School Catalog
2026

Meta College

800 E Northwest Hwy Suite 204
Mt Prospect IL 60056
www.themetacollege.com
(847) 873-0027

Welcome

The faculty and staff of Meta College welcome you. We are pleased that you have chosen us, and we look forward to providing you with the educational skills and support needed to attain your goals.

This catalog has been prepared to provide an introduction to our school and to the programs and courses offered. It consists of academic information, policies, and services available to our students.

Please take the time to read through the catalog, and keep it for future reference. The contents of the catalog may not address specific questions or cover all situations you may encounter as a student. So, if you do not find answers to your questions here, stop by our office or make an appointment with an advisor.

Our best wishes for a successful educational experience to all of our students!

Sincerely,

The Faculty at Meta College

About Us

Our Mission
Our mission is to create pathways to success through innovative and responsive education, preparing students from diverse backgrounds for meaningful careers and global communication. Meta College is dedicated to fostering the individual success of our students in a rapidly changing world, with a commitment to innovation, community responsiveness, and the continuous evolution of our programs.

History and Philosophy
Meta College emerged as a model of innovation and responsiveness with a unique journey from its inception to its establishment as a unique institution. The history of Meta College is of vision, evolution, and unwavering commitment to educational excellence and student success. Meta College's inception traces back to 2012 under the auspices of Illinois Institute of Fine Arts, an institution with a focus on English as a Second Language and TESOL programs. The leaders of Illinois Institute of Fine Arts recognized a need for vocational education and envisioned a specialized entity to meet those demands. Their vision came into being in 2024 when Meta College was incorporated as its own entity, marking a significant milestone in its journey towards educational innovation.

From its inception, Meta College set forth on a mission to redefine the educational landscape. While the essence of its mission—to pave pathways to success through innovative and responsive education—remains the institution's guiding principle, Meta College seeks to transcend traditional boundaries. It continues the legacy of offering comprehensive ESL programs but also introduces a variety of career and vocational programs designed to meet the needs of a diverse student body and the demands of a rapidly evolving job market. Meta College's dedication to fostering individual success in a changing world is reflected in its strategic planning and the continuous evolution of its program and course offerings. The institution prides itself on its adaptability to technological advancements and market trends, ensuring that programs remain relevant and innovative. By integrating practical skills with theoretical knowledge, Meta College prepares students not just for immediate employment but for lifelong career progression.

At the heart of Meta College's philosophy is a commitment to innovation and community responsiveness. The institution seeks out partnerships and collaborations with industry leaders, ensuring that its curriculum is aligned with real-world demands. Moreover, Meta College is dedicated to expanding its reach, with plans to establish more branches and introduce new programs that cater to emerging sectors. As Meta College looks to the future, it is guided by a vision of becoming a leading institution in career and vocational education, both locally and globally. Its journey from a division of the Illinois Institute of Fine Arts to a standalone college is a testament to its resilience, adaptability, and unwavering

commitment to education. Meta College strives to be a pillar of innovation, preparing students for lifelong success and being equipped to face the challenges of an ever-changing global society.

Institutional Goals
The institutional goals of Meta College are interwoven into every facet of the institute's operations, from admissions to program delivery, student services, financial management, and community relations, ensuring a cohesive approach that supports the mission of providing comprehensive vocational and career-oriented education.

Educational Excellence and Efficacy: Ensure all programs are educationally sound, current, and of high quality, demonstrating effectiveness in preparing students for their career paths.

Non-Discrimination and Inclusivity: Publicly affirm and implement policies that the institution does not discriminate based on age, race, ethnic origin, gender, sexual orientation, or religion, fostering an inclusive and diverse learning environment.

Ethical Practices in Representation: Maintain ethical standards in advertising, admissions, and enrollment, accurately representing the institution and its offerings without misleading or false claims.

Effective Student Services for Diverse Needs: Provide comprehensive student services that acknowledge and cater to the diverse needs of the student body, focusing on successful retention, graduation, and employability.

Student Satisfaction and Outcome-Oriented Programs: Strive to ensure that the educational programs lead to high levels of student satisfaction, reflecting the value and efficacy of private educational training.

Financial Integrity and Management: Uphold ethical administration of financial aspects, ensuring transparency, accountability, and responsible management of institutional resources.

Embrace Voluntary Self-Regulation: Commit to the principles of voluntary self-regulation inherent in the accreditation process, ensuring continuous improvement and adherence to high standards.

Community Involvement and Service: Actively engage in local community involvement and participation, demonstrating a commitment to the societal and communal impact of the institution.

Efficacy in Educational Training: Showcase the effectiveness of private educational training in providing essential skills for a productive workforce, emphasizing the practical value of vocational education.

Promoting High-Quality Continuing Education: Advocate for and provide continuing education and training programs of the highest quality and integrity, supporting lifelong learning and professional development.

Our Faculty
Meta College faculty members are carefully selected to ensure that they meet the standards required to provide quality instruction to students. We encourage our faculty to continuously build their expertise through professional development. Instructors serve not only as teachers but in many cases, advisors to students on their educational journey. Our instructors strive to meet the objectives of each course and evaluate students fairly and accurately.

Good Teaching Practice
All Meta College instructors are informed about good teaching practices and expected to follow them in their classes. Instructors keep the lines of communication open with students for them to feel supported and be better equipped to overcome any learning difficulties they may encounter. Encouraging group activities and working together on activities in class helps students to learn by improving their thinking and understanding. In the same way, instructors encourage active learning to help students retain more of what they learn. Frequent suggestions and feedback from their instructors will

keep students focused by being aware of areas to improve. Since many courses often cover a large amount of information, students will also benefit from the use of time-management skills that their instructor encourages. Our faculty sets high expectations for students and communicates these expectations throughout each course. Instructors respect and value students for their unique strengths, and will recognize and work with students to identify the best ways for them to learn.

Organization and Governance

Administration and Faculty

Board of Directors
Patrick Baek - CEO
Rose Baek - President
Bridget Nakamura - Administrative Director
Judy Sloane - Academic Director

President
Rose Baek

Administrative Director
Bridget Nakamura

Academic Director
Judy Sloane

Student Advisors
Joy Sobowale
Karina Garcia

Instructors
Theresa Caruso
Shoshana Dworkin
Khawaja Jameel
Lori Marin
Matthew Sloan
Fernando Santos, MD
Eileen Pirela, RN
Katarzyna Omar, RN

Incorporation Status
Meta College, Inc. is a private for-profit institution of higher education incorporated under the laws of the State of Illinois.

State Approval
Meta College is approved to operate by the Private Business and Vocational Schools Division of the Illinois Board of Higher Education, 1 N. Old State Capitol Plaza, Ste. 333, Springfield, Illinois 62701, (217) 557-7369. www.ibhe.org. Complaints against this school may be registered with the Board of Higher Education. http://complaints.ibhe.org.

Accreditation
Meta College is not accredited by a U.S. Department of Education recognized accrediting agency.

Federal Authorization
Meta College is not authorized under Federal law to enroll nonimmigrant alien students.

Statement of Nondiscrimination
Meta College is committed to ensuring that all individuals have an equal opportunity in its programs and facilities. No person shall be discriminated against because of race, color, sex, sexual orientation, gender identity, religion, disability, age, genetic information, veteran status, ancestry, or national or ethnic origin in the administration of its educational policies, admission policies, employment policies, scholarship and loan programs, and other Institute-administered programs and activities.

Campus Locations

Mount Prospect Campus 800 E. Northwest Hwy. Suite 204 Mount Prospect, IL 60056 (847) 873-0027	
Corporate Office 800 E. Northwest Hwy. Suite 204 Mount Prospect, IL 60056 (847) 873-0027	

Facilities and Instructional Equipment
Our school strives to provide a safe, clean and up-to-date educational environment to meet the needs of our students and assist them in their academic pursuits. Enrolled students have both Wi-fi and computer access as well as study space. Parking is available on-site and the campus is within a short walking distance from both bus and train stops. Classrooms are equipped with modern Smartboards that offer new and exciting ways for both instructors and students to engage with class content. We aim to include the latest in instructional literature and technology in our classes and continuously work to update curriculum to include these new advancements.

[PENDING APPROVAL FROM IBHE]
2026 Academic Calendar

All Programs (Each academic year consists of 4 quarters that are each 10 weeks in length)

WINTER '26	
New Student Orientation Day	January 7, 2026
Registration Deadline	January 9, 2026
First Day of Winter '26 Quarter	January 12, 2026
M.L.K Day (School Closed)	January 19, 2026
President's Day (School Closed)	February 16, 2026
Winter '26 Quarter End Date	March 21, 2026
SPRING '26	
New Student Orientation Day	April 1, 2026
Registration Deadline	April 3, 2026

First Day of Spring '26 Quarter	April 6, 2026
Memorial Day (School Closed)	May 25, 2026
Juneteenth (School Closed)	June 19, 2026
Independence Day (School Closed)	July 4, 2026
Spring '26 Quarter End Date	June 13, 2026
SUMMER '26	
New Student Orientation Day	July 1, 2026
Registration Deadline	July 3, 2026
First Day of Summer '26 Quarter	July 6, 2026
Labor Day (School Closed)	September 7, 2026
Summer '26 Quarter End Date	September 12, 2026
FALL '26	
New Student Orientation Day	September 30, 2026
Registration Deadline	October 2, 2026
First Day of Fall '26 Quarter	October 5, 2026
Columbus Day (School Closed)	October 12, 2026
Veteran's Day (School Closed)	November 11, 2026
Thanksgiving Break (School Closed)	November 26 - 28, 2026
Fall '26 Quarter End Date	December 12, 2026

Admissions Information

The Admissions Procedure

All students seeking to enroll will generally need to complete the following steps in order to apply and be admitted into the school and program of study. Additional steps or requirements may be required for admission into specific programs of study. Please see your program's description in this catalog for details on any additional program admission requirements.

1. Complete and submit an Application form online or in-person at our office.

2. Submit required documents and fees to the school.

3. Receive formal Acceptance Letter.

4. If required, complete Placement Testing

5. Register for classes and pay tuition (in full or through a payment plan if eligible)

6. Attend the Student Orientation prior to the start of classes.

General Admissions Requirements

To be eligible for admission into Meta College's courses/programs all applicants must:
• Be at least 17 years old or over compulsory school age

• Be a high school graduate or have completed a level of education equivalent to the high school level (GED or HiSet®). Students must complete a Self-Attestation of High School Graduation or Equivalency.
• Non-native speakers of English must meet English proficiency requirements to enroll in non-ESL programs. Please see the English Proficiency Requirements for Non-Native Speakers of English section.

Required Documents and Fees - All Students
Application
Attestation of High School Graduation or Equivalency
Proof of English Proficiency (if applicable)
Enrollment Agreement
Registration Fee (see Tuition and Fees)
Course Materials Fee (see Tuition and Fees)
Copy of Driver's License, State ID, or Passport

English Proficiency Requirements for Non-Native Speakers of English
Non-ESL program applicants are required to submit proof of English language proficiency to enroll. Please refer to the below table for acceptable documentation or minimum test scores to demonstrate proficiency.

Acceptable Evidence of English Proficiency by Program:	Completion of IEP (minimum grade of B)	TOEFL Score (less than 2 years old)	IELTS Score (less than 2 years old)	Duolingo Score	Copy of degree from a U.S. college	High-school diploma or GED earned in the U.S.
TESOL Certificate	Advanced B		6.0		✔	✔
Business Career	Intermediate B		4.0		✔	✔
Culinary Arts	Intermediate B		4.0		✔	✔
Automotive Technician	Intermediate B		4.0		✔	✔
Computer Programmer	Intermediate B		4.0		✔	✔
CNA			6.0			
Healthcare Career	Intermediate B		4.0		✔	✔
Graphic Design	Intermediate B		4.0		✔	✔
LPN			6.0			

ESL Placement Testing
ESL program applicants must complete a placement test to assess their ability in Listening, Reading, Grammar, Vocabulary, and Speaking. The written portion of the test may be taken online. Results of the test are typically available on

the same day and are used to determine the appropriate level of study. Speaking will be assessed via an in-person interview with the student.

