

CCS Administrative Procedure

3.10.01 - E Placement Guidelines for English Speakers of Other Languages

Implementing Board Policy [3.10.01](#)

Contact: Office of the Provost, 434-5060

1.0 Purpose

Community Colleges of Spokane provide course offerings for English Speakers of Other Languages who need to improve on their English language proficiency before entering academic courses. Students attending CCS on an F1 visa and identified as being in a non-immigrant status are required to enroll in Intensive English Language Proficiency (IELP) and other students needing to increase their language proficiency enroll in English as a Second Language (ESL) courses.

This procedure outlines the process by which adequate language proficiency is determined, through either offering, before a student is permitted to enroll in courses at SCC or SFCC.

2.0 Process

2.1 Students currently enrolled in the English Speakers of Other Languages (ESOL) program at SCC or Intensive English Language Program (IELP) at SCC or SFCC must demonstrate adequate language proficiency before being permitted to enroll in courses at SCC or SFCC.

2.1.1 Prospective students must earn the minimum score required by the current language placement test to qualify for admission or demonstrate adequate language proficiency through evaluation by the department.

2.1.2 Placement in courses will be based on appropriate placement test scores.

2.1.3 Individual academic programs may place language proficiency expectations on admission to program courses through mutual agreement with ESOL or IELP faculty.

2.2 Placement guidelines for ESOL and IELP students not currently enrolled in a language proficiency program are:

2.2.1 All students who call to schedule an assessment test will be advised of the placement tests for native and non-native speakers of English and will be scheduled accordingly.

2.2.2 When English is not their first language (as self-identified), they will be required to take the appropriate test before they are eligible for admissions. Placement in courses will be based on the appropriate test scores.

2.2.3 Students scoring below the minimum required score on the current language placement test may reapply to take the test upon completion of the ESL or IELP course sequence and with the recommendation of their language instructor.

2.3 Exceptions to the above listed guidelines must be approved by the vice president of learning or designee at SFCC, or the vice president of instruction or designee at SCC and the off-campus centers, whichever is applicable.

3.0 College Contacts

3.1 Spokane Community College

- Office of Admissions & Registration, Building 15

- 3.2 Spokane Falls Community College
 - Office of Admissions and Registration, Building. 17
- 3.3 Community Colleges of Spokane
 - Assistant Dean, Global Education, SFCC, Bldg. 17, Room 106

4.0 Related Information

[WAC 131-12-010](#). Minimum standards for admission to a community or technical college.

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