



## Voluntary Repetition Policy

*The purpose of this policy is to ensure that:*

- students realize the maximum possible benefit from their program of study
- students make adequate academic progress relative to norms in the field
- clear and consistent guidelines are used to determine when students may voluntarily repeat a level

Upon successfully completing a level in the TL2 program, or a level or half-level in the GPIIP program, a student may request to repeat the level or half-level in the subsequent academic quarter provided that the student has not already repeated the level, either as a result of failing the level or through prior voluntary repetition. Students may not repeat a TOEFL level.

Students must submit requests for voluntary repetition to the center director by no later than the fifth day of the next academic quarter. After receiving a request for voluntary repetition, the center director will review the request and submit eligible requests to the Director of Programs and Professional Development along with the following information:

- a copy of the student's request for voluntary repetition
- a copy of the student's report card from the prior level or a summary of the report card information (including scores on the Progress or Achievement Test, TOEIC and oral proficiency evaluation)
- a statement as to whether voluntary repetition would cause the student to exceed the maximum period of study allowed for the program
- if available, a statement from the student's instructor in the prior level expressing his or her opinion as to whether the student is likely to benefit from voluntary repetition

The Director of Programs and Professional Development will use his or her discretion in determining whether the student is likely to benefit from voluntary repetition based on the information provided above. If the Director of Programs and Professional Development determines that the student is likely to benefit from voluntary repetition and that voluntary repetition would not cause the student to exceed the maximum period of study for the program, then the student's request will be granted. Otherwise, the student's request will be denied. The decision of the Director of Programs and Professional Development is final and may not be appealed.

Although not dispositive, the following guidelines will be used to inform this determination:

- A passing score of less than 35 points on the Progress Test (for GPIIP) or less than 60 points on the Achievement Test (for GPIIP and TL2) suggests that the student is likely to benefit from voluntary repetition of the level.
- A passing score of more than 40 points on the Progress Test or more than 70 points on the Achievement test strongly suggests that the student is unlikely to benefit from voluntary repetition of the level.
- An oral proficiency score above the minimum passing range suggests that the student may be unlikely to benefit from voluntary repetition of the level.
- Requests to repeat level 5 will be liberally granted and only denied when there is clear and convincing evidence that the student is unlikely to benefit from voluntary repetition.

The Director of Programs and Professional Development will inform the center director whether the student's request has been granted or denied. The center director will then communicate the result of the request to the student and fully document the request in the student's paper file.