



UNAM
San Antonio, TX

STUDENT HANDBOOK





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STATEMENT OF DIVERSITY

UNAM-San Antonio extends to students of any race, religion, color, ability, or national and ethnic origin all the rights and privileges of all programs and activities accorded to students at this Institution. It does not discriminate on the basis of race, religion, color, disability, or national and ethnic origin in the administration of its educational policies, admission policies or other school-administered programs.

MISSION

UNAM-San Antonio promotes multinational integration through language instruction, the diffusion of culture, academic extension and relations with academic institutions in the United States.

VISION

To be a leading institution in academic formation and the understanding of cultural diversity through academic programs and educational projects at UNAM in the United States.

VALUES

- Excellence: Comply with the highest standards in our academic efforts or endeavors.
- Learning: Improve the quality of life of our students by providing knowledge for the development of their skills.
- Diversity: Education based on values and respect for every individual.
- Integrity: Affirm our values of trust, honesty, justice, respect and responsibility through actions that strengthen academic integrity.
- Ethics: Responsibility with values; and honesty in academic projects.

GOALS

- Support the internationalization of the National Autonomous University of Mexico (UNAM), promoting the academic programs of the UNAM in the United States.
- Quality of our programs with a dynamic and innovative character with the aim of being at the forefront of methodologies, as well as the use of new educational technologies.
- Creation of programs and policies for the access and retention of students of diverse cultures
- Have highly competent and trained teaching and administrative staff to carry out teaching tasks and execute administrative processes in compliance with established standards and promoting a quality education.

HOURS OF OPERATION

Instruction begins promptly at 9:00 a.m. and ends at 8:30 p.m. Monday through Thursday, and Fridays from 9:00 a.m. to 2:30 p.m. No student will be admitted into the school building before 8:30 a.m.

Regular reception hours are from 8:30 a.m. to 5:30 p.m. Monday through Thursday, and Fridays from 8:30 a.m. to 2:30 p.m.

POLICIES, TERMS, AND REGULATIONS

ADMISSION

UNAM-San Antonio is open to the public. The school does not discriminate on any basis prohibited by law.

Admission of new students requires an age of 18 or older, **the completion of an application form and the payment of tuition**. For language courses, a required placement test will be given at admission to determine the level placement after the payment has been received.

Students seeking to enter UNAM-San Antonio with a student visa should see the information in the section entitled: F-1 Student Visa Information.

REGISTRATION

Registration can be done online 24 hours a day or in person during registration dates and times. This information can be found on our webpage www.unamsa.edu. Classes are subject to change as deemed necessary by UNAM-San Antonio. The school reserves the right to close, cancel, or divide courses.

ONLINE REGISTRATION AND PLACEMENT EXAM PROCEDURE

First time students wishing to register should go to our webpage www.unamsa.edu. Click on the Menu and select NEW STUDENT, fill out the registration form, create a password and save profile.

Now check the email that you listed on the registration form, look for an email from **UNAM-San Antonio**, open the message, and activate your account by clicking on the link provided. Log in using the email and password you just created.

Next, you will be able to view all the courses that you can register for at the current time: English, Spanish, and other courses.

Once the student has selected the desired course(s):

1. The cost of the course(s) will display as well as UNAM - San Antonio's terms and regulations. Please read them carefully, and if you agree, proceed by clicking on "Agree".
2. Select your method of payment: cash or credit/debit card. If you wish to pay by credit/debit card select "Pay/Pagar". The billing address must coincide with the credit card being provided for a successful transaction to take place. If you want to pay using cash or check, please select the print option, and bring the form to UNAM-San Antonio's reception desk to complete the registration process. If you feel unable to complete this process online, we offer an alternative registration method that can be done on paper.

After the student has completed the registration process and paid for the desired course(s), an email will be sent with instructions on how to access the online placement exam. If you feel unable to complete this process online, we offer an alternative registration method that can be done on paper at UNAM - San Antonio.

The assessment process involves two instruments. These instruments are a series of written placement exams, followed by an oral assessment. The recommendation for appropriate level placement is based on scoring outcomes of both.

RE-ENROLLMENT

All returning students must officially re-enroll. You can do so by activating the desired courses in the online account created when you first registered, or by filling out a registration form for the courses you want to attend. You can then pay for the courses online (www.unamsa.edu) or in person.

APPEAL PROCEDURES FOR PLACEMENT AND FINAL GRADES

Students may appeal their placement by speaking to the appropriate Academic Department Chair; a decision will be made based on test scores, and teachers' recommendations.

- a) Students wishing to change a course level must be authorized by the Chair of the appropriate academic department (only one level up or down) within the first three class meetings of the course.
- b) If the student has been absent for at least one calendar year with or without studying the target language, he or she will have to redo the Placement Test.
- c) For any student in the Spanish Department that has a "W" (withdraw) it is recommended that the student repeat the level. For any student that has an "I" (incomplete) it is recommended

that the student repeat the level or take a final test as long as the student already has a mid-term grade.

For any student in the English Department who has a grade of "W" (withdraw), it is recommended for that student to repeat the level. For any English student with a grade of "I" (incomplete), it is expected for the student to take steps to complete the level before advancing to the next appropriate level.

- d) In the case that a student doesn't agree with his or her final grade, the Chair of the appropriate academic department and the professor involved will review the final exam and discuss the motive or reason for the failing grade. Depending on the outcome, the Chair of the appropriate academic department will assess the situation, make a decision, and talk to the student about the decision made, prior to the next registration period. In the case that a student doesn't agree with any other grade given, the student should first discuss the matter with his or her instructor. If an agreement isn't reached, then the student should discuss the matter with the Chair of the appropriate academic department. The Chair of the appropriate academic department will contact the instructor, discuss the matter, and finalize the student's grade.

STUDENT DISCOUNTS

All discounts that UNAM-San Antonio offers are as follows:

UNAM's Main Campus students, staff, and faculty (with current ID)	20%
Consecutive Student Registration (Payment must be received within specified registration dates – No Exceptions)	10%
UNAM Alumni (with current ID)	10%
Conversation and Pronunciation UNAM-San Antonio students already attending a Quarter or Intensive Course	20%
Student discounts for referring family or friends: <ul style="list-style-type: none"> • First registered friend or family member in the same session • Second or more registered friend or family member in the same session 	5% 10%

All other discounts not enlisted will have to be approved by the Campus Dean. Discounts are not cumulative.

SAFETY PROCEDURES FOR SOCIAL ACTIVITIES

UNAM-San Antonio fosters student, faculty and staff participation in social, cultural and recreational activities that can take place inside and/or outside our facilities.

UNAM-San Antonio strives to provide a safe environment for students and staff members when participating in such activities.

UNAM-San Antonio insists that all associated with the activities involved adhere to the applicable regulations regarding safety policies and procedures.

PROCEDURES:

- If an activity is organized by a faculty or staff member, permission has to be granted by the person responsible for the area with the consent of the Campus Dean.
- UNAM-San Antonio it is not responsible for activities coordinated by the students outside class schedule.
- Each faculty or staff member involved in an organized activity has primary authority in providing the safety of those under their authority.
- All faculty and staff members must report to their supervisor or Department Chair any hazardous conditions which conflict with correct safety practices.
- When the activity is outside UNAM'S facilities the students, faculty and/or staff are responsible for their own transportation, expenses, etc. unless the opposite is expressed.
- The participating students must observe proper behavior and follow the etiquette and code of conduct as stated by the Student Handbook, at the site to be visited.
- Faculty and staff are accountable for confirming that corrective action is immediately taken for any incident, as well as ensuring that first aid treatment is attained and reports are made regarding the incident.
- The Campus Dean must be notified of any unsafe condition, incident, etc. related to our students, faculty and/or staff.

GRADE REPORTS, TRANSCRIPTS, AND CERTIFICATES

Grade Reports & Certificates: At the end of each academic session, the Student Affairs & Registrar Office will issue grade reports to all students that have completed the language course they enrolled in. Students completing English levels VI and VIII with a minimum of B (85) in each attempted course will receive a certificate (diploma) issued by UNAM-San Antonio. Students completing Spanish VII with a minimum grade of B (85) will receive a certificate issued by UNAM Main Campus.

