

Policy Manual



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

GENERAL STATEMENT

College applicants who apply for admission as a degree seeking student may be assessed to determine placement in college level mathematics and English courses. College may also use multiple measures as defined in this policy to determine placement in college-level or developmental education courses.

Degree seeking students who enter Florida public institutions who are defined as exempt per State Statute and College policy 6Hx2-5.01 are not required to take the common placement test to demonstrate proficiency in reading, writing, and mathematics and may enroll in college level courses. Exempt students may opt to take the college placement test and remediate or refresh their skills by opting into development education course or non-course options.

Degree seeking students who enter Florida public postsecondary institutions who are defined as non-exempt per State Statute and College policy 6Hx2 – 5.01 shall be required to take the common placement test, demonstrate readiness for college-level work based on predetermined scores on nationally recognized placement tests with scores recent within two years, or assessed through multiple measures determined by the college. Students who are unable to demonstrate readiness through one or more measures as determined by the College will be advised of their options and required to enroll into developmental education courses until proficiency can be demonstrated.

Scores on common placement tests are valid for two (2) years. Students shall not enroll for more than three (3) attempts in each course to complete college instruction. College developmental education credits shall not be counted toward degree or program requirements. Per College policy 6Hx2-5.11, Federal student financial aid may be awarded for remedial coursework up to credit limit defined in Federal Title IV regulations.

For more information, students should review the Procedure supporting this policy.

THE POLICY AND THE STUDENT

Non-exempt students must be tested in reading, writing and mathematics or show proof of 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.

Non-exempt students who test and do not achieve the minimum cut scores in reading, writing and mathematics will be required to enroll in college developmental education coursework or an alternative program of study that requires no such proficiency. Students may request to meet with an advisor to discuss other documentation that demonstrates readiness, including but not limited to their high school transcript, advanced placement coursework, etc.

Degree Seeking, Non-exempt Students. During their initial term of enrollment at the College, students who are required to take college developmental education courses may choose between the options offered by the College including co-requisite, modularized, contextualized and/or accelerated courses and shall begin the

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prescribed sequence of college developmental education courses as defined in the College Catalog. When more than one college developmental education course is required in a specific discipline, they shall be completed sequentially during each subsequent term of enrollment until all college developmental education courses have been satisfactorily completed or until the student re-tests with the PERT in accordance with the re-testing provision of this policy that could place student into a different level in the sequence or out of development education courses. Non-exempt students who are required to take developmental education classes must be enrolled in at least one such class during any semester in which they are enrolled, until they complete all required developmental education classes.

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, or students who completed the GED in Spanish, 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. Non-exempt students who plan to enroll in English or mathematics courses or plan to change to a degree-seeking status shall be assessed prior to further enrollment. Exempt student may declare a non-degree status up to 12 credits. After 12 earned credits, exempt student must declare a major, change to a degree-seeking status and may enroll in college-level courses without taking the college placement test. If any 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 a placement test. A fee will be charged for retests. Students who retest and then decide to withdraw from a course in progress will be responsible for 100% of the cost for withdrawals after the drop/add period. The new score earned may allow the student to progress to a different point in the sequence of classes in future sessions or semesters.

Students with disabilities. Appropriate accommodations will be made for students with disabilities in accordance with applicable law.

Veteran Students and VA Benefits. Veteran students who seek to use their veterans benefits are required to demonstrate a verifiable need in order to enroll in developmental education courses. Students are required to take the common placement test and achieve scores that place them into development education. Remediation courses may not be taken online or in a non-course format.

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IMPLEMENTATION AND OVERSIGHT

The President has the authority to delegate the authority to establish procedures to implement this policy. The chief student affairs officer on the campus or center, under the direction of the Campus President, and in consultation with the Vice President for Student Affairs and Enrollment Management, is responsible for the implementation and oversight of policy compliance.

DEFINITIONS

Common Placement tests - PERT (State of Florida placement test), College Board Accuplacer, ACT and SAT.

Developmental Education - Courses offered through co-requisite, modularized, contextualized, or accelerated instructional delivery.

Exempt - A student who entered 9th grade in a Florida public high school or charter school in the 2003-2004 school year, or any year thereafter, and earned a Florida standard high school diploma or a student who is serving as an active duty member of any branch of the United States Armed Services shall not be required to take the common placement test and shall not be required to enroll in developmental education.

Non-Exempt – Students who do not meet the definition of Exempt are required to take the common placement test if they have not otherwise demonstrated readiness for college-level work as defined by the College.

Multiple Measures – Grades in high school English and Math courses that are recent within two years, high school GPA, work experience, honors placement, nationally recognized assessments with scores recent within two years, military experience, and other measures may be considered.

Post-Secondary Education Readiness Test (PERT) – placement test for the State of Florida used to assess basic competencies in the areas of English, reading, and mathematics.

English for Academic Purposes (EAP) – Courses designed to prepare non-native English-speaking students to function successfully in College Courses. The EAP sequence is described in the College Catalog.

Test of Adult Basic Education (TABE) - tests designed to assess adult basic and adult English as a Second Language skill.

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