Central Pacific College Conversation Program (CP) Student Handbook

Welcome to Central Pacific College!

Our Vision
To transform people's lives through English language learning for self-realization.

Our Mission
To provide high-quality English language teaching for multicultural communication among all learners.

1585 Kapiolani Boulevard
Suite 1705
Honolulu, Hawaii 96814

Phone: (808) 791-7800
Fax: (808) 748-0897
www.cpchawaii.edu

Table of Contents

Central Pacific College 2024-2025 School Goals

A. To provide high quality English-language educational programs at reasonably competitive prices.

B. To familiarize English language learners with a recognized framework of linguistic skills known as the Global Scale of English (GSE) so that they can take control of their learning at an individual pace in a program at CPC.

C. To empower English language learners with strategic communicative skills for academic, professional, or personal purposes.

D. To diversify our student population through increased efforts to recruit English language learners from various learning backgrounds and academic purposes.

E. To provide English language learners with qualified instructors who have the education, training and teaching experience to develop, guide, enhance, and assess students' language and cultural competence.

F. To provide English language learners with activities to practice English and become aware of local celebrations, traditions, and attractions.

CPC Principles of Ethics

*Adapted from the ACCET PRINCIPLES OF ETHICS

• Integrity is a central, indispensable, and defining characteristic of Central Pacific College. It is demonstrated by striving to uphold the following principles of professional ethics:

• To provide programs of study that are educationally sound, up to date, of high quality and integrity, and visibly effective.

• To prevent and do not tolerate discrimination on the basis of age, race, ethnic origin, gender, sexual orientation, or religion.

• To maintain fair, ethical, and clear advertising, admission, and enrollment campaigns by accurately representing the institution and its services to all people.

• To provide effective student services that recognize individual differences and promote high student retention, enrollment completion, and personal success.

• To demonstrate the benefits of Central Pacific College educational language programs through satisfied students.

• To ensure proper and ethical administration of all financial aspects of the institution.

• To embrace voluntary self-regulation through an accreditation process supervised by ACCET.

• To demonstrate a commitment to the people of Hawaii by promoting local community involvement and outings in Honolulu.

• To increase the effectiveness of Central Pacific College educational programs by providing essential intercultural skills to support students' cultural adaptation.
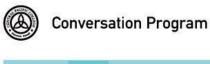
Conversation Program (CP) 24 months in total

The Conversation Program (CP) is an eighteen-hour per week program for international students who have an F-1 student visa. This four-level program enhances students' fluency and conversational/public speaking skills. Classes are Monday to Thursday (four lessons per day).

The four levels are Level A Conversation and Drills, Level B Conversation and Confidence, Level C Conversation and Fluency, and Level D Business Conversation. Many students begin at different levels and stay for different numbers of weeks. Therefore, everybody's time of study varies. If you make faster progress, you can take an Achievement Test to move up faster. Students may be enrolled at CPC for a maximum of three years regardless of the programs that they take.

Prerequisites: Eligibility for the Corresponding Level (Cut Score and GSE Ranges) based on the Chart below.

Conversation Program

	Multiple Choice Cut Scores / (2 skills and grammar) Form A/B/C	GSE Ranges for CPC Levels (2 skills)	CEFR Equivalency (2 skills and domains)
Level A Conversation and Drills	0-29	10-30	A1
Level B Conversation and Confidence	30-59	10-55	A1-B1
Level C Conversation and Fluency	60-79	50-85	B1-C1
Level D Business Conversation	80-100	60-85	B2-C2

Conversation Program

Level A A0-1	10-30 GSE	Conversation and Drills (True Beginner and Beginner Speakers)
Level B A1-B1	10-55 GSE	Conversation and Confidence (Beginner to Low Intermediate Speakers)
Level C B1-C1	50-85 GSE	Conversation and Fluency (Intermediate to Advanced Speakers)
Level D B2-C1	60-85 GSE	Business Conversation (Low Advanced to Proficient Speakers)

All 24 weeks

Many students begin at different levels and stay for varying numbers of weeks. Therefore, everybody's time of study varies. If you make faster progress, you can take an Achievement Test to move up faster. Students may be enrolled at CPC for a maximum of three years (This excludes vacations and LOA periods) regardless of the programs that they take.

If a student needs more time to make progress, they can repeat a full level once to get a better grade or to be more confident. If the student needs to repeat a level twice, CPC needs the student to be on probation.

Conversation Program Can-do Goals per Level

Each level has specific performance goals that students should meet. These are benchmarks that will allow them to be successful oral communicators in a private or public setting.

Level A Conversation and Drills for True Beginners and Beginner Speakers
(432 hours / 24 weeks / 6 modules)

This level familiarizes learners with new sounds, simple vocabulary, and intonation patterns in common phrases in English.

Listening: Students can understand basic questions about personal details if addressed slowly and clearly.
Speaking: Students can ask and answer simple questions about things they have in a limited way.

Level B Conversation and Confidence for Beginner to Low Intermediate Speakers
(432 hours / 24 weeks / 6 modules)

This level provides learners with the confidence needed to participate in spontaneous English conversation.

Listening: Students can follow simple, everyday transactions [interactions] if carried out slowly and clearly.
Speaking: Students can use brief, everyday expressions to describe wants and needs, and request information.

Level C Conversation and Fluency for Intermediate to Advanced Speakers
(432 hours / 24 weeks / 6 modules)
This level prepares learners to gain speaking fluency by increasing the use of idioms and the mastery of pronunciation in English.

Listening Benchmarks
Students can recognize a speaker's feelings or attitude in linguistically complex speech.
Students can infer meaning, opinion, attitude, etc. in fast-paced conversations between fluent speakers.
Students can understand the details in a linguistically complex audio recording.
Students can understand the details of extended and linguistically complex talks on a range of political, environmental, and social issues.
Students can recognize a wide range of idiomatic expressions and colloquialisms, appreciating register shifts.

Speaking Benchmarks
Students can use a wide range of persuasive techniques in presentations and discussions to encourage others to take a course of action.
Students can join a conversation already in progress between fluent speakers on complex topics.
Students can manage the participants in a fast-moving discussion to keep it on course.
Students can tell a detailed anecdote using linguistically complex language.

Students can summarize group discussions on a wide range of linguistically complex topics.

Level D Business Conversation for Low Advanced to Proficient Speakers
(432 hours / 24 weeks / 6 modules)
This level emphasizes the use of business English (vocabulary/idioms in professional or personal purposes.

<u>Listening</u>: Students can distinguish facts from opinions in a simple [conversation], presentation, or lecture.
<u>Speaking</u>: Students can explain the main points in an idea or problem with reasonable precision.

