



POLISH AMERICAN ASSOCIATION
Resources for Changing Lives

Main Office

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ACADEMIC CATALOG

The school is approved by the Division of Private Business and Vocational Schools of the Illinois Board of Higher Education (www.ibhe.org); 431 East Adams Street, 2nd floor, Springfield, Illinois 62701.

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ABOUT US

The Polish American Association (PAA), formerly Polish Welfare Association, is a tax-exempt 501 (c) (3) not-for-profit corporation. We are a community-based organization well known and well-respected within the Chicago community. The PAA is the nation's only social service agency providing a comprehensive array of education, training, employment, immigration, and social services to the Polish community. Founded in 1922 by a group of Chicago businessmen to meet the needs of the Polish-speaking community, PAA continues to provide professional bilingual and bicultural services.

The mission of the PAA is to improve the well-being of individuals and to strengthen the community. PAA is a human services organization dedicated to being a resource for changing lives.

The philosophy of PAA reflects our belief that all people, but especially those who are in the process of change and adjustment, be treated with sensitivity and respect. Each client is a unique individual with different concerns and abilities and is treated with dignity and care regardless of race, religion, gender, age, color, disability, or national origin. By building a relationship based on mutual respect and trust, we can assist in the empowerment of people so that they may reach their full potential in all aspects of their lives. We can be most effective in helping people when taking a holistic approach to their needs and concerns. We will make every effort to respond to and meet the changing needs of our community and to advocate on behalf of those who may not be able to speak out for themselves.

The agency program areas address the most pressing needs identified among both the recent Polish émigrés and long-time American residents of Polish heritage. Current programs include:

- Adult Education (ESL; ABE; citizenship classes; vocational training for Certified Nurse Assistants, Physical Rehabilitation Aides, and Office Assistants; Computer Literacy class);
- Learning Center; Resource Rooms; seminars; translation services;
- job placement assistance for income eligible legal residents; case management; career counseling;
- homemaker services; low-income energy assistance; support services;
- crisis intervention; individual and family counseling; battered women program; intensive outpatient substance abuse treatment program for Polish speakers; support groups;
- homeless services; food pantry; clothing closet;
- youth outreach; parenting classes;
- comprehensive immigration services.

If eligible, **students may use all available services or programs** of the Polish American Association, most of which are free of charge.

SCHOOL CAMPUSES

PAA Main Office:

- 3834 North Cicero Avenue, Chicago, Illinois 60641;
- telephone: (773) 282-8206; fax: (773) 282-1324

PAA Learning Center:

- 3815-3819 North Cicero Avenue, Chicago, Illinois 60641;
- telephone: (773) 282-1122; fax: (773) 282-4718

PAA South Office:

- 6276 West Archer Avenue, Chicago, Illinois 60638;
- telephone: (773) 767-7773; fax: (773) 767-5026

Classroom extensions:

CPS Foreman High School:

- 3235 North Le Claire Avenue, Chicago, Illinois 60641;
- telephone: (773) 534-3400; fax: (773) 534-3684; website: www.foremanhs.org

Copernicus Center:

- 5216 West Lawrence Avenue, Chicago, Illinois 60630;
- telephone: (773) 777-8898; fax: (800) 273-4913; website: www.copernicuscenter.org

Campuses administrator:

- Andrew Buckler, *Director of Education and Employment Services*
 - telephone: (773) 481-5407
 - e-mail: andrew.buckler@polish.org

PROGRAMS/COURSES OF INSTRUCTION

Adult Basic Education/Adult Secondary Education (ABE/ASE)

PROGRAM DESCRIPTION: For adults whose native language is not English but who have tested out of the ESL program, provided at no cost through funding by the Illinois Community College Board (ICCB); Students do not receive a certificate; Grades are not awarded; Open enrollment; Traditional classroom delivery method; Grade level for ABE equivalent K-8.9; ASE for 9.0-12.

