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Deficiency Basics

All deficiencies must be remediated within the first 24 credit hours attempted. All subsequent enrollments will be restricted to deficiency removal courses until all deficiencies are resolved.

Deficiencies are determined based on ACT subscores and / or placement tests and entered at the time of admission. Advisors should look for deficiencies in SOAHOLD and verify the accuracy of the hold through SOATEST and transcript.

Transfer students are not required to submit ACT scores; if a transfer student has a deficiency, they may submit ACT scores to admissions or take the appropriate Accuplacer test.

- If a student has taken a college level math course, even if it does not satisfy our quantitative analysis requirement, we waive their *deficiency*.
 - This does *NOT* mean they have satisfied the *prerequisite* for any of our math courses, so we should *NOT* override them into College Algebra / Applied Math, etc.
 - To satisfy the Math *prerequisite*, the student may 1) provide ACT scores, 2) take the placement test, or 3) take the course elsewhere
 - Students who take co-requisite courses (i.e. MATH 1513/1511) must pass the lecture portion to remediate a deficiency. Students who pass the lecture and fail the lab are still considered remediated and are therefore no longer deficient.

If a student has less than 24 attempted hours:

- SOAHOLD will show the required course as a curricular deficiency hold; these holds do not restrict registration in coursework for a semester, but will prohibit a student from enrolling in the associated college level course (i.e. a MATH 0123 hold will restrict enrollment in MATH 1513):
- Advisor should assist students with enrollment in appropriate course(s) in the subsequent semester
- Deficiency agreement form is NOT required

If a student has more than 24 attempted hours, advisors MAY move the start date of a 53 Over 24 Hours with Deficiency hold to the following semester if the advisor:

- Checks the deficiency agreement list to see 1) if an agreement is on file and 2) status (First Warning, One last chance, etc.), **AND**;
- If agreement is not on file, fill out the deficiency agreement form with the student and submit to the UAC, **AND**;
- Assist the student with enrollment in the deficiency course(s) for the subsequent semester, **OR**;

- Verify that the student is currently enrolled in the appropriate course at NSU or another institution

Advisors may NOT:

- End-date a deficiency hold
- Move the start-date of a deficiency hold if the Release Indicator box is checked
- Purposefully allow a student to put off deficiency coursework

Next Page: Incoming Freshmen

Incoming Freshmen

Deficiencies are flagged in Admissions and Records based on ACT subscores. If a student has an 18 or below in any subscores these students will be tested in that subject area (Reading, English & Math) before they can enroll. A student may also have a science deficiency; that deficiency will be resolved upon completion of all remedial math courses.

Transfer students who have not met the prerequisite for a college level math or English course are still considered deficient. This includes students who attempted but did not complete (i.e. received a W) a college level math course at another institution. In order to be eligible to enroll in a college level math course, transfer students must produce ACT scores or take the placement test. Admissions and records should still place skill deficiencies on transfer students.

Admissions & Records will put a curricular and/or skill deficiency hold on SOAHOLD. This hold does not affect registration.

Testing

The Testing Specialist administers the Accuplacer Test, which determines the level the student will be placed. Scores are posted to SOATEST and the deficiency will be automatically resolved if the student receives a score that meets the college level score requirement.

- Students must wait a minimum of one week before they are eligible to retest
 - Students may retest twice
 - Students will be charged \$10 per retest, per subject
- Students must enroll according to their scores until they retest.
- Reading and Writing Enhancement are the first priority
- If a student is enrolled in a remedial class and eligible to retest, they may not retest after the semester has started
- Students must receive a grade equivalent to a "C" or better to remove the deficiency or pass the Accuplacer Test after completion of the remedial course.

Scoring

TEST	NEW CPT (5/2018)	OLD CPT (PRE 5/2018)	ACT	SAT	HS CUM GPA	CLASS
Reading	ANGR 200-250	CPTR 0-74	Placement Test	Placement Test	N/A	English 0113 (Reading Enhancement)
	ANGR 251-300	CPTR ≥ 75	≥19	≥ 480	N/A	College level (no reading class required)
English	ANGW 200-240	CPTW ≤ 3 CPTW 0-79	Placement Test	Placement Test	N/A	English 0123 (Writing Enhancement)
	ANGW 241-255	CPTW 4 CPTW 50-79	Placement Test	Placement Test	N/A	English 1113 & 1111 Lab
	ANGW 256-300	CPTW ≥ 5 CPTW ≥ 80	≥19	≥ 480	N/A	College level (English 1113)
Math*	NSM1: 0-59	CPTM 0-43	Placement Test	If SAT	N/A	Math 0123 (Elementary Algebra) Check ACT and HS GPA

*If NSM1 is ≤ 59, check ACT and HS GPA for lecture / lab / 0133 eligibility. Highest value determines placement.	NSM1: 60-89	CPTM 44-74	17 OR 18	≤ 529, placement test required	3.25	Math 0133 (Intermediate Algebra)
	NSM1: 60-89	CPTM 44-74	17 OR 18		3.25	Math 1473 & 1471 Lab
	NSM1: 60-89	CPTM 44-74	17 OR 18		3.25	Math 1513 & 1511 Lab
	NSM1: 60-89	CPTM 44-74	17 OR 18		3.25	MATH 1313 & 1311 Lab
	NSM1: 90-120	CPTM ≥ 75	≥ 19	≥ 530	N/A	College Level (or Higher based on ACT) MATH 1513 MATH 1473 MATH 1313

*If a student has a 17 or 18 on their math ACT subscore OR a 3.25 Cumulative HS GPA (as of 5/18/18), they are eligible to take Math 0133 (Intermediate Algebra) or a college-level co-requisite (lecture/lab) course, regardless of their Accuplacer Test score. As an advisor, you can give the student the option.

