



## Policy 300 REV 6 Appendix

### Procedure:

#### Part A.

1. All students entering the College will take the incoming student assessment for course placement unless otherwise exempt (see #2 below).
2. Students exempt from the assessment, or portions of the assessment, based on documentation of:
  - An associate degree or higher from an accredited college.
  - College-level math or English courses (D or better) from an accredited college.
  - Twelve credits or more of courses involving intensive college-level reading, will have the reading comprehension assessment waived.
  - Documentation of equivalent developmental reading, English, or math course (C or better) from a post-secondary institution.
  - Placement assessment scores (Accuplacer or similarly recognized assessment such as ACT, AP, CLEP, DSST ) taken within the last three calendar years for Sentence Skills and Reading Comprehension and within two calendar years for Math. Students or High School staff must submit valid copies of that assessment.
  - ACT subject area test scores taken within 3 calendar years for reading and writing and 2 calendar years for mathematics. Minimum scores or higher shall place the student in the corresponding college-level course(s):
    - Math subject area score of at least 22
    - Writing subject area score of at least 18
    - Reading subject area score of at least 21
    - These benchmarks are subject to change per system procedure
  - Assessment scores on an assessment instrument other than the system endorsed instrument at an institution outside of MnSCU, providing that the placements can be determined by using the placement levels of the alternative instrument;
  - 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 a college-level course in the area for which the course placement score is used.
  - Students enrolled in a one or two-course program of study (maximum accrual of six credits) if the courses do not have a college level writing and reading requirement.
3. Courses in English (writing), reading and math will be required by the assessment using identified benchmark or cut scores.
4. Testing format and guidelines will be established by Student Affairs staff, using MnSCU guidelines. The College will follow MnSCU established minimum assessment scores for all college-level placement assessments.



## Part B.

### Accuplacer System benchmarks are:

College-level Reading: A student who scores 78 or higher on the Reading Comprehension test shall be placed in courses that designate college-level reading skills as a prerequisite.

Developmental Reading: A student who scores below 78 on the Reading Comprehension test shall be placed in the appropriate level of developmental reading course.

College-level Writing: A student who scores 78 or higher on the Reading Comprehension test and 86 or higher on the Sentence Skills test shall be placed in college-level writing courses. Students scoring below 86 on the Sentence Skills test shall be placed in the appropriate level of developmental writing course.

College-level Math: Placement into College Algebra is based on two test scores. A student must score 76 or higher on the Elementary Algebra Test and also must score 50 or higher on the College Level Mathematics test. Students scoring below 76 on the Elementary Algebra Test and/or below 50 on the College Level Mathematics test shall be placed in the appropriate level of developmental math.

5. The results of the assessment, including interpretation of the assessment scores and course recommendations, will be presented individually or in groups by college professional staff.

6. Staff will use the assessment results to recommend courses for students as they register for classes.

7. The process for retesting is as follows:

- All re-tests must be pre-approved by a Student Affairs advisor. A prepaid fee of \$5.00 per session is required for re-testing.
- Students who wish to retake all or a portion of the assessment are strongly advised to wait at least two weeks to retest. It is recommended that students retest only after they have done a thorough review of the subject matter being tested.
- After two attempts, students must wait at minimum 6 months before retesting.
- Post-Secondary Option Students (or high school students) are exempt from the re-test fee.
- Students whose test scores in writing and reading are over three years old and whose test scores in math are over two year old must retake the assessment, if the coursework taken is not reflective of their skill level. There is no fee associated with retesting after the scores have expired.

## Part C

Students may appeal the assessment decisions through the petition process outlined in policy 311 Petition Policy.