PROGRAM LENGTH: The length of individual courses ranges between 156 and 186 clock hours.

PROGRAM REQUIREMENTS FOR ADMISSION: Placement test or continuation of sequence. Eligible applicants are Illinois residents who have attained 16 years of age, and who are not enrolled or required to be enrolled in secondary school under state law (official release letter required for persons under 18).

PROGRAM OBJECTIVES: To increase students' proficiency in reading, writing, speaking, listening, life, work, and vocational school or college readiness skills.

ABE/ASE COURSES:

- ABE 1000 Low Intermediate (Face-to Face)
- ABE 1000 Low Intermediate (Online)
- ABE 1200 Low Intermediate Math (Face-to-Face)
- ABE 1200 Low Intermediate Math (Online)
- ABE 2000 High Intermediate (Face-to-Face)
- ABE 2000 High Intermediate (Online)
- ABE 2200 High Intermediate Math (Face-to-Face)
- ABE 2200 High Intermediate Math (Online)
- ASE 3000 (GED)

TOTAL COST FOR THE **Adult Basic Skills Education** PROGRAM: \$ 0

Computing

COURSE NAME: **COM1000: Basic Computer Literacy**

DESCRIPTION OF COURSE: Nontransferable "Certificate of Completion" issued upon completion; Grades are not awarded; Fixed enrollment; Traditional classroom delivery method in a computer lab. The total clock hours for the course are 39.

PREREQUISITE COURSES & OTHER REQUIREMENTS FOR ADMISSION TO COURSE: Eligible applicants are Polish speaking adults, 18 years of age or older.

COURSE OBJECTIVES: To familiarize students with basic computer operations.

COURSE NAME: **COM3000: Introduction to QuickBooks**

A nontransferable "Certificate of Completion" issued upon completion; Grades are not awarded; Fixed enrollment; Traditional classroom delivery method in a computer lab. The total clock hours for the course are 39.

PREREQUISITE COURSES & OTHER REQUIREMENTS FOR ADMISSION TO COURSES: Eligible applicants are Polish speaking adults, 18 years of age or older.

COURSE OBJECTIVES: To familiarize students with the basics of QuickBooks

The total cost for the Introduction to QuickBooks course is **\$250**.

COURSE NAME: **COM4000: Intermediate QuickBooks**

The Intermediate QuickBooks sections cost \$375. Nontransferable “Certificate of Completion” issued upon completion; Grades are not awarded; Fixed enrollment; Traditional classroom delivery method in a computer lab. The total clock hours for the course are 39.

PREREQUISITE COURSES & OTHER REQUIREMENTS FOR ADMISSION TO COURSES: Eligible applicants are Polish speaking adults, 18 years of age or older.

COURSE OBJECTIVES: To introduce students to a more advanced level of QuickBooks.

The total cost for the Intermediate QuickBooks course is **\$250**.

Payment must be received in full before classes begin. We accept cash, checks, credit cards or money orders.

English as a Second Language (ESL)

PROGRAM DESCRIPTION: For adults whose native language is not English, provided at no cost through funding by the Illinois Community College Board (ICCB). Students do not receive a certificate; Grades are not awarded; Fixed enrollment; Grade level equivalent K-8.

PROGRAM LENGTH: The length of individual courses ranges between 72 and 186 clock hours.

PROGRAM REQUIREMENTS FOR ADMISSION: Placement test or continuation of sequence. Eligible applicants are Illinois residents who have attained 16 years of age, and who are not enrolled or required to be enrolled in secondary school under state law (official release letter required for persons under 18).

PROGRAM OBJECTIVES: To increase students’ proficiency in reading, writing, speaking, listening, life, and work skills.

