

I. POLICY

To help ensure student's success with the academic rigors of collegiate studies, all matriculated students and special status students must assess for college readiness before they may register for classes. The SLCC placement instrument is an examination recommended by the college Placement Committee and approved by the president's cabinet.

Placement testing is mandatory unless otherwise noted. Placement scores are used by Salt Lake Community College to measure college readiness in reading, English, and mathematics; for placement into English and mathematics courses and for ability to benefit eligibility. Non-credit CTE programs will establish placement guidelines and criteria within their respective schools as reviewed by the college Placement Committee and approved by the president's cabinet.

All matriculated students, full or part time, must furnish Admissions with an official transcript of previous appropriate college credits, ACT or SAT scores less than two years old, or take the college approved placement test through SLCC Testing Services.

Without appropriate scores from the tests mentioned above or credits on the student records system, matriculated students will be unable to register for classes until placement testing is complete. All students (with the exception of non-matriculated personal interest and non-credit CTE students) not having appropriate transfer credit, ACT or SAT scores must complete placement testing prior to registration for classes.

Mathematics scores will be considered valid for a period of one year; English scores will be considered valid for a period of two years for the purpose of course placement.

A placement committee shall be established to oversee college wide placement processes at Salt Lake Community College.

Ability to Benefit (ATB). A student who does not have a high school diploma or its recognized equivalent must show an ability to benefit from a college education before they can receive federal financial aid. According to federal regulation, the student must take a U.S. Department of Education approved test. Additionally, the student must achieve minimum scores on the test to meet ATB eligibility. Minimum scores are set by the U.S. Department of Education. Salt Lake Community College complies fully with this regulation. The ATB test is administered by Testing Services,

an arm of the college separate from the financial aid process as required by regulation.

Academic Honesty. Testing Services of Salt Lake Community College fully supports and enforces the Code of Student Rights and Responsibilities.

II. REFERENCES

Reserved

III. DEFINITIONS

- A. Ability to Benefit (ATB): A rule enacted in 1991 by the Department of Education, establishing criteria that must be met by a person who does not have either a high school diploma or a GED to receive federal financial aid.
- B. Career Training Education (CTE): An educational program designed to prepare students for immediate employment. Most courses in a terminal CTE program are non-transferable to other colleges or universities.
- C. Concurrent Enrollment: Enrollment in college courses, for dual high school and college credit, by public high school students who continue to be enrolled as high school students and counted in average daily membership. It exists when college enrollment occurs pursuant to contractual arrangements between a school district and a USHE credit-granting institution. Concurrent-enrollment students are considered special status students.
- D. Early Enrollment: Students who are juniors or seniors in high school and would like to attend Salt Lake Community College prior to high school graduation. Early enrollment students are considered special status students.
- E. Matriculated Student: A matriculated student has been accepted for admission to the college, has declared a major of study, and is pursuing courses toward a degree, diploma, or certificate. Only a matriculated student is a regular student for financial aid eligibility.
- F. Non-Matriculated Student: A student that cannot or is not interested in pursuing a degree, diploma, or certificate. All special status students are considered non-matriculated students.
- G. Personal Interest: Courses taken for personal enrichment, career enhancement, or college transfer independent of the pursuit of a degree or certificate.
- H. Special Status Student: A secondary school student permitted to attend as a non-matriculated, non-credential seeking student, for the purpose of earning college credit.

IV. PROCEDURE

- A. Students who have had no previous college experience, and who do not have recent ACT scores may take the college placement test (CPT) at Testing Services on the Taylorsville Redwood Campus, the Jordan Campus or the South City Campus (or other campuses or sites as available).
- B. The selected college placement test is the Accuplacer examination. The Accuplacer is a nationally normed test developed and provided by The college Board/ETS. It is approved for the purpose of college readiness and course placement.
- C. It is also officially approved for ability to benefit eligibility by the U.S. Department of Education. A portion of the Accuplacer is called the Levels of English Proficiency (LOEP).
- D. Students who score below a certain level in the reading section of the Accuplacer or whose native language is not English are to be administered the LOEP portion.
 - 1. All students, including students taking SLCC credit classes concurrently at their high school, are required to present proof of payment of the admission fee and show picture ID before the test is administered.
 - 2. The CPT may be retested on a limited basis. The restrictions are as follows:
 - a. English may be retested once per semester.
 - b. Mathematics may be retested twice per semester.
 - c. LOEP may be retested twice per semester, with a mandatory two week waiting period between tests.
 - 3. A fee is charged for all retests. All test fees are nonrefundable.
 - 4. Immediately after the test, the students shall be given their scores and may have a brief meeting with an advisor who will interpret their scores and discuss class placement options.
- E. The Placement Committee, with the help and advice of faculty, academic departments, and student services departments, and with the guidance of Testing Services personnel shall:
 - 1. oversee placement at Salt Lake Community College;
 - 2. undertake studies to validate placement levels, taking departmental needs and requirement into consideration;

3. review requests for college wide placement processes; and after review shall make recommendations to the cabinet regarding such processes;
4. ensure the quality, necessity, and legality of all college wide placement procedures;
5. be responsible for furnishing to the campus community most accurate and recent information concerning all forms of placement;
6. consider, recommend, and approve the use of any separate test by a department, division or program if such test is not commonly used by the college for placing students; and
7. oversee and enforce all decisions made by the committee.