- **Transcripts:** Students can request from the Student Affairs & Registrar a copy of all courses taken at UNAM-San Antonio in the form of official transcripts. The cost of issuing transcripts is fifteen dollars (\$15.00) and they will be issued 3 to 5 days after being requested.



- **Verification of Enrollment:** A letter to verify enrollment can be issued to students. Please speak to the Student Affairs & Registrar to obtain a letter of verification of enrollment and pay fifteen dollars (\$15.00). The letter will be issued 3 to 5 days after being requested.

SATISFACTORY ACADEMIC PROGRESS

The minimum passing score for any English and Spanish course is **70%**. A score below **70%** constitutes as failure of that course.

- **English Department:** In order to pass a level in the Intensive English Program, a student must have a cumulative overall average of **75%** when all attempted courses are factored together. If the cumulative overall average is under **75%**, then the student has not successfully passed the level and will be required to repeat the entire level regardless of any specific class in which the student has achieved a score of above **75%**. Academic progress is from level to level and not from course to course.

If the student accumulates one (1) failure in any level, the student must gain permission from the English Department Chair in order to have another attempt at any level. If the student does not pass any level after accumulating two (2) failures in the program, the student will be dismissed from UNAM-San Antonio due to unsatisfactory progress.

- **Spanish Department:** In order to pass a level in the Spanish Semester course, a student must have an average of **75%** to pass the level. If the cumulative overall average is greater than **75%**, then the student has successfully passed the level and will be allowed to attend the next sequential level. If the average is under **75%**, then the student has not successfully passed the level and will be required to repeat the entire level.

GRADE SCALE	
LETTER	NUMBER
A+	100 – 97
A	96 – 94
A-	93 – 90
B+	89 – 87
B	86 – 84
B-	83 – 80
C+	79 – 77
C	76 – 74
C-	73 – 70
F	FAIL
I	INCOMPLETE
W	WITHDRAWL



ENGLISH LEVELS COMMON EUROPEAN FRAMEWORK REFERENCE

EU Reference		US Reference
A1	→	Basic
A1+	→	1
A2	→	2
A2+	→	3
B1	→	4
B1+	→	5
B2	→	6
B2+	→	7
C1	→	8

SPANISH LEVELS COMMON EUROPEAN FRAMEWORK REFERENCE

EU Reference		US Reference
A1	→	1 y 2
A2	→	2 y 3
B1	→	3 y 4
B2	→	5
C1	→	6
C2	→	7

Achievements scales explanations for the English proficiency levels are on page 31 and Spanish proficiency levels on page 37

TEXTBOOKS

Some Books and workbooks needed for classes are sold at our location. The cost of these and any other supplies are the responsibility of the student and is not included in the tuition. Textbooks obtained at UNAM-San Antonio are not refundable.

English Department: Due to the intensive nature of our English programs, textbooks are required for all English courses and should be automatically budgeted at the time of registration into the total costs of studying at UNAM-San Antonio. An estimate of book prices is available at the reception. Therefore, students will be counted absent for each class attended without a book after the 8th day of the beginning of the session.

ATTENDANCE

Ninety percent attendance is required to be eligible to take the final exam.

- **English Department:** Your final exam on that day cannot be rescheduled. Missing the final exam will give you a grade of Incomplete (I) for the course.
- **Spanish Department:** The final exam day cannot be rescheduled unless there is reasonable cause or serious justification to do so. Missing the final exam will give you a grade of Incomplete (I) for the course.

TARDINESS

A student who is late misses valuable instructional time and conveys an unacceptable lack of regard for the school, the professor, and fellow students.

In English and Spanish courses, students who arrive more than 15 minutes late will be considered tardy. Three tardies equal one absence.

In English and Spanish courses, there is one break of no longer than 15 minutes. Students arriving more than 5 minutes late after the break will be considered tardy. Students arriving more than 30 minutes after the break will be considered absent. Students leaving class 20 or more minutes early without the instructor's permission will be considered absent.

ABSENCES

Students must contact the Chair of the corresponding academic department, either by phone or e-mail whenever he/she is going to be absent. The following reasons are sufficient cause for an excused absence at the Department Chair discretion:



- a) illness with a doctor's note – at the discretion of the Department Chair
- b) death in the family
- c) inclement weather, which would be dangerous to the life or health of the student
- d) legal quarantine
- e) emergency conditions

Total Absences Allowed for Courses

English Department	Total Absences Allowed
All Spring I and II Intensive English Courses	3
All Fall I and II Intensive English Courses	3
All Summer I Intensive English Courses	3
All Summer II Intensive English Courses	1
All English Quarter Courses	5

Spanish Courses	Total Absences Allowed
Semester	4
Conversation	2

Other Courses	Total Absences Allowed
Citizenship	1

PRIVATE COURSE POLICY

UNAM-San Antonio organizes private or special courses for those who request them. These courses are customized according to the needs of the student or the corporation. The Chair of the corresponding academic department will organize the course according to the request of the interested party or interested parties, for which reason he will prepare a schedule proposal with the objective of the course and the total number of class hours that were requested. Once the appropriate instructor is located, the private or special course will begin no later than seven business days after the payment for this course has been received.

These private or special classes will be at least 15 hours and it is recommended that the schedule be at least 3 hours a week. A proposal would be two classes a week of an hour and a half each. The Chair of the corresponding academic department will organize the schedules. It is expected that the established schedule is respected; however, there is some flexibility. If it is necessary to cancel a class, it can be done 24 hours in advance and this class will be refilled. If the class is canceled less than 24 hours in advance, the class will not be refilled. It is also important to note that private courses have an expiration date. If the student does not finish the hours that he hired on the stipulated date, he will receive an expiration note that will indicate the date on which his classes will expire. After the date specified in the expiration note, it is clear to the student that he missed the hours he did not take.



STUDENT RECORDS AND CONFIDENTIALITY

UNAM-San Antonio is committed to the privacy and security of our students. The UNAM-San Antonio Student Records Policy complies with the Family Educational Rights and Privacy Act of 1974 (FERPA).

The student may request to review his/her records by submitting a written request to the Student Affairs & Registrar office. All records must include written consent from the student to disclose any information to a third party.

Faculty and staff are responsible for keeping the confidentiality and privacy of the students. UNAM-San Antonio will not provide or share any private information without the student's explicit consent.

The only time UNAM-San Antonio will provide any information concerning educational records, student profile, and dates of attendance is in response to a legal process.

Every student is required to complete and submit a registration form. It is critical that the school be notified immediately of any changes in a student's name, address, phone number, or any other information provided at the time of registration. Such changes should be communicated in writing and addressed to Student Affairs & Registrar.

Without student consent directory:

- Name and last name
- Email Address
- Telephone number
- Nationality
- Course of study
- Level

STUDENT CONSENT TO THE USE OF VIDEOS, PHOTOGRAPHY, SOCIAL MEDIA AND OTHER PROMOTIONAL MATERIALS

Certain materials such as videos, photography, social media and other promotional materials are protected by privacy law in the same way that student records and other personal information are protected under FERPA.

Each student has the opportunity to authorize the use of these materials by UNAM-San Antonio when they register. If the student authorizes the use of these materials, university personnel may film, take photos of students in classrooms, the language and computer laboratory, and/or other school activities for academic and/or promotional purposes of UNAM-San Antonio.

These materials will not be shared without a student's written consent as stated in the school's registration form. The University may use these materials for the promotion of UNAM-San Antonio's



academic programs and/or cultural activities. UNAM-San Antonio owns the copyright of these promotional materials previously authorized by students.

COURSE CHANGES, WITHDRAWALS AND REFUND POLICY

Students wishing to withdraw must do so through the English or Spanish Departments within **three business days after the beginning of a course in order to receive a refund of 75% of the tuition fee. No exceptions will be made.** Students who cancel their registration within three business days after the beginning of the course and have a payment plan will be reimbursed 75% of their payment taking into consideration the total price of the course. In the event a class does not meet the minimum number of students established by the school, applicants will be reimbursed 100%. Students wishing to add or change a course must be authorized by the appropriate Academic Department no later than three business days after the beginning of the course. Students who register for a course but cancel the registration before the first day of class will receive a refund of 100% of the payment made. Upon payment, students acknowledge all terms and conditions.