Satisfactory Academic Progress Policy

SAP Reports

Students are required to maintain Satisfactory Academic Progress (SAP) throughout the duration of their programs (English Proficiency Program and Conversation Program). Students are said to be maintaining SAP if they meet the following academic minimums, as averages together from their work in all their classes (Grammar and Integrated Skills):

- Participation: 20%
- Weekly Assessments: 20%
- Homework: 5%
- 4 Projects: 5% (EPP)/3 Projects: 5% (CP)
- Midterm Exam: 25%
- Final: 25%

When averaged out students must have an 80% or more in <u>all</u> of their classes to be considered passing. Progress will be assessed at the end of each module and whether passing or failing, students receive a progress report at the end of each module so they are aware of their current grades. These progress reports are given to the students. If there's a break, vacation, LOA, holiday, etc. where a report cannot be given, it will be sent via email to students. Transcripts are given to students at the end of each term.

Students are encouraged to discuss their grades and attendance or ask what their current grade is at any time if they need to know before a module is completed.

Soft Pass Policy

Central Pacific College does have a soft pass policy, in which students may pass with a grade between 75% - 79%. In order to move up with this grade range the student must get written recommendation/report from their instructor and schedule an objective test (Michigan English Placement Test form B) with the Director of Studies. On this test the student must get a score corresponding to a level higher than they are currently in, in order to move up.

Failing and Academic Probation

If students are not maintaining SAP by the midpoint of their level (8 weeks for EPP and 12 for CP) they will receive a Warning Letter stating that they are in danger of failing and what, if anything, they can do to pass the class. Students who fail to achieve SAP at the end of their level period (16 weeks for EPP and 24 weeks for CP) will be placed on

academic probation. Students on probation must reach SAP for their programs or face termination from CPC. Failing any course while on academic probation will result in termination from CPC.

Moving to the next level

It is also important to note that in order for a student to advance to the next level, s/he must complete the length of each level for their respective programs. For example, 24 weeks for CP and 16 weeks for EPP. In addition, the modules can be completed in any order. For example, if a student enters a program in module 2 and finishes Modules 2, 3 and 4, the student must then complete Module 1 starting in Week 1 of the following term before s/he may move up. Students may not exceed the allotted length in one given level. For example, If after 4 modules a student expresses concern about moving up or feels they aren't ready to move up and would like to remain in their current level for an additional 1 - 4 modules they must meet with the Director of Studies to discuss a study plan and fill out an Academic Difficulty Form (ADF). A Diagnostics Test (Michigan English Placement Test form B) may also be taken to assess the student's level. At this point, if a student is eligible to stay in their current level past 4 modules, they can move up to the next level without the need for a test (e.g. Achievement or Diagnostic) at any time between modules 5 and 8 as long as a full module is completed and passed with an 80%. This means a student can move up after modules 5, 6, or 7 as long as the student completes the module they are in.

If a student feels their level is not right for them or they would like to move up before the term is completed (before 4 modules), they have the option to do so if they meet all the following:

1. The student has completed 1 full module (4 weeks) in their current level
2. The student meets the satisfactory cumulative grade of 80% or more for that module for both grammar and skills classes

A student who meets those stipulations can discuss with the Director of Studies and schedule a day to take their achievement test (Michigan English Placement Test form B, Speaking and writing test). If a student takes the test and achieves a level higher than their current level they will move up to the respective level. However, if the student places in the same level as they're currently in, the student will remain in that level and can move up once they complete 4 modules.

Assessment and Evaluation (CP)

Each term, both instructors meet individually with students to discuss their personalized learning plan for 5 minutes during if the student needs extra assistance. Personalized Learning plans are not mandatory.

Students will complete their weekly assessments usually on Thursdays, take midterm and final tests, and complete independent projects depending on the syllabus. For students who are unable to do their weekly assessments, they must inform their instructors or the Director of Studies. Makeup assessments or exams will only be administered by the instructor or Director of Studies to students who have a valid reason for missing their work (e.g., sickness, travel). Proof must be provided to the academic staff before starting any makeup assignments (e.g., doctor's note, plane tickets, etc.). Students who miss exams or weekly assessments without a valid excuse will be given a zero. If the student has a valid excuse and proof of excuse they can turn in their weekly assessments the next day they will be present. However, it is the students responsibility to receive the assessment from the instructor before they are absent (if they are aware of their absence) or on the day they return to school and turn it in on the same day of receipt. If the weekly assessment is turned in at any point after their return date the student will receive only up to 50% of their total assessment score.

Daily Student Participation

An important part of the learning process is participating in pair and group activities, asking questions, and contributing your opinion on different discussion topics. For each class, EPP students are given an excellent (2), good (1), or no (0) participation grade.

Participation Score	Scoring Guidelines
0	● Student is absent. ● Student makes no effort to participate in class.
1	● Student makes an adequate amount of effort to participate in class by occasionally engaging in class/pair discussions, asking questions, putting forth opinions on a given topic and completing in class assignments/projects. ● Student uses English for an adequate amount (at least 50-60%) of class time.
2	● Student makes a substantive effort to actively contribute to class and group discussions by asking questions, putting forth opinions that engage other students to think critically, and completing in class assignments/projects. ● Homework for the day has to be presented at the beginning of the class. ● Student uses English for a large majority (at least 80%) of class time.

Homework

All EPP students must do daily homework to earn credit for their grades. If there is no homework assigned, all students can review what they studied in class and bring questions to the class. Your instructor will check whether you did your homework or not. If you did, you get the homework point for the day. If there was no homework, the instructors will ask you and confirm that you reviewed the previous class.

Weekly Assessments

All students will complete a Weekly Assessment. It is very important for the students to reflect on how they did during the week. Instructors will choose two goals for that week that they want their students to focus on. The goals are connected to the unit and set goals for the week (based on the syllabus). Then students will choose two things they learned or improved on. They will also give examples using the item they learned. Based on how the instructor thinks a student does on the goals and exemplifying what they've learned, will determine the score that a student gets (see criteria below the chart). Check your syllabus for more details.

Weekly Assessment

Term: _____

Name: _____   Date: _____

Class/Instructor: _____   Week: _____

For Instructors **only:** Please type or write your two goals below for the week	
Weekly Goal #1:	
How did the student do?	_____/25
Weekly Goal #2:	
How did the student do?	_____/25
Additional Comments (if any):	

Instructions (for students): Please choose two (2) things you learned this week in class or improved on. Write what you learned (or improved on) in complete sentences. Also, write at least 1 example for each thing you choose.

