


**INSTITUTIONAL RESEARCH  
BONNIE McCABE HALL**

June 17, 2005

**MEMORANDUM**

**TO:** Academic and Student Deans, School Directors, Chairpersons, Registrars, Advisement and Testing Directors, Selected Advisement Distribution, Adult Basic Education Director

**FROM:** Silvio Rodriguez 

**SUBJECT: CHANGES TO THE PLACEMENT CRITERIA DOCUMENT FOR 2005-2006**

Through this memorandum, I would like to alert you to the most important changes that were made in the document for the 2005-2006 academic year that is effective June 17, 2005. Please share this information and the selected "Points to Remember" included below with your faculty and/or staff.

1. The new ACT and SAT subtests are not used for placement purposes, but the Honors College will use the increased combined SAT score (1,800) if the test date is on or after March, 2005 (page 2).
2. Faculty may recommend supplemental services based on a required writing sample (pages 2 & 3).
3. Students who have not yet satisfied college preparatory reading and writing requirements may not enroll in any Gordon Rule course, except mathematics. 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).
4. An algebra score in the range of 90-120 without a college-level mathematics subtest score of 40 or higher places a student in MAT 1033 (page 3).
5. A TOEFL chart, which includes the new internet-based TOEFL and a Course Placement Guide for EAP Writing have been added to the section for Students with Limited English Proficiency. In addition, the Course Placement Guide for ACT-ESL has been revised to reflect adjusted placement levels for each of the score areas (pages 4 & 5).
6. Section IV. Procedures for Testing and Placement Criteria for Adult General Education Programs has been updated to conform with the State's new testing requirements as follows: Adult Basic Education and General Education Development – Usage of TABE Survey, Level D (page 6), Adult and Vocational English for Speakers of Other Languages (ESOL and VESOL) – Usage of a new exam (CASAS) and guides for placement (pages 7 & 8). Note: These procedures have been in effect since the 2004-2 Spring Term.

**POINTS TO REMEMBER**

1. All students must have active MDC student numbers, e-mail addresses, and present proper forms of valid identification prior to taking any placement examination.

2. 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).
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. Students with foreign degrees are not exempt from testing (pages 2 and 5).
5. Transient students who provide appropriate documentation, and are not seeking a degree at MDC are exempt from basic skills testing (page 2).
6. Students who have earned the required course grade are exempted from testing in a specific skill area (page 2). Note: CLAST preparation courses should not be overridden for students who have not yet satisfied the placement area related to the course (e.g. ENC 1112, REA 1125, MAC 1118L).
7. Students with passing ACT (19-20) or SAT (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).
8. 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).
9. Students with a CLM score of 63 or higher should be referred to the Mathematics Department for advisement purposes (page 3). Note: Odyssey currently displays "EXEMPT" for this score range. Future programming will display as "MATHDEPT."
10. 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).
11. 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 June 17, 2005. For additional Placement Testing Information and for downloading copies of the 2005-2006 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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