January 22, 2015

MEMORANDUM

TO: Associate Vice Presidents for Academic Affairs
Deans of Extended Education

FROM: Eric G. Forbes
Assistant Vice Chancellor, Student Academic Services

SUBJECT: Early Start Program - 2015 Activities

As new students are inquiring about Early Start, the attached list of activities and reminders is provided as a basis for updates regarding the Early Start Program for summer 2015.

Further, to assist in utilizing scores from pre-college examinations, the attached chart has consolidated prior guidance regarding course placement in Early Start.

Attachments

c: Sheila Thomas, Assistant Vice Chancellor and Dean, Extended Education
Nathan Evans, Director, Enrollment Management Services
Directors of Admissions & Records
Directors of Outreach & Recruitment
Early Assessment Program Coordinators
State University Registrars
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**Early Start Course Listing**
The statewide “Early Start Schedule of Classes” will be made public on Monday, February 2, 2015. Entries for summer 2015 sections need to be updated or adjusted from 2014 dates to 2015 dates. The schedule should be updated or modified as your Early Start plans are clarified or updated.

Within the course descriptions listed, campuses should include the intended audience for the course (test score cutoffs, destination/service student) as well as the intended outcome (satisfaction of Early Start only or possible completion of remediation).

**Early Start Course Grading**
The numeric values are used by the system to define the remediation requirements while the RP, CR, and NC designations are used to record participation in the class for all standard reporting purposes including transcripts and financial aid requirements.

**Early Start courses in English**

0  NC  =  Student is a “no show” or did not provide any work for the instructor to evaluate.
1  RP  =  Student provided sufficient work to satisfy the Early Start requirement but did not complete remediation.
2  CR  =  Student satisfied the Early Start requirement and finished remediation.

**Early Start courses in Math**

0  NC  =  Student is a “no show” or did not provide any work for the instructor to evaluate.
1  RP  =  Student provided sufficient work to satisfy the Early Start requirement but did not complete a level of remediation. A student scoring between 2 and the lowest cut score (LCS) at the campus of instruction should be routinely assigned this 1 RP value.
LCS-48 CR  =  A score between the lowest cut score (LCS) at the campus of instruction up through 48 will represent the completion of the first level of remediation at the campus of instruction but should not represent full satisfaction of remediation. The Early Start requirement is fulfilled.
50   CR  =  Student satisfied the Early Start requirement and is fully remediated.

Unlike other instances of the grade, RP in an Early Start course does not require subsequent replacement.
Smart Page Deadline
Campuses will continue to set local student deadlines for declaring their intended method of satisfying Early Start on the “Smart Page”; however, the last day to download and provision service students from the Global Database will be July 15, 2015. Following that submission, campuses should utilize the CMS-delivered process to default remaining students who are required to participate in Early Start to the destination campus.

Early Start Program Operations Calls
Student Academic Services will continue to host monthly ESP Operations calls in early 2015. The schedule will be as follows:

- Thursday, February 5, 2015 10:00 a.m. (888) 337-0215, Access Code: 7702649
- Thursday, March 5, 2015 10:00 a.m. (888) 337-0215, Access Code: 7702649
- Thursday, April 2, 2015 10:00 a.m. (888) 337-0215, Access Code: 7702649
- Thursday, May 7, 2015 10:00 a.m. (888) 337-0215, Access Code: 7702649
- Thursday, June 4, 2015 10:00 a.m. (888) 337-0215, Access Code: 7702649
- Thursday, July 2, 2015 10:00 a.m. (888) 337-0215, Access Code: 7702649
- Thursday, August 6, 2015 10:00 a.m. (888) 337-0215, Access Code: 7702649
<table>
<thead>
<tr>
<th>Subject Area</th>
<th>EAP</th>
<th>SAT</th>
<th>ACT</th>
<th>Remediation Status</th>
<th>ELM Required</th>
<th>Only ELM Score Available</th>
<th>EPT Required</th>
<th>Only EPT Score Available</th>
<th>Early Start and Remediation Required</th>
<th>Early Start Course Placement</th>
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</thead>
<tbody>
<tr>
<td><strong>Math</strong></td>
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<tr>
<td>Exempt/Ready for college level Mathematics course</td>
<td>550 - above</td>
<td>23 - above</td>
<td>Exempt</td>
<td>No</td>
<td>50 - above</td>
<td>Not Applicable</td>
<td>Not Applicable</td>
<td>No</td>
<td>Not Applicable</td>
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<tr>
<td>Conditional/Conditionally ready for college level Mathematics course</td>
<td>490 - 540</td>
<td>20-22</td>
<td>Conditionally Exempt</td>
<td>No, optional</td>
<td>Campus-specific placement</td>
<td>Not Applicable</td>
<td>Not Applicable</td>
<td>Yes, if condition not met</td>
<td>Regardless of source of unmet condition (EAP, SAT, ACT, ELM), course equivalent to 1 term of Remediation</td>
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<tr>
<td>Not Exempt/Not ready for college level Mathematics course</td>
<td>480 - lower</td>
<td>19- lower</td>
<td>Not Exempt</td>
<td>Yes</td>
<td>Campus-specific placement</td>
<td>Not Applicable</td>
<td>Not Applicable</td>
<td>Yes</td>
<td>Based on ELM score</td>
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<td><strong>English</strong></td>
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<tr>
<td>Exempt/Ready for college level English course</td>
<td>500 - above</td>
<td>22 - above</td>
<td>Exempt</td>
<td>Not Applicable</td>
<td>Not Applicable</td>
<td>No</td>
<td>147 - above</td>
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<td>Not Applicable</td>
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<tr>
<td>Conditional/Conditionally ready for college level English course</td>
<td>460 - 490</td>
<td>19 - 21</td>
<td>Conditionally Exempt</td>
<td>Not Applicable</td>
<td>Not Applicable</td>
<td>No, optional</td>
<td>Campus-specific placement</td>
<td>Yes, if condition not met</td>
<td>Regardless of source of unmet condition (EAP, SAT, ACT, ELM), course equivalent to 1 term of Remediation</td>
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<tr>
<td>Not Exempt/Not ready for college level English course</td>
<td>450 - lower</td>
<td>18 - lower</td>
<td>Not Exempt</td>
<td>Not Applicable</td>
<td>Not Applicable</td>
<td>Yes</td>
<td>Campus-specific placement</td>
<td>Yes</td>
<td>Based on EPT score</td>
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