form, the student is reminded that they will receive the refund within 30 days.
5. The refund form and copy of the receipt is turned into the CEL.
6. The CEL financial department writes a check from CEL to the student for the amount to be refunded.
7. The student is notified that their refund check is available for pick up.
8. Upon reception of the refund, the student signs and dates the refund form, confirming that they have received the refund in the correct amount.
9. The refund is recorded in the school's financial journal which is given to the CPA at the end of each month.

F. Withdrawal or termination after the start of class:

1. Registration Fees are non-refundable
2. CEL is not obligated to give refunds to students who are terminated due to violations of CEL's written disciplinary or attendance policies, or violations of federal, state or local laws.
3. If a student enrolled for the 4 week period withdraws during:
 - First session no tuition refund.
 - Second session (second 4 weeks) - First week - **80% refund of unexpended tuition, prorated according to last day of class.**
 - Second session (second 4 weeks) - **72% refund of unexpended tuition, prorated according to last day of class attended.**

Third and Fourth week - no refund is possible, except in extenuating circumstances.

Refunds are made within 30 days from the date of the receipt of a refund request

G. Notes on Tuition and Fees:

The school reserves the right to change tuition and fees and make curriculum changes when necessary without prior notice. Any changes in tuition or fees will not apply to students that are already enrolled at CEL.

V. Current Students

A. Employment:

You must consult the Admissions Director if you are thinking about working. Typically F-1 Students are not permitted to work in the United States. However F-1 students that have an unexpected financial need may request permission to work from the Citizenship and Immigration Services (CIS). Never accept employment without first speaking to the Designated School Official. Unauthorized employment is grounds for termination of the student's F-1 status.

B. Vacation Periods:

F-1 students that are in good standing with the school may request a vacation for one month after completing 3 sessions (12 weeks/216 hours) consecutively. Students may request a vacation for two sessions after completing 6 sessions (24 weeks/432 hours) consecutively.

F-1 students must first have their vacation time approved by the Admissions director or the DSO. Students will need to sign a Leave of Absence form in the Administration Office and return to school by the scheduled date. Students cannot extend their vacation time without approval from the DSO or Director.

C. Visits Abroad and Re-entry:

F-1 students should consult the Admissions Director or DSO when considering a trip outside of the U.S. The file will be reviewed to ensure your documents are in proper order.

If you TRAVEL outside the United States, be SURE to have the proper reentry documents.

To re-enter the U.S., you need to have the following documents with you at the port of entry, or POE, (airport, seaport, or border) for inspection by the CBP Officer:

- Valid passport
- Valid F-1/J-1 visa stamp
- Current I-20/DS-2019 with a valid signature
- I-94 Stamp (if available)
- Proof of financial support
- Proof of enrollment (recent tuition receipts, transcripts, and Name and contact information for the School/ DSO)

F-1 students must reenter the United States within 5 months. After 5 months they will be out of status and will need a new I-20 to reenter. When returning to the U.S., be sure to have all your foreign student documents ready to present the Customs and Border Protection Officer at your place of arrival (Port of

Entry). In addition to your I-20 (with page 3 signed), you must have a valid passport and F-1 visa to reenter the United States.

D. Form I-515A (Arriving without documentation):

A student who re-enters the US without required documentation may be allowed entry by the Port-of-Entry official using Form I-515A (formerly I-515). This allows a student to enter for up to 30 days within which time the student will report to the DSO for required documentation. The 30-day period will be reflected on a date-certain I-94 card (not stamped "D/S"). In most cases, Form I-515A is used when the student did not obtain a DSO signature on page 3 of the I-20 or he/she lost the I-20. If a DSO signature was not obtained prior to departure, the POE officer will issue the I-515A to allow the student to enter and obtain the proper signature. If the student has lost the I-20, the DSO will re-print a copy for processing. The Form I-515A along with required documentation must be processed at the Washington DC address.

