



GOODWIN COLLEGE POLICY

TITLE:

Enrollment of Foundational Students

INTRODUCTION STATEMENT:

Goodwin College strongly believes that all people should be afforded the opportunity to pursue a college education. To support this, the College maintains an open door admission policy, which results in having an entering student body with a wide range of college preparedness levels. In order to ensure that students are enrolled in courses based on their skill level, all students are given a placement exam. Those students whose scores indicate that they are not yet ready for college level work are placed into pre-collegiate, foundational courses.

POLICY STATEMENT:

After taking the placement test, students who place into foundational coursework are enrolled into the AS General Studies program in order to better track progress and provide centralized advising and services. There are three levels of foundational English and two levels of foundational mathematics. Students must pass these courses with a grade of “C” or better in order to continue their studies. They are provided with a foundational academic advisor who monitors their progress throughout foundational coursework.

INCLUDE POLICY STATEMENT (CLICK ON BOX NEXT TO OPTION-SELECT ALL THAT APPLY):

- COLLEGE CATALOG
- FACULTY HANDBOOK
- STAFF HANDBOOK
- STUDENT HANDBOOK

EXCLUSIONS:

Students placing into foundational courses may enter some certificate programs at Goodwin without first completing foundational coursework. In order to enroll in these certificates, students must place into English 089 or higher on the placement exam. At the conclusion of these certificate programs, and before students enter a degree program, they must retake the placement test. Students placing into foundational courses may take no more than 6 additional collegiate credits without permission of the Vice President for Academic Affairs before completion of the necessary foundational coursework.

Students will not be permitted to attempt the foundational course, MATH 095, more than two times.

DEFINITIONS:

Foundational student – a student enrolled in even ONE foundational course (courses with numbers beginning with ‘0’)

Transferable English – college level composition with a grade of ‘C’ or better

Transferable math – college level math course with a grade of ‘C’ or better and a competency level higher than elementary algebra

CONTACTS:

Admission Officer – ensure that applicants complete the placement exam if they do not have a transferable English and/or math or an Associate’s degree.

Applicant Advisor – use placement scores to determine whether the student needs to take any foundational courses and indicate program enrollment for all applicants in Sonisweb.

Foundational Academic Advisor – provide all typical advising assistance to students (course selection, service referrals, etc.) in addition to:

- Ensuring that no more than 15 collegiate credits are taken before completion of foundational coursework
- Monitoring that foundational courses may be repeated only once without departmental permission
- Monitoring that under no circumstance will a student be permitted to attempt a foundation course more than three times
- Monitoring that foundational students can complete all foundational work within 30 credits (10 courses)
- Assisting students with program changes in the semester of their final foundational course

HISTORY:

Created 01-08-13

Updated 04-3-14

Reviewed February 2016

EFFECTIVE DATE:	January 2013
RESPONSIBLE OFFICE:	Academics / Registrar
REVIEW DATE:	Annually (Jan-March).

APPENDIX:

Include any supporting documentation that would be of use for the interpretation and future evaluation and revision of the policy. Examples include: meeting minutes documenting open forum discussion (arguments for and against, resulting vote), timetables, text of applicable external regulation, etc.