I. POLICY STATEMENT

Students with an academic deficiency are required to successfully meet all necessary developmental or co-requisite requirements during their first two semesters at NKU or within the first 30 hours of earned credit, whichever comes first. Students who do not meet the requirements shall not be able to enroll in further semesters without written consent from the dean (or designee) of their college (or the vice provost for undergraduate academic affairs for undeclared students).

Developmental courses do not contribute to the credits required for graduation and will not be calculated in the GPA.

II. ENTITIES AFFECTED

Students with academic deficiencies, Learning PLUS, Advising Centers, English Department, Mathematics & Statistics Department, Admissions, Registrar, Testing Services, Colleges, Vice Provost for Undergraduate Academic Affairs.

III. DEFINITIONS

A student with an academic deficiency has not met college readiness standards in mathematics, English and/or reading as measured by the ACT, SAT, Accuplacer, KYOTE, or other placement instrument.

IV. RESPONSIBILITIES

Admissions notifies students if they have not met college readiness standards at the time of acceptance to NKU.
Testing Services administers placement tests, shares results with students, and facilitates entering scores and placement into SAP.

Advisors assist students with registering for the appropriate developmental or co-requisite course.

Learning PLUS sends report once a semester to advisors listing students who have an academic deficiency and have not enrolled in or successfully completed the required course. Learning PLUS will also send the list of students who failed a developmental course at the end of each semester.

Advising Centers place the hold on the record for those students who do not meet the requirement(s). Students are responsible for seeking dean’s (or designee's) permission for further enrollment.

Dean’s Office or Advising Center, when allowing students to continue to register, will place a hold on student’s record so they cannot drop a course without the consent of their advisor.

V. COMMUNICATIONS

List any university committees, groups, boards, councils, or other groups to which this policy or revisions to this policy should be communicated.

Deans, Department Chairpersons, Advising Council

VI. REFERENCES AND RELATED MATERIALS

REFERENCES & FORMS

Link any forms or instructions needed to comply or implement this policy. If links are unavailable, attach forms to this policy as examples.

N/A

RELATED POLICIES

Link any currently existing policies related to this policy. If unable to obtain a link, simply list the names of the related policies.

N/A

REVISION HISTORY

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<th>MONTH/YEAR APPROVED</th>
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