



Satisfactory Academic Progress and Advancement Policy

CCLS language programs are organized into levels, where each course level follows a natural and logical sequence, starting with simple grammatical structures and the most essential communication skills, using the knowledge acquired to cover new structures and vocabulary, and building up to complex constructions and fluency in the target language. This system helps the student communicate in the target language from day one, but it also requires that students master basic levels before they can sign up for more advanced ones. That is where our Satisfactory Academic Progress and Advancement Policy comes in.

In order to maintain good academic standing, students must receive a weighted grade (final score) of at least 65% per term in accordance with CCLS' **Grading Policy**.

Final scores are calculated as follows:

- 50% from the oral exam
- 35% from the written exam
- 10% from homework
- 5% from attendance

Since our classes focus primarily on oral communication skills, homework is an essential component to the program as it helps students develop their reading and writing skills. Our homework lessons are specially designed to reinforce the vocabulary and structures studied in class. They feature step-by-step instructions that reinforce the explanation provided in class, as well as the vocabulary and grammar points studied. You will be expected to complete all homework assignments.

Monitoring Satisfactory Academic Progress

Student academic progress is constantly monitored by our teaching staff. Teachers will provide feedback and counseling as needed, having the student's best interest in mind. In addition, our program helps the student conduct self-assessments of their progress. Examples of these tools are the LCP drills, the CALL (Computer-Assisted Language Learning) application, and homework feedback provided by teachers.

Retests

In the event that a student fails to achieve a passing final score, he or she is encouraged to take a remedial exam. Students may take up to two remedial exams. Students who fail to achieve a passing score after the retests cannot sign up for the subsequent level and will have failed the course.

Appeals

CCLS takes a proactive approach to appeals by offering remedial options such as private tutoring and the ability to re-take an exam. As such, students are not likely to feel the need to appeal a grade. If a student would like to appeal a grade, he or she can talk to one of our Customer Service Specialists. If necessary, an appointment will be made with the teacher or the Academic Coordinator to discuss options.