


**INSTITUTIONAL RESEARCH
BONNIE McCABE HALL**

June 11, 2004

MEMORANDUM

TO: School Directors, Academic and Student Deans, Chairpersons, Registrars, Advisement and Testing Directors, Selected Advisement Distribution, and GED Coordinators

FROM: Silvio Rodriguez 

SUBJECT: CHANGES TO THE PLACEMENT CRITERIA DOCUMENT FOR 2004-2005

Through this memorandum, I would like to alert you to the important changes that were made in the document for the 2004-2005 academic year that are effective July 1, 2004. Please share this information and the selected "Points to Remember" included below with your faculty and/or staff.

1. All students must have active MDC student numbers, e-mail addresses, and present two forms of valid identification prior to taking any placement examination (page 1).
2. A new section has been added for Dual Enrollment Seeking Students (pages 1 and 8).
3. All students who passed any college preparatory course or who placed into the lowest levels (REA 0001, ENC 0002, or MAT 0002) need not retest in that area, if they took a placement examination more than 2 years ago (page 1).
4. Transient students who provide appropriate documentation, and are not seeking a degree at MDC are exempt from basic skills testing (page 2).
5. Students who have not yet satisfied college preparatory reading and writing requirements may not enroll in any Gordon Rule course. Students may select from a list of courses maintained by the Academic Advisement office and approved by the pertinent academic department, for co-enrollment with college-prep courses (page 3).
6. Requirements to Take an English Placement Test (page 4) and the ACT-ESL Course Placement Guide (page 5) have been added to the section for Students with Limited English Proficiency.
7. All students required to take the TABE will be administered forms 9 and 10 beginning July 1, 2004 (pages 5, 6, and 7). In addition, students seeking entrance into the MDC School of Criminal Justice are exempt from the TABE testing requirement (page 6).

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 (unless otherwise stated in college-credit certificate program admission criteria (page 1).
2. Students who have earned the required course grade are exempted from testing in a specific skill area (page 2).

3. Students with foreign degrees are not exempt from testing (pages 2 and 5).
4. Students who have already registered in a mathematics course (and are past the 100% refund deadline) are not eligible to take the CLM without permission from the chairperson of the Mathematics Department (pages 2 and 3).
5. 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 College-level mathematics (CLM) subtest of the CPT, 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 (page 3).
6. Students with a CLM score of 63 or higher should be referred to the Mathematics Department for advisement purposes (page 3).
7. 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).
8. 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).
9. 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 6). 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.

Please ensure that all testing information communicated to students from your respective areas reflect the changes that are effective July 1, 2004. For additional Placement Testing Information and for downloading copies of the 2004-2005 Placement Criteria Document, please go to the Institutional Research and Testing website at <http://www.mdc.edu/ir> (click on Testing Information, then Placement Criteria). **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: Jose Vicente
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