



North America Technical Institute ESL (NATI ESL)

Student Catalog/Handbook

2025-2026

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Contact Information

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North America Technical school ESL (NATI ESL) is a postsecondary English school founded to provide student-centered, quality learning and professional language training for adult learners. Main Campus Address: 207 East Holly Avenue #112, Sterling, VA 20164. Website: www.nati-esl.edu

The North America Technical Institute ESL (NATI ESL) is accredited by the Commission on English Language Program Accreditation (CEA) for the period December 2024 through December 2028 and agrees to uphold the CEA Standards for English Language Programs and Institutions. CEA is recognized by the U.S. Secretary of Education as a nationally recognized accrediting agency for English language programs and institutions in the U.S. For further information about this accreditation, please contact CEA, 1001 N. Fairfax Street, Suite 630, Alexandria, VA 22314, (703) 665-3400, www.cea-accredit.org.

Mission Statement

The mission of North America Technical ESL (NATI ESL) is to provide student-centered, quality learning and language training for adult learners that fosters the necessary knowledge and abilities to enable them to develop and exhibit a set of academic and professional English skills to successfully pursue a high education degree program and obtain employment in domestic and global job markets.

Goals and Objectives

North America Technical Institute ESL (NATI ESL) is committed to the following institutional goals and objectives:

- To prepare domestic and international students for academic courses and programs of their choice in US-based institutions of higher education
- To provide students with the necessary language skills and cultural understanding to support their studies in colleges and universities in the United States
- To ensure that every student is given individual attention, instruction, advising, and immediate feedback to be successful in this program and graduate
- To make the attainment of a student's desired ESL certificate of completion a major focus during their educational and training process at the school
- To ensure that graduates appreciate diversity and the foundational values of ethical behavior, trust and respect in the learning community

Statement of Ownership

North America Technical Institute ESL (NATI ESL) school was founded in 2022 and is privately owned by Dr. Abed Sami Almala, a veteran educator who has been serving in educational institutions since 1995. He started his career as a high school teacher and now is a higher education veteran.

Senior Leadership and Administrators

Dr. Abed Almala, Executive Director, Founder and Owner

The ED serves as the Academic and Administrative Senior Official. He works hand in hand with NATI ESL Senior Leadership team to achieve the school's mission, goals, and objectives. Dr. Almala is responsible for managing and administering the ESL program, CEA accreditation, budget, academic policies and procedures. He represents the school in local, regional, national

and international meetings; presents at national and international conferences, attends campus events, and plans for new branches and auxiliary locations.

Dr. Elke A. Kleisch, Director of Compliance and DSO

Leads the compliance team and ensures NATI ESL's full compliance with CEA 44 Standards. The DSO advises students regarding immigration matters, meets with USCIS during site visits, provides signature on F-1 visa documentation, keeps NATI ESL team abreast of F-1 student issues on campus, assists NATI ESL in resolving F-1 student requests, assists NATI ESL during USCIS site visits, increases campus knowledge of F-1 regulations, and provides signature and represent NATI ESL as needed. The Director of Compliance and DSO reports to the Executive Director.

Ms. Ruth Eshun, Vice President for Operations and Marketing

Ms. Eshun oversees the business office operations, including HR, financial aid and admissions. Ms. Eshun implements policies and procedures in accounting and finance to improve the financial aspects of North America Technical Institute ESL (NATI ESL). She works hand in hand with the school's president to prepare the school's budget, oversees annual audits and the process of opening new campuses. Ms. Eshun manages the development and implementation of a comprehensive marketing strategy for all training courses and programs. She organizes relevant public relations and advertising efforts to increase enrollment both domestically and globally based upon research identifying career opportunities for students and current labor trends. She reports directly to the Executive Director. Ms. Eshun serves on NATI ESL's Senior Leadership and Administrators team.

Mr. Danny Ali, Director of Admissions and Student Services

The Director of Admissions and Student Services oversees student recruitment, admissions, enrollment, and student support services at NATI ESL. Mr. Ali assists prospective students throughout the admissions process by providing information about program offerings, admission requirements, enrollment procedures, and placement assessments. He reviews application materials, coordinates admissions interviews, and helps ensure that applicants are appropriately placed within the ESL program.

In addition, Mr. Ali supports students in their academic, cultural, and personal transition to studying at NATI ESL. He coordinates student orientation programs, provides cultural adjustment support, and assists students with practical matters such as housing, health insurance, community resources, and student engagement opportunities. He works closely with students to help them successfully adapt to their educational environment, connect with available resources, and achieve their academic and personal goals.

Mr. Ali serves on NATI ESL's Senior Leadership and Administrative Team and reports directly to the Executive Director.

Ms. Raeda Zietoon, ESL Program Coordinator and Director of Curriculum

The ESL Program Coordinator reports to the Executive Director, leads and manages NATI ESL program and ensures its compliance with CEA 44 standards. Specifically:

- Achieves the goals of the program and develops curriculum as needed
- Plans for assessment learning strategies
- Recruits, hires, supervises, and mentors ESL instructors, both full-time and adjunct
- Plans the course schedule for each term, tests, places, advises and registers students
- Manages program budget
- Oversees student services
- Attends meetings of NATI ESL's Senior Leadership and Administrators
- Conducts new students and faculty orientations
- Coordinates student retention activities with the school's teams
- Conducts campus-wide workshops about teaching and/or working with ESL students
- Teaches two courses per term

The Director of Curriculum reports to the Executive Director and is responsible for

- Designing, developing and implementing the ESL courses and program
- Collaborating with the ESL Program Coordinator and Director of Compliance to design, develop, evaluate, and implement the NATI ESL program and its curriculum
- Ensuring that NATI ESL program is in compliance with the CEA's relevant standards, specifically the 3 Curriculum Standards

Amy Abdul, Executive Assistant

The Executive Assistant reports to the Executive Director and is responsible for

- Greeting guests and answering phones
- Posting daily attendance in computer and following-up with instructors on missing attendances
- Facilitating tutoring appointments for students and attending to various student needs and support
- Preparing posters and flyers upon request
- Processing paperwork of newly employed instructors
- Ordering office supplies when needed
- Managing campus meetings, workshops, and official events
- Maintaining the bookstore
- Providing and maintains necessary materials for instructors

NATI ESL Information

Institutional and Staff Hours

Monday – Friday
8:00am to 5:00pm

Program Term Dates

NATI ESL operates year-round and offers ESL instruction on a continuous enrollment basis. F-1 international students may begin their studies during one of four annual entry terms: Fall, Winter, Spring, or Summer. All courses are consistent in duration and instructional hours, with classes meeting five days per week throughout the program.

School Calendar

Fall Quarter: September- December (12 Weeks)

Winter Quarter: January– March (12-Weeks)

Spring Quarter: March– June (12 Weeks)

Summer Quarter: June– September (12 Weeks)

Observed Holidays

The following holidays will be observed by the school and classes will not be held. Holidays are not counted as part of the total clock hours required to complete a course or program.

- New Year's Day
- Martin Luther King Day
- Presidents Day
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day
- Veterans Day
- Thanksgiving
- Christmas and other religious holidays

Admission Requirements

The admissions process at NATI ESL begins when a prospective student submits the required documentation, including a valid government-issued identification or passport and proof of secondary education, such as a high school diploma, transcript, or GED certificate. Prospective students are also invited to complete an application for admission and may request additional information about the enrollment process and program offerings.

The admissions process includes a personal interview and a tour of the facility conducted by an Admissions Representative. During the interview, the Admissions Representative discusses the applicant's educational background, English language learning needs, and academic and career goals.

As part of the intake process, the Admissions Representative collects information regarding the applicant's prior educational experience, computer literacy, and English language proficiency. Applicants may be required to complete a formal English placement assessment to determine their current level of English proficiency.

Based on the information gathered during the intake process, including the results of any placement assessment, the ESL Program Coordinator determines the appropriate placement level within the ESL program. Once a placement decision has been made, an official letter of acceptance is issued to the applicant.

Upon acceptance of the admission offer, the student is required to sign an Enrollment Agreement and Honor Pledge. International students seeking F-1 status must acknowledge and agree to enroll as full-time students and maintain a minimum course load of 20 instructional hours per week, in accordance with program requirements and applicable federal regulations.

Placement Assessment Procedure

All students who wish to enroll must complete the initial intake process, and complete the NATI ESL Placement Assessment.

NATI ESL has selected to utilize the College Board's Accuplacer Exam ESL series. The Accuplacer is used across many colleges and universities to help institutions assess students' readiness to take college level courses by assessing their levels. Each test is administered online and uses computer adaptive technology by giving students harder or easier questions based on the previous question's response.

There are five exams in the series:

- ESL Language Use Exam
- ESL Listening Exam
- ESL Reading Exam
- ESL Sentence Skills Exam

- WritePlacer ESL Essay

During the intake process, a designated test proctor will administer a basic speaking test. If a student is not able to respond to the speaking test question, the placement assessment process ends, and the student is placed into ESL101.

If the student does have basic English-speaking skills, they will also take the following two tests as part of the Accuplacer Exam ESL Series.

- ESL Language Use
- ESL Listening.

Students whose results from the first two exams indicate English skills at or above the Low Beginner level will take the remaining three exams:

- ESL Reading Exam
- ESL Sentence Skills Exam
- WritePlacer ESL Essay

Using the responses from the personal interview along with the results of the Accuplacer exams, the ESL Program Coordinator will determine accurate placement in a course within one of the eight levels in the NATI ESL program:

NATI ESL levels	
<i>Novice</i>	101-102
<i>Low Beginner</i>	201-202
<i>Beginner</i>	301-302
<i>Low Intermediate</i>	401-402
<i>Intermediate</i>	501-502
<i>High Intermediate</i>	601-602
<i>Advanced</i>	701-702
<i>Academic</i>	801-802

Placement for Students Who Have Taken Other Standardized Assessments

Students who took a standardized English examination, such as IELTS, TOEFL, and Pearson, are exempted from taking the placement assessment. Each student must be placed according to the criteria below.