Students can choose to schedule an in-person placement test at the Mount Prospect Campus:
800 E. Northwest Hwy. Suite 204
Mount Prospect, IL 60077

Students are expected to abide by the following during in-person placement testing:
• Bring a photo ID (ex. Driver's license, passport) on the day of the test
• Arrive on time to take the placement test
• Do not bring any food, drink, or electronic devices into the testing room
• For safety and liability purposes, children should not be brought on the testing date

Appeal of ESL Placement Results
If you disagree with the placement test results you may request to re-take the test on a different day no more than once. Students who test into a level not currently offered will be placed into the level most closely corresponding with their assessed proficiency. During the first week of class, teachers informally evaluate whether new students in their classes have been placed at the appropriate levels. If a teacher or student believes that the student has been inappropriately placed the student may be offered the chance to switch to a different level course.

Restarting and Repeating Programs
Students are allowed to complete a program if they have taken one or more courses for the program within the last 5 years, and the outstanding courses are being offered by the school. If the outstanding courses are no longer being offered or if the time since the last completed course is greater than 5 years, students must restart the program and complete all courses, including any previously passed. Students are allowed to repeat up to 50% of a given program's courses.

Transferability of Credits Disclaimer
Meta College does not guarantee to students that any certificate, credential, clock, or credit hours received by, or completed at the institute are transferable to any other institute of higher education. It is important for students to first consult with any and all institutions to which the student seeks to transfer to confirm transferability.

Information for Students with a Criminal Record
Students who have been convicted of a felony may apply and be considered for admission. While having a criminal record does not necessarily exclude a student from consideration for admission, it may adversely affect a student's ability to complete externship components of a program, as well as their ability to find employment or take professional certification/licensure exams related to their field of study. Students are encouraged to consider their personal history when making education and career decisions. The school reserves the right to withdraw any current student based on information revealed from either a criminal background check or drug screening.

Policy for Acceptance of Transfer Credits
The school may consider awarding academic credit for credits earned at another accredited institute of higher education if it is deemed that the course completed is equivalent or sufficiently comparable to a course that is offered by the school. To be accepted for transfer credit, courses must be similar in scope and credit awarded to a related course that is being offered by the school. Students must have completed the course within the past three years and earned at least a final grade of "C" in the course. A maximum of 49% of a programs credits may be transferred.

Students must submit their requests for transfer credit acceptance to the admissions office. It is preferred that student's submit their requests prior to the commencement of their program. Students must have an official transcript sent to the admissions office from their previous school. An official transcript will only be accepted by the school if it is signed by the granting institution and sealed in an envelope. Photocopies are not accepted.

Transcripts from a non-American institution must be accompanied by an English translation if applicable and a course-by-course evaluation. Evaluations must be completed by an approved NACES agency. Students are responsible for any costs incurred due to this service and must pay the evaluating agency directly.

If a student wishes to appeal a determination made on transfer credit acceptance, they should submit a written request, along with evidence if applicable which includes an explanation of any and all compelling reasons why the credit transfer should be accepted. Please submit appeals to the school office in person or via email to info@themetacollege.com.

Transfer credits will be denoted with "TR" on the student's transcripts. Transfer credits are considered attempted and earned credits when evaluating a students pace of completion. Transfer credits are not used in CGPA calculation.

Financial Services

Tuition and Program Fees

Program	Tuition (Per Quarter)	Registration Fee (Per Quarter)	Course Materials and Supply Fee (Per Quarter)	Total QUARTER Tuition and Program Fees	Total YEAR Tuition and Program Fees
All Programs	$2,125	$75	$200	$2,400	$7,200*

*Total Year Tuition and Program Fees is calculated by multiplying the Total Quarter Tuition and Program Fees by three quarters. Meta College considers one academic year to be equivalent to three academic quarters.

Non-refundable Admissions Fees

Application (one-time; non-refundable)	$100
International Student Administrative Fee (one-time; non-refundable)	$300

Other Non-refundable Fees

I-20 Issuance for F-2 Dependant	$50
Student ID Replacement	$5
Transcript	$25
International Postage	$75
Domestic Postage	$25
Late Payment Fee	$100
Returned or Insufficient Funds Payment Fee	$50

All tuition and fee amounts are subject to review and revision due to fluctuations in program costs and market rates. Tuition and fees cover the program's costs and student access to amenities such as computer labs, library, online student portals, extracurricular activities, and student services. Unless otherwise stated, all fees are non-refundable.

Course Materials and Supply Fee
Students enrolled in certain courses are charged a separate fee that covers the cost of their textbooks, which will be provided to them by the institute. This guarantees that students have access to the necessary textbooks by the first day of class. The fee is non-refundable, and books issued to students are non-refundable. Course materials fees cover the cost of materials and resources used by the instructor and students during the course including supplies and student portal maintenance and access. Textbook and course materials fees may vary by course. Please refer to the course description in the academic catalog for details of the associated fees.

Admissions and Registration Fees
Students must apply, pay the application fee and be admitted to the school before signing their enrollment agreement. Each quarter during the enrollment period, students will be registered automatically by the administration into the required

classes for their program of study. Admissions and registration fees cover the cost of the admissions process including review of applications, correspondence and collection of documents, as well as costs associated with administrator oversight of program and class schedules, student academic progress and registration.

Late Registration
If a student misses the deadline to register, they must request a late registration. Students may request late registration up until the 4th week of the quarter. A late registration fee will be charged. Students registering late are ineligible for installment payment plans and are subject to the same terms of the school's withdrawal and refund policy.

Payment Policy
Students may pay tuition in a single installment or enroll in a payment plan if eligible. In order to be eligible for payment plans, students must enroll and register by the registration deadline, enroll for a program period of at least 30 weeks or 3 quarters, and have no prior history of late or missed payments. The payment plan consists of a 30% down-payment at the time of enrollment followed by eight (8) equal monthly installments. Students who fail to make tuition payment at the time of enrollment will not be permitted to register for classes and their enrollment agreement will be canceled. Students who request a refund of tuition prior to the start of classes will have their enrollment agreement canceled, and a refund will be issued less any non-refundable fees and any applicable cancellation fees. All late and rejected/insufficient funds payments will incur additional fees.

Payment Methods
Meta College accepts the following payment methods: cash, check, credit card, and debit card. Online payment options are available. Please contact the school office for assistance. Rejected/insufficient funds payments will be charged an additional fee.

Financial Aid
Meta College is not a Title IV school. Students attending Meta College are not eligible to receive federal grants or financial aid.

Financial Obligation
Students who fail to make timely payments to Meta College, or whose payments are rejected or otherwise unable to be deposited by Meta College, may be subject to dismissal from the school. Failure to make installment payments on time will result in ineligibility for any future installment plans. Meta College will not issue Certificates of Completion or official transcripts to students until they have met all of their financial obligations to Meta College.

Delinquent Accounts
At Meta College, we understand the importance of timely payment of student account balances. We are committed to providing a clear and concise policy regarding delinquent accounts and the potential consequences of non-payment. We strive to work with our students to ensure timely payment of account balances and to find a solution to any outstanding account balance.

Notification and Payment
Students with a delinquent account balance will be notified by the school, and payment will be due immediately upon receipt of the notice. It is the responsibility of the student to ensure that their account balance is paid in full in a timely manner.

Consequences of Non-Payment
If a student fails to pay their balance, their account may be referred to a collection agency. A hold will also be placed on their account, which will prevent any future registration. Referral to a collection agency may cause credit bureaus to be notified.

Late Payment Fees
Late payments will be charged an additional late fee which will be added to the student's account balance, and payment will be due immediately upon receipt of the notice.

Resolution of Delinquent Accounts
The hold on the account will be lifted once the student has paid off their balance in full, including all collections costs and legal fees as applicable. Once the balance has been paid, the student will be able to resume normal activity on their account.

Policy Changes
Meta College reserves the right to change any of the above policies as may be deemed necessary by the administration. Students will be notified of any changes in the delinquent accounts policy in a timely manner.

Withdrawal, Dismissal, and Canceled Classes
Meta College students may withdraw from courses and receive a "W" on their report card. Students must notify the school of their intent to withdraw and provide their expected last date of attendance. A student's absence for ten (10) consecutive days without notice to Meta College will be considered an unauthorized withdrawal and the student will not be eligible for a refund of tuition. Refund eligibility for authorized withdrawals is determined by the date the withdrawal request is received.

Meta College reserves the right to dismiss any students whose conduct or attendance does not meet Meta College's academic, attendance or behavioral standards. Students will be dismissed if they fail to maintain a minimum attendance rate of 70% throughout their courses, continuously engage in conduct that is disruptive to the learning environment, or fail to pay tuition according to school policy. Students may receive a written or verbal warning prior to implementing the dismissal depending on the severity of the student's conduct violations. Dismissed students will have their refund eligibility and amount calculated in accordance with the cancellation and refund policy of the school. Dismissed students may submit a written appeal to the school, or may reapply for admission after 180 days have passed since their last date of attendance.

Meta College reserves the right to cancel or postpone any course because of low or insufficient enrollment. When this occurs, Meta College will attempt to notify students before the first day of scheduled classes, and will issue a full refund.

Cancellation and Refund Policy

Student's Right to Cancel

The student has the right to cancel the initial enrollment agreement until (5:00 p.m.) of the (3rd) business day after the student has been admitted. If the right to cancel is not given to any prospective student at the time the agreement is signed, then the student has the right to cancel the agreement at any time and receive a refund oo all monies paid to date within (30) days of cancellation. Cancellation should be submitted to the authorized official of the school in writing.

Refund Policy

A student who provides written notice of cancellation within three (3) business days, excluding weekends and holidays, of executing the enrollment agreement, and before the first day of class is entitled to a refund of all money paid, excluding any non-refundable fees.

A student requesting cancellation more than three (3) business days after executing the enrollment agreement and making an initial payment, but before the first day of class is entitled to a refund of all money paid, excluding any non-refundable fees, and less a cancellation fee of $600.

A student who withdraws from a course after the commencement of classes will have their refund calculated according to the table below. No refunds will be given after the 8th week of the term.

For the purpose of refund calculation, a week shall be considered completed if a student has attended/been marked present one (1) day of class during a given week. (Ex. A student who attends one (1) class on Monday of "Week 4" and requests a withdrawal on Wednesday will no longer be eligible for a refund as the week will be considered completed. The week of withdrawal will then default to "Week 5" where no refund is applicable.)

Refund eligibility for authorized withdrawals will be determined by the date a complete and signed Withdrawal Request Form is received by the school from the student or the student's legal guardian. Transfer forms from other institutes or third party notices are not acceptable for authorized withdrawal. **All withdrawal requests must at minimum contain the student's name, date, signature, and expected last date of attendance.**

All refunds are calculated based on the full tuition cost, regardless of the existence of any installment payment plan.

Week of Withdrawal (10 week program)	Tuition Refund Percentage
Weeks 1	75% of tuition cost
Weeks 2 - 4	50% of tuition cost
After Week 4	No refund

Week of Withdrawal (30 week program)	Tuition Refund Percentage
Weeks 1 - 3	75% of tuition cost
Weeks 4 - 12	50% of tuition cost
After Week 12	No refund

Example Refund Calculation Table*

*30 week program		Installment payment	Full Payment
Total Tuition		$5460	
Tuition Paid		$4000	$5460
Tuition Balance		$1460	0
Week	Refund Percentage	(Total Tuition amount X Refund Percentage÷100) -Tuition Balance	Total Tuition amount X Refund Percentage ÷ 100
1-3	75%	$2635	$4095
4-12	50%	$1270	$2730
After 12	0	-$1460	0

* Negative amount shows balance is owed to the school before withdrawal.

Timely Refunds
Refunds shall be paid within thirty (30) days after the effective date of dismissal or withdrawal, which shall be considered as the date on which the written and signed dismissal or withdrawal form was officially received or accepted by a school official.

Student Services

Advising Services
Students are encouraged to seek advice whenever needed regarding personal, academic, or immigration questions. Students seeking additional information regarding school policies, help adjusting to the community and/or culture, or assistance in understanding immigration policies are welcome to contact a student advisor for assistance. Students who are seeking advice specifically related to their academic performance can reach out to their instructor at any time or request a meeting with their program director for more pressing matters such as satisfactory progress concerns, or other issues affecting a student's performance in a course. Information regarding immigration procedures may be obtained from the student's international student advisor or designated school official (DSO), who will assist the student in navigating immigration processes or possibly refer the student to other useful sources of information such as the USCIS website.

