2.9.3 Reporting and Recording Learning Support Status on Transcripts

(Last Modified July 31, 2015)   [Report a broken link](#)

Last reviewed: October 2014

All students enrolled in Learning Support courses will be reported in the USG Data Warehouse as having Learning Support requirements or enrolling as volunteers.

USG procedures for Learning Support programs require that records of each student's Learning Support placement evaluation and current status be maintained in a USG-approved format. Transcripts of all students evaluated for Learning Support need to include placement and current status information for each Learning Support area using the codes and formats listed below.

I. Evaluation for Learning Support Placement

The following information is to be recorded on students' transcripts each time they are evaluated for Learning Support placement (upon admission and each time the student takes a placement test).

For students admitted from Fall 2015 to Summer 2018:

Placement Index	
EPI	English Placement Index (0 - 7212)
MPI	Mathematics Placement Index (0 - 2875)
Date of Index Calculation	
MMMYY	Date on which the EPI or MPI was calculated (could be admissions date or date of placement testing)
Placement Code	
L	Area was satisfied through alternative procedures approved by the Chancellor for international students and students whose native language is not English
N	Career degree student who did not exempt Learning Support in this area but whose program does not require Learning Support in this area.

P	Placed in Learning Support in this area
X	Exempted Learning Support in this area by meeting all institutional requirements for exemption

Reason for Placement
(as defined by the ADM Data Element Dictionary Learning Support Requirement Indicator for English or Mathematics)

S	System requirement
I	Institutional requirement
V	Volunteer

Placement Level
(for students who place into Learning Support)

FND	Student placed into Foundations-level course
COR	Student placed into corequisite Learning Support course

For placement and exit codes for students entering Fall Quarter 1994 through Summer Semester 2015, click here.

For placement and exit codes for students entering prior to Fall Quarter 1994, click here.

Sample Transcript Notations

Student Q enters with a 431 SAT Verbal, a 580 SAT Math, and a 2.4 high school grade point average. The institution places the student in a corequisite Learning Support English course based on the English Placement Index (EPI) of 4278, which is higher than the system minimum (4230) but below the institutional requirement (4330). The transcript notation would be as follows:

EPI/4278/JUL14/ P/I/COR

1. The "EPI" indicates that this is information related to the English Placement Index and Learning Support in the English area.
2. The "4278" is the student's calculated EPI.
3. The "JUL14" is the date on which the EPI was calculated.
4. The "P" indicates that the student was placed in Learning Support in this area (English).

5. The "I" indicates that the placement is due to an institutional rather than USG requirement since the student's EPI exceeded the system minimum of 4230.
6. The "COR" indicates that the student was placed into corequisite level Learning Support in English.

Students will be evaluated for Learning Support placement in English and mathematics. The transcript notations for the English placement evaluation are described above. Student Q would also have a transcript notation for Learning Support evaluation in mathematics.

MPI/1278/JUL14/X

1. The "MPI" indicates that this is information related to the Mathematics Placement Index and Learning Support in the mathematics area.
2. The "1278" is the student's calculated MPI.
3. The "JUL14" is the date on which the MPI was calculated.
4. The "X" indicates that the student met requirements for exemption from Learning Support in this area (mathematics).

II. Current Learning Support Status or Exit Information

The following information is to be recorded on students' transcripts to indicate students' current Learning Support status or completion of Learning Support requirements.

For students admitted from Fall 2015 to Summer 2018:

Learning Support Area	
LSE	Learning Support English
LSM	Learning Support Mathematics
Current Status	
C	Student has completed Learning Support requirements in the area
D	Student has been suspended for failure to exit the area – suspension continues for one year from the date of suspension
COR	Student is enrolled in Learning Support at the corequisite level

FND	Student is enrolled in Learning Support at the Foundations level

Status Date

MMMYY	Date of current status (date on which the status became effective; date of completion, initial date of suspension, or date of placement into current level of Learning Support)

For placement and exit codes for students entering Fall Quarter 1994 through Summer Semester 2015 click here.

For placement and exit codes for students entering prior to Fall Quarter 1994, click here.

Sample Transcript Notations

After two semesters, Student Q passes English 1101, thus completing the requirement to exit Learning Support. The following entry would be made on the transcript: LSE/C/AUG14

1. The "LSE" indicates that this is information related to the student's status in Learning Support English.
2. The "C" indicates that the student has completed Learning Support requirements in this area.
3. The "AUG14" is the date on which the student completed Learning Support English requirements.