Financial Obligations: Any student who has not paid their tuition and fees as agreed is no longer allowed to attend classes. UNAM-San Antonio does not allow students to return to our programs until payment has been received. It is the responsibility of the student to ensure that they follow through with any agreement made for payment whether they attend classes or not.

Refund Procedure:

Original receipt is required for the refund to be processed.

- Refunds will be made 5 business days after the request.
- Payments made in cash or by check will be reimbursed only in check made out to the student.
- Payments made by credit or debit card will be reimbursed back to the card used at the time of purchase.
- Returned check fee will be \$40.00.

HEALTH AND SAFETY

Students' health and safety are the school's foremost concern. If a student has any specific health, safety, or security needs, please inform the receptionist at the front desk so that appropriate accommodations can be made. It is recommended that students have health insurance while studying in the US. Information about health insurance options can be obtained from the reception.



HEALTH INSURANCE

Why do you need a health insurance while studying in the United States?

Now that you have been accepted to study in UNAM San Antonio take time to make sure that you are covered in case you confront medical issues. It is better to be prepared for an emergency even if you have no history of illness or accident.

These are few ideas on what you need to know:

- * In the United States individuals are responsible to either pay for their own treatment out of pocket or purchase private health insurance to help cover the cost of their medical bills.
- * There are companies that offer options on health insurance for international students.
- * This type of insurance is designed to cover the majority of medical costs and often work with a network of doctors who are contracted to charge a discounted rate for medical services.
- * Pay attention to what type of visa you have because that will determine the health insurance you need.
- * **F-1 Visa:** Traditional international students on an F-1 visa do not have a set of government mandated requirements and instead must purchase insurance that meets their school requirements. Depending on the college or university, they may be required to purchase their group insurance plan or have the opportunity to shop around and choose their own.
- * You may also consider purchasing health insurance in your country of origin, if available.
- * Remember, you are responsible for the cost of treatments related to things that are not covered by your health insurance.
- * If you have questions about student health insurance in the U.S. be sure to contact a licensed insurance agent and read any potential policies in full detail before making a decision.

For more information?

Watch this short video at <https://vimeo.com/72268541>

CLASSROOM VISITORS

Any student who wishes to bring a visitor to his or her class must ask permission from the appropriate academic Department Chair, **not their instructor**. Classroom visitors must receive permission from the appropriate Department Chair to attend part or all of a class. Classroom visitors may not visit more than once per session without registering for the course. **No children under the age of 18 are allowed to visit any class**, nevertheless UNAM reserves the right to receive our students' children in extreme cases with prior authorization from the Chair of the corresponding Academic Department. **Children must not be left unattended in common areas, such as the waiting areas, the cafeteria, an empty classroom, etc.** UNAM-San Antonio is not responsible for the safety of an unattended child.



MONEY AND OTHER VALUABLE PROPERTY

Students are encouraged to leave all money and other valuable property at home. The institution assumes no responsibility for the loss or theft of any article.

PERSONAL NEEDS

For information concerning insurance, housing, medical needs, legal needs, and counseling needs, please see the reception for a list of recommendations.

DEFINITION OF DISCIPLINE

Discipline is the positive enforcement of behavior as established by the code of conduct, fully understood and based upon reason, judgment, and consideration of the rights of others. Ideal discipline is self-directed and self-controlled.

CODE OF CONDUCT

UNAM-San Antonio's behavior standards ensure a safe and secure school setting for the students. Violators of acceptable behavioral standards disrupt and interfere with the rights of the student population and must be immediately addressed to curb further infractions.

CLASSROOM ETIQUETTE

- No food or drinks are allowed in the classroom, computer lab, language lab or auditorium with the exception of drinks in a closed container
- Do not use cell phones in classroom or in the labs. Please silence them
- Do not have private conversations while in class
- Be in class on time
- Show respect and support to your teachers and classmates
- Turn in your homework on time
- Do not bring children to class
- When having academic difficulty, seek assistance
- Sleeping in class is disrespectful and it is not acceptable
- Respect the facilities
- Dress code requires that nothing worn is revealing or distracting

Any student who violates the Institution's rules may be subject to disciplinary action; no refund should be expected.



BEHAVIORS WARRANTING DISCIPLINARY ACTION

Below is a list of behaviors and offenses that would warrant appropriate disciplinary action, including expulsion:

- Aggressive behaviors, including but not limited to hitting, pushing, shoving
- Assault or attempted assault
- Cheating and/or plagiarism
- Dangerous articles as defined by law
- Defacing or destruction of school property (includes writing on walls, etc.)
- Disrespectful behavior toward teachers, fellow students or other staff members
- Disruption of class, study or instruction
- Misuse of school property or property of others
- Misuse of electronic communication devices
- Obscene and/or profane language or gestures
- Obscene and/or profane writing, pictures, or articles
- Rude behavior to others
- Sexual harassment
- Bullying by any means
- Theft or attempted theft
- Threatening bodily harm or property damage
- Threatening language or gestures
- Violence
- Any violation of this code, or local, state, or federal law
- Any other conduct considered by the Institution or Administration to be disruptive, disrespectful, or disobedient

If any of these offenses occur, the student will be subject to disciplinary action; no refund should be expected.

WEAPONS IN SCHOOL

(Applicable local and federal laws will apply, and in case of violation the institution will expel the offender)

The possession and/or use of a weapon by students is unacceptable within the institution.

Mandatory Expulsion in Accordance with State and Federal Law

Carrying, bringing, using, or possessing a dangerous weapon in the school building is prohibited.

This clause excludes police officers who work for the city of San Antonio and they are students of Spanish courses.



STUDENT COMPLAINTS

A complaint is either an Informal Resolution, an Informal Complaint or a Formal Complaint request to the institution to investigate allegations of noncompliance with UNAM's "Non-Discrimination Policy."

NON-DISCRIMINATION POLICY

It is the goal of UNAM-San Antonio to provide an educational working environment that provides equal opportunity to all members of the Institution's community. In accordance with federal and state law, the Institution prohibits unlawful discrimination on the basis of race, color, religion, sex, national origin, age, citizenship, genetic information and veteran status. To the extent permitted by law, discrimination on the basis of sexual orientation is also prohibited pursuant to the institution's policy.

DEFINITIONS:

- * **DISCRIMINATION:** Including harassment, discrimination is defined as conduct directed at a specific individual or a group of identifiable individuals that subjects the individual or group to treatment that adversely affects their employment or education on account of race, color, religion, sex, national origin, age, disability, citizenship, genetic information, veteran status, or sexual orientation.
- * **HARASSMENT:** As a form of discrimination, harassment is defined as verbal or physical conduct that is directed at an individual or group because of race, color, religion, sex, age, disability, citizenship, genetic information, veteran status, or sexual orientation, when such conduct is sufficiently severe, pervasive, or persistent so as to have the purpose or effect of interfering with an individual's or group's academic or work performance or of creating a hostile academic or work environment. Constitutionally protected expression cannot be considered harassment under the policy.
- * **OTHER STUDENT-RELATED COMPLAINTS:** A student who has a complaint that a policy or procedure has been incorrectly or unfairly applied in his/her particular case, or a complaint about the behavior of a Teacher or an UNAM staff member that does not fall within any of the categories of "Discrimination or Harassment".

REPORTING

In the particular cases of Discrimination and Harassment the procedure to follow is stated in section C. For any other student-related complaints the procedure to follow is stated, and includes, sections A, B, and C.



- A. INFORMAL RESOLUTION:** Students are encouraged to speak directly with the teacher or staff member most concerned with or responsible for the situation that is the cause of the complaint. If this communication does not lead to a resolution, or such a discussion is not deemed appropriate, the student may register an informal complaint or file a formal written complaint. The Student Complaint form can be found on our website or at the administration office. The form must be completed and signed by hand for the student complaint to be official.
- B. INFORMAL COMPLAINT:** A student may register an informal complaint within thirty (30) days of the event that triggered the complaint. The earlier the communication is made, however, the more likely it is to resolve the matter satisfactorily. Complaints involving academic matters should be made to the Chair of the relevant Language Department. Other types of complaints should be made to the head of the appropriate UNAM San Antonio office. Informal complaints may be made by telephone or email. The Campus Dean's Office will appoint a Commission to review the matter presented by the student and determine whether any action is required. The student will be notified of the UNAM's response within 10 days of the informal complaint. If the student is not satisfied with the decision and/or attempts at resolution, he/she may go on to make a formal complaint.
- C. FORMAL COMPLAINT:** A formal complaint must be submitted in writing to the Campus Dean's Office of UNAM. Formal complaints must be filed within sixty (60) days of the event that triggered the complaint, and state the nature of the grievance and the remedy being sought. Any previous attempts to resolve the issue should also be described. Receipt of the complaint will be acknowledged within fifteen (15) days. The appropriate UNAM administrator will then review the matter. A final written determination, including any proposed resolution, will be sent to the student within thirty (30) days of the receipt of the complaint. A complete record of formal complaints will be kept by the UNAM's Dean Office. Records of the final outcome of all formal complaints will also be stored in the student's file at the Office of Student Affairs.

