



Satisfactory Student Progress

inlingua's language training programs, including our intensive English programs (GPIP and TL2), have been specifically designed to maximize student achievement by providing students with ample time (both in and out of class), resources and opportunities to learn, practice and synthesize new material before completing the inlingua Progress or Achievement Test aligned with each level in the program. In order to ensure fairness, clarity, and transparency, inlingua has established this policy relating to satisfactory student progress (SSP).

How is SSP determined?

Private and Semi-Private Tutorials

Because students enrolled in private and semi-private tutorials (in English as well as foreign languages) progress through course material at their own individual pace and since most tutorial students do not take the inlingua Achievement Test for their course and level, SSP is not easily conceptualized or measurable for this learning modality. Moreover, many students learning English specifically elect to enroll in a private or semi-private tutorial instead of an intensive English program course due to their specific learning style and needs, to which inlingua's tutorial programs adapt.

Due to the highly individualized nature of private and semi-private tutorials, SSP is best determined by the tutorial instructor in a holistic manner, taking into account the student's overall level of mastery of the course material. If, based on his or her professional judgment, the tutorial instructor believes that the student's progress is not satisfactory, then he or she should inform the center director so that an individualized remediation plan may be arranged for the student. For private or semi-private tutorial students who do advance sufficiently in the course to take the inlingua Achievement Test for the course level, then SSP may be measured by the student's performance on the Achievement Test.

Intensive English Programs

For inlingua intensive English programs (GPIP and TL2), student achievement is formally assessed at the end of each course (i.e., at the end of each academic quarter) by the inlingua Progress Test or Achievement Test tied to the course and level. inlingua Progress and Achievement Tests are carefully aligned with the course's learning objectives and expected student learning outcomes and so provide a valid, reliable and quantifiable measure of student achievement.

Students who achieve a passing score on the inlingua Progress Test or Achievement Test tied to their course and level will be deemed to have made satisfactory progress during the term provided that they have met the program's attendance requirements (please see the inlingua

Attendance Policy for details). Students who either (1) fail to achieve a passing score on the inlingua Progress Test or Achievement Test tied to their course and level or (2) fail to meet the program's attendance requirements will be deemed to have not made satisfactory progress during the term (academic quarter).

What happens if a student does not make SSP?

Private and Semi-Private Tutorials

Students enrolled in a private or semi-private tutorial who do not make SSP will participate in a *remediation conference* with the center director and tutorial instructor in order to develop an individualized *remediation plan* to help the student achieve the tutorial goals. The plan may include, among other components: review of material, modification of the tutorial schedule to better fit the student's learning needs and style and changing of the tutorial level, if necessary. A copy of the *remediation plan* will be provided to the student and placed in the student's permanent file.

Intensive English Programs

Students enrolled in an inlingua intensive English program (GPIP and TL2) who fail to make SSP will be placed on *academic probation* for the next quarter and will participate in a *remediation conference* with the center director and course instructor in order to develop an individualized *remediation plan* to help the student achieve the course goals. The plan may include, among other components: adding private tutorial lessons to the student's program, review of material, assigning additional language lab activities and changing the course level, if necessary.

If, after having been placed on *academic probation*, a student fails to make SSP during the next academic quarter, the student's course of studies will end and the student will not be permitted further enrollment in the program. The student will be issued an inlingua *Certificate of Achievement* for the highest level he or she successfully completed, if any.

Student appeal procedure

Intensive English Programs

Students who have been placed on *academic probation* or who, after having been placed on *academic probation* are not permitted further enrollment in the program, may appeal inlingua's decision if they believe that inlingua has incorrectly calculated the student's attendance record or that the student's Progress or Achievement Test has been improperly scored. All appeals must be submitted in writing to the inlingua Head Office within ten (10) days of the date the student is notified of inlingua's decision and must specify the reason for the appeal (e.g., the student believes that his or her attendance record was calculated incorrectly, the Progress or Achievement Test has been improperly scored, etc.). The student may further request that a different inlingua instructor administer the oral evaluation section and rescore the test. After receiving the student's written appeal, the inlingua Head Office will conduct a review of the

student's complete attendance record for the term (academic quarter) and/or will rescore the student's Progress or Achievement Test, as appropriate.

If, after reviewing the student's complete attendance record for the term and/or rescoring the Progress or Achievement Test, the inlingua Head Office verifies that the student has failed to make SSP, then inlingua's decision will be final. If the Head Office determines that an error has been made in calculating the student's attendance record and/or scoring the student's Progress or Achievement Test, then inlingua's decision that the student has failed to make SSP will be *reversed* and the student will be taken off *academic probation* or will be eligible to remain enrolled in the program, as appropriate.