



ENGLISH AS A SECOND LANGUAGE (ESL) ATTRIBUTE PROCESS

ESL Attribute Process Policy

All admitted students whose first language is not English are required to take the Delgado English Language Proficiency Test. The English Language Proficiency Test consists of a written portion designed by the English as a Second Language (ESL) Department and a three-part, Internet-based Accuplacer computer portion given through the College Board Educational Testing Service. Enrollment in English as a Second Language (ESLN prefixes) courses is required if an English language deficiency is determined by the student's English Language Proficiency Report. Although the Test of English as a Foreign Language (TOEFL) is not required, international students may test out of ESL if they have the following scores in the Internet-Based TOEFL (IBT): Reading - 22 or higher, Speaking - 26 or higher, Listening - 22 or higher, and Writing Skills - 25 or higher. All other types of TOEFL scores will be addressed on an individual basis.

Students who test into the Basic 1, Basic 2, or Intermediate I level ESL courses will have an attribute that restricts registration to ESL courses placed on their records. Upon students' successful completion of all Intermediate I level courses, the attribute will be removed so that students can register for MATH and other general education courses as they finish the Intermediate II and Advanced level ESL courses. Students should meet with an ESL faculty advisor when they are eligible to register for Intermediate II level ESL courses.

Responsibilities and Procedures

A. Adding the ESL Attribute Registration Restriction

1. During registration periods, each morning the Communication Division will send the ESL English DIPE spreadsheet to the designated Admissions Office staff.
2. Admissions Office staff will update the respective student records with the ESL attribute.
3. When ESL students do not take the English DIPE and go directly through the Testing Office, the Director of Testing will notify the Admissions Office via the internal, online ESL Attribute Request Form to place the attribute on the students' records.
4. Admissions Office staff will add the ESL attribute to the respective student records.

5. After the Census date for each semester or session, the ESL Department Chair will receive reports of students who are taking ESL classes and do not have the attribute. The reports will be used to request that the Registrar's Office place the ESL attributes on any accounts for students taking Intermediate I level courses or lower.
6. The ESL Department Chair may perform an administrative drop if students who have tested into ESL classes are registered for courses outside of ESL without the explicit permission of the Department Chair.

B. Removing the ESL Attribute Registration Restriction

1. Should a student place out of ESL courses, the ESL Department will send student information to the Registrar's Office for removal of the ESL Attribute.
2. At the conclusion of each semester, the Registrar's Office will receive report of all students who have completed Intermediate I level courses and will remove the ESL attribute from students' records so that the students can begin registering for classes outside of ESL program.
3. The ESL Department will notify the Registrar's Office of any issues with attribute removal.

Review Process:

English as a Second Language Department 7/20/2021
Communications Division Dean 7/20/2021
Academic Affairs Council 7/27/2021

Approved:

Vice Chancellor for Academic and Student Affairs 7/27/2021