E. Student Conduct Requirements:

Students are expected to act properly while attending classes. CEL is a drug/alcohol free campus and at the discretion of the Administration, a student may be dismissed from school for having an intoxicated or drugged state of behavior and/or having possession of drugs or alcohol upon school premises. In addition possession of weapons on school premises, harmful, disobedient, disruptive or disrespectful behavior toward other students, an administrator, or a faculty member, or any other stated or determined infractions of conduct, can result in student expulsion. *See Campus Security Information and Policies/Drug Free Campus*

F. Termination, Appeal, and Reinstatement:

Should students find it necessary to discontinue their training, they should arrange to meet with the Admissions Director or DSO to discuss their situation. F-1 students may be terminated for failure to (1) meet the minimum standard of 80% rate of attendance overall, (2) meet the minimum standards for academic progress, (3) meet the minimum conduct standards of the school, or (4) failure to fulfill their financial obligations according to the terms of the Enrollment Agreements.

Whether termination of enrollment is voluntary or involuntary, students should realize that they will remain obligated for the amount of tuition and fees due the school based on the refund policy.

Students have the right to appeal a dismissal action taken by the school administration by submitting a written request, well-documented, to the Admissions Director describing any mitigating circumstances or conditions which warrant special consideration. If the appeal is accepted, the student may be reinstated according to the special terms and conditions stipulated by the Admissions Director.

G. Transferring Out:

F-1 Students may transfer out to other SEVIS approved institutions. Students should first find out the school's requirements in order to be admitted. Most schools require a transfer form to be signed, by the transfer-out school's DSO/Advisor, before they will issue an acceptance letter. Students may speak with the

Admissions Director or DSO for inquiries about specific school requirements. Please see the next page for the transfer out procedure.

Transfer-Out Procedure:

1. Students must begin classes at the new school at the **next available start date or within 5 months, whichever is sooner**. If an F-1 Student is planning to travel before starting at the new school, he or she must talk with the DSO to make sure they have the correct I-20 to re-enter the country.

2. In order to transfer out, F-1 students must notify the Admissions director and/or the DSO and sign a transfer out/SEVIS release form. Students that have studied for 2 or more months will be required to take the exit test* before they complete their transfer.

***The exit test is used by CEL as a tool to measure the school's effectiveness and will in no way adversely affect the student.**

3. F-1 Students must present the DSO with an acceptance letter from the new school in order to be transferred. Once received, the student's record will be released on SEVIS to the new school.

VI. Program Information

A. Course Syllabi:

Students are given the course syllabus, at the start of each level, which will list the objectives of the course and the course materials. Students are also given a monthly planner to plan for the session ahead. Each level's syllabus is not included in this handbook, but students may request to see the syllabus before the class begins.

B. Class Material:

Each level has required texts that the students must have in class, which are available for purchase in the Administration Office. However some levels use the same texts as the prior level and therefore returning students will not need to buy the books again. Students are responsible for having the texts listed and will not be permitted to make copies. ***Please see CEL's copyright policy below.*** All other supplementary material used will be provided for the student.

C. CEL Copyright Policy:

The Center of English Language respects the copyrights of all publications utilized at this school, and faculty are urged to teach students the critical importance of respecting others' intellectual property. All copyrighted software and material must not be copied *except as specifically stipulated by the copyright owner or otherwise permitted by copyright law*. Copied material must be properly attributed. Computer and communications information that is plagiarized is subject to the same sanctions as to any other medium. Students should also be aware that CEL expects students to use the Wi-Fi in a careful and safe manner. Illegal (usually peer-to-peer network sharing) use or download of programs or music on CEL's Wi-Fi is not permitted.

Students should be aware that failure to abide by the posted copyright policy will result in a warning and possible disciplinary action. Please read the following government website to learn more about the copyright policy and additional penalties for violating US copyright policy:
<http://www.copyright.gov/title17/92chap5.html>