WRITTEN COMPLAINT

In order to initiate the investigation process, the complainant should submit a signed, written statement setting out the details of the conduct that is the subject of the complaint, including the complainant's name, signature and contact information, the name of the person directly responsible for the alleged violation; a detailed description of the conduct or event that is the basis of the alleged violation, the date(s) and location(s) of the occurrence(s), the names of any witnesses to the occurrence(s), the resolution sought and any documents or information that is relevant to the complaint. While an investigation may begin on the basis of an oral complaint, the complainant is strongly encouraged to file a written complaint before official action can take place.

- * **FALSE COMPLAINTS:** Any person who knowingly and intentionally files a false complaint under this policy or any person who knowingly and intentionally makes false statements within the course of the investigation is subject to disciplinary action up to and including dismissal from the institution.
- * **DISSEMINATION OF POLICY:** Any policy updates will be included in this Student Handbook.

STUDENT USE OF THE INTERNET

The Internet, the global computer network referred to as the World Wide Web, and electronic communications (e-mail, chat rooms, and other forms of electronic communication) have vast potential to support curriculum and student learning. UNAM-San Antonio believes they should be used in school as a learning resource to educate and to inform.

Use of these tools also encourages an attitude of lifelong learning and offers an opportunity for students to participate in distance learning activities, ask questions of and consult with experts, communicate with other students and individuals, and locate material to meet educational and personal information needs.

UNAM - San Antonio believes the educational opportunities inherent in these tools far outweigh the possibility that users may procure material not consistent with the educational objectives of the institution. However, the Internet and electronic communications are fluid environments in which students may access materials and information from any sources including some that may be harmful to students or the university.

Students shall take responsibility for their own use of computers and computer systems to avoid contact with material or information that may be harmful. Students shall report access to material and information that is obscene, pornographic, or otherwise in violation to this policy to the supervising staff member. If a student becomes aware of other students accessing such material or information, he or she shall report it to the supervising staff member as well.

NO EXPECTATION OF PRIVACY

UNAM - San Antonio computers and computer systems are owned by the institution and are intended for educational purposes at all times. Students shall have no expectation of privacy when using the Internet or electronic communications. The school reserves the right to monitor, inspect, copy, review, and store at any time and without prior notice, all usage of UNAM-San Antonio computers and computer systems, including all Internet and electronic communications access and transmission/receipt of materials and information. All material and information accessed/received through the school's computers and computer systems remain the property of the institution.

Students shall use UNAM - San Antonio computers and computer systems in a responsible, efficient, ethical, and legal manner. Because technology and ways of using technology are constantly evolving,

unacceptable use of UNAM - San Antonio computers and computer systems cannot be specifically described in policy. Therefore, examples of unacceptable uses include, but are not limited to, the following:

No student shall access, create, transmit, retransmit or forward material or information:

- That promotes violence or advocates destruction of property including, but not limited to, access to information concerning the manufacturing or purchasing of destructive devices or weapons.
- That is related to UNAM - San Antonio educational objectives.
- That contains pornographic, obscene, or other sexually oriented materials, either as pictures or writings that are intended to stimulate erotic feeling or appeal to prurient interest in nudity, sex, or excretion.
- That harasses, threatens, demeans, or promotes violence or hatred against another person or group of persons with regard to race, color, sex, religion, national origin, age, marital status, disability, sexual orientation, or handicap.
- For personal profit, financial gain, advertising, commercial transaction, or political purposes.
- That plagiarizes the work of another without express consent.
- That uses inappropriate or profane language likely to be offensive to others in the school community.
- That is knowingly false or could be construed as intending to purposely damage another person's reputation
- In violation of any federal or state law, including but not limited to copyrighted material and material protected by trade secret.
- That contains personal information about themselves or others, including information protected by confidentiality laws.
- Using another individual's Internet or electronic communications account without written permission from that individual.
- That impersonates another or transmits through any anonymous remailer or that accesses fee services without specific permission from the system administrator.

ONLINE SECURITY

Security on UNAM - San Antonio computer systems is a high priority. Students who identify a security problem while using the Internet or electronic communications must immediately notify the system administrator. Students should not demonstrate the problem to other users. Logging on to the Internet or electronic communications as a system administrator is prohibited. Students shall not:

- Use another person's password or any other identifier
- Gain or attempt to gain unauthorized access to UNAM-San Antonio computers or computers systems
- Read, alter, delete, copy, or attempt to do so, electronic communications of other systems users



Any user identified as a security risk, or as having a history of problems with other computer systems may be denied access to the Internet and electronic device communications.

UNAUTHORIZED SOFTWARE

Students are prohibited from using or possessing any software that has been downloaded or is otherwise in the user's possession without appropriate registration and payment of any fees owed to the software owner.

STUDENT USE OF SCHOOL TECHNOLOGY IS A PRIVILEGE

Use of the Internet and electronic communications demands personal responsibility and an understanding of the acceptable and unacceptable uses of such tools. Student use of the Internet and electronic communications is a privilege, not a right. Failure to follow the use procedures contained in this policy will result in the loss of the privilege to use these tools and may result in expulsion and/or legal action. The institution may deny, revoke, or suspend access to technology or close accounts at any time.

RESPONSIBILITIES IN COMMON AREAS

The institution's common areas include the cafeteria, balcony, art gallery, waiting areas, hallways, and restrooms. Because students from every class will be using these areas under the supervision of faculty and staff, it is important to establish rules and expectations that are commonly understood and consistently applied. With such rules in place, staff can focus on encouraging good character among students rather than correcting misbehavior.

- **Cafeteria, balcony, art gallery and waiting areas:** Students will behave showing consideration and respect for others.
- **Hallways:** The hallways of the school will be a safe and quiet environment where people interact with courtesy and respect.
- **Restrooms:** The restrooms at the school will be clean and safe.
- **Meals:** Snacks at the school will be enjoyed in the cafeteria or on the balcony in a safe, clean, and friendly environment where people interact with courtesy, manners, and respect.



F-1 STUDENT VISA INFORMATION

Prerequisite: If you are interested in applying for an F-1 student visa, you need to contact the Information Desk to submit the required documentation to the evaluation committee. If approved, an Acceptance Letter will be issued and you can continue with the admissions process. For a list of required documents please contact laurac@unam.mx.

HOW TO APPLY TO UNAM - SAN ANTONIO

Applicants who are approved by the evaluation committee to study at UNAM - San Antonio with an F-1 student visa must complete an application and pay the non-refundable \$80.00 application fee. Other required documents are the affidavit of financial support accompanied by a bank statement or other evidence of funds, and a copy of the photo page of the passport. Once these documents have been received, UNAM – San Antonio will send to the applicant's address an acceptance letter, the form I-20, and a list of the next steps to follow.

If the applicant successfully gains an F-1 visa, they should contact UNAM - San Antonio to make arrangements for registration, tuition payment, placement testing, and arrival in San Antonio. The application and other documents can be downloaded from our website, www.unamsa.edu. Applicants can send application materials online or via email. For more information, please visit our website.

ADMISSION REQUIREMENTS

Students on F-1 visas must register for the **Intensive English Program and a Conversation course**, which amounts to 18.5 hours of study per week. Students are required to study full-time while on a student visa. Student visa holders **are not allowed to register for Quarter courses or Private courses**. Students who do not study at least 18 hours per week, risk forfeiting their student visas.

