

# Academic Support Programs

Learning Support Program, Academic Advisement Center,  
Student Success Program, Tutoring Services,  
Regents' Skills Program, Testing Office,  
and First- and Second-Year University Experience

## Learning Support Program

The Learning Support Program is a system-wide program that enables entering students who are ineligible for admission to English and/or Math in the regular college curriculum to develop the basic skills required to enroll in these classes. Additionally, regularly admitted students who believe they need skill development in English, reading, and/or mathematics may voluntarily enroll in learning support courses.

Required learning support students should enroll in LANG 0099 and/or MATH 0099; regularly admitted students who want to enhance their English, reading, and/or mathematics skills should enroll in courses with “ACA (E, M, R)” designators.

Prior to registration, students designated as learning support students are given placement tests to evaluate readiness for regular college work. If students achieve satisfactory scores on the placement tests, they may be recommended for unconditional admission. Otherwise, they are placed in learning support courses, and their status remains conditional until they have successfully completed the prescribed program.

Learning support students must enroll in their required learning support courses the first semester of attendance. Learning support courses do not carry college-level credit leading to graduation; however, the courses do carry institutional credit, which counts toward eligibility for sorority/fraternity membership, for being excused from military quarters, and for various other college activities that require a certain number of credit hours and a certain GPA. Being in learning support classes does not affect students' eligibility for the HOPE grant or for financial aid, provided all other HOPE grant and financial aid requirements are met.

Grading and Exit Policies: Learning support students must fulfill all their learning support requirements in order to be transferred to the status of “regularly admitted.” Students must achieve a minimum of a C average and an established, approved score on the University System standardized exit examination in each course before they are permitted to exit language arts (LANG 0099) and mathematics (MATH 0099). In addition, students in language arts (LANG 0099) must achieve a minimum of a C on an end-of-semester, independently graded, in-class essay. Reading (DSRD 0099) is restricted to those students who have completed LANG 0099 but have not passed the University System exit reading examination. *Required Learning Support students will be limited to three (3) semesters to complete their learning support requirements.*

Seven grading symbols are approved for use in the program: A, B, C, W, F, WF, and IP. A grade of IP (in progress) is assigned if required students have not achieved a minimum of a C average in the course(s) or do not pass the exit

examination; the grade of IP indicates students will be retained in the course(s) without penalty of grade assignment. Once students have commenced their learning support courses at NGCSU, they may not complete them as transient student at another institution. Required students who have not successfully completed the course(s) in the allotted three semesters receive a grade of F and are academically suspended for three (3) years. Students who volunteer for the program receive grades of A, B, C, D, W, WF, or F.

Attendance Policy: Students required to enroll in learning support course(s) are not allowed more than four unexcused absences and will be dropped with a grade of WF when they exceed the allowed number of unexcused absences. Excused absences are those for which students have documentation for illnesses and other medical matters and for official leaves of absence for university-sponsored activities. The official institutional attendance policy will apply to excused absences for required students and for volunteer students who enroll in ACAE 0099, ACAM 0099, and ACAR 0099.

## **Academic Advisement Center**

Academic advisement is considered to be an essential, integral component of a student's academic journey at NGCSU. Students who have a declared major are assigned to departmental advisors while pre-education and open-option students, that is, those who have not chosen a major, are assigned to volunteer faculty and staff. Academic Advisement Center (AAC) personnel assist students in scheduling appointments with advisors and are available to help with academic concerns, problems, or procedures.

## **Regents' Skills Program**

Skills courses in reading and writing (RGTR 0198 and RGTE 0199) are non-degree, non-credit courses offered each semester prior to the administration of the Regents' Skills Test. Students who have not passed the test after two unsuccessful attempts are administratively enrolled in the course(s) the following semester.

Students are required to take the Regents' Test in the first semester they attend NGCSU unless they are in Learning Support English or Reading, or have already satisfied the Regents' Test requirement elsewhere or through exemption. All students who have not passed one or both parts of the Regents' Test after three attempts must receive more individualized instruction in special sections of the Regents' Skills courses.

Grading Policies: Grades of "U" and "S" are approved for use in the Regents' Skills courses. Students who pass the Regents' Skills Test in the area(s) in which they pursued instruction will receive a grade of "S." Those who fail the test after receiving instruction, and those who are enrolled in the courses but do not participate will receive a grade of "U" and will be administratively enrolled in the course(s) the following semester until the requirement is satisfied.

The Regents' Skills Test remediation courses are not eligible for federal Title

IV aid, in part because they are preparing a student for a test, not the program of study, and Title IV funds can be used only to pay for those courses that are actually part of the program of study (credits accepted as part of the degree requirements, etc.). In this instance, the Regents' Skills Test courses would not be considered coursework for Title IV purposes and, therefore, would not meet the remedial coursework exception. (34 CFR 600.2, 668.32 and 03/04 FSA HDBK, Vol. 1, page 13).

## **First- and Second- Year University Experience**

North Georgia College & State University is committed to assisting new students in making a successful transition into college and to retaining those students from initial matriculation through graduation. To help achieve this goal, the university encourages students to take Freshman Experience (UNIV 1000), a two-semester-hour course that helps students to make a successful transition into college life by teaching them academic and personal success skills, introducing them to various resources at the university, and providing mentoring opportunities with faculty.

