

**POLICIES AND PROCEDURES
OUACHITA TECHNICAL COLLEGE**

SUBJECT AREA: Academic Policies and Procedures

POLICY/PROCEDURE: Basic Skills Advancement Programs

DATE: March 1, 1993

NUMBER: 4.02

REVISION(S):

Purpose

The **Basic Skills Advancement Program** includes courses and other services to develop and refine basic academic skills such as reading, writing, communication, mathematics, and problem solving. Basic academic skill courses strengthen academically deficient students to prepare them to meet general education course entry requirements and for technical coursework.

Policy

The College assumes within its mission the responsibility to offer basic academic skills instruction and services designed to prepare people with skills and knowledge to successfully complete their program of study and enter the job market or pursue further higher education. When a student demonstrates by diagnostic testing or assessment, or even after the beginning of a course, that he/she does not possess the basic skills and knowledge necessary to complete the desired course or program, the student should be enrolled in a basic skills advancement course.

Procedures

Basic academic skills services provided include diagnostic testing and assessment, tutoring, academic advisement, financial aid counseling, and career counseling. The College identifies academically deficient students through testing or assessment and recommends their proper placement into courses that will best prepare them to pursue and successfully complete their program of study. Tutorial services are provided in the basic skills subject areas, as well as most general education and technical program areas. Academic advisement is available to students to ensure appropriate course placement. Financial aid counseling is provided to students to ensure their understanding of becoming a financial aid recipient. The College provides career counseling to potential students and to current students to assist them in making program and career choices that are realistic and congruent with their interests and aptitudes. Placement services are provided to assist with and enhance the successful job placement of students.

College basic skills advancement courses are non-degree credit courses. Credit awarded does not count toward certificate/degree completion or graduation. These courses are provided through various modes of delivery, including traditional classroom instruction, individualized instruction, self-paced instruction, and computer assisted instruction.

Basic academic skills instruction contributes to the credits and courses for determining student status for most financial aid programs.

See also **COPP 4.10** on Institutional and Student Assessment.

AUTHENTICATION (Signature):

COPP

President

3/1/93
(Date)

4.02