International Student Support
International students needing information or who have questions regarding their current status or the immigration process should schedule an appointment with their advisor. Advisors can counsel students on the immigration process and USCIS requirements and procedures. We will also help to address any matters related to transfers or travel permission for international students.

Our advisors understand the difficulties international students face when immersing themselves in a new language and culture, and that students may have trouble adjusting and focusing in school. We strongly encourage international students to visit their advisor for counseling if they are struggling or feeling overwhelmed in any way. We want you to succeed and we are here to listen and help.

Placement Services Policy
1. Purpose
   The purpose of this policy is to outline the job placement services offered by Meta College to assist students and alumni with their job search.
2. Services Offered
   Meta College offers the following job placement services to current students and alumni:

   a. Job Search Assistance: The school provides resources for finding job openings, including job boards, career fairs, and job search websites.

   b. Resume Assistance: The school offers assistance with resume preparation, including resume review and feedback from advisors.

   c. Interview Preparation: The school provides assistance with job interview preparation, including mock interviews and feedback from advisors.

3. Eligibility
   Job placement services are available to all current students and alumni of Meta College.
4. Availability
   Job placement services are available during regular business hours. Appointments with advisors must be scheduled in advance.
5. Disclaimer
   Meta College does not guarantee job placement or employment opportunities for students or alumni. Job placement services are provided solely as a resource to assist students and alumni with their job search.
6. Confidentiality
   Meta College is committed to maintaining the confidentiality of all student and alumni information. Job placement services staff will not disclose any information regarding students or alumni without their prior written consent.
7. Feedback
   Meta College welcomes feedback from students and alumni regarding the job placement services offered. Students and alumni are encouraged to provide feedback through the school's feedback channels.
8. Compliance with Laws and Regulations
   Meta College complies with all applicable laws and regulations related to job placement services.
9. Revision of Policy
   This policy is subject to revision at any time. Any changes to the policy will be communicated to students and alumni through appropriate channels.

This policy is intended to provide a general overview of the job placement services offered by Meta College. For more information, students and alumni should contact the school office.

Students with Disabilities
Meta College recognizes the role that Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 has in helping students achieve academic success. Meta College will make reasonable accommodations for students with qualifying disabilities and ensure that its campuses and facilities are made accessible as required. A reasonable accommodation is a modification that will enable a qualified student with a disability to participate and enjoy the rights and privileges offered by the school. Accommodations cannot be made that will alter the nature of the programs, cause undue burden on the school, or threaten the health and safety of students or others. Modifications that cause undue burden or pose a health or safety risk are not considered reasonable. The school will make modifications only to known and validated disabilities. Students must give reasonable notice of their request for accommodation to the school, and provide appropriate supporting documentation, which may include medical records, to support the need for accommodation in their request. Please submit your written request to a Student Advisor at the time of application to the school or at least one week before the start of your program.

Health Insurance
Students at Meta College are not required to purchase health insurance, but it is strongly encouraged that students enroll in an adequate health insurance plan. Unforeseen medical costs in the event of an incident can be extremely detrimental to a student's ability to continue their education and may ultimately result in withdrawal.

Some recommended insurance providers for international students are:
- ISO: International Student Insurance
- Study USA-Healthcare: International Student Medical Coverage
- ISI: International Student Insurance

Please contact a student advisor for additional information or referrals to other insurance agencies. Students are responsible for selecting and signing up for a plan that meets their needs.

Voter Registration
According to the National Higher Education Act of 1998, colleges and universities in the U.S. are required to make a "good faith" effort to distribute voter registration forms to every student and to make such forms widely available. In order to register to vote, you must be a citizen of the U.S. and at least 18 years of age at the time of the next election. You may register online at https://ova.elections.il.gov/ or download a paper application at https://elections.il.gov/Default.aspx.

Student Records
Meta College collects and records the necessary information about students' enrollments, retention and attrition, academic progress, and the number of graduates. Academic records are considered to be any record that is directly related to a student's activity while at the institute (attendance, academic progress, grades, financial history, and transcript are included in this). Locations used to house records are kept secure when not in use. Students may request access to inspect their academic records at any time. The institute will obtain written consent from a student before releasing any personally identifiable information to a third party, with few exceptions. School officials with a legitimate educational interest (i.e. needing to review an education record in order to fulfill their professional responsibility) may access a student's academic record without written consent. Student records are maintained indefinitely by the school.

FERPA
The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. (An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution at any age.) These rights include:

1. The right to inspect and review the student's education records within 45 days after the day the school receives a request for access. A student should submit to a school official a written request that identifies the record(s) the student wishes to inspect. The school will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. A student who wishes to ask the school to amend a record should write to the school, clearly identify the part of the record the student wants changed, and specify why it should be changed. If the school decides not to amend the record as requested, the school will notify the student in writing of the decision and the student's right to a hearing regarding the request for

amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent. Meta College discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official typically includes a person employed by the school in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of the school who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for Meta College. Upon request, the school also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Meta College to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:
Student Privacy Policy Office
U.S. Department of Education 400 Maryland Avenue, SW Washington, DC 20202

New Student Orientation
Upon registration, students will be given a catalog or handbook that outlines the policies, procedures, and other expectations of the school and/or program. Students should familiarize themselves with the information in the handbook before the first day of class, however, the information will be reviewed with the instructor when classes begin. Students may request to meet with a student advisor any time before the first day of class to better understand the policies, procedures, and expectations of the school. On the first day of class, students will be introduced to their instructor, who will review all academic expectations and responsibilities of the student. Instructors will also inform students of any important information regarding health and safety matters. Each student will be given a syllabus for their course which contains the expectations and policies relevant to the course. Students may reach out to their instructor or another school official at any time for questions regarding policies, procedures, expectations, or any other matters related to the student's adjustment to/performance in the course. Prospective students are welcome to schedule an orientation meeting with a student advisor at any time to help them become familiar with the school and its policies.

Student Surveys
Student feedback is essential to ensuring that the programs and courses offered are tailored to meet the needs of those enrolled. As part of our effort to learn more about the types of students we enroll, their educational background, goals, and how best to serve their needs; we ask newly enrolled students to fill out a short Intake Survey. Additionally, students are asked to fill out an Exit Survey towards the end of every course, which gathers feedback on course content, and instructor performance and allows students a chance to tell us what changes or additions they would like to see within the curriculum. Surveys are always anonymous so students can feel comfortable giving their honest feedback.

Electronic Devices
Students are permitted to bring their laptop computers, electronic dictionaries, and cell phones to class. However, all cell phones must be turned off and put away unless an emergency arises and/or the student receives permission from the instructor. It is up to the instructor of the course to decide if and when students may use their electronic devices during class time.

Housing
Students attending Meta College will have multiple options when choosing their housing accommodations.

Downtown Chicago Dormitory
The downtown dormitory option includes modern amenities, a great view of the city, and a location that gives students easy access to all that the city of Chicago has to offer. Students who are comfortable commuting can use the CTA "L" and bus system to the camous. Availability of a room is on a first-come, first-served basis. Click the link below to learn more, and apply for a room. https://www.thebuckinghamchicago.com/

Find Housing Online
Students may decide to look for their housing online. Since looking for housing options as an international student can be time-consuming, and difficult, we strongly recommend that students get assistance in their search from a real estate agent who understands the needs of international students. Use the link below to start searching for your new home.
https://www.apartments.com/

Other Housing Options and Resources
Students may also choose to find a homestay family or search for other local housing options on their own. Below are some possible resources to assist you in your search.

Homestay:
Student Room Stay
Home Stay Bay
MIF Home Stay
Home Stay Finder

Please contact your student advisor if you need further assistance or resources.

Transportation
Meta College does not provide transportation to and from the school. Parking is available on or near campus, and campus locations are accessible by public transportation.

Social and Recreational Activities
Students or faculty members may request to organize clubs, activities or events on-campus. Requests should be submitted in writing to the school office and include proposed meeting locations and times. All activities must be school appropriate and at least one faculty member must be in attendance. Information about upcoming events or club meetings can be found on the school bulletin boards, and reminders may be sent to students via email. Instructors will do their best to inform and remind students of any upcoming events available to them.

Academic Assistance
Students who are falling behind in their class or would like to request academic assistance should schedule an appointment with their student advisor as soon as possible. Your advisor will work with you to come up with a plan to get you back on track and make satisfactory progress. Advisors will work with your instructor to mentor you and help you form effective study habits. It may also be recommended that you schedule regular meetings with an instructor or tutor if necessary.

Drug and Alcohol Policy
Meta College is committed to maintaining a safe, healthy, and productive environment for all students, faculty, and staff. We recognize that the use and abuse of drugs and alcohol can have a negative impact on individuals and the community as a whole. Therefore,we have established the following policy regarding drugs and alcohol:

Prohibited Conduct
The use, possession, sale, distribution, or manufacture of illegal drugs or controlled substances, as defined by state and federal law, is strictly prohibited on campus and at any school-sponsored events or activities. Additionally, the use, possession, sale, distribution, or consumption of alcohol is prohibited on campus and at anyschool-sponsored events or activities, except as otherwise permitted by school policy.

Health Risks
The use of drugs and alcohol can lead to significant health risks, including addiction, overdose, impaired judgment, and other physical and mental health issues. We encourage all members of the community to make informed decisions about drug and alcohol use and to seek help and support when necessary.

Violations of Policy
Violations of this policy may result in disciplinary action, up to and including suspension or expulsion from the school. In addition, the school reserves the right to report violations of law to appropriate law enforcement authorities.

Compliance with Law

We are committed to compliance with all applicable federal, state, and local laws regarding drug and alcohol use. Students who violate these laws may be subject to criminal prosecution in addition to disciplinary action from the school.

Amendments to Policy
This policy is subject to revision and amendment as necessary to meet the changing needs of the school community and to comply with applicable law. Any changes to this policy will be communicated to the school community in a timely and appropriate manner.

Please note that this policy is intended to provide general guidelines only and does not constitute a contractual agreement between Meta College and its students, faculty, or staff. Meta College reserves the right to modify this policy at any time without prior notice.

We encourage all students to seek help and support if they are struggling with drug or alcohol use. The following resources are available for students who may need assistance, and the school is committed to supporting all students who are dealing with substance abuse or addiction issues.

Meta College students can access the following links for information and support related to drug and alcohol use:

1. Substance Abuse and Mental Health Services Administration (SAMHSA): This is a national resource that provides information and support related to substance abuse and mental health issues. SAMHSA's helpline is available 24/7 for individuals seeking help and support. Visit their website at https://www.samhsa.gov/ or call their helpline at 1-800-662-HELP (4357).
2. National Institute on Drug Abuse (NIDA): NIDA is a research institute that provides information and resources related to drug abuse and addiction. Their website includes information on different types of drugs, signs of drug abuse, and treatment options. Visit their website at https://www.drugabuse.gov/ or call their helpline at 1-800-662-HELP (4357).
3. Alcoholics Anonymous (AA): AA is a support group for individuals struggling with alcohol addiction. AA meetings are available in many communities, and their website provides information on finding meetings and resources for support. Visit their website at https://www.aa.org/ or call their helpline at 1-212-870-3400.
4. Narcotics Anonymous (NA): NA is a support group for individuals struggling with drug addiction. Like AA, NA meetings are available in many communities, and their website provides information on finding meetings and resources for support. Visit their website at https://www.na.org/ or call their helpline at 1-818-773-9999.
5. The National Council on Alcoholism and Drug Dependence (NCADD): NCADD is a national advocacy organization that provides information and resources related to alcohol and drug abuse. Their website includes information on prevention, treatment, and recovery. Visit their website at https://www.ncadd.org/ or call their helpline at 1-800-NCA-CALL (622-2255).