ESL COURSES:

- ESL 1000: Beginning Literacy (Face to Face)
- ESL 1000: Beginning Literacy (Online)
- ESL 1100: Low Beginning (Face to Face)
- ESL 1100: Low Beginning (Online)
- ESL 1200: High Beginning (Face to Face)
- ESL 1200: High Beginning (Online)
- ESL 2000: Low Intermediate (Face to Face)
- ESL 2000: Low Intermediate (Online)
- ESL 2200: High Intermediate (Face to Face)
- ESL 2200: High Intermediate (Online)
- ESL 3000: Low Advanced (Face to Face)

- ESL 3000: Low Advanced (Online)
- ESL 3200: High Advanced (Face to Face)
- ESL 3200: High Advanced (Online)
- ESL 3500: Communications (Face to Face)
- ESL 3500: Communications (Online)

TOTAL COST FOR THE English as a Second Language PROGRAM: \$0

Health Care

PROGRAM DESCRIPTION: The Health Care division encompasses three programs.

The first of these is vocational training for future Certified Nurse Assistants (CNA), provided to eligible applicants at no cost through funding by the City of Chicago Department of Family and Support Services (DFSS) or the Illinois Department of Commerce and Economic Opportunity (DCEO) and the Illinois Community College Board (ICCB). Applicants who do not meet income eligibility or residency requirements pay \$750. The CNA program is approved by the *Illinois Department of Public Health's Training and Technical Direction Unit for Long Term Care Field Operations*. Instructors are Illinois Registered Nurses (RN). Nontransferable "Certificate of Achievement" issued upon completion; Grades are not awarded; Fixed enrollment; Traditional classroom delivery method and field practice.

CNA PROGRAM LENGTH: The total clock hours for the program are 150.

CNA PROGRAM REQUIREMENTS FOR ADMISSION: A score of 60% or better on the Combined English Language Skills Assessment (CELSA) test. Eligible applicants are: authorized to work in the U.S.A., 18 years of age or older, Illinois residents, who pass a criminal background check. To qualify for the program at no cost, applicants must also be of low or moderate income as defined by current government figures and meet residency requirements.

CNA PROGRAM OBJECTIVES: To prepare students for the Illinois Nurse Aide Competency Examination.

TOTAL COST FOR THE Certified Nurse Assistant Training Program: \$ 0 or \$ 960

- The cost of tuition is **\$ 745 .00**
- The Criminal Background Check is **\$40.00**
- The State Competency Test fee is **\$75.00**
- The "Long-Term Care Assistants" by Mosby's textbook is **\$100.00**

Payment must be received in full before classes begin. We accept cash, checks, credit cards, or money orders.

The second and third programs are cardiopulmonary resuscitation (CPR) and Physical Rehabilitation Aide (PRA), provided to eligible applicants at no cost through funding by the City of Chicago Department of Family and Support Services (DFSS) or the Illinois Department of Commerce and Economic Opportunity (DCEO) and the Illinois Community College Board (ICCB). Applicants who do not meet income eligibility or residency requirements pay \$295. Instructors are Physical Therapists and BLS. Nontransferable "Certificate of Achievement" issued upon completion; Grades are not awarded; Fixed enrollment; Traditional classroom delivery method.

CPR and PRA PROGRAM LENGTH: The total clock hours for the program are 36.

CPR and PRA PROGRAM REQUIREMENTS FOR ADMISSION: Eligible applicants are: Certified Nurse Assistants, authorized to work in the U.S.A., 18 years of age or older. To qualify for the program at no cost, applicants must also be of low or moderate income as defined by current government figures and meet residency requirements.

CPR and PRA PROGRAM OBJECTIVES: To train students in CPR and PRA.

TOTAL COST FOR THE CPR and PRA **Program**: **\$45** and **\$250**, respectively

Payment must be received in full before classes begin. We accept cash, checks, credit cards, or money orders.

Introduction to Office Skills

PROGRAM DESCRIPTION: Vocational training for future General Office Information Support Assistants (GOISA), provided to eligible applicants at no cost through funding by the City of Chicago Department of Family and Support Services (DFSS). Nontransferable “Certificate of Achievement” issued upon completion; Grades are not awarded; Fixed enrollment; Traditional classroom delivery method in a computer lab.