1. What did you learn?

For Instructor use **only**	_____/25

2. What did you learn?

Criteria

Grading for Instructor's Goals

Goal One		Points
Break down:	Very well	25
	Well	20
	Almost	15
	Barely	10
	Needs more time	5
	Didn't do/not present	0
Total Points		/25
Goal Two		Points
Break down:	Very well	25
	Well	20
	Almost	15
	Barely	10
	Needs more time	5
	Didn't do/not present	0
Total Points		/25

Exit Surveys

All **completing students** must take an **exit survey** before leaving CPC. The exit survey will allow the student to evaluate such areas as curriculum, instructors, facilities, student services, housing (if applicable), and administrative

staff. The office assistant will notify the completing student of the dates/times that are available for taking the exit survey.

Completing a Level Using the Modular System

All students must complete a level (a minimum of six full modules=two terms) to move to the next level. Completing a level is defined as having completed all required coursework (six full modules), receiving a minimum GPA of 3.0, and attending a minimum of 80% of scheduled class hours. The sequence of the modules might be different for each student.

GSE Ranges	Levels	Textbooks	Modules for Completion
A0-A1 10-30	Level A	*Pronunciation Pairs* *Longman Photo Dictionary of American English* *Speak Now 1*	6
A1-B1 10-55	Level B	*Pronunciation Pairs* *Practice Makes Perfect: Beginner ESL Vocabulary* *21st Century Communication 1: Listening, Speaking and Critical Thinking*	6
B1-C1 50-85	Level C	*Focus on Pronunciation 3* *Idiom Adventure* *21st Century Communication 2: Listening, Speaking and Critical Thinking*	6
B2-C1 60-85	Level D	*Business Vocabulary in Use Intermediate/Advanced* *Touchy Situations* *Speak Business English Like an American*	6

Examples of Student Schedule for Term Completion

To pass a level, follow one of the sequence of modules. These are examples for how you advance through a level at CPC. At any moment, a student can take the Achievement Test to be placed into a higher level for the next module.

Pass = Complete the course level and moves up to the next course level
V = Vacation period (optional). Typically one Module.

Some possible sequences of three modules in a term:

1	2	3	4	5	6	Pass	
2	3	4	5	6	1	Pass	
3	4	5	6	1	2	Pass	
4	5	6	1	2	3	Pass	
5	6	1	2	3	4	Pass	
6	1	2	3	4	5	Pass	
1	2	3	4	5	V	6	Pass
1	2	3	4	V	5	6	Pass
1	2	3	V	4	5	6	Pass
1	2	V	4	4	5	6	Pass
1	V	2	3	4	5	6	Pass
V	1	2	3	4	5	6	Pass

Other possibilities can be discussed on a one-on-one basis if students would prefer to repeat a module or a term.

Achievement Test

Students can take the Achievement Test at any time in an effort to move up a level. CPC encourages students who are interested in moving up, to take the Achievement Test. If you are interested in taking the Achievement Test, please schedule an appointment with the Director of Studies.

Certificate of Completion

After students complete their course of study they have the ability to request a certificate of completion for the program they have completed. A Certificate of Completion is only given upon request and may have a $5 printing fee. Digital copies are available at no cost to the student.

CP Grading and Advancement

Students will be graded in different areas: Attendance, Participation, Weekly Assessments, Midterm and Final Exams, as well as projects. Adequate progress through each level requires the students to achieve a cumulative GPA of 3.0 or 80%. Students who fail to achieve a cumulative level GPA of 3.0 (80%) will be notified by the Director of Studies of their failure to adequately complete the level. They have the opportunity to repeat a number of modules or the level.

A failed level may be repeated a maximum of two times with the approval of the Director of Studies as well as an academic difficulty form from the student. If the student needs to repeat for a third time, they must complete another academic difficulty form. The Director of studies will then collect difficulty forms from their instructors as well as meet with the student to devise a study plan to ensure that the student makes progress towards the next level. Students who fail to make progress a third time will be automatically dismissed from CPC.

Also, there might be an event in which students feel they want to move up, but their instructor thinks it's best for them to repeat. In that event the instructor can fill out a difficulty form and their opinion and form, if valid, will take precedence.

Grading criteria	% of grade
Daily Participation	20 %
Homework	5 %
Weekly Assessments	20 %
Midterm Exam	25 %
Final Exam	25 %
Weekly/Term Project	5 %

Course grade	GPA
A (90-100)	4.0
B (80-89)	3.0
C (70-79)	2.0
D (60 & below)	1.0

In some cases when the number of students makes it hard to open a class per each level, all students can be placed in bilevel or multilevel classes. CPC will monitor and track their individual progress towards their level goals. In that way, all the students can maintain their responsibilities as F1 students.

Bilevel or Multilevel Classes at CPC
Instruction to reach your level Can-do Goals

At times classes may have a combination of suitable levels with the same instructor covering the same content. The instructor is trained to provide content and language skills that can be covered in a multilevel setting. Within these classes, students will be assessed on the Can-Do goals according to their English proficiency levels. When levels are combined the textbooks provided to such groups of students will be the mutually acceptable textbook for each level (e.g. True Beginner & Beginner combination level using *Focus on Grammar 1* or Advanced and Proficiency levels using *Focus on Grammar 5A*).

In cases when levels are combined, students will have their weekly assessments, projects, and exams correlate with the objectives or can-do goals of their unique level. Day-to-day activities and homework assignments may be the same or similar depending on students' level. The instructor will use their evaluative skills to determine the abilities of the student to complete such assignments. Instructors may also divide up pair or group work or projects by levels, or they may choose to combine individuals based on levels. This is up to the instructor's discretion. The instructor will meet with students individually to discuss independent can-do goes to help aid

Classes are usually combined to provide students with enough peer classmates to have an adequate amount of peer interaction, communication, and attention so that CPC may fulfill its vision in providing a space for multicultural communication among all of its learners.

Attendance Policy

All students must attend **all** classes so that they can make adequate progress (a minimum of 80% cumulative attendance per term and across all quarters for VISA purposes). Please refer to the example below for information on maintaining student status.

Instructors will take attendance at the start of every class, and will follow the below guidelines:

- 9:00-9:05: Present
- 9:06-9:10: Tardy/Late (Being late three times counts as one absence).
- 9:10 < : Absent (for SEVP and ACCET compliance). You can still attend class; however, the gradebook will be recorded as absent.

Students who leave their classroom for twenty-five minutes or more or leave class twenty-five minutes or earlier will be marked as absent for the entire class (unless they have a medical reason or emergency).

- Students will not be allowed to enter class twenty-five minutes after it has started.
- Students who have accumulated ten consecutive days of absences with no proof or excuse notice will automatically have their I-20 terminated.
- Students who accumulate more than the maximum number of absence hours allowed per class will have their I-20 terminated and will have to leave the United States **immediately**.
- For students who extend their program in the middle of the term, the number of absences allowed will be recalculated from the point of extension.