Standards of Conduct
Students are expected to conduct themselves appropriately. Students may be subject to disciplinary action up to and including dismissal if they engage in any of the following behaviors:
1. Dishonesty; cheating
2. Disruption of school activities
3. Theft or damage to school property
4. Violation of health or safety rules
5. Disruptive activity or behavior
6. Use or possession of alcohol or other illegal drugs
7. Fighting or making threats of violence
8. Smoking on campus
9. Negligent conduct leading to school property damage or damage to another's property
10. Disrespectful behavior or insubordination
11. Any unlawful or unwelcome harassment
12. Inappropriate use of school computers or other equipment
13. Violation of school policies

Diciplinary Action for Conduct Violations
Students who violate the Standards of Conduct will be subject to disciplinary action. The school will take into consideration the severity of the offense when determining the appropriate action for initial violations, but in general all disciplinary actions taken will progress in severity up to and including expulsion should the violation repeat or continue. Students will typically be given a verbal warning, a written warning, disciplinary probation, and expulsion. Violations that

may result in immediate expulsion from the school with no warning include but are not limited to vandalism/destruction of school property; trespassing; theft; unauthorized use of school equipment and insubordination.

Diciplinary Probation
Students who are placed on disciplinary probation must meet with a student advisor who will explain the terms of their probation and schedule regular follow-up meetings for the duration of the probation. Disciplinary probation status is assigned for a minimum of 15 academic weeks. Students who violate the Standards of Conduct while on disciplinary probation will be dismissed from the school.

Dismissal Policy
Meta College reserves the right to dismiss any student whose attendance, behavior, academic standing, or financial standing does not meet the standards described in this catalog. Students may appeal their dismissal by submitting an appeal of determination form to the admissions office within 5 business days of the Notice of Dismissal date. Appeals will be reviewed by the admissions office and by the program director, but may also be reviewed by other relevant parties within the school community as necessary to make an appropriate decision. Students will be notified in writing of the appeal decision within 5 business days of receipt.

Complaint Policy
At Meta College, we are committed to ensuring that all student complaints are promptly processed and addressed. We believe that every student has the right to voice their concerns about any member of the school community and that these complaints can lead to investigations and/or disciplinary action.

Informal Complaint Procedure
If a student has a complaint, they are encouraged to first attempt to resolve it informally with their instructor. If an informal resolution cannot be reached, the student is then advised to schedule an appointment with their student advisor. The student advisor will assist the student in making a formal, written complaint.

Formal Complaint Procedure
A Student may choose to make a formal complaint by submitting a written description of the issue to the school. Written complaints may be submitted anonymously. All requests for student anonymity will be honored unless there are significant reasons to do otherwise.

Once a written complaint has been submitted to the school, it will be reviewed by the program director and/or the president of the school. The program director and/or president will respond promptly and fairly to the complaint. It is important to note that students will not be punished or made to feel uncomfortable for filing a complaint against the school or any member of its faculty or staff.

Record-Keeping Procedure
Once a complaint has been resolved, a copy of the written complaint and a written record of any resolution will be retained in the student's file. It is important to note that student files may only be accessed by authorized personnel.

Illinois Board of Higher Education
Complaints against Meta College may also be registered with the Illinois Board of Higher Education. Their contact information is as follows:

Illinois Board of Higher Education
1 N. Old State Capitol Plaza, Ste. 333
Springfield, Illinois 62701
Phone: 217-782-2551
Website: www.complaints.ibhe.org

At Meta College, we value the input and feedback of our students. We take all complaints seriously and strive to provide a safe and supportive learning environment for all students.

<h1 style="text-align:center">International Student Policies</h1>

Maintaining Status

Students must maintain their F-1 student status. Students who fail to maintain their status are considered "out of status" and will be ineligible for any student visa benefits, including registration for future courses. An out-of-status student must apply to USCIS to reinstate their status and may regain their visa benefits if USCIS approves the reinstatement.

To remain in F-1 status, a student must:
1. Be a full-time student (Students must be enrolled for 12 credit hours per quarter).
2. Maintain satisfactory academic progress
3. Obtain proper employment authorization before beginning any work (if applicable).
4. Report changes in address, legal name, or program within 10 calendar days of the change to the Designated School Official (DSO).
5. Obtain the DSO approval before traveling outside of the U.S.
6. Report any intention to transfer to another school, leave the country, or change the status to the DSO.
7. Obtain an updated I-20 when a funding source changes.
8. Obtain permission from the DSO before requesting a leave of absence or withdrawal from Meta College.
9. Keep a valid passport and Form I-94 at all times.
10. File timely requests for practical training and other changes or additions.

Students with questions or concerns regarding their status should schedule an appointment with a DSO as soon as possible.

Travel

Students planning on traveling outside of the U.S. should inform their DSO as early as possible. Failure to gather the required documentation may cause a student to be denied re-entry into the U.S. Your DSO will inform you of the requirements for re-entering the U.S.

To be approved by the DSO for travel, you must submit the following:
- Current I-20
- Copy of Passport (must be valid at least six months from the departure date)
- I-94 card
- Proof of travel

Transferring Out

Students who plan to transfer to another school must meet with their DSO.

If the student is eligible to transfer, they must provide to the DSO:
- Contact information for the accepting school
- Acceptance letter from the school
- A transfer form

Curricular Practical Training (CPT)

F-1 students may request authorization to participate in curricular practical training (CPT) which takes place during their course of study. This authorization is necessary if the student wishes to take any of the externship courses offered by the school.

To be qualified for CPT students must:
- Maintain F-1 status and be active in SEVIS at the time of applying
- Be enrolled full-time for one academic year before CPT authorization
- Be enrolled in a program at Meta College with an externship component
- Complete their first semester of the program

Students enrolled in ESL programs (General, Academic or Business) are <u>not</u> eligible for CPT.

<u>Applying for CPT Authorization</u>
To apply for CPT, students must first submit the required documents to their DSO. Upon approval of the request, students will be issued a new form I-20 that includes the CPT authorization. Please note that the DSO will record the site name where the CPT will be performed, the time-period for CPT authorization, and the part-time or full-time status of the work authorization on the form I-20. Students may not work at any other site that is not listed on the I-20, and may not work past the work authorization end date.

The following must be submitted to your DSO to request CPT authorization:
- Completed and signed Externship Agreement
- Signed externship offer letter from the employer that includes:
  - Address of the externship site
  - Name of supervisor
  - Description of the job duties to be performed
  - Start and end date of the externship
  - Hours per week

<u>Loss or Change in Externship Site</u>
Students who lose or must change their externship site for any reason must report to their DSO in a timely manner. It is the responsibility of the student to find an alternative site to complete all of their remaining externship hours and satisfy the requirements of their externship course. Failure to notify the DSO of any change in externship site may result in dismissal from the program and could result in termination of a student's status. In addition, failure to complete all externship hours may result in failure of the externship course. A student who fails the externship course is ineligible to repeat the course in the following semester of the program.

Optional Practical Training (OPT)
Upon successful completion of their program of study and meeting the eligibility requirements, students may choose to apply for Optional Practical Training (OPT), which, if approved, will grant them a 12-month full-time work authorization. Applications for OPT must be approved by USCIS, and the student must receive an Employment Authorization Document (EAD) before beginning employment.

To be eligible for OPT, students must:
- Be in valid F-1 status
- Complete one academic year of full-time enrollment
- Complete their program of study in good academic standing
- Be employed in a position related to their field of study

Students enrolled in ESL programs (General, Academic or Business) are <u>not</u> eligible for OPT.

<u>Applying for OPT Authorization</u>
It is recommended that students meet with their DSO as soon as they decide to apply for OPT. The OPT authorization process can take several months, and there are important deadlines that must be met when submitting the necessary forms to USCIS. Your DSO will help determine your eligibility, provide the required OPT recommendation to your record in SEVIS, and instruct you on how to submit your application and documents to USCIS.

After meeting with the DSO and receiving their recommendation for OPT in SEVIS, students will need to submit the following to USCIS:
- Completed and signed Form I-765
- Copy of student's F-1 visa
- Copy of Passport

- Copy of Form I-94 (both sides)
- 2 passport style photos
- Any previously issued EADs (if applicable)
- Any previously issued Form I-20 with CPT (if applicable)

On-Campus Employment for International Students
Full-time international students holding a valid F-1 visa are permitted by USCIS to work on campus for up to 20 hours per week while attending classes and up t0 40 hours per week during vacation/break. On-campus employment will allow students to apply for a Social Security number. Please meet with your DSO for assistance in the application process.

Academic Policies

Attendance
Students must attend classes according to their assigned schedule. International F-1 students must attend 18 hours per week when enrolled in ESL programs, or must enroll in a minimum of 12 credits per quarter for (non-ESL) career programs. Failure to maintain a full course of study as an international student may hinder academic progress and have a negative impact on visa status.

Students arriving within the first 30 minutes of class will be marked tardy. A student who is
tardy two (2) times will receive one (1) absence. Students who arrive after the first 30 minutes of class, leave class early without notice, or are asked to leave by the instructor will be marked absent. International students whose attendance falls below 70% will be subject to dismissal and will be unable to receive a certificate of completion or credit for the course.

Excused absences are absences in which the student has formally notified the school of a legitimate reason for the absence prior to or upon return from the absence. Excused absences are still counted as an absence when calculating attendance percentage and do not increase a student's maximum number of allowable absences. Instructors are only expected to provide make-up work opportunities for excused absences.

Students attending classes remotely are expected to adhere to the same attendance policies as students attending in-person. Remote students must have their webcam and microphone in working order, and must not turn on or off their video/microphone, unless given permission or asked to do so by the instructor.

Attendance records are tracked and maintained electronically by the school, and may be accessed either upon request from a student, or at any time by logging into the student portal.

No-Show Withdrawal
Students who do not attend any classes during the first two weeks of the class, with or without notice to the school, will be considered a no-show will be withdrawn from the course/program by the school. The school makes every effort to inform students of the importance of class attendance, and to contact students who accumulate consecutive absences.

Withdrawal Due to Consecutive Absences (Unauthorized Withdrawal)
A student's absence for ten (10) consecutive class sessions without any notice to the school will be considered an unauthorized withdrawal and will be withdrawn from the course/program. The school will make every effort to contact students who accumulate consecutive unexcused absences. However, it is the student's responsibility to maintain their attendance in order to remain enrolled.

Leave of Absence
Students may request a Leave of Absence through the school office or their student advisor. During a leave of absence, a student may temporarily stop attending classes. No additional fees are charged for a leave of absence.

A leave of absence may be granted for emergency situations such as a serious illness, debilitating injury, or death in the immediate family. However, the length and frequency of leaves of absence must be reasonable and must not hinder a student's progress.

A student must submit a written request for a leave of absence in advance of the beginning date of the leave of absence, unless unforeseen circumstances prevent the student from doing so. If a student does not request a leave of absence and stops attending class without notifying the school, they will be withdrawn after ten (10) consecutive absences.

The student must sign and date the leave of absence request and specify a reason for the leave. The student must attest to understanding the procedures and implications for returning or failing to return to his/her course of study. The school will inform the student in writing of its approval or denial of the leave of absence request.

A leave of absence is limited to a maximum of 120 calendar days. Multiple leaves of absence may be taken provided the total length of the leaves does not exceed the maximum limit. An approved leave of absence may be extended provided that the extension meets all above requirements and does not exceed the maximum limit.

<u>Leave of Absence for International Students</u>
International students may only be granted a leave of absence in the event of illness or other medical condition. The following rules apply:

- The student must provide evidence of the medical condition to the school from a licensed medical professional
- A Leave of Absence can be granted for no more than 12 months during the study
- The Leave of Absence must be approved by the DSO
- The DSO must reauthorize the Leave of Absence every quarter, and the student must provide current medical documentation every quarter to have the Leave of Absence reauthorized.
- The completion date on a student's Form I-20 may need to be extended if the Leave of Absence causes a prolonged interruption of the student's studies.

Academic Expectations
As a student at Meta College you are required to:

• Engage actively in the learning process
• Maintain a satisfactory level of class attendance
• Ensure that you are familiar with, understand, and pursue the requirements of your course
• Complete assigned tasks diligently and honestly and produce evidence of learning achievement
• Take a Mid-term and a Final Exam and/or any other assessments your instructor requires
• Submit all assignments by the due dates
• Raise any concerns you have regarding your grades as early as possible and discuss them with your instructor or program director
• Consult with your instructor or program director as early as possible if some circumstances are affecting your participation or performance on assessments.
• Demonstrate satisfactory proficiency:
    <u>Proficiency</u> means the degree to which you meet the stated Student Learning Outcomes.
    Even if you are excellent in your attitude, effort, motivation, performance, and participation in a course, your proficiency needs to meet the expectations required of the next level.
• Maintain a cumulative grade point average of 70% or higher
• Complete your program within the designated time frame
    *Students may be enrolled longer than the designated time frame if:
      ● A medical leave of absence has been required during the program
      ● They enroll in another program of study following completion

Classroom Preparedness
All students are required to purchase course textbooks through Meta College or acquire them independently before the first day of class. Please note all ESL program textbooks must be purchased through Meta College. Textbooks and accompanying workbooks should be purchased new in order to guarantee that all coordinating workbooks, audio files, and access codes will be included. Students are expected to bring all of their course materials to every class. If a student forgets their materials he/she may be dismissed from class by the instructor. Failure to meet attendance requirements may cause a student to be dismissed from the course and/or program.