PROGRAM LENGTH: The total clock hours for the program are 205.

PROGRAM REQUIREMENTS FOR ADMISSION: A score of 75% or better on the Combined English Language Skills Assessment (CELSA) test. Eligible applicants are: authorized to work in the U.S.A., 18 years of age or older, residents of the City of Chicago, and of low or moderate income as defined by current government figures.

PROGRAM OBJECTIVES: To familiarize future office assistants with the most popular features of the MS Office suite and the Intuit QuickBooks software. To increase students’ office skills.

TOTAL COST FOR THE **Introduction to Office Skills** PROGRAM: **\$0**

U.S. Citizenship

PROGRAM DESCRIPTION: The purpose of the U.S. Citizenship program is to prepare students with limited English skills for the U.S. Citizenship exam. This program is specifically designed for students whose limited language skills prevent them from using standard citizenship materials to learn at home without help. Citizenship courses cover basic government and history topics required by United States Citizenship and Immigration Services (USCIS). Students have opportunities to share information and practice conversation with authentic examples of the communication that occurs between the USCIS examiner and the applicant during the USCIS interview. These dialogs cover a wide range of topics, including personal identification, personal information about background and family, government, history and citizenship.

PROGRAM LENGTH: The total clock hours for the program are 72.

PROGRAM REQUIREMENTS FOR ADMISSION: Eligible applicants must be between 2½ and 4½ years holders of U.S. Green cards. No location nor age requirement. Low Beginning ESL level skills and up.

PROGRAM OBJECTIVES: To prepare students for the U.S. Citizenship Exam. Students take the standard course CIT 1000: The Path to Citizenship.

TOTAL COST FOR THE **U.S. Citizenship** PROGRAM: \$ 0

STANDARDS OF ACADEMIC PROGRESS

The PAA does not award grades, ranks, marks, or Grade Point Averages. However, all students shall make every reasonable effort to maintain academic progress. Furthermore:

In order to successfully complete the *Certified Nurse Assistant Program*, a student must:

- Meet the mandatory attendance requirements. Students may not miss more than 10% of classes.
- Pass the theory portion of the program with a score of eighty percent (80%) or higher.
- Pass the clinical training portion of the program.
- Pass each of the 21 Mandatory Skills required by the State of Illinois.
- Take all quizzes, midterms, and final examinations on the dates scheduled. In the event of an emergency, such as an illness, a student must notify the instructor and must make up the missed assessment on the first day back in class.

Please see the Certified Nurse Assistant Program's Student Manual for further details.

In order to successfully complete the *Introduction to Office Skills* program, a student must:

- Meet the mandatory attendance requirements. Students may not miss more than 10% of classes.
- Pass a test for each of the skills.

STUDENT CODE OF CONDUCT

- ❖ The Polish American Association is a **drug and alcohol-free** institution in accordance with the requirements of the Drug Free Workplace Act of 1988. Persons under the influence of alcohol or drugs are not allowed on PAA property or on any PAA campus. Furthermore, this means that all PAA property and campuses are free from the illegal use, manufacture, possession, dispensation, or distribution of drugs or alcohol by students and staff.
- ❖ The Polish American Association is an **equal opportunity** institution in accordance with applicable laws. The PAA continues to ensure that applicants and employees are treated without regard to their race, creed, color, sex, age, disability, or national origin. Furthermore, this means that no person in any educational program/course or activity conducted by the PAA shall be discriminated against or denied equal access or equal opportunity.

We ask that all students NOT:

- Engage in any illegal activity or behavior, such as theft;
- Vandalize facilities, equipment, or materials;
- Harass other students or staff (physical, sexual, or verbal abuse or threats);
- Sell, solicit, panhandle or loiter;
- Smoke or chew tobacco, except in designated areas;
- Leave children under the age of 12 unattended;
- Disturb the class while in session, for example by use of cellphones, pagers, loud talk, loud music, socially unacceptable behavior, etc.

