

# COURSE PLACEMENT POLICY

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When a course requires a specific level in writing, reading or math, students must provide at least one of the several options to demonstrate placement.

- Accuplacer, ACT, SAT or any other standardized test scores accepted by Admissions
  - Student may submit subject area test scores in writing, reading and mathematics.
  - If students submit more than one set of test scores, the student information system will read the highest score. Advisors may recommend a different level of course based upon a combination of testing dates, previous grades and program choice.
- High School GPA
  - Students may submit a high school transcript showing GPA from junior or senior year.
  - Students have the option of taking the Accuplacer if they would like to see different placement.
- HSED/GED test scores
  - Student who completed their HSED/GED may submit an HSED/GED score transcript.
  - Students have the option of taking the Accuplacer if they would like to see different placement.
- College coursework
  - Students may submit an official college transcript. A review of general education and program-specific courses will be completed to determine student placement.
- Military experience
  - Students may submit official military transcripts. A review of general education and program-specific courses will be completed to determine student placement.
- Credit for Prior Learning
  - Students interested in placement based upon previous work experience will follow the policies created for CPL – Occupational Experience.

The same criteria are used when determining course overrides.

Course pre-requisites and instructional levels are based on the course competencies as determined by the academic department/academic dean.