Student A		Student B	
Enrollment dates:	4/6/2020 – 6/25/2020	Enrollment dates:	4/6/2020 – 4/30/2020
Total # of class hours (excluding holidays):	Class #1: 46hours Class #2: 46 hours Class #3: 92 hours	Total # of class hours (excluding holidays):	Class #1: 16 hours Class #2: 16 hours Class #3: 32 hours
Maximum # of absence hours allowed:	Class #1: 9.2 hours Class #2: 9.2 hours Class #3: 18.4 hours	Maximum # of absence hours allowed:	Class #1: 3.2 hours Class #2: 3.2 hours Class #3: 6.4 hours

For Example, Student A:
Original enrollment dates: **4/6/2020 – 6/25/2020**
Class hours: <u>Class #1 (46)</u> + <u>Class #2 (46)</u> + <u>Class #3 (92)</u> = **184 total class hours**
Max. absence hours allowed: Class #1 = **9.2 hours**; Class #2 = **9.2 hours**; Class #3 = **18.4 hours**
Dates of extension: **7/6/2020 – 7/16/2020**
Class hours: <u>Class #1 (8)</u> + <u>Class #2 (8)</u> + <u>Class #3 (16)</u> = **32 total class hours**
Max. absence hours allowed: Class #1 = **1.6 hours**; Class #2 = **1.6 hours**; Class #3 = **3.2 hours**

One-on-one Meetings with Instructors

Twice a term (beginning and middle) via email students are notified that they can meet with their instructors (at any time) to discuss their academic goals and tips to help them with specific skills they feel may be weaker than others. Students can also discuss how they feel about the class or anything else having to do with their English learning. These meetings are about 5 minutes. We want students to leave feeling that the meeting benefited them in some way. We also know learners need to discuss at their own pace. For those reasons the meeting is voluntary. Alongside that, students are told during their orientation about these meetings. In addition, you will have an Individual Consultation Meeting with the Director of Studies to discuss any questions or concerns you may have about programs, classes, or your visa status.

Changing Class Levels for New Students

● Incoming students who receive a placement score, putting them between levels (for example, High Beginner and Low Intermediate) can start in either level depending on their level of confidence or where their objective (and in some cases their speaking tests) fall.

● If they feel that the level is too challenging, they may request to move to a lower level within the first week of class or vice versa. The Director of Studies will review their placement test scores.

● Students who have achieved a 'solid' placement test score (for example, an average rating equivalent to Low Intermediate) and their instructors confirm that the students are placed correctly will be advised to remain in the level and to consult with the instructors for additional assistance and to increase their self-confidence.

Changing Class Levels for Continuing Students

● CP continuing students may ask their current instructor permission to change levels during the first or last week of each module. The current instructor notifies the Director of Studies who consults with the student's previous instructors. At the instructors' recommendation or the students' initiative, all students can take the Achievement Exam for the term they wish to skip one time each term. The student must receive a score of 80% or higher to move up levels. Please check with the Director of Studies for further information.

Changing Class Times

Students may change their class time from afternoon to morning and vice-versa, with the understanding that they will also be changing their program (CP to EPP). They may only change their class time once per term.

Leave of Absence Policy

A leave of absence is defined by CPC as time away from studies during official school breaks or due to medical situations. Students may request leave only for (1) vacation during official breaks or (2) medical leave, which must be supported by relevant documentation (e.g., doctor's note). If a student wishes to take a leave of absence but not be terminated, a written request must be submitted at least one week before an official break for vacation leave. For

medical leave, requests must include documentation and should be submitted as soon as possible or within 10 days of notification if unforeseen. Students must specify the reason, start, and end dates for the leave.

In any 12-month period, the maximum allowable leave is determined by the program a student is enrolled in and cannot exceed 50% of the program length. Leave of absence for medical reasons cannot exceed five months. Leave requests must adhere to (a) the written leave policy of CPC; (b) DHS regulations; and (c) educational standards.

If a leave is 12 weeks or fewer, prior records will count toward program completion. For leave over 12 weeks but under five months, re-enrollment will require a placement test and SEVIS re-registration. Leave beyond five months will necessitate SEVIS termination, requiring a new I-20 and entry procedures. Failure to return after an approved leave will result in termination.

Please note that SEVP and SEVIS do not permit international students to take a leave of absence for family emergencies, such as caring for the health conditions of dependents.

Vacation (LOA)

In addition to regularly scheduled holidays and school breaks, eligible students may take a vacation leave of absence lasting up to 4 weeks. To qualify, a student must (1) complete a minimum of three modules and (2) be enrolled for the next module. Vacation leave requests must be approved by the DSO, and students must register for the next term upon return.

Students who do not take vacation after their initial three-module period may carry over vacation weeks up to a maximum of 12 weeks. For instance, a student completing 6 modules without vacation may qualify for an 8-week vacation. A student completing 9 or more modules without vacation may qualify for a 12-week vacation, subject to DSO approval. Accumulated vacation may only be taken during designated break periods, and the maximum accumulated vacation allowed is 12 weeks. Please keep in mind, if a student fails to enroll in the next module after their vacation, the grace period will begin from the last day of the program.

Medical Leave of Absence

Students may take a leave of absence due to a documented health condition when a licensed U.S. medical professional (physician, clinical psychologist, or doctor of osteopathy) provides a statement that the student is medically unable to attend class for more than five consecutive days. The documentation must clearly specify the medical reason for the leave and the recommended duration. DSOs will review and approve the medical leave request, and it will be documented in SEVIS.

A student will be permitted to take leave for the duration specified by their medical provider, up to a cumulative maximum of 50% of program length. If the student requires an extension, new documentation must be provided before the initial leave expires. After the specified leave period, the student is expected to resume studies on the next scheduled class day, according to the CPC Academic Calendar, and must notify CPC and the DSO immediately upon their return.

Note:
After returning from a vacation, students must **continuously** complete at least one term of their program level before becoming eligible for another vacation. Specifically, students must complete 3 **consecutive** modules (12 weeks) **without interruption** before taking their next vacation.

Other CPC Programs

English Proficiency Program (EPP) 32 months in total

The English Proficiency Program (EPP) is an twenty-hour per week program for international students who have an F-1 student visa. This program develops students' communicative skills and grammar to master the English language for academic purposes. Classes are Monday through Friday (four lessons a day).

Short-Term English Program (STEP) 1 to 12 weeks

The Short-Term English Program (STEP) is a sixteen-hour per week program for temporary visitors who do not hold an F-1 student visa. This eight-level program mirrors the EPP and enhances the students' communicative skills and grammar use. Classes are Monday through Thursday (four lessons per day).

TOEFL (Test of English as a Foreign Language) 24 weeks

The TOEFL program is a twenty-hour per week program designed for students who have completed at least the Low Intermediate level. This course provides students with an overview of the exam as well as the necessary strategies and practice needed to successfully take the TOEFL exam.