Please keep in mind that the purpose for the proof of income which you must provide the US government for your visa, is to confirm that you have the resources to follow through on any financial responsibilities involved in accomplishing your purpose for being here. If you hold an F1 Visa, your purpose for being allowed to stay in the country is being a student. This means that the U.S. Citizenship and Immigration Services expects you to already have a budget set aside for taking care of all financial obligations to the school before you even arrive. It is expected that you would consider this your first financial priority.

TRANSFERRING IN

Students who already have a student visa and wish to transfer to UNAM - San Antonio must contact the Information Desk to start the transfer process. Transfer students who have F-1 student visas are subject to the same rules and policies as other F-1 students at UNAM - San Antonio. The student will be asked to complete a Transfer-In Form in addition to the other required admission materials. Please see



admission policies, attendance policies, etc. for more information. Once accepted, UNAM-San Antonio will issue an Acceptance Letter.

Benefits:

- You do not have to pay the \$350 SEVIS fee again
- You maintain the same SEVIS ID number

Transfer-in registration procedure:

- 1) The student will receive a welcome email with the dates the student is expected to register for the new course of study (academic year).
- 2) Once the student has registered and paid for the courses, a two-part placement exam will be given.
- 3) The DSO will print a new I-20 after the student finishes the registration procedure.

TRANSFERRING OUT

If you are an F-1 student currently enrolled full time (18 hours per week), and intend to register at a University or other academic institution, you must request to the Student Affairs and Registrar office that you wish to transfer your SEVIS record.

The student must apply to and be accepted in order to transfer out. UNAM- San Antonio requires a copy of the acceptance letter from the transfer-in university in order to start the transfer process.

SEVIS transfer-out eligibility:

- a) Currently maintaining your F-1 student visa status
- b) No record of F-1 immigration violations
- c) Have an admission offer from an Accredited language school or University
- d) Have paid all your tuition fees
- e) A 'Completed' SEVIS record still within the 60 day grace period

Instructions and transfer out procedure to another academic institution:

- 1) Work with the Office of Student Affairs to choose a transfer release date, which is the date your SEVIS record will be transferred to the new institution.
- 2) Submit the transfer form along with the Acceptance Letter of the new institution **2 weeks before** your proposed transfer date.
- 3) The DSO will set up your SEVIS record automatically to transfer on the release date you selected.
- 4) An email will be sent when the transfer release date has been scheduled.
- 5) After the scheduled release date the new institution will have full access to your SEVIS record and will issue a new I-20.

Once your SEVIS record is transferred UNAM-San Antonio no longer has access to your SEVIS record.



Important information: If an F-1 student accumulates one (1) failure in any level, the student must gain permission from the English Department Chair in order to have another attempt at any level. If you do not pass any level after accumulating two (2) failures in the program, you are no longer eligible to register for the next session and you will be dismissed from UNAM-San Antonio due to unsatisfactory progress. You will only have **15 days** from the start of the new session to transfer your SEVIS record. After that your record will be terminated on the grounds of failing to maintain status.

MAINTAINING LEGAL STATUS

While studying in the United States, it is important to maintain your F-1 student visa status. Your status relates to the purpose, or reason why you want to come to the United States. The U.S. Department of State issues you your visa based on your intended purpose; this means that you are coming to the United States to study.

If you fail to maintain status, you no longer have legal immigration status in the U.S. which could compromise your ability to get any U.S. visa, or apply for a change of status. You will have to depart immediately and can be denied future re-entry to the U.S.

How to maintain legal status:

- 1) Register for a full course load (Full-time enrollment): This means that you must register for an Intensive English Program and a Conversation Course, which amounts to 18.5 hours of study per week. Books are required for all classes (no electronic books, and no photocopies will be allowed because of copyright).
- 2) Attend 90% of all classes: If a student has missed more than the allowed number of classes, the English Department will be notified. The student will be contacted by the Student Affairs Office with a warning. If the student continues to miss classes the I-20 will be terminated.
- 3) Maintain a valid I-20: Please check your program end date on your F-1, do not let it expire. Please keep in mind that if you let your I-20 expire UNAM-San Antonio will not submit a correction to your record in SEVIS. **Maintaining legal status is the responsibility of the student.**
- 4) U.S. address updated in SEVIS: the U.S. Department of State requires all student visas to have a valid U.S. address. You must inform the DSO of any changes in your address within 10 days (even if temporary).
- 5) Respect the grace periods: After program completion student visa holders have only 60 days to transfer or depart the United States.

A violation of your F-1 student visa immigration status will result in the termination of your SEVIS record. If this happens you will not be in legal status and could have negative consequences.

UNAM- San Antonio may determine to terminate a student's visa status in the event that a student becomes out of compliance according to their F-1 visa academic requirements.

ATTENDANCE POLICY

F-1 visa holders can only miss 10% of any of their classes. If a student misses more than 10% of any class, the student will be expelled from UNAM-San Antonio and their F-1 student visa will be terminated.

VISA TERMINATION

UNAM-San Antonio will terminate F-1 students and/or F-2 dependents that do not maintain their legal status. A terminated record in SEVIS means the F-1 student visa is out of compliance.

Reasons for a student visa termination:

- 1) Failure to enroll
- 2) Violation of the Attendance Policy
- 3) Failure to pay tuition fees
- 4) Otherwise failing to maintain status
- 5) Violation of immigration status
- 6) Expulsion
- 7) Transfer-no show
- 8) New registration no show
- 9) Unauthorized employment
- 10) Unauthorized withdrawal from classes
- 11) Violation of Change of Status Requirements

The termination of your SEVIS record means that you cannot return to UNAM- San Antonio. It also means that you do not have legal status in the U.S. and you need to depart the U.S. immediately. **Should you choose to remain and fail to take action to obtain legal status, the immigration authorities will find that you have violated your U.S. immigration status.**

If your student visa is terminated, you no longer have legal immigration status in the U.S. and could compromise your ability to get any future U.S. visa, or apply for a change of status. You will have to depart immediately and can be denied future re-entry to the U.S.

COMPLETION OF PROGRAM OF STUDY

Students on an F-1 student visa are admitted for the duration of status. Once you have finished your course of study at UNAM-San Antonio, your visa will be completed. You have 60 (sixty) days of grace period to:

- Depart the United States
- Transfer your I-20 to another school

Note: SEVIS auto-completes the student's record after the appropriate grace period has passed. However, the student may not depart and return to the United States during the grace period. If the student departs the United States before the end of this grace period, the rest of the grace period is lost.

VACATION

Student visa holders need to be enrolled full-time and can only take vacation during the summer 2 session.

OUT OF COUNTRY TRAVEL

During breaks between sessions, students are allowed to travel domestically and internationally. Please inform the Student Affairs Office of your travel plans. International travel will require a signature on the form I-20 to be able to return to the United States. Traveling while classes are in session is only permitted in emergency cases. Please notify Student Affairs in case of emergency situations that require travel out of San Antonio.

SEVIS RECORD EXTENSION

If you wish to extend your visa to continue your studies at UNAM-San Antonio, you can be eligible.

- The length of the extension will depend on the level that you are currently studying.
- The maximum extension is one year depending on what level you are currently studying.

Extension Eligibility Criteria and Requirements:

- 1) Have properly maintained immigration status
- 2) Maintained good academic standing
- 3) Have sufficient funds to cover the tuition, fees and living expenses for the duration of your stay (and dependents if apply)
- 4) Submission of current financial statements and affidavit of support

Your extension request along with new financial statements and affidavit of support, must be submitted and approved by X date. Failure to file the needed documents by this date will result in an application denial.

If you do not want to do an extension you have to inform the DSO so UNAM-San Antonio can complete your visa or transfer it.

WORKING WHILE STUDYING

As an F-1 student, your primary purpose for staying in the U.S. must be full-time study, so that you can achieve your academic and/or career goals. If you are found to be working without government approval, your employment will be considered "unauthorized". This will result in immediate termination of your I-20 in SEVIS student tracking system. If this occurs, your F-1 Student Visa will be terminated and you will no longer be eligible to study with UNAM-San Antonio; you will not receive any refunds and you must leave the U.S. immediately.

SOCIAL SECURITY NUMBER

Students who have an F-1 visa are NOT permitted to work and therefore are NOT eligible to have a Social Security number.

CHANGE OF STATUS: UNAM-San Antonio does not do change of status.

OUT OF STATUS: UNAM-San Antonio does not accept out of status students or student with a terminated visa.