D. ESL Required Texts List:

English for Life Books	
Levels	Book Title
101-103	<u>Future 1</u> , 1 st Ed. by Diaz, Magy, & Isnardi, Pearson Education
104-106	<u>Future 2</u> , 1 st Ed. by Diaz, Magy, & Isnardi, Pearson Education
107-109	<u>Future 3</u> , 1 st Ed. by Diaz, Magy, & Isnardi, Pearson Education
110-112	<u>Future 4</u> , 1 st Ed. by Diaz, Magy, & Isnardi, Pearson Education
Adv. I, II, & III	<u>Future 5</u> , 1 st Ed. by Diaz, Magy, & Isnardi, Pearson Education
English for Academics Books	
Level(s)	Book Title, Author, Publisher
101	<u>All New Very Easy True Stories</u> , by Sandra Heyer
102	<u>All New Easy True Stories</u> , by Sandra Heyer
103-104	<u>Weaving It Together 1</u> , 3 rd Ed. by Milada Broukal, Heinle Cengage Learning
105-106	<u>Weaving It Together 2</u> , 3 rd Ed. by Milada Broukal, Heinle Cengage Learning
107-108	<u>Weaving It Together 3</u> , 3 rd Ed. by Milada Broukal, Heinle Cengage Learning
109-110	<u>Quest 1</u> , 2 nd Ed. by Pamela Hartmann, McGraw Hill ESL/ELT
111-112	<u>Quest 2</u> , 2 nd Ed. by Pamela Hartmann, McGraw Hill ESL/ELT
Adv. I, II & III	<u>Quest 3</u> , 2 nd Ed. by Pamela Hartmann, McGraw Hill ESL/ELT

E. TOEFL Required Text:

Students enrolled in the TOEFL preparation course are required to purchase The Complete Guide to the TOEFL Test IBT Edition, by Bruce Rogers.

VII. Assignments and Assessments:

A. Homework:

CEL's programs are intensive and cover a lot of material in a short period of time, therefore homework is essential. All students are required to purchase the workbook which coincides with the English for Life text. Homework from the workbook should be assigned daily, and any additional homework should be given at the Instructor's discretion, determined by the students' needs.

B. Tests/Quizzes:

Students will be given tests/quizzes periodically throughout the course in order to assess the students' progress and comprehension.

C. Final Exams:

Students must take the standardized final exams at the end of each level in order to progress to the next level. The final exam schedule is the same each session and students are required to adhere to it unless special permission is given from the administration. The English for Academics final exam is given the last Wednesday of each session at 11:00 am after the English for Life class. The English for Life final is given the last Thursday of each session at 8:30 am. ***Students who have more than three absences at the end of each session will not pass the class. Please see the attendance policy.***

VIII. Student Progress Policy

A. Time Period:

- According to new DHS/SEVIS standards, F-1 students may not be enrolled in an intensive English program, for a cumulative period of more than 36 months.
- Therefore the maximum amount of time to complete the program at CEL for a new F-1 student is 36 months.
- The maximum amount of time to complete the program for a **transfer-in F-1 student** will depend upon the amount of time already spent in an Intensive English program at other institutions.

B. Grades

Grades are issued upon completion of each 72 clock-hour level. The grading system is follows:

A **90% to 100%**
B **80% to 89%**

C **70% to 79%**
F **Below 70%**

Students must receive a final grade of 70% or above to pass the course and advance to the next level. A final grade of 69% or below is not considered passing and therefore students who earn a final grade of 69% or below will not be permitted to advance to the next level. They will be required to repeat the level, or if unavailable drop to the next available level. Students may repeat a level no more than one time.

C. Course Incompletes:

For each 72 clock-hour level, a student who has not completed the required course work for that level will receive a final course grade of 'I' ('Incomplete'). Unless their attendance is below 80%, they will be allowed one week (seven days) in which to make up the required work, at which point the "Incomplete" will be changed to a number grade. If the "I" is due to absence on exam day, the student must take and pass the final exam within seven days, or repeat the level. If the student fails to make up all uncompleted work within the allotted time, the student will have to repeat the level.