We ask that all students DO:

- Act with courtesy and respect toward each other and the staff;
- Make every reasonable effort to be in class on time;
- Make every reasonable effort not to miss any classes;
- Inform the instructor about quitting the program/course before leaving;
- Follow staff directions and instructions;
- Make every reasonable effort to maintain academic progress.
- Complete their own work free of plagiarism or other inappropriate assistance.

Persons who fail to observe these guidelines may be asked to leave the premises, may be permanently dismissed from the program/course, or may be subject of referral to proper authorities and arrest.

Notice to CNA students:

Please see the Certified Nurse Assistant Program's Student Manual for program specific policies, such as a dress code.

REFUND / CANCELLATION POLICY

- **Tuition Refund Policy:**

1. The Polish American Association (School) shall, when a student gives written notice of cancellation or withdrawal, provide a refund in the amount of at least the following:
 - a. When notice of cancellation is given before midnight of the fifth business day after the date of enrollment but prior to the first day of class, all application registration fees, tuition, and any other charges shall be refunded to the student;
 - b. When notice of cancellation is given after midnight of the fifth business day following acceptance but prior to the close of business on the student's first day of class attendance, the School may retain no more than the application registration fee which may not exceed \$150 or 50% of the cost of tuition, whichever is less;
 - c. When notice of withdrawal is given after the student's completion of the first day of class attendance, but prior to the student's completion of 5% of the course of instruction, the School may retain the application registration fee, an amount not to exceed 10% of the tuition and other instructional charges or \$300, whichever is less, and, subject to the limitations of paragraph 6 of this Section, the cost of any books or materials which have been provided by the School.
 - d. When a student has completed in excess of 5% of the course of instruction the School may retain the application registration fee but shall refund a part of the tuition and other instructional charges.
 - (1) The School may retain an amount computed prorate by days in class plus 10% of tuition and other instructional charges up to completion of 60% of the course of instruction. When the student has completed in excess of 60% of the course of instruction, the School may retain the application/registration fee and the entire tuition and other charges.
2. A student, who on personal initiative and without solicitation enrolls, starts, and completes a course of instruction before midnight of the fifth business day after the enrollment agreement is signed, is not subject to the cancellation provisions of this Section.
3. Applicants not accepted by the School shall receive a refund of all tuition and fees paid within 30 calendar days after the determination of non-acceptance is made.
4. Deposits or down payments shall become part of the tuition.
5. The School shall refund all monies paid to it in any of the following circumstances:
 - a. the School did not provide the prospective student with a copy of the student's valid enrollment agreement and a current catalog;
 - b. the School cancels or discontinues the course of instruction in which the student has enrolled;
 - c. the School fails to conduct classes on days or times scheduled, detrimentally affecting the student.
6. The School must refund any book and materials fees when: (a) the book and materials are returned to the school unmarked and in good condition; and (b) the student has provided the school with a written notice of cancellation or withdrawal.
7. When a student enrolls in a program lasting longer than 12 months and withdraws during the first 12 months, the refund formula shall be based on tuition owed for 12 months. Polish American Association shall refund 100% of any tuition collected for the obligation beyond the 12 months.
 - Should the student's enrollment be terminated or should the student withdraw for any reason, all refunds will be made according to the following refund schedule:

- **Tuition Reimbursement Scale:**

Percentage of days in class completed by the student at notice of written withdrawal:	Percentage of tuition and other instructional charges the school may retain:	Student refund amount:			
		Computer Literacy Class (<i>Word & Basic Excel</i> Section)	Computer Literacy Class (<i>Intro to QuickBooks</i> Section)	CNA	Health Care Resource
In excess of 5% - 10%	20%	\$160	\$200	\$768.00	\$236.00

