PURPOSE

The purpose of this procedure is to outline the process used to assess students and make appropriate recommendations for course placement.

PROCEDURE

I. Responsibility

A. The Vice President for Student Affairs is responsible for the assessment and placement process.

B. The Vice President for Academic Affairs is responsible for developing curriculum course placement criteria used in the assessment and placement process.

II. Student Assessment

A. Applicants at the Technical College of the Lowcountry must be assessed on basic academic skills to meet course placement criteria or qualify for an exemption. Picture identification is required for assessment.
B. Exemptions are granted for students who:

1. Have earned a bachelor’s degree or an associate’s degree from an approved college or university.

2. Have an official transcript documenting successful completion with a “C” or better in MAT 110 College Algebra or equivalent and in English 101, English Composition I or their equivalents.

3. Have qualifying SAT or SAT scores for Placement into appropriate college level mathematics and English courses.
   a. The writing and reading components of the placement test may be exempted with SAT scores of at least 480 or ACT English component score of 19.
   b. The mathematics component of the placement test may be exempted with SAT mathematics scores of 440 or ACT math component score of 18.
   c. An ACT or SAT test must have been taken no more than 5 years prior to the request for their use as an exemption from the COMPASS test.

4. Have enrolled as a career development applicant not pursuing a degree, diploma or certificate and who meet the prerequisites of the courses in which they plan to enroll.

5. Have enrolled in a certificate program that does not require placement testing.

C. Accommodations will be made for assessing students with documented disabilities.

D. Applicants may retake the assessment battery after a waiting period (period of learning) of three work days. Should express registration occur before the three work days, applicants are permitted to retest the first work day following the original test. Students have a maximum of three attempts in a twelve month period. A combination of test batteries will be utilized to maintain the integrity of the assessment process. Should the student elect to retest on
COMPASS when the original test was COMPASS, the retest policy for COMPASS requires a waiting period of three months.

E. The most recent scores are to be the official scores.

F. Students currently enrolled in developmental courses(s) may not retest in the particular content area(s) in which the student is enrolled. For example, once the student places into and begins MAT 032/012, the student may not retest in mathematics to place into a higher level.

G. ASSET/COMPASS scores are valid for a period of three years from the date of administration. ASSET/COMPASS scores may be transferred from an approved institution if they are no more than three (3) years old.

H. Students who take the ASSET/COMPASS test for the express purpose of transferring the score to another institution will not be charged a testing fee.

I. An applicant appealing the electronic grading of an ASSET test score may request the ASSET test be hand scored by the Testing Center Coordinator within five (5) days of the test session.

J. As alternative assessments, the College recognizes College Level Examination Program (CLEP) and DANTES Subject Standardized Examinations. Each provides an opportunity for students with knowledge and experience in a subject to obtain course credit without actually attending classes. CLEP and DANTES exams are not available through TCL. The Student Services Admissions Counselor, Testing Center Coordinator or designee can provide additional information about these exams. TCL Procedures 4-1-401.5 Experiential Credit and 4-1-401.7 Credit by Exam provides guidelines for awarding credits based on work experience and exams.

III. Placement in Courses

A. An applicant’s academic achievement level or prior coursework may result in the following course placement options:

1. Placement in appropriate courses numbered 100 or higher.
2. Placement in appropriate zero level courses (Developmental Studies).

3. Referral to an external agency for assistance.

B. Students scoring as follows will be placed in developmental and college preparatory studies (ENG 032, ENG 100, MAT 032, RDG 032, RDG 100) and/or a College Skills Course to help improve basic skills.

C. Students who require a reading course must enroll in the appropriate reading course/sequence in the first semester at the College.

D. Additional scores are listed for students not requiring development studies.

<table>
<thead>
<tr>
<th>Course</th>
<th>Placement Instrument</th>
<th>Domain</th>
<th>Range of Scores</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 032/012</td>
<td>ASSET COMPASS</td>
<td>Language</td>
<td>30-36 ASSET/ENG</td>
</tr>
<tr>
<td>ENG 100</td>
<td>ASSET COMPASS</td>
<td>Language</td>
<td>37-43 ASSET/ENG</td>
</tr>
<tr>
<td>ENG 150</td>
<td>ASSET COMPASS</td>
<td>Language</td>
<td>37-43 ASSET/ENG</td>
</tr>
<tr>
<td>ENG 101</td>
<td>ASSET COMPASS</td>
<td>Language</td>
<td>44-55 ASSET/ENG</td>
</tr>
<tr>
<td>MAT 032/MAT 012</td>
<td>ASSET COMPASS</td>
<td>Mathematics</td>
<td>30-38 ASSET/MAT</td>
</tr>
<tr>
<td>BUS 140</td>
<td>ASSET COMPASS</td>
<td>Mathematics</td>
<td>39-42 ASSET/MAT</td>
</tr>
<tr>
<td>MAT 100</td>
<td>ASSET COMPASS</td>
<td>Mathematics</td>
<td>39-42 ASSET/MAT</td>
</tr>
<tr>
<td>MAT 160</td>
<td>ASSET COMPASS</td>
<td>Mathematics</td>
<td>43-55 ASSET/ALG</td>
</tr>
<tr>
<td>MAT 110</td>
<td>ASSET COMPASS</td>
<td>Mathematics</td>
<td>ASSET/ALG&gt;=49</td>
</tr>
<tr>
<td>RDG 032/012</td>
<td>ASSET COMPASS</td>
<td>Reading</td>
<td>30-34 ASSET/RDG</td>
</tr>
<tr>
<td>RDG 100</td>
<td>ASSET COMPASS</td>
<td>Reading</td>
<td>35-44 ASSET/RDG</td>
</tr>
<tr>
<td>CHM 100</td>
<td>ASSET COMPASS</td>
<td>Mathematics &amp; Reading</td>
<td>See RDG 100 &amp; MAT 100 scores</td>
</tr>
</tbody>
</table>
Please Note: A COMP/20 Score will not be entered if the COMP/MAT score is less than 71.

IV. Prerequisite Requirements for Course Placement

A. Course prerequisites are established by the academic division, the curriculum committee, and approved by the Vice President for Academic Affairs.

B. Current course prerequisites are published in the college catalog.

C. Entrance into a course requires that all prerequisites have been successfully completed.

D. Course prerequisites may be waived by the Division Dean of the academic discipline in which the course is housed, based on an individual assessment of the student’s prior educational experiences.