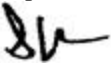


**MIAMI-DADE COMMUNITY COLLEGE  
INSTITUTIONAL RESEARCH  
DISTRICT ADMINISTRATION - BONNIE McCABE HALL**

June 13, 2003

**MEMORANDUM**

**TO:** School Directors , Academic and Student Deans, Chairpersons, Registrars,  
Advisment and Testing Directors, Selected Advisement Distribution  
Vocational and Occupational Specialists

**FROM:** Silvio Rodriguez 

**SUBJECT:** **Changes to the Placement Criteria Document for 2003-2004**

Through this memorandum, I would like to alert you to the important changes that were made in the document for the 2003-2004 academic year that are effective July 1, 2003. Please share this information and the selected "Points to Remember" included below with your faculty and/or staff.

1. College-credit certificate seeking students in programs with more than 12 credits may not register for any credit course at M-DCC until they have a set of complete scores on file (page 1). Unless otherwise stated in college-credit certificate program admission criteria, these students must have a set of complete scores on file in order to register for any credit course at M-DCC. In the past, these students were required to be tested if they were registering beyond 12 credits.
2. Students who have earned the required course grade are exempted from testing in a specific skill area. The courses used for satisfying a skill area are included on a new exemption chart (page 2). The exemptions are not new, but the chart is. Note: Exemption for courses not on the chart must be approved by the appropriate chairperson.
3. Students who have already registered in a mathematics course (and are past the 100% refund deadline) are not eligible to take the College-Level Mathematics subtest of the CPT without permission from the chairperson of the Mathematics Department (pages 2 and 3).
4. Students who have a combined score of 1200 or higher on the SAT-1, or a composite score of 26 or higher on the ACT, or test as college-level in all skill areas of the CPT "may be" eligible for the Honors College (pages 2 and 3). Please contact the campus Honors College Director at the North, Kendall, or Wolfson campuses for specific program admission requirements and, as usual, refer eligible students to their office.
5. All students whose TABE scores are more than two years old and who have had a break in their enrollment of more than one year are required to be retested (page 5).
6. All students who have earned a license from an approved national, state, or industry agency are exempt from the TABE exit testing requirement. The license has to be specific to the career and must be necessary in order to work in that field. Note: initial testing is required (page 5). Also note that the academic department associated with the credential must approve valid credentials presented by students and an authorized copy must be received by the Student Records section of the Registrar's Office for updating on the Maintain Licensure/Certification Credentials screen (AD CR LC). Upon completion of the required processing, the Maintain Student TABE Exemption (SR TS SP TE) screen will correctly display the exemption information related to a license.
7. On June 6, 2003 REA 0010 was changed to REA 0003 (pages 2 and 3).

**POINTS TO REMEMBER**

1. All DEGREE-SEEKING first-time-in-college students and all COLLEGE CREDIT CERTIFICATE-SEEKING students in programs with more than 12 credits are required to test (page 1). Note: ACT and SAT scores must be

at the passing level in order to be used for placement purposes and exemptions from testing are not given to students who hold only a vocational credit certificate.

2. All students who took a placement examination more than two years ago and whose scores were used for placement, but who have not yet passed the course(s) into which they were placed or higher-level course(s) in the same subject matter, are required to test. Please note that this includes students whose next college preparatory course is at the highest level, but their scores are more than two years old (page 1). Advisement for these students should be based upon the current placement score.
3. Students with passing ACT (19-20) or SAT-1(440-499) mathematics scores, are placed into MAT 1033. These students may request to take the CLM, which will determine placement into mathematics courses higher than MAT 1033 (page 2). Note: the CLM is also available upon request for students scoring 72-89 on the Algebra subtest of the CPT.
4. Students with a CLM score of 63 or higher should be referred to the Mathematics Department for advisement purposes (page 3).
5. Students who place into college preparatory reading are required to satisfy their College Preparatory reading requirement(s) before enrolling in ENC 1101, even if their writing test score is at the college level (page 3).
6. Transient advisement forms may be used to override the testing requirement for “transient students” who are enrolling in an English or mathematics course at M-DCC (page 2).
7. Students with foreign degrees are not exempt from testing (pages 1 and 5). Note: the Student Records section of the Registrar’s Office and the Transcript Evaluations Office must properly process transcripts so that the Degree Audit, the Maintain Student Placement Demographics (SR TS SP SD), and the Maintain Student TABE Exemption (SR TS SP TE) screens correctly display exemption information related to a degree.

Finally, please ensure that all testing information communicated to students from your respective areas reflects the changes that are effective July 1, 2003. For additional Placement Testing Information and for downloading copies of the Placement Document, please visit the Institutional Research and Testing website at <http://www.mdc.edu/ir> or contact your campus Testing Director. **In addition, if your area maintains a website, please include appropriate links for testing information from your site to the college-wide testing website.** If you have any questions about the Placement Criteria please contact your campus Testing Director.

Thank you in advance for your attention to this matter.

SR/rmz

c: Jeffrey Lukenbill  
Joanne Bashford  
Cathy Morris  
CASSC Chair