June 09, 2014

M E M O R A N D U M

TO: Academic Leadership Council and Student Deans Council

FROM: Silvio Rodriguez

SUBJECT: CHANGES TO THE PLACEMENT CRITERIA DOCUMENT FOR 2014-2015

Through this memorandum, I would like to alert you to the most important changes that were made in the document for the 2014-2015 academic year that are effective on Wednesday, June 18, 2014, the beginning of the 2014-1 Fall Term registration period. Please share this information and the attached selected “Points to Remember” with your faculty and/or staff.

Introduction Section

• Begins: With the exception of students who meet the criteria for an exemption from common placement testing and developmental education instruction, the State of Florida requires entry-level testing for first-time-in-college (FTIC) degree seeking students and students who have not met college level competency either through the completion of developmental education requirements in the Florida College System or have not been awarded credit for college level coursework in the area of deficiency.

• References six sections – added and Appendix A-F after Section V.

Section I. PLACEMENT CRITERIA FOR DEGREE AND COLLEGE CREDIT CERTIFICATE PROGRAMS

• FCAT 1.0 (Grade 10) is no longer used for placement.

• Exempted from Testing now precedes Required to Test.

• Added two new Developmental Education (DevEd) exemptions (items #1 and #2) in Exempted from Testing.

  1. All students who entered 9th grade in a Florida public school in the 2003-2004 school year, or any year thereafter, and earned a standard diploma from a Florida public high school.

  2. All students who are serving as active duty members of any branch of the United States Armed Forces.

• Added new modular course MAT 0057 to the Exemption Using Course Grade Chart.

• Added to the Course Placement Guide – CPT and PERT.

  ▪ CPT-CLM advanced placement criteria for students who score 63-120 (Refer to Mathematics Department).

  ▪ Placement at the department level only

      63 - 85 = MAC 1114/MAC 1140
      86 - 102 = MAC 1147/MAC 2233
      103 - 120 = MAC 2311

  ▪ New modular course MAT 0057 for students who place in same range as MAT 0028 and MAT 0029.
• Added to the Course Placement Guide Notes.
  ▪ DevEd Strategies.
  ▪ Placement criteria for New SLS 1106 course.
  ▪ Alternative Placement Criteria for Recent, Non-Exempt High School Graduates.
  ▪ Alternative Placement Options for Students with Military Experience.
  ▪ Alternative Placement Options for Students with Significant Work History.
  ▪ General Placement Recommendations for Advisement and for DevEd Advisement.
  ▪ Meta-Major Academic Pathways and gateway courses that are aligned with the intended academic and career goals of degree seeking students.

• Added a Recommended to Test section.
  1. All students who entered 9th grade in a Florida public school in the 2003-2004 school year, or any year thereafter, and/or earned a standard diploma from a Florida public high school, and do not have placement scores for ENC 1101 and/or MAT 1033 or higher.
  2. All students who are serving as active duty members of any branch of the United States Armed Forces, and do not have placement scores for ENC 1101 and/or MAT 1033 or higher.

Students who are recommended to test are not required to enroll in developmental education but may opt to do so. MDC provides assessment and instruction upon the student's request.

Section II. CRITERIA FOR DEGREE AND COLLEGE CREDIT CERTIFICATE-SEEKING WITH LIMITED ENGLISH PROFICIENCY

• Modified this section to make it clear when EAP students should take the PERT and how they are subsequently advised.

• Added advisement guide to document (Appendix F).

Reminder of Implementation changes effective 2013-2

▪ PERT math testing for EAP 0300 Level Courses and higher.
▪ PERT reading and writing testing for EAP 1500 Level Courses and higher.
▪ Students who completed the EAP 1600 Level Courses progress directly to ENC 1101.

• Exempted from Testing now precedes Required to Test.

• Modified test scores used for exemptions effective June 18, 2014. Since the exemption scores are decreasing students who tested prior to that date may benefit from the lower scores in effect; if their scores are in the new passing range.

<table>
<thead>
<tr>
<th>Test Name</th>
<th>Exemption Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>TOEFL Paper-and-pencil</td>
<td>500 or higher</td>
</tr>
<tr>
<td>TOEFL Computer-based</td>
<td>173 or higher</td>
</tr>
<tr>
<td>TOEFL Internet-based</td>
<td>61 or higher</td>
</tr>
<tr>
<td>IELTS</td>
<td>5.5 or higher</td>
</tr>
<tr>
<td>Pearson Test of English</td>
<td>51 or higher</td>
</tr>
</tbody>
</table>
Section III. PROCEDURES FOR TESTING AND PLACEMENT CRITERIA FOR POSTSECONDARY CAREER AND TECHNICAL EDUCATION PROGRAMS

- Added a statement that this section is limited to MDC technical certificate programs with a MDC program code beginning with 5).
- Exempted from Testing now precedes Required to Test.
- Added two new DevEd exemptions (items #1 and #2) in Exempted from Testing.
  1. All students who entered 9th grade in a Florida public school in the 2003-2004 school year, or any year thereafter, and earned a standard diploma from a Florida public high school.
  2. All students who are serving as active duty members of any branch of the United States Armed Forces.
- Removed CLAS Exemption.