Student Course Progress
Students must maintain an overall grade percentage of 70% or higher in order to remain in good academic standing and progress through their course or program. International students who fail to remain in good academic standing or do not

make satisfactory progress through a program may endanger their visa status. Students should be aware that programs may set their own individual final grade percentage requirements in order to graduate from the program and receive a certificate or other credential. Please see your program's description for details on its grade requirements.

Your Instructor is going to:
• inform you and make it clear what is required to progress
• provide you with test and quiz results as well as inform you of how the results were calculated
• distribute your Report Card, showing your current grades, within 14 days after each Midterm and Final Exam
• schedule a conference if you fail to maintain an overall percentage of 70%

Lack of Course Progress
If a student <u>does not</u> have a passing grade of 60% or higher he/she <u>must</u> meet with the course instructor to discuss strategies of improvement.

If a student earns a final grade between 60-70% he/she <u>may</u> opt to:
• Repeat the course if it is offered in the next available session. This may only occur one time within the academic program.
• Quit the program or transfer to another school if the course is not offered in the next available session.

Note: Failure to pass the course after 2 consecutive attempts will result in dismissal.

Midterm and Final Exams
Except in rare circumstances, students cannot take their mid-term and final exams earlier or later than the date/time scheduled. Students who have a compelling reason to be absent during the designated exam date may request permission from their program director to take the exam on an alternate date.

To request permission for an alternate exam date,
students must:
- complete and submit an "Exam Date Change Request" form, available upon request from the school office
- pay a late Exam Fee of $25
- the program director will inform the student of the decision in writing within 3 business days

Students who receive permission from the program director for an alternate final exam date will receive a temporary grade of "Incomplete" for the class. These students must then take their missed final exams on the day scheduled by the program director. The student's final exam will then be scored, the Incomplete removed, and a final grade calculated. If the student is absent on the rescheduled date, for any reason, the original grade will be applied.

Make-Up Work
Students are responsible for communicating with their instructor about any make-up work that they may complete due to absence and for arranging and agreeing on a timeline for submission of the work. Instructors are expected to allow make-up work to be submitted upon a student's return from a period of excused absence(s). It is at the instructor's sole discretion whether to accept make-up work after any unexcused absence(s).

Repeating Classes and Dismissal
• Students who initially earn a final grade of A or B or C may not retake the course.
• Students who initially earn a final grade of D may repeat the course if it is offered in the next available session.
• Students who initially earn a final course grade of F must repeat the course in the next available session.
• Students who repeat a course and earn a final grade of F may be dismissed from the program or from the school.
• Continuing students may not repeat lower-level courses.
• If a student is required to repeat a course that is not currently being offered, he/she must wait to repeat the course when it becomes available.
• Meta College understands that extreme circumstances occur, and all cases of special circumstances cannot be predicted. Any special requests, therefore, will be at the final discretion of the program director.

Academic Monitoring and Warning
Students will have their program/course progress informally reviewed at regular intervals during the quarter. During a 10-week quarter, review of student progress will occur during weeks 4, and 8. The purpose of the review is to identify students who are at-risk of failing to meet Satisfactory Academic Progress (SAP) standards at the next official SAP evaluation point.

Identified students will be sent an official warning letter from the school informing them of the potential consequences for failing to meet SAP standards, and encouraging them reach out to their instructor or student advisor if necessary.

Academic Probation
Students may be placed on academic probation, which may lead to dismissal from the program or from the school when they:
• Do not meet the Satisfactory Academic Progress (SAP) standards
• Fail to maintain attendance of at least 70%
• Receive more than one behavior warning from an instructor

Students who are placed on academic probation will be notified by the school in writing of their status. Students may not appeal their academic probation status. Students will have until the next SAP evaluation point to meet SAP standards, correct their attendance or their behavior. At the beginning of the probation period, students will create an Academic Improvement Plan with their instructor and student advisor which they must agree to follow. Students on academic probation will be required to participate in regularly scheduled advising sessions and may be required to receive tutoring if available and deemed necessary.

Students who do not meet both the CGPA and Completion Rate SAP standards at the next evaluation point will be dismissed from the school. Students meeting only one standard or who demonstrate significant improvement without yet meeting the standards may be granted an extension of academic probation. Only one extension of academic probation may be granted during the program of study. The program director will make the determination of an extension based on the amount of progress made and whether the student has otherwise followed the terms of their Academic Improvement Plan. Students failing to meet both SAP standards after the end of the probation extension will be dismissed from the school.

<u>**Appeal of Academic Dismissal**</u>
Students may appeal a dismissal due to failure to meet SAP standards by demonstrating that there were extenuating circumstances which were significant enough to interfere with the student's ability to meet SAP standards. The student must submit a written letter to their program director that includes an explanation of the circumstances that led to the student's lack of progress and an explanation of how the student's circumstances have changed such that they would be able to meet SAP standards if allowed to remain enrolled. The student must also submit documentation or other evidence which support their claims of extenuating circumstances.

Lack of knowledge about school policies related to Satisfactory Academic Progress is not an acceptable reason for appeal

Acceptable extenuating circumstances can be:
• Prolonged and/or severe illness,medical condition, or injury of student or of a student's immediate family member
• Death of an immediate family member
• Other circumstances beyond the student's control

Acceptable evidence includes but is not limited to:
• Letters from the student's doctor
• Death certificates/obituaries
• Court or police documents
• Hospital records
• Letters from other third-party professionals on their letterhead

<u>Appeal Deadline</u>
Students must submit their appeal to the school within 5 business of the Notice of Dismissal date.

The student will be notified in writing of the appeal decision within 5 business days of its submission. The director of the student's program of enrollment will be responsible for reviewing the appeal and making a final determination. If the appeal is approved, the student must immediately schedule a meeting with a student advisor to create an Academic Improvement Plan, which must be approved and signed by the program director. The student will then be allowed remain

enrolled in academic probation status for one evaluation period. If the appeal is denied, the student will be dismissed from the school and may reapply for admission after 180 days have elapsed since the last day of attendance.

Grading
Students are evaluated according to the achievement standards outlined in the table below unless otherwise stated in the course syllabus *(e.g. Satisfactory, Unsatisfactory, Contract Grading, etc.)* Please refer to your course syllabus for specific details on how particular assignments will be graded.

Grade	Percentage	GPA Scale	Proficiency Level
A+	97.5-100	4.0	Excellent
A	92.5-97.4	4.0	
A-	90-92.4	3.7	
B+	87.5-89.9	3.3	Very Good
B	82.5-87.4	3.0	
B-	80-82.4	2.7	
C+	77.5-79.9	2.3	Satisfactory
C	70-77.4	2.0	
D	60-69.9	1.0	Passing (May repeat)
F	0-59.9	0.0	Failure (Must repeat)

Other possible grades: W – Withdrawal; I – Incomplete; TR - Transfer Credit

Students who receive a grade of "F" or who fail to maintain acceptable attendance will not receive a certificate of completion for the course, and will not receive credit if applicable. Students will receive a certificate of completion or course credit once the course is completed with a satisfactory grade and the student has no outstanding financial obligations to the school.

Transcripts
Students may request a copy of their transcript by emailing their request to info@themetacollege.com or by phone at: (847) 873-0027.

Students may mail their written requests to the Mount Prospect Campus:

Meta College
800 E. Northwest Hwy. Suite 204
Mount Prospect, IL 60056

A transcript fee of $25 per copy will be charged.

Academic Honesty Policy
Meta College expects all students and faculty to uphold standards of academic integrity. Academic dishonesty in the form of cheating and/or plagiarism is a violation of school policy.

Cheating on exams, tests, quizzes, papers, or other assignments by way of giving, receiving, using, or attempting to give, receive or use unauthorized assistance is a form of academic dishonesty. Plagiarism is using another person's words, ideas, images, or music in written or oral communication in a way that gives the impression they are the student's original creation. Students must properly cite the source of any content created by others to include it in their work. If a student is unclear on whether or not something is considered cheating or plagiarism, they should ask their instructor.

Students that are found to have cheated or plagiarized for the first time will receive a failing grade for their assignment. The student may be allowed to repeat the assignment at the discretion of their instructor. A repeated or serious violation of the academic honesty policy will result in the student being called to meet with their Program Director to discuss the situation. The program director will consult with at minimum the student's instructor, and decide the appropriate course of action. Punishment may include a failing grade for the assignment, a failing grade for the course, or dismissal from the school. Students can submit an appeal to the school if they so choose, and will receive a written decision within seven business days.

Copyright Infringement and Unauthorized Use/Distribution of Materials
Copyright infringement occurs when a copyrighted work is reproduced, distributed, performed, publicly displayed, or made into a derivative work without the permission of the copyright owner. Copyright infringement could carry civil and/or criminal penalties including fines and imprisonment. Any student who is found to have committed copyright infringement will be in violation of school policy and will receive disciplinary action based on the number and severity of the violations. First time violators may be subject to written warnings and/or mandatory meetings with advisors. Repeat violators will be subject to written warnings, mandatory meetings with principal/program director, and possible expulsion from the program and/or school.

Graduation Requirements
Students must complete all of the required courses in a program with a minimum cumulative GPA of 2.0 or the minimum cumulative GPA set by the program of study. StudentsPlease read your program's description for all requirements. All financial obligations to Meta College must be met in order to graduate. Upon program completion/graduation, the student will receive a certificate or other credential from the school. ESL program students will receive a Certificate of Completion for each course level completed.

Maximum Timeframe
Students will be dismissed from the school if they fail to complete their program of study within 150% of the program length (the "Maximum Time Frame" or "MTF"). Students who exceed the MTF and are dismissed may reapply for admission to the school after 180 days have elapsed since their last day of attendance.

Satisfactory Academic Progress Policy
All students enrolled at Meta College will have their academic progress evaluated according to this policy.

Satisfactory Academic Progress (SAP) is measured by:
1. Cumulative Grade Point Average (CGPA)
2. Pace of completion of the program

CGPA Calculation
1. Convert each letter grade to its applicable number of quality points (A = 4, B = 3, C = 2, F = 0)
2. Calculate Grade Points for each of the attempted courses by multiplying quality points by course credits
3. Calculate total Grade Points by adding up Grade Points for each of the attempted courses
4. Calculate total Attempted Credits by adding up course credits for each of the attempted courses
5. Calculate CGPA by dividing the total number of Grade Points by the total number of Attempted Credits

Attempted Credit
Any credit for which a grade of A, B, C, F, I (Incomplete), W or TR was awarded.

Earned Credit
Any credit for which a grade of A, B, C or TR was awarded.
Credits awarded as I (Incomplete), W (Withdrawal), and TR (Transfer) are not used to calculate CGPA.

Pace of Completion Calculation
1. Calculate the total number of Earned Credits*
2. Calculate the total number of Attempted Credits**
3. Calculate Pace of Completion percentage by dividing the total number of Earned Credits by the total number of Attempted Credits and multiplying the result by 100

* TR (Transfer) credits are considered attempted and earned
** I (Incomplete) and W (Withdrawal) credits are not used in pace of completion calculation

SAP Evaluation Timeline

For the purposes of monitoring and determining if a student is making SAP, programs at the school are divided into evaluation periods. An evaluation point occurs at the end of each evaluation period.

- **Non-ESL / Career Programs** will have SAP evaluated at 50% of the normal program length and then at the end of every quarter.

  Normal Program Length - 36 quarter credit hours
  50% of the normal program length - at least 18 quarter credit hours attempted

- **ESL Programs** will have SAP evaluated at the end of every quarter

  Normal Program Length - 180 clock hours per quarter/course

At each evaluation point, the school will:
1. Review the student's CGPA to determine if the minimum SAP standard is being met
2. Review the student's pace of completion to determine if the minimum SAP standard is being met.

