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.