



**LEARNING SUPPORT  
POLICY, PROCEDURE AND  
ADVISEMENT  
GUIDE 2013-2014**

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## INTRODUCTION

This guide is intended to provide basic information to assist with the advisement and registration process for Learning Support (LS) students. Many of the procedures outlined in this document are based on Board of Regents' Policies and must be followed carefully.

The time taken to review and understand the content of this guide will aid in ensuring that students are accurately placed and registered for the correct classes. This guide should be kept accessible for quick reference during registration and when advising students. A complicated or specialized situation that you do not know how to handle should be referred to the Director of Learning Support, the campus Student Records Advisors, the Advising and Counseling Services office on your campus or online, the appropriate department administrator, or your Campus Academic Dean. Your attention to this information and your service as an advisor for our students are greatly appreciated.

While every effort is made to ensure the accuracy of the material published in this handbook, Georgia Perimeter College reserves the right to change any provision listed, including but not limited to academic requirements, without actual notice to individual students. Every effort is made to advise students of changes through the GPC website at [www.gpc.edu](http://www.gpc.edu).

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# LEARNING SUPPORT POLICIES AND ADVISEMENT

The Learning Support (LS) Program is a Board of Regents initiated program of courses and advisement to help build the foundational skills needed for success in college-level courses. Students enrolling in Learning Support courses will have a program of study specifically designed to fulfill their unique learning needs.

Learning Support courses are *institutional credit*; that is they do not go towards a students' GPA but do go toward part-time or full-time calculations. However the courses do serve as pre-requisites for many courses at GPC.

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## 1. Admissions

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As of FALL Semester 2012, GPC will no longer admit students who score below a COMPASS Mathematics score of 20, a COMPASS Writing Score of 32, or a COMPASS Reading score of 62, nor will GPC admit any student who tests into all three Learning Support areas (see the placement chart for equivalent CPE and ASSET scores).

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### Transfer from USG institutions

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GPC will accept the COMPASS or CPE placement scores from other USG institutions if they were taken within the last 12 months. Applicants with COMPASS scores below the required minimums from another USG institution will not be considered for admissions unless 12 months have passed since their test(s) were taken with the other USG institution.

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### Transfer from Colleges that are a part of COMPLETE COLLEGE AMERICA grant pilots

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Athens Tech, Georgia Piedmont, College of Coastal Georgia and Georgia Gwinnett College have been given approval to not require exit testing for their redesigned LS courses as part of the Complete College America Grant. Students who pass the exit level Learning Support at these schools will be placed at the college level if transferring to GPC.

This information should be provided from the college or technical school in question.

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### Transfer from non-USG institutions

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Test scores from non-USG institutions (except COC-accredited TCSG institutions as noted below) will not be accepted for exemption or exit from Learning Support. However, the Testing Center at GPC can arrange to have the COMPASS placement or exit tests taken at another institution for transmission to GPC. Please contact the Director of College Testing Services for more information.

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### Transfer from COC-accredited TCSG institutions

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GPC will accept the COMPASS or ASSET placement or exit scores from January 2002 and after if

- The student *attended* the TCSG institution.
- The placement or exit scores are *recorded* on the transcript. If the student has not exited an LS area, the placement scores must be less than 1 years old.

If either of the above is not true for placement scores, the student must take the placement test at GPC. If either of the above is not true for exit scores, the student must complete LS requirements at GPC. Applicants with COMPASS scores below the required minimums from a SACS-COC TCSG institution will not be considered for admissions unless 12 months have passed since their test(s) were taken with the TCSG institution and they meet the admissibility criteria on a new placement test.

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## Transfer from non-COC accredited TCSG institutions

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Test scores from non-COC accredited TCSG institutions will not be accepted for exemption or exit from Learning Support.

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## Readmission from Learning Support Suspension

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Once a student is suspended from a USG institution (including GPC), the student may be considered for readmission before the end of one year of the suspension if they have valid LS exiting or exempting test scores from a SACS-COC Technical School or have transfer credit in the area of suspension.

Students suspended from the institution without completing Learning Support requirements may not be exempted from the Learning Support course requirements through transfer of course credit unless they are eligible for transfer admission under the institution's regular transfer admission policies or unless they attended a SACS-COC TCSG institution and exited Learning Support at that institution – in which case those scores can be used to satisfy the Learning Support requirements. Additionally students from Georgia Piedmont or Athens Tech will not require exit from Learning Support to satisfy their Learning Support requirement, per the above section “Transfer from Colleges that are a part of COMPLETE COLLEGE AMERICA grant” (also see Suspension, pages 15)

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## 2. Placement into Learning Support

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Students' skill level is determined through a *placement test*. Students who meet certain criteria may exempt taking the placement test.

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### Exemption of Testing Requirements

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Mathematics – A student may be exempted from taking a LS course if they meet any of the following criteria:

- Have a National SAT Math of at least 440 or national ACT Math of at least 18 taken within the last seven (7) years and have no CPC deficiency in mathematics or
- Have a high enough score on the CLEP, AP, or IB test to earn college credit in mathematics and have no CPC deficiency in mathematics or
- Have credit for a college-level mathematics course at GPC (MATH 103 and 108 do not qualify) and have no CPC deficiency in mathematics or
- Have previously exited Learning Support mathematics at any USG school (including GPC)

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### Notes on Test Scores

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- Students who take tests multiple times use the higher score (provided the score is still valid).
- A student with test scores from more than one placement instrument (SAT/ACT) may use the higher score(s).

or

- Have a Learning Support requirement in mathematics with a USG school, are not on a Learning Support suspension, and have been out of USG institutions for less than 1 year or
- Attended a SACS-COC accredited TCSG college where they passed MAT 190, 191, or 194 (MATH 1001, MATH 1111, MATH 1113) after January 2002 and met the minimum test score requirement for exemption from Developmental Studies at that college and this score is posted on the transcript and they are not CPC deficient in mathematics or
- Attended a SACS-COC accredited TCSG college or USG institution where they have been exempted exit testing via the Complete College Georgia redesign and have a “C” or better posted to their transcript in the exit level mathematics course or
- Attended a SACS-COC accredited TCSG college and successfully completed Developmental Studies and met the minimum test score requirements for exit from Developmental Studies math as of January 2002 and this score is posted on the transcript or
- Took a COMPASS or ASSET Algebra placement test at a SACS-COC accredited TCSG college, attended that college within the last 12 months, and have those placement scores recorded on the transcript or
- Have transfer credit for an acceptable college-level mathematics course with a grade of C or better and have no CPC deficiency in mathematics or
- Have a grade of D in an acceptable college-level mathematics course from a USG institution and have no CPC deficiency in mathematics or
- Were permitted to register for college-level mathematics at the previous University System of Georgia institution within 12 months and have no CPC deficiency in mathematics or
- Have taken the mathematics COMPASS or CPE placement test within 12 months at any University System of Georgia institution and it is posted on the transcript

### **Notes on Transfer Students**

- A student with a degree, having no “transferable” Mathematics and/or English Composition/Grammar courses, is expected to meet Learning Support prerequisites for all courses that s/he attempts, including taking the COMPASS test if seeking a degree.
- Literature courses - transfer or otherwise - do not exempt a student from placement testing in English AND Reading when other criteria have not been met.

English and Reading - First-time freshmen will be required to take placement tests in English and Reading unless they:

- Have a National SAT Critical Reading (formerly Verbal) of at least 480 or national ACT English of at least 20 taken within the last seven (7) years and have no CPC deficiency in English or
- Have a GHGST-ELA score of at least 260 as of Fall 2010 for tests taken May 2010 or later and have no CPC deficiency in English or
- Have a high enough score on the CLEP, AP, or IB test to earn college credit in English Composition/Grammar and have no CPC deficiency in English or
- Have credit for a college-level English (Grammar/Composition) course at GPC and have no CPC deficiency in English or
- Have previously exited Learning Support English and Reading at any University System of Georgia institution (including GPC) or

- Have a Learning Support requirement in English or Reading, are not on a Learning Support suspension, and have been out of USG institutions for less than 1 year or
- Have transfer credit for a college-level English (Grammar/Composition) with a grade of C or better and have no CPC deficiency in English or
- Have a grade of D in a college-level English (Grammar/Composition) from a USG institution and have no CPC deficiency in English or
- Were permitted to register for college-level English (Grammar/Composition) at the previous University System of Georgia institution within one (1) year or
- Have taken the English and Reading COMPASS or CPE placement tests within 12 months at any University System of Georgia institution or
- Attended a SACS-COC accredited TCSG college where they passed ENG 191 (ENGL 1101) after January 2002 and met the minimum test score requirement for exemption from Developmental Studies at that college and this score is posted on the transcript and they are not CPC deficient in English or
- Attended a SACS-COC accredited TCSG college and successfully completed Developmental Studies and met the minimum test score requirements for exit from Developmental Studies English and Reading as of January 2002 and this score is posted on the transcript and they are not CPC deficient in English or
- Attended a SACS-COC accredited TCSG college or USG institution where they have been exempted exit testing via the Complete College Georgia redesign and have a “C” or better posted to their transcript in the exit level English and Reading course or
- Took a COMPASS or ASSET placement test in English and Reading at a SACS-COC accredited TCSG college, attended that college within 12 months, and have those placement scores recorded on the transcript.

### **Transfer Students: An Example**

Suppose a student attends a USG school that uses the System minimum SAT mathematics score of 400 to exempt placement testing. Further, the student (1) attends the school; (2) has an SAT math score of 400; (3) and is not CPC deficient. As a result, the student is not required to take the placement test at that institution. However, during their attendance, the student does not take a college mathematics course of any kind.

This student transferring to GPC and has not 1) Met GPC’s exemption criteria (an SAT mathematics score of 440); and 2) Not having enrolled in a collegiate Math course(s) from their previous school - will be required to take the placement test with GPC.

