



Frederick Community College Procedure

Section 4.00 Academic Procedures	Procedure Number	4.11
	Page	1 of 3
Academic Placement and Assessment Procedures	Policy Number	4.11
	Approved	4/28/99
	Re-approved	4/20/05
	Revised	4/28/08
	Repealed	2/17/16

- A. Prior to beginning courses requiring developmental and/or ESL course work, students must satisfactorily complete all applicable developmental and/or ESL prerequisites.
- B. Degree-seeking students must complete all required developmental English and/or ESL course work before completing their first 15 college-level credits. Degree-seeking students must begin and continue to progress in their developmental mathematics sequence before completing their first 15 college-level credits.
- C. Students who place in all lowest level reading, writing and mathematics assessments may be limited in the number of courses they are allowed to take.
- D. Students whose assessment scores indicate placement in a developmental program will be required to enroll in and satisfactorily complete developmental and/or English as a second language (ESL) course work designed to provide these skills.
- E. Students who enroll in a developmental reading, writing, and/or mathematics course will not be allowed to retest, without both the instructor and developmental coordinator's approval. If students have enrolled in a developmental course and then withdrawn, they are still considered "enrolled in the sequence of courses" and may not retest in that area even if they have only taken the appropriate placement test one time.
- F. Students not meeting the minimum requirement for developmental course work are required to enroll in an alternative Continuing Education program. To enter developmental course work, students must retest at or above the minimum placement requirement and provide evidence of satisfactory completion of the Continuing Education program.
- G. Maryland Community College placement guidelines include:
 - 1. Placement tests will be valid for two years
 - 2. Standardized placement cut scores have been determined for reading, writing, and mathematics
 - 3. Students with disabilities should be accommodated for assessments
 - 4. Students should be allowed to retest only one time, should not be allowed to retest sooner than 24 hours after the initial test, and will not be allowed to retest once enrolled in a developmental sequence
 - 5. High school grades alone will not determine placement

- H. Frederick Community College has a commitment to providing all students with the best chance for academic success. Therefore:
1. Students whose native language is not English must complete an English language assessment test designed for non-native speakers.
 2. Students requesting placement testing accommodations other than extended time should contact the Service for Students with Disabilities Office at least two weeks prior to taking placement tests.
 3. Students who are under the age of 16 are subject to the placement testing guidelines as outlined in the gifted and talented admissions criteria.
 4. Because of the mission of developmental education, a minimum cut score has been developed for students to be eligible to enroll in developmental course work.
 5. Students whose academic assessments meet the criteria for admissions to honors course work will be advised accordingly
- I. Exemptions.
1. Students who transfer from accredited institutions of higher education who present official transcripts indicating successful completion (2.00 grade point average) of the equivalent of at least 12 college credits will be exempted from the reading placement test if 6 credits are general education courses.
 2. Students who have successfully completed the equivalent of FCC's EN101 at an accredited U.S. institution or who have been awarded credit for the equivalent of EN 101 through Advanced Placement or CLEP exams.
 3. Students who have successfully completed a general education mathematics course at an accredited U.S. institution, at the level of college algebra or higher, or who have been awarded credit for the equivalent general education mathematics course through Advanced Placement or CLEP exams.
 4. Students who have provided a copy of their SAT/ACT exemption scores that meet the exemption criteria set by Maryland Community College placement guidelines.
 - a. Students with a score of 550 or above on the math section of the SAT or a score of 21 or above on the math section of the ACT are exempted from the math placement test. SAT and ACT scores are valid for five years.
 - b. Students with a score of 550 or above on the critical reading section of the SAT or a score of 21 or above on the English section of the ACT are exempted from the writing placement test. SAT and ACT scores are valid for five years.
 - c. Students with a score of 550 or above on the critical reading section of the SAT or a score of 21 or above on the reading section of the ACT are exempted from the reading placement test. SAT and ACT scores are valid for five years.

5. Students from Frederick County Public School (FCPS) who have taken Algebra II or higher in their senior year and received a grade of A or B are exempted from taking the math placement test. This exemption expires one year after they graduate from high school.
6. Students who provide a copy of their official Accuplacer or Compass score(s) and meet the placement criteria for no developmental reading, writing and/or mathematics. Scores will be evaluated and assigned course placement(s) based on FCC standards.
7. Students who have provided an official transcript indicating satisfactory completion of the highest level developmental course work in reading, writing, or mathematics at another Maryland community college will be exempted from the corresponding placement test(s) at FCC. ESL course work does not apply.
8. Students from other institutions who present a Permission to Enroll form.
9. Students who are non-certificate seeking, non-degree seeking and selects Courses of Interest and are enrolling in courses with no pre-requisites.
10. Students who are otherwise exempted by the Associate Vice President for Teaching & Learning or his/her designee.