



**Middle Georgia**  
State University

## Learning Support English Policy and General Information Sheet

### A. GENERAL INFORMATION

**Purpose:** Students required to enroll in a **Learning Support English class** at Middle Georgia State University to satisfy English and/or Reading requirements based on placement scores are not eligible for certain college level courses until they have successfully completed these Learning Support requirements. Learning Support courses are designed to prepare students for college-level work. Students may exit Learning Support when they meet specified requirements (see the Learning Support Syllabus Supplement for ENGL 0999). Also, please visit <https://mga.smartcatalogiq.com/2019-2020/Undergraduate-Catalog/Academic-Policy-and-Information/Special-Programs-and-Learning-Opportunities/Learning-Support> for a complete overview of MGA English Learning Support policies and guidelines.

**Required Textbooks:** ENGL 0999 – the *Little Seagull Handbook* (ISBN-13: 978-0393646399), which is also required in the co-requisite ENGL 1101. This is the 3<sup>rd</sup> edition with the eBook and inQuizitive.

**Learning Support ENGL 0999 Course Description:** This course will include reading and writing experiences that are based on actual ENGL 1101 assignments. ENGL 0999 assignments and activities should be designed to support the work in ENGL 1101 and address each of these specified categories:

- Drafting
- Revising
- Sourcing
- Proofreading and editing
- Grammar
- Engagement (including growth mindset)
- Writing Center visits (at least two productive scheduled sessions)

ENGL 0999 grades will be based on these categories. Faculty may incorporate activities they deem most suitable as long as 1) students engage in specific activities designed to support the work in 1101 and 2) those activities fit within the categories.

**ENGL 0999 Non-cognitive Factors:** Because Learning Support students face many issues not related to academics, the course should include components that address these non-cognitive issues when appropriate (health and wellness, time-management, family and financial issues). Each faculty member also should be aware of campus resources and other places to refer students experiencing difficulty unrelated to their academic ability.

**ENGL 0999 Reading Diagnostic:** This course may include one reading diagnostic, the Nelson-Denny, given during the first two weeks of the semester.

- Faculty members are responsible for administering the Nelson-Denny to their own classes.
- Faculty members should follow the guidelines using the Nelson-Denny instruction booklet (we have a copy on each campus).
- Faculty members should evaluate the Nelson-Denny using the instruction booklet/grade equivalent conversion charts (also housed in Cochran and Macon) and fill out individual student score sheets for the pre- and post-tests.
- Student score sheets should be scanned and emailed to the LS Coordinator.

## **B. LEARNING SUPPORT POLICY for CO-REQUISITE COURSES**

**30-Hour Rule:** In accordance with Board of Regents policy, students must complete ENGL 1101 and ENGL 1102 before earning thirty hours of course credit.

**Learning Support attempts:** Because of the 30-hour rule (above), students with Learning Support requirements who are enrolled in ENGL 0999 and ENGL 1101 will have unlimited attempts to exit Learning Support English and may continue to enroll until they reach the 30-hour limit. Upon reaching the 30-hour limit, however, this rule will apply. However, students who have acquired 30 or more credit hours and have not exited LS can enroll only in LS courses. Readmitted students who have not satisfied LS requirements and have acquired 30 or more hours during their previous period(s) of enrollment, can enroll only in LS courses.

**Learning Support English Exit Requirements:** Students may exit Learning Support English courses when they satisfy the following requirements:

- 1) Learning Support English requirements will be satisfied, and students may progress to English 1102 under the following conditions:
  - Students who pass ENGL 1101 with at least a C and pass ENGL 0999 will satisfy Learning Support requirements and progress to English 1102.
  - Students who pass ENGL 1101 with at least a C but fail\* ENGL 0999 will satisfy Learning Support requirements and progress to English 1102.

**\*Note that passing ENGL 1101 with a grade of C or higher satisfies the Learning Support English requirement, regardless of the grade received in the co-requisite support course. So it is possible to earn an F% or an IP% in ENGL 0999 yet still exit Learning Support English and enroll in English 1102.**

- 2) Students will remain in Learning Support and will need to repeat courses under the following conditions:
  - Students who fail ENGL 1101 but pass ENGL 0999 will remain in Learning Support and will need to retake both ENGL 1101 and ENGL 0999 as co-requisites.
  - Students who fail both ENGL 1101 and ENGL 0999 will remain in Learning Support and will need to retake both ENGL 1101 and ENGL 0999 as co-requisites.