In general, when a student attends a USG institution and is not required to take a placement test they must meet the following criteria upon transferring to GPC and other USG institutions:

- meet GPC’s exemption on placement testing; and/or
- have registered for a college level course (reflected on the official transcript of the prior USG institution) in the area(s) in which placement testing was not required (within one academic year).

Essentially, students who last attended a USG school over 12 months ago and don’t meet any of the exemption criteria, cannot use previous placement testing scores at the college level with another USG school to exempt testing.



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## PLACEMENT TABLES

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These placement tables reflect the most recent changes in placement. Older placement tables are in the appendices. Questions about placement test scores older than 6 or 7 years should be referred to the Director of Learning Support.

### ENGLISH AND READING PLACEMENT TABLES

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**For students first enrolled at GPC (or retested on the placement test) *Fall 2012 and after* (Effective as of July 2012).**

	COMPASS	CPE	ASSET	Placement
ENGLISH	64 or higher	76 or higher	43 or higher	ENGL 1101 if LS Reading not required
	32-63	70-75	37-42	ENGL 0099
	31 or lower	69 or lower	36 or lower	Cannot be Admitted

	COMPASS	CPE	ASSET	Placement
READING	74 or higher	75 or higher	41 or higher	ENGL 1101 if LS English not required
	62-73	71-74	35- 40	READ 0098
	61 or lower	70 or lower	34 or lower	Cannot be Admitted

### MATHEMATICS PLACEMENT TABLES

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**For students first enrolled at GPC (or retested on the placement test) *Fall 2012 and after* (Effective as of July 2012).**

				Note: Both CPE and algebra subscores are used to determine placement in mathematics. Algebra questions used w/CPE		
MATH	COMPASS	ASSET	Placement	CPE	5-10 correct	0-4 correct
	37 or higher	42 or higher	College Math	79 or higher	College Math	MATH 0098
	20-36	31-41	MATH 0098	65-78	MATH 0098	MATH 0098
	19 or lower	30 or lower	Cannot be Admitted	64 or lower	Cannot be Admitted	

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## Other Exemptions on Placement

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### Certificate seeking students

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Students seeking a certificate from GPC in which the certificate does not require a college level English or college level mathematics will not be required to complete Learning Support in the related area. Should the student change to an associate degree program they will be expected to

complete the relevant placement and/or coursework in those areas and are bound by all Learning Support requirements related to their placement. Students seeking a Certificate degree must still meet the admissions criteria of the college via placement testing.

### **Non-Degree Seeking Students**

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Non-degree seeking students, including Senior Citizens - Prime Timers (see page 25 in the College Catalog) and Special (Degreed) Students (see page 24 in the College Catalog) may take college-level credit courses, *provided there are no LS prerequisites* for these courses.

Students in these categories must take the appropriate placement tests and any required LS courses (or show they meet exemption criteria) if they wish to take a class that has LS prerequisites.

Sampling Prime Timers may take up to 12 hours of college-level credit before being required to take placement testing. Students admitted as a sampling student who test into LS and do not meet the criteria for admissions will not be admitted to the college.

Special Students who opt to change their status to degree seeking must meet the admissibility criteria of the college; a student with a baccalaureate or higher degree who does not have a transferable mathematics or composition/grammar course must take the relevant COMPASS exam and meet the system requirements for admissions.

A student who does not meet the admissibility criteria cannot switch to a non-degree seeking status and be admitted to the college.

### **Non-Traditional Students**

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All students who graduated or would have graduated from high school five or more years ago are considered non-traditional students.

Non-traditional students do not have CPC deficiencies. Therefore exempting transfer credit or test scores will be sufficient to exempt student from LS Placement.

### **SAT/ACT**

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SAT/ACT scores are not valid for exemption purposes after 7 years.

English – SAT/ACT scores are not used for placement into levels of LS English or Reading. However, if valid SAT/ACT scores are recorded in Banner, they may be used to exempt placement testing for English and Reading if the student is not CPC deficient and the valid SAT Verbal/ACT English scores are at least 480/20.

Mathematics – If SAT/ACT scores are recorded in Banner, they may be used to exempt placement testing in mathematics if the student is not CPC deficient and the valid math SAT /ACT scores are at least 440/18. Students with SAT/ACT scores less than 7 years old of at least 400/17 who are **not** CPC deficient do not have to take the exit test in mathematics. ***SAT/ACT scores must be in Banner before the end of final exams in order to exempt exit testing in mathematics.***

If a student has NOT started the course work in the required Learning Support area(s), the student may retake the SAT or ACT after testing for placement on the COMPASS. If a student elects to do this, and receives a new SAT or ACT score that is high enough to exempt him or her from Learning Support area, and is not CPC deficient, the new scores and exemption will be honored.

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### 3. Learning Support Course Descriptions

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#### Learning Support English

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##### **ENGL 0099 - PRE-COLLEGE COMPOSITION (4)**

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*Placement by examination.*

This is a course in the writing of essays, with particular attention given to expanding the paragraph into the essay, ordering ideas, and using transitional devices. Emphasis is given to grammar and usage within the composition. This course includes a one-hour per-week laboratory component for more individualized instruction.

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#### Learning Support Reading

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##### **READ 0098 - ADVANCED READING SKILLS (4)**

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*Placement by examination.*

This course emphasizes inferential, interpretive, and critical reading comprehension strategies. It also focuses on analysis, synthesis, and evaluation of text as well as efficient reading, study, and test-taking skills. Lecture and group participation methods are used in this course.

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#### Learning Support Mathematics

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##### **MATH 0098 – PRE-COLLEGE ALGEBRA (4)**

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*Placement by examination.*

This course is designed to prepare students for college-level mathematics courses. Topics will include: real-number concepts, selected geometry concepts, linear equations and inequalities in one variable, problem solving involving linear or factorable quadratic equations as models, operations on polynomials, factoring polynomials, integral exponents, graphing linear and quadratic equations in two variables, rational expressions, function notation, integral and rational exponents, solving absolute value and quadratic equations and inequalities, solving rational and radical equations, problem solving involving linear equations, rational equations, quadratic equations, and systems of equations in two variables, and writing equations of lines, operations with radicals and complex numbers, geometric concepts, and calculator usage.

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### 4. Learning Support Program Policies and Requirements

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During each semester of enrollment a student must first register for all required Learning Support courses before being allowed to register for other courses. This policy also applies to part-time students. Exceptions:

- When two or three Learning Support areas are required **and** a student is enrolled in at least one Learning Support course, a freshman orientation course (GPCS 1010) or physical education or other activity or performance course may be taken that semester instead of one of the required Learning Support courses. (The 30 hour rule applies.) Note: ATEC or RSCH classes or PHED 1101 cannot be taken in lieu of required LS classes.
- In the event that a required Learning Support course is not available at the college, a student may enroll in a course for degree credit if the student has met the course prerequisites, subject to written approval of the president or designee. (The 30 hour rule applies.) (Please

contact the Director of Learning Support for approval before registering the student since this requires a Special Case form.)

Students cannot in their subsequent semester of attendance have the same consideration given to them if they have previously been allowed to enroll in a degree credit course without their required LS course due to there being no LS courses available.

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## Attempts

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An *Attempt* is earned when a student gets a grade other than a “W” for their Learning Support Class.

Learning Support students have a limited number of attempts to exit each discipline area (English, reading, mathematics) regardless of the number of courses offered within the discipline area. Students have three attempts to exit mathematics, two attempts in English and two attempts in reading. Attempts do not count before fall 1986. Students who do not exit an LS area (English, Reading or Mathematics) in the allowed attempts are suspended from all Regents’ institutions for *one year*.

### Attempts Example

If a student were to take MATH 0097 and earn a B, then MATH 0098 and earn an IP, then the student will have two attempts in the mathematics area. This attempt in MATH 0097 still counts even if the college no longer offers MATH 0097.

Students should be cautioned that attempts accumulate within Regents’ institutions. That is, attempts at GPC are added to the attempts from other Regents’ institutions if the student has not been out of school for at least one year and retested on the placement exam.

Attempts can be reset to zero if a student retakes the placement test in an unsatisfied LS area after sitting out of college for one year or if the student takes no classes for one year after taking the original placement test. Attempts must be reset manually, so contact the Director of Learning Support if a student retests in this situation and needs to have attempts reset.

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## Attendance Policy

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The policy stated here is the minimum attendance policy for Learning Support English and Reading classes. Individual instructors may have a stricter policy.

If a student misses 10% or more of the scheduled class meetings, the student may be withdrawn from the course. If this is processed before the midpoint, the grade will be W. After the midpoint, the grade will be F.

*Learning Support mathematics instructors **will not** withdraw students from their classes under any circumstances.*

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## Course Request or Drop Back

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A College-Level student who wishes to take an LS course **must** complete a Learning Support Course Request Form (Drop Back Form). The student keeps a copy and copies are sent to the campus registrar (if student requests audit) and the Advising and Counseling Services office.

A College-Level student who volunteers to take Learning Support classes, but is not required to do so, does not set aside their placement at the college level.

Collegiate students have only three attempts in LS mathematics and two in LS English and Reading (including audits), and if they have been in LS previously, those attempts **must** be included as part of the total number of attempts. Once collegiate students have the maximum attempts in an area - including attempts accumulated while in LS - they **cannot** return to LS even if they have been out for more than one year.

Collegiate students **may** take LS courses for *audit* or *credit*. They do not take the COMPASS exit exams and are not coded LS. They must, however, follow all other LS rules. Upon completion of the LS class, a grade of 'V' will appear on the audit student's report. (This grade is entered as V% on Banner.) Collegiate students who volunteer to take a LS class will not be withdrawn from their college level classes if they withdraw from their LS class.

Collegiate students who wish to take LS courses for credit or audit must complete a Learning Support Course Request form (Drop Back form). The student keeps a copy and copies are sent to the Advising and Counseling Services Office and the campus registrar (only if a college level student is requesting to audit a Learning Support class).