D. Consequences and 3 Strike Policy:

1. If any student fails (receives a final grade of 69% or below) or receives an "I" (incomplete) in a level, they must repeat the level the following session. If the level is not available, they must go down to the next available level. Students may repeat a level only one time. Failed or incompleting students CANNOT advance to higher level.
2. **F-1 Students** can only fail or incomplete any given level 3 times in a period of 12 months **(and this does not have to be consecutively)**.
3. The first time an F-1 student fails/incompletes a level, it is considered "**strike one.**" They must repeat the level (or drop to the next available level).
4. The second time an F-1 student fails/incompletes a level it is considered "**strike two.**" The same conditions as above apply.
5. The third time an F-1 student fails/incompletes a level it is considered "**strike three,**" and the student may not continue at CEL.
6. After the 3rd strike, F-1 students will have a period of 4 weeks, from the last day of the session, to **transfer out** to another school. (In other words, they have 4 weeks to be accepted into another school and submit their acceptance letter to the DSO as evidence.)
7. If an F-1 student with 3 strikes does not submit an acceptance letter within the 4 weeks of the next session, **their F-1 status will be terminated on SEVIS. This is non-negotiable.**
8. A student may submit an appeal, however it must be submitted before the last day of the 4 week period. Please see below the procedure for filing an appeal.
9. Remember students must have 80% attendance in order to pass the level. **Less than 80% attendance will count as a strike.** ***Please see the attendance policy for more information.**
10. F-1 students will be given a notification if they receive a strike. Therefore students must make sure their contact info (address/email) is up to date.
11. Students who are absent due to sickness should submit a letter to the office from their doctor explaining the absence. Students will still be considered absent and if their absence causes

them to drop below 80% attendance, they will not pass the level. However, students with a valid doctor's letter will not receive a strike.

E. Appeal Procedure:

1. Students who wish to appeal the determination that they are not meeting the Student Progress Policy standards must submit their appeal, in writing, to the Director or DSO.
2. Students must submit their appeal within 4 weeks following the 3rd strike.
3. Students must submit any evidence as necessary to support their appeal.
4. The Admissions director and DSO will meet together to review and adjudicate the appeal.
5. The student will be notified in writing (via regular USPS mail) and email within 7 business days, of the director's final decision regarding their appeal.

F. Attendance Policy:

- Students must be in class at a minimum of 80% each session. If a student is not in class 80%, he/she will not pass the class and therefore will not be allowed to advance to the next level. 80% attendance means a maximum of three absences.
- Students have a 15 minute window (morning classes 8:30 am – 8:45 am/ evening classes 6:00 pm – 6:15 pm) in which to arrive and not be counted tardy. However after 8:45 or 6:15, students will be marked as tardy which will count as 1/2 of the class missed, therefore 2 times tardy equals one absence. This goes for early departures as well. If a student must leave early (more than 15 minutes) they will be marked as E, on the attendance sheet. 2 Early departures = 1 absence.
- Students who arrive after 9:00 a.m. (6:30 p.m. for evening students) are absent for the English for Life class. However, they can still be counted as present for the English for Academics class if they follow that class's attendance policy.
- If a student has a true emergency, he/she must submit the proper documentation not only to the office, but to the instructor as well. If both the instructor and the administration find the student's situation to be a valid emergency or excuse, the time missed will not result in a strike. **Students will still have to repeat the level if they have more than three absences.**

IX. Participant Satisfaction

A. Instructor Evaluations

Students will do an evaluation for each instructor and their class the third Wednesday of each session. These evaluations are anonymous and are a way for students to give honest feedback to the school regarding their experience and quality of instruction. *If a student has a problem that is more serious or needs more immediate attention, please see our Student Grievance Procedure below.*

B. Student Grievance Procedure:

If a student has a problem or a complaint about the class or an instructor, often it is helpful for the student to simply first speak with his or her instructor. However in situations where this is not a suitable option, students may notify the administration office and file a complaint. Students should request a Student Grievance form, fill it out in its entirety, and return it to the office. The administration will then discuss the complaint and try to resolve the issue as best as possible. If a student does not feel satisfied with outcome of the situation, please let the administration know so that they may look to alternate solutions.

C. Final Grievance Process

Resident students may direct grievances to:

Texas Workforce Commission
Career Schools and Colleges, Room 104T
101 East 15th Street
Austin, TX 78778

Unresolved grievances or grievances beyond the jurisdiction of CEL (non-academic issues) may be directed to:

Student & Exchange Visitors Information System (SEVIS)
Website: <http://www.ice.gov/sevis>
Email: SEVIS.source@dhs.gov
Phone: (800) 961-5294

ACCET, Complaint Review Committee
1722 N Street, NW
Washington, D.C. 20036
Telephone: (202) 955-1113
Fax: (202) 955-1118

Website: www.accet.org

X. Confidentiality of Student Records

A. Family Right and Privacy Act:

(Updated: 04/01/2014)

The Center of English Language complies with the confidentiality and students accessibility provision of the Family Educational Rights and Privacy Act of 1974 as amended, abbreviated as "FERPA." Confidential student records are not available to anyone without:

1. Written request/release from the student.
2. A court order, or

3. Accreditation agency requirements.
4. Proper Credentials- Police for local and state authorities carrying out investigations are authorized to view the student file if necessary.

