



## POLICY AND PROCEDURE

<b>TITLE:</b>	<b>Enrollment of Students in Developmental Courses</b>
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### **POLICY STATEMENT:**

Goodwin University strongly believes that all people should be afforded the opportunity to pursue a University education. To support this, the University maintains an open door admission policy, which results in having an entering student body with a wide range of University preparedness levels. In order to ensure that students are enrolled in courses based on their skill level, all students are given self-directed math and English questionnaires.. The purpose of English and Math questionnaires is to ensure that the skills of incoming students are uniformly evaluated, that students are placed in courses appropriate to their academic preparation, and that courses and other academic and student support services which allow students to develop to their full potential are made available. Those students whose scores indicate that they are not yet ready for University-level work are placed into pre-collegiate, developmental courses. English and Math questionnaire results are valid for one year from the completion date.

After taking the questionnaires, students who place into developmental 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 developmental English and two levels of developmental mathematics. Students must pass these courses with a grade of "C" or better in order to continue their studies. They are provided with a developmental academic advisor who monitors their progress throughout developmental coursework.

### **PROCEDURE DETAILS:**

While students are generally enrolled into a program based on interest or having met selective admission requirements, the University groups all students who need to complete developmental coursework into the AS General Studies Program in order to better track progress and provide centralized advising and services. The following procedure outlines enrollment procedures students in developmental courses.

#### Admissions Officer

- During Admissions Process
  - Review student's previous University work to determine if the applicant has successfully completed a transferable English and/or Math course or has completed an Associate degree. Transferable English and Math courses are defined in the Definitions Section below.
  - Ensure that all students that lack a transferable English and/or Math or an Associate's degree are given the academic questionnaires before going to an Applicant Advisor for course selection.

#### Applicant Advisor

- ☐ First Visit with the Student
  - Enter the applicant's placement scores into Colleague under 'Tests: Additional'.
  - Review the applicant's placement scores and use the Placement Guide to select the appropriate courses.
  - Indicate which courses the applicant will need to complete on the preliminary plan of study.
- ☐ Second Visit with the Student
  - Register the applicant in the student information system for courses based on those selected on the plan of study.
  - Enter in *Associate in Science General Studies* for all of the following fields:
    - Application Page:
  - ☐ 'Program Accepted' and 'Accepted Degree' fields
    - Biographic Page
    - ☐ 'Field of Study' and 'Department' fields
  - Enter the student's program of interest or intended major once developmental coursework is completed on the Majors Page in Colleague.
  - Assign a developmental academic advisor to each student taking a developmental course.
    - Students whose intended major is Health Science are assigned to a General Studies developmental academic advisor.
    - Students whose intended major is in Business, Criminal Justice, Homeland Security, Human Services, Education, Management and Leadership, Manufacturing or Public Safety and Security are assigned to a SSBE developmental academic advisor.

#### Academic Advisor for students taking Developmental courses

- ☐ Advise Students with Course Selection and:
  - Monitor developmental student course selection to ensure that no more than 15 collegiate credits are completed prior to completion of developmental courses.
  - Monitor that developmental courses may be repeated only once without departmental permission.
  - Monitor that under no circumstance will a student be permitted to attempt a developmental course more than three times (Exception: MATH 097 may not be attempted more than two times)
  - Monitor that developmental students can complete all developmental work within 30 credits (10 courses)
- ☐ Enroll Students in Program of Choice
  - Each semester, assist those developmental students that are currently enrolled in their final developmental course with completing program change forms with the Registrar's Office to ensure that the students can move into their program of choice the following semester

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

☐ UNIVERSITY CATALOG

☐ STAFF HANDBOOK

☐ FACULTY HANDBOOK

☒ STUDENT HANDBOOK

#### DEFINITIONS:

Transferable English – University-level composition with a grade of 'C' or better

Transferable Math – University-level math courses with a grade of 'C' or better and a competency level at intermediate algebra or higher

#### EXCLUSIONS:

Students placing into developmental courses may enter some certificate programs at Goodwin without first

completing developmental 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 developmental courses may take no more than 6 additional collegiate credits without permission of the Provost before completion of the necessary developmental coursework.

Students will not be permitted to attempt the developmental course, MATH 097, more than two times.

### **OFFICES DIRECTLY AFFECTED BY THE POLICY:**

Admissions Officer – Ensures that applicants complete the placement exam if they do not have a transferable English and/or Math or an Associate degree.

Applicant Advisor – Uses placement scores to determine whether the student needs to take any developmental courses and indicate program enrollment for all applicants in the student information system.

Academic Advisor for students taking developmental courses – Provides 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 developmental coursework
- ☐ Monitoring that developmental courses may be repeated only once without departmental permission
- ☐ Monitoring that under no circumstance will a student be permitted to attempt a developmental course more than three times
- ☐ Monitoring that developmental students can complete all developmental work within 30 credits (10 courses)
- ☐ Assisting students with program changes in the semester of their final developmental course

### **HISTORY:**

Created January 2013

Updated April 2014

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Reviewed and Revised December 2019

Updated with Logo and University January 2020

Revised July 2025

<b>EFFECTIVE DATE</b>	January 2013
<b>RESPONSIBLE OFFICE (ONLY ON</b>	Office of the Provost
<b>REVIEW DATE</b>	Annually