



# **American National College**

*A Tradition of Educating For Success*

*Since 1986*

---

## **STUDENT ACADEMIC POLICIES AND SEVIS REPORTING PROCEDURES**

**1. Students are assessed and tested on the achievement and aptitudes for various occupations which are appropriate and are used to provide personalized counseling and program placement services to students.**

- Every student's education is monitored carefully by each Instructor on each level to see where the student's strengths are. Every student is required to test with each Instructor before moving on to the next level.
- American National College has an evaluation of progress for each student monthly that is conducted by appropriate staff monitoring progress on theory, and practical work as well as attendance.
- After the first 300 scheduled hours of the program and in periods of 300 scheduled hours, an official evaluation of Satisfactory Progress is done by the Campus Director. This is also done for all International students by the PDSO (who, in this case, is the Campus Director).
- Students meeting the minimum requirements (70%) will be considered to be making satisfactory progress. Both evaluations are used as an opportunity for individual counseling with teachers, the Registrar and or the Campus Director.
- Any student falling below 70% in attendance or in theory and practical, at the time of SAP evaluation, is considered on probation until the hours of the evaluation period are met and through the next scheduled evaluation period. Grades of theory tests and practical work are used to evaluate the students' academic progress. At the end of the probationary period the student's progress will be re-evaluated.
- All International students must meet full time status and passing grades in theory and practical work every month to stay in compliance. Any International student falling below passing average or 100% scheduled attendance will be considered unauthorized, and reported in the SEVIS record. The student will be considered as potentially "Out of Status" and if they decide not to reinstate, the student must depart the United States immediately.

**2. There is a student orientation program to acquaint new students with policies, functions, and personnel of the institution.**

- On the first day of classes, every student is required to attend orientation given by the Campus Director. The student is required to complete an orientation packet as the Campus Director goes over the schools' Academic Calendar, Attendance Policies, School Catalog, Health and Safety Guidelines, Dress Code, Student Services, and Rules and Regulations of American National College.



***American National College***  
*A Tradition of Educating For Success*  
*Since 1986*

---

- Every student signs a form agreeing to abide by all the rules and regulations in effect, or any that may become effective in the school during the period of enrollment.
- All International students are required to attend an Orientation for International students three days before the start of their class session. This meeting details information regarding their status as international students, and reviews requirements and regulations that are necessary for them to stay in compliance with the Student Exchange and Visitor Program. They are also required to attend the first- day- of- class orientation with all other new students.

**3. A designated staff member is responsible for maintaining official files and records of students.**

- The designated staff member, the Registrar, maintains official files and records of students. Every student has an academic file upon signing an enrollment agreement. The student files are kept securely in the Registrars' office. When they are considered a DROP or a GRADUATE the file is then stored securely in the file room for one year. At the end of each year, all files are transferred to a locked back storage room in the school stored securely for future use.
- The Registrar keeps all activity of the student such as attendance, leave of absence, schedule changes and monthly time sheets.

**4. A designated staff member, the Primary Designated School Official (PDSO), is responsible for maintaining official files and records of all international students.**

- The designated staff member, PDSO, maintains official files and records of all international students. Every student has an academic file upon signing an enrollment agreement.
- The student enrollment files are kept securely in the Registrars' office, and the financial information file is kept securely in the Campus Director's Office.
- When they are considered a DROP or a GRADUATE the file is then stored securely in the file room in a separate locked file cabinet for all International Students. Only the PDSO or any designated DSO has access to these files.



**American National College**  
*A Tradition of Educating For Success*  
*Since 1986*

---

Additionally, the PDSO monitors all activity for any international students and is responsible for updating and making changes in the SEVIS system.

**5. Written procedures for access to student records are established to protect their confidentiality, limiting access to authorized personnel only.**

- The student completes a release form that is part of the official Admission Packet (Right to Student Files). No information on the student or about the student is given on the phone or in person without student's prior authorization.
- Once the form is signed, students may access their files by appointment with the Registrar in her office and by completing a request in writing for such records.

**6. The college, upon request by students, provides transcripts or procedures for obtaining transcripts containing a minimum of the following information: program of study, courses or units of study completed with corresponding grades, and period of enrollment.**

The college, upon request by students, provides transcripts of grades, and/or hours to the students. The transcript contains the program of study, course subjects with corresponding grades and enrollment period.

**7. All period of enrollment, financial, academic, and current educational progress records are available at the institution.**

- All student records are available at the Institution and protected against fire, theft, vandalism or other adverse actions.
- All student files are available at the Institution.
- Registrar office – All current students' Administrative file
- Financial Aid – All current students' Financial Aid file  Teachers Class – All current students' Academic file
- Campus Director Office - International Student Financial Files
- File Room – All DROPS and GRADUATES completed files (Administrative, Academic, Financial Aid) are put all three together and filed in our back file room securely for one year. After one year, they are stored behind a locked door securely in a storage closet located at the school for future use.
- All student information is also kept in the gradpro software system on the corporate server Atlanta, Georgia



## ***American National College***

*A Tradition of Educating For Success*

*Since 1986*

---

### **1. Requirement to Arrive and Depart the U.S. within Appropriate Timeframes.**

A student may enter the United States no earlier than 30 days before the report date on the form I-20. An F-1 student who has completed his or her academic program will be allowed a 60-day period to prepare for departure from the United States. An F-1 student who has been authorized to withdraw from classes prior to completing his or her academic program is allowed a 15- day period to prepare for departure. Students who withdraw without notice must depart the U.S. immediately.