NATI ESL levels		Internet-Based (TOEFL)	Computer-Based (TOEFL)	Paper-Based (TOEFL)	IELTS	Pearson Versant
<i>Academic</i>	801-802	100	250	603	8	70
<i>Advanced</i>	701-702	90	233	577	7.5	66
<i>High Intermediate</i>	601-602	80	213	550	7	62

<i>Intermediate</i>	501-502	68	190	520	6	58
<i>Low Intermediate</i>	401-402	58	167	493	5	53
<i>Beginner</i>	301-302	50	143	463	4	50
<i>Low Beginner</i>	201-202	37	110	420	3	43
<i>Novice</i>	101-102	24	77	373	2	37

Admission After Program or Course Start Policy

A student who applies for NATI ESL program after the cohort group started their classes may join if they took one of the standardized English examinations, such as IELTS, TOEFL, and Pearson. New students who have not taken these exams must take the ESL Accuplacer assessment at NATI ESL. Applications are accepted all year long.

Note: F-1 students enter the program in September, January, March, and June.

Enrollment After Course Start Policy

Students must successfully enroll in a class by the designated start date. Students who wish to enroll in a class after the designated start date must have written approval by the Campus Director of Admissions and Student Services and ESL Program Coordinator, within the first three days of the class.

Placement Grievance Procedure

A current student or a student applying to NATI ESL who is not satisfied with the placement level in the program, the aggrieved student can follow the following procedure.

1. The aggrieved student will complete the NATI ESL Placement Level Grievance Form 1 and submit it within 10 days of receiving notification of placement level.
2. The ESL Program Coordinator, along with an ESL instructor, will review the grievance and provide the aggrieved student with a resolution in the form of a written statement outlining the resolution.
3. If aggrieved student is not satisfied with the resolution and strongly feels that he/she has been misplaced at a level not to his/her ability, aggrieved student can then complete the NATI ESL Placement Level Grievance Form 2 and submit to the ESL Program Coordinator within 5 days after receiving the decision.
4. The ESL Program Coordinator will provide a written statement outlining the decision within 5 days after receipt of grievance.

5. If the aggrieved student is still not satisfied with the decision made by the ESL Program Coordinator, the aggrieved student can appeal the decision to the Executive Director.

6. The Executive Director will provide a final written statement within 5 days and the decision will be final.

Learning Environment

North America Technical Institute ESL (NATI ESL) is an ESL postsecondary school. NATI ESL provides and affords individuals with the opportunity to participate in postsecondary language training. NATI ESL admits everyone who is interested, determined and eager in continuing his or her language training beyond high school. NATI ESL provides a student-centered environment to all who would come to learn and to prepare them for postsecondary education and the global job market.

All courses in the ESL program have the same clock hours and are adjusted to accommodate holidays. Although a course may be offered over different durations and timeframe throughout the year, the total clock hours of classroom instruction and material are the same. F-1 students enter the program in September, January, March, and June. Instructors are available for student instruction during scheduled courses and office times. In-person student advising is available on any day during the week. Virtual advising is also available in Microsoft Teams. A student who needs one on one advising or specific service, must contact the Academics Office to schedule an appointment.

Students with Disabilities

North America Technical Institute ESL (NATI ESL) does not discriminate on the basis of age, sex, race, color, religion, disability, sexual orientation, marital status, veteran status or any other basis as specified by federal and state laws and regulations.

NATI ESL welcomes students with disabilities. It strictly enforces its non-discrimination policy and affords those with disabilities equal opportunities to participate in the school's programs.

NATI ESL is subject to the nondiscrimination requirements in Section 504 of the Rehabilitation Act of 1973, Title I and Title III of the Americans with Disabilities Act of 1990, the Americans with Disabilities Amendment Act of 2008 and applicable state laws. The Office for Civil Rights of the U.S. Department of Education investigates claims under Section 504 related to education.

NATI ESL is committed to maintaining the confidentiality of information provided by students with disabilities to the Office of Student Services/Academics. Confidential information from a student's file which may include information pertaining to the nature of the student's disability; medical, psychological or educational assessments, etc. will not be released unless: a. Student consents in writing; b. There is a need to know; or c. In the case of an emergency.

Students are not required to inform the institute of a disability. Thus, the school cannot inquire whether a student has a disability nor demand that a student disclose any such disability. However, if the student asks the school for accommodations for a disability, the student must disclose the nature of the disability and any limitations due to the disability; The school can require the student to submit information about the disability, including the provision of medical documentation. The school encourages any disabled student requiring accommodations to disclose this need to the school as soon as possible, as it can take time to arrange for certain accommodations. Students who have not been approved for disability accommodations by the Office of Student Services/Academics should not be extended accommodations. Accommodations for disabled students commence after the student is approved for accommodations via receiving an accommodation letter and instructors are notified of accommodations by the Office of Student Services/Academics, not when the student submits his or her completed application. Disability accommodations cannot be applied retroactively.

Learning Environment Model

At North America Technical Institute ESL (NATI ESL), the interaction between instructor and student is a strong factor in the student's success. In such an engagement positive atmosphere, where questions are answered and ideas are valued, a person learns not only language skills, but also respect for ideas, for individuals, and laws in the United States of America. NATI ESL stresses that learning is a joy more than a struggle; a reward more than a sacrifice. Students are invited to share cultural traditions, mores, knowledge and life experience gained from their own cultures with their classmates. In these ways and others, NATI ESL students are urged to explore various ways and means to become productive global citizens.

Learning Resources Center (LRC)

The Learning Resources Center (LRC) at the instructional sites supports the courses and programs with both traditional and electronic instructional resources and services. The LRC provides library resources, a computer lab, and audiovisual support. The LRC coordinates library services and collection development for the campus. Combined library holdings include books, periodicals on subscription, and audio-visuals. Through the library's online catalog, circulating books can be located and requested from any of the LRC collections. Books circulate for three weeks and are renewable. Reference books, reserve items, periodicals, and other special collection items do not circulate.

On the Internet, the Learning Resources Center section of the school enhances the information resources available to all students. Users may access the library's online catalog, and several informational databases which provide indexing and full text retrieval for many source documents. Students may login using their student ID, PIN number and zip code to take advantage of all available resources, including the ASK YOUR LIBRARIAN reference service. The Librarian's Office works with the Library and Information Literacy Advisory Committee, individual instructors, and in accordance with library planning documents to collect print and non-print resources. The collection emphasizes ESL learning and individual growth. The computer lab at the campus supports classes in several programs. The instructional sites use high-speed Internet connection.

NATI ESL Campus and Instructional Sites

NATI ESL campus and Instructional Sites are designed with space for appropriate academic and administrative support, a small library/learning resources center, classrooms/labs, counseling and instructional offices, and a student break area. Each site maintains at least one open computer/teaching lab. These facilities are specifically designed to support the educational mission and objectives of the educational programs offered by the institution.

North America Technical ESL (NATI ESL) Main Campus in Sterling, Virginia

Address: 207 East Holly Avenue Suite #112

Sterling, VA 20164

Tel: (833) 228-1010

Fax: (703) 940-569321

North America Technical ESL (NATI ESL) Instructional Site in Tysons Corner, Virginia

Address: 2070 Chain Bridge Rd Suite #100

Vienna, VA 22182

(703) 910-2461

Distance Education

Distance Education is not available to F-1 students. NATI ESL offers eligible students the opportunity to take the NATI ESL English as a Second Language Program online (when permitted by state and Federal governments, and accreditation agencies).

Many people like the idea of distance education because it has many benefits including:

- It allows you to access course content all in one place – 24 hours a day, 7 days a week
- It gives students who may not live close to a school the opportunity to benefit from the program.
- You avoid having to commute to a location.

- You can complete work throughout the week instead of at a specific time.

While these are, in fact, benefits to taking a program online, it is important to evaluate whether you have the technology and skills necessary to be successful in the program.

What Distance Education Students Can Expect

Online courses taught online begin and end on the same dates as the traditional classes taught at NATI ESL. The on-campus program offers 60 clock hours for each course, and this is the same for the online program. Students in the distance education program are part-time students, meaning they take one six-week course per session, meeting for 10 hours per week.

NATI ESL uses Microsoft Teams as its online learning management system. The curriculum has the same academic requirements as those courses taught in the traditional classroom environment. The difference is in how and where students and teachers meet and interact.

Synchronous real-time courses are delivered through regular class meetings, where professors and students are all online at the same time. During the scheduled class periods, each class member accesses the Microsoft Teams Meeting and joins the class online in a conversational mode with the instructor and other class members. In this mode, the students are presented notes, discussion questions, and group activities, and they interact with the instructor and other class members. Students also discuss the status of their assignments, read and discuss articles, complete projects, and take exams utilizing the Internet search tools and applications.

Students must consider the skills and technology needed to be successful in a distance education learning environment. A checklist of these considerations can be found at <https://nati-esl.edu/> under the Policies and Procedures/Distance Education and Online menu.

Information Security

All student records and information is stored in a secure Microsoft Teams environment. Microsoft Teams is secured by Microsoft. To access Teams, a student or employee must have strong login credentials (username and password). According to Microsoft official website, “Microsoft Teams is built on the Microsoft 365 and Office 365 hyper-scale, enterprise-grade cloud, delivering the advanced security and compliance capabilities customers expect.”

Source: [Overview of security and compliance - Microsoft Teams | Microsoft Docs](#)

Registration

On Campus Students may register for classes in one of three ways:

1. online at NATI ESL official website,
2. by telephone with a student advisor, or
3. in person at the Academic Office on campus. Registration through the Academic Office is required of students on academic probation or academic suspension.
4. It is recommended that F-1 International students enroll through the Academic Office.

Students at North America Technical Institute ESL (NATI ESL) may register for in-person and online courses utilizing the Internet or by calling the Academic Office during regular business hours.

Programs Tuition and Fees

Tuition and mandatory fees at NATI ESL school are assessed and set quarterly. The current tuition and mandatory fees are summarized in the following chart.

Program	Hours	Tuition	Book(s) & Materials	Technology Fee*	Registration Fee	Total Cost for program	Living Expenses
English as a Second Language Program	960	\$10,000	\$520	\$300	\$100	\$10,920	\$26,260

*Technology fee includes all necessary technology applications and software.