In excess of 10% - 15%	25%	\$150	\$187.50	\$720.00	\$221.25
In excess of 15% - 20%	30%	\$140	\$175	\$672.00	\$206.50
Percentage of days in class completed by the student at notice of written withdrawal:	Percentage of tuition and other instructional charges the school may retain	Student refund amount continued:			
		Computer Literacy Class (<i>Word & Basic Excel</i> Section)	Computer Literacy Class (<i>Intro to QuickBooks</i> Section)	CNA	Health Care Resource
In excess of 20% - 25%	35%	\$130	\$162.50	\$624.00	\$191.75
In excess of 25% - 30%	40%	\$120	\$150	\$576.00	\$177.00
In excess of 30% - 35%	45%	\$110	\$137.50	\$528.00	\$162.25
In excess of 35% - 40%	50%	\$100	\$125	\$480.00	\$147.50
In excess of 40% - 45%	55%	\$90	\$112.50	\$432.00	\$132.75
In excess of 45% - 50%	60%	\$80	\$100	\$384.00	\$118.00
In excess of 50% - 55%	65%	\$70	\$87.50	\$336.00	\$103.25
In excess of 55% - 59%	70%	\$60	\$75	\$288.00	\$88.50
In excess of 60%	100%	\$0	\$0	\$0	\$0

- **Withdrawal Policy:**

The student has the right to cancel or withdraw for any reason and at any time. Withdrawing from the School may have both academic and financial consequences. The student is encouraged to understand these consequences before deciding to withdraw. If the student decides to withdraw, s/he must follow the established withdrawal procedure for the School.

- **Withdrawal Procedure:**

The student shall give written notice of cancellation or withdrawal. Address the notification to the attention of the *Director of Education and Employment Services*:

Andrew Buckler
3834 N. Cicero Ave.
Chicago, IL 60641
E-mail: andrew.buckler@polish.org

- The School shall mail a written acknowledgement of a student's written cancellation or withdrawal to the student within 15 calendar days of the postmark date of notification. Such written acknowledgement is not necessary if a refund has been mailed to the student within the 15 calendar days.
- All student refunds shall be made by the School within 30 calendar days from the date of receipt of the student's written cancellation or withdrawal.

- **Notice to Members of the Armed Forces:**

U.S. Code Title 20 Education – Chapter 28 Higher Education Resources and Student Assistance:
§ 1098cc. Tuition refunds or credits for members of armed forces

(a) Sense of Congress

It is the sense of Congress that—

(1) all institutions offering postsecondary education should provide a full refund to students who are affected individuals for that portion of a period of instruction such student was unable to complete, or for which such individual did not receive academic credit, because he or she was called up for active duty or active service; and
(2) if affected individuals withdraw from a course of study as a result of such active duty or active service, such institutions should make every effort to minimize deferral of enrollment or reapplication requirements and should provide the greatest flexibility possible with administrative deadlines related to those applications.

(b) Definition of full refund

For purposes of this section, a full refund includes a refund of required tuition and fees, or a credit in a comparable amount against future tuition and fees. (Pub. L. 108–76, § 3, Aug. 18, 2003, 117 Stat. 906.)

- **STUDENT’S RIGHT TO CANCEL**

The student has the right to cancel the initial enrollment agreement until midnight of the 5th 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 on all monies paid to date within 10 days of cancellation. Cancellations should be submitted to the *Director of Education and Employment Services* in writing.

STUDENT COMPLAINT POLICY & PROCEDURE

POLICY:

Upon enrollment, every student will be informed of the procedures to follow should they have a complaint. Each individual has the right to file a complaint if s/he feels that s/he is being treated unfairly, or if s/he suspects that a violation of her/his rights has occurred, or in case of any violation of service standards.

