

UNG Learning Support/ESL Policies

1) Students are required to take Learning Support or English as a Second Language (ESL) courses unless exempted by one or more of the following:

- a) Transfer of pertinent college level courses for any student without CPC deficiencies in the relevant area(s):
 - i) **Reading:** two Core curriculum college-level reading-based courses, excluding ENGL 1101, physical education courses, and math courses.
 - ii) **English:** ENGL 1101 or ENGL 1102 with a grade of C or higher.
 - iii) **Math:** MATH 1001/MATH 1101/MATH 1111.
- b) Completion of Learning Support requirements at another USG school.
- c) Satisfactory performance on placement tests AND the writing sample (for ENGL 0099 and ESLW 0075).
- d) SAT and/or ACT scores completed prior to enrollment and submitted before the midpoint of the first semester of enrollment, which meet the following minimums:
 - i) **READ 0099 and ENGL 0099:** SAT V: 480 or ACT English: 21 AND completion of College Preparatory Curriculum English courses in high school.
 - ii) **MATH 0097/0099:** SAT M: 460 or ACT Math: 19 AND completion of a minimum of Algebra I, Algebra II, and Geometry.

2) Courses offered in Learning Support and ESL:

Note: Students whose native language is not American English or who grew up in a home where American English was not spoken daily should elect to fulfill their Reading and English requirements on the ESL track. Students place into Learning Support or ESL courses based on:

English/Credit/Placement Score	ENGL 0099/4/<63
ESL Writing/Credit/Placement Score*	ESLW 0075/4/51-62 ESLW 0074/4/31-50 ESLW 0073/4/<30
Reading/Credit/Placement Score	READ 0099/4/<78

ESL Reading/Credit/Placement Score*	ESLR 0085/4/65-77 ESLR 0084/4/45-64 ESLR 0083/4/<44
Math/Credit/Placement Score**	MATH 0099/4/27-39 MATH 0097/4/<27 MLCS 0099/4/<40

For information on satisfying Learning Support/ESL requirements once placed, see section 7 below.

- a) *Placement within the ESL track is determined by COMPASS Placement scores, writing sample, and internal ESL test.
- b) **Placement in Learning Support Math allows students whose majors are not in the STEM or Business areas to take an alternate pathway – MLCS 0099. MLCS 0099 is not the appropriate Learning Support Math course for students required to take MATH 1111.
- c) Students with a Reading COMPASS score below 78 and/or a Math COMPASS score below 27 are required to take UNIV 1101 during their first semester of enrollment.
- d) Students who were placed with the CPE can exit a course with a COMPASS Exit Test.
- e) According to Board of Regents' policy, students enrolled in both Learning Support courses and credit courses may not withdraw from said Learning Support courses unless they also withdraw from credit courses. There is one exception: the student who remains in at least one Learning Support course may also remain in UNIV 1101, a 1000-level PHED, and/or a performance course. Fine Arts appreciation courses are not performance courses.
- f) Students who place out of a Learning Support requirement but take the course anyway to enhance their skills in that particular area will be exempt from taking the COMPASS Exit Test for that course. Students who did not require placement may also take a Learning Support course voluntarily to enhance their skills and will be exempt from the COMPASS Exit Test for that course.
- g) Students who place in ESL Reading must also take both Academic Vocabulary I & II (ESLV 0051 and ESLV 0052), which are non-sequential courses. Students in the ESL track who place in both

Reading and English (Writing) classes OR who place in an ESL Reading/ESL Writing class and one Learning Support Math class must also take ESLO 1101, Classroom Communication & College Orientation. Prior to taking ESLO 1101, students may also be required to take ESLC 0061, Classroom Communication I, in order to improve oral communication and listening comprehension skills.

3) Learning Support/ESL Policies for Enrolled Students:

- a) During each semester of enrollment, all students with Learning Support requirements, including those attending part-time, must first register for all required Learning Support courses before being allowed to register for other courses.
 - i) Three exceptions are possible:
 - (1) When two or three Learning Support areas are required and a student is enrolled in at least one Learning Support course, a freshman orientation course (UNIV 1000 or 1101 or ESLC 0061 or ESLO 1101 as appropriate) or physical education and/or performance courses may be taken that semester instead of one of the required Learning Support courses. The remaining Learning Support courses will be deferred to the next semester of enrollment.
 - (2) In the event that a required Learning Support course is not offered on their home campus, a student may enroll in a course for degree credit if the student has met the course prerequisites, subject to recommendation by the Director for Learning Support and the written approval of the Assoc. VP/Dean, University College.
 - (3) If a required ESL course is not available, a student may be allowed to enroll in a course for degree credit if the student has met the course prerequisites, subject to the recommendation by the Director for ESL and written approval by the Assoc. VP/Dean, University College.
- b) Students enrolled in ESL and/or Learning Support courses along with credit courses may not withdraw or be withdrawn from said ESL and/or Learning Support courses with a W unless they also withdraw or are withdrawn from all credit courses. Please refer to 2.c above.
- c) A student who has accumulated thirty (30) semester hours of academic credit and has not completed all Learning Support requirements may enroll only in Learning Support courses until the remaining requirements are met.