A student will be charged a fee for late payment of tuition and fees if they do not pay tuition and fees within 5 business days prior to the start of course or program. Cash, money orders, credit cards, and checks are accepted for payment of tuition and applicable fees. A returned check fee of \$50 is required. The following chart summarizes these fees and other charges.

Application, I-20 Document Issuance/Processing Fee, and Placement Assessment	\$100
Returned check	\$50
Transcript fee	\$10
Late payment fee	\$50

Required textbooks and instructional material will be purchased by NATI ESL. The school will not accept return of purchased materials or refund fees.

English as a Second Language (ESL) Program Details

ESL Program

International F-1 Students (Full-Time): 20 Hours/Week

Domestic and Distance/Online Students (Part-Time): 10 Hours/Week

Intensive Full-Time Program (IEP): 40 Hours/Week

Total 960 Program Clock Hours

Program Description, Required Hours, and Objectives

The ESL Program curriculum is designed to serve the North America Technical ESL school's students and community by offering comprehensive English language education and services. The ESL program provides students with language skills and cultural understanding necessary to meet their educational, training, and language skills goals and to enable them to be successful in postsecondary education and training programs in the United States of America and globally. Students in ESL program, full-time only, receive 40 hours of instruction each week. Domestic, part-time and non-F1 visa holders may enroll in one course, 10 hours per week. International Students on F-1 Visa must take 20 clock hours/week. Additional activities help students practice English in real-world settings. Upon the successful completion of all levels, the student will receive a non-degree certificate of completion which also can be used as proof of English Language proficiency.

Courses Days/Hours:	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	8:00am-5:00pm	8:00am-5:00pm	8:00am-5:00pm	8:00am-5:00pm	8:00am-5:00pm pm	Field Trips (occasional)
Morning Session Two Courses: 20 Hurs/Week	8am-12noon: 4 Hours	8am-12noon: 4 Hours	8am-12noon: 4 Hours	8am-12noon: 4 Hours	8am-12noon: 4 Hours	
Lunch Break: One Hour	12:00pm to 1:00pm	12:00pm to 1:00pm	12:00pm to 1:00pm	12:00pm to 1:00pm	12:00pm to 1:00	

Afternoon Session Two Courses: 20 Hurs/Week	1:00 pm 5:00 pm: 4 Hours	1:00pm-5:00pm: 4 Hours	1:00 pm-5:00 pm: 4 Hours	1:00 pm-5:00 pm: 4 Hours	1:00 pm-5:00 pm: 4 Hours	
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Students enrolled part-time in the ESL Program take one course instead of two courses, maintaining the 60-clock hours required for completion of each course. Part-time students meet 10 hours a week (two hours a day), and currently have the following schedule:

Monday	Tuesday	Wednesday	Thursday	Friday
12:00PM-2:00PM ET*	12:00PM-2:00PM ET*	12:00PM-2:00PM ET*	12:00 PM-2:00PM ET*	12:00 PM-2:00PM ET*
2 Hours	2 Hours	2 Hours	2 Hours	2 Hours

*Note: days and times for additional part-time and full-time cohorts may vary, depending on the needs of students, enrollment, and delivery format (on campus or online). However, completion of courses will remain at 60 clock hours per course. Check with the Academic Office for days and times of classes.

Program Courses

ESL 101 Novice Speaking, Listening, and Grammar 60 Clock Hours

This class will allow students to develop Basic English vocabulary and grammatical structures so that they can successfully communicate. Also, students will develop literary and analytical skills which will enable them to be successful in future courses. This is the first level course of listening, speaking and grammar for non-native speakers of English. It includes a mastery of grammar structures in oral communication, development of fundamental listening and speaking skills focusing on American English pronunciation, accent reduction, intonation, logical grouping of vocabulary items in phrases and the development of life skills vocabulary.

ESL 102 Novice Reading, Writing, and Grammar 60 Clock Hours

This course is the first-level reading, writing and grammar course for non-native speakers of English. It includes the development of basic vocabulary and relevant word groupings, introduction of reading skills, the use of bilingual dictionaries, and the analysis of texts, recognizing sentence, clauses and discourse structures and how these affect meaning. It includes the development of basic vocabulary and relevant word groupings, introduction of reading skills,

the use of bilingual dictionaries, and the analysis of texts, recognizing sentence, clauses and discourse structures and how these affect meaning. It includes writing simple sentences with emphasis on self-correction of errors.

ESL 201 Low Beginner Speaking, Listening and Grammar

60 Clock Hours

This is the second level course of listening/speaking for non-native speakers of English. It includes an enhancement of grammar structures in oral communication, development of fundamental listening and speaking skills focusing on American English pronunciation, accent reduction, intonation, logical grouping of vocabulary items in phrases and the development of life skills vocabulary acquired in ESL 101.

ESL 202 Low Beginner Reading, Writing, and Grammar

60 Clock Hours

This course is the second-level reading course for non-native speakers of English. It includes further development of vocabulary and relevant word groupings, introduction of reading skills, the use of dictionaries, and the analysis of texts, recognizing sentences, clauses and discourse structures and how these affect meaning. It also includes the study of parts of speech. In this course, grammar is used in writing simple and complex sentences working toward writing guided paragraphs.

ESL 301 Beginner Speaking, Listening and Grammar

60 Clock Hours

This course will help students develop the necessary academic speaking and listening skills to gain confidence communicating in English in a variety of situations. Students will focus on building skills to listen for main ideas and details, for specific purposes, and for specific information. Speaking skills include forming questions for follow-up, clarification, and repetition. Some speaking tasks involve group and pair discussions, as well as the preparation and delivery of a short presentation. Aspects of grammar and pronunciation covered in the course include question intonation, word stress, reduction and linking sounds.

ESL 302- Beginner Reading, Writing, and Grammar

60 Clock Hours

This course will help students develop basic reading and writing skills. Students will develop reading skills including recognizing main ideas and supporting details, making basic inferences, and using charts for comprehension. Students will also focus on developing writing skills such as: capitalizing proper nouns, writing well-formed complete sentences, using coordinating

conjunctions, and using time order words. In addition, students will study several grammar points, present and past simple verb tenses, prepositions of location, and subordinating conjunctions. Furthermore, students will also increase their vocabulary by working with synonyms, antonyms, phrasal verbs, and different word forms.

ESL 401- Low Intermediate Speaking, Listening and Grammar **60 Clock Hours**

This course focuses on developing students' academic speaking and listening skills, including the ability to identify the main ideas and factual information in level-appropriate listening passages, participate in discussions on a variety of topics, give simple presentations, and verbally summarize listening passages. This course includes an overview and practice of pronunciation features such as sentence stress, reduction, and linking sounds as well as grammar and introduction to note taking skills.

ESL 402- Low Intermediate Reading, Writing, and Grammar **60 Clock Hours**

In this course, students will improve their reading comprehension skills and begin to learn how to write paragraphs. Specifically, students will learn to use a variety of pre-reading strategies to become more effective readers, such as identifying main and supporting ideas of a text, recognizing sequence, and identifying the author's purpose. Students will be introduced to different types of paragraphs, for example opinion and descriptive, and be expected to produce well-structured paragraphs. In addition, students will study more grammar points and use different verb tenses (including the present perfect, the past perfect) modals, comparative & superlative adjectives, future time clauses, and adverbs. This course will also develop vocabulary skills by studying prefixes, suffixes, and phrasal verbs. Furthermore, students will conduct basic internet searches and use word-processing software to write, edit, and format written assignments.

ESL 501- Intermediate Speaking, Listening and Grammar **60 Clock Hours**

This course focuses on developing students' listening comprehension, summarizing, and presentation skills. Students will understand main ideas and specific details of recorded passages on academic and general interest topics; take notes while listening; produce oral summaries of written and listening materials; prepare and deliver structured technology-assisted presentations on topics of general interest. In addition, students will give advice, make suggestions, ask for and give clarification to facilitate group discussions; and develop an ability to support opinions, explain in detail, and hypothesize. Students will also work on pronunciation skills including but

not limited to word endings, syllable stress, intonation, and linking sounds. Students will review all grammar points and note-taking strategies.

ESL 502- Intermediate Reading, Writing, and Grammar **60 Clock Hours**

In this course, students will improve their reading comprehension skills and begin to apply what they learned in terms of pre-writing, writing and post-writing skills. Students will write different types of paragraphs, for example opinion and descriptive, and be expected to produce well-structured paragraphs. In addition, students will study more grammar points and use different verb tenses (including the present perfect, the past perfect) modals, comparative & superlative adjectives, future time clauses, and adverbs. This course will also develop advanced vocabulary skills. Furthermore, students will be introduced to essay structure, thesis statement, essay outline.

ESL 601- High Intermediate Speaking, Listening and Grammar **60 Clock Hours**

This course focuses on developing academic listening and speaking skills. Students will learn to give short, structured presentations and improve their ability to comprehend and analyze academic discourse including expressing surprise, encouragement, and approval; and refuting an argument. This course includes an accent-reduction component to help students speak clearly and with appropriate intonation patterns and review grammar points.

ESL 602- High Intermediate Reading, Writing, and Grammar **60 Clock Hours**

The goal of this course is for high-intermediate students to develop their academic reading, writing, grammar, and vocabulary skills. It will help prepare them for academic study. Students will start to use more sophisticated grammar and vocabulary as they build their reading and writing skills. In addition, they will develop critical thinking skills.

ESL 701- Advanced Speaking, Listening and Grammar **60 Clock Hours**

In this course, students are introduced to a variety of speaking strategies and given the opportunities to practice responding to different topics in each topic with comprehensible pronunciation. They will plan their response for the given topics. Note the main points of the listening passages. Take extensive notes and use their notes to provide responses to various topics. Use a topic statement, supporting statements, and transitions to how the ideas are related.

