



# Policy and Procedure

**Policy Number:** 300 REV 5 Assessment for Course Placement

**Date:** 9/11/98

**Revision Date:** 2/05/07, 7/14/05, 2/1/07, 3/1/10, 1/18/2013

**Division/Department:** Student Affairs

**Author(s):** K. Arola, Nancy Mach, Gloria Baker, James Stumne, REV 5: Paula Hoffman/K. Arola

**Subject:** Assessment for Course Placement

## Authorities:

MnSCU Policy 3.3: Assessment for College Readiness Procedure 3.3.1 Course Placement

MnSCU Policy 1B.1: Nondiscrimination in employment and education opportunity

## Purpose:

The purpose of this policy is to improve student success in college courses through student assessment and course placement that addresses reading comprehension, written English, and mathematics knowledge and skills.

## Policy:

All students entering Pine Technical College (the College) will be assessed using the Minnesota State College and Universities (MnSCU) endorsed assessments for Reading Comprehension, Written English and Mathematics Skills.

All entering students who do not have prior college coursework in English or Math will be subject to testing and placement in appropriate courses. (Exemptions are listed below). The Assessment will recommend certain course placements, and students will be advised accordingly. The incoming assessment shall not be used to make college admissions decisions. PSEO students are subject to the assessment requirements unless otherwise specified by Policy 319 Post-Secondary and Concurrent Enrollment.

Admission to specific programs may use other assessments or higher benchmark scores as part of the program admission requirements.

## Responsibilities:

1. The Dean of Student Affairs is responsible for insuring the new student assessment process is implemented in a fair, equitable and nondiscriminatory manner.
2. All professional staff and faculty will insure that their roles in the assessment policy will be carried out in a fair, equitable and nondiscriminatory manner.



800.521.7463/  
320.629.5100



[www.pinetech.edu](http://www.pinetech.edu)



900 Fourth Street SE  
Pine City, MN 55063



A MEMBER OF THE  
MINNESOTA STATE COLLEGES  
AND UNIVERSITIES SYSTEM



The College will comply with MNSCU system developed placement data procedures. Placement results, course placement, and student responses to the system-approved and required demographic questions will be entered into the Integrated Statewide Record System (ISRS) according to standards established by the system office.

3. This policy and procedure may change without notice as directed by system or legislative mandates.

**Dissemination:**

Upon approval, this policy will be posted to the College Web site, incorporated into the college catalog, student handbook and other appropriate communication forms, and distributed to staff working in areas covered by this policy.

**Approved by Leadership Team:** 10/26/98, 5/7/01

**Approved by Faculty Senate:** 10/14/98, 5/9/01

**Revision Approved by Leadership Team:** 7/25/05; 2/05/07

**Revision Approved by Faculty Shared Governance:** 10/11/05; 4/11/07; 3/3/10

**Reviewed by Campus Roundtable:** 3/8/10, 2/24/2013

**Approved:** 3/3/10, 2/24/2014

**Approved:** \_\_\_\_\_  
**Robert L. Musgrove, Ph.D., President** **Date**