



## 1. General School Policies

- 1) Food and beverages are strictly prohibited on the school premises
- 2) In accordance with New York City Law, smoking is not permitted in the entire facility or in any indoor public building area.
- 3) A key is needed for the rest room. Please be sure to return the key to the office.
- 4) Students should carry the School ID.
- 5) The School does not take any responsibility for students' personal belongings left at the facility.
- 6) Students will be responsible to pay for any damages caused by them to the facility or to the school equipment.
- 7) Free WiFi is available.
- 8) Teachers or staff will inform students of the school activity schedule.
- 9) No make-up classes are given for national holidays.
- 10) Students are responsible to pay for any damages caused by them to the facility or to school equipment.
- 11) Students are responsible for informing the school if they change their address during the program.  
[www.getitnyc.com/address\\_update.htm](http://www.getitnyc.com/address_update.htm),

School will change / review school policies without prior notice.

## 2. Rules for attending class

### 2.1. Class hours

Morning class: Monday to Thursday 10:00-1:30 / Friday 10:00-2:00  
Afternoon class: Monday to Thursday 2:00-5:30 / Friday 2:00-6:00

Please do not leave any personal belongings behind in your classroom.

### 2.2. Attending class

Students are required to be in the classroom before the class starts.

Mobile phones and iPads, etc. are NOT permitted to be used during class sessions.

The School does not allow students to enter the classroom 30 minutes after class begins. Students must wait until the mid-day break.

### **2.3. Attendance record**

Regular attendance is required for all classes, and is recorded by instructional hour. Students must attend a minimum of 80% of all scheduled course hours, including scheduled classes, labs and field trips. Any student arriving up to fifteen minutes after class has begun shall be marked Late. Three late marks are equivalent to one absence. Students arriving later than fifteen minutes after the class has begun or leaving more than fifteen minutes early will be marked absent for the entire hour.

When a student is absent more than five times in a calendar month, a notice is sent to that student's email address directing him/her to meet with school personnel and advising of possible loss of a certificate of completion, or loss of student F-1 visa status.

A student who is absent for more than 20% of the total course time and who has not maintained satisfactory grades or academic progress will be dismissed. Students dismissed for any reason are not relieved of the monetary obligations stated in the Enrollment Agreement.

#### **2.3.1. How will your attendance be marked?**

Please be advised: To all I-20 student visa holders: Student visa status will be terminated by a school official when the attendance percentage is low or does not meet the mandatory attendance percentage.

P = Present

L = Late

A = Absent

M = Makeup (No make-up classes are given for national holidays)

To calculate attendance percentage, only "P" and "M" will be counted.

The School does not allow students to enter the classroom 30 minutes after class begins. Students must wait until the mid-day break.

#### **2.3.2. How can you appeal your Attendance Percentage?**

The School will send email on a weekly basis to a student who has less than 80% attendance ratio.

If a student disagrees with the mark, he or she must reply to the email within a week after receiving the notice.

The student will be given an “Attendance Percentage Appeal” form by the Dean of Admissions and will have an interview with a teacher.

The student should return the form to the Dean of Admissions. There will be no change in the record if the form is not returned.

If the student fails to appeal the attendance percentage within a week, the mark will be part of the permanent record.

#### **2.4. Absences**

In case of absence from classes, the student must:

Send an email to [info@getitnyc.com](mailto:info@getitnyc.com) to inform the school, stating the reason for the absence

OR

Provide the School with a written explanation for the absence upon returning to class.

#### **2.5. Leave of Absence**

A leave of absence is a temporary break in a student's attendance during which s/he is considered to be continuously enrolled. A student must request the leave of absence in writing in advance of the beginning date of the leave of absence, unless unforeseen circumstances prevent the student from doing so. S/he must sign the date the leave of absence request and specify a reason for the leave.

If the leave is granted, the student will be permitted to suspend his/her course of study for a period not to exceed 30 days. The student may then resume without loss of time or tuition paid.

A student enrolled under F-1 visa may be granted leaves of absence in accordance with the regulations of the Department of Homeland Security and the following guidelines:

- ✓ In emergency situations such as a serious illness or a death in the immediate family.
- ✓ More than four weeks leaves may require retesting upon reentry into the program
- ✓ If s/he has not maintained 80% attendance mark, the school shall reject the request.

#### **2.6. Monthly Test**

Students are required to take the following exams during the course:

- 1) Level Test (CELSA) \$10 – to determine your level in order to assign the proper class level.
- 2) Monthly Exam – the fourth Friday of every month.



3) Course Exit Exam – For the final month of the course, the Monthly Exam will be considered as an Exit Exam.

Students are also responsible to take surveys:

- Monthly Survey (along with the Monthly Exam)
- Graduate Survey (when the student receives the Certificate of Completion)

**2.7. Changing class level**

A student’s class level will be determined after the Monthly Exam and the attendance score.

**2.7.1. What is the grading scale?**

Failure to take an examination will be marked “Ab”. A student who has failed to take an examination must contact the teacher and take it the following week. The following is the grading scale in use at PCTECH:

Letter grade	Percentage	GPA points	Meaning
A	90 and above	4.0	Honors
B+	85 – 89	3.5	Excellent
B	80 – 84	3.0	Above average
C+	75 – 79	2.5	Average
C	70 – 74	2.0	Satisfactory
D	65 – 69	1.5	Passing
F	Below 65	0	Fail
W		-	Withdrawal
INC		0	Incomplete
T		-	Terminate
Ab		0	Exam Absence

**2.8. How will your teacher mark your final grade?**

Students are required to complete all in-class and homework assignments.

Students are required to take monthly Exam.

Students are required to take the Course Exit Exam.

Grading: The final grade is based on the following:

- ✓ Class Participation ..... 15%
- ✓ Assignments ..... 35%
- ✓ Monthly Exam ..... 30%
- ✓ Course Exit Exam ..... 20%
- ✓ Total ..... 100%

### **3. Note for International students**

- 1) International students must have at least 80% of attendance. Their status will be terminated after being warned by the school director, if students fails to maintain at least 80% of attendance
- 2) Student must inform school updated addresses according to the Sevis law
- 3) International students are solely responsible to keep their I-20 valid.
- 4) F1 students must not have any outstanding balance. Failure to pay will result in termination and will not be transferred till the complete payment is done. School also does not issue Certificate of Completion and transcript
- 5) Students shall be reported to USCIS by PCTECH immediately after being caught doing the following:
  - Staying in the US illegally.
  - Working illegally.