ESL 702- Advanced Reading, Writing, and Grammar
60 Clock Hours

The purpose of this course is to prepare students for various academic writing and reading tasks which they will need to master in order to be successful at the college level. Students will undertake a variety of writing activities that will prepare them for writing different types of essays with appropriate documentation. For reading, this course will provide students with strategies to improve their reading skills and comprehension for both pleasure and academic purposes. Academic and non-academic texts will be used in this course. Vocabulary will be paired with reading texts to increase students' knowledge of academic words and non-academic words. The grammar portion of this class will be combined with a writing portion to develop their knowledge of grammar to control not only the form of the target structures, but also comprehend their meaning, and improve usage.

ESL 801- Public Speaking & Presentation
60 Clock Hours

In this course, students will develop their confidence and abilities to be effective presenters. Students will build their skills by studying speech models; focusing on the physical aspects of presenting such as eye contact, gestures, stance, and voice; employing presentation aids; organizing and outlining speech materials; and most importantly preparing, giving, and evaluating their own presentations. Additionally, strategies for creating and selecting effective visual aids will be discussed and applied. Students who take this course will be able to deliver solid presentations in academic and professional settings.

ESL 802- Academic Writing & Research
60 Clock Hours

The focus of this course is to develop the skills and knowledge required to write an academic research paper including quoting, paraphrasing, summarizing, accessing and evaluating research sources, avoiding plagiarism, citing sources and essay formatting according to APA style. In addition, the course familiarizes international students with the general expectations of the American higher education system and assists them in building strong academic skills.

Policies and Procedures

Student Grievance Policy

Grievances and complaints, academic and nonacademic should be raised and settled promptly, a grievance shall be raised as soon as the event occurs or the student gains knowledge of it, and within no more than 30 days after the event occurred.

- Level 1: if a complaint cannot be resolved informally, the student may file a grievance following a response from NATI ESL administrative official. The grievance is filed with the Vice President for Operations and shall contain the name of the complainant, the date of the filing, and a brief, specific description of the grievance and the redress sought. The Vice President for Operations shall provide a written response to the student typically within thirty days of receipt, unless the situation requires additional research or investigation. All discrimination or sexual harassment matters should be brought immediately to the attention of the Vice President for Operations.
- Level 2: if not satisfied with the grievance disposition at Level 1, the student may file a grievance with the school's Vice President for Operations within thirty days of receipt of the written decision from the Level 1 official. The grievance shall contain the name of the complainant, the date of the filing, a brief, specific description of the grievance and the redress sought, and the results of the disposition of the grievance at Level 1. The Vice President for Operations will contact the student upon receipt of the grievance and will issue a written response typically within thirty days of receipt unless the situation requires additional research or investigation.

Leave of Absence Policy

A written request for leave of absence must be submitted to NATI ESL Campus Director of Admissions and Student Services, along with reason for request, supporting documentation in writing, dated, and signed by the student or designee requesting a leave of absence. An approved leave of absence cannot exceed 180 days (about 6 months) within a 12-month period. A student whose study is interrupted for more than 180 days (about 6 months) must apply for readmission. Students who take a leave of absence from NATI ESL are subject to the current course/program requirements at the time of readmission. Upon approval, the student is subject to the course/program and all other instructional requirements and regulations in effect at the time of readmission. Students applying for readmission must pay a non-refundable application fee of \$50, when applicable. During a leave of absence, a student will not be penalized academically, monetarily, marked absent or pay any tuition or fees.

Attendance Policy

Students are expected to attend and be on time for all regularly scheduled classes. Should absences or tardiness be necessary, students are responsible for the material covered during the absences. Instructors cannot grant requests for excessive amounts of make-up material, and they may request written documentation detailing the reason for absences or tardiness. Excessive absences or tardiness make it almost impossible for a student to meet the learning objectives of a course; these frequently cause a student to receive a lower grade, even though the absences or tardiness were unavoidable. NATI ESL requires all instructors to take attendance during each class period and to record it accurately on the permanent roster.

Students absent from four consecutive class meetings, excluding holidays and emergency cancellation of classes from that course, will be withdrawn automatically. A student who does not attend any of the classes for which he/she is registered in a term will be administratively withdrawn from the school.

A student who has been absent due to mitigating circumstances should contact the Campus Director of Operations and Admissions or a designated staff member for additional time to complete coursework.

NATI ESL has defined the following as mitigating circumstances:

1. serious illness of the student, serious illness of a member of the student's immediate family for whom the student is the primary caregiver, or death of member of student's immediate family
2. military deployment
3. unforeseen travel requirements or relocation related to the student's employment.

To request accommodation or waiver based upon mitigating circumstances, the student must provide NATI ESL with documentation supporting the student's claim of mitigating circumstances. If the request is granted based upon the documentation provided, the Campus Director of Admissions and Student Services or a designated staff member will notify the instructor(s) to work with the student to satisfactorily complete the coursework within a reasonable amount of time. Students may also be required to submit additional documentation before enrolling in subsequent quarters to demonstrate that the mitigating circumstance no longer applies. If circumstances are such that, due to the length of the class absences or the length of the anticipated absence, the preferable course of action is class withdrawal. The student may petition the Campus Director of Admissions and Student Services or a designated staff member for a tuition adjustment and/or waiver of the withdrawal fee. The same documentation cited above must be provided to the Campus Director of Admissions and Student Services or a designated staff member.

Class Cancellation

NATI ESL reserves the right to cancel a course if there is insufficient enrollment. Any such cancellation is always done prior to the first day of class. Affected students are notified by phone, e-mail, and/or mail and are given assistance in enrolling in an equally suitable course. In case of inclement weather, or other emergency situations, the school will announce publicly the cancellation of classes. Students may view emergency announcements on the school's official web site or may call the local campus phone number for recorded information. When cancellation of classes is necessary, instructors may arrange for additional class meetings or study assignments to compensate for attendance time.

Refund Policy

A student who decides to withdraw must notify the Academic Office in writing. The date a student officially notifies the school of the withdrawal is the official date used to determine tuition refund amount. Tuition is reduced according to the withdrawal table below. The same reduction in tuition is applied in case of student termination from the school. Once financial adjustments have been made, any overpayment will be refunded to the student within a 30-day period following his or her withdrawal written notice or termination date.

Withdrawal/termination in course/program	Tuition refund amount*
Completed 25% of the required course/program clock hours	75%
Completed more than 25% but less than 50% of the required course or program clock hours	50%
Completed more than 50% but less than 75% of the required course or program clock hours	25%
Completed more than 75% of the required course or program clock hours	No refund will be issued

**Excludes all mandatory fees*

Educational Standing Policy

A student must meet the following minimum standards of educational achievement and successful course completion while enrolled at NATI ESL. The school requires that all courses be completed to graduate from the course or program.

A student's educational progress status is reported on the Student Midterm Evaluation (SME) provided each term through an online portal to student educational information.

Maximum Time Frame Policy

All students must complete their course or program in a period not exceeding 1.5 times the normal length of the course or program. For example, for a program that requires successful completion of 960 clock hours, the student may not attempt more than 1440 clock hours (1.5 x 960).

Students will be evaluated at 50% and 100% of the clock hours required for that the course/program of study they are enrolled in according to these criteria: a student must maintain a Cumulative GPA (CGPA) of 2.0 or above to remain in school and be considered in good academic standing at each evaluation point of 50% and 100% of the required course/program clock hours. The Program Coordinator may permit a student to retake a failed course. A passing grade on the retaken course would replace the original failed grade.

The school maintains all student progress records. If a student's cumulative GPA is below a 2.0 at the 50% evaluation point of a course/program clock hours, this means that this student is not meeting the minimum requirement for satisfactory progress and that student will be placed on a warning status.

Further, a student must have at least 80% attendance at the end of every evaluation period.

At the next evaluation point of 100% of a course (program clock hours), if a student is not meeting the minimum requirement for satisfactory progress, academic and/or attendance, the student will be placed on probation.

Maximum Course Retake Policy

Students who fail (below 60%) in two courses in two consecutive sessions, he/she may be expelled or terminated. Appropriate staff will meet to determine actions of resolution prior to the expulsion of the student.

Probation, Suspension, and Appeals Policy

Any student enrolled in the program, who has attempted 25% of clock hours and whose overall cumulative GPA and attendance falls below 2.0 and 80% respectively, will be placed on probation for the following evaluation period. Evaluation periods: 50% and 100%.

The ESL Program Coordinator or designated staff member will notify the student in writing of his/her standing within one week after the end of each evaluation period. A student placed on probationary status should meet with a student advisor upon notification to develop an appropriate personal educational plan. If by the end of the probationary period the student's

overall cumulative GPA and attendance remains below 2.0 and 80% respectively, the student will be suspended from the course or program. He/she will be notified in writing of his/her suspension within one week after the evaluation period ends.

A student who believes extenuating circumstances impaired his/her ability to maintain educational status may appeal the suspension to the ESL Program Coordinator or a designated staff member no later than two weeks after the evaluation ends. After the suspension period of one quarter, the student may petition in writing to the ESL Program Coordinator or a designated staff member for permission to enroll for one provisional quarter. If the student successfully achieves a cumulative GPA of 2.0 during the provisional quarter, the student is considered in good educational standing and is permitted to continue his/her course/program toward a certificate.

Failure to achieve the objectives outlined in the student's educational plan or failure to achieve an overall cumulative GPA of 2.0 and 80% attendance at this time may result in the student being terminated from the school.

Written notification of termination will be issued within one week after the evaluation period ends. A student who believes extenuating circumstances impaired his/her ability to maintain educational status may appeal to the ESL Program Coordinator or a designated staff member.

To appeal a decision denying reentry or admission to NATI ESL, an applicant must submit a written appeal to the Program Coordinator or a designated staff member within 14 days (about 2 weeks) of receipt of the reentry or admissions denial letter. The applicant will be notified of the outcome, via U.S. mail or email, within 30 business days. If the appeal is denied the student may petition for readmission after one school year. If the appeal is not resolved to the student's satisfaction, he or she may contact the ESL Program Coordinator or a designated staff member. Following this, if the complaint is not resolved to the student's satisfaction, he or she may contact the school's Executive Director. The student involved will not be subjected to adverse actions by any school official due to initiating a complaint with an accredited, or any state and federal agency.

