



### 3.3 Course Placement Testing Policy

#### Purpose:

Century College follows the guidelines of assessment for course placement set forth by the Minnesota State system. Course placement testing is conducted using the designated system-endorsed placement instrument, the College Board ACCUPLACER placement tests. Course placement testing is the method employed to assist students in understanding their academic readiness and to help ensure that they are placed into courses that will support their academic success. Students without valid placement scores must complete the ACCUPLACER placement tests in Reading and Mathematics (or ACCUPLACER ESL for eligible non-native speakers of English) prior to registering for courses at Century College. For exemptions, see Part 2: Requirements and Exemptions.

Related Minnesota State Board Policy: 3.3 Assessment for Course Placement

#### Part 1: Course Placement Test Results

If course placement results indicate that a student is not ready for college-level coursework in reading, writing, or mathematics, developmental coursework must be taken in conjunction with or completed prior to the student being allowed to register for courses with related prerequisites.

**Subpart A: Adult Basic Education.** Students whose course placement results indicate they are not yet ready to benefit from college developmental coursework are at the Adult Basic Education (ABE) level. Students are not able to enroll in courses until they demonstrate developmental-level readiness in reading.

**Subpart B: Students Who Are Non-Native Speakers of English.** The course placement process ensures accurate placement for non-native speakers of English. Based on results, students are eligible for courses designed specifically for non-native speakers of English or are referred to ABE or community services.

**Subpart C: Students with Disabilities.** Accommodations for individuals with disabilities completing course placement testing are available with advance notice.

#### Part 2: Requirements and Exemptions

Course placement testing measures students' reading and mathematical skills and helps to ensure appropriate placement into courses.

**Subpart A: New Students.** All students at Century College are required to take the course placement tests and/or submit accepted standardized test scores.

**Subpart B: Students with Previously Earned College Credit.** Students who have completed college credits and/or who have earned an Associate in Arts or Bachelor degree from regionally accredited institution(s) may be exempt from some parts of the course placement test. Student's academic intent or

program determines whether an official or unofficial transcript is required. Transcripts must be submitted to the Transfer Student Services/DARS Office at Century College. Century College does not retain unofficial transcripts.

Students who have international education credentials are required to complete course placement testing.

Subpart C: **Non-Degree-Seeking/Visiting Students.** These students must meet established course prerequisites and may be required to complete course placement testing.

### Part 3: Time Limits on Course Placement Test Score Validity

Mathematics ACCUPLACER scores are valid for two calendar years, inclusive of the current calendar year. ESL ACCUPLACER scores are valid for three calendar years, inclusive of the current year.

Reading ACCUPLACER scores are valid indefinitely.

ACT, SAT, and MCA subject area scores are valid for 5 years from date of test.

### Part 4: Retests and Appeals

Subpart A: **Retests.** Students may retest once in a 12-month period, regardless of where the original test was administered (including other Minnesota State colleges and universities). A fee will be charged for retesting if the existing scores are still valid. Students will not be charged to retest if their scores have expired.

Subpart B: **Appeals.** Students may appeal their course placements test results by completing a Course Placement Appeal procedure, which is available in the Testing Center or the Advising, Counseling, and Career Center.

### Part 5: Instrument and Scoring Standards

The Minnesota State system designates the placement instrument and establishes system minimum college-level course placement scores for all institutions.

**References:** Minnesota State Board Policy 3.3

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