**Noncredit ESL Division Student Policies**

Final Assessment Makeups:

There will be no make-up testing unless the student has documented extenuating circumstances approved by the Division Chair. (Travel and childcare are not included as excusable reasons).

Students Placement Late in the Semester:

Students who enter the program *at or after week 10 will be placed one level below* their placement level. However, the receiving instructor has the discretion to advance the student to his/her placement level based on classroom performance.

Students are *not allowed to enroll* in the program during the *last two weeks of the semester*.