F-2 VISAS

Students who have been admitted to UNAM-San Antonio on an F-1 visa may request an F-2 dependent visa for children (under 21 years of age) and/or a spouse.

Restrictions of F-2 dependents:

- Are NOT allowed to work.
- F-2 dependents may NOT enroll full time (18 hrs. per week). An F-2 status that wishes to pursue a full time academic program, must change to an F-1 visa status.
- F-2 visa holders lose their status once the F-1 student completes and/or finishes their course of study.
- Children under the age of 21 with F-2 status may enroll in elementary, middle school or high school.
- Dependents loses their F-2 status once they turn 21.

ADVISING

Any issues relating to transferring to other schools, maintaining legal status, returning to home countries, etc. must be handled by the Student Affairs Office. Students are asked to speak to Student Affairs for any concerns related to visa status.



Steps in the Application Process for students seeking F-1 visa admission:

1. Submit required documentation to the evaluation committee for approval to obtain the Acceptance Letter.
2. Once approved, fill out the application: online or print version
3. Pay the application fee: \$80.00 USD
4. Send your affidavit of financial support and required bank statement
5. Send a copy of the photo page of your passport

UNAM-San Antonio will send you:

- The Acceptance Letter
- The form I-20
- Instructions to pay the SEVIS fee
- Housing options and general information

Make an appointment with the US embassy or consulate in your country. Take with you the acceptance letter, the form I-20, the affidavit of financial support, bank statements, SEVIS fee receipt, and all other information that the embassy/consulate asks for.

If you have been approved for a student visa, please contact your DSO. We will send a welcome email with the dates the student is expected to register, pay for the course of study, and do a two-part placement exam to assign the level.

If you have not been approved for a student visa, please contact us to let us know. You may wish to try again for a visa in order to start UNAM- San Antonio at a later date.

For questions about the application process, please contact Laura Carreon laurac@unam.mx .

HEALTH INSURANCE

Why do you need health insurance while studying in the United States?

Now that you have being accepted to study in UNAM San Antonio take time to make sure that you are covered in case you confront medical issues. It is better to be prepared for an emergency even if you have no history of illness or accident.

These are few ideas on what you need to know:

- * In the United States individuals are responsible to either pay for their own treatment out of pocket or purchase private health insurance to help cover the cost of their medical bills.
- * There are companies that offer options on health insurance for international students.
- * This type of insurance is designed to cover the majority of medical costs and often work with a network of doctors who are contracted to charge a discounted rate for medical services.
- * Pay attention to what type of Visa you have because that will determined the health insurance you need.



- * **F-1 Visa:** Traditional international students on an F-1 visa do not have a set of government mandated requirements and instead must purchase insurance that meets their school requirements. Depending on the college or university, they may be required to purchase their group insurance plan or have the opportunity to shop around and choose their own.
- * You may also consider purchasing health insurance in your country of origin, if available.
- * Remember, you are responsible for the cost of treatments related to things that are not covered by your health insurance.
- * If you have questions about student health insurance in the U.S. be sure to contact a licensed insurance agent and read any potential policies in full detail before making a decision.

For more information?

Watch this short video at <https://vimeo.com/72268541>



FILING A COMPLAINT AGAINST A CEA ACCREDITED PROGRAM

A program or institution that is accredited by the Commission on English Language Program

Accreditation must continue to meet the *CEA Standards for English Language Programs and Institutions* throughout its period of accreditation. To ensure such compliance, CEA offers the public the opportunity to report any evidence that the standards are not being met.

Why to file:

An accredited program must continue to meet the *CEA Standards*. Complaints may be filed for noncompliance.

An accredited program must report any substantive change that affects its eligibility for accreditation. Complaints may be filed for failure to report substantive change.

Who may file:

Students, faculty members, staff members, and others outside the program who may have knowledge of an alleged failure by an accredited program to maintain the *CEA Standards*, may file.

How to file:

An accredited site must have a copy of the *CEA Standards* available for public view. If you have a concern, ask the site for a copy.

Complaints for non-compliance of the *CEA Standards* must be written and signed, must refer to a specific standard, and must document the nature of the non-compliance.

Complaints for failure to report a substantive change must be written and signed and should explain how, in process or content, the program has substantively changed from when it was accredited.

Adjudication of complaints:

CEA sends a copy of the complaint to the program for response. The complaint is adjudicated by the CEA Standards Compliance Committee, which reviews the complaint and the program's response. Complaints must contain the name, address, and telephone number of the complainant on a separate page and should be mailed to the address below. If you have questions, please contact CEA.

Commission on English Language Program Accreditation
1001 North Fairfax Street, Suite 630, Alexandria, VA 22314
(703) 665-3400

NOTE: These policies may be subject to change without notification.



ENGLISH PROGRAM ACHIEVEMENT LEVELS

LEVEL 1 - A

Grammar: Decode alphanumeric expressions for basic communication of everyday situations. Use basic vocabulary in simple present tense; construct subject-verb-object/complement syntax with S-V agreement; correctly use subject and object pronouns; form negatives and questions in simple present tense with BE and basic lexical verbs.

Reading: Demonstrate comprehension of short readings about everyday situations in present tense. Understand the reading's main idea. Use preview and prediction, and scan for simple key words. Recognize new vocabulary through related readings on level-appropriate topics.

Writing: Write simple and compound sentences in simple present; demonstrate correct use of level's vocabulary, structure, and mechanics. Demonstrate concept of the complete sentence with correct punctuation between sentences.

Listening & Speaking: Demonstrate understanding of basic classroom vocabulary and instructions. Correctly respond orally to teacher and peer spoken language to produce comprehensible meaningful conversation using level appropriate structure and high-frequency vocabulary. Discuss and comprehend basic topics related to personal introductions, greetings, shopping, food, and family members.

LEVEL 1 - B

Grammar: Demonstrate expanded basic vocabulary for use in simple present, present continuous tenses and in the two futures; include correct negative and question forms. Show understanding of count/non-count; vocabulary includes quantities, prepositions of place, demonstratives, and expressions of time and frequency.

Reading: Comprehend short readings about everyday situations in present, future, and a few narrative past tenses. Express text's main idea. Preview, predict, and scan for keywords. Recognize new vocabulary through related readings, such as holidays, places, health and customs.

Writing: Write simple and compound sentences in present and future tenses. Demonstrate correct use of level's vocabulary, structure, and mechanics, especially the concept of a complete and correctly punctuated sentence. Write level-appropriate statements, questions, negatives, and short answers. Write sentences with attention to word order, comparisons, and adverbs.

Listening & Speaking: Demonstrate understanding of level's structures and vocabulary. Correctly respond orally to teacher and peer spoken language to produce comprehensible meaningful conversation with level's structures and high-frequency vocabulary. Discuss and comprehend basic topics such as holidays, places in the world, health, and customs. Introduce themselves and others and have short social conversations about familiar topics.



LEVEL 2

Grammar: Demonstrate expanded vocabulary for use in present and past simple tenses and in future time; use correct negative and question forms. Show understanding of count vs. non-count; vocabulary includes quantifiers, prepositions of place, demonstratives, and expressions of time and frequency. Correctly use present-time modals. Understand, form, and distinguish common adjectives and adverbs.

Reading: Comprehend short readings about everyday situations in present, future, and past simple and continuous tenses. Express text's main idea. Preview, predict, and scan for keywords. Recognize new vocabulary through related readings, such as food, inventions, and famous people.

Writing: Write simple and compound sentences in simple and continuous present, past, and future tenses. Use level vocabulary, structure, and mechanics, especially the concept of a complete and correctly punctuated sentence. Write level appropriate statements, questions, negatives, and short answers. Write sentences with attention to pronoun reference, prepositions of time, and biographical writing.

Listening & Speaking: Demonstrate understanding of level's structures and vocabulary. Correctly respond orally to teacher and peer spoken language to produce comprehensible meaningful conversation with level's structures and high-frequency vocabulary. Discuss and comprehend basic topics such as food, inventions, and famous people.

LEVEL 3

Grammar: Demonstrate use of simple and continuous present and past tenses and the two future time formations, including correctly formed negatives and questions in those tenses. Correctly use appropriate personal pronouns in subject, object, reflexive, and both possessive forms. Use correct number agreement with *There is/are*, *There was/were* plus count and non-count nouns.