If a student has never passed math and has no deficiency hold, check to make sure the absence of a hold is correct. As an advisor, you may have to dig a little deeper to see if a student is math deficient or not, especially if they are a transfer student. Use the following Banner screens to help:

- SOATEST – look at ACT scores
- SHATERM – look at previous college math courses

English Proficiency

If student scores 280 or higher on the ANGW placement exam, encourage CLEP for credit.

If a student has already attempted Comp I and Comp II and did not complete with a grade of “C” or higher, the student may:

- Retake the course
- Take the CLEP College Composition exam
- Writeplacer is no longer an option for proficiency (4/2019)

Students with Over 24 College Hours

After 24 college hours are attempted and a student has not remediated their deficiencies in MATH 0123, MATH 0133, ENGL 0113 or ENGL 0123:

Admissions, the UAC, or Transfer Intake Advisor will place a 53 - Over 24 hours w/ Deficiency hold on their account. This hold will restrict registration.

If a student has a 53 – Over 24 hours w/ Deficiency hold:

- Advisor should check the **Deficiency Agreement List** located on the M: drive
 - If a student is already on the deficiency agreement list:
 - Check their 1) status and 2) confirm with the student regarding enrollment when/where the agreement stated they would complete the course(s) before proceeding with enrollment.
 - If there is NOT an agreement on file:
 - Fill out deficiency agreement form with the student, stating they will take the course in the subsequent semester
 - If a student has multiple deficiencies, they should all be listed on one form (i.e. MATH 0123 Spring 2017, MATH 1513/1511 Summer or Fall 2017)
 - Submits deficiency agreement form to University Advising Center
 - UAC will change the reason to Agreement on File once received
- The student must enroll in the deficiency course for the subsequent semester; Advisor should assist the student with enrollment in the appropriate course
- Advisor may move the hold to the start of the following semester IF the above process has been completed
 - Advisors will be unable to move a hold with the release indicator box checked (see One last chance, below)

Deficiency Status

Course number listed in reason box – A deficiency agreement form must be signed with an advisor. The advisor may move the hold to the start of the semester and assist the student with enrollment in the appropriate course.

Agreement on File / 1st warning – The student may enroll as usual, as long as they enroll in the remedial course they have not yet completed. The advisor may move the hold to the start of the next semester.

One last chance – A release indicator in SOAHOLD is added which requires the student to talk with UAC Director before they will be allowed to enroll. The student will often be required to produce a transcript with a passing grade before the hold will be moved.

Math Only – The student will be given the option to take math only at NSU; the student will not be eligible to take any additional coursework until the deficiency is resolved.

End of Semester Process

University Advising Center checks the agreement list to see who was successful.

- If successful – removes the student from the list and updates the hold
- If unsuccessful – sends letter, updates status and hold

Transfer Intake Procedures

Broken Arrow

University Advisor

- Checks SOAHOLD for deficiencies
- Reviews student transcript for accuracy / SOATEST for ACT or Placement scores
- If student has over 24 attempted hours:
 - Adds 53 Over 24 Hours with Deficiency hold (Origination Code: BAAD) hold beginning start of subsequent semester (i.e. Jan 31 for Spring enrollment, May 31 for Summer, August 31 for Fall)
 - Enters deficiency needed (MATH 0123, 0133, etc.) in the Reason box
 - Fills out deficiency agreement form with the student
 - If a student has multiple deficiencies, they should all be listed on one form (i.e. MATH 0123 Spring 2017, MATH 1513/1511 Summer or Fall 2017)
 - Submits deficiency agreement form to University Advising Center
 - UAC will change the reason to Agreement on File once received

College Academic Advisor

- Assists student with enrollment in course listed in SOAHOLD

University Advising Center

- Changes reason to Agreement on File once received
- Adds student to Deficiency Agreement List (on M: drive)

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Transfer Advisor

- Checks SOAHOLD for deficiencies
- Reviews student transcript for accuracy / SOATEST for ACT or Placement scores
- IF student has over 24 attempted hours:
 - Adds 53 Over 24 Hours with Deficiency hold (Origination Code: FYE) beginning start of subsequent semester (i.e. Jan 31 for Spring enrollment, May 31 for Summer, August 31 for Fall)
 - Enters deficiency needed (MATH 0123, 0133, etc.) in the Reason box

College Academic Advisor

- Fills out deficiency agreement form with the student
 - If a student has multiple deficiencies, they should all be listed on one form (i.e. MATH 0123 Spring 2017, MATH 1513/1511 Summer or Fall 2017)
- Submits deficiency agreement form to University Advising Center; UAC will change the reason to Agreement on File once received.
- Assists student with enrollment in course listed in SOAHOLD

University Advising Center

- Changes reason to Agreement on File once received
- Adds student to Deficiency Agreement List (on M: drive)

Official Catalog Statement

Curricular Deficiencies

Students entering NSU with a high school deficiency must successfully remediate the deficiency within the first 24 hours attempted. Otherwise, all subsequent enrollments will be restricted to deficiency removal courses until all deficiencies are removed. Students must complete zero level courses with a grade of 'C' or better or score appropriately on placement tests in order to remove the deficiency.

Placement Retesting Policy for Developmental Classes

Students are encouraged to take the placement tests well before classes begin so they can study and retest, if necessary, to avoid taking developmental classes. Students must wait a minimum of one week after taking placement tests before they are eligible to retest. Students will be allowed to retest twice. Students will be charged for Second and third attempts. Once classes begin, only exceptional circumstances will warrant retesting, and the student must seek approval from the instructor teaching the class to be retested in that subject area.

Regents' Policy

3.20.3 All deficiencies must be resolved within the first 24 hours of college credit. Regent's policy also states students should not enroll in collegiate courses in history or other elective courses without a necessary foundation in reading and writing.