To be considered as making SAP, a student must meet the minimum requirements for both CGPA and pace of completion at each evaluation point described in the table below:

Non-ESL/Career Program SAP Requirements	25% of the normal program length	50% of the normal program length	All consecutive quarters within 150% of the program length
CGPA	1.50	2.00	2.00
Pace of Completion	50%	100%	66.67%

ESL Program SAP Requirements	End of the 1st quarter	End of the 2nd quarter	End of all consecutive quarters within 150% of the program length
CGPA	2.00	2.00	2.00
Pace of Completion	100%	50%	66.67%

Credit / Clock Hour Policy

One clock hour is defined by the school as a 60-minute span of time, with 50 minutes of actual class instruction and 10 minutes of break time. Total clock hours, include all hours spent in lecture, laboratory or externship activities.

One quarter credit hour is defined by the school as at minimum 10 classroom hours of lecture; 20 laboratory hours; or 30 externship hours.

Student to Teacher Ratio

The maximum student-teacher ratio for all programs and class settings (lecture, lab) is 25 to 1.

ESL Achievement Scale

The Achievement Scale below indicates the abilities which a student should expect to possess after completing a given program level.

Band	Program Level	Functional Ability
Low	Pre-Intermediate	Can understand and recognize basic vocabulary and grammar structures. Can introduce themselves and talk and write about family, possessions, routines, and future plans. Can describe what they and others can and cannot do, and the location of objects. Can ask and answer basic questions about themselves and others. Can understand and participate in routine everyday conversations. Can identify the topic of conversation and write brief summaries. Able to give simple instructions, describe future plans and make comparisons.
Intermediate	Intermediate	Can talk and ask questions about current and past events. Can differentiate between multiple verb tenses, and the formality of language. Able to give advice, talk about experiences and write short simple essays and biographies. Can recognize a variety of grammar structures and vocabulary. Can respond to hearing good and bad news, express agreement or disagreement, and make suggestions. Able to ask direct and indirect questions, make requests, and express desires.
Advanced	Advanced	Can understand vocabulary that is used in familiar situations. Can differentiate between and use formal and informal language in speaking and writing. Able to listen to a conversation and write an essay summarizing and expressing an opinion on the content. Can skim text and identify the main points. Can initiate a conversation and change the topic of conversation. Able to describe past events and talk about future goals in writing. Can use idiomatic expressions and colloquialisms in speaking and writing. Can select topics to write an essay about and explain why the topic was chosen.
English for Academic Purposes	Academic English	Able to comprehend academic texts and lectures, employing effective note-taking skills. Can write a variety of essay types and prepare independent speeches. Possesses a solid understanding of various test-taking strategies.

ESL Programs

Intensive English Program

Description

Our multi-level IEP is designed for post-secondary English language learners seeking to enhance their ability in all aspects of English communication. The program is student-centered and aims to create an immersive language learning experience for students, to prepare them for real-world communication in English. Throughout the program, students will work to improve their Speaking, Listening, Reading, and Writing in English. Students can progress through 3 levels, with the ultimate goal of achieving proficiency in the English language that allows students to communicate spontaneously and effectively in most situations, both familiar and unfamiliar. Students who wish to continue their English language learning after completing the IEP can enroll in our Academic\ English program.

Program Structure

The IEP consists of 3 progressive levels, requiring two 10-week courses for completion.

Program Level	Required Courses	Length	Clock Hours	Credential
Pre-Intermediate	ESL 301 Pre-Intermediate A ESL 302 Pre-Intermediate B	20 weeks	360	Yes. Certificate of Completion
Intermediate	ESL 401 Intermediate A ESL 402 Intermediate B	20 weeks	360	Yes. Certificate of Completion
Advanced	ESL 501 Advanced A ESL 502 Advanced B	20 weeks	360	Yes. Certificate of Completion
Total		**60 weeks**	**1,080**	

Course Descriptions

ESL301-302 Pre-Intermediate A - Pre-Intermediate B (360 clock hrs.)
Prerequisite: Placement Test Score
The pre-Intermediate level of the IEP is designed for students who have some experience speaking English and possess a solid foundation of the basics. Students review their previously learned skills, and further develop their abilities by exposure to more complex readings, listening exercises, and speaking activities. Students will learn more advanced vocabulary and grammar structures, comparing and contrasting with previously learned structures.

ESL401-402 Intermediate A - Intermediate B: (360 clock hrs.)
Prerequisite: Completion of Pre-Intermediate program level or Placement Test Score
The intermediate level of the IEP is designed for students who are upper-intermediate level English speakers. Students will review grammar learned in previous levels and will continue to strengthen their integrated skills throughout the course with a variety of in-class listening, speaking, reading, and writing activities.

ESL 501-502 Advanced A - Advanced B: (360 clock hrs.)
Prerequisite: Completion of Intermediate level or Placement Test Score
The IEP Advanced level is designed for students who are advanced level English speakers. Students will review the grammar and vocabulary they learned in previous levels, and learn additional, more complex grammar structures. Students will participate in a variety of activities to build their conversational skills and produce spontaneous speech.

Academic English Program
Course Number: AEP701
Total Clock Hours: 540

The Academic English Program is 30 weeks long and is conducted 18 hours per week.

Total Program Length (without break): 30 weeks / 3 quarters

Upon graduation from the program, students will receive a certificate of completion.

AEP701: Academic English Course (540 clock hours)
The Academic English Course is designed for students who wish to further develop their integrated English language skills with a special focus on the English language used in college and university. Students are additionally taught a

variety of necessary skills to prepare for an academic learning environment. Students will learn several essay styles, how to prepare a speech, test-taking strategies, listening comprehension, and be equipped with vocabulary relevant to academic study.

ESL Program Curriculum Guide

	Goal & Objectivesper Program/Course	Student Learning Outcomes
Pre-Intermediate	The goal of this course is to enable students to handle high-level communicative tasks; comprehend and discuss a variety of topics, navigate high-level texts, and present ideas clearly and effectively in oral tasks. **Objectives**: ● Review simple and continuous present tense, and simple past tense ● Introduce past continuous tense ● Demonstrate the use of present continuous in making future arrangements ● Contrast present perfect and simple past ● Introduce the use of infinitive and gerunds ● Practice using modal verbs expressing obligation ● Demonstrate speaking in passive voice ● Use language to express movement ● Introduce past perfect tense ● Demonstrate questions with and without auxiliaries ● Understand and take part in general conversations in everyday situations ● Read a simple story or essay and identify the topic	● Read about, ask and respond to questions about a past event, using simple present and simple past tense ● Talk and write about favorite photos using the past continuous ● Write an e-mail about travel arrangement ● Differentiate between questions in present perfect and simple past in text and audio ● Talk about past experiences ● Write a formal e-mail requesting information ● Distinguish dialogue between 3 or more native speakers using only audio as well as audio and video ● Write a response to someone asking for advice ● Read an informational essay and answer fact based questions, verbally and in writing ● Write a short biography about a friend or family member ● Write an essay about a sports event ● Read a fictional essay and summarize the text verbally ● Write questions with and without auxiliaries ● Read a short article about a person and answer questions about the text in writing ● Listen to conversations and identify the main topic ● Write a tourist guide for your favorite town ● Talk and answer questions about a visit to a historic site using an informational prompt
Intermediate	The goal of this course is for students to understand the main points of standard, and some complex conversations, interact in most situations, describe experiences and give reasons for opinions. **Objectives:** ● Contrast action and non-action verbs ● Illustrate various ways of reacting to what others say (good, bad, interesting or surprising news) ● Introduce present perfect continuous tense ● Demonstrate how and when to use articles: a/an, the ● Practice giving opinions and expressing agreement or disagreement ● Illustrate the use of *can, could, be able to*	● Distinguish between action and non-action verbs in text and audio ● Listen and respond verbally and in writing to hearing good and bad new ● Ask questions using the present perfect continuous ● Use appropriate articles in speaking and writing ● Give opinions on a topic and agree or disagree with others ● Talk about things you have tried to learn to do or would like to be able to do ● Write an informal e-mail asking a friend to do something for you ● Read examples of and write a short review of a movie or TV show ● Differentiate between first and second conditionals in text and audio

	- Practice asking permission and making requests - Review and contrast first and second conditionals - Illustrate how to make suggestions and respond to suggestions - Introduce indirect questions - Contrast defining and non-defining relative clauses - Understand and take part in conversations about specific topics - Read an average story or essay and identify the topic and main idea - Identify vocabulary and themes from song lyrics in text and audio	- Make suggestions to someone else in speaking and writing - Ask indirect questions to someone - Distinguish between defining and non-defining relative clauses in text and audio - Read a text and use context to define vocabulary words - Listen to a speaker and recall the major points that are mentioned - Respond in writing to questions about a trip you have taken - Talk about and give reasons why you agree or disagree with a given statement
Advanced	The goal of this course is for students to understand longer complex text on a variety of topics, interact with increased fluency, produce detailed written work and express viewpoints. **Objectives:** - Use the future perfect tense - Demonstrate how to use reported speech - Enhance vocabulary with a range of words and phrases used in general topics - Demonstrate speaking in formal and informal situations - Practice listening comprehension on familiar and unfamiliar topics - Illustrate reading strategies for different texts and purposes	- Write a short essay about where you see yourself in five years - Read examples of and create a script for a news broadcast using reported speech - Possess a vocabulary suitable to handle most familiar situations - Write an informal e-mail to a friend and a formal e-mail to an employer or co-worker - Identify the topic of a recorded conversation and write a brief essay summarizing and giving your opinion on what is said - Skim a lengthy text and be able to identify the main points - Read an article about a survey study and answer questions about the findings - Listen to different speakers talking about the same topic and identify their conclusions - Write a 140 word report based on a topic prompt - State your reason for agreeing or disagreeing with a statement
Academic	The goal of this program is to provide students with necessary skills in order to prepare for an academic learning environment in college or university. **Objectives:** - Introduce and review a variety of academic vocabulary. - Discuss how to create an essay outline. - Review 5 paragraph essay structure - Discuss test-taking skills and techniques including skimming, scanning, and elimination. - Demonstrate how to plan a speech, including appropriate topic selection, speaking techniques, and body language. - Practice listening comprehension strategies and answer questions.	- Recognize a variety of academic vocabulary in different contexts. - Create an essay outline - Compose an essay that comprises an introduction paragraph, three body paragraphs, and a conclusion paragraph - Utilize strategies of skimming, scanning, and elimination in reading assignments - Create an oral presentation on a topic of interest, utilizing effective speaking techniques and appropriate body language - Listen to and comprehend lectures on various academic topics. Answer questions on the contents of the lecture

The TESOL Certificate Program is designed to educate and train students interested in pursuing a career in Teaching English as a Second Language, changing the trajectory of their teaching career, or expanding their teaching skill-set.

Program Length: 4 quarters / 40 weeks
Clock Hours: 480
Credit Hours: 48
Grade Requirements: Minimum grade of C (2.0) in all required courses is necessary in order to receive credit and graduate the program with a certificate of completion.

Courses for Completion

Course ID	Course Title	Total Contact Hours	Quarter Credit Hours
TSL110	Second Language Acquisition	120	12
TSL120	Second Language Pedagogy	120	12
TSL130	TESOL Methods and Techniques	120	12
TSL-EXT	TESOL Externship Course*	120	12
	Program Totals	**480**	**48**

*Elective (Must meet eligibility requirements)

TESOL Externship Course
Externship is optional for credit. The externship allows students to gain experience in their field of study while earning academic credit.

Eligibility for Externship
To be eligible for an externship, a student must earn 12 credits in their first quarter in the program. International students must have completed at least one academic year (3 quarters) of study as an international student at Meta College to to be eligible for the externship course.

Externship Approval Process
Students are responsible for acquiring an externship site, and requesting approval of the site from their program director and DSO if an international student. Externship site approval must be received prior to the start of their externship course.

The process for externship approval is as follows:
1. The student locates an externship site and confirms the externship position with the supervisor of the site.
2. The student and the site supervisor must fill out their portions of the Externship Site Approval form. The form must be signed and submitted to the program director.
3. The program director will review the request and make a determination of approval or denial of the request. Requests submitted by international students must also be reviewed and approved by the DSO.