**Withdrawal Policies:** Students are allowed to withdraw from any Learning Support English course and may remain enrolled in other collegiate courses **with this exception: Students may not withdraw from ENGL 0999 without withdrawing from ENGL 1101 and vice versa.**

**Withdrawal from ENGL 0999 or ENGL 1101:** Students who choose to withdraw from ENGL 0999 must also withdraw from ENGL 1101 and vice versa. Students who withdraw from both courses may earn grades of “W” if they withdraw before and including the midterm date. After midterm, students who withdraw must withdraw from both ENGL 0999 and ENGL 1101 and will receive a grade of “WF” for both courses.

When withdrawing from ENGL 0999/ENGL 1101 after the midterm date, students will receive a grade of WF. A WF is calculated in the GPA as an “F.” Instructors may assign “W” grades for students with excessive absences (beyond the number of absences permitted by the instructor’s stated attendance policy). Students may withdraw from a maximum of five courses throughout their enrollment at Middle Georgia State. Beyond the five-course limit, withdrawals result in “F” grades. **NOTE: Withdrawal from LS courses may affect students’ financial aid and residence hall status.**

### C. OTHER POLICIES

**Faculty-initiated student withdrawals:** Faculty may initiate a course withdrawal for a student who has excessive absences as defined by the University’s Attendance Policy. Each faculty member should provide a statement on the course syllabus regarding his or her practice related to students who have excessive absences. Faculty who elect to withdraw a student for attendance reasons should complete the **Instructor-Initiated Class Withdrawal Form (available on the Registrar’s Office webpage)**, including the last Date of Attendance, and submit it to Cindy or Wanda so that they can send it to the Registrar’s Office for processing (ask them to keep a record and send to Registrar’s Office). **NOTE: Faculty should attempt to contact the student since financial aid and residence hall status may be affected.**

#### **Plagiarism Policy:**

Each instructor must develop and include a plagiarism statement in his or her syllabus that aligns with the English Department policy regarding academic dishonesty. This policy must explicitly announce the instructor’s penalty for students found guilty of plagiarism in the class. This policy is included on the Learning Support English Syllabus Supplement.

There are two specific offenses against the academic community: plagiarism and cheating. All academic work, written or otherwise submitted by any student, must be that student’s own thinking, research, and/or self-expression. Cheating is generally thought to be the unauthorized giving or receiving of information in any fashion on an examination. When a student submits individual work that borrows ideas, organization, wording or anything else from another source without appropriate acknowledgement, the student is guilty of plagiarism. In any case in which a student feels unsure about a question of cheating or plagiarism, that student is obliged to consult the instructor on the matter before proceeding. Academic dishonesty is regarded by all instructors as a serious institutional violation.

The penalty for plagiarism or cheating is addressed in the *Middle Georgia State University*

*Student Handbook* under the heading, *Special Procedures for Adjudicating Cases of Academic Misconduct*, which may be accessed on the web at [http://www.mga.edu/student-affairs/docs/MGA\\_Student\\_Handbook.pdf](http://www.mga.edu/student-affairs/docs/MGA_Student_Handbook.pdf). Normally, plagiarized assignments receive a zero, and a student may also fail the class.

**Middle Georgia State University Syllabus Checklist:** Syllabi for Learning Support English courses must include all of the items and information enumerated and explained in the Middle Georgia State University Syllabus Checklist:

### I. FACULTY INFORMATION

1. Faculty name and campus email address:  
Include relevant information, i.e., response time for answering emails, answering emails on the weekend, etc.
2. Office hours and office location:  
Faculty are required to be available for scheduled office hours as mandated in the faculty handbook. However, until we get through the winter months it is acceptable to be available virtually, with face-to-face meetings by appointment only. Your chairs are happy to make larger spaces available to allow for social distancing during your face-to-face conferences. Teach 4 classes or 12 hours? 8 hours of office hours per week. Teach 5 classes (15 credit hours)? 10 hours per week office hours.
3. Phone number where you can be reached (MGA number is enough).

