



Title: Developmental Education
Effective Date: 09/13/2007
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Review Date: 08/7/2007
Cancellation:
Office: Instructional Services (IS 100)

Developmental Education

Louisiana Technical College (LTC) defines placement testing, developmental education course structure, and guidelines for enrollment/completion of developmental education courses.

139.1 SCOPE

The primary purpose of developmental education is to prepare students for success in their career preparation courses. The secondary purpose is to prepare students for university admission requirements.

139.2 PLACEMENT TESTING

139.2.1 All applicants of the following certificate, diploma, and degree programs are required to take a placement test or to provide the campus Office of Student Affairs with an official record of previously achieved appropriate test scores:

- Associate of Applied Science (AAS)
- Technical Diploma (TD)
- Certificate of Technical Studies (CTS)

139.2.2 As per LTC Placement Exams policy, students may retest prior to program admission/enrollment.

139.2.3 Once enrolled in a developmental education course, students must be referred by the Developmental Education Instructor in order to schedule a retest in any discipline.

139.3 DEVELOPMENTAL EDUCATION COURSE STRUCTURE

The college offers three areas of developmental education: Developmental Reading, Developmental English/Writing, and Developmental Mathematics.

139.3.1 There are three levels in each developmental education course: 0090, 0091, and 0092. Placement scores determine course level.

- 139.3.2 Each developmental education course is equal to three (3) institutional credit hours and 60 clock hours.
- 139.3.3 Academic and technical education is integrated into all developmental education courses.
- 139.3.4 Developmental education faculty work with career preparation faculty to ensure that contextual learning is infused in the curriculum.
- 139.3.5 Developmental education faculty will utilize supplemental instructional materials to support learning.

139.4 ENROLLMENT/COMPLETION OF DEVELOPMENTAL EDUCATION COURSES

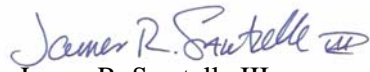
- 139.4.1 Students enrolled in a certificate, diploma, or degree program (CTS, TD, AAS) who do not meet placement scores required for their program major in mathematics, reading, or English/writing are required to enroll in developmental education prior to scheduling academically related course work.
- 139.4.2 Only Developmental Education Instructors are to schedule enrollment of students in Developmental Education courses based on placement scores.
- 139.4.3 Once enrolled in a developmental education course, students must be referred by the Developmental Education Instructor in order to schedule a retest in any discipline.
- 139.4.4 Students who are enrolled in a developmental education course are given a diagnostic to determine specific areas of deficiency. The diagnostic should occur prior to or during the first week of class.
- 139.4.5 Students who progress in their developmental course but do not earn a passing grade (A, B, or C) will receive a “D” or “F” and must re-enroll in the course the following semester and pay all tuition and applicable fees.
- 139.4.6 Students seeking a credential will continue to enroll in developmental education each semester until they accomplish one of the following: 1) master the competencies for the developmental education course as specified in the course syllabi; 2) retake the placement test and achieve appropriate program placement scores, or 3) successfully complete all course work required for the credential.
- 139.4.7 Students enrolled in Developmental Education who desire to enroll in AAS college level transferable General Education courses must 1) master the competencies for the developmental education course as specified in the course syllabi; or 2) retake the placement test and achieve discipline specific AAS placement scores. Note: Transfer is always a decision of the receiving institution; students planning to transfer credits earned should work closely with the academic counselors of receiving institutions.

Policy Reference: LTC Policy IS 193.152 Grade Symbols and Designations
 LTC Policy # IS 1930.173 Placement Exams
 LTC Policy # 1930.148 General Education

Review Process:

X	Reviewing Council/Entity	Review Date	Effective Date
X	Student Affairs Officers	08/07/07	
X	Academic Affairs Officers	08/07/07	
X	LTC Regional Directors	09/10/07	
X	Vice President for CTE	09/10/07	09/13/07

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Hard Copy Distribution to Regional Directors

A handwritten signature in blue ink that reads "James R. Sawtelle III" with a stylized flourish at the end.

James R. Sawtelle III
Vice President for Career and Technical Education