

PROCEDURE

I. 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

Students who achieve the language arts exemptions noted in Attachment A will be waived from the English portions of the placement test. (Note: Students submitting ACT scores must provide a composite English/Writing score. Students who took the ACT without the essay must take the Writeplacer essay and, depending on their scores, may also need to take the Accuplacer Reading Comprehension and Sentence Skills placement tests.)

Students who achieve the mathematics exemptions noted in Attachment A will be waived from the mathematics portion of the placement test.

Students must make requests for these waivers by submitting their scores to the College.

Exemptions from placement testing are available only to students who can demonstrate that they hold a bachelor's degree or previously passed college-level English and mathematics courses. Students must make requests for these exemptions by submitting their transcripts to the College.

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 English course 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 English course 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).

D. Limited Load Course List

Students whose performance on the College Skills Placement Test indicates that they must complete remediation in ENGL 091 will be limited to the maximum credit load of twelve/thirteen semester hours. The credit load must include the needed developmental course. The remainder of the credit load must be selected from the approved Limited Load Course List (see Procedure 5165, Attachment B).

ADOPTED: June 28, 1983

Revised: April 3, 1984

Revised: December 9, 1985

Revised: January 13, 1988

Revised: January 29, 1991

Revised: June 23, 1992

Revised: March 25, 1993

Revised: March 25, 1997

Revised: February 23, 1999

Revised: November 2, 1999

Revised: December 4, 2007

Revised: December 2, 2008

Revised: August 25, 2009

Revised: January 25, 2011

Revised: July 19, 2011

Revised: December 5, 2011

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ATTACHMENT A

OCC PLACEMENT TEST

Students wishing to enroll at OCC must take the College Placement Test unless they have the following SAT / PSAT / ACT / HSPA scores:

| SAT | | PSAT | | ACT* | | HSPA | |
|------------------|------|------------------|-----|-----------------|-------------------------|------------------------|------|
| Critical Reading | 540+ | Critical Reading | 54+ | English/Writing | 23+ | Language Arts Literacy | 235+ |
| Math | 530+ | Math | 53+ | Mathematics | 22+ (see note below) | Mathematics | 250+ |

*Students submitting ACT scores must provide a composite English/Writing score. Students who took the ACT without the essay must take the Writeplacer essay and, depending on their scores, may also need to take the Accuplacer Reading Comprehension and Sentence Skills placement tests.

PLACEMENT INTO ENGLISH CLASSES

Accuplacer Essay Score of 6, 7, or 8: No Remediation. Student registers for ENGL 151.
Accuplacer Essay Score of <6: Student takes the Sentence Skills Test and Reading Test.

| Register for | If your Accuplacer test scores are |
|--------------|---|
| ENGL 151 | Writeplacer Essay \geq 6 |
| ENGL 151 | Writeplacer Essay = 5 AND Reading Comprehension + Sentence Skills \geq 200 |
| ENGL 095 | Writeplacer Essay = 5 AND Reading Comprehension + Sentence Skills between 135 and 199 |
| ENGL 095 | Writeplacer Essay \leq 4 AND Reading Comprehension + Sentence Skills \geq 135 |
| ENGL 091 | Writeplacer Essay \leq 5 AND Reading Comprehension + Sentence Skills \leq 134 |

PLACEMENT INTO MATH CLASSES

| SCORE | MATH COURSE PLACEMENT |
|-------|--------------------------------------|
| 20-50 | MATH 011: Introduction to Algebra I |
| 51-75 | MATH 012: Introduction to Algebra II |
| 76+ | No Remediation |

Students wishing to enroll in MATH 191 or higher must take the College Level Math Test (Policy #5161).