Monitoring and Evaluation of Externship
Externship activities are overseen by the student's program director. Only the program director or their appointed faculty members may act as instructors in externship courses.

Externship course instructors may assign activities or projects which the student is responsible for completing. At the end of the externship, the site supervisor must provide a final evaluation report to the course instructor.

Students will be evaluated on the supervisor's report and on all other assignments submitted. Passing the externship course is determined by the satisfactory completion of all required assignments and by receiving a positive evaluation of the site supervisor.

TESOL Curriculum Guide

	Goals & Objectives per Course	Student Learning Outcomes
TSL110: Second Language Acquisition	The goal of this course is to introduce the process of second language acquisition, introducing and analyzing various teaching approaches. **Objectives:** - Provide a brief history of second language instruction, comparing and contrasting various teaching approaches throughout time - Describe the differences and similarities between first and second language acquisition - Discuss the significance of perception versus production in native and non-native languages - Discuss the implications of second language acquisition and processing research for theoretical linguistics and language teaching	- Identify and describe different theoretical approaches to second language acquisition - Analyze second language data in terms of the different teaching approaches - Read and critique literature in the field of second language acquisition - Evaluate the applicability of second language acquisition theory to language teaching
TSL120: Second Language Pedagogy	The goal of this course is to provide an introduction to the theoretical and practical linguistic resources and skills necessary for teaching English to speakers of other languages. **Objectives:** - Explore the major foreign language teaching approaches and methodologies, in particular, Communicative Language Teaching - Examine basic techniques for teaching various individual language skills (listening, speaking, reading, writing, grammar, and vocabulary), as well as integrated skills - Discuss learner's individual characteristics, including learning strategies and styles - Learn how to structure and prepare a lesson plan - Acquire a general understanding of the concept of language assessment	- Compare and contrast Communicative Language Teaching with other teaching approaches - Critically assess current methods, materials, and techniques for teaching various language skills - Recognize aspects of English phonology/phonetics that pose special problems to learners of various language backgrounds - Design a step-by-step lesson plan for a 50-minute ESL class - Create original assessment items for both individual and integrated language skills
TSL130: TESOL Methods and Techniques	The goal of this course is to explore various issues related to the principles, approaches, and techniques of English language teaching and learning. **Objectives:** - Examine the history of language teaching approaches - Expand on foundational principles of second language teaching - Present current methods and techniques for teaching language skills - Learn and practice skills for class interaction and management	- Demonstrate familiarity with current research and theory concerning second language teaching and learning - Examine and assess a variety of current TESOL methods and techniques for individual and integrated skills instruction - Create effective lesson plans geared towards a specific instructional setting - Utilize knowledge to analyze and critique theory and practice of second language teaching and learning

| TSL-EXT: Externship | The goal of the externship is to allow students to demonstrate their understanding of and ability to apply the main theories presented throughout the TESOL Certificate Program; providing students with a venue to practice instructional techniques, gain further confidence in their teaching, and receive constructive and extensive feedback on their teaching from both their host instructor and course instructor.

Objectives:
- Reinforce principles taught in the TESOL Certificate program courses
- Provide students the opportunity to put the principles learned into practice
- Help students gain experience in multiple teaching areas
- Allow for professional development through classroom observation and teaching
- Provide valuable feedback to students on their teaching
- Familiarize students with the structure of institutions, program design, and curricula
- Build a students' sense of being part of a professional community | - Take primary instructional responsibility during classes or class segments while utilizing original lesson plans
- Analyze the curriculum, background, and needs of students in a class
- Actively observe classroom instruction and reflect on the observations
- Engage in various instructional involvement activities and perform reflective self-evaluation
- Assemble a professional teaching portfolio with original work samples |

Career Programs

Business Career Program

The Business Career Program is designed to equip students with essential business skills for career readiness. An optional externship provides hands-on experience. This program prepares graduates for diverse business-related roles through practical training and real-world application.

Program Length: 4 quarters / 40 weeks
Clock Hours: 480
Credit Hours: 48
Grade Requirements: Minimum grade of C (2.0) in all required courses is necessary in order to receive credit and graduate the program with a certificate of completion.

Required Courses for Completion

Course ID	Course Title	Total Contact Hours	Quarter Credit Hours
BCP110	Foundations of Business	120	12
BCP120	Professional Communications	120	12
BCP130	Principles of Marketing	120	12
BCP140	Essentials of Entrepreneurship*	120	12
	Program Totals	**480**	**48**

*Elective (Must be taken with Externship Course)

Career Program Externships
Externship is optional for students enrolled in any credit granting career program. The externship allows students to gain experience in their field of study while earning academic credit.

Eligibility for Externship
To be eligible for an externship, a student must earn 12 credits in their first quarter in the program. International Students must have completed one academis year (3 quarters) of study at Meta College to be eligible for externship courses.

Externship Approval Process
Students are responsible for acquiring an externship site, and requesting approval of the site from their program director and DSO if an international student. Externship site approval must be received prior to the start of their externship course.

The process for externship approval is as follows:
4. The student locates an externship site and confirms the externship position with the supervisor of the site.
5. The student and the site supervisor must fill out their portions of the Externship Site Approval form. The form must be signed and submitted to the program director.
6. The program director will review the request and make a determination of approval or denial of the request. Requests submitted by international students must also be reviewed and approved by the DSO.

Monitoring and Evaluation of Externship
Externship activities are overseen by the student's program director. Only the program director or their appointed faculty members may act as instructors in externship courses.

Externship course instructors may assign activities or projects which the student is responsible for completing. At the end of the externship, the site supervisor must provide a final evaluation report to the course instructor.

Students will be evaluated on the supervisor's report and on all other assignments submitted. Passing the externship course is determined by the satisfactory completion of all required assignments and by receiving a positive evaluation of the site supervisor.

Elective Externship Courses

Course ID	Course Title	Lecture	Externship	Total Contact Hours	Quarter Credit Hours
EXT-CAR	Career Program Externship	6	84	90	3

Computer Programmer Program

The Computer Programmer Certificate program is designed to equip students with the knowledge and skills necessary for a successful career in computer programming. This comprehensive program offers a combination of essential and specialized courses, allowing students to gain the knowledge and skills to meet their specific interests and meet their career goals.

Length of Program: 30 weeks / 3 quarters

Total Clock Hours: 360

Total Credit Hours: 36

Grade Requirements: Minimum grade of C (2.0) in all required courses is necessary in order to receive credit and graduate the program with a certificate of completion.

Graphic Design Program

The Graphic Design Certificate program emphasizes a hands-on approach, providing students with the necessary skills and knowledge to succeed in the graphic design industry. Courses cover a range of topics, including visual communication, digital imaging, graphic design principles, typography, web design, animation, portfolio development, and more. Students gain proficiency in industry-standard software such as Adobe Photoshop, Illustrator, InDesign, After Effects, Autodesk Maya, and 3ds Max.

Length of Program: 30 weeks / 3 quarters

Total Clock Hours: 360

Total Credit Hours: 36

Grade Requirements: Minimum grade of C (2.0) in all required courses is necessary in order to receive credit and graduate the program with a certificate of completion.

Required Courses
GRD 101 - Introduction to Visual Communication 3 cr.
GRD 102 - Introduction to Digital Imaging 3 cr.
GRD 103 - Introduction to Graphic Design 3 cr.
GRD 110 - Graphic Design Layout and Typography 3 cr.
GRD 120 - Introduction to Computer Art 3 cr.

GRD 125 - Introduction to Web Design 3 cr.
GRD 126 - Introduction to 3D Animation and Multimedia 3 cr.
GRD 130 - Web Design Layout and Typography 3 cr.
GRD 135 - Digital 2D Animation and Multimedia 3 cr.
MKT 105 - Introduction to Advertising 3 cr.
GRD 115 - Designing Branding and Logos 3 cr.
GRD 122 - Advanced Graphic Design 3 cr.
CMP 105 - Basics of Web Page Development 3 cr.
CMP 160 - Advanced Techniques in Web Development 3 cr.
GRD 143 - Animation for the Web 3 cr.
GRD 127 - Advanced 3D Animation and Multimedia 3 cr.
GRD 128 - Introduction to Motion Graphics 3 cr.
GRD 137 - 3D Illustration 3 cr.

Healthcare Programs

Billing & Coding Specialist

This program is designed to impart expertise in medical coding and billing, vital for the efficient operation of healthcare facilities. Students will acquire a comprehensive understanding of handling healthcare data, which is integral in facilitating patient care and maintaining accurate records. This course also delves into the realm of electronic health records, equipping students with the skills to contribute to the creation and maintenance of computer-based patient documentation systems. Graduates will be well-equipped to manage and interpret healthcare information and play a pivotal role in the administrative functions of the medical field.

Program Length: 3 quarters / 30 weeks
Clock Hours: 360
Credit Hours: 36 Grade
Requirements: Minimum grade of C (2.0) in all required courses is necessary in order to receive credit and graduate the program with a certificate of completion.

Medical Assistant

The Medical Assistant Course is designed to equip students with clinical and administrative capabilities essential for the healthcare industry. This course emphasizes practical skills required for supporting doctors and aiding patients across various medical environments. Key clinical skills taught include patient communication, measuring vital signs, implementing examination room protocols, and interpreting diagnostic tests. Additionally, the course covers vital administrative competencies needed for the efficient management of medical offices. The training prepares students for direct engagement with patients and their families, providing them with comprehensive administrative support, laboratory proficiency, and clinical care skills. Graduates of the course will be well-prepared for entry-level positions in locations such as hospitals, medical clinics, private physician practices, home healthcare services, and long-term care facilities.

Program Length: 3 quarters / 30 weeks
Clock Hours: 360

Credit Hours: 36 Grade
Requirements: Minimum grade of C (2.0) in all required courses is necessary in order to receive credit and graduate the program with a certificate of completion.

LPN Program

The Licensed Practical Nursing (LPN) course is designed to provide students with the necessary knowledge and skills to pursue a career in practical nursing. The courses are carefully sequenced to ensure a progressive learning experience, allowing students to build upon the knowledge and skills acquired in previous courses. Upon completing the LPN program, graduates will have the necessary knowledge and skills to provide competent and compassionate care as licensed practical nurses. They will be prepared to take the next step in their nursing careers, equipped with the essential foundation for professional practice. Graduates from the program may choose to apply for the Licensure Examination for Practical Nurses (NCLEX-PN) to become Licensed Practical Nurses.

Length and Structure

The "Licensed Practical Nursing" program requirements can be completed in 5 quarters (50 weeks). Each quarter is 10 weeks in length.
Total Clock Hours: 1,030

Required Courses

Courses must be completed in the required order, as each consecutive course in the program is designed to build off the knowledge and skills acquired from those previously completed.

LPN 110 - Systems of the Human Body (100 clock hours)
LPN 111 - Introduction to Practical Nursing (120 clock hours)
LPN 112 - Chronic Illness Management and Support (200 clock hours)
LPN 113 - Acute Illness Management and Intervention (200 clock hours)
LPN 114 - Pediatric Nursing Care (110 clock hours)
LPN 115 - Maternal and Newborn Nursing Care (110 clock hours)
LPN 116 - Leadership and Medication Management (190 clock hours)

CNA Course

The Certified Nursing Assistant (CNA) course is a comprehensive 10-week course designed to prepare students for a career in healthcare, covering a wide range of essential skills and knowledge. Students will learn about healthcare organizations, person-directed care, the interdisciplinary team's role, professional behaviors, and legal aspects of nursing assistance. The course also includes specialized training in areas like Alzheimer's and dementia care, infection control, safety procedures, and CPR certification.

Course Objective

The objective of the CNA Program is to equip students with the necessary skills and knowledge to excel as Certified Nursing Assistants. This includes understanding the functions of various healthcare settings, mastering person-directed care, and effectively collaborating as part of an interdisciplinary team. The program also aims to develop students' professional behaviors and ethical standards, ensure competency in essential nursing assistant tasks, and provide an understanding of the legal and regulatory aspects of the profession.

Upon completion, graduates will be well-prepared to provide high-quality, compassionate care in various healthcare environments.

