

**College Procedure: 501.1 – Student Testing
and Course Placement**

Policy Reference: 501 – Academics and Enrollment
 Responsible Department: Academic Affairs
 Approval Authority: Cabinet
 Procedure Owner: Vice President, Academic Affairs
 Effective Date: 12/03/2019

Version Number: 2
 Legal Counsel Reviewed (yes/no): No
 Scope: College-wide

Reason for Procedure

This procedure addresses mandatory testing for students taking more than six credit hours.

The Procedure

All degree-seeking students in programs with coursework that requires placement in math and/or writing must complete the necessary steps to place the students in appropriate courses to address their learning needs. Appropriate placement in math and writing courses is determined by a variety of measures, including placement tests, previous academic experience, and advising. Information about placement is offered to prospective students prior to registration and can be provided by an academic advisor.

Revision Log

Table 1 Revision Log

Version Number	Date Approved	Approved by	Description of Change
1	12/03/2019	Bill Lamb, Vice President, Academic Affairs	New procedure
2	02/24/2020	Cabinet	Policy template