2. **Requirement to Report Address Changes.** You must report any address change **within 10 days** of the address change directly to the International Student Advisor/ Campus official. If you are subject to the U.S. Government's Special Registration Procedures, you must also report address changes **within 10 days** to the government, per the government's instructions.

3. **Requirements to Maintain Health Insurance.** It is a student's responsibility to maintain his/her health insurance at all times. All information on the offered health plans, benefits, and rates is available on campus.

4. **Requirements to Refrain from Unauthorized Work.** All F-1 employment must be approved by either the DSO or the USCIS, depending on the kind of employment. Any work outside those parameters is a violation of the student status, thus making the student ineligible for the normal benefits attendant to F-1 status. The college normally does not employ I-20 students on campus.



## **American National College**

*A Tradition of Educating For Success*

*Since 1986*

---

5. **Requirements to Report Departure Date and Reason.** Inform the International Student Advisor/ Campus Official if you plan to leave the institution earlier than the program end date listed on your Form I-20, and your reason for doing so.
6. **Requirement to Request Extension Prior to Program Completion.** Your F-1 status will end on the program completion date unless extended by the International Student Advisor/ Campus Official. In order to qualify for a program extension, you are required to submit the request before your program completion date.
7. **Requirement to Adhere to Transfer Procedures.** Students who wish to transfer must be in contact with two schools: The current school and the new transfer school. To Transfer, regulations require that you:
- Apply for admission and be admitted to the new transfer school; (Deficient academic standing may adversely affect your ability to transfer.)
  - Inform the college as soon as possible after admission and, no later than the last day of your academic program;
  - Inform the new transfer school of the expected transfer date (usually the last day of your academic program); and,
  - Complete the process at the transfer school no later than 15 days after the first-class day at the school.
8. **Dependent Requirements.** F-1 students are eligible to bring dependents (spouses and children under the age of 21) into the U.S. in F-2 status. Dependents may not enroll in a full course of study but may enroll part-time in courses that vocational or recreational in nature. Dependent Children are allowed to attend elementary and secondary school on a full-time basis. F-2 dependents are not permitted to work.



## **American National College**

*A Tradition of Educating For Success*

*Since 1986*

---

**9. Requirement to Adhere to Semester Break Procedures.** Students who wish to take a break must have completed two full terms for ESL and/or Diploma programs. Assigned class students must be followed. Specific instructors are assigned on a first come, first serve basis. Register on time. A late fee of \$25 is assessed for late registration or late payment.

**10. School Reporting Requirements.** The International Student Advisor/ Database Operator will report through SEVIS within 21 days of occurrence the following events:

- A student who has failed to maintain status of complete his or her diploma program;
- A change of the student or dependent's legal name or US address;
- Any student who has graduated early or prior to the program end date listed on SEVIS Form I-20;
- Any disciplinary action taken by the college against the student as a result of the student being convicted of a crime;
- Any other notification request made by SEVIS with regard to the current status of the student, including failure to make satisfactory academic progress.

In addition, every term, and no later than 30 days after the deadline for registering for classes, the college must report through SEVIS the following information:

- Whether the student has enrolled at the college, dropped below a full course of study without prior authorization from the DSO, or failed to enroll;
- The current address of the enrolled student;
- The start date of the student's next session, term or semester.



## **American National College**

*A Tradition of Educating For Success*

*Since 1986*

---

**11.** If approval is denied or the enrollment is cancelled by the student, **the institution will retain the application fee and a \$100 administrative fee.** Once the original documents are returned to American National College, the remaining deposit will be returned after approval, if you fail to begin classes and complete one full term a \$500 administrative fee will be assessed for withdrawal. Failure to complete the term will result in a \$250 administrative fee.

**12.** Please pay careful attention at orientation. Read your student handbook. Seek out staff/advisors when you need assistance or have questions.

**Important Note:**

I-20 is subject to immediate cancellation if TUITION and FEES are not paid in FULL on a timely basis.  
All tuition/fees are due on or before the beginning of each semester.

I have read and understand this information, and I knowingly accept full responsibility for maintaining my status as an international student during the duration of my studies. (If *anyone has assisted you with interpreting this information, his/her signature is required below*).

---

Student Signature

Print Name

Date

---

Interpreter Signature

Print Name

Date

---

School Official Signature

Print Name

Date

American National College  
5522 New Peachtree Road, Suite 114  
Chamblee, GA 30341  
Phone (770) 454-2085