Section IV. PROCEDURES FOR TESTING AND PLACEMENT CRITERIA FOR ADULT GENERAL EDUCATION PROGRAMS

- Modified this section to make it clearer.
- Added statement in Placement Guide for Adult Basic Education section (IV-A) for retesting needed due to testing out of range. Students scoring at plus or minus 2.0 of the content difficulty range for a specific skill level should be retested without being assessed a retesting fee.

  (TABE skill levels and content difficulty follows: E=2.0-3.9, M=4.0-5.9, D=6.0-8.9, A=9.0-12.9)
- Updated Skill Area requirements in Course Placement Guide - GED Preparatory.
- Reformatted Placement Guide for ESOL Program section (IV-C) which now includes ELCATE information which was previously included in a sub-section D.

Section V. PROCEDURES FOR TESTING AND PLACEMENT CRITERIA FOR EARLY COLLEGE (DUAL) ENROLLMENT STUDENTS

- Added a statement that the new DevEd testing exemptions do not apply to dual enrollment students

APPENDIX A: Laws, Rules (6A-6) (6A-10) (6A-14), and Technical Assistance Papers

- Updated Appendix A.

APPENDIX B-F

- Added new appendices.

  B: Florida High School Diploma Codes Eligible for Developmental Education Exemption

  C: Alternative Placement Criteria for Recent, Non-Exempt High School Graduates, Alternative Placement Options for Students with Military Experience and Alternative Placement Options for Students with Significant Work History

  D: General Placement Recommendations for Advisement and for DevEd Advisement

  E: Meta-Major Academic Pathways and gateway courses that are aligned with the intended academic and career goals of degree seeking students

  F: Quick Guide for EAP and Course Placement
Please ensure that all testing information communicated to students from your respective areas reflect the changes that are effective on Wednesday, June 18, 2014, the beginning of the 2014-1 Fall Term registration period. For additional Placement Testing Information and for downloading copies of the 2014-2015 Placement Criteria Document please go to the Testing website at http://www.mdc.edu/testing (click on Placement Criteria in the Quick Links section). 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 or me.

Thank you in advance for your attention to this matter.

Attachment

c: CASSC Chair
CASSC Research & Testing Committee
ATTACHMENT TO PLACEMENT CRITERIA MEMORANDUM FOR 2014-2015

POINTS TO REMEMBER

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

2. With the exception of students who meet the criteria for an exemption from common placement testing and developmental education instruction:

   - All Degree-Seeking first-time-in-college (FTIC) students and all College Credit Certificate-Seeking students in Health Sciences programs are required to test.

   - All College Credit Certificate-Seeking students taking any course outside of their program must test.

   - All students, except college-credit certificate-seeking, who took a placement examination more than two years ago and whose scores were not used for placement decisions are required to test (Section I). Placement scores will not expire as long as there was any letter grade associated with the placement decision. Notes: Students with expired scores who initiated enrollment and received any course grade value (e.g. ‘D’, ‘F’, ‘W’, ‘U’, or ‘P’) are NOT required to retest even if Retest Required is displayed in the Testing Analysis section of their degree audit and an 1157 edit stops them from registering for the same course they previously did not satisfy. Students with expired scores who passed lower level college preparatory courses are NOT required to retest and should be advised to register for the next course in their respective sequence. Students who started developmental education instruction in a subject area may only be referred for retesting on a case-by-case basis by faculty through the appropriate Chairperson.

3. Testing is recommended for:

   - All students who entered 9th grade in a Florida public school in the 2003-2004 school year, or any year thereafter, and/or earned a standard diploma from a Florida public high school, and do not have placement scores for ENC 1101 and/or MAT 1033 or higher.

   - All students who are serving as active duty members of any branch of the United States Armed Forces, and do not have placement scores for ENC 1101 and/or MAT 1033 or higher.

   - Students who are recommended to test are not required to enroll in developmental education but may opt to do so. MDC provides assessment and instruction upon the student’s request.

4. Boot Camp (Shark Academy) is mandatory for non-exempted students who place at the lowest levels of reading, writing, and/or mathematics. It is optional and strongly recommended for all new students, especially those with non-college ready placement scores. Review the posted information via http://www.mdc.edu/ce/shark_academy.aspx.