PROCEDURE:

Informal Resolution

Students are encouraged to try and resolve their grievance informally within the agency. The student should first address the complaint in writing to the attention of the *Director of Education and Employment Services*:

Andrew Buckler
3834 N. Cicero Ave.
Chicago, Il. 60641
E-mail: andrew.buckler@polish.org

This person will attempt to resolve the complaint within five (5) business days. If a solution is not reached or if the complainant is not satisfied with the solution offered, s/he is encouraged to complain in writing to the attention of the *Director of Operations, PBVS Chief Managing Employee*:

Eva Prokop
3834 N. Cicero Ave.
Chicago, Il. 60641
E-mail: eva.prokop@polish.org

Again, this person will attempt to resolve the complaint within five (5) business days.

Formal Resolution

If an *informal resolution* cannot be arranged or is unsatisfactory, the complainant will be advised to appeal her/his complaint to the Illinois Board of Higher Education (IBHE). **COMPLAINTS AGAINST THIS SCHOOL MAY BE REGISTERED WITH THE BOARD OF HIGHER EDUCATION.** The Board will provide forms that may be used to submit a complaint. Information about the complaint may be submitted online through the IBHE website (complaints.ibhe.org/). Signed forms should be sent to the Board at:

Illinois Board of Higher Education
Division of Private Business and Vocational Schools
1 N. Old State Capitol Plaza, Suite 333
Springfield, Illinois 62701-1404

Fax Number: (217) 782-8548

Verbal instructions on how to submit a student complaint are available by calling the Illinois Board of Higher Education at (217) 782-2551.

PROHIBITION AGAINST RETALIATION

Retaliation against and/or intimidation of students, staff, witnesses, or any other persons who make complaints or who cooperate in investigations is strictly prohibited.

EDUCATIONAL RECORDS

Student records are kept for 50 years. Students can request copies by writing to the Polish American Association. Please enclose a self-addressed stamped envelope.

The Family Education Rights and Privacy Act of 1974 establishes the right of students to inspect their educational record and limits the disclosure of those records to other individuals. Information about student's academic record will be released to third parties only upon the student's written request, except when required by law, such as in the case of a lawfully issued subpoena.

STUDENTS WITH DISABILITIES

The Polish American Association will make every effort to provide reasonable modifications and/or accommodations to qualified students in accordance with the Americans with Disabilities Act (ADA) of 1990 and all pertinent federal, state, and local laws. Students who believe that they have a need for disability accommodations are responsible for requesting such accommodations and providing documentation to verify eligibility to:

Andrew Buckler
ADA Coordinator
Telephone: (773) 427-5407
E-mail: andrew.buckler@polish.org

ACCREDITATION STATUS

The Polish American Association is not accredited with a U.S. Department of Education recognized accrediting body.

NON-TRANSFERABILITY OF CERTIFICATES

Certificates issued by the Polish American Association are not transferable to other institutions of learning. Additionally, the PAA does not have any articulation arrangements with institutional counterparts.

STUDENT TO INSTRUCTOR RATIO

The school's average ratio is 15 students to 1 instructor.

ACADEMIC CALENDAR

The Polish American Association will make every reasonable effort to inform its students about unexpected changes, such as campus closings due to severe weather. Please call the Main Office or your program/course coordinator for any updates. Courses are generally offered during the entire school year with the exception of the following holidays: Christmas-New Year's break, Pulaski Day, Good Friday, Easter Sunday, Memorial Day, Independence Day, Labor Day, and Thanksgiving.

For a complete, up-to-date list of classes, their lengths and other details during FY23, see the [academic schedule](#) on the Education Department page of the PAA website.