Note: Financial Aid is not available for audit students.

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## Grades

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Grades in Learning Support are A, B, C, IP, F, W and WF. (These grades are entered as A%, B%, C%, IP%, F%, W%, and WF% in Banner) **Any grade other than a 'W' counts as an attempt.**

IP grades are defined by the USG as "Progress insufficient for completion of the course" and are final grades. They represent any situation where the student does not meet all the criteria to exit the LS area ("D" grades, or the student passed the coursework but not the writing sample or exit test). This grade should not be confused with an Incomplete grade (see below).

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## Audit

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**A student who is required to take LS courses in any area may not audit courses in that area.**

Collegiate students may take LS courses for audit, receiving a grade of 'V'. (See College-level Students and Course Request / Drop back, page 12)

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## Incomplete

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LS students do not receive incomplete (I) grades for LS classes. If an LS student has an emergency that prevents him or her from completing the last test or the final exam for a LS class, the instructor assigns the grade of *IP*. The student cannot register for the next class in the sequence or for college level classes until she or he earns a passing grade in the previous class. However, the student can register for other required LS classes. A "Petition for Incomplete Grade = IP for Learning Support" form must be completed by the Department.

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## GPCS 1010 (Georgia Perimeter College First Year Seminar)

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As of August 2012, college policy requires students who test into two Learning Support areas to pass

the GPCS 1010 class. Students should take the course the first semester of enrollment; students must take the course prior to taking other college courses. Banner should put a W9 registration control on SOAHOLD on the record of students who are required to take GPCS 1010.

August 2013 – All students required to enroll in one Learning Support courses will be required to take GPCS 1010.

The GPCS 1010 class requirement replaces the HEDS 1011 requirement; students who were required to take HEDS 1011 will be required to pass GPCS 1010 if they did not pass HEDS 1011 before August 2012.

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## **Retesting**

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Under specific conditions, students may be eligible to retake the placement or exit tests in any unsatisfied areas.

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### **Placement Retest**

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As of January 18, 2013:

**Goal of Retesting:** To increase the likelihood that students are correctly placed into both Learning Support and college-level courses. Placement retests are available for applicants as long as they have an active application

COMPASS Placement Retesting does not apply to COMPASS ESL placement testing.

Immediately after placement/admissions testing, the applicant to GPC may choose to take a placement retest, subject to the following stipulations:

1. A COMPASS retest is allowed, no earlier than one day after the initial placement test, in all subject areas where college-level placement was not achieved.
2. After the first retest, students may retest again only after 30 days have passed from the last retest.
3. Applicants who choose to retest must do so in one sitting for all subject areas in which they wish to retest.
4. The fee for retesting is \$20.
5. Test scores in subject areas where college-level placement was not achieved are no longer valid after one year.
6. Placement/admissions will be determined by the combination of the best valid scores between the placement test and placement retest(s).
7. Once coursework is started, a student is no longer eligible for a placement retest. Students who start coursework may start the testing cycle over after 1 year from their last semester of attendance.

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### **Placement Retest after 1 year**

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Students who have not taken any college work in the University System (including GPC) for 12 months will be retested with the COMPASS placement test in any unsatisfied area and readmitted without a Learning Support requirement if they meet GPC's criteria for exemption. Students who do not exempt on the retest may be readmitted and receive up to 3 additional attempts in mathematics or 2 additional attempts in English or reading. Students readmitted under this provision are subject to

the 30-hour limit on college-level coursework and may not take college-level credit work if they had earned 30 GPA hours during their previous period(s) of enrollment.

Students who retest after a one year absence are placed based on their new test scores and all old test scores or attempts are no longer valid.

Students who have taken college work in the University System (including GPC) in the last 12 months and did not satisfy their LS requirements are expected to continue on with their previous placement in Learning Support where they left off and are not eligible to retest at GPC.

### Retest after 1 Year Example

If a previously admitted student who did not exit or exempt Learning Support in their previous period of attendance applies to return to GPC, they **must** still meet the admissibility requirement with their **new** test scores to be admitted.

### Exit Retest

English: Effective fall 2008, students who fail may retake the exit test in English one time only each time he or she takes and earns an A, B, or C in ENGL 0099. Students who wish to retest should contact the Testing Center staff for directions. If arrangements to retest are not made within 3 business days, then the option to retest is forfeited. The Department Chair will facilitate the grade change that may result from the student's passing the retest.

Reading: Effective fall 2008, students who fail may retake the exit test in reading one time only each time he or she takes and earns an A, B, or C in READ 0098. Students who wish to retest should contact the Testing Center staff for directions. If arrangements to retest are not made within 3 business days, then the option to retest is forfeited. The Department Chair will facilitate the grade change that may result from the student's passing the retest.

Mathematics: Effective spring 2013, students who fail may retake the exit test in mathematics one time only each time he or she meets the eligibility criteria to take the exit exam in MATH 0098. Students who wish to retest should contact the Testing Center staff for directions. If arrangements to retest are not made within 3 business days, then the option to retest is forfeited. The Department Chair will facilitate the grade change that may result from the student's passing the retest.

### Special Cases

Special Cases are when any of the Learning Support policies are not followed for any student. Special Cases **must** be documented and the Director of Learning Support **must approve** the Special Case **prior** to completing a Special Case File. One copy of the form should be given to the student and the other copies should be sent to the Advising and Counseling Services office, the appropriate department, and the Director of Learning Support.

### Suspension

Once a student has accumulated 3 attempts in mathematics, 2 attempts in English or 2 attempts in Reading (with attempts and hours counting across USG institutions, unless the student has had their attempts reset by retesting after a one year period where they completed no coursework with the University System) the student will be placed on Learning Support Exclusion. As of Fall Semester 2011, this suspension period will be for 1 year.

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### **After a 1 year suspension**

Students who have not taken any college work in the University System (including GPC) for 12 months (or who do not meet the criteria to return and be exempted as detailed below) will be retested with the COMPASS placement test in any unsatisfied area. (Also see “Placement Retest after 1 Year”, page 14)

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### **Suspension and Early Return**

Students who have been *suspended* from GPC or any other USG institution may not be admitted by the college before the end of 1 year unless they:

- Attend a SAC-COC TCSG institution and exit Learning Support (with valid exempting/exiting scores from LS) in the area of suspension.
- Attend any other college and transfer back to GPC with transfer credit in the area of suspension.

Note that while a student who returns with college level transfer credit cannot be exempted from his or her LS requirement through transfer of course credit when s/he is admitted or readmitted to GPC unless s/he has 30 hours of transfer college-level credit including college-level credit in the area of the suspension. (Note: The 30 semester hours of college-level transfer credit must be earned after the start of the 1-year suspension)

Students who transfer from a COC accredited TCSG institution can be satisfied of their Learning Support requirement by submitting a valid passing COMPASS Score from that institution.

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### **30-Hour Rule**

As of Fall Semester 2011, students may not accumulate more than 30 semester hours of GPA credit before completing all LS requirements. Students who accumulate 30 hours of GPA credit and have not successfully completed LS courses may enroll only in LS courses until requirements are completed.

Students who are subject to the 30-Hour Rule should receive a “30” hold on Banner. These students are required to see an advisor for advisement and registration.

The 30-Hour Rule refers to GPA hours as noted on SHATERM. GPA hours includes college level credit classes passed and failed (but not withdrawals)

Transfer students may earn up to an additional 30 hours of GPA credit before being required to take LS courses only.

The number of hours of GPA credit for a former GPC student includes the hours taken when the student was previously enrolled at GPC. Students are subject to the 30 hour limit on college-level coursework and may not take credit work if they had earned 30 GPA hours during their previous period(s) of enrollment.

A student who changes his major from one with no LS requirements to one that has LS requirements may earn up to 30 additional hours of GPA credit before the 30 Hour Rule applies.



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## Withdrawals

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Any student required to take LS courses will be withdrawn from all college-level courses with a grade of 'W' (regardless of their grades and attendance) if they withdraw or are withdrawn from an LS course before the mid-point of the semester or term of the Learning Support course. Exception: Students will not be withdrawn from GPCS 1010 or activity PE classes.

Students taking only LS classes who officially withdraw from one or more of these classes by the mid-point of the semester or term will receive a 'W.'

Students required to take LS courses who withdraw themselves after the mid-point will receive a 'WF' (counted as an attempt), but they are allowed to remain in collegiate courses. An LS student who exceeds the absence policy for a class after the mid-point may receive an 'F' for the course.

## No Shows

Students who never attend a class (or never log in to the section for a distance learning class) by the end of the No-Show Attendance period will be reported for non-attendance. The No-Show Attendance period is typically the first week of classes. Students who do not drop a class during the schedule adjustment period (drop/add days) and are reported for non-attendance will be automatically dropped from that course. Neither the course(s) nor any grade(s) will appear on the student's permanent record. Students reported for non-attendance in a required LS class will be withdrawn from all college-level (1000 or 2000-level) courses in which that student is concurrently enrolled (except GPCS 1010 and activity PE classes) and the grades will be recorded as a "W." There will be no reinstatements for students who do not attend class during the no-show period.

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## 5. Exiting Learning Support

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### English

To be eligible to take the COMPASS exit test in English, students must earn a "C" or better in ENGL 0099 and pass an exit writing sample.

#### **English Exit Score (effective summer 2007):**

COMPASS 64 or CPE 76 or ASSET 43

(Note: Effective fall 2008, students who do not pass the first exit test may take one retest.)

Effective fall 2008, students who fail may retake the exit test in English one time only each time he or she takes and earns an A, B, or C in ENGL 0099. Students who wish to retest should contact the Testing Center staff for directions. If arrangements to retest are not made within 3 business days, then the option to retest is forfeited. The Department Chair will facilitate the grade change that may result from the student's passing the retest.