After the student has been approved to return to the school, they will return under an extended enrollment status. The student will be advised to repeat courses failed to bring his or her CGPA and percentage of successful completion to the minimum progress requirements. Once these minimum progress requirements have been met, he or she can continue as a regular student. The student must make satisfactory educational progress in their returning term, or they may be dismissed. Ensuring student success is of paramount importance for NATI ESL.

Withdrawal Policy

It is important that students fully understand the educational and financial consequences of a decision to withdraw from school. Any student who wishes to withdraw from the school should complete the school Withdrawal Form and provide it to a school representative, who upon receipt of the Form must provide it to Vice President for Operations. A student who is absent from four consecutive classes in all courses(s) will be administratively withdrawn from the school, regardless of whether the student submitted school Withdrawal Form.

Before withdrawing from a course, program, or from the school, a student should confer with an Academic Advisor and the Academic Office and follow NATI ESL policies for withdrawal. Students withdrawing or administratively withdrawn before the last day to withdraw without academic penalty will receive a grade of “W” (withdrew). The last day to withdraw without academic penalty is at the 25% of clock hours required for a course or program. Students withdrawing or administratively withdrawn after the last day to withdraw without academic penalty will receive a “WF” (withdrew failing) for the course. Withdrawal deadlines are indicated in each class schedule.

Courses from which a student has withdrawn and received a “WF” grade will affect the student’s CGPA as well as their maximum time frame for completion and successful course completion.

Incomplete Grade

Instructors have the option of giving the grade of Incomplete (“I”) only to a student whose work in a course has been satisfactory, but who, because of illness or other circumstances beyond the student’s control, has been unable to complete some small part of the work of the course. The student must remove the “I” grade by completing work assigned by the instructor. It is the student’s responsibility to request and arrange with the instructor to complete the work by the end of the following quarter. Otherwise, the “I” automatically becomes an administrative “F” (“F*”). An administrative “F*” counts as a “0” in determining the grade point average.

Graduation

To graduate, a student must satisfactorily complete 100% of the total required clock hours and shall obtain a minimum overall CGPA of 2.0. The program’s completion time shall not exceed 1.5 times the normal hours required. The course graduation requirements relate to each program offered by the school and are listed elsewhere in the catalog.

Transfer Clock Hours and Credit

NATI ESL cannot guarantee that clock hours earned will transfer to another institution. Transfer of clock hours is regulated by the criteria established by the receiving institution. It is the student's responsibility to confirm whether clock hours will be accepted by another institution of the student's choice.

Student Records

Students' official transcript of academic records will not be released without written consent from the student. All student academic records (admission application, acceptance letter, and financial transactions) are kept for five years, except for transcripts (which are kept indefinitely). A student may request official transcripts through the Vice President for Operations Office in person or by mail. Transcript request forms are available on NATI ESL's official website. Transcripts cannot be issued for students with prior outstanding balances on their accounts.

Student Disclosure

The following information is available to prospective and current students:

1. The number of students enrolled in each program.
2. The total number of students that completed or graduated from the school as of the end of the last academic year and the total number and percentage of students who completed or graduated from each program offered by the school as of the end of the last academic year.
3. A description of the ESL program, the number of clock hours of instruction in each course and the total number of clock hours required for course completion, course descriptions, and a statement of the types of credentials awarded.
4. A statement of tuition, fees and other charges related to enrollment, such as deposits, accrued costs, books and supplies, tools and equipment, and any other charges for which a student may be responsible.
5. The school's refund policy for tuition and fees.
6. The school's procedures for handling student complaints, including procedures to ensure that a student will not be subject to unfair actions because of his/her initiation of a complaint proceeding.
7. The name and address of the school's accrediting agency.
8. The minimum requirements for satisfactory completion of the program.
9. A transferability statement of any courses or certificate offered by the school.
10. The academic or course work schedule for the period covered by the publication.
11. The name, location, and address of the campus and instructional sites in Northern Virginia.

Faculty

The criteria for faculty selection at North America Technical Institute ESL (NATI ESL) is specific: professional competence in the areas of instruction offered by the school, proven ability and dedication as an instructor, and commitment to the educational aspirations of a diversified student body.

NATI ESL instructors combine the best of two worlds, years of academic training with years of professional work experience. They are dedicated to the mission and vision of the school, knowledgeable in ESL, and interested in the continuing language development of their students. Added to their professionalism and experience is one key factor: their willingness to assist students in attaining individual goals. Student evaluations of instructors assist NATI ESL in maintaining quality instructors as does the school's emphasis on continued professional development.

Grants, Student Loans and Scholarships

Grants and scholarships are gifts of money which do not have to be repaid provided they are used to complete the student's education. Loans are borrowed money which must be repaid with interest. Other sources of financial assistance include Veterans benefits, Vocational Rehabilitation benefits, and employer sponsorships. A student should research all sources of financial aid. The amounts and type of financial aid that a student may receive are determined through federal and state guidelines. The typical financial aid award will be a combination of grants and loans. For now, NATI ESL does not offer financial aid in grants and loans.

Classroom Policies

Grading System

Grade Point Average (GPA) is used to measure and indicate a student's academic standing, which is based upon the following grading system:

Grade	Grading Scale	Evaluation	Quality Points
A	90-100	Excellent	4
B	80-89	Good	3
C	70-79	Fair	2
D	60-69	Needs Improvement	1
F	59 and below	Failing	0

F*	-	-	0
I	-	Incomplete	-
W	-	Withdraw	-
WF	-	Withdraw Failing	0

Incomplete Grades

Instructors have the option of giving the grade of Incomplete (“I”) only to a student whose work in a course has been satisfactory, but who, because of illness or other mitigating circumstances beyond the student’s control, has been unable to complete some small part of the work of the course. The student must remove the “I” grade by completing work assigned by the instructor. It is the responsibility of the student to request and make arrangements with the instructor to complete the work by the end of the following session. Otherwise, the “I” automatically becomes an administrative “F” (“F*”). An administrative “F*” counts as a “0” in determining the grade point average.

Attendance Policy

North America Technical Institute ESL (NATI ESL) records the daily attendance of each student per accreditation agency, state, and federal guidelines.

- Records of student attendance will be kept on file and available for student review and authorized agencies.
- Graduation requirements stipulate that the student must be in attendance at least 80% of the instructional time.
- Excused absences are permitted for illness or any unavoidable hardship and mitigating circumstances beyond the student’s control. NATI ESL determines and approves these circumstances on a case-by-case basis, providing required and legal documentation.
- Unexcused absenteeism for more than 20 percent of the total course time constitutes cause for dismissal.
- Unexcused absences are defined as follows
 - Absences where the student has neglected to notify the school and/or has extended beyond the 20 percent allowance without arranging for an official leave of absence.
 - Absences from scheduled exams without notifying the instructor before the scheduled exam time will also be considered as unexcused absences. Therefore, the student is responsible for making up the lost time, classwork, and assignments. Time and lessons missed must be made up to meet the minimum attendance and

graduation requirements. Students will need to meet with the Academics Office before they can return to class.

- Students exiting NATI ESL, campus building, during class and instructional time, must sign out upon leaving and back in upon their return. This includes breaks and lunches. Students not signing out/in on the general and individual attendance sheets will be considered cutting class and falsifying attendance records.

Online Attendance Policy

Students enrolled in the online program adhere to the same attendance policies as on campus, with one addition. To be marked present, students enrolled in an online program at North America Technical Institute ESL (NATI ESL) will demonstrate daily and weekly attendance by completing one or more of the following actions as directed by the instructor:

- Actively participate in a scheduled synchronous class session.
- Submit a course assignment during class
- Take a quiz or an exam during class

Logging into the online class without active participation (as described above) will not constitute official attendance. These activities will be tracked automatically in Microsoft Teams, the Course Learning System used by NATI ESL

Make-up Work

For students to meet their educational and learning goals, they must receive instruction in all aspects of the course. If work is missed due to excused absences or an approved leave of absence, students are responsible to approach their instructor immediately upon their return to school to request a plan to complete make-up work.

An individual plan must be arranged and approved by the ESL Program Coordinator based on the recommendation of the instructor and the approval of the NATI ESL's Academics Office and the student's funding source (if applicable). The student's individual plan will be met using one or more of the following methods

1. Scheduled one-on-one instruction and/or tutoring.
2. The opportunity to join another in-person or online class when the missed lessons are being taught (if available). This must be approved by the ESL Program Coordinator.

The student's individual plan must include:

- Days, times, and/or class sessions added to the student's schedule
- A list of the missed lessons and corresponding Student Learning Outcomes

- Approved activities and/or assignments, outlining the expectations, criteria, and due dates for successful completion
- A detailed explanation how clock hours are completed and how student learning outcomes are met

All make-up work outlined in the student's individual plan must successfully be completed by the designated due date or the end of the school day on the last day of the term to qualify the student to receive credit to meet requirements needed to progress to the next level.

Tardiness

Developing excellent work ethics is an important part of the training at NATI ESL. Students arriving late for class are interrupting the instructor, other students and for some government-funded students' tardiness could impact their funding contract. The following recording system will be used for tardiness.

- 7 to 15 minutes late will be counted as 15 minutes late
- 16 to 30 minutes late will be counted as 30 minutes late
- 31 to 60 minutes late will be counted as 1 hour late

Since tardiness of 7 minutes or more is recorded as an unexcused absence, it is the responsibility of the student to make up for the lost time and/or classroom instruction. NATI ESL encourages students to plan to arrive at the school at least 10 minutes before their scheduled times and/or the start of their class.

NATI ESL Honor Code

Honor Code

NATI ESLs Honor Code encompasses five values: honesty, trust, fairness, respect, and responsibility.

Supporting and affirming these values is essential to promoting and maintaining a high level of ethical conduct and academic integrity. Educating community members about the value and practice of the NATI ESL Honor Code is central to NATI ESL's mission. The following principles guide the NATI ESL Community:

- Each member of NATI ESL community must be held accountable for their actions.
- As a result of following the Honor Code, a community develops in which members learn the responsibilities of citizenship and how to contribute honorably to their professions.
- If knowledge is to be gained and properly evaluated, it must be pursued under conditions free from dishonesty and within a safe learning environment. Deceit, misrepresentation,

and unprofessional behavior are incompatible with the fundamental value of NATI ESL and will not be tolerated.

