I. Purpose

1.1 Student placement exam policies are to provide guidance concerning the course-level placement of students.

II. Scope

2.1 This policy applies to all students enrolling in courses that require prerequisite test scores.

III. Definitions

3.1 Incoming students: Students seeking undergraduate admission to the university.

IV. Policy

4.1 Exam Requirement: An academic placement exam is required of all incoming students. Students may meet this requirement by:

4.1.1 Submitting American College Test (ACT), Scholastic Achievement Test (SAT), or Accuplacer test scores to the Admissions Office.

4.2 Test Scores:

4.2.1 The test scores used for placement into a math course should be no more than two years old. Students who wish to be an exception to this policy must address their argument with the math department chair.

4.2.2 If a student has multiple test scores, the highest score will be used for placement.
4.2.3 Placement scores may indicate that a student must take a developmental level course.

4.2.4 No waiting period is required to re-take any portion of the Accuplacer Placement Test.

4.2.5 Placement requirements and cut scores for courses are reviewed annually by the departments using those placement scores, and are available in the University catalog.

V. References – N/A

VI. Procedures

6.1 ACT Residual scores will be accepted for placement, and can be scheduled through the Testing Services Department as needed.

VII. Addenda –N/A

Policy Owner: VP, Student Affairs
Policy Steward: Director, Testing Services

History:
Approved 4/26/96
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