NGCSU also recognizes that second-year students have unique, often overlooked needs. To help second-year students reorient to college and to provide further guidance in their academic and career planning, the university offers Career Planning (UNIV 2001), a two-semester-hour course designed to enhance students' focus on career objectives through self-assessments and career-oriented activities.

**SEE COURSE DESCRIPTIONS FOR  
UNIVERSITY EXPERIENCE COURSES  
Pages 249-394**

## **Testing Office**

The Testing Office administers a number of standardized, nationally- or state-normed tests, as well as administering exams for other online and distance learning programs. Listed below are a few of the tests administered including a brief explanation for each. For details on these and other tests, please visit our website at [www.ngcsu.edu/testing](http://www.ngcsu.edu/testing).

- **College-Level Examination Program (CLEP)** – CLEP tests are 90-minute, computer-based tests available in five general areas and 29 subject areas for students interested in earning college credit for material they already know.
- **DANTES Subject Standardized Tests (DSST)** – The DSST provides the opportunity for people to earn college credit for what they have learned outside of the traditional classroom. Thirty-seven computer-

based exams are offered in the areas of Social Science, Business, Math, Applied Technology, Humanities, and Physical Science.

- **Miller Analogies Test (MAT)** – The MAT is required for many graduate schools. It is a one-hour, computer-based test.
- **Regents' Test** – Students enrolled in undergraduate degree programs leading to the baccalaureate degree must complete the Regents' Writing and Reading Skills test as a requirement for graduation. This paper and pencil exam, which consists of a one-hour reading test and a one-hour essay, is administered once per semester (including summer) on dates established by the Board of Regents (BOR). Visit the BOR's website at <http://www2.gsu.edu/~wwrtp/indstu.htm> for practice materials.
- **Institutional Scholastic Aptitude Test (ISAT)** – The ISAT is a three-hour paper and pencil test that includes critical reading and math portions only. The essay portion is not administered.
- **Test of Essential Academic Skills (TEAS)** -- The TEAS is an on-line, computer-based, scholastic aptitude test that is used as one component of the selection process for the admission of students into the Department of Nursing.
- **COMPASS™** – The COMPASS is a comprehensive, un-timed, computerized assessment tool used to evaluate students' skills in math, reading, and writing for the purpose of placement. Students not passing the required component(s) will be placed in the appropriate Learning Support Math and/or English class(es).
- **eCore™** – The University System of Georgia allows students the opportunity to complete their first two years (the “core” curriculum) of their collegiate careers in an online environment. NGCSU’s Testing Office proctors tests for University System of GA's eCore™ students.
- **UGA Independent and Distance Learning (IDL)** – More than 130 academic credit courses are offered to individuals who wish to earn academic credit on their own time and at their own pace. IDL permits students to register at any time and to take a maximum of three courses simultaneously with up to nine months to complete each course. NGCSU’s Testing Office proctors tests for University System of GA's IDL program.

## **Student Success Program**

The Student Success (SS) program is one of many programs NGCSU offers in support of students' academic success. Intended for students with less than 60 credit hours (i.e., freshmen and sophomores), the program is designed to support students in making the transition to college by providing them with assistance in taking positive steps toward achieving academic success.

There are two means of becoming a participant in the program. One, if an instructor detects students are having academic difficulty, the instructor may refer them to the Student Success program. Two, automatic referral based on progress report grades at mid term. Six core courses that historically have proven to be difficult courses for students are monitored for non-passing grades. Once referrals are generated, students are assigned to a SS program advisor. These advisors are committed to the student's success. They will connect students with appropriate campus resources and assist them in the development of an academic success plan. Students are notified of participation in the program via NGCSU email and student response is required within three days of the notification. It is the expectation of faculty and administrators that students read their NGCSU email regularly and follow instructions promptly. For more information regarding the Student Success program, contact Ramona Robinson at 706 867 2756 or [academicreferrals@ngcsu.edu](mailto:academicreferrals@ngcsu.edu).

## **Tutoring Services**

The university is committed to improving student retention by offering tutoring services for Cadet Students and Civilian Students. Tutors are available for both cadets and civilians and can be arranged on an as-needed basis. Tutoring sessions are scheduled for the Corps of Cadets in the following subjects: Math, English, History, and Foreign Languages. All sessions take place in the Military Leadership Center and are free to cadets. The schedule of times/days/subjects may change per semester based on needs of cadets.

Sessions will be mandatory for those cadets repeating or failing a course. However, any Cadet is welcome to attend sessions on an as-needed basis. Those attending should bring course syllabus and any required work.

### **Additional Tutoring Resources**

Tutors are also available for individual tutoring in any subject or discipline. Students needing assistance in a particular course or subject are encouraged to visit the office of Learning Support Programs, Room 222 Barnes Hall, or call 706-864-1433 to complete a Tutor Request Form, and a tutor will be assigned.

All tutors employed through the Student Success Program are high achievers in their academic major and are required to complete a tutor training session.