### Satisfying LS Requirements Examples

1. A student with two attempts in LS mathematics may attend Georgia Piedmont Technical College, exempt Learning support by passing the COMPASS or Asset test in mathematics, earn credit for MAT 1101 (College Algebra, previously MAT 191), and transfer back to GPC. When the student returns to GPC, the student will be exited from LS mathematics.
2. A student with two attempts in LS English is placed on LS Exclusion. The student can transfer to Georgia Piedmont Technical College, test into Learning Support and complete LS there. Upon completion of LS with exiting test scores from the technical school, the student can be re-admitted to GPC and satisfy the LS requirement.

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## Reading

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To be eligible to take the COMPASS exit test in Reading, students must earn a “C” or better in READ 0098.

**Reading Exit Score (effective summer 2007):** COMPASS 78 or CPE 77 or ASSET 41

(Note: Effective fall 2008, students who do not pass the first exit test may take one retest.)

Effective fall 2008, students who fail may retake the exit test in reading one time only each time he or she takes and earns an A, B, or C in READ 0098. Students who wish to retest should contact the Testing Center staff for directions. If arrangements to retest are not made within 3 business days, then the option to retest is forfeited. The Department Chair will facilitate the grade change that may result from the student’s passing the retest.

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## Mathematics

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**EFFECTIVE SPRING 2013:** To be eligible to take the COMPASS exit test in Mathematics, students must earn a “C” or better in MATH 0098.

Students who earn an “A” or “B” final course grade in MATH 0098 are exempt from taking the exit COMPASS test.

**Exit Score (effective summer 2003):** COMPASS 37 or CPE 79 or ASSET 42 (Note: All students who do not pass the first exit test may take one retest.)

**Exempt Status:** Students with SAT/ACT scores less than 7 years old of at least 400/17 who are **not** CPC deficient do not have to take the exit test in mathematics. ***SAT/ACT scores must be in Banner before the end of final exams in order to exempt exit testing in mathematics.***

Effective summer 2005, students who fail may retake the exit test in mathematics one time only each time he or she takes and earns an A, B, or C in MATH 0098. Students who wish to retest should contact the Testing Center staff for directions. If arrangements to retest are not made within 3 business days, then the option to retest is forfeited. The Department Chair will facilitate the grade change that may result from the student’s passing the retest.

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## Transfer Credit and Satisfying Learning Support Requirements

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Students who *have not been* suspended from GPC or any USG institution may be exempted from their LS requirements through transfer of course credit **if** they have a passing COMPASS or Asset score in the LS area.

Students who *have been* suspended from GPC or any other USG institution may not be exempted from his or her LS requirement through transfer of course credit (ENGL 1101 or MATH 1001/1111) when s/he is admitted or readmitted to GPC unless s/he has 30 hours of transfer college-level credit including college-level credit in the area of the suspension (Note: The 30 semester hours of college-level transfer credit must be earned after the start of the 3-year suspension.)

Students who attend a COC-accredited TCSG institution may submit a passing COMPASS score from that institution to satisfy their LS Requirements.

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## 6. Learning Support Advisement

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Learning Support students will receive advisement every semester they are in Learning Support.

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### Banner Screens Most Frequently Used for Advisement (see also Appendix B)

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#### SOATEST/WOATEST

Changes in SOATEST are not necessarily permanent. (The student's record is updated automatically each time WOATEST is opened. At least one person per campus has access to WOATEST.)

- ❖ LS/QS codes COMPASS/CPE scores
- ❖ SAT/ACT
- ❖ Regents' Tests
- ❖ Course exemptions

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#### ZOAGARP

- ❖ CPC requirements:
  - English
  - Math
  - Science
  - Social science
  - Foreign language
- ❖ Placement test requirements
- ❖ LS and ESL requirements
- ❖ Regents' Test requirements

#### BANNER and ESAMS

ESAMS is a web tool that directly reports data from BANNER. It is highly useful for advisors to get a general "overview" of a student's records.

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#### Other Common Screens

**SHATERM** - Transcript and transfer credit, academic standing, GPA hours

**SHATRNS** - Transfer credit, periods of attendance

**SHACRSE** - Transcript at GPC

**ZOALSAT** - Learning Support attempts

**SOAHOLD** - All holds and registration controls, comments about a student's record

**WFAREGS** - Register a student for classes

**SFAREGQ** - Student's current schedule

**SGASTDN** - Student's current class/admissions type for semester; registration time

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#### Class Load

LS students should be discouraged from taking a heavy load or an overload. The focus for students while in Learning Support should be on successful completion of the LS classes and building of foundational skills.

LS students must register for all of their LS requirements before registering for college level classes including classes used to satisfy CPC deficiencies, ATEC or RSCH classes, or PHED 1101.

Students should be advised to consider the following when thinking about class schedules:

- **Online Classes:** Online classes require much self-discipline and self-teaching. As such students should carefully consider their skill level in the material before attempting online courses, and

students who struggled previously in an online section might consider trying an on-campus class instead.

- **Half-Semester Classes:** These classes cover the same amount of material in half the time as full semester courses. LS students should be cautioned about doing second-half courses until they've finished Learning Support.
- **Frequency (How Often Class Meets Each Week):** Classes that meet several times each week may be worth considering for LS students as the material is broken down into smaller pieces that you can absorb in between more frequent classes. This is especially true if the class is in a challenging area for the student.
- **Summer Semester:** Summer semester is shorter and more accelerated than Fall Semester and Spring Semester and students should be recommended to take fewer hours. Fall & Spring have 15 weeks. Summer has only 6 or 8 weeks.

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## College Preparatory Curriculum (CPC)

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### Students Affected

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- Applies to all students graduating from high school in the spring of 1988 or later.
- Does not apply to students in career (non-transfer) curricula. (AAS Fire Management and Fire Management Certificate, AAS Library and Information Science Technology, AAS Sign Language Interpreting and Sign Language Interpreting Certificate, Dual Programs with Georgia Piedmont Technical College) Does apply to AS Dental Hygiene and AS Nursing effective fall 2006.
- Does not apply to students who have not attended college and have been out of high school for more than five years.

### Areas of Assessment

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- English
- Mathematics
- Science
- Social Science
- Foreign Language

### How Deficiencies are Assessed and Reported

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- Assessment – through high school transcript evaluation by the Admissions Office.
- Reporting – deficiencies are entered into the student's record by the Admissions Office.
- Codes Used – the codes used to report deficiencies in a course of study are located on the BANNER system ZOAGARP screen. Particular attention should be given to a code of 'RQ' – required or 'RS' – required by system.

### Satisfying CPC Deficiencies

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The only way to satisfy a CPC deficiency in English is to exit or exempt LS English and LS Reading based on COMPASS.

- *The verbal SAT or ACT in English cannot satisfy a CPC deficiency in English.*
- *Transfer credit for any college-level English course cannot satisfy a CPC deficiency in English unless the student has at least 30 hours of transfer credit.*

The only way to satisfy a CPC deficiency in Mathematics is to exit or exempt LS Mathematics based on COMPASS.

- *The math SAT or ACT cannot satisfy a CPC deficiency in mathematics.*
- *Transfer credit for any college-level Mathematics course cannot satisfy a CPC deficiency in Mathematics unless the student has at least 30 hours of transfer credit.*

**All** students who are CPC deficient in an area must take COMPASS in that area (both English and Reading COMPASS tests if CPC deficient in English). Only a passing score on COMPASS will satisfy a CPC deficiency in an area (passing scores in both English and Reading COMPASS tests if CPC deficient in English).

LS courses have priority over CPC and collegiate courses. Students must register for all LS courses before considering selected collegiate courses.

Non-traditional students do not have CPC requirements.

Students whose record shows that they have the following majors do not have CPC requirements.

- Associate of Applied Science Fire Management
- Associate of Applied Science in Library and Information Science Technology
- Associate of Applied Science Sign Language Interpreting
- Fire Management Certificate
- Sign Language Interpreting Certificate
- Dual Programs with Georgia Piedmont Technical College

As of fall 2006, all Nursing and Dental Hygiene students must satisfy CPC deficiencies.

See the chart below for a list of courses that may be used to satisfy CPC deficiencies in Science, Social Science, and Foreign Language.

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**Courses that Satisfy CPC Deficiencies (does not apply to English or mathematics)**

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<b>Science</b>
ASTR 1010 and 1010 L*
ASTR 1020 and 1020 L*
BIOL 1402 and 1402 L
BIOL 1403 and 1403 L
BIOL 1405 and 1405 L
BIOL 1407 and 1407 L
CHEM 1151 and 1151 L
CHEM 1211 and 1211 L
ENVS 1401 and ENVS 1401L
GEOL 1121 and 1121 L*
GEOL 1122 and 1122 L*
PHYS 1111 and 1111 L

<b>Social Science</b>
ANTH 1102*
ECON 2105*
GEOG 1101*
HIST 1111*
HIST 1112*
HIST 2111*
HIST 2112*
PSYC 1101*
SOCI 1101*

<b>Foreign Language</b>
SPAN 1001 or 1002*
FREN 1001 or 1002
GRMN 1001 or 1002
ARAB 1001 or 1002
CHIN 1001 or 1002
ITAL 1001 or 1002
JAPN 1001 or 1002
KREN 1001 or 1002
PORT 1001 or 1002
RUSS 1001 or 1002
SWAH 1001 or 1002

\*or its Honors version

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## Defined Student Scores (LS/QS Scores)

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Some sets of artificial test scores have been created in order to manage certain registration situations. For these procedures to work properly, ALL students must have a QS (Qualifying Score) and either LS (Learning Support) or ES (English as a Second Language) scores. In almost all circumstances these scores will be posted to the student's record by a batch process. The rules for assigning these scores are given below. In addition, some students will have an MA (Music Audition) or HS (Honors) score. Here is a summary of the score assignments.

