

COMMUNITY COLLEGE OF VERMONT ACADEMIC POLICIES

*See also:
Admissions Policy
Enrollment Policy
Academic Standing Policy*

BASIC SKILLS POLICY

April 7, 2005

Basic Skills

CCV recognizes that proficiency in the basic skills of reading, writing, and mathematics (including elementary algebra) is essential to students' academic success in college. As part of the admissions process, students take basic skills assessments to determine the appropriate starting place for their learning at CCV. If a student's skills are not yet at a college level (as determined by assessments), basic (or developmental) skills courses must be taken until proficiency is demonstrated. Students must demonstrate proficiency in all basic skills by the time they have earned 24 credits (including transfer credits). Basic skills courses do not count in semester or cumulative GPAs, nor for honors designations. They do count as attempted credit for financial aid purposes.

Admissions / Entry Assessment

1. Those seeking admission to CCV courses must complete basic skills assessments before they may enroll in courses.
2. Students who require accommodation in taking basic skills assessments must inform an academic advisor of their needs so that CCV can provide reasonable accommodation.
3. During admissions process, students may be exempted from basic skills assessment by an academic advisor. All exemptions must be noted in a student's records. Generally, an advisor exempts only students who meet one of the following criteria:
 - a. the student has earned a college degree;
 - b. the student is a non-degree student, wishing to enroll in a course which has no basic skills prerequisite;
 - c. the student can provide documentation of successful completion of equivalent college-level courses (college-level math and/or English Composition).

Enrollment / Placement

1. Students whose scores on basic skills assessments are not satisfactory will be limited to enrollment in appropriate basic skills courses or courses which have been specifically recommended by their academic advisors.
2. Specific post-assessment(s) may be required of a student following enrollment in a basic skills class.
3. Students enrolled in basic skills courses will be graded only on a P/NP (Proficient / Not Proficient) basis. Two criteria are used to determine student readiness to progress to the next level: faculty evaluation and post-assessment scores. A 'P'

- grade indicates satisfactory performance and proficiency, as well as the student's readiness to progress to the next level.
4. To maintain good academic standing, a student must successfully complete 50% of the first 12 credits of basic skills courses taken and at least 50% of basic skills courses attempted in any semester after that. Any student who does not achieve good academic standing is placed on academic notice (see Academic Standing Policy).
 5. To enroll in any course beyond a basic skills level, a student must do at least one of the following:
 - a. Successfully complete the recommended basic skills course(s);
 - b. Re-take the basic skills assessment and achieve a satisfactory score; or
 - c. Obtain course-by-course approval by an academic advisor.
 6. Degree students who have not demonstrated basic skills proficiency, in order to enroll beyond 24 total credits, must meet with an advisor and enroll in the agreed upon courses. Certificate students must demonstrate basic skills proficiency appropriate for their specific certificate program.

Complaint Resolution

Any student who wishes to appeal the Basic Skills Policy may do so by using the Complaint Resolution for Students Policy.