MEMORANDUM

TO: Academic Leadership Council and Student Deans Council

FROM: Silvio Rodriguez

SUBJECT: CHANGES TO THE PLACEMENT CRITERIA DOCUMENT FOR 2011-2012

Through this memorandum, I would like to alert you to the most important changes that were made in the document for the 2011-2012 academic year that are effective on Wednesday, June 22, 2011, the beginning of the 2011-1 Fall Term registration period. Please share this information and the attached selected “Points to Remember” with your faculty and/or staff.

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

- Added Postsecondary Education Readiness Test (PERT) subtest scores to Course Placement Guide (pages 4-5). Notes: Only one PERT retest on each subtest will be available until all subtest areas are available in the adaptive format (page 1). Effective June 16, 2011, MDC students are offered the PERT as their initial placement test.

- Added new Developmental Education Courses effective at MDC in 2011-2 (pages 2, 4, and 5). Notes: For developmental reading and writing the two lower levels are being combined into one lower level. Developmental mathematics will be similar to what MDC has used in the past. Page 5 has the Course Placement Guide effective for 2011-2.

- Revised MAT 1033 note to indicate that it counts toward graduation elective credit at MDC for students taking this course as of Summer Term 2010-3 (pages 2 through 5).

- Added statements to the Reading and Writing sections of the Course Placement Guide on the use of a diagnostic assessment by College Preparatory faculty and on alternate instruction for low scoring students (pages 4 and 5).

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

- Added COMPASS/ESL retest procedure (page 6).

- Added COMPASS/ESL e-Write subtest scores to COURSE Placement Guide – EAP (page 7). Note: The use of e-Write scores will be implemented college-wide on July 1, 2011.
Section III. PROCEDURES FOR TESTING AND PLACEMENT CRITERIA FOR POSTSECONDARY CAREER AND TECHNICAL EDUCATION PROGRAMS

• Added a sentence to the CPT to TABE Comparison Chart section so it indicates that the chart is used at MDC for Career Education students who attempted the TABE at least two times (page 9).

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

• The Course Placement Guide – ABE and Pre-GED was modified by adding new courses which were effective in 2010-2 (page 10).

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

• Added a sentence in the Required For Early College (DUAL) enrollment College Credit Students section, item 1 to make it clear that these students may register for a performing arts or visual arts course that do not require college-level Reading and/or Writing. However, they are required to test (page 11).

Please ensure that all testing information communicated to students from your respective areas reflect the changes that are effective on Wednesday, June 22, 2011, the beginning of the 2011-1 Fall Term registration period. For additional Placement Testing Information and for downloading copies of the 2011-2012 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.

Attachment

c: Ana Maria Bradley-Hess
Joanne Bashford
David Kaiser
CASSC Chair
CASSC Research & Testing Committee
ATTACHMENT TO PLACEMENT CRITERIA MEMORANDUM FOR 2011-2012

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 Health Sciences programs are required to test (page 1).

3. All COLLEGE CREDIT CERTIFICATE-SEEKING students taking any course outside of their program must test (page 1).

4. 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 (page 1). Pending completion of Odyssey programming, 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 college preparatory instruction in a subject area may only be referred for retesting on a case-by-case basis by faculty through their department College Preparatory Chairs.

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 College Preparatory Chairperson and/or Advisement Director so the Reading placement status can be manually updated in Odyssey to ‘Met through Testing’.

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.

6. Students with foreign degrees and passing IELTS or TOEFL scores are exempt from testing (pages 2 and 6).

7. Students who attend another college or university, provide appropriate documentation, and are not seeking a degree at MDC are exempt from basic skills testing (page 2).

8. Students who have earned the required course grade are exempted from testing in a specific skill area (page 2). 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.
9. 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 (pages 4 and 5). Note: The CLM is also available upon request for students scoring 72-86 on the Algebra subtest of the CPT (pages 4 and 5).

10. 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 4 and 5).

11. An 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 (pages 4 and 5).

12. Students with a CLM score of 63 or higher, or with a PERT mathematics score of 135 or higher, or with an FCAT (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 (pages 3 through 5). Odyssey displays “MATHDEPT” for this score range.

13. 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 preparatory courses (pages 4 and 5).

14. Students who placed into college preparatory instruction must maintain continuous enrollment in college preparatory coursework until the requirements are completed (pages 4 and 5).

15. 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 8).

16. 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 Licensure Exemption List that is used for meeting this requirement is 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 (page 8).

17. Students enrolled in a State approved apprenticeship program are exempt from the requirement of taking the TABE test (page 8).