4) **Pre and Co-requisites for Learning Support and ESL courses:** Until individual Learning Support and/or ESL requirements have been satisfied, students will not be permitted to take credit courses which assume the content or the skills of a student's required Learning Support courses as prerequisites:

MATH 0097/0099*	MLCS 0099*	ALL LS MATH	ESLW 0075/ ENGL 0099	ESLR 0085/ READ 0099
PRE-REQUISITE FOR THE FOLLOWING	PRE-REQUISITE FOR THE FOLLOWING	PRE-REQUISITE FOR THE FOLLOWING	PRE-REQUISITE FOR THE FOLLOWING	PRE-REQUISITE FOR ALL CREDIT COURSES, EXCEPT
MATH 1001 MATH 1101 MATH 1111	MATH 1001	ACCT 2101 BUSA 1120 CISM 2201 STAT 1501 all BIOL all CHEM all CSCI all ECON all ENGR all other MATH* all PHYS	COMM 1100 ENST 2030 GISC 2011/L HIST 2114 JOUR 1000 LING 2010 MUSC 1300 MATH 2400 PSYC 1101 STAT 1501 all ENGL all BIOL all CHEM all ENGR all PHYS all RSCH all RELG all PHIL	CO-REQUISITE WITH ARSX 1100 ENGL 1101 ECON 1100 ECON 1502 ESLO 1101 HIST 1112 MATH 1001 MATH 1101 MATH 1111 MUSC 1100 PHED 1000-level POLS 1101 THEA 1100 any Foreign Language 1001 UNIV 1000 UNIV 1101

5) **Learning Support/ESL Transfer Policy:**

a) Students who complete Learning Support English, Math, or Reading courses at another USG institution are exempted from that/those area(s). Those students who begin Learning Support courses but do not complete them at another USG institution are placed in the equivalent courses.

- b) Previous terms of enrollment in Learning Support courses at another USG institution are counted toward the maximum allowed for completion. If transfer applicants have already accumulated the maximum number of attempts allowed, those applicants will not be accepted.
 - c) Any students placed on Learning Support suspension from another USG institution may be admitted at the end of one year suspension in accordance with University System and Admissions policies.
 - d) Any students placed on Learning Support suspension or who leave for three consecutive semesters without satisfying her/his Learning Support requirements will, upon application for readmission, be required to take the COMPASS Placement Test in any unsatisfied Learning Support area.
 - e) Students who transfer in fewer than 30 hours of college credit are subject to all the requirements of entering freshmen.
 - f) Students who transfer in 30 or more hours of college credit are exempt from CPC requirements, but they are subject to COMPASS testing and placement if they have not completed the Learning Support requirement at a prior University System of Georgia institution.
 - g) Learning Support students are not allowed transient permission to take Learning Support courses at other institutions nor does the institution accept transient students into Learning Support courses.
 - h) All standardized tests must be completed prior to enrollment. Students must submit all test scores and transfer credit by the midpoint of their first semester of enrollment for consideration of satisfying Learning Support/ESL requirements.
- 6) **Institutional academic progress policy (probation, suspension, exclusion, etc.) as it relates to Learning Support or ESL students:**

Note: An attempt in Learning Support is defined as any semester in which the student receives a grade other than W – i.e., IP, A, B, C, F, WF, or U.

- a) Students placed into MATH 0097, MATH 0099, and/or MLCS 0099 have a total of three semesters in which to complete their requirements with a grade of C or higher and, where applicable, a passing COMPASS Exit

Test score. Students must be eligible to take the 0099 level Learning Support Math course by their third attempt. Students who do not satisfy the Learning Support Math requirement by the allowed number of attempts will be suspended for one year (three consecutive semesters) with no appeal for additional semesters.

