

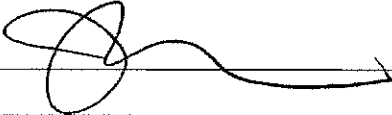
**St. Cloud Technical & Community College
Policies and Procedures
Chapter S3 – Educational Policies**

S3.27 Assessment for Course Placement Policy

This policy reflects MnSCU Board Assessment for Course Placement Policy 3.3 and Procedure 3.3.1.

Update Revision Responsibility: Vice President of Academic Affairs

St. Cloud Technical and Community College shall provide assessment for course placement in reading comprehension, written English, and mathematics using a MnSCU system-endorsed placement instrument.

College President:  Date: 12/10/15
Date of Adoption: _____
Date of Implementation: _____
Date repealed or replaced: _____

St. Cloud Technical & Community College

Policies and Procedures

Chapter S3 – Educational Policies

S3.27.1 Assessment for Course Placement Procedure

The assessment for course placement procedure at SCTCC is designed to improve student success in college-level courses through assessment and course placement that addresses Reading comprehension, written English, and Mathematics knowledge and skills. SCTCC will use the system-endorsed placement instrument.

Definitions.

College-level courses. A college-level course is a college or university course that meets college-level standards. Credits earned in a college-level course apply toward the requirements of a certificate, diploma, or degree.

Reading-intensive Course. A college-level course that requires students to use college level reading skills in order to be successful.

Developmental-level course. A developmental-level course is a course designed to prepare a student for entry into college-level courses. Developmental courses are offered at SCTCC in Reading, Writing, and Math. Developmental-level course credits do not apply toward a certificate, diploma, or degree. These courses may also be referred to as College-Readiness courses.

Testing Process. Students shall be required to take the system-endorsed placement instrument prior to admission to a major. Students who meet one of the conditions specified in the exemptions section of this procedure will not be required to test.

Prior to taking the placement test, SCTCC will provide students with study materials covering the subjects to be tested. This material will include a sample test.

Students may take each subject area test twice. Students shall show evidence of remediation in a specific subject area if they wish to test beyond the second attempt.

If a student is required to take a developmental, non-credit course as a result of their test scores, SCTCC will provide the student an opportunity to retake the test at the earliest time determined by the individual, providing testing is offered at that time and seats are available.

Initial placement testing will be available at no cost to the student. Retests will incur a fee, payable at the time of testing.

Individual programs at SCTCC may require additional placement testing in subject areas not covered by the system-endorsed placement instrument. These additional assessment measures will not be used in place of the placement test and will be administered at no cost to the student.

Visiting students who wish to take a Math course must meet the placement scores as designated on the course they wish to enroll in.

Criteria for student exemptions. A student may be exempt from taking all or portions of the system-endorsed placement instrument based on documentation of:

1. Assessment scores taken on the system-endorsed placement instrument at any system college or university within three calendar years, inclusive of the current calendar year, with the provision that mathematics scores are valid for only two calendar years, inclusive of the current calendar year.
2. Subject area test scores equivalent to or above the system-endorsed minimum on standardized college admissions tests (ACT) taken within three calendar years, inclusive of the current calendar year, for reading and writing and two calendar years, inclusive of the current calendar year, for mathematics.
3. Assessment scores on an assessment instrument other than the system-endorsed instrument at an institution outside the Minnesota State Colleges and Universities system, providing that placements can be determined by using the placement levels of the alternative instrument.
4. Successful prior postsecondary education indicating a high probability of success in the introductory college-level course for which a course placement score is required; or fulfillment of college-level course in the area for which the course placement score is used. Specifically, students are exempt from Reading and/or Math testing under the following conditions:
 - a. Students who provide official college or university transcripts showing completion of six or more semester credits in reading and writing intensive courses with a grade of C or better are exempt from taking the reading portion of the placement test. Students who have earned these credits more than ten years ago are encouraged, but not required, to take the placement test.
 - b. Students who provide official college or university transcripts showing completion of three or more semester credits of Intermediate Algebra or higher may be exempt from taking all or part of the Math portion of the placement test, depending on the completed course(s). Students who have earned these credits more than ten years ago are encouraged, but not required, to take the placement test.
 - c. Students who have earned 30 or more college-level technical semester credits from a regionally accredited institution with a cumulative GPA of 2.0 or better within the last five years are exempt from taking the Reading portion of the placement test.
5. Students who provide official college or university transcripts showing successful completion of developmental education courses in Reading and English may be exempt from taking the Reading portion of the placement test, depending on the completed courses. Students who have earned these credits more than ten years ago are encouraged, but not required, to take the placement test.

To receive a placement test exemption, students must submit official test scores or official college transcripts of their college-level coursework.

Course Placement. In accordance with MnSCU board policy and procedures, SCTCC shall follow the system designated test scores for college-level placements in Reading, Writing, and Math courses. A student who obtains the minimum score or higher on the system-endorsed placement instrument subtest shall be placed in the corresponding college-level course(s). Students who score below these scores shall be placed in developmental courses concurrently or prior to enrolling in college-level courses.

Placement based on ACT subject area test scores. A student shall be exempt from taking all or portions of the system-endorsed placement instrument based on documentation of subject area test scores on the ACT test taken within three calendar years, inclusive of the current calendar year, for reading and

two calendar years, inclusive of the current calendar year, for mathematics. A student who obtains the following minimum scores or higher shall be placed in the corresponding college-level course(s).

1. Reading. A student who presents a reading subject area test score of 21 or higher shall be placed in courses that are designated reading intensive.
2. Mathematics. A student who presents a mathematics subject area test score of 22 or higher shall be placed in College Algebra or other appropriate college level math course.

Accommodations. SCTCC complies with the American with Disabilities Act and Minnesota law for students with disabilities. If a student requires a reasonable accommodation for a disability as relates to testing (e.g. wheelchair accessibility, interpreter, scribe, audio version, or large print materials), such accommodations can be made available by contacting Disability Services at least three weeks prior to the proposed test date. Official documentation from an appropriate licensed health care provider verifying the disability may be required.

Appeal. Students who have tested twice in a subject area have the right to appeal their course placement through documentation of college readiness skills in Reading, Writing and/or Math through high school grades, letters of recommendation, or other life experiences. Students who wish to file an appeal can do so by completing a Course Placement Appeal Form. Appeals will be reviewed by a committee made up of at least one faculty, one academic affairs representative, and one student services representative.

Reporting. SCTCC shall ensure that placement data are entered into the Integrated Statewide Record System (ISRS) according to the standards of the MnSCU system office, including the following:

- Placement test results
- Course Placement
- Student responses to system-approved and required demographic questions asked at the time of assessment

College President: _____

Date: 12/16/15

Date of Adoption: _____

Date of Implementation: _____

Date repealed or replaced: _____