

Advising Tip 08
Advising Information
English Exit Exam

Dear Colleagues,

The English Department sees its role in the Core Education sequence at JU as a partnership with our colleagues across campus, and takes this role seriously in preparing students for their further studies. We see a wide range of writing ability across our composition students, and one semester is not always enough to set them on the path to success. Thus, we put into place the Exit Exam, which tests specifically those skills of engaging with sources and using documentation systems (which only comprises part of the total ENGL 103 composition curriculum).

There seem to be some misunderstandings surrounding the Exit Exam, and so we would like to take the opportunity to clarify these requirements. Forgive the length of this email, but we do want to make sure that advisors are able to give their students the most accurate information.

--Students who do not pass ENGL 103 with a C- or better must repeat the class, and repeat the Exit Exam at the end of that class. If a student does not pass ENGL 103, they may not enroll in any ENGL 189 or any ENGL course 200-level or above until they do.

--Students who pass ENGL 103 but do not meet minimum proficiency on the Exit Exam must enroll in ENGL 214WI before reaching 60 credit hours, per the catalog.

--ENGL 214WI is **not** a prerequisite to any ENGL course; students may remain enrolled in their Core literature class even though they need to take 214. They can take them concurrently, if it works better for their schedules.

--We recommend strongly that students take the ENGL 214WI class as soon as possible after their Exit Exam results, preferably the following semester.

--The Exit Exam grade itself carries no credit, and so does not impact the GPA. The grade is simply a way for the Degree Audit system to track students who need to meet the requirement. We are exploring options other than P/F to do this, but we are limited by the JU system at present.

--Students may appeal their Exit Exam results, but this must be done within the first two weeks of the following semester. They should contact either Prof. Chris Dew or Dr. Julie Brannon for the appeal form to begin the process. We will sometimes accept appeals through the midterm on a case-by-case basis. None will be considered after the 7th week of the following term has passed.

--If approved via appeal, the student may re-take the exam. The re-take results are binding. If the student passes the re-take, a grade change form is filed for the Exit Exam to reflect the new passing grade. Not all students are eligible for a re-take, and this will be determined through the appeals process through consultation with Prof. Dew or Dr. Brannon.

We urge faculty to check the Degree Audit core listings for their advisees regularly to make sure that they have met the requirement. Please don't let the Graduation Check be the time your advisee finds out they did not meet it!

If you ever have a question about the Exit Exam or ENGL 103, please feel free to contact us in the English Department.

Thank you, and happy advising!

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