Note: While office location and hours are not required of part-time instructors, part-time instructors are responsible for maintaining regular communication with department secretary.

### II. BASIC COURSE INFORMATION

1. Course Title, prefix, and CRN.
2. Credit Hours.
3. Semester.
4. Campus Location.
5. Meeting times and meeting location.

### III. DETAILED COURSE INFORMATION

1. Course Prerequisite(s).
2. Course Description as written in the 2020-2021 catalog.
3. Student learning outcomes.
4. Required course materials.  
Guidelines for eTexts would be included in this section. If they are not permitted, this is to be written into the syllabi.
5. Technology Requirement: This section should address all technology requirements for hardware or software. Any costs to the student must be included.
6. Use of on-line proctor service – Required only if the service will be used  
*If students are required to use a fee based proctoring service, students must be*

- notified no later than the first day of class. State the number of proctored exams for the semester, the cost for the semester and technical requirements for using the service.*
7. Student Support Services—Paragraph below required (already in Syllabus Supplement).  
*Tutoring is available free of charge on all MGA campuses for currently enrolled students. To view center contact information, subjects tutored, and tutor availability, go to the SSC website at <http://www.mga.edu/student-success-center/>. SSC tutoring sessions may be scheduled online and face-to-face through the “Book an Appointment” link on the Student Success Center website. Other services at the SSC include online academic workshops and a robust website with resources for academic assistance. The centers also have computer workstations, printing, and Internet access.*

#### IV. POLICY Caveats:

- Attendance policy clearly stated for all delivery modes—face to face, hybrid, partially online, and fully online.
- Dates for face to face attendance included on the tentative schedule.
- LS MUST have attendance in D2L (so that we can set widgets to send alerts automatically as part of our early-alert system supporting student RPG).

##### 1. Attendance Policy

Faculty are expected to maintain an attendance record for all classes, regardless of delivery mode. These records are often requested by the Provost Office for student petitions and the Financial Aid Office for last day of attendance. The MGA policy on attendance is found in Section 5.04.05 of the Faculty Handbook and in the Academic Catalog (<https://mga.smartcatalogiq.com/2020-2021/Undergraduate-Catalog/Academic-Policy-and-Information/Course-Policies/Attendance-Policy>). Please review the policy in both to ensure you are in compliance for face to face and online courses.

The Office of Academic Affairs is requesting that the phrase “may be penalized at the discretion of the instructor” be replaced with the actual penalty. Citing the actual consequence eliminates bias in who is penalized.

Finally, please keep in mind that COVID-19 related absences will require flexibility and planning to ensure that students remain on track.

#### V. SCHEDULE, REQUIREMENTS, GRADING POLICY

##### 1. Tentative Course Schedule

For all delivery modes, include a calendar-based schedule of course content and evaluation(s). Indicate midterm date and if applicable a final exam date and time. Ensure hybrids are meeting in person at least 51% of the time.

2. Course Requirements

Please include.

3. Grading Policy

The grading scale and/or scoring rubric must be provided along with other policies, such as penalty for late or incomplete work.

ADDITIONAL NOTES:

ENGL 0999 instructors—get ready to have your students know and use the LS D2L superclass (for initial skills and drills orientation and for other things—including multi-layer notifications to the students—throughout the semester).

ENGL 0999 instructors—expect “assignment requests” by date, “slots not specifics”: this means you have freedom to develop the graded assignment and put it in your D2L gradebook by the required date: “early alert” can then pull that grade data and use it when ready to do so.

ENGL 0999 instructors—Expect possibility of “embedded tutors” (Cochran LS sections) and suggested best practices pertaining to their utilization within your class.

FURTHER INFORMATION

For further information, please contact the English Department Assistant Chair ([Christopher.cairney@mga.edu](mailto:Christopher.cairney@mga.edu)) or the Department Chair ([Chip.rogers@mga.edu](mailto:Chip.rogers@mga.edu)).

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