### LS Scores

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SCORE	LSE	LSR	LSM
-9	Student has not tested or had an LS Evaluation done		
-8	Cannot be admitted		
-1	n/a		
0	<b>ENGL 0099</b> required	<b>READ 0098</b> required	<b>MATH 0098</b> required
1	n/a		
2	EARLY EXIT – Student's major requirement does not require completion of Learning Support		
3	Currently registered in exit level		
4	Exempt from placement		
5	An LS score of 5 is used for students who may be "out" of LS according to ZOAGARP. Please check SOAHOLD for a LC Comment or course history (transfer and GPC) to verify that LS requirements have been met. Noted errors or uncertain cases should be sent to the Director of Learning Support for correction or examination.		
6	Exited Learning Support		

### QS SCORE

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- 00 Student can register only for required ENSL course.
- 02 Student can register only for the required LS course (*Student has up attempts in an area*).  
*Check SOAHOLD to verify that student has been granted an appeal in that area.*
- 05 Student had low placement in two or three LS areas.

- | Notes on QS Scores  |  |
|---|--|
| Students with a QS Score less than 20 will not be able to register themselves for college level courses, even if they meet the criteria to take the course. They must be manually registered. |  |
- 10 Student can register only for required LS and ENSL course(s). (*Student has earned at least 30 college-level GPA hours and has at least one LS or ESL area requirement.*)
- 15 Student can register only for LS or ENSL required courses and selected collegiate-level courses. (Ex. GPCS 1010, activity classes in PE, art, or music) (*Student has two or more LS areas required. If the student is registered for all required LS and ENSL courses, the student may be granted an override into a college-level course assuming all other prerequisites are met.*)
- 20 Student may register for any course for which prerequisites and any other conditions are satisfied. There are currently no LS or ESL constraints on registration in other areas. (*Student has only one LS area required and has earned less than 30 GPA hours.*)
- 30 Student may register for any course for which prerequisites and any other conditions are satisfied. (*Student has either exited, exempted, or is currently in the exit-level class for all 3 LS areas.*)
- 31 Student does not fit criteria for evaluation and should be manually examined (default for LS = -9)
- 40 Student has a bachelor's degree and is coded Special Student.
- 45 Student has a MARS student with credit in English and math (records are archived); contact the Director of Learning Support for an explanation. (Note: Most of these scores are now in Banner.)
- 50 Student is a transient student and may take courses as prescribed by home institution.

## MA SCORE

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- 10 Music audition successfully completed

## HS SCORE

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- 00 Student was previously eligible to take honors courses, but is currently ineligible.
- 10 Student is eligible to register for honors courses

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## Disability Services

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Students with learning or physical disabilities who are required to enroll in Learning Support classes must fulfill all stated requirements. Please contact the Center for Disability Services for specifics on accommodations.

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## Educational Options for Students unable to meet the Admissions Criteria

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Students who do not meet the criteria to be admitted to the college and do not wish to attempt the placement test again may:

- Attend a SACS-COC TCSG college and exits Learning Support there (or exempts Learning Support and attends at least one semester). The student in this case can be admitted to GPC using their exit from Learning Support at the TCSG institution to satisfy the testing criteria for admissions.
- Attend a private or out-of-state college, complete a college-level class equivalent to ENGL 1101 or MATH 1001/1111 with a grade of C or better, and transfer this course back to GPC. This college-level course will satisfy the testing requirement for admissions.

Note students who have previously gone on Learning Support Exclusion with an USG institution should see “Educational Options After Learning Support Suspension” for information about satisfying their Learning Support Requirement.

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## Educational Options Before Learning Support Suspension

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Students who are not CPC deficient and have one attempt in English or Reading or two in MATH 0097/0098 and are not yet suspended, may be advised to

- Transfer to a technical college and complete learning support there. A student who attended a SACS-COC TCSG college and exempts or exits Learning Support there will have their LS requirement satisfied at GPC.
- Transfer to a private or out-of-state college, complete a college-level class equivalent to ENGL 1101 or MATH 1001/1111 with a grade of C or better, and transfer this course back to GPC. This college-level course will fulfill the LS requirement in the LS area.

If a student is CPC deficient in an area and earns transfer credit in that area from a non-USG institution or from a non-SACS-COC accredited TCSG institution, he or she may not exit LS through the transfer credit. The student must complete the LS area at GPC and take the appropriate exit test. The transfer credit can be used in the Core Curriculum once the LS requirement is satisfied and the exit test is passed.

### GPC Course Equivalents with Georgia Piedmont Tech and Gwinnett Tech as of 06/27/2013

GPC Course	Georgia Piedmont Tech Course	Gwinnett Tech Course
ATEC 1201	SCT 100	SCT 100
BIOL 1611 & Lab	BIO 2113	BIO 2113
BIOL 1612 & Lab	BIO 2114	BIO 2114
BIOL 1913 & Lab	No equivalent	BIO 2117
CHEM 1151 & Lab	No equivalent	CHM 1111
COMM 1201	SPC 1101	SPC 1101
ECON 2105	ECO 2105	ECO 2105



ECON 2106	ECO 2106	ECO 2106
ENGL 1101	ENG 1101	ENG 1101
ENGL 1102	ENG 1102	ENG 1102
HIST 2111	HIS 2111	HIS 2111
HIST 2112	HIS 2112	HIS 2112
HUMN 1301	HUM 1101	HUM 1101
MATH 1111	MAT 1111	MAT 1111
MATH 1113	MAT 1113	MAT 1113
MATH 1431	MAT 1127	MAT 1127
POLS 1101	POL 1101	POL 1101
PSYC 1101	PSY 1101	PSY 1101
PSYC 2621	No equivalent	PSY 2250
SOCI 1101	SOC 1101	SOC 1101

There is a more complete listing of which classes transfer to GPC from other institutions on the GPC website (gpc.edu):

- Click on Quick Links (on top)
- Click on Student Info Systems (SIS)
- Click on Transfer Equivalency (on the bottom)

Or use the link [https://sis.gpc.edu/pls/PROD/wwtraneq.P\\_TranEq\\_Ltr](https://sis.gpc.edu/pls/PROD/wwtraneq.P_TranEq_Ltr)

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## **Educational Options After Learning Support Suspension**

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Students who are suspended from Georgia Perimeter College and all University System of Georgia institutions for one year because they have not completed a Learning Support area in three attempts in Mathematics, two attempts in English or two attempts in Reading *may* attend a technical college, a private college, or a college out-of-state.

After Being Out of School for One Year - If the student sits out of college for the full one-year period of the suspension and then returns to GPC, he or she will take the COMPASS placement test in the area of the suspension and all other Learning Support areas that have not been exempted or exited previously. If the student passes the placement test in an area, he or she will be exited from Learning Support in that area. If the student does not pass the placement test in an area, he or she must take the required Learning Support classes in that area and attempts will start over. If the student does not meet the admissibility criteria on this new placement test and placement retest, they cannot be admitted to the college

Conditions for Early Return - Students may return to GPC before the end of the one-year suspension if the following conditions are met:

- The student **attends** a SACS-COC accredited technical college\* and brings an official passing score on either COMPASS or Asset at the technical college in the area of the suspension. The student may need to specially request this test if it is not required at the technical college. Alternatively, the student may bring scores and/or transcripts showing they exited Learning Support at the SACS-COC accredited TCSG institution.
- The student brings transfer credit in ENGL 1101 or its equivalent (if the area of suspension is English or Reading) and/or has transfer credit for MATH 1001 or MATH 1111 or higher mathematics (if the area of suspension is Mathematics). If the student does not have an exiting test score, the student must take the placement test with GPC and abide by that

placement unless the student also has 30 semester hours of acceptable transfer credit in addition to the college-level credit in the area of the suspension to satisfy the LS requirement.

\* As of June 2013, all TCSG institutions are SACS accredited **EXCEPT**:

- Moultrie Technical College (Candidate, June 2012)
- Ogeechee Technical College (Candidate, June 2013)
- Oconee Fall Line Technical College (Applicant, December 2012)

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## **Holds**

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All holds are posted on SOAHOLD.

### **LC Comment**

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The HOLD screen on Banner is a place where written comments about a student's record can be found. Check SOAHOLD when you advise a student.

Note: Advisors may enter notes about appeals, special cases, or drop back forms such as:

“Drop Back E99 Dun Fa08”

“Special Case on file Clk Sp09”

“2nd appeal OK M98 Dec Fa08”

### **30- Hour Hold**

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Student has 30 GPA hours and has not exited Learning Support. GPA hours can be confirmed in SHATERM on Banner.

### **LS Hold**

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All Learning Support students must receive advisement each term before they register in order to have the “LS” hold removed. (Note: The LS hold can be removed by the advisor by changing the “To” date to current day's date.)

### **LH Hold**

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Students who do not complete an LS area in the allotted number of attempts receive this hold. The purpose of this hold is to notify the student and the advisor that the student is suspended for one year unless he or she is eligible to appeal for an additional attempt. It stops registration and requires students to see an advisor to discuss their educational options. Students will have this LH hold on their records until they meet the readmissions criteria (Note: The “LH” hold should never be turned off or removed while the student is on Learning Support Exclusion; readmissions after Learning Support Exclusion should remove the LH Hold. If an LH hold exists on a student and the advisor believe it to be in error, contact the Director of Learning Support.)

### **Registration Controls**

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Registration controls are not holds but will be listed with holds. These controls only block registration if the Learning Support requirement is not registered for first. There are four controls related to Learning Support:

- W6 Registration Cntrl ENGL
- W7 Registration Cntrl MATH

- W8 Registration Cntrl READ
- W9 Registration Cntrl GPCS 1010

These registration controls should not be turned off manually; they do not prevent registration but enforce GPC LS requirements on registering for LS classes before college classes. They are placed when a LS requirement is created in ZOAGARP and are removed when their ZOAGARP requirement is satisfied.