- Members of the NATI ESL community are expected to foster in their own work the spirit of academic honesty and not to tolerate its abuse by others.
- The first responsibility for adhering to NATI ESL Honor Code lies with individual students, faculty, and staff members of this community.

Upholding the Honor Code

To uphold the Honor Code at NATI ESL, administration, staff, faculty, and students are expected to

- Respect others at all times.
- Avoid offensive comments and behaviors.
- Help and encourage others within the NATI ESL community
- Respect the confidentiality and privacy of others.
- Respect the property of others.
- Use information ethically and responsibly
- Avoid behaviors that distract others within the learning environment
- Avoid behaviors that create an unsafe learning environment
- Be proud of who we are and what we do.

Students: Honor Pledge

Upon application to NATI ESL, each student will be asked to sign the Honor Pledge, a copy of which may also be found in each course syllabus. The Honor Pledge will remain in the student's file until such time as he or she graduates, completes his or her program of study, terminates enrollment, or is administratively withdrawn from NATI ESL.

The Honor Pledge reads as follows:

I have read the NATI ESL Honor Code. I pledge to uphold the Honor Code at NATI ESL, and I recognize I am expected to

- Respect others at all times.
- Avoid offensive comments and behaviors.
- Help and encourage others within the NATI ESL community
- Respect the confidentiality and privacy of others.
- Respect the property of others.
- Use information ethically and responsibly
- Avoid behaviors that distract others within the learning environment
- Avoid behaviors that create an unsafe learning environment

- Be proud of who we are and what we do.

I have read and understand NATI ESL Academic Integrity Policy. I promise to

- Conduct myself with integrity in the submission of all academic work to NATI ESL
- Not give or receive unauthorized assistance for the completion of assignments, research papers, examinations, or other work.

I understand that

- Violations of the NATI ESL Honor Code will lead to disciplinary action against me, up to and including suspension or expulsion from NATI ESL.
- All students play a role in preserving the integrity of NATI ESL and have an obligation to report violations of the NATI ESL Honor Code committed by other students.

Name (Signed) _____ Date _____

Name (Printed) _____

Any student who, upon application to NATI ESL, refuses to sign the Honor Pledge must submit an explanation in writing that will be reviewed by a designated NATI ESL staff member. If the staff member does not accept the student's explanation, the student will not be permitted to enroll at NATI ESL.

Unacceptable Behavior

It is impossible to list every type of behavior that can be considered offensive, discriminatory, harassing, disrespectful, or inappropriate. In general, any conduct that interferes with others' ability to learn, teach, or work, and that creates a hostile environment is unacceptable. The following are a few examples of what is considered unacceptable behavior at NATI ESL:

- Disrespectful conduct towards fellow students or staff will not be tolerated.
- Behavior that disrupts the learning environment.
- Inappropriate behavior including gestures, jokes, speech, advances, sexually suggestive or offensive pictures, violating others' personal space
- Disruptive or inappropriate conduct during school sponsored off-campus events.
- Misuse of technology to engage with others in an inappropriate or disrespectful manner
- Destruction or defacing school property or the property of others
- The use or possession of illegal substances on school property (on campus or online) or during school sponsored off-campus events.
- Disrespectful or offensive behavior related to others' race, religion, age, creed, color, sex, physical challenge, veteran status, marital status, sexual preference, or national origin.

Academic Integrity

NATI ESL holds its students to high standards of academic integrity and will not tolerate acts of falsification, misrepresentation, or deception. Such acts of intellectual dishonesty include, but are not limited to,

- Cheating, plagiarism, fabricating data or citations, stealing examinations,
- Using instructor editions of textbooks without authorization,
- Taking an exam for another person
- Using technology to disseminate exam questions and answers
- Tampering with the academic work of another student
- Facilitating other students' acts of academic dishonesty
- Resubmitting work completed in another course
- Using a chatbot (like Chat GPT) or translation tool to complete assignments

Violation of Honor Code

A violation of the NATI ESL Honor Code is an act harmful to all within the NATI ESL Community. The following are examples of violations of the NATI ESL Honor Code

- Academic dishonesty: cheating, plagiarism; submitting AI generated work as your own, violating copyright or trademark laws
- Unprofessional behavior: Disrupting the learning environment, showing disrespect to faculty, staff, or students, displaying or sharing inappropriate content
- Physical or verbal abuse of any person on school premises or at school-sponsored events
- Theft or damage of property of NATI ESL facilities or equipment or property belonging to anyone within the NATI ESL Community

Reporting Honor Code Violations Procedure

Violations or suspected violations of the NATI ESL's Honor Code may be reported by students, faculty, or any member of the NATI ESL community.

When an instructor discovers an academic integrity violation through review of a student's submitted work, the instructor will carefully document and/or collect evidence of the violation. Students who provide evidence of other students' violations must have such evidence corroborated by a NATI ESL instructor or administrator.

Depending upon the severity of the violation, those reviewing the case may discuss the nature of the violation with other instructors who have taught the student and/or administrative personnel who may have first-hand information about the student and/or this specific violation.

Student Conduct Violation

The following is the procedure for staff and faculty for issues related to non-academic student conduct

- The issue is initially referred to the ESL Program Coordinator. Depending on the level of severity, the issue may be referred to the NATI ESL Honor Code Committee.
- The ESL Program Coordinator, or designated administrator, gathers information about the incident, focusing on the information important to determining whether a violation of the NATI ESL Honor Code occurred.
- The ESL Program Coordinator, or designated administrator, schedules an investigative interview with the student and any faculty or staff involved.
 - During the investigative interview, the student will have the opportunity to present their account of the issue and any related evidence.
- The ESL Program Coordinator, or designated administrator, determines whether a violation of the NATI ESL Honor Code has occurred based on a preponderance of evidence.
- The ESL Program Coordinator, or designated administrator, determines the resulting sanctions. The decision is sent to the student and a copy is placed in the student's file.
- A student has 10 business days from the time of the decision to appeal.

Academic Integrity Violation

NATI ESL will adhere to the following procedures when an issue related to Academic Integrity is identified.

- a) If an instructor suspects plagiarism, he or she will assemble the evidence and speak with the student and advise the ESL Program Coordinator. If the student's explanation is satisfactory, the matter should be resolved, but if the issue cannot be resolved and the instructor is satisfied that plagiarism occurred, then the student will receive a zero on that portion of the work.
- b) If this is a repetition involving the same student, the matter should be reported to the ESL Program Coordinator, who will investigate the documentation provided. If the ESL Program Coordinator determines the work is plagiarized, he or she will then submit a failing grade for the respective course.
- c) If this is a third incident involving the same student, the student will fail the course and the matter will be forwarded to the ESL Program Coordinator, who will place the student on suspension.
- d) If this is the fourth incident involving the same student, the matter will be referred to the NATI ESL Executive Director, who will determine whether expulsion from NATI ESL is in order.

Sanctions for Honor Code Violations

Disciplinary action for violations of the NATI ESL Honor Code will depend upon several factors, including the following:

- Whether the student is a first-time offender or a repeat offender
- Whether the violation was intentional or due to carelessness or a lack of knowledge
- Whether the student acknowledges the offense when presented with overwhelming evidence
- Whether the offense occurs early or late in the student's ESL program
- Whether the offense involves a minor or major assignment
- Whether the violation has major impact on the learning environment at NATI ESL

Once it is determined that a violation has occurred, resulting sanctions may include:

- Written warning - Instructors may issue a written warning at any time - consistent with a reasonable determination that a violation has occurred - to students for minor violations. The warning shall include a description of the violation and the corrective action needed to prevent further violation. The instructor will provide notification of the action to the designated staff member for inclusion in the student's official record.
- Grade reduction or failing grade on assignment involved in academic integrity violation - Instructors may determine whether a grade reduction or failing grade on an assignment is justified given the extent of the violation. Such decisions will be upheld unless determined to be arbitrary and capricious. The instructor will provide notification of the action to a designated staff member for inclusion in the student's official record.
- Grade reduction or failing grade in the course - Instructors may determine whether a grade reduction or failing grade in the course is justified given the extent of the violation. The reduction of a grade or issuance of a failing grade in the course must be made in conjunction with the appropriate staff member. Such decisions will be upheld unless determined to be arbitrary and capricious. The instructor will provide notification of the action to a designated staff member for inclusion in the student's official record.
- Immediate interim suspension, suspension, expulsion, or revocation of a certificate - If an instructor recommends suspension, expulsion, or revocation of a certificate, the instructor, in conjunction with a designated staff member, must forward the case within ten (10) business days to the NATI ESL Honor Code Committee for action. The designated staff member will notify the student of the referral of the case to the NATI ESL Honor Code Committee and give the student the information on how to submit his or her written information.

NATI ESL Honor Code Committee

Serious violations or repeated violations that may result in, expulsion, or revocation of a certificate awarded will be forwarded to the NATI ESL Honor Code Committee for action.

The NATI ESL Honor Code Committee has three members: The ESL Program Coordinator will chair the Committee and the other two members of the Committee will be the Director of Compliance and a designated staff member.

The Committee will review all materials submitted by the instructor and the designated staff member. The Committee will also ask the student to submit a written statement. The Committee will issue a written decision within ten (10) business days of receipt of the matter. The Committee will provide the written decision to a staff member for inclusion in the student's official record.

Honor Code Violation Appeals

The student will be given the opportunity to appeal as follows:

1. Appeals of written warnings may be made to the ESL Program Coordinator, whose decision shall be final.
2. Appeals of grade reductions or failing grades on individual assignments may be made to the ESL Program Coordinator, whose decision shall be final.
3. Appeals of grade reductions or failing grades issued as the final course grade may be made to the NATI ESL Honor Code Committee as described below, whose decision shall be final.
4. Appeals of interim suspension, suspension, expulsion, or revocation of a degree may be made to the Executive Director, as described below, whose decision shall be final.