Reading: Demonstrate comprehension of short readings on human interest topics in present, future, and past simple and continuous tenses. Express text's main idea. Preview, predict, and scan for keywords. Recognize new vocabulary through related readings, such as personality types, food, international celebrations, and celebrities.

Writing: Write simple and compound sentences in present, future, & past tenses, simple and continuous. Use level's vocabulary, structure, and mechanics, especially the concept of a complete and correctly punctuated sentence. Write level-appropriate statements, questions, negatives, and short answers. Correctly organize sentences into a cohesive single paragraph of a descriptive nature.

Listening & Speaking: Demonstrate understanding of level's structures and vocabulary; correctly respond orally to teacher and peer spoken language to produce comprehensible basic conversation related to



familiar topics. Discuss and comprehend basic topics such as personality, food, celebrations around the world, and famous people.

LEVEL 4

Grammar: Demonstrate understanding of level's structures and vocabulary. Correctly respond orally to teacher and peer spoken language to produce comprehensible meaningful conversation with level's structures and vocabulary. Demonstrate 4-skills use of present simple and perfect tenses and of past simple/continuous and in future time; use correct negative and question forms. Show knowledge of modal structure and meaning in present and future time. Discriminate gerund and infinitive use. Correctly include adjective clauses. Correctly use comparatives and superlatives.

Reading: Demonstrate comprehension of short readings on human interest topics in present and past simple and perfect tenses and in future time. Express text main idea. Preview, predict, and scan for keywords. Recognize and use new vocabulary through related readings, such as nature, inventions, customs, and traditions.

Writing: Write compound and complex sentences in simple and perfect present and past tenses and in future. Use level vocabulary, structure, and mechanics, especially the concept of a complete and correctly punctuated sentence. Write level appropriate statements, questions, negatives, and short answers. Correctly organize sentences in a cohesive single paragraph related to narration, advantages and disadvantages, and comparison and contrast.

Listening & Speaking: Demonstrate level's structures and vocabulary. Correctly respond orally to teacher and peer spoken language to produce comprehensible meaningful conversation related to familiar topics. Converse about and comprehend level appropriate topics which may include the environment, inventions, and international customs and traditions.

LEVEL 5

Grammar: Demonstrate use of simple and perfect present and past tenses and of the two future time formations, including correctly formed negatives and questions in those tenses. Correctly select and use passive voice. Correctly select and use modals in present, future, and past time.

Reading: Demonstrate comprehension of short readings on human interest topics in present, and past, simple and perfect tenses and in future time. Express text's main and supporting ideas. Preview, predict, and scan for keywords. Recognize and use new vocabulary through related readings, such as cultural symbols, customs, personality, and historical figures.

Writing: Write compound and complex sentences in present, future, & past tenses—simple and perfect. Use level's vocabulary, structure, and mechanics, especially in complete sentences; correctly organize & transition sentences in single paragraphs with details. Write paragraphs that include practice with outlining, topic sentences, concluding sentences, description, and narration.



Listening & Speaking: Demonstrate understanding of level's structure and vocabulary. Correctly respond orally to teacher and peer spoken language to produce comprehensible conversation. Discuss and comprehend topics related to cultural symbols, holiday customs, health, and people from history. Use and comprehend some high-frequency idioms and common expressions.

LEVEL 6

Grammar: Demonstrate use of present simple and perfect tenses and of past simple/continuous and in future time; use correct negative and question forms. Discriminate gerund and infinitive use. Correctly include adjective adverb, and noun clauses. Discriminate and express real and unreal conditions and results.

Reading: Demonstrate comprehension of nonfiction readings on human interest topics. Express main & supporting ideas. Show understanding of inferred ideas. Preview, predict, and scan for keywords. Recognize and use new vocabulary through related readings, such as food, linguistics, environment, and literature.

Writing: Write compound and complex sentences in simple and perfect present and past tenses and in future. Use level vocabulary, structure, and mechanics, especially in complete sentences; correctly organize and transition sentences in cohesive single paragraphs with details. Develop short essays concerning comparison, contrast, cause, effect, and argumentation with at least two points to discuss.

Listening & Speaking: Demonstrate level's structures and vocabulary. Correctly respond orally to teacher and peer spoken language to produce comprehensible meaningful conversation. Converse about and comprehend topics that may be more specialized which may include food, language, the environment, and basic literature. Use and comprehend some high-frequency idioms and common expressions.

LEVEL 7

Grammar: Demonstrate domination of simple and perfect present and past tenses and of the two future time formations, including correctly formed negatives and questions in all verb tenses. Correctly mix verb tenses. Show accurate subject-verb agreement ability. Correctly use more difficult noun and pronoun expressions and quantifiers.

Reading: Demonstrate comprehension of non-fiction readings on human interest topics. Express main and supporting ideas. Show understanding of inference, tone, and point of view. Preview, predict, and scan for keywords. Recognize and use new vocabulary through related readings, such as artists, linguistics, hygiene, and world organizations.

Writing: Write simple and complex sentences in present, future, & past tenses—simple and perfect. Use level's vocabulary, structure, and mechanics, especially for complete sentences; transition sentences in

single paragraphs; organize paragraphs in basic 5-paragraph essay with main and supporting ideas and details. Write essays of various styles which may include process, definition, and descriptive.

Listening & Speaking: Demonstrate understanding of level's structures and vocabulary. Correctly respond orally to teacher and peer spoken language to produce comprehensible conversation with reasonable fluency. Discuss and comprehend very specialized topics. Discuss and comprehend topics such as famous artists, the history of English, hygiene, and international groups and organizations. Recognize some common, high-frequency phrasal verbs, idioms, and expressions used in North American English.

LEVEL 8

Grammar: Demonstrate use of advanced modal language, present and past tenses of modal verbs. Demonstrate domination of passive voice and active voice in English. Correctly comprehend and use noun clauses, adverb clauses and adjective clauses. Show understanding of real and unreal conditional tenses.

Reading: Demonstrate comprehension of non-fiction readings on human interest topics in present, and past, simple and perfect tenses and in future time. Express main and supporting ideas. Show understanding of inference, tone, and point of view. Preview, predict, and scan keywords. Recognize and use new vocabulary through related readings, such as psychology, gender, nutrition, and animal rights.

Writing: Write simple and complex sentences in present, future, & past tenses—simple and perfect. Use level's vocabulary, structure, and mechanics, especially for complete sentences; transition sentences in single paragraphs; organize paragraphs in basic 5 paragraph essay with main and supporting ideas and fine-focused details. Write essays of various styles which may include classification, comparison-and-contrast, cause-and-effect, and argumentative.

Listening & Speaking: Demonstrate understanding of level's structures and vocabulary. Correctly respond orally to teacher and peer spoken language to produce comprehensible conversation with reasonable fluency. Discuss and comprehend very specialized topics which may include psychology, gender, nutrition, and animal rights. Recognize some medium-frequency phrasal verbs, idioms, and expressions used in North American English.

Level 9 - A & B

TOEFL Preparation Course: Develop strategies and techniques to approach the various question types of the reading, writing, speaking and listening sections of the TOEFL iBT version. Demonstrate organization of ideas, support, detail, precision, time limitations, and concision in writing sections and speaking sections in both independent and integrated formats. Demonstrate comprehension of academic-based topics that may or may not be familiar to them in listening sections and reading sections. Develop and refine strategies for note-taking and use.



Pronunciation Course: Demonstrate listening comprehension skills through the relationship between listening and speaking activities. Demonstrate production of rhythm and melody in the English language. Demonstrate pronunciation ability related to word stress, sentence stress, and vowel rules. Demonstrate comprehension of spoken English at a normal rate of speech in a variety of contexts.

Academic Writing: Demonstrate understanding of the basic and progressive format for English essays. Demonstrate use of academic language, ability to synthesize, paraphrase, edit, and summarize in writing appropriate to the university setting. Demonstrate ability to recognize and produce various essay formats. Demonstrate understanding of academic requirements for the format and writing techniques used in research papers and bibliographies or works cited pages.

Academic Reading: Demonstrate comprehension of non-fiction readings of an academic nature and caliber. Develop academic reading skills pertaining to vocabulary in context, relationships in context, main idea identification, inferencing and fact vs. opinion differentiation in advanced level academic texts. Demonstrate understanding of level's structures and vocabulary in spoken and written academic English.

