



Academic Assessment and Placement Policy and Procedures

Table of Contents

I.	Philosophy and Scope	1
II.	Definitions for the Purpose of this Policy and Procedures	1
III.	Placement Tests	2
IV.	Placement Guidelines	2
V.	Prerequisites	3
VI.	Exceptions and Exemptions to Required Placement Testing	3



Academic Assessment and Placement Policy and Procedures

I. Philosophy and Scope

Frederick Community College (“FCC” or the “College”) is committed to supporting student success by ensuring appropriate course placement through assessment. Placement tests include a series of computer-based assessment tests that measure the reading, writing, and math skills needed for college-level coursework. Cut scores for mathematics and English courses are established through a statewide process, which are used for placement. Prerequisites are established for other courses. For more information on FCC placement testing, please visit <http://www.frederick.edu/student-resources/testing-center/placement-testing.aspx>.

II. Definitions for the Purpose of this Policy and Procedures

- A. **“Certificate-Seeking”** refers to a category of individuals who have declared an intent to follow a sequence of specific credit courses resulting in a formal award of completion of up to 36 credits.
- B. **“Courses of Interest”** refers to a category of individuals who seek to take courses listed as credit in the FCC Academic Catalog for personal knowledge or professional development as opposed to the fulfillment of FCC degree requirements.
- C. **“Degree-Seeking”** refers to a category of individuals who have declared an intent to follow a prescribed curriculum in a career or transfer program that leads to an associate degree, which is generally 60 credits, unless otherwise specified.
- D. **“Developmental Courses”** are courses that prepare students for college-level coursework in reading, writing, English as a Second Language (ESL), and math. Developmental education includes multiple course sequences with students progressing as skills are developed. Students are assigned to developmental courses based on their placement test scores.
- E. **“Enrollment”** is the status achieved when an individual has registered for classes and has either paid or made arrangements for payment of tuition and/or fees.
- F. **“Full-time Enrollment”** refers to a student enrolled in twelve (12) or more credits during the fall or spring semesters, or in a total of twelve (12) credit hours cumulatively for the summer session.
- G. **“Readmitted Students”** refers to individuals who have attended FCC but not within the past two years.
- H. **“Transfer student”** refers to an individual who has attended another institution of higher learning after high school graduation or equivalency, and who seeks to receive credit for prior coursework completed at previous institutions.

Academic Assessment and Placement Policy and Procedures

III. Placement Tests

- A. After applying to the College, placement tests are required for:
 - 1. Individuals who are first-time college students who are seeking a degree or certificate whether they enroll full-time or part-time.
 - 2. Individuals planning to take their first English or mathematics course.
 - 3. Students seeking a degree/certificate whether they enroll full-time or part-time who have not been tested in the past or whose placement scores and/or exemptions have expired.
 - 4. Transfer or readmitted individuals who have not completed a college-level math and/or English course.
 - 5. Individuals who are designated as Courses of Interest students and wish to enroll in courses with prerequisites of reading, writing, or mathematics.
 - 6. Individuals who change their designation from Courses of Interest to certificate- or degree-seeking.
- B. Upon completion of all required placement tests, individuals are required to consult with an advisor to develop a degree or certificate plan for completion, including course selection. Individuals will choose courses based on their placement scores and their individual career and college goals.
- C. Placement tests are not required for individuals as noted under Section VI “Exceptions and Exemptions to Required Placement Testing.”

IV. Placement Guidelines

- A. Placement scores will be valid for two years after the date of taking the placement test.
- B. Placement cut scores have been determined for college-readiness in reading, writing and mathematics.
- C. Non-native English speakers and some world English speakers will take the Level of English Proficiency (LOEP) placement test.
- D. Individuals with documented disabilities as verified by the Services for Students with Disabilities Office will receive reasonable accommodations while completing their assessments.
- E. High school grades alone do not determine placement.
- F. Individuals are allowed to retest only one time per assessment, no sooner than 24 hours after the initial test.
- G. Students who are continuously enrolled will not be allowed to retest once enrolled in a developmental course sequence.