F. The Placement Committee shall be composed of:

1. the director of Testing Services;
2. the associate vice president for Enrollment Management;
3. a representative from the English department;
4. the mathematics associate dean, or designee; who shall also be the committee chairperson;
5. one representative or staff member from the Disability Resource Center;
6. one representative or staff member from Academic Advising;
7. the president of the Faculty Senate or his/her designee;
8. the student body president of SLCC or his/her designee;
9. a representative of Institutional Effectiveness;
10. any other staff or faculty members who may ask, or be asked to serve.
11. The college representative from the Office of the Attorney General of the State of Utah may serve in an ad hoc capacity as needed.
12. At no time shall the membership of the committee be exclusively either Student Affairs personnel or academic personnel. Both groups must be represented at all times.

- G. Programs with extremely limited facilities or capacity or limiting regulations may apply for variances to the admission policy of the college. Such considerations are directed to the Placement Committee.
- H. If there are issues or problems with these requests, the Placement Committee will consider and discuss the issue or problem.
- I. All departments, programs, or divisions wishing to revise existing test score ranges shall present such requests in writing, including supporting documentation and/or statistical evidence, to the Placement Committee.
- J. The committee shall then take such matters under consideration. After due deliberation and discussion, the committee may act to approve such changes, may ask for more information or data, or may reject such changes.
- K. If the committee rejects a request from a department, division, or program, the committee shall furnish to the department, division, or program the reasons for such rejection and shall work with the department, division, or program to find an acceptable solution to the problem posed.
- L. After such collaboration, the department, division, or program may re-submit the proposal to the committee for reconsideration.
- M. Each program or department impacted by or concerned with placement issues shall be allowed a non-voting representative at committee meetings whenever matters concerning or impacting their department or program are acted on, so that all parties so impacted shall have a forum to voice their opinions and the committee may hear from the whole campus community.
- N. It shall be the duty of the committee to supply notice to the college community of such meetings and any action items on the agenda.
- O. Outside Testing
 - 1. Under the authorization of the Testing Services director and in conjunction with the Placement Committee recommendations, testing from outside agencies may be conducted on the Salt Lake Community College campus.
 - 2. The director of Testing Services shall be supplied with information by the administrator conducting the testing. Such information will include the name and address of the administrator, the name of the test, the date, and place of administration, the number of people testing, and any irregularities or incidents during the course of the test.
 - 3. The number of such outside tests shall be included in monthly statistical reports generated by Testing Services.

4. Outside testing for schools or colleges other than Salt Lake Community College shall be conducted on a proctor basis only. That is, if another college or school wishes to provide a testing instrument, answer forms and complete instructions for administration, Testing Services will administer such examination in accordance with the instructions provided.
5. Upon conclusion of such testing, the examination will be returned to the requesting school or college for scoring.
6. Salt Lake Community College will administer its assessment or placement instrument(s) to students wishing to use them for either placement at another school or college or to meet eligibility requirements for another school or college or government program only if the following conditions are met:
 - a. The student will supply to the director of Testing Services a written verification from the other school, college, or institution, stating the student has been admitted to said institution, but needs to complete the particular placement instrument.
 - b. The student will supply picture ID.
 - c. The student will pay the appropriate fee.

P. Ability To Benefit Testing

1. A student who has been informed by the Financial Aid office that they must test for the ability to benefit will come to Testing Services and ask for the ATB Test.
2. The staff person administering the test will provide the required test and sections according to the instructions of the test maker.
3. Upon completion of the test, the student will be supplied with a copy of their scores to take to the Financial Aid office.
4. The scores from the student's test will also be uploaded into the college data system and made available to the Salt Lake Community College Financial Aid office.

Q. Americans With Disability Act

1. Testing Services of Salt Lake Community College shall cooperate with the Disability Resource Center and all academic and vocational programs to provide adapted testing environments for those students who require them.

2. These adaptations shall include, but are not limited to, extended time, the use of readers, scribes, or interpreters, enlarged print editions of tests, or the use of audio taped editions of tests.
3. For the safety of all students and employees, comfort animals are barred from all Testing Services facilities, unless authorized through the Disability Resource Center as a reasonable accommodation.

R. Academic Dishonesty

In the instance of academic dishonesty, the Testing Services director may impose one or more of the following sanctions:

1. invalidating the student's scores on the placement test in which the infraction occurred;
2. failing the student for the battery of tests in which the infraction occurred; or
3. bar assessment testing for six months or recommend to the dean of students the imposition of additional penalties, including those for misconduct.

Date of last cabinet review: March 3, 2008

The originator of this policy & procedure is Testing Services. Questions regarding this policy may be directed to the originator by calling 801-957-4500.