- Adopted: August 25, 1987
- Revised: March 5, 1991
- Revised: July 22, 1997
- Revised: March 9, 2000
- Revised: December 2, 2008
- Revised: August 25, 2009
- Revised: July 19, 2011

PROCEDUREATTACHMENT BCollege Skills Limited Load Courses (53) Master List
For Students Enrolled in ENGL 091BUSINESS AND COMPUTER SCIENCE (8)

| | | |
|----------|---|--------|
| ACCT 121 | Fundamentals of Accounting | 3 s.h. |
| BUSN 125 | Introduction to Office Systems | 3 s.h. |
| BUSN 126 | Word Processing | 1 s.h. |
| BUSN 131 | Introduction to Business Administration | 3 s.h. |
| BUSN 133 | Microcomputer Keyboarding | 1 s.h. |
| BUSN 147 | Keyboarding/Document Processing I | 3 s.h. |
| BUSN 170 | Small Business Management | 3 s.h. |
| CSIT 110 | Computer Literacy | 3 s.h. |

HEALTH & PHYSICAL EDUCATION (11)

| | | |
|----------|---------------------------------|--------|
| HEHP 225 | Contemporary Health | 3 s.h. |
| HEHP 110 | Applied Modern Health | 2 s.h. |
| HEHP 100 | Aerobic Conditioning | 1 s.h. |
| HEHP 101 | Weight Training & Body Building | 1 s.h. |
| HEHP 102 | Volleyball | 1 s.h. |
| HEHP 109 | Tennis | 1 s.h. |
| HEHP 150 | Swimming I | 1 s.h. |
| HEHP 151 | Swimming II | 1 s.h. |
| HEHP 152 | Lifesaving | 2 s.h. |
| HEHP 172 | International Folk Dance I | 1 s.h. |
| HEHP 210 | Karate | 2 s.h. |

HUMANITIES (26)

| | | |
|----------|---------------------------------|--------|
| ARTS 159 | Visual Literacy | 3 s.h. |
| ARTS 170 | Ceramics I | 3 s.h. |
| ARTS 174 | Creative Arts for Children | 3 s.h. |
| ARTS 183 | Basic Drawing | 3 s.h. |
| ARTS 184 | Two-Dimensional Design | 3 s.h. |
| ARTS 186 | Three-Dimensional Design | 3 s.h. |
| ARTS 270 | Ceramics II | 3 s.h. |
| ARTS 271 | Ceramics III | 3 s.h. |
| ARTS 272 | Ceramics IV | 3 s.h. |
| ARTS 286 | Painting I | 3 s.h. |
| ARTS 287 | Painting II | 3 s.h. |
| COEM 120 | Television Production | 3 s.h. |
| COMM 100 | Basic American Sign Language I | 3 s.h. |
| COMM 110 | Introduction to Communications | 3 s.h. |
| COMM 154 | Fundamentals of Public Speaking | 3 s.h. |
| COMM 192 | Voice and Diction | 3 s.h. |
| COPH 191 | Basic Photography | 3 s.h. |
| DANC 160 | Modern Dance | 3 s.h. |
| DANC 170 | Ballet I | 3 s.h. |
| DANC 180 | Jazz Dance | 3 s.h. |

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|----------|--|--------|
| MUSC 140 | Jazz Ensemble Studies I | 3 s.h. |
| MUSC 150 | Introduction to Keyboard Instruction I | 3 s.h. |
| MUSC 160 | College Choir I | 1 s.h. |
| MUSC 164 | Group Voice I | 2 s.h. |
| MUSC 173 | Concert Band I | 1 s.h. |
| THTR 193 | Introduction to Acting I | 3 s.h. |

MATH

Mathematics courses as determined by the Accuplacer Placement Test

SCIENCES (2)

| | | |
|----------|----------------------------------|--------|
| BIOL 114 | Principles of Biological Science | 4 s.h. |
| CHEM 180 | Introduction to Chemistry | 4 s.h. |

SOCIAL SCIENCES (5)

| | | |
|----------|---------------------------|--------|
| ACAD 155 | Student Success | 3 s.h. |
| HIST 171 | Western Civilization I | 3 s.h. |
| HIST 172 | Western Civilization II | 3 s.h. |
| PSYC 172 | General Psychology | 3 s.h. |
| SOCI 181 | Introduction to Sociology | 3 s.h. |

Adopted: August 25, 1987
 Revised: March 5, 1991
 Revised: July 22, 1997
 Revised: November 14, 2000
 Revised: September 17, 2002

Revised: August 5, 2008
 Revised: August 25, 2009