

POLICY

All full-time students shall be administered the College Skills Placement Test prior to registering for their first semester. Part-time students must take the Placement Test before registering for an English or mathematics course or before registering for their twelfth credit. Exemptions may be granted to students in accordance with college procedure.

Students identified as needing skill development must enroll in the appropriate course(s) or the Developmental Studies program. Students who do not pass the appropriate course(s) will be subject to academic restrictions.

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Revised: June 27, 1983
Revised: January 25, 1988
Revised: January 28, 1991
Revised: March 24, 1997
Revised: December 1, 2008

PROCEDUREI. Testing

A. All degree seeking students are required to take the College Skills Placement Test:

1. Full-time students must take the Placement Test before registering for their first semester.
2. Part-time students must take the Placement Test before (a) registering for their twelfth (12) attempted credit and/or (b) registering for an English or mathematics course. Prior to taking the Placement Test the student may not enroll for more than three courses in a semester.
3. Part-time students desiring to participate in a course without earning college credit or a course grade may with the restrictions listed below, "AUDIT" courses beyond the eleven credit limit. The restrictions are (a) the student may not enroll in a college-level English or mathematics course and (b) the student must meet the course prerequisites, if any. NOTE: Students auditing a course receive no credit or grade for the course and may not change from audit to credit.
4. Placement Test scores will be considered applicable for placement purposes for a period of three years. After three years, students who have not taken the indicated courses will have to retake the Placement Test.

B. Exemptions

Any student scoring 540 or better on the Critical Reading SAT's would be waived from the English portion of the College Skills Placement Test. Any student scoring 530 or better on the Mathematics SAT's would be waived from the Mathematics portion of the College Skills Placement Test.

A request for an exemption from taking the College Skills Placement Test must be made by the student to the Testing Center. Exemptions are normally only available to students who can demonstrate that they hold a bachelor's degree, or previously passed both a college-level English and mathematics course.

II. Placement Criteria

The placement scores for reading, writing and algebra are listed in Attachment A for information purposes.

III. Student Placement in Developmental Courses

A. All Students

1. Students identified as needing development in reading, writing, or algebra must demonstrate competency in the subject prior to receiving a degree from the college. Students enrolled in a certificate program that does not require a mathematics course do not need to demonstrate competency in algebra.
2. Students identified as needing development in reading, writing, or algebra must pass the required developmental course(s) before enrolling in any other course in that subject area.
3. A student identified as needing development in reading and/or writing must enroll in the required developmental courses(s) immediately. A student identified as needing development in algebra must enroll in the required developmental course(s) before the student completes 24 credits.

4. The passing grade for a developmental course is a grade of "C" or better. Developmental course credits do not count toward graduation requirements.
5. A student whose initial developmental placement is adjusted prior to the official tenth day of class will be considered as incorrectly placed in that course and will have any reference to his/her enrollment in that course removed from his/her record.
6. Faculty teaching developmental courses may require, for course completion, that students work in a learning lab on specified assignments or that they receive the services of a designated tutor. Reasonable parameters for these requirements will be set at the discretion of the faculty member and will be tailored to the academic needs of the student.

B. Full Time Students

1. Each registration term, the student's required developmental course English takes enrollment priority over non-developmental courses. Enrollment in required developmental algebra course(s) must take place before the student completes 24 credits.
2. A new full-time student needing Reading and Writing I is limited to a maximum of 13 credits.
3. A student identified as needing Reading and Writing, must register for that course and select the remaining courses (maximum of 13 credits) from the Limited Load Course List. For information purposes, the Limited Load Course List is Attachment B to this procedure.

C. Part-time Students

1. Each registration term, a student's required developmental course English takes enrollment priority over non-developmental courses. Enrollment in required developmental algebra course(s) must take place before the student completes 24 credits.
2. A student needing Reading and Writing I who wishes to take an additional non-developmental course(s), must select the course(s) from the Limited Load Course List (Attachment B).

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