<u>Length and Structure</u>
Length of Course: 10 weeks / 1 quarter
Total Clock Hours: 120 hrs
      (Theory: 80 hrs)
      (Clinical: 40 hrs)

Institutional Disclosures

Pre-Intermediate [Intensive English Program]
The number of students who were admitted in the program as of July 1 of the reporting period: 0
The number of additional students who were admitted in the program during the next 12 months and classified in one of the following categories: new starts: 0, re-enrollments: 0, and transfers into the program from other programs at the school: 0
The total number of students admitted in the program during the 12-month reporting period: 0
The number of students enrolled in the program during the 12-month reporting period who: transferred out of the program and into another program at the school: 0, completed or graduated from a program: 0, withdrew from the school, and are still enrolled: 0
The number of students enrolled in the program who were: placed in their field of study: 0, placed in a related field: 0, placed out of the field: 0, not available for placement due to personal reasons: 0, and not employed: 0
The number of students who took a State licensing exam or professional certification exam, if any, during the reporting period: 0, as well as the number who passed: 0
The number of graduates who obtained employment in the field who did not use the school's placement assistance during the reporting period (pending reasonable efforts to obtain this information from graduates): 0
The average starting salary for all school graduates employed during the reporting period (pending reasonable efforts to obtain this information from graduates): 0

Intermediate [Intensive English Program]
The number of students who were admitted in the program as of July 1 of the reporting period: 0
The number of additional students who were admitted in the program during the next 12 months and classified in one of the following categories: new starts: 0, re-enrollments: 0, and transfers into the program from other programs at the school: 0
The total number of students admitted in the program during the 12-month reporting period: 0
The number of students enrolled in the program during the 12-month reporting period who: transferred out of the program and into another program at the school: 0, completed or graduated from a program: 0, withdrew from the school, and are still enrolled: 0
The number of students enrolled in the program who were: placed in their field of study: 0, placed in a related field: 0, placed out of the field: 0, not available for placement due to personal reasons: 0, and not employed: 0
The number of students who took a State licensing exam or professional certification exam, if any, during the reporting period: 0, as well as the number who passed: 0
The number of graduates who obtained employment in the field who did not use the school's placement assistance during the reporting period (pending reasonable efforts to obtain this information from graduates): 0
The average starting salary for all school graduates employed during the reporting period (pending reasonable efforts to obtain this information from graduates): 0

Advanced [Intensive English Program]
The number of students who were admitted in the program as of July 1 of the reporting period: 0
The number of additional students who were admitted in the program during the next 12 months and classified in one of the following categories: new starts: 0, re-enrollments: 0, and transfers into the program from other programs at the school: 0
The total number of students admitted in the program during the 12-month reporting period: 0
The number of students enrolled in the program during the 12-month reporting period who: transferred out of the program and into another program at the school: 0, completed or graduated from a program: 0, withdrew from the school, and are still enrolled: 0
The number of students enrolled in the program who were: placed in their field of study: 0, placed in a related field: 0, placed out of the field: 0, not available for placement due to personal reasons: 0, and not employed: 0
The number of students who took a State licensing exam or professional certification exam, if any, during the reporting period: 0, as well as the number who passed: 0
The number of graduates who obtained employment in the field who did not use the school's placement assistance during the reporting period (pending reasonable efforts to obtain this information from graduates): 0
The average starting salary for all school graduates employed during the reporting period (pending reasonable efforts to obtain this information from graduates): 0

Academic English Program
The number of students who were admitted in the program as of July 1 of the reporting period: 0

The number of additional students who were admitted in the program during the next 12 months and classified in one of the following categories: new starts: 0, re-enrollments: 0, and transfers into the program from other programs at the school: 0

The total number of students admitted in the program during the 12-month reporting period: 0

The number of students enrolled in the program during the 12-month reporting period who: transferred out of the program and into another program at the school: 0, completed or graduated from a program: 0, withdrew from the school, and are still enrolled: 0

The number of students enrolled in the program who were: placed in their field of study: 0, placed in a related field: 0, placed out of the field: 0, not available for placement due to personal reasons: 0, and not employed: 0

The number of students who took a State licensing exam or professional certification exam, if any, during the reporting period: 0, as well as the number who passed: 0

The number of graduates who obtained employment in the field who did not use the school's placement assistance during the reporting period (pending reasonable efforts to obtain this information from graduates): 0

The average starting salary for all school graduates employed during the reporting period (pending reasonable efforts to obtain this information from graduates): 0

TESOL Certificate Program

The number of students who were admitted in the program as of July 1 of the reporting period: 0

The number of additional students who were admitted in the program during the next 12 months and classified in one of the following categories: new starts: 0, re-enrollments: 0, and transfers into the program from other programs at the school: 0

The total number of students admitted in the program during the 12-month reporting period: 0

The number of students enrolled in the program during the 12-month reporting period who: transferred out of the program and into another program at the school: 0, completed or graduated from a program: 0, withdrew from the school, and are still enrolled: 0

The number of students enrolled in the program who were: placed in their field of study: 0, placed in a related field: 0, placed out of the field: 0, not available for placement due to personal reasons: 0, and not employed: 0

The number of students who took a State licensing exam or professional certification exam, if any, during the reporting period: 0, as well as the number who passed: 0

The number of graduates who obtained employment in the field who did not use the school's placement assistance during the reporting period (pending reasonable efforts to obtain this information from graduates): 0

The average starting salary for all school graduates employed during the reporting period (pending reasonable efforts to obtain this information from graduates): 0

Business [Career Program]

The number of students who were admitted in the program as of July 1 of the reporting period: 0

The number of additional students who were admitted in the program during the next 12 months and classified in one of the following categories: new starts: 0, re-enrollments: 0, and transfers into the program from other programs at the school: 0

The total number of students admitted in the program during the 12-month reporting period: 0

The number of students enrolled in the program during the 12-month reporting period who: transferred out of the program and into another program at the school: 0, completed or graduated from a program: 0, withdrew from the school, and are still enrolled: 0

The number of students enrolled in the program who were: placed in their field of study: 0, placed in a related field: 0, placed out of the field: 0, not available for placement due to personal reasons: 0, and not employed: 0

The number of students who took a State licensing exam or professional certification exam, if any, during the reporting period: 0, as well as the number who passed: 0

The number of graduates who obtained employment in the field who did not use the school's placement assistance during the reporting period (pending reasonable efforts to obtain this information from graduates): 0

The average starting salary for all school graduates employed during the reporting period (pending reasonable efforts to obtain this information from graduates): 0

Medical Assistant [Healthcare Program]

The number of students who were admitted in the program as of July 1 of the reporting period: 0

The number of additional students who were admitted in the program during the next 12 months and classified in one of the following categories: new starts: 0, re-enrollments: 0, and transfers into the program from other programs at the school: 0

The total number of students admitted in the program during the 12-month reporting period: 0

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The number of students enrolled in the program who were: placed in their field of study: 0, placed in a related field: 0, placed out of the field: 0, not available for placement due to personal reasons: 0, and not employed: 0

The number of students who took a State licensing exam or professional certification exam, if any, during the reporting period: 0, as well as the number who passed: 0

The number of graduates who obtained employment in the field who did not use the school's placement assistance during the reporting period (pending reasonable efforts to obtain this information from graduates): 0

The average starting salary for all school graduates employed during the reporting period (pending reasonable efforts to obtain this information from graduates): 0

Billing and Coding [Healthcare Program]
The number of students who were admitted in the program as of July 1 of the reporting period: 0
The number of additional students who were admitted in the program during the next 12 months and classified in one of the following categories: new starts: 0, re-enrollments: 0, and transfers into the program from other programs at the school: 0
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The number of students enrolled in the program during the 12-month reporting period who: transferred out of the program and into another program at the school: 0, completed or graduated from a program: 0, withdrew from the school, and are still enrolled: 0
The number of students enrolled in the program who were: placed in their field of study: 0, placed in a related field: 0, placed out of the field: 0, not available for placement due to personal reasons: 0, and not employed: 0
The number of students who took a State licensing exam or professional certification exam, if any, during the reporting period: 0, as well as the number who passed: 0
The number of graduates who obtained employment in the field who did not use the school's placement assistance during the reporting period (pending reasonable efforts to obtain this information from graduates): 0
The average starting salary for all school graduates employed during the reporting period (pending reasonable efforts to obtain this information from graduates): 0

LPN [Healthcare Program]
The number of students who were admitted in the program as of July 1 of the reporting period: 0
The number of additional students who were admitted in the program during the next 12 months and classified in one of the following categories: new starts: 0, re-enrollments: 0, and transfers into the program from other programs at the school: 0
The total number of students admitted in the program during the 12-month reporting period: 0
The number of students enrolled in the program during the 12-month reporting period who: transferred out of the program and into another program at the school: 0, completed or graduated from a program: 0, withdrew from the school, and are still enrolled: 0
The number of students enrolled in the program who were: placed in their field of study: 0, placed in a related field: 0, placed out of the field: 0, not available for placement due to personal reasons: 0, and not employed: 0
The number of students who took a State licensing exam or professional certification exam, if any, during the reporting period: 0, as well as the number who passed: 0
The number of graduates who obtained employment in the field who did not use the school's placement assistance during the reporting period (pending reasonable efforts to obtain this information from graduates): 0
The average starting salary for all school graduates employed during the reporting period (pending reasonable efforts to obtain this information from graduates): 0

CNA [Healthcare Program]
The number of students who were admitted in the program as of July 1 of the reporting period: 0

The number of additional students who were admitted in the program during the next 12 months and classified in one of the following categories: new starts: 0, re-enrollments: 0, and transfers into the program from other programs at the school: 0

The total number of students admitted in the program during the 12-month reporting period: 0

The number of students enrolled in the program during the 12-month reporting period who: transferred out of the program and into another program at the school: 0, completed or graduated from a program: 0, withdrew from the school, and are still enrolled: 0

The number of students enrolled in the program who were: placed in their field of study: 0, placed in a related field: 0, placed out of the field: 0, not available for placement due to personal reasons: 0, and not employed: 0

The number of students who took a State licensing exam or professional certification exam, if any, during the reporting period: 0, as well as the number who passed: 0

The number of graduates who obtained employment in the field who did not use the school's placement assistance during the reporting period (pending reasonable efforts to obtain this information from graduates): 0

The average starting salary for all school graduates employed during the reporting period (pending reasonable efforts to obtain this information from graduates): 0

Computer Programmer [Career Program]

The number of students who were admitted in the program as of July 1 of the reporting period: 0

The number of additional students who were admitted in the program during the next 12 months and classified in one of the following categories: new starts: 0, re-enrollments: 0, and transfers into the program from other programs at the school: 0

The total number of students admitted in the program during the 12-month reporting period: 0

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The number of students enrolled in the program who were: placed in their field of study: 0, placed in a related field: 0, placed out of the field: 0, not available for placement due to personal reasons: 0, and not employed: 0

The number of students who took a State licensing exam or professional certification exam, if any, during the reporting period: 0, as well as the number who passed: 0

The number of graduates who obtained employment in the field who did not use the school's placement assistance during the reporting period (pending reasonable efforts to obtain this information from graduates): 0

The average starting salary for all school graduates employed during the reporting period (pending reasonable efforts to obtain this information from graduates): 0

Graphic Design [Career Program]

The number of students who were admitted in the program as of July 1 of the reporting period: 0

The number of additional students who were admitted in the program during the next 12 months and classified in one of the following categories: new starts: 0, re-enrollments: 0, and transfers into the program from other programs at the school: 0

The total number of students admitted in the program during the 12-month reporting period: 0

The number of students enrolled in the program during the 12-month reporting period who: transferred out of the program and into another program at the school: 0, completed or graduated from a program: 0, withdrew from the school, and are still enrolled: 0

The number of students enrolled in the program who were: placed in their field of study: 0, placed in a related field: 0, placed out of the field: 0, not available for placement due to personal reasons: 0, and not employed: 0

The number of students who took a State licensing exam or professional certification exam, if any, during the reporting period: 0, as well as the number who passed: 0

The number of graduates who obtained employment in the field who did not use the school's placement assistance during the reporting period (pending reasonable efforts to obtain this information from graduates): 0

The average starting salary for all school graduates employed during the reporting period (pending reasonable efforts to obtain this information from graduates): 0

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