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## Prerequisites

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Once a student has registered for all Learning Support requirements, they may register for courses for which they meet prerequisites. Students in only one learning support required course may register for a First Year Seminar class or activity physical education course without being in all requirements

Prerequisites are listed in the College Catalog and on the web at <http://www.gpc.edu/~acadaff/Schedules/prereq.php3>

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## Notable Prerequisites

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A student must exit or exempt Reading as a prerequisite to Social Science, Natural Science and Physical Science.

**A student must exit both Learning Support English and Reading as a prerequisite for English 1101.**

Non-degree seeking students, including Prime Timers and Special students may take up to 12 hours of college-level credit, provided there are **no** LS prerequisites for any of these courses.

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## Prereq/Test Score Error

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The error message in Banner, "Prereq/Test Score Error", can mean one of the following:

- Student does not have the required prerequisite for the requested course.
- Student has violated the 30-Hour Rule.
- Student has not registered for all required LS classes.
- Student has QS code less than 20 and must receive an override to register for approved college-level classes. (See LS/QS codes on pages 21-22.)

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## Regents' Test Policies & Procedures

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Once a student has passed ENGL 1101 and ENGL 1102, he or she will be considered exempt from taking the Regents' Test.

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## Other Exemptions

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Students will be considered to have fulfilled the reading comprehension requirement of the Regents' Test and do not need to take the reading portion of the Regents' Test if they have:

- SAT-I Verbal scores of at least 510
- ACT Reading scores of at least 23

(Scores must be from a national administration of these tests.)

Students will be considered as having fulfilled the essay requirement of the Regents' Test and do not need to take the essay portion of the Regents' Test if they have:

- AP English scores of at least 3
- IB higher level English scores of at least 4
- SAT-II English Writing scores of at least 650
- SAT I Writing scores of at least 560

(Scores must be from a national administration of these tests.)

Students who graduate from regionally accredited institutions with a Bachelor's degree or higher are not required to take the Regents' Test.

**APPENDIX A: MATHEMATICS PLACEMENT GRID (LS & upper level exemptions)**

COMPASS TEST	SCORE	ACTION/PLACEMENT
COMPASS ALGEBRA	19 or lower	Can't be admitted
COMPASS ALGEBRA	20-36	MATH 0098
COMPASS ALGEBRA	37 or Higher	Eligible for college level math (MATH 1001 or MATH 1111)
COMPASS ALGEBRA	63 or Higher	Eligible for advanced placement test (COMPASS Math Exemption Test)
<u>COLLEGE</u> ALGEBRA**	45 or Higher	Exempt from MATH 1001 or MATH 1111; Eligible for MATH 1113
GEOMETRY & TRIGONOMETRY**	30 or Higher Geometry and 43 or Higher Trigonometry (must have <u>both</u> scores)	Exempt from MATH 1113; Eligible for Calculus I (MATH 2431)

**\*\*To be eligible for the advanced placement test (COMPASS Math Exemption Test) students must have never taken a college-level mathematics course.**

## APPENDIX B: HISTORICAL DATA

Currently, GPC uses the COMPASS and the CPE for placement testing and exit testing. GPC piloted using the ASSET test and does accept it from other schools under certain conditions as described in the “Placement Testing” section. Students who took the ASSET as part of the pilot at GPC have their scores noted in SOAHOLD.

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### HISTORICAL ENGLISH/READING COMPASS/CPE SCORES

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- For students first enrolled at GPC (or who have retaken the placement test after being out of college for at least 3 years) prior to fall 2005, both the COMPASS/CPE placement test scores and the SAT Verbal/ACT English scores are used for placement into the two levels of LS English or Reading courses. When no SAT/ACT is available, students are placed using COMPASS/CPE scores only, using the higher SAT/ACT column. Students who are not CPC deficient in English are exempt from placement testing in English and reading if they have SAT Verbal/ACT English scores of 480/20.
- For students first enrolled at GPC (or who have retaken the placement test after being out of college for at least 3 years) as of fall 2005 and after, the SAT Verbal/ACT English scores are no longer used for placement into the two levels of LS English or Reading courses. However, students who are not CPC deficient in English are exempt from placement testing in English and reading if they have SAT Verbal/ACT English scores of 480/20.
- For students first enrolled at GPC (or who have retaken the placement test after being out of college for at least 3 years) from summer 2007 and after (*Effective for placement tests taken after January 31, 2007 and exit tests taken in summer 2007*) the placement and exit scores for LS English and Reading changed from 60 to 64 for English and 74 to 78 for Reading. See the placement chart for cut off scores for each level of LS course.
- As of summer 2007, the exit score for all students no matter when they started at GPC is 64 for LS English and 78 for Reading. (Many students were exited with the old scores in summer 2007.) Also, students who scored 74-77 were allowed to retake the exit exam in READ 0098.
- Effective fall 2008, students who do not pass the first exit exam may take one retest.
- Effective fall 2009, students may take one retest on the placement exam in English and Reading (see Retest section for details)

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### Historical English/Reading COMPASS/CPE Placement Tables

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#### A. For students first enrolled at GPC (or who have retaken the placement test) *Fall 2011 through Summer 2012 and after* (Effective as of July 2011)

Notes:

- A student who has a verbal score of 480 or higher on the *national* SAT or English score of 20 or higher on the *national* ACT or GHGST-ELA score of 260 or higher (starting Fall 2010 for tests taken May 2010 and after) and is **not** CPC deficient in English is exempt from taking the placement tests in English and Reading.

	COMPASS	CPE	ASSET	Placement
<b>ENGLISH</b>	<b>64</b> or higher	76 or higher	43 or higher	ENGL 1101 if LS Reading not required

	63 or lower	75 or lower	42 or lower	ENGL 0099
	<b>COMPASS</b>	<b>CPE</b>	<b>ASSET</b>	<b>Placement</b>
<b>READING</b>	78 or higher	77 or higher	41 or higher	ENGL 1101 if LS English not required
	77 or lower	76 or lower	40 or lower	READ 0098

**B. For students first enrolled at GPC (or who have retaken the placement test) *Summer 2007 and after. (Effective for tests taken after January 31, 2007)***

Notes:

- A student who has a verbal score of 480 or higher on the *national* SAT or English score of 20 or higher on the *national* ACT or GHGST-ELA score of 260 or higher (starting Fall 2010) and is **not** CPC deficient in English is exempt from taking the placement tests in English and Reading.
- SAT Verbal/ACT English scores are no longer used for placement into the two levels of LS English or Reading courses.

	<b>COMPASS</b>	<b>CPE</b>	<b>ASSET</b>	<b>Placement</b>
<b>ENGLISH</b>	64 or higher	76 or higher	43 or higher	ENGL 1101 if LS Reading not required
	51 – 63	74 – 75	41 – 42	ENGL 0099
	50 or lower	73 or lower	40 or lower	ENGL 0098

	<b>COMPASS</b>	<b>CPE</b>	<b>ASSET</b>	<b>Placement</b>
<b>READING</b>	78 or higher	77 or higher	41 or higher	ENGL 1101 if LS English not required
	70 – 77	74 – 76	38 – 40	READ 0098
	69 or lower	73 or lower	37 or lower	READ 0097

**C. For students first enrolled at GPC (or who have retaken the placement test) *Fall Semester 2005 through Spring Semester 2007.***

Notes:

- A student who has a verbal score of 480 or higher on the *national* SAT or an English score of 20 or higher on the *national* ACT and is **not** CPC deficient in English is exempt from taking the placement tests in English and Reading.
- As of fall 2005, the SAT Verbal/ACT English scores are no longer used for placement into the two levels of LS English or Reading courses.

	<b>COMPASS</b>	<b>CPE</b>	<b>ASSET</b>	<b>Placement</b>
<b>ENGLISH</b>	60 or higher	75 or higher	42 or higher	ENGL 1101 if LS Reading not required
	45 – 59	72 – 74	38 – 41	ENGL 0099
	44 or lower	71 or lower	37 or lower	ENGL 0098

	<b>COMPASS</b>	<b>CPE</b>	<b>ASSET</b>	<b>Placement</b>
<b>READING</b>	<b>74</b> or higher	75 or higher	41 or higher	ENGL 1101 if LS English not required
	64 – 73	72 – 74	36 – 40	READ 0098
	63 or lower	71 or lower	35 or lower	READ 0097

**D. For Students first enrolled at GPC (or who have retaken the placement test) *prior to Fall 2005***

Notes:

- A student who has a verbal score of 480 or higher on the SAT or English score of 20 or higher on the ACT and is **not** CPC deficient in English is exempt from taking the placement tests in English and Reading.
- Use both the score on the placement test and the SAT Verbal/ACT English scores for placement into the two levels of LS English or Reading courses.
- When no SAT/ACT is available, use the chart below to place the student in higher level based on the placement test score only. (Use the higher SAT/ACT column.)

	<b>COMPASS</b>	<b>CPE</b>	<b>ASSET</b>	<b>SAT 410-470 (ACT 16-19)</b>	<b>SAT 400 or lower (ACT 15 or lower)</b>
<b>ENGLISH</b>	<b>60</b> or higher	75 or higher	42 or higher	ENGL 1101 if LS Reading not required	ENGL 1101 if LS Reading not required
	32 – 59	70 – 74	37 – 41	ENGL 0099	ENGL 0098
	31 or lower	69 or lower	36 or lower	ENGL 0098	ENGL 0098

	<b>COMPASS</b>	<b>CPE</b>	<b>ASSET</b>	<b>SAT 410-470 (ACT 16-19)</b>	<b>SAT 400 or lower (ACT 15 or lower)</b>
<b>READING</b>	<b>74</b> or higher	75 or higher	41 or higher	ENGL 1101 if LS English not required	ENGL 1101 if LS English not required
	57 – 73	70 – 74	34 – 40	READ 0098	READ 0097
	56 or lower	69 or lower	33 or lower	READ 0097	READ 0097

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**HISTORICAL MATHEMATICS COMPASS/CPE SCORES**

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- For students first enrolled at GPC from fall 1998 through summer 1999 – The LS exemption score for the mathematics COMPASS test was 36 (CPE 79/5) and the Learning Support exit score was also 36 (CPE 79).



