

HENRY FORD COMMUNITY COLLEGE ENGLISH  
AND WORLD LANGUAGES DIVISION

TO: All Students Enrolled in English Classes  
FROM: Chris Briggs, Associate Dean, English & World Languages  
SUBJECT: Prerequisites for Classes

Please read the following memo, fill out the bottom portion, and give it to the instructor. The instructor will need to be able to turn the forms into the associate dean in time insure the possibility of a full refund should you not be qualified to be in the course. See the college schedule for the last date to receive a full refund. If your claim checks out, you will be allowed to remain in the classroom.

According to our prerequisite list, it is not clear how you qualified for admission to this class. Please indicate below how you are eligible for this course. Note that you may be asked to provide written confirmation from the registrar's or counseling office.

**As stated in the College Catalog, there is a policy of restricted admission to English courses at HFCC. In order to be legally enrolled in this course, a student must be admitted according to at least one of the following criteria:**

- 1. A passing grade in a prerequisite class. This is a C in ENG 131 or ENG 132 and an S in developmental classes.**
- 2. An appropriate grade on either the COMPASS or ACCESS Placement Test, taken at HFCC or elsewhere.**
- 3. An ACT placement test score of 21 or above in the English section of the test for placement in ENG 131**
- 4. A non-developmental prerequisite class (e.g., ENG 131) was transferred in from an accredited college or university.**
- 5. A Promise or Merit scholarship that qualifies the student for ENG 131.**
- 6. A waiver provided by the Associate Dean. Since Fall 2007, all such students have been provided with official waiver forms that can be shown to the instructor.**

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Students who do not meet the prerequisites may no longer remain enrolled in ENG \_\_\_\_\_, which is taught by \_\_\_\_\_ unless they can demonstrate proof of eligibility.

The English & World Languages Division is proud of the standards that we set for ourselves and demand from our students. Any action that attempts to lower these standards can only endanger the transferability of HFCC English courses to other four-year colleges and universities that have historically accepted the credits from this College without question.

PRINTED NAME: \_\_\_\_\_ STUDENT ID # \_\_\_\_\_  
CLASS/SECTION: \_\_\_\_\_  
SIGNATURE: \_\_\_\_\_

IN A FEW SENTENCES, IDENTIFY THE CRITERION THAT APPLIES TO YOU. IF YOU TRANSFERRED IN A CLASS OR RECEIVED A WAIVER, PLEASE ATTACH AN UNOFFICAL COPY OF THAT TRANSCRIPT OR WAIVER TO THIS FORM.

If you took the prerequisite English class at HFCC, please provide the following information:

Semester Taken: \_\_\_\_\_ Instructor: \_\_\_\_\_ Final Grade: \_\_\_\_\_