Club Keiki (Seasonal Program) 1-5 weeks

The Club Keiki program is a seasonal children's program held during certain seasons throughout the year (e.g. Summer, Spring or Winter). Children enrolled in this program are engaged in four hours of activities in the morning and two and a half hours of study in the afternoon. Students may enroll for one week in the spring, up to 2 weeks in the winter and a maximum of five weeks in the summer.

Immigration Information
Legal Responsibilities of International Students
PLEASE BE ADVISED THAT REGULATIONS CAN CHANGE AT ANY TIME! FOR IMMEDIATE UPDATES, go to www.ice.gov

1. Your passport must be valid at all times. It can be renewed in the United States at your country's embassy or consulate. See the administration for assistance.

2. You may only attend the school that is written on your I-20. If you entered the United States on a Central Pacific College I-20, you must attend Central Pacific College until transfer to another institution is processed.

3. Your I-20 must remain current at all times. If your I-20 is near expiration, consult with the front desk to apply for an extension.

4. You must be registered as a full-time student. Full-time is defined as more than 18 hours per week.

5. **Working without employment authorization is illegal**. Doing so can cause extreme difficulties and financial expense for legal fees.

6. Make photocopies of your I-20 and sections of your passport: i.e., pages with passport number, issued date, expiration date, picture page, visa stamp page, and the I-94, and keep them in a safe place.

7. U.S. Customs & Immigration Enforcement (USICE) requires students to notify them of a change in address within ten days. Should you decide to move, pick up a change of address form at the reception desk, or you can download the form at http://www.uscis.gov/ar-11

Student Code of Conduct

Students are expected to follow these guidelines of appropriate student behavior. Students are also prohibited from any of the conduct listed below. Depending on the severity of the violation, students will be subjected to the following procedures:

If a student violates any of the rules, they will be subjected to the following:
   a. A written warning and counseling by the Director of Studies
   b. An official written warning issued by the Director of Studies, plus a meeting with the Director of Studies
   c. Dismissal from school

*Please note that if behavior is severe enough, immediate termination or dismissal from school may take place

Prohibited Conduct:

1. Any type of insubordination or disrespectful behavior towards others in the CPC community. For example: other students, faculty and staff. Disrespectful behavior is considered to be (but not limit to):
   a. Purposefully not listening to an instructor or staff member including management staff (e.g. Managing Director and Director of Studies)
   b. Use of abusive, harsh or bad language towards other students, faculty (teachers or academic staff) and staff (admin staff)
   c. Refusing to do work in class or reporting to class or school functions that are mandatory or not optional
   d. Arguing or fighting verbally or physically with other students, faculty or staff.
   e. Acting or showing aggressive behavior
2. All forms of dishonesty, for example: cheating, fabrication (using something that is invented or created as your own work), plagiarism (copying someone else's work and using it as your own) or helping someone in any type of dishonesty.
3. Endangering, threatening, or causing physical harm to anyone at CPC. This includes oneself, other students, staff (office workers) and faculty (instructors or academic staff). Also participating in actions or communications that a person would think as or seems like a serious expression of wanting to harm on or off CPC campus.
4. Not following, or trying not to follow other rules that CPC may come up with.
5. Starting, causing, or participating in any false report, warning, or threat of fire, explosion, or other emergency.
6. Not following the directions of CPC admin staff, instructors/teachers, law enforcement (e.g. police), security guards who are following their rules and policies. This section is not meant to take away a person's right to protect themselves from self-incrimination (making oneself a criminal).
7. Creating or producing fake or false documents that are connected to or relating to CPC.
8. Bringing a person or people who have not been permitted beforehand or using CPC property, resources or facilities without prior permission.
9. Bothering or interfering with CPC related activities, which may include: classroom related activities, studying, lessons, teaching, out-of-class activities or administration.
10. Students should not engage or participate in, out of class or school activities, lessons or field trips with any of the CPC staff or faculty unless conducted through CPC. This is to uphold the integrity of student - teacher relations.
11. Incorrect use, theft, illegal use of one's identity, destruction, damage, or unauthorized use, access, or reproduction of property, data, records, equipment or services belonging to CPC or belonging to another person or entity.
12. Any sale or distribution of alcohol that is not allowed or permitted by CPC.
13. The use of controlled substances without prior permission from a professional or having or taking illegal drugs or drug paraphernalia.
14. Gambling.
15. Participating in activities that are discriminatory (unfair treatment of people based on their race, sex, age or disability). Also any type of harassment that is against the law or CPC policy.
16. Sexual misconduct (behavior that is not appropriate) which includes but is not limited to:

      a) Sexual harassment – unwelcomed behavior that is verbal, written, or physical, and is sexual in nature that creates an uncomfortable environment

      b) Sexual violence – sexual intercourse or physical contact/assult that is not wanted, domestic violence (verbal and physical), or stalking

      c) Nonconsensual sexual contact – any touching, with or without any object by a person upon another person, without permission.

17. Having, using, displaying or storing any weapon, dangerous item, explosive/explosive material, torch or chemical.
18. Committing any crime or doing anything that is considered illegal by state, federal or local law.
19. Smoking tobacco products, vapes or e-cigarettes on CPC campus that are not designated smoking areas. Also, the sale of any tobacco products, e-cigarette or vape are strictly prohibited.

I-20 Meetings

Every term, EPP students with an F1 visa will meet with the Director of Studies to confirm the information on their I-20 is up to date and discuss their academic status and future plans to study in the United States.

Requesting to View Information from Student File

Students may request access to information from their student file from the front desk staff.

Disciplinary and Dismissal Policy

Students must not violate any internal rules of the school including the Rules of Conduct, classroom or textbook rules of the school.

If a student does not observe these internal rules, he/she will be given a verbal warning. If a student persists in breaking any school rules, he/she will be given a written warning. If a student continues to break school rules after the verbal and written warnings, CPC has the right to terminate the student's enrollment. In cases of extreme behavior problems, CPC has the right to terminate the student's enrollment immediately, without prior warning.

If a student does not comply with all applicable USCIS requirements, school policies, and rules of conduct, he or she may be subject to dismissal.

Attendance

CPC requires that international students attend twenty hours of class per week. Students must attend classes every day and bring all relevant school materials (i.e., textbooks, writing utensils) every day. Instructors will take attendance daily at the start of the class. Students must maintain at least 80% attendance per term and cumulatively across all terms. Accumulating less than 80% attendance per term will result in a terminated I-20. Please see the Attendance Policy for more details.

Participation and Homework

Active participation in class is assessed by regularly completing assignments, homework, midterm and final exams, and projects. Your teachers will assess your participation daily, check your homework, and this will serve as part of your total course grade.