Academic Assessment and Placement Policy and Procedures

V. Prerequisites

The FCC Academic Catalog designates courses with prerequisites and/or corequisites. Prerequisites are expectations that must be completed before enrollment in a course is allowed. Corequisites are courses that can be taken concurrently.

VI. Exceptions and Exemptions to Required Placement Testing

- A. Individuals who transfer from accredited institutions of higher education who present unofficial transcripts indicating successful completion (2.00 GPA or higher) of the equivalent of at least 12 college credits will be exempted from the reading placement test if six credits are general education courses.
- B. Individuals will be exempted from the reading and writing placement tests if they provide evidence of successfully completing:
 - 1. The equivalent of FCC course EN101 at an accredited U.S. institution or credit through DSST, CLEP, or International Baccalaureate exams.
 - 2. The Advanced Placement (AP) test with a score of three or higher in English Language and Composition or English Literature and Composition. AP test scores are valid for five years.
- C. Individuals will be exempted from the math placement tests if they provide evidence of successfully completing:
 - 1. A general education math course, at the level of college algebra or higher, at an accredited U.S. institution or credit through DSST, CLEP, or International Baccalaureate exams.
 - 2. The Advanced Placement (AP) test with a score of four or higher in Calculus or Statistics. AP test scores are valid for five years.
- D. Individuals from Frederick County Public School (FCPS) who have taken Algebra II or higher in their junior or senior year and received a grade of A or B are exempt from taking the math placement test only. This exemption is valid for one year after the student's date of graduation from high school.
- E. Individuals who have provided a copy of their SAT/ACT scores that meet the exemption criteria set by Maryland Community College placement guidelines will be exempted from individual placement tests. SAT and ACT scores are valid for five years.
 - 1. Individuals with an SAT math score of 500 or above or an ACT score of 21 or above, are exempted from the math placement test.
 - 2. Individuals with an SAT reading score of 500 or above are exempted from both the reading and the writing placement test.



Academic Assessment and Placement Policy and Procedures

3. Individuals with an ACT reading score of 21 or above are exempt from the reading placement test.
 4. Individuals with an ACT writing score of 21 or above are exempt from the writing placement test.
- F. Individuals who provide an official copy of the TOEFL (Test of English as a Foreign Language) score transcript and who score a 575 or higher on the paper-based test, a 233 or higher on the computer-based test, or a score of 90 or higher on the internet-based test are exempted from the reading, writing and ESL placement tests. TOEFL scores are valid for two years.
- G. Individuals who provide a copy of their official Accuplacer, Compass, or alternative placement test score(s) and meet the placement criteria that exempts them from developmental reading, writing and/or mathematics will also be exempt from the corresponding FCC placement tests (scores are valid for two years). The Associate Vice President for the Center for Teaching and Learning or his/her designee will evaluate the scores and assign course placement(s) based on FCC standards.
- H. Individuals who have provided an unofficial transcript indicating satisfactory completion of the highest-level developmental course work in reading, writing, or mathematics at another Maryland community college or accredited Maryland four-year college/university are exempted from corresponding placement tests. Reading and writing placement exemptions do not apply to ESL course work.
- I. Individuals from other institutions who present a "Permission to Enroll" form will be exempted from corresponding placement tests.
- J. Individuals who have provided an official transcript indicating they have been awarded an associate, bachelor's, or higher degree from an accredited U.S. college or university will be exempted from placement testing.
- K. Individuals who are otherwise exempted by the Associate Vice President for the Center for Teaching and Learning or his/her designee.
- L. Individuals enrolled in Frederick County Public Schools or another school with a dual enrollment agreement with the College who wish to participate in dual enrollment or open campus may take the placement tests twice. Within six months of graduation from their K-12 institution, individuals may be granted the opportunity to retake the placement test a third time, if they provide the Testing Center with an unofficial transcript or report card indicating successful completion of grade 12 English and/or math, and their placement testing records can be verified by the Testing Center.

The official version of the College Academic Assessment and Placement Policy and Procedures is on its website (www.frederick.edu) and may be revised annually.