Appeals to the NATI ESL Honor Code Committee should be submitted in writing within ten (10) business days of the decision. The Committee will review the information submitted by the student, the ESL Program Coordinator, and the instructor. The Committee will send a written decision to the student within ten (10) working days of the receipt of the appeal.

Appeals of decisions of the NATI ESL Honor Code Committee should be submitted in writing within ten (10) business days of the decision to the Executive Director.

The only grounds for this final level of appeal shall be:

- (1) that new evidence has been discovered;
- (2) that the penalties set were not commensurate with the offense;
- (3) that failure to follow procedure constituted an error.

The Executive Director will submit his decision to the student within ten (10) working days. This decision will be final.

Avoiding Plagiarism

NATI ESL endeavors to develop creative instincts in its students and help them effectively communicate their ideas. Towards this end, NATI ESL is obligated to maintain high academic standards and will not tolerate plagiarism or any other form of academic cheating.

A substantial component of cheating consists of plagiarism or using someone else's work without proper attribution and passing this material off as one's own. This may consist of one incorrect citation or the wholesale theft of a piece, but whether this is done intentionally or not, it is academically dishonest, and no amount of justification can excuse someone from stealing another's work.

NATI ESL students need to understand that plagiarizing written material serves no purpose other than to detract from the intellectual worth of an assignment, a course, and, ultimately, an education. Regardless of the extent to which it is done, a student who plagiarizes shirks an inherent responsibility to submit an assignment based on honest research and obtains a certificate or diploma that ultimately has been devalued because it is based on fraud.

Students are inclined to plagiarize because of:

- poor time management and organizational skills
- a perception of unrealistic deadlines for papers
- the belief that instructors are giving them too much work to do
- a lack of enough patience and commitment to engage in honest research
- coming from a country where plagiarism is not an academic issue
- confusion about how to properly cite sources
- pressure from peers and family
- competition for jobs and scholarships
- poor research and writing skills

NATI ESL wants its students to understand that they must resist the urge to seek the easy grade by stealing the intellectual property of someone else. Specifically, plagiarism consists of reproducing the ideas, words or written statements without giving credit to the author and may take the following form:

- using another person's theories or opinions without proper attribution
- quoting another person's actual oral or written words without proper attribution
- paraphrasing someone else's actual oral or written words without proper attribution
- resubmitting a previous academic work as a new product

- using any facts, statistics, drawings or graphs that are not common knowledge

Electronic plagiarism has become increasingly prevalent with the growth of digital information, bulletin boards, information servers, and electronic mail. This problem is compounded by students' inability to critically evaluate internet sources. There is a perception that online sources are public knowledge and therefore are not subject to the rules governing standard citation practices. Because there is no quality control on the internet, students feel free to download papers from paper mills, simply change authors' names and then submit these same papers as their work. The ease of cutting and pasting resources, the proliferation of digital web-based documents and high-speed access to resources at any time have made it easier for students to plagiarize.

Plagiarism can be avoided if a student approaches a project ethically and is determined to submit his/her own work without stealing the intellectual efforts of others. The keys are to keep one's notes organized, know the sources of the information used and acknowledge these sources in footnotes or endnotes. Whether it is deliberate or unintentional, plagiarism suggests laziness, carelessness and the intent to deceive, and it is unacceptable to NATI ESL in any form. If the student has some confusion about how to properly cite sources, then he/she can consult a style manual or the instructor. This is particularly important when dealing with online sources, which, because the URLs are unstable and often long, complex and confusing, can be especially difficult to cite. Nevertheless, it is the responsibility of the student to become familiar with what constitutes plagiarism and not assume that the submission of plagiarized work will go undetected by NATI ESL.

Honor Code Glossary

What follows is a glossary of terms that will help explain what plagiarism is and how it can be avoided:

AI Chatbot: A language processing tool that generates text based on user input. For example, a user could input a question, and the AI tool generates a response that could be used unethically such as submitting it as an assignment or paper.

Attribution: ascribing the work or ideas to an author or artist.

Citation: quoting or giving intellectual credit to another's work or ideas.

Collaboration: working together with someone in a joint intellectual effort.

Copyright: granting an author, composer, playwright or publisher the legal right to exclusively publish, sell or distribute a literary or artistic work. A copyright is the legal protection of work and provides for the originator to be paid for and control the use of his/her creations.

Common Knowledge: facts known by many people that do not have to be cited. For example, it is well known that an untreated metal oxidizes when exposed to moisture but explaining that it is caused by atoms losing electrons and gaining a positive charge is not common knowledge, and so this would have to be cited.

Cyber-Plagiarism: copying or downloading in part, or in their entirety, articles or research papers from the internet, or copying ideas found on the Web without giving proper attribution.

Deliberate Plagiarism: the wholesale copying of someone else's paper with the intent of representing it as one's own.

Intellectual Property: a creative endeavor that can be protected by copyright, trademark or patent.

Paraphrasing: often used to clarify the meaning it is a restatement of a text or passage in another form using different wording, *but it still must be cited*.

Paper Mill: an agency that for a fee provides pre-written term papers and other so-called educational tools through the internet.

Plagiarism: stealing or passing off the ideas or words of another as one's own without giving proper credit; committing literary theft; presenting as new and original an idea or product derived from an existing source.

Public Domain: refers to ideas and works that belong to everyone and are free to use without having to cite for attribution. The only material not in the public domain is that which has been copyrighted, and, therefore, protected.

Unintentional Plagiarism: carelessly paraphrasing or citing source material where improper or misleading credit is rendered.

Student Services

Student Services at NATI ESL consist of student advising, tutorial services, international student advising, Field Trips and Activities.

Student Advisement

NATI ESL believes a motivated student body and caring, dedicated instructors are as important to educational and professional success as prior student academic preparation. Accordingly, the school employs instructors who possess the required credentials and demonstrate an ability to teach, are interested in the continuing development of students, and are willing to assist them in attaining individual goals. The development of competitive ESL program, delivery of quality instruction, and provision of effective support services including student advising demonstrate the commitment of the Instructor Advisor to the professional aspirations and continuing development of ESL students.

Advising at NATI ESL influences student satisfaction, student success and student persistence through frequent and quality out-of-classroom engagement with instructors. Instructor Advising is the predominant and most effective mode for assuring this exchange. Teaching and advising are integral components of a NATI ESL instructor's professional portfolio. As with teaching, advising strengthens the instructor-student bond by stimulating a positive, shared, active approach to both intellectual and interpersonal learning activities. Advising enhances ESL student learning and it improves institutional effectiveness. Dependable, accurate, respectful, honest, friendly, and professional student advising helps fulfill NATI ESL's commitment to quality education and training for all students.

Tutorial Services

All students have access to these free tutoring services for English— whether they are taking classes on campus or via distance education/online. Tutoring services are provided by either full-time or part-time instructors with a strong background in the subject area in which they are tutoring. Campus-based tutoring schedules vary slightly, but typically tutoring services are available Monday through Friday in the late afternoon and occasionally on Saturday mornings in order to accommodate the needs of our adult student body.

To participate in campus tutoring, students can either make an appointment or drop in. Students should check with their Academics Office for a tutoring schedule and information on how to schedule an appointment. Instructors may also make referrals for students to receive tutoring. In such cases, the instructor will complete a "Tutoring Referral – Student Confirmation" form so that the student understands the purpose of the referral. For all tutorial sessions, the student

should come prepared by bringing course materials, having tried to do the required course reading and/or homework, and having formed specific questions for the tutor. Tutors will provide feedback to course instructors on topics covered in individual sessions. Although the instructor is always the first person the student should turn to for further clarification or assistance, a tutor can provide additional one-on-one assistance to help in reaching educational goals.

Field Trips and Activities

ESL student engagement with native speakers in local communities is key to learning the language and culture. The United States of America is a diverse nation. NATI ESL student services organize field trips and invite native speakers and guests to campus to talk about the history and way of life in the states.

Student Referral

NATI ESL encourages enrolled students to invite a friend or family member to the ESL program to help them achieve their educational goals and objectives. NATI ESL strictly prohibits giving a referrer any type or form of monetary gifts, tokens, or a tuition and fee discount.

Additional Professional Services

Local community offers resources and support for persons struggling with depression and suicidal thoughts. For help students can call PRS Crisis Center at 703-527-4077 or 988 available 24/7. A person can also text 85511 with a message CONNECT. PRS is a nonprofit organization providing behavioral health, crisis intervention and suicide prevention services in Fairfax County. Further, Fairfax County also offers Emergency and Crisis Services for people who have mental illness, substance use disorder, and/or developmental disability, are in acute distress, and need immediate help. Walk-in psychiatric services are available at the CSB (Community Services Board) Merrifield Center (8221 Willow Oaks Corporate Drive, Fairfax) 703-573-5679. There might be a fee for the services, but it is adjusted based on the individual's ability to pay. No one is refused services if they can't pay. More services and information can be found on Fairfax County website fairfaxcounty.gov/community-services-board.

Facilities and Housing

NATI ESL does not provide on campus housing. NATI ESL has approved housing options available for students with several reputable and experienced housing service providers such as Homestay (Room rental, roommate finder, off-campus housing, homestay | 4stay). 4stay has proven experience working with international students and providing additional support onsite tailored to students' specific needs.

They can provide or arrange:

- furnished apartments with the option of living with other international students

- locations near public transportation, shopping, restaurants and NATI ESL campus
- individual and short-term leases, even if you are living with other roommates

NATI ESL students are encouraged to contact the student services staff in case issues arise with the 4stay accommodations.

Safety Rules and Measures

NATI ESL uses Virginia Department of Emergency Management model as its guide for all four phases of emergency management: mitigation, preparedness, response, and recovery. NATI ESL has specific procedures that promote the safety and welfare of students, protect school property, and regulate the operation of the school during an emergency.