Respect

Respectful and appropriate behavior is expected toward classmates, teachers, and staff. Bullying or harassment (physical/verbal) in class or on school premises towards anyone **will not be tolerated.** Students who are caught doing so will be automatically dismissed from CPC and will have their I-20 terminated.

English Only Policy

To enhance the students' learning experience while studying at CPC, all students are asked to follow the English Only Policy:

1. Teachers will issue an **oral warning** to students who disrupt the class by speaking their own language.
2. If the student does not follow the initial warning, the teacher will give a **final oral warning (2nd warning)** and dismiss the student from the class until the next class begins. This may affect the student's attendance.
3. If a student is removed from the class, the Director of Studies will issue a **formal warning letter**, stating that the student may face withdrawal (termination) from the school if their behavior does not improve, and have the student sign, and keep the original in the student files.

   *If the student doesn't sign, they will be withdrawn (terminated) from the school.

Course Materials

All students are required to purchase at CPC and elsewhere, and to have the appropriate course materials ready in class.

Copying Materials

Students are not allowed to make copies of their textbooks or exams for themselves or their peers. Copying textbooks (and other copyrighted material) is against the law. Any student caught copying material (or in possession of copied material) is violating the Student Code of Conduct and will be subjected to the full range of consequences.

Cheating and Plagiarism

In American schools, there are strict rules about cheating and plagiarism that may be different in your home country:

- *Cheating* includes giving or receiving answers on assignments and tests, submitting someone else's work as your own, or using notes, books, or dictionaries for a test when these are prohibited.
  a. Cheating will be handled by deducting half the score of a total score
- *Plagiarism* is copying from a book or other sources and submitting it as your work. Plagiarism or cheating on exams will result in automatic dismissal from school.
  a.

Cheating and plagiarism will be handled via the instructor and Director of Studies. If a student is caught cheating on an exam or plagiarism is proven to be done on assignments the student will receive only 50% of their total score for cheating and students will receive a zero on an assignment with plagiarism no matter the type of cheating and plagiarism that is done.

Cleanliness

CPC wants its campus to look as clean as possible. All students must clean up any mess they have made and dispose of it properly. Please clean after yourself.

Cell Phones

Using a cell phone to make or receive phone calls, to text, and to surf the internet during class time is **prohibited**. If your phone has access to the internet, you may use it only for class related activities, such as consulting a dictionary.

Smoking

It is illegal to smoke inside the building. It is also unlawful to smoke in front of the entrance to CPC. Electronic cigarette smoking is banned from school property.

Belongings

Please take your belongings home every day. Do not leave them at CPC.

Bulletin Board

It is your responsibility to stay informed. Please check the bulletin boards daily so you do not miss any important announcements and activities. Please sign up for activities or follow posted rules.

Food and Drink

Students may drink tea, coffee, or water in the classroom. However, it is prohibited to eat in the school during class hours. Please eat in the lounge before or after classes or during breaks.

Extending Course of Study

To extend their course of study students need to fill out an **Intention for Continuation/change of status Form** and submit it within their last week before their last day of enrollment. The payment should also be received by the end of their old end date. Please inform the Office right away of any changes in your course of study.

Transcripts and Academic Records

Continuing students will receive an updated copy of their transcript when they move up a level. Once they have left CPC, students may request an additional copy of their transcripts or academic records from the admissions staff in accordance with the Family Education Rights and Privacy Act (FERPA). Students can refer to §99.10, §99.11, and §99.12 of the FERPA for more information.

Certificates

EPP students who complete their intended program with a passing grade (cumulative GPA 3.0 or higher) and cumulative attendance of 80% may request a Certificate of Participation upon request after paying a fee. If they complete the highest level in the program, they will be awarded a Certificate of Program Completion upon request. If students shorten their original enrollment, they are not eligible for a certificate.

Children Policy (Students with Children)

Any CPC students who have children are allowed to bring them to CPC **with previous authorization** from the Director of Studies/Managing Director. You must notify CPC ahead of time if you plan to bring your children to CPC. You may bring your children to CPC if there is an emergency or situation when you have no other alternative. **CPC staff cannot supervise children** while you are in class. Therefore, CPC is NOT responsible or liable for anything that may occur with your child(ren).

Natural Disasters

If CPC must cancel classes due to the possible danger of natural disasters or other unforeseen circumstances, classes will have to be canceled. In such an event, teachers and staff will be able to provide students with possible ways to make up classwork on their own, but no makeup classes will be held for lost time.

Refund and Cancellation Policy

Students may request a refund at any time during the program. Students must cancel their enrollment before the start of the program to receive a full refund. If a student is expelled from CPC, they may still receive a refund. Please see the CPC refund and cancellation policy form located in the Appendix for more details.

Late Payments

New students:

Tuition payment must be submitted no later than the first day of classes. Students who fail to submit payment by the deadline will be charged a $100 late fee and will not be able to attend classes. After the period, students must pay their tuition fee in full along with the $100 late fee before they can attend classes.

Continuing students:

Tuition payment must be submitted before the start of classes. Failure to pay by the deadline will result in a $100 late payment fee. If payment is not made before the first day of the extended period, the student will not be able to attend classes until payment is submitted.

Student Complaint Policy and Procedure

Students who have questions/concerns or complaints about their classes or the program may consult directly with their instructors. The students or instructors will be asked to fill out an Academic Difficulty Form. The instructor will inform the Academic Program Assistant, the Senior Instructor or the Director of Studies immediately of the grievance/concern/feedback. The Director of Studies will address the issue as needed. If the Director of Studies is unable to come to a satisfactory resolution, the Managing Director will be consulted and will assist making the final decision.

Central Pacific College is recognized by the Accrediting Council for Continuing Education & Training (ACCET) as meeting and maintaining certain standards of quality. It is the mutual goal of ACCET and the institution to ensure that quality educational training programs are provided. When issues or problems arise, students should make every attempt to find a fair and reasonable solution through the institution's internal complaint procedure, which is required of ACCET-accredited institutions and frequently requires the submission of a written complaint. Refer to the institution's written complaint procedure, which is published in the institution's catalog or otherwise available from the institution, upon request. Note that ACCET will process complaints that involve ACCET standards and policies and, therefore, are within the scope of the accrediting agency.

If a student has used the institution's formal student complaint procedure, and the issue has not been resolved, the student has the right and is encouraged to submit a complaint to ACCET in writing via the online form on the ACCET website (https://accet.org/about-us/contact-us). The online form will require the following information:

1. Name and location of the ACCET institution
2. A detailed description of the alleged problem(s)
3. The approximate date(s) that the problem(s) occurred
4. The names and titles/positions of all persons involved in the problem(s), including faculty, staff, and/or other students
5. What was previously done to resolve the complaint, along with evidence demonstrating that the institution's complaint procedure was followed prior to contacting ACCET
6. The name, email address, telephone number, and mailing address of the complainant. If the complainant specifically requests that anonymity be maintained, ACCET will not reveal his or her name to the institution involved
7. The status of the complainant with the institution (e.g., current student, former student)

Please include copies of any relevant supporting documentation (e.g., student's enrollment agreement, syllabus or course outline, correspondence between the student and the institution).

