

# COMMUNITY COLLEGE OF VERMONT

## BASIC SKILLS POLICY

October 11, 2013

Revised: September 16, 2021

*See also:*

*Academic Standing policy*

*Admissions policy*

*Complaint Resolution policy*

*Enrollment policy*

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### POLICY

CCV recognizes that proficiency in the basic skills of reading, writing, and mathematics (including elementary algebra) is essential to students' academic success in college. As part of the admissions process, students participate in one or more basic skills assessment measures to help them select the classes most appropriate to their academic skills. If these measures indicate that a student's skills are not yet at a college level, a sequence of basic (or developmental) skills courses is recommended and may be required until proficiency is demonstrated.

Either through assessment or classroom performance, students must demonstrate proficiency in all basic skills by the time they have earned 24 credits (including transfer credits). Basic skills courses do not count in semester or cumulative GPAs, nor for honors designations. They do count as attempted credit for financial purposes.

### PROCEDURES

#### Admissions/Entry Assessment

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

- d. the student can provide documentation of college readiness as identified by CCV through completion of SAT, ACT, or WorkKeys Assessments.

#### Enrollment/Placement

1. Students are strongly encouraged to enroll in the courses best suited to their current level of academic readiness, as determined by one or more of the basic skills assessment measures offered by the College.
2. Specific post-assessment(s) may be required of a student following enrollment in a basic skills class in order to meet prerequisites for college-level courses.
3. Students enrolled in basic skills courses will be graded only on a P/NP (Proficient / Not Proficient) basis. A 'P' grade indicates satisfactory performance and proficiency, as well as the student's readiness to progress to the next level.
4. To maintain good academic standing in basic skills courses, a student must successfully complete 50% of the first 12 credits of basic skills courses taken and at least 50% of basic skills courses attempted in any semester after that. Any student who does not achieve good academic standing is placed on academic notice (see Academic Standing policy).

#### **Complaint Resolution**

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