

# Policy Manual



<b>Title:</b> Placement Testing	<b>Number:</b> 6Hx2-5.14
<b>Legal Authority:</b> Fla. Statute 1001.64, 1008.30 Fla. St. Bd. of Ed. Admin. Rules 6A-10.0315; 6A-10.033, 6A-10.040	<b>Page:</b> 1 of 3

## GENERAL STATEMENT

First-time-in-college applicants for admission to community colleges and universities who apply to enter degree programs shall be tested for reading, writing, and mathematics proficiency prior to the completion of registration using one (1) or more of the following tests scores: ACT, SAT, of the Post Secondary Readiness Test PERT, and shall be required to enroll in college preparatory communication and computation instruction if the test scores are lower than the required cut scores prescribed Florida State Board rule 6A-10.0315 . Scores on placement tests are valid for two (2) years. Students shall not enroll for more than three (3) attempts in each course to complete college preparatory instruction. Students who withdraw from a course under major extenuating circumstances may be granted by exception per Policy 6Hx2-5.28 – Academic Standards Committee.

College preparatory credits shall not be counted toward degree or program requirements.

## THE POLICY AND THE STUDENT

Students will be placed in courses according to scores earned on either the Scholastic Achievement Test (SAT), the ACT, the Post Secondary Education Readiness Test (PERT), or another placement test recognized by the State of Florida Department of Education .

Students must successfully complete all college-prep coursework, regardless of degree/program requirements, prior to the awarding of a degree or certificate. Students may receive Federal financial aid for remedial or preparatory coursework taken up to 30 semester hours or 900 clock hours.

Students who have not been assessed or those who scored below minimum scores outlined in Florida Board Rule 6A 10.0315 shall not enroll in college-level English or mathematics courses until their competency in these academic areas has been certified. Competency in college preparatory instruction shall be certified upon:

1. Achievement of satisfactory scores on placement tests, provided that such test results are less than two years old.
2. Successful completion of prescribed courses *and* achievement of a passing score on a standardized, institutionally developed exit test.
3. Demonstration of successful remediation of any academic deficiencies identified by the college placement test.

**Degree Seeking Students.** During their initial term of enrollment at the College, students who are required to take college preparatory courses shall begin the prescribed sequence of college preparatory courses as defined in this Policy. When more than one college preparatory course is required in a specific discipline, they shall be completed sequentially during each subsequent term of enrollment until all college preparatory courses have been satisfactorily completed or until the student re-tests with the PERT in accordance with the re-testing provision of this policy and places into a different point in the sequence. Students who fail a college

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<b>Approved by the</b> Board of Trustees	<b>Date:</b> 1/25/2011	<b>President's Signature</b> 	<b>Date:</b> 1/25/2011
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preparatory course shall re-enroll in that course during their next term at the College and shall continue enrolling in that same college preparatory course until either they satisfactorily complete the course and pass the exit test or they exhaust their allotted number of attempts.

**English for Academic Purposes (EAP) Students.** Students whose native language is other than English and did not complete two (2) years of regular high school English in the United States, shall be required to take the Levels of English Proficiency Exam (LOEP).

Depending on the results on this test, the student may be placed in English for Academic Purposes and/or reading instruction according to college approved criteria.

**Non-Degree Students.** To determine their academic intent, non-degree students shall be counseled prior to the completion of 12 credits at the College. If they plan to enroll in English or mathematics courses or to change to degree-seeking status, they shall be assessed prior to further enrollment. If such students declare their intent to continue in a non-degree status for purposes of enrichment or skill enhancement, they may not enroll in any courses for which they are academically ineligible.

**Certificate and Diploma Programs.** Students who are enrolled in a postsecondary vocational certificate program or pursuing an applied technology diploma shall complete the Test of Adult Basic Education (TABE) test or another state-approved entry-level basic skills examination within the first six weeks after admission into the program. These tests shall be used to assess student mastery of basic skills and literacy.

**Retesting.** A student may re-take the Post Secondary Education Readiness Test (PERT). A student having an initial Post Secondary Education Readiness Test (PERT), or a score on another test recognized by the State of Florida Department of Education that indicates college preparatory placement and provides written documentation of remediation from an adult community school or private provider will be re-tested with the Post Secondary Education Readiness Test (PERT) for placement. Students with written documentation of remediation from an adult community school or private provider will not be required to take and pass the Collegewide discipline exit exam. A student may be retested with the PERT every 90 days. Written documentation of remediation from an adult community school or private provider must be provided prior to each retesting. A fee will be charged for each retesting of the PERT.

A student having an initial PERT score that indicates college prep placement and who has begun his/her prep course work at BC may retest with the PERT for placement every 90 days. A fee will be charged for each retest. If a student is enrolled in the discipline for which they tested into, they may retake the PERT after the 90 day waiting period. Students who retest who then decide to withdraw from course in progress will be responsible for 100% of the cost for withdrawals after the drop/add period. The new PERT score earned may allow the student to progress to a different point in the sequence of classes in future semesters

**Students with disabilities.** Appropriate accommodations will be made for students with disabilities in accordance with Florida Administrative Code Rule 6A-1.0943 and BC Policy 6Hx2-5.09.

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## IMPLEMENTATION AND OVERSIGHT

The chief student affairs officer on the campus or center, under the direction of the Campus Provost, and in consultation with the Vice President for Student Affairs and Enrollment Management, is responsible for the implementation and oversight of policy compliance.

## DEFINITIONS

Post Secondary Education Readiness Test (PERT) – a placement testing program used to diagnose basic competencies in the areas of English, reading, and mathematics which are essential to succeeding in college-level work.

College Preparatory Courses - courses designed to bolster student deficiencies or basic skills in English, reading, and mathematics prior to attempting college-level coursework in those respective areas. The courses are as follows:

<b>Math</b>	<b>English</b>	<b>Reading</b>
MAT 0012	ENC 0010	REA 0001C
MAT 0020	ENC 0021	REA 0006C
MAT 0024	ENC 0085	

English for Academic Purposes (EAP) – Courses designed to prepare non-native English-speaking students to function successfully in College Courses:

<b>Communication</b>	<b>Reading</b>	<b>Composition</b>
EAP0100C	EAP0120C	EAP0185C
EAP0200C	EAP0220C	EAP0285C
EAP0300C	EAP0320C	EAP0385C
EAP0400C	EAP0420C	EAP0485C

Test of Adult Basic Education (TABE) - tests designed to assess literacy level work-skills and English as a second language skill in speaking, listening, reading, and writing.

[Link to Procedure A6Hx2-5.14](#)

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