

Pine Technical College Policy and Procedure

Policy Number: 302	Date: 11/19/98	Revision Date: 11/19/2000
Division/Department: Student Affairs	Author: Jay Hutchins	
Subject: Counseling and Communications with Students with Limited English Proficiency		

Authorities:

MnSCU Office of Equal Opportunity and Diversity

Purpose:

To counsel and communicate with students with Limited English Proficiency (LEP)

Policy:

Pine Technical College will assist student whose first language is not English with communications and counseling.

All students requesting or in need of special services will be referred to the Supervisor of Special Services

Procedure:

1. Students seeking admission to Pine Technical College whose first language is not English will be referred to the Supervisor of Special Services.
2. Students whose English is not at a level that would enable them to benefit from the instruction at Pine Technical College will be referred to a English as a Second Language Program within the MnSCU system
3. Evaluation of a LEP student=s ability to benefit will use test scores, past experience, personal interview and educational background.

Responsibilities:

Pine Technical College division of Special Services will be responsible for counseling, recommending evaluation tools, referral and communications with students with Limited English Proficiency.

Reviewed by Executive Cabinet:	Date: 03/08/99
Reviewed by Faculty Senate:	Date: N/A
Reviewed by:	Date:
Approved:	Date: 03/08/99