- For students first enrolled at GPC from fall 1999 through spring 2002 – The LS exemption score for the mathematics COMPASS test was 36 (CPE 79/5) and the Learning Support exit score was 30 (CPE 75). The Learning Support exit COMPASS score changed to 37 (CPE 79) for this group of students effective spring 2003.
- For students first enrolled at GPC from summer 2002 to the Present – The LS exemption score for the mathematics COMPASS test is 37 (CPE 79/5) and the Learning Support exit score is 37 (CPE 79).
- Effective summer 2004, appeals for students who sit out of school for more than one semester are invalid and students are suspended for 3 years.
- Effective summer 2005, students who do not pass the first exit exam may take one retest.
- For students first enrolled in math classes at GPC from fall 2006 through fall 2009 – COMPASS scores of 16 or less place these students into MATH 0096. The prerequisite for MATH 0098 during this time is MATH 0096 or MATH 0097 with a “C” or better or appropriate placement.
- Effective fall 2008, students who are not CPC deficient in mathematics are exempt from placement testing in mathematics if they have SAT Mathematics/ACT mathematics scores of 440/18.
- Effective fall 2009, students may take one retest on the placement exam in Mathematics (see Retest section for details)

### Historical Mathematics COMPASS/CPE Placement Tables

#### A. For students first enrolled at GPC (or who have retaken the placement test) *Summer 2009 through Summer 2012.*

Notes:

- As of Fall Semester 2008, student who has a math score of 440 or higher on the *national* SAT or math score of 18 or higher on the *national* ACT and is **not** CPC deficient in math is exempt from taking the placement test in math.

				Note: Both CPE and algebra subscores are used to determine placement in mathematics. Algebra questions used w/CPE		
MATH	COMPASS	ASSET	Placement	CPE	5-10 correct	0-4 correct
	37 or higher	42 or higher	College Math	79 or higher	College Math	MATH 0098
	30-36	39-41	MATH 0098	75-78	MATH 0098	MATH 0098
	29 or lower	38 or lower	MATH 0097	74 or lower	MATH 0097	MATH 0097

#### B. For students first enrolled at GPC (or who have retaken the placement test) *Summer 2002 to Summer 2009.*

Notes:

- As of Fall Semester 2008, student who has a math score of 440 or higher on the *national*

SAT or math score of 18 or higher on the *national* ACT and is **not** CPC deficient in math is exempt from taking the placement test in math.

- SAT /ACT math scores are not used to determine placement but are used for exit.

				Note: Both CPE and algebra subscores are used to determine placement in mathematics. Algebra questions used w/CPE		
MATH	COMPASS	ASSET	Placement	CPE	5-10 correct	0-4 correct
	37 or higher	42 or higher	College Math	79 or higher	College Math	MATH 0098
	30-36	39-41	MATH 0098	75-78	MATH 0098	MATH 0098
	17-29	27-38	MATH 0097	68- 74	MATH 0097	MATH 0097
	16 or lower	26 or lower	MATH 0096	67 or lower	MATH 0096	MATH 0096

- C. For students first enrolled at GPC *Spring 2001 through Spring 2002* and have not been out of school for 3 or more years – SAT/ACT is not used to determine placement but it is used for exit.**

			Note: Both CPE and algebra subscores are used to determine placement in mathematics. Algebra questions used w/CPE		
<b>MATH</b>	<b>COMPASS</b>	<b>Placement</b>	<b>CPE</b>	<b>5-10 correct</b>	<b>0-4 correct</b>
	<b>36 or higher</b>	College Math	<b>79 or higher</b>	College Math	MATH 0098
	30-35	MATH 0098	75-78	MATH 0098	MATH 0098
	29 or lower	MATH 0097	74 or lower	MATH 0097	MATH 0097

- D. For students first enrolled at GPC *before Spring 2001* and have not been out of school for 3 or more years – SAT/ACT is used for advisement, not placement.**

Note: Students with SAT score 440 or higher (ACT 17 or higher) who are not CPC deficient will use the scores in the table below for advisement, not placement.

Note: Both CPE and algebra subscores are used to determine placement in mathematics.

Algebra questions used w/CPE

<b>MATH</b>	<b>COMPASS</b>	<b>Placement</b>	<b>CPE</b>	<b>5-10 correct</b>	<b>0-4 correct</b>
	<b>36 or higher</b>	College Math	<b>79 or higher</b>	College Math	MATH 0098
	28-35	MATH 0098	73-78	MATH 0098	MATH 0098
	27 or lower	MATH 0097	72 or lower	MATH 0097	MATH 0097

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### **HISTORICAL LS SCORES (PRE-FALL 2011)**

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<b>SCORE</b>	<b>LSE</b>	<b>LSR</b>	<b>LSM</b>
-9	Student has not tested or had an LS Evaluation done		
-1	n/a		<b>MATH 0096</b> required (Fall 2006 to Summer2009)
0	<b>ENGL 0098</b> required	<b>READ 0097</b> required	<b>MATH 0097</b> required
1	<b>ENGL 0099</b> required	<b>READ 0098</b> required	<b>MATH 0098</b> required
2	EARLY EXIT – Student’s major requirement does not require completion of Learning Support		
3	Currently registered in exit level		
4	Exempt from placement		
5	An LS score of 5 is used for students who may be “out” of LS according to ZOAGARP. Please check SOAHOLD for a LC Comment or course history (transfer and GPC) to verify that LS requirements have been met. Noted errors or uncertain cases should be sent to the Director of Learning Support for correction or examination.		
6	Exited Learning Support		

## APPENDIX C: BANNER ADVISING GUIDE FOR LEARNING SUPPORT STUDENTS

**1. SOATEST** Look at LS codes and QS score. Most of the time, these are correct.

- LS code -9 = no evaluation; student hasn't tested and has no transfer credit or exempting test scores
- LS code -1 = Student must register for MATH 0096.
- LS code 0 = Student must register for entry-level course (ENGL 0098, READ 0097, MATH 0097).
- LS code 1 = Student must register for exit-level course.
- LS code 2 = Student has early exited from English or reading.
- LS code 3 = Student is currently taking the exit-level course.
- LS code 4 = Student placed into college-level in this area. May take LS course but must complete LS Drop Back form. Limited to 3 attempts in each area.
- LS code 5 = Student may have transfer credit or other reason to be "out" of LS. Needs research.
- LS code 6 = Student has passed the exit-level course in this area.

QS score 02 = Student has used all attempts in an area. Check SOAHOLD to verify that the student has been granted an appeal in that area.

QS score 05 = Student placed with low scores in two out of three LS areas.

QS score 10 = Student can register for required LS and ENSL courses only because s/he has 20 or more college-level hours.

QS score 15 = Student must register for required LS or ENSL courses and selected college-level courses (ex. GPCS 1010, activity PE, art, or music). If the student is registered for all required LS and ENSL courses, s/he may be granted an override into a college-level course assuming all prerequisites are met.

QS score 20 = Student must register for required LS or ENSL course and then s/he may register for a college-level course assuming all prerequisites are met.

QS score 30 = Student has exited, exempted, or is currently taking the exit-level class for all 3 LS areas.

QS score 40 = Student has a bachelor's degree but must meet prerequisites. If the student does not have the prerequisite for a requested mathematics class, s/he must take the COMPASS placement test in mathematics.

QS score 50 = Student is a transient student and can take any course approved by his home institution. GPC instructor must check for prerequisites. Advisor can check SOAHOLD for a note concerning transient letter.

**2. You can verify the accuracy of the LS codes and the QS scores by checking the following screens on Banner.**

**SHACRSE** - Delete the term first. This screen lists all courses taken at GPC. Verify that the student has the prerequisite course.

*(SHACRSE, enter, insert GPC ID, tab to term, delete term, next block, arrow down to see courses)*

**SHATRNS:** This screen lists all courses taken at previous institutions and specifies those courses GPC accepts as transfer. Since students may have attended more than one institution before GPC, the “Transfer Institution Number” lets you choose which institution you want to look at. (Start with 1.) Usually use 1 for the “Attendance Period Number.” Verify that GPC accepted the student’s prerequisite course.

*(SHATRNS, insert GPC ID, tab 1, tab 1, next block, next block, next block, arrow down to see courses. Rollback, tab 2, etc. to see next institution.)*

**ZOAGARP** - This screen lists CPC deficiency status (see #3 below), placement/exit test status (CPEE, CPEM, CPER), Learning Support requirements (LSUE, LSUM, LSUR), ESL status (ESLS, ESLT). If any of these are coded R%, there is a requirement in the area which will affect registration.

*(ZOAGARP, insert GPC ID, next block, arrow down to look for requirements that have not been satisfied.)*

**ZOALSAT** - This screen shows the total number of LS attempts in an area. Attempts at USG institutions are included in this count. The attempts start over at 0 when a student retests on COMPASS in an area if s/he has been out of college for at least 1 year. (Resetting attempts must be done manually. Contact the Director of Learning Support if attempts need to be reset.)

*(ZOALSAT, insert GPC ID, next block, arrow down to area of interest. Note attempts at bottom of screen.)*

**3. To check for any CPC deficiencies, look at ZOAGARP. The first 5 entries list the CPC areas. S% means the student is not CPC deficient in the area. R% means the student is CPC deficient in the area. (Note: % stands for any letter.)**

*(ZOAGARP, insert GPC ID, next block, arrow down to see the CPC areas.)*

**4. To verify other types of information use the following screens.**

**SAAADMS** - This screen shows major, first term at GPC. For new students there is a checklist of outstanding items if the student has not been accepted yet.

*(SAAADMS, enter, insert GPC ID, next block.)*

**SHATERM** - This screen shows grade point average and total number of GPA hours earned. It also shows the first term the student attended GPC.