- b) Students placed in ENGL 0099 or READ 0099 have two semesters to complete these courses with a grade of C or higher and a passing COMPASS Exit Test score. Students who do not pass within the two semesters will be suspended for one year (three consecutive semesters) with no appeal for additional semesters.
- c) Students who place into MATH 0099 but who voluntarily drop back to MATH 0097 are held to the same policies that govern placement into MATH 0097 – they must pass MATH 0097 with a grade of C or higher within 2 semesters in order to progress to MATH 0099, and the semester(s) in MATH 0097 count in the term count.
- d) Students in the ESL program have three levels of ESLW and ESLR and have a maximum of three semesters to complete each level. If they do not complete a level within three semesters, they are suspended for one year (three consecutive semesters). Students on the ESL track may appeal for up to two additional semesters.
- e) Students with remaining Learning Support requirements who have been out of school for three or more semesters must reapply to the college and must take the placement test in any area of Learning Support still not satisfied. The College will take the highest placement score on record. If they again place into Learning Support, all prior attempts will be set back to zero and the students will be allowed to begin anew. Students who test out of Learning Support on their placement test will have completed their Learning Support requirement.
- f) Students returning from a one-year (three-consecutive-semester) Learning Support suspension must take the COMPASS Placement test in any unsatisfied area of Learning Support. The College will take the highest placement score on record. Students who place into Learning Support will have their attempts reset to zero. Students who test out of Learning Support will have completed their Learning Support requirement.
- g) Students who have remaining Learning Support requirements and are returning after having been away for less than a year may not be

exempted from their Learning Support requirements unless they are eligible for transfer admissions and have the specific transfer credit listed Item 1, (a), i, ii, or iii. If they do not, they must complete their Learning Support requirements upon re-enrollment, with previous attempts being counted.

7) Exit Policy for Learning Support and ESL:

- a) To exit a Learning Support and/or ESL course, students must meet these criteria unless otherwise specified on a departmental syllabus.

ENGL 0099*	Course grade of C or higher and a passing COMPASS Exit Test score of ≥ 63
ESLW 0075*	Course grade of C or higher
ESLW 0074*	Course grade of C or higher
ESLW 0073*	Course grade of C or higher
READ 0099	Course grade of C or higher and a passing COMPASS Exit Test score of ≥ 78
ESLR 0085	Course grade of C or higher and a passing COMPASS Exit Test score of ≥ 78
ESLR 0084	Course grade of C or higher
ESLR 0083	Course grade of C or higher
MATH 0099	Course grade of C or higher and a passing COMPASS Exit Test score of ≥ 40
MATH 0097	Course grade of C or higher
MLCS 0099	Course grade of C or higher

*Satisfactory writing sample evaluated by Learning Support and/or ESL English faculty.

- b) In order to satisfy all ESL Reading requirements, students who were placed into ESLR with the Reading COMPASS Placement Exam must successfully pass the COMPASS Exit Test in Reading once they have

successfully passed their ESLR 0085 coursework with a grade of A, B, or C.

- c) Students in any attempt of ENGL 0099, MATH 0099, READ 0099, and ESLR 0085 who have A, B, or C averages, but who do not pass the COMPASS Exit Test during finals, will be allowed one opportunity to retake the test before the beginning of the next semester on a date that will be set by the Director of Learning Support and the Director of Testing. This is typically two days after the last scheduled COMPASS Exit Test. Students who do not score at or above the cutoff established for the area in which they are taking the retest will not be allowed to exit the course.
- d) Students who do not complete the requirements for passing Learning Support math after a maximum of three (3) attempts, or two (2) attempts without satisfactorily completing the non-exit level math course, will be suspended from the institution. Students may not be considered for readmission within one (1) year of the suspension unless they satisfy a collegiate-level course at a transfer institution before the 1-year suspension is finished and meet transfer admissions criteria (see 1.a above).
- e) Students who do not complete the requirements for passing Learning Support English and/or Reading after a maximum of two (2) attempts will be suspended from the institution. Students may not be considered for readmission within one (1) year of the suspension unless they satisfy a collegiate-level course at a transfer institution before the 1-year suspension is finished and meet transfer admissions criteria (see 1.a above).

Note: An attempt is defined as a semester in which a student receives any grade or symbol except "W."

- 8) **Students with Documented Learning Disabilities:** Students with documented learning disabilities enrolled in Learning Support courses are required to fulfill all stated requirements before exiting. These students should be provided with appropriate course accommodations.
 - a) Students with learning disabilities are required to meet the minimum COMPASS score.
 - b) Students with learning disabilities may petition through the institution to the Regents' Center for Learning Disorders for a maximum of two additional semesters of Learning Support work. The documentation

submitted by such students must be consistent with the definition and criteria for evaluation provided in Section 3, Appendix D of the University System of Georgia's Academic & Student Affairs Handbook. Documentation must be sent to the Vice Chancellor for Academic Affairs at least one semester in advance of the time the accommodation is needed. The Committee may request additional information in its consideration of the institution's recommendation for additional semesters.