

Noncredit ESL Division Student Policies

Placement Tests:

Placement testing is available for new students or for students returning to the program after a one year absence. No placement testing is allowed for students who are enrolled in the program. Placement testing is not allowable as a “second chance” at passing a course.

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*.

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 in multiple sections of the same level:

Students who are enrolled in more than one section of the same level may only take the final exit tests in one section, not both.

Short session testing:

Short sessions serve as either review or preparation, depending on whether the student is repeating a level or entering a new level. The short sessions do not replace the curriculum of the regular 16 week semester. Exit testing is only available for repeating students who attend 90% or more of the session. New students are not eligible for exit testing. An instructor may appeal on the part of a new student if and only if there is a valid, extraordinary circumstance. Appeals must be written and submitted to the Division Chair for approval. The division office will arrange the testing for successful appeals.