*(SHATERM, enter GPC ID, tab, type in “US,” next block. Look at total “GPA Hours” and “GPA.”)*

**SFAREGQ** - This screen shows the student’s current schedule. Look here to verify that the student is currently in a particular class.

*(SFAREGQ, insert term, insert GPC ID, next block; you may have to arrow down if student is taking more than 3 classes.)*

**SGASTDN** - This screen shows a student's current "student type". As certain classes of students (Special, Transient) may change their status, it is possible here to verify if a student is, for example, still a Special Student (not seeking a degree, doesn't require placement test) or has changed to a transfer student (seeking a degree, requires placement test if not eligible for placement test exemption as outlined in the Placement Testing section).

*(SGASTDN, insert GPC ID, insert term, next block; look at "student type". Clicking the "Curricula" tab and looking at "Admissions Type" will confirm student's current status for the term searched for.)*

**5. To remove "Advisement Hold" and see any other holds, go to SOAHOLD.**

**SOAHOLD** - This screen shows all holds on a student as well as any comments noted by previous advisors or other personnel. To remove the advisement hold (LS), arrow down to the hold area, tab to the "TO" date block and change this date to yesterday's date. Be sure to save it.

LS Exclusion holds (LH), Registration Controls or the 20 Hour holds should never be removed or turned off. Banner will not always replace these holds once removed or turned off. These holds and controls will be removed by Banner when the student exits Learning Support (or retests after 1 year).

*(SOAHOLD, insert GPC ID, next block, follow directions above.)*

## **APPENDIX D: Acceptance of Core Coursework and Placement Test Scores from TCSG Colleges**

Taken from [http://www.usg.edu/academic\\_affairs\\_handbook/section2/C782](http://www.usg.edu/academic_affairs_handbook/section2/C782) on 06/27/13

EFFECTIVE DATE: 1/2012

According to a January 2012 agreement between the USG and the TCSG known as the “Complete College Georgia Articulation Agreement,” the courses listed below will transfer between USG and Commission on Colleges (COC)-accredited TCSG institutions, and comparable placement and exit test results are honored between systems.

Following are guidelines for implementation of the policy. [BOR transfer chart](#)

The Complete College Georgia articulation agreement is based on the principles of serving student needs, avoiding duplication of mission, using state resources efficiently, and expanding opportunities for post-secondary attainment in Georgia. The agreement includes the 27 approved courses (see BOR transfer chart).

- a. USG institutions may create more expansive agreements with a local TCSG institution. This information should be published on the institutional website.
- b. USG institutions must notify BOR Office of Academic Affairs as soon as possible when discussions begin about potential AS degree articulation agreements with a TCSG institution AND before entering into an AS degree articulation with a TCSG institution. TCSG has agreed that AS degrees will be limited in number and meet the following criteria:
  - i. Focused on specific career opportunities associated with a specific local community, i.e. AS in Logistics Management by Savannah Technical College with Georgia Southern University.
  - ii. Initiated in regions of the state where the proposed degree is not currently offered by a USG institution therefore avoiding unnecessary duplication.
  - iii. If a USG institution does have the program, consideration of necessary v. unnecessary duplication will be predicated on the capacity and willingness of the USG institution to offer the degree in the area.

TCSG institutions will not offer AA degrees. These procedures shall apply to all TCSG degrees with one exception, Nursing.

- c. USG institutions must notify BOR Office of Academic Affairs prior to establishing expansive articulation agreements that include all TCSG institutions.

This transfer agreement is effective for those students from COC-accredited TCSG institutions:

- who enroll in ENG 191 and/or MAT 190 or 191 courses that began in January 2002 or thereafter, AND

- who meet the minimum test score requirements for exemption from Learning Support OR
- who successfully complete and meet the minimum test score requirements for exit from developmental studies English and/or mathematics beginning January 2002

To be eligible for articulation agreement transfer credit, students must have the following minimum COMPASS or ASSET scores for placement or exit:

English				Mathematics	
Reading		Writing		COMPASS (Algebra)	ASSET (Elementary Algebra)
COMPASS	ASSET	COMPASS	ASSET		
74	41	60	42	37	42

See [CPE-COMPASS-ASSET Linkage Table](#).

1. Students with minimum SAT Verbal 430 (ACT 17) + Math 400 (ACT 17) + high school diploma/GED and four years of college prep English, Algebra I and II and Geometry are exempt from placement testing.
2. Students who have taken a COMPASS or ASSET placement test at a COC-accredited TCSG college and transfer to a USG institution will not be required to take another placement test if they have attended the institution and have the placement scores recorded on the transcript.
3. Students who have taken a COMPASS or CPE placement test at a USG institution and transfer to another USG institution will not be required to take another placement test.
4. USG and TCSG will accept comparable placement and exit scores. [See Section 3, Appendix C](#).
  - The score used by USG in mathematics, which was lower than that used by TCSG, was raised to 37, effective for students entering Summer 2002 so that the score is comparable to the TCSG exit score of 42.
  - In Reading, the scores used by TCSG are slightly higher than those used by the USG based on the table provided by ACT. The USG will not raise our reading score at this time.
5. At this time, test scores from non-COC-accredited TCSG institutions will not be accepted for exemption or exit from LS.
6. Exit from Learning Support at a COC-accredited TCSG institution will be honored at all USG institutions if the student has a record of meeting the TCSG minimum test score requirement for exit. As with students who transfer from other USG institutions, a student who exempts LS but transfers without credit for the core curriculum course may be placed in LS at the receiving institution based on institutional requirements higher than the USG minimum.
7. The mini-core project does not affect the admission of traditional students. TCSG transfer students with only mini-core credit will not have 30 credit hours and must therefore meet all admissions requirements (CPC, SAT, and FI) for your institution. If they are admitted, however, their placement is affected as described above.
8. Non-traditional students who have completed the mini-core courses do not have to receive further screening if they have placement or exit test scores that exceed the minimum requirements.



9. The current policy allowing institutions to individually evaluate courses other than the mini-core courses and make decisions about acceptance will continue.

[List of COC - SACS accredited TCSG Institutions](#)

## APPENDIX E: Checklist for Advising

**Hint:** Don't take student's word. Check Banner.

- ❖ Student's program of study is available at <http://www.gpc.edu/~acadaff/advisement/AdvisingForms.htm>)
- ❖ Check student's academic standing (SHATERM)  
**Hint:** Enter student's GPC ID number and US in Level (leave term blank)
- ❖ Check COMPASS/CPE/Asset scores (SOATEST)  
**Hint:** LS scores of 4 or higher indicate student is in collegiate level classes, but PLEASE research history of students with LS scores of 5.
- ❖ Check for CPC deficiencies (ZOAGARP)  
**Hint:** AAS, Certificate, and Dual degree programs are exempt from CPC requirements. Dental Hygiene and Nursing are not exempt from CPC requirements effective fall 2006.  
**Hint:** High SAT scores or transfer credit **do not** exempt students from CPC deficiency areas in Math and English  
**Hint:** Any code beginning with "R" indicates a deficiency and any code beginning with "S" indicates satisfied. A code of P means CPC has not yet been evaluated. Student should take placement tests or wait for evaluation.  
**Hint:** Student must meet CPC requirements before earning 18 hours
- ❖ Check for previous courses (SHACRSE), transfer courses (SHATRNS) and attempts (ZOALSAT)  
**Hint:** Students who retest the placement test after being out for 1 year can reset attempts to 0.
- ❖ Is student planning to be full time or part time? Full time is 12+ hours.  
**Hint:** Students who work 20 hours per week or less can probably handle a full load of classes. Between 20 and 40 hours, you might suggest they consider limiting their enrollment to 3 academic classes. 40 hours and over, two classes should be the maximum.
- ❖ Is student close to graduation (over 45 hours)? Suggest the student apply for graduation in the Registrar's Office. (Graduation application fee is \$25 each time.)  
**Hint:** Once the student applies for graduation, an audit showing all remaining course requirements will be mailed to his/her home address.
- ❖ Is student planning to transfer to another institution? Suggest the student check on transfer requirements in the Advising, Counseling and Retention Services or with a representative from that institution.
- ❖ Once student has been advised, you may remove the LS Advisement hold
- ❖ Student may register online at <http://www.gpc.edu>

## APPENDIX F: FAQs

**Q:** *When are numbers of earned hours significant?*

**A:**

- 43 hrs to apply for graduation
- 18 hrs before completing CPC deficiencies or can only take courses to complete the deficiency
- 18 hrs minimum to earn a degree from GPC
- 30 GPA hrs before exiting Learning Support classes or can only register for Learning Support classes
- 12 hours to sample under Prime-Timer & Explore GPC
- 60 hrs minimum to earn an associate of arts or science degree

**Q:** *Where do I send a student who wishes to take more than 18 hours during a semester?*

**A:** If student has been in school at least one term and has at least a 3.0 GPA, the student should be referred to the Academic Dean's Office for override permission.

**Q:** *What is CPC?*

**A:** College Preparatory Curriculum (CPC) is an evaluation of courses/units completed in high school.

**Q:** *How are CPC requirements satisfied if not completed in high school?* (see pages 21 in this handbook)

**A:**

- ✓ English and Mathematics is satisfied by passing the COMPASS/CPE/Asset placement or exiting Learning Support.
- ✓ Science is satisfied by passing a laboratory science course with a “C” or higher in both the lecture and the lab.
- ✓ Social Science is satisfied by passing a 3 semester hour social science course with a “C” or higher.
- ✓ Foreign Language is satisfied by passing a 3 semester hour introductory course in a foreign language with a “C” or higher.

**Q:** *Why is maintaining a cumulative GPA of 2.0 important?*

**A:**

- Minimum to graduate from GPC
- Falling below a 2.0 places a student on academic warning

**Q:** *How do I answer this question: “How and when do I transfer to a four-year school?”*

**A:**

1. Complete the application to the school
2. Have official sealed transcript sent to the school
3. Complete 30 transferable hours or earn a degree at GPC.

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