

Attendance & Academic Policies

Capstone strongly believes that in order to achieve academic success, students in all fields of study must be present and engaged in the classroom. In addition, full attendance and academic forward progress is essential to maintaining your F-1 status. To that end, Capstone has designated the following policies concerning attendance and academics.

If a student fails the attendance requirements or the academic requirements in ANY class for one Term, he/she will be given a written Attendance Warning or Academic Warning by email.

Terminology

- Capstone offers 6 different courses which are Speaking & Listening class, Reading & Writing class, Grammar class, Basic Skills class, Vocabulary class and TOEFL iBT class.
- Based on a student's placement test or diagnostic test score, the student is assigned 4 courses per skill level.
- **Term** = 12 weeks of study. USCIS requires F1 students to complete a **term of study** before he/she is eligible for transfer or termination.
- Session= 6 weeks of a term - New students may enter every 6 weeks
- Advance to next Level = successful completion of one Term
- Term Grade = grade received at the end of the Term
- Absence = 1 class

Responsibilities for Students and Teachers

Student Responsibilities	Consequences	Teacher Responsibilities
Student must arrive on time.	<ul style="list-style-type: none"> ● 3 tardy arrivals = 1 Absence ● After 3 tardy arrivals, all late arrivals thereafter equal 1 Absence 	Due to the strong correlation between attendance and student learning performance, Capstone urges all students to attend classes regardless of their time of arrival in the classroom.
Student must satisfactorily complete all academic requirements for each Term.	<ul style="list-style-type: none"> ● Term course grades account for all assigned and graded work. ● Students must achieve a Term course grade of 80% or better to progress to next level. ● If a student achieves a Term course grade of 69% or less, he/she is placed on academic probation for one session. ● Students who achieve a Term course grade of 70 - 79% must repeat the course without being placed on academic probation. 	<ul style="list-style-type: none"> ● Accurately record exam grades. ● Completed exams are available for student review up to 30 days after test. ● Assess homework and in-class participation according to class rubric. ● Email Admin any failures: students who achieve 69% or less. Admin notifies student of academic probation by emailing "academic warning".
Student must attend all assigned classes every Term.	<ul style="list-style-type: none"> ● If student misses more than 15% during a term, he/she will be given a written warning by email. ● If he/she then misses more than 20% by the end of the same term, he/she must exit the Capstone program due to failing attendance requirements. 	<ul style="list-style-type: none"> ● Accurately complete attendance records. ● Email Admin any failures. Admin notifies student of academic probation by emailing "academic warning".
The student must behave in a respectful and appropriate manner.	Examples of inappropriate behavior include: derogatory language towards classmates and/or teacher; disrupting class to such a degree that classmates and/or teacher are distracted from listening or studying.	If the student has behaved in a disrespectful or inappropriate manner, send the Director an email with details of the incident or, if necessary, talk to the Director directly. The Director will decide the next course of action after meeting with the student.

Class Start and End Times

Speaking & Listening	10: 00 AM - 10:55 AM	Late Arrival = 1 - 10 Minutes Late Absent = More Than 10 Minutes Late
Reading & Writing	11:05 AM - 12:00 PM	Absent = Arrival After 11:05 AM, no late arrival tolerance
Grammar	1:00 PM - 2:40 PM	Absent = Arrival After 1:00 PM, no late arrival tolerance
Life Skills or Vocabulary or TOEFL	1:00 PM - 2:30 PM	Absent = Arrival After 1:00 PM, no late arrival tolerance

Attendance Policy

- All F1 students are required to attend 18 hours of class per week per Term.
- Per USCIS policy, F1 students are required to attend all hours of assigned courses.
- AM Course equals 1 course hour, MWF PM Course equals 1.67 course hours, TTH PM Course equals 1.5 course hours
- Students who are absent more than 20% per course per Term will fail attendance requirements and must exit the Capstone program.
- 3 tardy arrivals to the first class of day equal 1 absence. Each subsequent tardy arrival equals another absence.
- Teachers may give a 7 minute break for every 60 minutes of class, students will be marked absent if he/she returns late.
- Absences are only excused if the student is granted authorized Medical Leave: written notification from a licensed health practitioner must be submitted to the school 48 hours after returning to school.

Academic Policy

- A student who receives two Academic Warnings per course per Term, will be put on Academic Probation and must repeat the course.
- Students are asked to leave Capstone and enrollment is terminated if he/she does not meet the *academic* requirements for the *term* following academic probation.

Actions Taken Per Mid-Term				
Course Mid-term Grade	Term 1		Term 2	
	Session 1	Session 2	Session 3	Session 4
69% or less	Receive Mid-Term Academic Warning	Placed on End of Term Academic Probation Must Repeat Course	Receive 2nd Mid-Term Academic Warning	End of Term Failure Must Exit Program

Actions Taken Per Term			
Course Term Grade Percentage	1st	2nd	3rd
80% - 100%	Advance to next Level	Advance to next Level	Advance to next Level
70% - 79%	Repeat Course	Placed on Academic Probation and Repeat Course	Must Exit Program
69% or less	Placed on Academic Probation and Repeat Course	Must Exit Program	

Exam, Quizzes and Assignments Policy

- Students may not make-up any work unless the student is granted an *Authorized Medical Leave*, a written notification from a licensed health practitioner (MD). Your *Authorized Medical Leave* must be submitted to the school 48 hours after returning to school. If an *Authorized Medical Leave* is not submitted, students will receive a zero for any missed work.
- Students will receive the same number of days to submit missed work as the number of days absent as written in their Authorized Medical Leave.
- **Missed Exams and Quizzes:** students must schedule a time to take the exam with the teacher, outside of class from 3:00 - 5:00 PM. For all other work, make arrangements with your teacher.

It is in everyone's best interest for students to maintain their F-1 status by following USCIS regulations and Capstone academic, attendance, and financial policies. If you encounter any difficulties, please inform Capstone as soon as possible.

The **Capstone English Mastery Center** is approved to train foreign students studying in the United States on an F-1 student visa. Our school code is POO 214F 0092-000, and we have been approved since February 13, 1961.