Academic Speaking: Demonstrate ability to speak about the academic topics presented in class. Express ideas effectively in group discussion situations. Speak fluently, politely, and with grammatical accuracy in academic settings. Organize and deliver presentations of an academic nature and caliber with visual aids.

Academic Listening: Demonstrate ability to recognize important information and recover meaning from listening. Demonstrate comprehension and use of academic language and restate information adequately. Demonstrate ability to personalize a variety of notetaking strategies necessary for academic success.



SPANISH PROGRAM ACHIEVEMENT LEVELS

LEVEL I

Integrated Skills: Demonstrate knowledge of the Spanish phonological system and use of simple present tense of regular and some irregular verbs in affirmative, negative and question forms. Show understanding of formal and informal speech patterns. Vocabulary learned includes cardinal numbers, days, months, professions and occupations, religious and political affiliations, and nationalities.

Reading: Comprehend short readings about everyday situations in present tense. Recognize word cognates. Comprehend text's main ideas.

Writing: Write simple sentences in present tense. Demonstrate correct use of level's vocabulary and structure. Write level-appropriate statements, questions, and negative forms.

Listening, Speaking: Demonstrate recognition and understanding of a number of high-frequency, contextualized words and phrases including cognates. Show evidence of understanding of basic instructions and sentence-length utterances that deal with familiar topics and vocabulary. Communicate by using isolated words and phrases limited to familiar topics, using the level vocabulary and structures. Can express possession, ownership and age, and introduce himself/herself and others.

LEVEL II

Integrated skills: Demonstrate expanded vocabulary to converse with more confidence in real-life situations about simple and routine tasks using the simple present, present progressive, and future tenses. Vocabulary learned includes colors, clothing, ordinal numbers, parts of the body, physical characteristics, the seasons, and the weather.

Reading: Demonstrate understanding of short, non-complex texts that convey basic information and deal with basic personal and social topics. Readers at this level may get some meaning from short descriptive texts dealing with familiar topics. Predict and scan for keywords. Identify text's main ideas.

Writing: Show evidence of control of basic sentence structure and verb forms. Can write simple and compound sentences in simple and continuous present, and future tenses in level appropriate texts about personal preferences, daily routines, common events, and other personal topics

Listening, Speaking: Demonstrate recognition and understanding of a number of high-frequency, contextualized words and phrases including cognates. Conversation is restricted to predictable topics such as basic personal information, basic objects, preferences and needs. Communicate in straightforward social situations. Can express likes, dislikes, and plans, accept and decline invitations, and talk about work-related activities, health, dates, and weather.



LEVEL III

Integrated skills: Demonstrate use of present and future tenses to make plans. Capable of expressing opinion and emotions, as well as using the preterit, imperfect and past progressive tenses to describe and narrate in the past. Show knowledge of direct and indirect object pronouns, as well as of reflexive pronouns. Vocabulary learned is related to means of transportation, lodging, life situations, personal care items, sports, and hobbies and pastimes.

Reading: Demonstrate understanding of short, non-complex texts that convey basic information and deal with basic personal and social topics. Able to get some meaning from short connected texts featuring description and narration.

Writing: Capable of writing short, simple communications, compositions, and requests for information in level appropriate texts about personal preferences, daily routines, common events, and other personal topics. Most sentences are recombinations of learned vocabulary and structures.

Listening, Speaking: Capable of accurate comprehension of highly familiar and predictable topics. Capable of understanding longer conversations about familiar topics. Conversation is generally limited to those predictable and concrete exchanges necessary for survival in the target culture. These include personal information related to self, family, home, daily activities, interests and personal preferences, as well as physical and social needs, such as travel, lodging, daily routine, and hobbies and pastimes.

LEVEL IV

Integrated skills: Demonstrate use of indicative tenses, including irregular verbs. Show knowledge of the imperative mood and of some uses of the subjunctive mood. Capable of giving advice, instructions, expressing preferences about food and drinks, describing art, and the importance of the environment. Vocabulary learned includes food and meals, cookware and tableware, animals, plants, nature, natural phenomena, gems and metals, art styles, architecture, literature and dwellings.

Reading: Able to understand some connected texts featuring description and narration related to vocabulary, structures, and writing conventions learned. Demonstrate understanding of the main ideas and some details in non-familiar written texts.

Writing: Capable of writing compositions and simple summaries related to work, school, and personal experiences. Can narrate and describe in different time frames when writing about everyday events and situations. These narrations and descriptions are often of paragraph length.

Listening, Speaking: Show evidence to understand, with ease and confidence, simple sentence-length speech in basic personal and social contexts. Can derive substantial meaning from connected texts related to vocabulary and structures acquired. Demonstrate ability to converse about the topics reviewed, using indicative and some subjunctive tenses and speak with more confidence within the context of the language that was learned.



LEVEL V

Integrated skills: Demonstrate use of complex structures. Show knowledge of a wider range of uses of the subjunctive, and capable of distinguishing meaning in sentences that use either indicative or subjunctive. Capable of making hypotheses, suppositions and conjectures, claims and complaints, as well as talk about expectations and desires in the past and related to the present and the future. Vocabulary learned includes experiences in other countries, family life, and interpersonal relationships.

Reading: Demonstrate the capacity to understand some connected texts featuring description and narration. Show evidence of understanding the main ideas, facts, supporting details, and the author's intentions in written texts that mainly contain high-frequency vocabulary and structures.

Writing: Demonstrate the ability to narrate and describe in major time frames, and compose simple summaries on familiar topics. Capable of combining and linking sentences into texts of paragraph length and structure. The vocabulary, grammar and style of writing correspond to those of the spoken language.

Listening, Speaking: Capable of deriving substantial meaning from some connected texts, and understanding the main facts and some supporting details. Comprehension may often derive primarily from situational and subject-matter knowledge. Demonstrate the ability to converse with ease and confidence when dealing with the routine tasks and social situations studied. Show the ability to handle successfully uncomplicated tasks and social situations requiring an exchange of basic information related to their work, school, recreation, particular interests, and areas of competence.

LEVEL VI

Integrated skills: Capable of expressing cause and purpose in real and hypothetical conditions, and express impersonal actions and unintentional occurrences. Show knowledge of the passive voice and the difference between pronominal and non-pronominal verbs. Vocabulary includes words about art, history, mythology, excursions, nature, rituals, carnivals, and popular festivities among others.

Reading: Capable of understanding main ideas, details and identify antecedents and synonyms of specific words or phrases as well as conventional narrative and descriptive texts of any length as well as more complex factual material. Able to follow some of the essential points of argumentative texts in areas of special interest or knowledge.

Writing: Capable of writing narrative, descriptive, and argumentative texts with good control of a range of grammatical structures and a fairly wide general vocabulary. Show the capacity to write about a variety of topics with significant precision and detail.

Listening, Speaking: Capable of understanding conventional narrative and descriptive texts of any length as well as complex factual material such as summaries or reports, and follow some of the essential points of more complex or argumentative speech in areas of special interest and derive some meaning from oral texts that deal with unfamiliar topics or situations. Able to provide arguments to support opinions and points of view, and make hypotheses.



LEVEL VII

Integrated skills: Demonstrate a good command of structure and vocabulary which includes idiomatic expressions and a variety of words related to specific topics. Depend on context to use transition words, the correct verb tense and mood, and identify synonyms of words. Vocabulary learned includes information, touristic and archeological sites, idiomatic expressions, adjectives to describe spaces and sensations, architecture, geographic elements, and migration.

Reading: Demonstrate understanding of main ideas, facts, details, and inferring in written texts about general interest topics. Able to understand texts from many genres dealing with a wide range of subjects, both familiar and unfamiliar.

Writing: Show evidence of writing argumentative and narrative compositions with coherence and cohesion. Demonstrate control of grammar and syntax, of both general and specialized/professional vocabulary, of spelling or symbol production, of cohesive devices, and of punctuation.

Listening, Speaking: Demonstrate understanding speech that typically uses precise, specialized vocabulary and complex grammatical structures. Show evidence of comprehending main ideas and supporting details, and inferring from indirect evidence in oral texts and messages. Expression includes giving advice, expressing opinions and points of view, arguing for or against a proposal, and making propositions.