Policy 15
Effective September 1, 1982
Revised 2/24/83, 4/17/84, 3/14/03

DIRECTED SELF PLACEMENT

(This policy replaces the *Writing and Basic Mathematics Testing* Policy)

Purpose:

This policy is designed to have the students elect to enter refresher courses based on their own self-assessment, which is directed through questionnaires, information about what will be expected of them and diagnostic examinations. This policy includes courses for writing and mathematics.

Policy:

All degree-seeking and undeclared undergraduate students being admitted to GSU for the first time will need to participate in a mandatory orientation session before their first trimester of enrollment. Students will not be allowed to enroll at the university unless participation has been confirmed. During this mandatory orientation session, the students will elect to enter refresher courses based on their own self-assessment which is directed through questionnaires, information about what will be expected of them and diagnostic examinations.

For writing, students will be asked to decide whether to take English 301 or move directly into the course work of their major which includes writing-intensive (WI) courses and/or a mandatory Writing-Information-Technology (WIT) course. For math, students will be informed of the courses in their program, which require facility with mathematics and to be informed of the prerequisites for these courses.

A University Examination Committee established by the Provost/Vice President for Academic Affairs shall make recommendations to the Provost regarding the efficient and equitable implementation and administration of this policy.

A. The University Examination Committee shall be composed of four faculty members appointed by the Faculty Senate, two student members appointed by the Student Senate, two deans appointed by the Provost, and the Director of Student Development who shall also serve as chairperson.

B. The responsibilities and duties of the University Examination Committee shall include:

    1. Recommending the appropriate examinations and standards to be used in the directed self -placement process.

2. Recommending equivalent courses and completion standards for these courses.

3. Recommending general guidelines for the scheduling and conduct of the examination process.

4. Reviewing questionnaires, student expectations and diagnostic examinations which will be used for recommending procedures for assisting students.

5. Reviewing and assessing annually the appropriateness of the processes and standards in use and the support services for students.

6. Recommending the procedures for the administration of the mandatory orientation session and the maintenance of appropriate records.