

**DIN: 2050-2-01**  
**Title of Process: Limited English Proficiency**

**Purpose**

To ensure LEP process is in place for “qualified” learners who have been admitted to the college to enhance their chance for success.

**Scope**

This process applies to all learners identified as having Limited English Proficiency.

**Definitions**

The following is a list of key definitions:

<b>Term/Phrase</b>	<b>Definition</b>
Limited English Proficiency	English is NOT their first language. Will be determined through the LOEP test in Accuplacer.
LOEP test	Language of English Proficiency test- Part of Accuplacer.

**Process**

The table below describes responsibilities for this process:

<b>Stage</b>	<b>Who</b>	<b>Description</b>
1	Learner	Learners will self-identify if English is NOT their primary language on Accuplacer. If they check “NO”, Accuplacer will automatically take them into the LOEP test to determine skill level in reading and writing.
.2.	Enrollment Office	The enrollment office will give Learning Services Director a copy of the advising report for those learners who self-identify that English is NOT their first language. The advising report will tell these learners they need to see her to complete a Personal Education Plan.
3.	Learning Services Director	Learning Services Director will meet with LEP learner and complete the Personal Education Plan.

**Supporting references**

Accuplacer Advising Report  
[NTC Policy 2050-1-01](#) Limited English Proficiency  
[Personal Education Plan](#)

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