



## Class Joining Policy

Prospective students with little or no knowledge in the target language start the program from Level 1. Students with some level of fluency are directed and encouraged to take our placement test in accordance with our **Student Placement Policy**, so we can determine the best point of entry into the program. CCLS NJ allows students to join a group class after the class has already begun if they can demonstrate the ability to follow the class. This determination is made based on the results of the placement test and in consultation with the Academic Coordinator or the teacher who interviewed the prospective student. If a student joins an ongoing class, CCLS offers several options to help the student review contents previously taught, including:

- a. purchase hours of private instruction and review the contents in one-on-one sessions;
- b. attend classes with a different group that is studying the contents the prospective student has missed;
- c. study the contents on his or her own;
- d. a combination of some or all of the above.

Furthermore, CCLS NJ allows any of our students to review content with other groups, free of charge, provided that we have the necessary physical space, the student maintains good attendance in his or her regular class, and there is no conflict of schedule with his or her regular classes. CCLS NJ may also offer, at the Director's discretion, discounted rates for private instruction.

While we make every effort to help our prospective students join an ongoing class if they so wish, the teacher is not responsible for reviewing prior content or grading work previously due.