

DIN: 2050-1-01
Title of Policy: Limited English Proficiency

Policy

Lack of English skills is not a barrier to admission and participation in programs at Northwest Technical College. Northwest Technical College recognizes limited English proficiency (LEP) as speaking, reading, writing or understanding the English language such that those skills may affect an individual’s ability to communicate.

Northwest Technical College shall have an identified support services plan for enrolled learners who meet conditions of limited English proficiency (LEP). Individuals may qualify as LEP learners under one or more of the following conditions:

- Was not born in the United States or whose native language is a language other than English and comes from an environment where a language other than English is dominant
- Is a Native American or Alaska native and comes from an environment where a language other than English has had significant impact on such individual’s level of English language proficiency
- Is migratory and whose native language is other than English and comes from an environment where a language other than English is dominant

Purpose

To ensure that LEP services are provided for qualified learners who have been admitted to the college to enhance their chances for success.

Responsibility

The table below describes responsibilities for this policy:

Group/Individual	Responsibility
Admissions staff/ Multicultural Advisor/Counselor	Ensure that LEP learners who have self-identified are referred to the Learning Services Director.
Learning Services Director	Ensure that all LEP learners who have self-identified have been assessed with LOEP (Levels of English Proficiency) placement test. Follow <u>2050-2-01 Process for Limited English Proficiency</u> . Facilitate the development of a <u>Personal Education Plan</u> with each qualified learner. Arrange for Basic Adult Education services, or refer to appropriate internal and external support services as needed. Review plan with individual each semester.

Supporting References

Listed below are college document(s) that support this policy:

- [2050-2-01](#) Process for Limited English Proficiency
- [2050-4-01](#) Personal Education Plan

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Document Number:2050-1-01	Rev.9-13-04, 1-3-05	Page 1 of 2	Level #1
Title: Limited English Proficiency			Implementation Date: 1-12-05 rev B
Approved: President Quistgaard	Date: 1-8-04	Check here if policy should appear in campus handbook:	X

Compliance References

Listed below are compliance references related to this policy (e.g., MnSCU policy, federal regulations):

[MnSCU Policy 1B1](#)-Nondiscrimination in Employment and Education Opportunity
 Civil Rights Act of 1964 (Title IV)
 Perkins Grant Requirements

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