However, any student, the parent(s) of a minor student and guardians of a "tax dependent" student have the right to inspect and challenge the information contained within the records of that student. An appointment should be scheduled with the Admissions Director or DSO if a file inspection is requested.

XI. CEL Campus Safety:

A. Drug Free Campus:

As required by the Drug Free Schools and Communities Act of 1989 (P. L. 101-444), the Center of English Language is a drug-free campus. The Center of English Language reserves the right to dismiss any student who violates the laws of the land, uses drugs illegally or inappropriately, or is under the influence of alcohol, while at any school sponsored activity or on campus, or conducts himself/herself in an offensive manner. The manufacture, distribution, dispensing, possession or use of drugs will not be tolerated. Any such violation will be grounds for expulsion from school.

Local Rehabilitation and Treatment Centers

If you feel that you or someone you know has an alcohol or other substance abuse problem or if you just want to learn about these diseases, there are a number of local centers and agencies that can provide you with the help, information, and support that you need. Please visit this website to learn more:
<http://www.thegooddrugsguide.com>

B. Campus Security Information and Policies:

The school has adopted and implemented 448.48 of Public Law 101-544, "The Student Right to Know and Campus Security Act" effective September 1, 1994.

The following policy will be implemented to ensure to the fullest extent possible that students, faculty, and staff are informed in all areas in the event they become victims of criminal actions or other emergencies occurring on campus. Each individual will receive immediate treatment off campus and be provided with information regarding resource facilities for follow-up treatment and information regarding legal action.

Criminal offenses are defined as an unlawful attempt or threat to do physical injury to another or to do damage to another person's property. These offenses include: murder, aggravated assault, rape, burglary, robbery, and motor vehicle theft.

The following will be done to insure campus security:

1. The staff is trained to be aware of any unusual occurrences/behaviors on or around the campus grounds. Also, they are trained in notifying proper authorities.
2. All classrooms are monitored by certified instructors.

Campus training/awareness is provided to each new student and to newly hired employees in the Student Handbook and the Employee Handbook.

1. Each student and employee of the school is responsible for his or her personal belongings.
2. Any infraction of the regulation relating to Public Law 101-544 must be reported to the proper school personnel immediately.
3. All students and employees are responsible for conducting themselves as professionals at all times while on campus and/or while attending school functions.
4. Any student or employee who is found in possession of, or using, or selling alcoholic beverages and/or illegal drugs on campus will be suspended or terminated from school.
5. Students are not allowed to bring hand guns or any other weapon to campus.

C. CEL Emergency Procedures:

Each classroom has a building map which marks the fire extinguishers and the closest exits to each particular room. For more information regarding safety and what to do in the case of an emergency please consult the administration office or your instructor.

Thank you for being a part of CEL! We hope you enjoy your time here!

<p><u>School Closings (2014):</u> CEL will not have class the following days:</p> <p>Spring Break: March 10-14 Memorial Day: May 26 Independence Day: July 4 Summer Break: July 28- August 1 Labor Day: September 1 Thanksgiving: November 27-28 Winter Break: December 20 -January 2</p>	<p><u>School Closings (2015):</u> CEL will not have class the following days:</p> <p>Spring Break: March 16-20 Memorial Day: May 25 Independence Day: July 4 Summer Break: July 27-31 Labor Day: September 7 Thanksgiving: November 26 Winter Break: December 20-January 5</p>	<p><u>School Closings (2016):</u> CEL will not have class the following days:</p> <p>Spring Break: March 14-18 Memorial Day: May 30 Independence Day: July 4 Summer Break: July 25- July 29 Labor Day: September 5 Thanksgiving: November 24 Winter Break: December 19 –January 2</p>
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CEL 2014, 2015, 2016 Calendars

