TECHNICAL COLLEGE OF THE LOWCOUNTRY

PROCEDURE

PROCEDURE NUMBER: 3-1-301.18

PAGE: 1 OF 3

PROCEDURE: MINIMUM ADMISSION REQUIREMENTS TO DEVELOPMENTAL EDUCATION

BASED ON POLICY: 3-1-103

REVISION NUMBER: 6

OFFICE OF RESPONSIBILITY: ACADEMIC AFFAIRS

PURPOSE

The purpose of this procedure is to outline minimum admission standards for students to enroll in Developmental Education courses in compliance with State Board Policy 3-1-103 Course Levels and Policy 3-2-204 Length of Time in Developmental Education and accompanying State Board Procedure 3-1-103.1 Course Levels and TCL Procedure 4-1-401.3 Student Assessment and Course Placement.

PROCEDURE

1. Students entering the College are tested on a standardized test in the following disciplines: English, math, and reading.

2. For students scoring at or above the cut-off score, the following options are available based on placement scores set forth in TCL Procedure 4-1-401.3:
   a. Placement in appropriate (secondary) developmental English, mathematics, and/or reading courses numbered 011-099.
b. Placement in appropriate transitional English, mathematics, and/or reading courses numbered 100.

c. Placement in appropriate postsecondary courses numbered 101-299.

3. For students scoring below the cut-off score the following options are available:

   a. Students who do not score at the minimum placement level in reading, English and/or mathematics for developmental classes will be referred to the literacy agency or Adult Basic Education office in their county of residence.

   b. Students who do not score at the minimum placement level in reading, English, and/or mathematics will be referred to the Student Services Admissions Counselor or designee with a recommendation for participation in the Adult Education program in the county of residence or the Beaufort County Adult Education remediation program held on TCL’s Beaufort Campus.

4. Students are limited to a maximum of 30 semester credit hours (sch) in developmental education courses numbered 011-099. An exception may be requested in writing by an individual student. The exception to extend enrollment in developmental education courses will be granted only to an individual who meets the college’s Standards of Progress. Final approval for an exception rests with the Vice President for Academic Affairs. The student is responsible for any tuition, fees, and charges associated with the extension.

5. The student will be counseled by the Student Services Admissions Counselor or designee regarding placement scores prior to beginning the registration process. Scores will be placed on the Datatel Record prior to beginning the registration process.

6. The assignment of an academic advisor is made following the placement conference as follows:

   a. For students whose scores indicate placement at or above the minimum score in English, reading, and mathematics.
1) In three developmental courses (numbered 011-099), the advisor is the Arts and Sciences Division, Developmental Advisor.

2) In one or two developmental courses (numbered 011-099), the advisor is in the appropriate academic division.

b. For students whose scores indicate placement below the minimum score in English, reading, and/or mathematics, the Student Services Admissions Counselor or designee serves as the advisor.