

Policy and Procedure

Policy Number: 301

Date: 11/18/98

Revision Date: 03/22/10

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Subject: Evaluation of Students with Limited English Proficiency

Authorities: MnSCU Office of Equal Opportunity and Diversity

Purpose: To identify, assess and place students with Limited English Proficiency (LEP)

Policy: It is the policy of Pine Technical College to provide effective access to all students, including those with Limited English Proficiency. All Students entering Pine technical College will be assessed with the MnSCU approved assessment tool (see policy 300). Students whose first language is not English will be advised to take the ESL version of the MnSCU approved assessment tool.

Procedure: If a student's first language is not English they are interviewed prior to attending an Admission Seminar. Admission staff will document any language barriers and make students aware of the availability of ESL Assessment option/accommodation. Admission Seminar Staff will announce the ESL option to all attendees to accommodate students whose first language is not English. If a student whose first language is not English is not interviewed prior to Admission Seminar, they will be given the option of taking the MnSCU approved assessment tool or the ESL option. Students choosing to take the regular version of the MnSCU approved assessment tool rather than the ESL version will be offered the ESL option if they do poorly on the MnSCU approved assessment tool. A student whose first language is not English but are citizens of the United States or are a protected group will be given every opportunity to test with special accommodations. Students whose first language is not English and who are international students must present proof of having a TOEFL score of 500 prior to admission to the college. Pine Technical College will continue to provide services to all LEP students in need of and requesting special accommodations.

Responsibilities: Pine Technical College Division of Student Affairs will be responsible for identifying, assessing and placement of students with Limited English Proficiency.

Dissemination:

Reviewed by Campus Roundtable: 03/08/99; 03/22/10

Reviewed by Faculty Shared Governance: N/A



Pine Technical College

Reviewed by Managers Meeting: N/A

Approved: 03/22/10



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