5. If a student satisfied ENC 1101 after initially passing Reading by FCAT, CPT/PERT, ACT, or SAT; the student is not required to re-take Reading even if the student's degree audit has Expired Scores and Retest Required is displayed in the Testing Analysis section of their degree audit and an 1157 edit stops them from registering for the appropriate course. As needed, please refer the student numbers of these students to your campus Testing Director so the Reading placement status can be manually updated in Odyssey to 'Met through Permission'.
6. If a student has attempted, but not yet satisfied ENC 1101, the student is NOT required to re-take the CPT/PERT Reading section and pass prior to registering in ENC 1101. However, these students should be advised to take a diagnostic writing assessment and improve their writing skills prior to and while re-taking ENC 1101. As needed, these students should be referred to the campus English Department Chairperson for advisement purposes.

7. Students with foreign degrees and passing IELTS, PTE, or TOEFL scores that were effective June 16, 2014 are exempt from testing.

8. Transient students (those who attend another college or university) who provide appropriate documentation, and who are not seeking a degree at MDC are exempt from basic skills testing.

9. Students who have earned the required course grade are exempted from testing in a specific skill area (Section I). Note: 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). Successful completion of these courses will trigger the 'Met through Credit Course' placement status.

10. Students with passing ACT (19-20) or SAT (440-490) mathematics scores are placed into MAT 1033. These students may request to take the College-Level Mathematics (CLM) subtest of the CPT or PERT Mathematics, which will determine placement into mathematics courses higher than MAT 1033 (Section 1). Note: The CLM is also available upon request for students scoring 72-86 on the Algebra subtest of the CPT.

11. 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.

12. A CPT algebra score in the range of 87-120 without a college-level mathematics subtest score of 40 or higher places a student in MAT 1033.

13. Students with a CLM score of 63 or higher, or with an FCAT 1.0 (Grade 10) mathematics score of 400 or higher, or with an ACT mathematics score of 27 or higher, or with an SAT mathematics score of 600 or higher should be referred to the Mathematics Department for advisement purposes. Odyssey displays “MATHDEPT” for this score range.

14. Students who have not yet satisfied DevEd 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 DevEd courses.

15. Students who placed into DevEd instruction must maintain continuous enrollment in DevEd coursework until the requirements are completed.

16. EAP students who have satisfied the 0200 level or above, either by EAP course completion or COMPASS/ESL placement, may take the mathematics subtest of the MDC Placement Test. Continuing EAP students in the 0400 level and above shall take the reading and writing subtests of the MDC Placement Test after the last withdrawal date of the term for placement in EAP 1500 or 1600 levels, or ENC 1101 in the following term. New incoming students who place into the EAP 1500 and 1600 levels on the COMPASS/ESL shall take the MDC Placement Test prior to registering in EAP courses.
17. 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.

18. Students who attempted the TABE at least two times and pass a related State, national or industry licensure exam related to the program of study and identified by the Department of Education, Division of Career and Adult Education are exempt from meeting the basic skills exit score requirement in the related program. The identified credentialing examination has to be specific to the career and must be necessary in order to work in that field. Documentation supporting the successful completion of the credentialing examination is required. The Basic Skills and Licensure Exemption List that is used for meeting this requirement and a State of Florida Basic Skills Exemption Request Form are available via http://www.fldoe.org/workforce/dwdframe/ (Related Documents section). Also note that the academic department associated with the exemption is responsible for approving the valid examination credential presented by students. An authorized copy must be received by the Student Records section of the Registrar’s Office for archiving purposes and for updating the Maintain Licensure/Certification Credentials screen (AD CR LC). Upon successful completion of the required processing, the Maintain Student TABE Exemption (SR TS SP TE) Odyssey screen will correctly display the exemption information related to a license. A comment should also be entered in this screen which explains the credential that was used for the exemption.

19. Students enrolled in a State approved apprenticeship program are exempt from the requirement of taking the TABE test.

20. The list of list of eligible dual enrollment courses, which includes the respective reading, writing, and mathematics placement testing level requirements are available at www.mdc.edu/asa/dual_enrollment.asp#courses. All courses on the approved list, except for SLS 1401, SLS 1505, and SLS 1510 require college-ready placement status in reading and writing.

21. The Appendix section of the Placement Criteria Document includes direct links to resources.

22. The Florida College System maintains a DevEd website which includes DevEd approved plans, News, Technical Assistance documents, resources for faculty and advisors, and more. Review the posted information via: https://sites.google.com/site/fcsdevelopmentaleducation/home

23. The Shark Start Employee Toolkit website has essential resources, files, FAQs and information about MDC’s mandatory orientation program and more. Review the posted information via https://sites.google.com/site/sharkstarttoolkit/.