

ACADEMIC ASSISTANCE PROGRAM (AA) GUIDELINES-LS ENGLISH

These are the guidelines that students taking Learning Support courses should know about. If you have any questions, you may want to come by the program and speak to an advisor.

- If you are required to take a Learning Support course, then you must be advised and have your schedule approved by someone in the Academic Assistance Program. After you have passed all required Learning Support courses, you will be advised in the Advisement Center or your major department.
- If you are required to take a Learning Support course, then you cannot choose to put off that course until another semester.
- If you are taking a required Learning Support course and you withdraw or are withdrawn from that course, you will also be dropped from college courses carrying three or more credits. If, however, you are enrolled in other Learning Support courses, you may remain enrolled in these Learning Support courses and in courses carrying one or two semester credit hours. After the twelfth week of the semester (fifth week for summer semester only), you will be allowed to remain in college level courses if withdrawn from required Learning Support courses. See an Academic Assistance advisor before withdrawing from a Learning Support course. You need to be sure that you understand the rules.
- If a required Learning Support student fails the same Learning Support course three times, then the student is subject to a one-semester suspension. If a student fails to complete requirements for a Learning Support area within four attempts, the student is subject to a three-year suspension. Any grade except “W” counts as an attempt in a Learning Support course.
- If you are still required to take a Learning Support course after you’ve earned **20** semester hours of course work above the 99 level, you **may register for only required Learning Support courses.**
- If you are required to take a Learning Support course, you may be able to take other college credit courses, please refer to the *Eligible Credit Courses for Learning Support Students List*—available to you from the Academic Assistance Program.
- Students not required to take Learning Support courses in a subject area may elect to enroll in Learning Support courses on a voluntary basis. Such students are limited to a maximum of four attempts in each area but are not subject to other requirements specified above.

COMPASS PLACEMENT

Your placement score on the English COMPASS test determines what Learning Support course you must take:

<u>COMPASS Score</u>	<u>Courses</u>
<70	ENGL 0099
71 or >	ENGL 1101

*(Note: you are not eligible for ENGL 1101 until both English and Reading requirements are met.)

PASSING THE LEARNING SUPPORT COURSE/EXITING THE Learning Support AREA

To pass a Learning Support course, you must:

- 1) adhere to the attendance policy of your instructor,
- 2) meet your instructor’s academic requirements for the course, and
- 3) if you are required to take the COMPASS Exit Exam a score of at least **69** must be achieved.

To exit Learning Support English you must successfully pass all courses that you were required to take in that area.

GRADES

For students who are required by the system or by the institution to remediate, the following grades will be used:

A (90-100)

B (80-89) Passing course grades. The exit essay and the COMPASS Exit Exam have been passed.

C (70-79)

IP In Progress. The student must take the exit level course the next semester of enrollment.

F Failing course grade. The course must be repeated.

W Withdrew without penalty.

WF Withdrew, failing.

NOTE: An IP grade is issued when the student successfully passes the course or the COMPASS Exit Exam.

For students who voluntarily take a Learning Support English class, the following grades will be used:

A (90-100)

B (80-89) Passing course grades, the exit essay has been passed.

C (70-79)

F Failing course grade.

W Withdrew without penalty

WF Withdrew, failing.

All grades count as attempts in the Learning Support area except "W." The "W" is assigned when the student withdraws before the university's published midterm date. The grade of "F" or "WF" is assigned after the mid-term date. The grades of "F" or "WF" would not cause the student volunteering for remediate courses to lose eligibility for the curriculum.

Audits

No Learning Support course may be audited, and no student may sit in on a Learning Support course. If you withdraw or are withdrawn from a Learning Support course, you may not continue to attend that course.