Program of Instruction and Courses	Start Date	End Date
English as a Second Language		
ESL 1000: Beginning Literacy	09/01/2022	06/30/2023
ESL 1100: Low Beginning	07/05/2022	06/30/2023
ESL 1200: High Beginning	07/05/2022	06/30/2023
ESL 2000: Low Intermediate	09/01/2022	06/30/2023
ESL 2200: High Intermediate	07/05/2022	06/30/2023
ESL 3000: Low Advanced	09/01/2022	06/30/2023
ESL 3200: High Advanced	09/01/2022	06/30/2023
ESL 3500: Communications	09/01/2022	06/30/2023
Adult Basic Education/Adult Secondary Education		
ABE 1000: Low Intermediate	09/01/2022	06/30/2023
ABE 1200: Low Intermediate Math	09/01/2022	11/30/2022
ABE 2000: High Intermediate	09/01/2022	06/30/2023
ABE 2200: High Intermediate Math	09/01/2022	01/31/2023
ASE 3000: GED	02/01/2023	06/30/2023
Health Care		
CNA 1000: Health Care Bridge	09/01/2022	06/30/2023
CNA 2000: Theory and Practice	09/01/2022	06/30/2023
PRA 1000: Physical Rehabilitation Therapy	09/01/2022	06/30/2023
Computing		
COM 1000: Computer Basic Literacy	07/05/2022	05/31/2023
COM 3000: Introduction to QuickBooks	09/01/2022	12/16/2023
COM 4000: Intermediate QuickBooks	03/01/2023	06/30/2023
Office Skills Training		
IOS 1000: Introduction to Office Skills	01/03/2023	06/30/2023
Citizenship		
CIT 1000: The Path to Citizenship	09/01/2022	05/31/2023

STUDENT SUCCESS DATA

Reporting Period: July 1, 2021 – June 30, 2022

Disclosure Reporting Category	PROGRAMS / COURSES					
	Adult Basic Skills Education (ABE)	Certified Nurse Assistant Training (CNA)	Computer Literacy Class	English as a Second Language (ESL)	Health Care Resource Training Program	Introduction to Office Skills
(A) For each program or course of study:						
(1) The number of students who were admitted in the program as of July 1, 2012.	0	0	0	0	0	0
(2) The number of additional students who were admitted in the program or course of instruction during the next 12 months and classified in one of the following categories:						
(a) New starts;	99	74	44	511	61	12
(b) Re-enrollments;	133	29	0	301	0	0
(c) Transfers into the program from other programs at the school.	0	0	0	0	0	0
(3) The total number of students admitted during the reporting period.	232	103	44	812	61	12
(4) The number of students enrolled in the program or course of instruction during the 12-month reporting period who:						
(a) Transferred out of the program or course into another program or course at the school;	0	0	0	0	0	0
(b) Completed or graduated from a program or course;	204	84	40	582	61	11
(c) Withdrew from the school;	28	10	4	230	0	1
(d) Are still enrolled.	0	9	0	0	0	0
(5) The number of students enrolled in the program or course of instruction who were:						
(a) Placed in their field of study;	n/a	39	n/a	n/a	n/a	8
(b) Placed in a related field;	n/a	0	n/a	n/a	n/a	0
(c) Placed out of the field;	n/a	0	n/a	n/a	n/a	0
(d) Not available for placement for personal reasons;	n/a	0	n/a	n/a	n/a	0
(e) Not employed.	n/a	10	n/a	n/a	n/a	0
(B1) The number of students who took a State licensing examination or professional certification examination, if any, during the reporting period.	n/a	82	n/a	n/a	n/a	n/a
(B2) Out of the number of students who took a State licensing examination or professional certification examination, the number who passed.	n/a	72	n/a	n/a	n/a	n/a
(C) The number of graduates who obtained employment in the field who did not use the school's placement assistance during the reporting period; such information may be compiled by reasonable efforts of the school to contact graduates by written correspondence.	n/a	39	n/a	n/a	n/a	0
(D) The average starting salary for all school graduates employed during the reporting period; this information may be compiled by reasonable efforts of the school to contact graduates by written correspondence.	n/a	\$11.90	n/a	n/a	n/a	\$14.43