

WGTC 8.7

Standards of Progress

West Georgia Technical College (WGTC), in accordance with the Technical College System of Georgia, has established the following guidelines in regard to standards of progress for Adult Basic Education (ABE) and English as a Second Language (ESL) students:

- All students are required to take an approved standardized assessment for placement at the appropriate instructional level before accruing twelve (12) total hours of attendance and enrollment in a class.
- Once enrolled in the program, ABE students are required to be reassessed with the Test of Adult Basic Education (TABE) after every forty (40) hours of instruction. ESL students are to be reassessed via TABE CLAS-E after every forty (40) hours of instruction or on BEST Literacy after every sixty (60) hours of instruction if previously enrolled and assessed on BEST Literacy.
- In order to ensure success, students are expected to attend class consistently for a minimum of six (6) hours per week. Hours may be obtained in on-campus classes, via Blackboard classes, and/or in approved online software.
- Students are expected to make a measurable skill gain (MSG) by advancing at least one educational functioning level (EFL) within a year of entering the program and each subsequent year. Students who drop out and return after ninety (90) or more days will enter a second period of participation (POP) and must obtain a measurable skill gain for each POP.

Reference: Technical College System of Georgia Office of Adult Education Policy and Procedure Manual

<https://tcsgeu/wp-content/uploads/2019/05/PP-MANUAL.pdf>

Policy Source: TCSG OAE Policy Manual	Policy Manager: Vice President, Adult Education	Effective: 3/2009
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