

501- 04 PLACEMENT, PROFICIENCY AND PREREQUISITES—PROCEDURE

1. PURPOSE

Enhance student success by requiring placement in English, Mathematics, and Spanish. It is designed to help students determine the current skills and knowledge levels, and to direct them to the appropriate classes.

2. PROCEDURE

1. Placement Assessment

Students are required to complete placement assessments under the following conditions:

- a. The student is taking his/her first college credit in English or Mathematics.
- b. The student should complete English and Mathematics placement testing prior to the first semester of enrollment in courses requiring placement. These requirements should be pursued in each subsequent semester until requirements are fulfilled.
- c. The student is degree seeking and does not have previous college credit in English or Mathematics. Degree-seeking students will not be allowed to enroll in classes after completion of eighteen (18) hours if they have not taken appropriate placement tests.
- d. The student is a transfer student who completes prerequisite courses more than five (5) years prior to the semester in which prerequisite proof is required.

2. Exemptions

Students may be exempt from the placement tests if at least one of the following conditions applies:

- a. The student has an Associate's degree, or higher. This exception does not apply to Spanish placement testing.
- b. The student has earned transferable college credits in Spanish with a grade of "C" or better within two (2) previous years to date of enrollment.
- c. The student has a record of placement assessment at CCC within the past two years.
- d. The student has SAT or ACT scores.

3. Course Placement

- a. A student's score on a CCC placement test, the SAT, or ACT, determines his/her placement in a specific course.
- b. CCC course placement in Mathematics and English based on ACT or SAT scores.

4. Appeal

Students who wish to appeal class placement must follow the procedures established by the academic department.

5. Implementation

To ensure consistency of student placement within the CCC District, the following will apply:

- a. All sites shall use the same assessment instruments or their equivalents.
- b. All sites shall adhere to the same cut-off scores.
- c. Placement scores will be valid for two (2) years from the date of original assessment.
- d. The student will be permitted no more than one (1) re-test per discipline each semester.
- e. Copies or placement test results will be kept on file in the Registrar's Office.

6. Proficiency Test

- a. Requirements: The proficiency tests are designed to help students determine their preparedness for taking specific courses. Required tests are established by the academic department.
- b. Exemptions: Students may be exempt from the proficiency test(s) if the student has satisfied the appropriate course prerequisites.

7. Prerequisites

When a course has a prerequisite, it means that a student must have certain knowledge to be successful in the course. Prior knowledge may be a skill, ability, test score or successful completion of a prior course with a "C" or better.

- a. Completion of the prerequisite is required prior to enrolling in the course, and D, F, U, or NC grades are not acceptable.
- b. It is the student's obligation to know and meet course prerequisites. These are stated in the course descriptions section of the class schedule and the current college catalog.
- c. Prerequisites will be verified at registration if prerequisite is completed at another college or university. The student will be required to file proof of meeting prerequisites.

3. BACKGROUND

1. References: 1991/1992 College Catalog
2. Revision history: 08/2002, 04/2004, 01/2007, 05/11/2011 (reformatted)
3. Legal review: none
4. Sponsor: Registration and Enrollment Services