2014 Session – Start & End Dates		2015 Session – Start & End Dates	
Jan. 7 – Jan. 31	June 30 – July 31	Jan. 5 – Jan. 30	June 29 – July 24
Feb. 3 – Feb. 28	Aug. 4 – Aug 29	Feb. 2 – Feb. 27	Aug. 3 – Aug. 28
Mar. 3 – Apr. 4	Sept. 1 – Sept. 26	Mar. 2 – April 3	Aug. 31 – Sept. 25
Apr. 7 – May 2	Sept. 29 – Oct. 24	Apr. 6 – May 1	Sept. 28 – Oct. 23
May 5 – May 30	Oct. 27 – Nov. 19	May 4 – May 29	Oct. 26 – Nov. 20
June 2 – June 27	Nov. 24 – Dec. 19	June 1 – June 26	Nov. 23 – Dec. 18

2016 Session – Start & End Dates	
Jan. 4 – Jan. 29	June 27 – July 22
Feb. 1 – Feb. 26	Aug. 1 – Aug 26
Feb. 29 – April 1	Aug. 29 – Sept. 23
Apr. 4 – Apr. 29	Sept. 26 – Oct. 21
May 2 – May 27	Oct. 24 – Nov. 18
May 30 – June 24	Nov. 21 – Dec. 16

Inclement Weather “Snow Days:”

CEL follows Dallas Community College District (DCCCD) decisions in closing school due to snow and/or ice. Therefore, if DCCCD says “no school,” or “starting at **11:00 am or later**,” CEL will be closed too. **If DCCCD starts late, but before 11 am, CEL will open at that time.**

To check if DCCCD will be closed, turn on the local news. All of the local channels will be posting the schools that are closed. You could also Google: “snow day school closings Dallas,” or check the DCCCD website at www.dcccd.edu.

CEL Office Staff

Law, Eungsun.....President/PDSO

Lee, Helen.....Admissions Director/HR Manager

.....DSO/Asst. Admin.

Donovan, Anabell,Office Manager

Useful Links:

U.S. Embassy (DHS) www.usembassy.gov

U.S. Department of State (DOS) <http://www.state.gov/>

U.S. Department of Education (ED) <http://www.ed.gov/>

U.S. Department of Homeland Security (DHS) <http://www.dhs.gov/>

U.S. Immigration and Customs Enforcement (ICE) <http://www.ice.gov/>

International Student and Exchange Visitor Program (SEVP) <http://www.ice.gov/sevis/>

U.S. Citizenship and Immigration Services (CIS) <http://www.uscis.gov/>

U.S. Customs and Border Protection (CBP) <http://www.cbp.gov/>

Social Security Administration (SSA) <http://www.ssa.gov/>

Texas Education Agency (TEA) <http://www.tea.state.tx.us/>

Dallas Area Rapid Transit: www.dart.org

IMPORTANT/USEFUL PHONE NUMBERS:

*Please note: When dialing phone numbers in Dallas, you MUST include the area code.

AAA Emergency Road Service	(214) 528-7481
Amtrak	1 (800) 872-7248
Dallas Area Rapid Transit	(214) 979-1111
DFW International Airport	(972) 574-8888
Dallas Love Field Airport	(214) 670-6073
Dallas Tourist Information	(214) 571-1300
Dallas Police Department	(214) 744-4444
Emergency (Ambulance/Fire/Police)	911
Post Offices (General Information)	(214) 721-5508
Public Libraries (City of Dallas)	(214) 670-1400
Public Libraries (City of Richardson)	(972) 744-4350
Road Travel Information for Texas	1 (800) 452-9292
Telephone Directory Assistance	1-411
Texas Dept. of Public Safety (Driver's License)	(214) 861-2000
Texas Parks and Wildlife	1 (800) 792-1111



WELCOME TO DALLAS

HISTORY OF DALLAS

The 19th Century

In 1839, John Neely Bryan, a lawyer from Tennessee with a taste for adventure, wandered into the area. He was impressed with what he believed to be the perfect ingredients for a trading post and eventually a town: plenty of raw land, Indians with whom to do business, and the river. Bryan went to Tennessee to close out his affairs, and he returned to Dallas in 1841. He laid claim to 640 acres and sketched out a town, designating a courthouse square and 20 streets.

