



## Manual of Policy and Procedures

Title  <b>BASIC ACADEMIC SKILLS</b>	Number  105	Page  1 of 2
	Date  1/29/07	

### PURPOSE

The Vermont State Colleges recognize that competency in basic academic skills is required for successful completion of college-level work and, toward that end, have established a basic academic skills program of assessment, placement and developmental instruction, consistent with admissions requirements, to foster student success and retention.

### STATEMENT OF POLICY

All VSC institutions shall have basic academic skills programs which include three components: assessment, placement, and developmental instruction. The specific implementation of basic skills programs may vary by institution. A complete description of each institution's assessment process, placement process and developmental offerings shall be available to all members of the college community, prospective students, and the VSC. The following are minimum requirements of VSC basic academic skills programs:

#### **Assessment and Placement**

Each college shall maintain sound assessment mechanisms for determining appropriate placement of entering students. Each college shall assess basic skills in writing and mathematics; additional areas of assessment may be identified. Based upon these assessments, students shall be placed in basic skills courses, developmental programs or college-level courses. Each college shall maintain appropriate mechanisms for determining successful completion of basic skills courses or developmental programs and readiness for college-level work. Each college shall periodically evaluate its assessment and placement program to ensure its effectiveness.

#### **Developmental Instruction and Support**

Each college shall offer developmental programs to meet students' needs as identified through basic skills assessments. Each college shall determine the specific components

of its developmental program. Each college shall periodically evaluate its developmental program to ensure its effectiveness.

**Completion**

Each college shall determine procedures to ensure that matriculating students complete appropriate basic skills instruction during their first year of enrollment or prior to enrollment in courses that have specific basic skills requirements.

Signed by: Robert G. Clarke Chancellor
---