Note: Complainants will receive an acknowledgment of receipt within 15 business days.

Online Complaint Submission Form

Financial Aid
CPC currently does not offer this kind of assistance to students.

Job Placement Assistance
CPC currently does not offer placement assistance to students.

Student Safety Tips
Although Hawaii is one of the safest states in the United States, please be aware that it may **<u>NOT</u>** be as safe as in other places. Here are a few tips that can keep your property and person safe.

- **Be aware of your surroundings**: Avoid going alone to areas that are unfamiliar or have few people around. Avoid going out late at night by yourself.
- **Do not leave bags and things unattended**: Thieves will often take the opportunity to steal things that are left alone.
- **Do not leave purses, shopping bags, suitcases, cell phones, or valuables visible in vehicles:** Thieves will often break into cars if they see such valuables.
- **Lock your cell phone with a PIN or biometric lock:** Cell phones contain valuable information which thieves can take advantage of.
- **Be cautious of who you trust:** Although most people from Hawaii are friendly and trustworthy, many criminals target tourists due to their naivete.
- **If you need help in an emergency call 911:** This number is used for crime, fire, and medical emergencies.

Emergency Contact Information
Please contact Central Pacific College if you need assistance.
1585 Kapiolani Blvd. Suite 1705,

Honolulu, HI 96814
Phone   (808) 791-7800
Fax   (808) 748-0897
Email………………………………………………………...…. info@cpchawaii.edu

CPC Student Services
Students who require assistance in finding suitable housing or seek counseling for a personal problem may consult with the administrative staff.
Housing   (808) 791-7800
Advising   (808) 791-7800

Community Resources
Emergency Dispatch…………………………………911
Hawaii Immigrant Justice Center   (808) 536-8826
Hawaii Poison Center   (808) 941-4411
Health Center (Waikiki)   (808) 922-4787
Health Center (Diamond Head)   (808) 733-9281
Helpline……………………………………… 211
Legal Aid Society   (808) 536-4302
Mental Health Access   (808) 832-3100
Mental Health America of Hawaii   (808) 521-1846
National Suicide Hotline (24 hours)   (800) 273-8255
Suicide/Crisis Center (24 hours)   (808) 832-3100

Addendum for IDL Programs

Admissions Criteria: For IDL Programs, admissions criteria for students are the same as for in-person programs at CPC. Please refer to "Admissions Requirements" in the Student Handbook or CPC website for more information.

Program Completion: For IDL Programs, criteria for program completion are the same as for in-person programs at CPC. Please refer to "Satisfactory Academic Progress (SAP)" in the Student Handbook for more information.

Certificates of Completion: CPC does not provide credentials upon completion of IDL or in-person programs. However, CPC does issue a Certificate of Completion to students as long as they reach a specific set of criteria. Please refer to "Certificates" in the Student Handbook for more information.

Technological Requirements: For IDL programs, a student needs an electronic device in order to participate in online lessons via Zoom Video Conference. CPC suggests that students use a computer with as large a screen as possible in order to view lessons in a clear manner. Other than this, IDL instructors use the Google Suite for applications, such as Gmail, Google Documents, and Google Forms, in their programs, so a student should be familiar with these applications. In addition, in order to communicate with instructors, classmates, and Academic Management, IDL students will be asked to use Gmail/Google Suite and Zoom for their respective courses.

Delivery Methodology: IDL programs focus on the same objectives as the in-person programs at CPC. For one, IDL programs follow the PPP (Presentation, Practice, Production) educational methodology, in which the instructor presents the lesson, the students practice the material, and the students become capable of producing language that is relevant to the target of the lesson. Also, just as in in-person programs, CPC applies to communicative language teachers where the 80:20 goal of communication is a priority. Based on this goal, instructors communicate for around 20% of the time during lessons while students are expected to produce around 80% of the communication during lessons.

IDL programs do not differ in terms of academic goals, nor in the academic resources, such as textbooks, that are used for in-class instruction. However, instead of taking place in a classroom, IDL programs are held by an instructor over Zoom Video Conference. Class hours and scheduling remain the same as they were when the classes were initially conducted at CPC campuses before the institution of the IDL format. Assessments, such as participation, assignments, and testing methods, also are identical to what is offered in the in-person format of IDL programs. However, because of the nature of IDL programs, delivery and submission of student assessments may differ from in-person programs. Some assignments, such as exercises and presentations, are done during class, just as in in-person programs. However, unlike in-person programs, other assignments, such as homework, may be submitted by students via email. For testing, some IDL programs may require students to use Google Forms/Google Docs/Google Files instead of the traditional method of physical printed exams.

Based on the online format of IDL programs, there are also some differences in terms of how instructors and students interact with each other during lessons. Pair work and group work among students in IDL programs is conducted via the Breakout Rooms feature on Zoom. Instead of using a whiteboard, as in a traditional in-person class, IDL programs make use of the Screen Share feature on Zoom and through Google Docs being on display for all students to view the notes of the instructor during the lessons. Students may communicate with classmates and the instructor through the Chat feature on Zoom or through vocal communication. Students are required to have all class materials in printed, physical form, and students are expected to have access to a stable, reliable form of Internet connection. During lessons, by using the Annotate feature on Zoom, instructors provide students with feedback and suggestions.

Instructors of IDL programs are held to the same standards as the instructors of in-person programs. Members of the CPC Academic Management team conduct observations of classes to ensure the quality of IDL programs over Zoom. Also, IDL students are provided with the opportunity to give comments, make suggestions, and offer their opinions on instructors and their IDL programs through school and class evaluations that are conducted every term at CPC. Although IDL programs are held in an online format, students may contact Academic Management, Administrative Management, and members of administrative staff for information and inquiries via email, phone call, video conference, or other messaging services.