Gradually and with some adversity, the young city grew. A "can-do" spirit helped bring the railroads to the area in the 1870s, the Federal Reserve Bank in 1914, Southern Methodist University in 1915, Dallas Love Field Airport in 1927, the Texas Centennial Exposition in 1936, Dallas/Fort Worth International Airport in 1973, and the Republican National Convention in 1984 -- to name just a few. For every one of these major public endeavors, there have been countless private enterprise initiatives that have helped put Dallas on the map.

The 20th Century

In 1907, fashion and elegant living were redefined when Neiman Marcus opened in downtown Dallas and J.S. Armstrong opened his exclusive Highland Park shopping development north of the city.

In 1930, C.M. "Dad" Joiner struck oil 100 miles east of Dallas. With the discovery and development of the East Texas Oil Field -- the largest petroleum deposit on earth at the time -- Dallas became a center of oil-related activity. Although Dallas County has never had a working oil well, the region's role as the financial and technical center for much of the state's drilling industry has been as good as gold. Commerce and industry have followed suit, adding to the city's success and progress.

The 1960s was a time of turmoil in many U.S. cities, and Dallas had its share. The lowest point in Dallas history came on Nov. 22, 1963, when President John F. Kennedy was assassinated on a downtown street. The event cast the city in an awful light, as people throughout the world asked,

"What kind of place is Dallas?" Although history would show that Dallas itself was not to blame, the people of Dallas took it hard and entered a period of deep self-evaluation and introspection.

Under the leadership of Mayor J. Erik Jonsson, the city regained its self-esteem. Besides, there was much to be proud of at the time. Football's Dallas Cowboys began their march to fame in the 1960s, as did entrepreneurs such as Ross Perot and Mary Kay Ash. The Dallas Market Center continued to grow, and Six Flags Over Texas opened in nearby Arlington. But most importantly, it was in 1965 that the cities of Dallas and Fort Worth agreed to build an airport to serve the entire region. With the opening of giant Dallas/Fort Worth International Airport in 1973, John Neely Bryan's dream of a major inland port was finally realized.

As the 1980s came to a close, Fortune Magazine named Dallas/Fort Worth -- site of much major corporate relocation -- the No. 1 business center in the land. Dallas also gained international attention as a dominant force in the convention, meetings and tourism industry. Dallas is one of the leading convention destinations in the U.S., due to the city's outstanding convention and meeting facilities, world-class accommodations, numerous restaurants, and endless variety of entertainment and recreational opportunities. Important to this effort was the rejuvenation of downtown Dallas as a major center for entertainment and other pursuits. The Dallas Arts District, the West End Historic District along with continued renovation and upgrading of downtown hotels, has been a driving force in this renaissance.

DALLAS TODAY

The ninth-largest city and part of the fourth-largest metropolitan area in the nation, Dallas covers approximately 343 square miles and has a population of 1,299,543. The ultra-modern and sophisticated city attracts worldwide travelers, making the area the No. 1 visitor and leisure destination in Texas. Dallas is centrally located and within a four-hour flight from most North American destinations. DFW International Airport is the world's third busiest airport, offering nearly 1,750 flights per day and providing non-stop service to 144 domestic and 44 international destinations worldwide annually. In addition, Dallas Love Field Airport is conveniently located 10 minutes from downtown.

Once here, visitors can ride one of the fastest-growing light rail systems in the nation or the historic, free McKinney Avenue Trolley from the Dallas Arts District throughout the Uptown area with its restaurants, pubs, boutique hotels and shops. Throughout the city, a visitor will enjoy the best shopping in the southwest, four-and five-diamond/star hotels and restaurants, the largest urban arts district in the nation, 13 entertainment districts and much more. Blend in moderate weather, year-round sports and true Southern hospitality for a true "taste" of the Dallas difference. Visitors are exposed to a city that models its slogan, "Live large. Think big.™" Its pioneering spirit is alive and well, and the philanthropic contributions from its many residents continue to enrich the community and quality of life.

Dallas is also a leading business and meeting city. In 2010, 24 area businesses were named Fortune 500 companies, including Exxon Mobil, JC Penney and Texas Instruments.

-Dallas Visitors Bureau
www.visitdallas.com

CEL Student Handbook

I certify that I have received and read the CEL Student Handbook and that I understand CEL's policies and procedures.

Student Name

Signature

____/____/____
Month/Day/Year