



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 or module in the *English Unlimited* program, a student may request to repeat the level or module 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. Thus, a student may repeat a level or module **only once**.

Students must submit requests for voluntary repetition to the 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 along with the following information:

- a copy of the student's report card from the prior level or a summary of the report card information (including scores on the Achievement Test and full-length simulated TOEIC, if the TOEIC was administered)
- if available, a statement from the student's instructor from the prior level expressing his or her opinion as to whether the student is likely to benefit from voluntary repetition

The Director 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 determines that the student is likely to benefit from voluntary repetition and that the student is otherwise eligible to repeat the level or module, then the student's request will be granted. Otherwise, the student's request will be denied. The decision of the Director 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 80 percent on the Achievement Test suggests that the student is likely to benefit from voluntary repetition of the level.
- A passing score more than 90 percent on the Achievement Test suggests that the student is unlikely to benefit from voluntary repetition of the level.
- Requests to repeat level 6 (proficiency target C1) 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 will promptly inform the student whether his or her request has been granted or denied. The result of the request will be fully documented in the student's file.