The actions taken during an emergency depend on the specific circumstances of the incident. For example, an evacuation, shelter-in-place, lockdown, or reverse evacuation may be implemented according to the threat encountered. The primary objective in any emergency is the protection of NATI ESL students, faculty and staff members. The secondary objective in any emergency is the preservation of facilities and resources. To protect our students and once students start taking classes in person and face to face, NATI ESL will have fire drills once a month, lockdown drills once every three months, and any other necessary safety activities and trainings for staff members.

NATI ESL has security measures designed to keep students and staff safe. For instance, doors are locked throughout the school day while allowing visitors to enter the building through the main office. Visitors are required to show identification and sign-in at the main office. The primary objective of NATI ESL is providing our students with a quality postsecondary education and training to prepare them for success. Our staff members realize that school safety and security is essential to creating an environment where students feel comfortable and safe to learn and grow.

Information Security Policy

To meet accreditation and compliance standards, NATI ESL is using Microsoft 365 to safeguard sensitive student, faculty, and staff information, while allowing permissioned staff to access specific data. NATI ESL data storage solution is secured, yet accessible anytime, anywhere, on any device. NATI ESL is keeping student, staff, and faculty information accessible and secure by leveraging Microsoft 365 security controls and configurations to protect personal data. Through Microsoft 365, security policies like Information Rights Management, data loss prevention (DLP), and Mobile Device Management ensure that data is protected on personal devices.

NATI ESL is also controlling how information is shared, using Azure Information Protection. Define policies, including who can access data and what they can do with it, so data is always

protected. Additional features include the ability to flag potential information leaks or abuses before they happen.

International Students

International Student Advising

The student's Designated School Official (DSO) upon entering a program is the go-to staff member at NATI ESL. F-1 students should meet with the DSO early in their program to plan their course schedule and answer their questions.

Maintaining F-1 Status While Studying in the United States

F-1 students are individually responsible for maintaining their F-1 status. NATI ESL is required under SEVP regulations to report the enrollment activity of F-1 students. All international students, regardless of visa type, are individually responsible for ensuring that they are in good standing with the U.S. immigration authorities. Students who fail to adhere to the following policies will be advised to apply for reinstatement and may be barred from enrollment until full compliance with SEVP regulations is obtained. (See <https://studyinthestates.dhs.gov/students/maintaining-status>.)

F-1 international students must comply with the following policies. All required forms can be found in Microsoft Teams student portal:

Report to NATI ESL upon arrival to the United States

- Contact your DSO immediately upon arrival to the United States
- Report to NATI ESL as listed on the SEVIS Form I-20 no later than your program start date.
- See <https://studyinthestates.dhs.gov/students/maintaining-status>
- You must update your US Address and Phone number to DSO immediately.

Full Course of Study

- F-1 students must maintain a full course of study. At NATI ESL, full-time enrollment is 20 clock hours a week.
- Online courses do **not** count towards the hours required for a full course of study.
- Under certain circumstances, F-1 students may talk to their DSO about enrolling in a reduced course load and still maintain their student status.
 - If an F-1 student is having specified initial academic difficulties, a temporary illness or medical condition, or needs fewer courses than a full course load in their

last term to complete the program of study, DSOs may authorize a reduced course load with a doctor's note from a medically-licensed professional.

- If you are a student in need of a reduced course, talk with your DSO as soon as possible. You cannot drop below a full course of study unless your DSO approves it and updates your student record in SEVIS.
- See <https://studyinthestates.dhs.gov/students/study/full-course-of-study>.

Updating Personal Information

F-1 students must maintain a valid SEVIS Form I-20; including updating personal, educational, and academic changes such as requests for program extension and/or changes of institution and program.

- F-1 students must report any changes of address information to NATI ESL DSO within ten days of the change.
- Obtain and complete the NATI ESL Update Personal Information form from Academics Office and submit to the NATI ESL DSO
- See <https://studyinthestates.dhs.gov/students/prepare/students-and-the-form-i-20>.

Maintaining Good Academic Standing

All F-1 students must maintain a status of good academic standing. Students will be evaluated every 25% of the clock hours required for that the course/program of study they are enrolled in according to these criteria: a student must maintain a Cumulative GPA (CGPA) of 2.0 or above to remain in school and be considered in good academic standing at each evaluation point of 25%, 50%, 75%, and 100% of the required course/program clock hours. The ESL Program Coordinator may permit a student to retake a failed course. A passing grade on the retaken course would replace the original failed grade.

The school maintains all student progress records. If a student's cumulative GPA is below a 2.0 at the 25% evaluation point of a course/program clock hours, this means that this student is not meeting the minimum requirement for satisfactory progress and that student will be placed on a warning status.

F-1 students whose cumulative grade point average falls below 2.0 for more than two consecutive terms will be required to apply for reinstatement if sufficient academic progress is not maintained in accordance with NATI ESL Probation, Suspension, and Appeals policy.

F-1 students whose SEVIS record has been terminated cannot enroll in classes until they have applied and submitted all required documentation for reinstatement.

See <https://studyinthestates.dhs.gov/students/maintaining-status>.

Financial Ability

Throughout the duration of your program, you must maintain financial ability. If at any time, your financial situation changes, notify your DSO immediately to discuss your options. Financial information must be up to date (no more than 6 months old)

See: <https://studyinthestates.dhs.gov/students/prepare/financial-ability>.

Attendance

Following attendance policies is a requirement of maintaining F-1 status. F-1 students who do not meet attendance requirements may be at risk of administrative withdrawal and, as a result, loss of F-1 status. North America Technical Institute ESL (NATI ESL) records the daily attendance of each student per accreditation agency, state, and federal guidelines.

- Records of student attendance will be kept on file and available for student review and authorized agencies.
- Graduation requirements stipulate that the student must be in attendance at least 80% of the instructional time.
- Excused absences are permitted for illness or any unavoidable hardship and mitigating circumstances beyond the student's control. NATI ESL determines and approves these circumstances on a case-by-case basis, providing required and legal documentation.
- Unexcused absenteeism for more than 20 percent of the total course time constitutes cause for dismissal.
- Unexcused absences are defined as follows
 - Absences where the student has neglected to notify the school and/or has extended beyond the 20 percent allowance without arranging for an official leave of absence.
 - Absences from scheduled exams without notifying the instructor before the scheduled exam time will also be considered as unexcused absences. Therefore, the student is responsible for making up the lost time, classwork, and assignments. Time and lessons missed must be made up to meet the minimum attendance and graduation requirements. Students will need to meet with the Attendance Officer before they can return to class.
 - Students exiting NATI ESL, campus building, during class and instructional time, must sign out upon leaving and back in upon their return. This includes breaks and lunches. Students not signing out/in on the general and individual attendance sheets will be considered cutting class and falsifying attendance records.

Maximum Course Retake Policy

Students who fail (below 60%) in two courses in two consecutive sessions may be expelled or terminated from the program. Appropriate staff will meet to determine actions of resolution prior to the expulsion of the student. Failure of two courses may affect a student's immigration status.

Extending your Program

In some cases, you may be eligible to extend your time in the program, if you are unable to complete within the original time frame.

- Talk to your DSO to discuss your options
- Complete the NATI ESL Program Extension form
- Provide updated financial information to demonstrate continued financial ability
- See <https://studyinthestates.dhs.gov/students/study/full-course-of-study>

Vacation and Re-Entry

- Before considering a vacation or break from your program, speak to the NATI ESL DSO.
- International students are eligible to take two months of vacation per year. Please be aware that missing a session in your current level will interrupt your academic progress.
- To qualify for a vacation, you must meet the requirements below and submit all the documents with the completed NATI ESL Vacation Request form.
 - Attend classes full-time for three consecutive quarters
 - Plan to return and continue a full-time course of study
 - Show proof of registration for upcoming classes
 - Must complete current level
- Vacation requests must be submitted two weeks in advance. All vacation plans must be discussed and approved by your International Student Advisor, Dr. Elke Kleisch, ekleisch@nati.edu Once approved, you must be registered for upcoming classes. To qualify for vacation, you must meet the requirements and submit all the documents with the form. I-20 will be signed upon proof of enrollment.
- See <https://studyinthestates.dhs.gov/students/maintaining-status>.
- See <https://studyinthestates.dhs.gov/students/study/traveling-as-an-international-student>.

Working in the United States

- Students who have F-1 status are **not** permitted to accept employment without proper work authorization. Eligibility to work in the United States is based on very specific requirements. Additional information pertaining to work authorization may be obtained from your DSO.

- If your DSO knows you are working without permission, they must report it through SEVIS, meaning your SEVIS record will be terminated. That means that you will have to leave the United States immediately, and you may not be allowed to return.
- See <https://studyinthestates.dhs.gov/students/work/working-in-the-united-states>.

Driving in the United States

Those who wish to operate a vehicle must successfully apply for and receive a driver's license. Driving a car without a driver's license is illegal.

- See: <https://studyinthestates.dhs.gov/students/study/driving-in-the-united-states>.

Change of Status

- Please see your DSO if you wish to change your nonimmigrant status to another classification.
- See <https://studyinthestates.dhs.gov/students/complete/change-of-status>.

Transfer Policy

- Before initiating any transfer to or from NATI ESL, please contact your DSO.
- All students transferring to (or from) NATI ESL must receive their new Form I-20 "Certificate of Eligibility for Nonimmigrant (F-1) Student Status", contact your new DSO, and register for classes no later than 15 days from the program start date, as listed on your new Form I-20
- Students in F-1 status that have completed their program and who have not applied for a different program at another institution are required by the Student and Exchange Visitor Program (SEVP) to leave the United States within 60 days (about 2 months) of their last date of attendance.
- See <https://studyinthestates.dhs.gov/students/complete/instructions-for-transferring-to-another-school-as-an-f-1-student>.

Leaving Your Program

Reasons for departure include completion of program, early withdrawal from classes, and break from my studies due to an emergency.

- Completion of program
 - F-1 students who have completed their program have 60 days to leave the country.
- Early withdrawal from classes or break from studies due to an emergency
 - Complete the [NATI ESL Departure](#) document
 - F-1 students who have received permission to leave their IEP program early must depart within 15 days.
- See <https://studyinthestates.dhs.gov/students/maintaining-status>.