Appendix
1) Intention Form
2) Refund and Cancellation Policy Form
3) Vacation/Emergency Leave Authorization Form
4) One-on-one Meetings with Instructors

Intention for Continuation/Change of Status

1221 Kapiolani Blvd., Suite 740 • Honolulu, HI 96814 • Ph: (808) 791-7800 • Fax: (808) 791-7804
info@cpchawaii.edu ® www.cpchawaii.edu

Student Name: (Please Print) _____
(Family Name)   (First Name)

Current Address: _____ # _____ _____ HI _____
(Street)   (Apt #)   (City)   (State)   (Zip Code)

Tel #: _____   **Today's date:** _____

I intend to:
☐ Extend   Please fill out information in **section 1**
☐ Transfer   Please fill out information in **section 2**
                    (*You must have completed 1 term at CPC.)
☐ Return Home   Please fill out information in **section 3**
☐ Change Visa Status   Please fill out information in **section 4**

< 1. Intention to extend > : _____ / _____ / _____ - : _____ / _____ / _____

Length of extension _____ weeks

[☐EPP (English Proficiency Program) / ☐STEP (Short-Term English Program) / ☐Conversation Program]

Reason(s) for extending: ☐ Improve ESL skills
                      ☐ Preparation for TOEFL, TOEIC
                      ☐ Other reason(s): _____

How to pay: (Cash / Card / Check)

< 2. Intention to Transfer > *Please submit new school's transfer form.

Name of new school: _____

Address of new school: _____ HI _____
(Street)   (City)   (State)   (Zip Code)

Start date at new school: _____ / _____ / _____
                 (MM / DD / YY)

Reason(s) for transfer: _____

_____

< 3. Intention to Return Home >

Last day at school: _____ / _____ / _____ .

Reason(s) for returning home: _____

< 4. Intention to Change Visa Status >

Last day at school: _____ / _____ / _____ .

Reason(s) for changing visa status: _____

2/5/2020

REFUND and CANCELLATION POLICY

If a student has been absent for 30 consecutive calendar days, they will be automatically withdrawn. The refund due will be calculated using the last date of attendance to cancel and be paid within forty-five calendar days.	

Cancellation Before Classes Begin or No-show after entry into the U.S.

If a student cancels before attending classes and have not entered the United States, CPC will refund all monies paid less non-refundable charges (i.e., registration fee, I-20 mailing fee, accommodation processing fee if applicable) of up to $500.

If a student has entered in the United States and cancels prior to the start of scheduled classes or never attends class (no shows), CPC will retain:
- For an enrollment period of fewer than 12 weeks, all the tuition charges for up to four weeks of the first term.
- For an enrollment period of 12 weeks or more, all the tuition charges for up to six weeks of the first term.

Refunds will be paid either within 45 calendar days of the student's cancellation date or within 45 calendar days of the first scheduled day of class, whichever is earlier. The cancellation date is determined by the student's notification to withdraw.

Students Denied Visa/Entry

A student denied a student visa or entry into the United States will be given a full refund of all monies paid less non-refundable charges (i.e., registration fee, I-20 mailing fee, accommodation processing fee if applicable) of up to $500. Refunds will be made within 45 calendar days from the date of notification of visa or entry denial.

Withdrawal or Termination After Classes Begin

See "REFUNDs (DOES NOT INCLUDE NON-REFUNDABLE CHARGES)" below.

Students who are terminated because of violations of CPC rules/policies (including attendance) will receive a pro-rated refund. The refund will be calculated based on the last date of attendance.

REFUNDs (DOES NOT INCLUDE NON-REFUNDABLE CHARGES)

The last date of attendance occurs at _any point in the first four weeks_ of the period of enrollment	CPC retains the charges applicable to the first four weeks.
The last date of attendance occurs _after the first four weeks but before or at the mid-point_ of the period of enrollment	CPC retains a prorated amount of tuition.
The last date of attendance occurs _after the midpoint_	CPC retains all of the charges for that period.

If your enrollment was facilitated by an authorized CPC overseas agent, the refund shall be made to the agent. However, the processing of any refund may be governed by the contractual agreement between you and the agent. You are advised to consult with your agent should you have any questions.

NON-REFUNDABLE CHARGES

Registration fee, express mailing fee, I-20 re-issuing fee and accommodation processing fee (maximum total of $500).

Accommodation

Accommodation arrangement may be made through CPC. However, accommodation rules are subject to each accommodation company's individual policy such as deposit fees, refunds, and cancellation. Please contact the individual company regarding these policies.

CPC Refund & Cancellation Policy 3/13/2020

I have read, understand, and agree with the CPC Refund & Cancellation Policy

_____   _____   _____

Printed Name   **Signature**   **Date**

LEAVE OF ABSENCE REQUEST FORM

1221 Kapiolani Blvd., Suite 740 • Honolulu, HI 96814 • Ph: (808) 791-7800 • Fax: (808) 791-7804
info@cpchawaii.edu   www.cpchawaii.edu

Student Name: (Print) _____
(Family Name)   (First Name)

Phone : _____   Email : _____

Program: ☐ EPP ☐ STEP ☐ OTHER

Type of Leave: ☐ 4 Week Vacation   Vacation: For approval, submit two weeks prior to beginning
                  ☐ 3 Month Vacation   of the new module. A GPA score 3.0 (80%) is required.
                  ☐ Personal Leave of Absence
                  ☐ Medical/Family/Emergency Leave of Absence

Destination: ☐ In-Country   ☐ Out-of-Country

In-Country Destination: (Island, State, City) _____
(There are no special documents necessary for in-country travel. However, be sure to carry your passport, I-94 and I-20,
so that you will have legal identifying documents with you should any problems arise)

Out-of-Country Destination: (Country, City, Territory) _____
(All Students travelling outside of the U.S. for a temporary period (5 months or less) must have a valid I-20 with the Designate
School Official's (DSO) signature for re-entry on page 2. Your passport must also be current and your visa must be valid.)

            ☐ PDSO/DSO signature for re-entry on the page 2 of I-20 A/B.
            ☐ Show plane tickets to admissions for photocopying.

Vacation Term : Term A / Term B / Term C _____
                                                                Year
Date(s) requested for leave: from _____/_____/_____   to _____/_____/_____
                                        Month   Day   Year   Month Day   Year
Expected date of return: _____/_____/_____
                              Month Day   Year
The new program end date:_____/_____/_____   Grade: _____ %
                                Month   Day   Year
                                                              Attendance: _____ %
Please state with as much detail as possible the reason(s) for your leave:

_____

Emergency Contact:_____
                        (Family Name)   (First Name)   (Middle Name)

Relationship: _____ Home Phone: _____ Cell Phone: _____

Submitted by: _____   Date: _____
                  (Student's Signature)

Approved by: _____   Date: _____
                  (CPC Representative Signature)

11/12/2019

One-on-one Meeting

Program (Choose one): EPP / STEP / CP	**Student's Name:**	
Term (Choose one): A B C	**Year:**	**Date:**
Class (Choose one): Grammar Use / Integrated Skills	**Conversation / Idioms / Role Play**	
Instructor's Name:		

One-on-one five minute meeting with your instructor. Set up goal(s) for class or your personal English development.

My Goals are….

Student's signature: _____

Instructor's recommendations are….

Instructor's signature: _____