

3357:13-14-201 Assessing Incoming Students' Readiness Skills (Student Placement) Procedures

- (A) These procedures describe the processes for assessing students' skills and placing students in courses appropriate to their skill levels. These procedures do not describe College Credit Plus program eligibility, for which the Ohio Department of Higher Education defines rules for participation (see [Eligibility Chart](#)).
- (B) ACCUPLACER/ACT testing is a skills assessment used for evaluating students' proficiency in reading, language usage, composition, and mathematics. ACCUPLACER/ACT scores are used to advise and register students in classes suited to their skill level to help ensure their academic success. Minimum "college readiness" scores are determined by the College in compliance with State of Ohio directives and guidelines. The current standardized cutoff (minimum threshold) scores used to register students in appropriate classes are shown in NCSC procedure [14-202](#).
- (C) ACCUPLACER ESL is used for assessing English language proficiency of students whose first language is not English. International students demonstrate their levels of proficiency in English (listening/speaking, reading, writing, and grammar) through ACCUPLACER ESL scores. Resident students whose first language is not English and who believe that they may *not be completely fluent* in English reading, writing, or speaking are encouraged to take the ACCUPLACER ESL placement exams. International students with a TOEFL score of 500 or higher on the paper-based test (or 61 or higher on the Internet-based or 173 or higher on the computer-based test) are not required to take the ACCUPLACER ESL placement exams. Cutoff scores used for placement in the four levels of ESL courses are shown in NCSC procedure [14-202](#).
- (D) The Computer Literacy Assessment is required before students can register for computer classes for the first time at the College (except CISS 1020 Orientation to Computers, which has no prerequisite). Testing may be waived with proper transfer credit. The Computer Literacy Assessment evaluates the student's knowledge of Microsoft Windows and Word, email, and the Internet as well as the student's typing skills. Students who score at or above the competency levels are able to register for classes that have CISS 1020 as a prerequisite. Students scoring below can retest at a cost or take CISS 1020.
- (E) TEAS testing (Test of Essential Academic Skills) is required for admission into both nursing programs: Associate Degree Nursing and Practical Nursing Certificate. TEAS is a four-hour, computerized assessment of reading, writing, mathematics, and science knowledge. Advanced registration and payment of the testing fee in the Cashier's Office are required. Cutoff scores are determined by the Nursing program.
- (F) NCSC encourages students to prepare for assessment testing through the use of materials and links that are provided to them and posted on the NCSC Student Success Center Assessments

web page and through tutoring sessions and materials that are available at the NCSC Tutoring Center. The assessment and placement process must ensure that students are adequately prepared for placement testing since students are not well served by a process that results in students' not recognizing the need and means to do their best on placement assessments.

- (G) Students must complete assessments in a qualified, proctored setting.
- (H) Assessment and placement are required at the time of enrollment for degree-seeking students and by the time of completion of six credit hours for all other students.
- (I) In most cases, degree-seeking students should provide high school achievement documentation or complete placement assessments at the time of initial enrollment and after completing appropriate preparation for the exams. Students cannot enroll in courses that have English, mathematics, or computer literacy prerequisites until achievement documentation has been provided or testing has been completed. Transient students registering for a single term are exempt from placement assessment but may not register for college-level English or mathematics without documentation, assessment, transfer credit, or other means of meeting the prerequisites.
- (J) Previous test scores are used unless the tests were taken over five years ago. ACCUPLACER/ACT scores from other institutions are used when available, but, if below the required cutoff score, they do not qualify the student for college-level coursework, based on the pre-determined cutoff scores. If a student has ACT or ACCUPLACER scores 5 years or older, he or she is advised to retest.
- (K) ACCUPLACER/ACT scores are not required for some students transferring English/mathematics credits. Students who have completed an associate or bachelor's degree or higher are not required to take the ACCUPLACER/ACT tests if they have completed college-level English or mathematics. They also may not be required to take the placement tests if they are transferring in college credit for college level English or mathematics classes. ACCUPLACER may be waived with transfer credit or ACT scores (specified in NCSC procedure [14-202](#)).
- (L) Retesting is provided. Any student placing into a developmental course may retest, no more than two additional times for a total of three times, for \$25 each retest, or the student may elect to enter the Solutions program and postpone enrolling in college-level classes until competency is demonstrated (testing upon completion of the Solutions program is done at no cost).

(M) Readiness can also be demonstrated based on high school achievement in mathematics or English.

(1) Post-high school students are encouraged to apply for a waiver for placement in college-level English and mathematics classes based on their high school achievement (if their test scores are below the threshold for placement in these courses) by submitting an Assessment Waiver Form [14-201a](#) along with evidence of either of the additional indicators of college readiness:

- High school transcript showing cumulative GPA of 3.0 or above in high school courses with a B or above in the last English class or higher-level mathematics class (Algebra II or above)

OR

- Letters of recommendation by their high school counselor and English/mathematics instructor

The form and documentation are provided to a Student Success Coach for review and approval, a course prerequisite waiver is entered, and the waiver and documentation are sent to Student Records to be placed in the student's file.

(2) College Credit Plus and CollegeNow students are also encouraged to apply for exemption from test results for placement in college-level English and mathematics classes based on their high school achievement (if their test scores are below the threshold for placement in these courses). Students seeking exemption requesting the recommendations of their high school counselor and mathematics/English instructors and submit a CCP Prerequisite Override Form [14-201b](#) based on these additional indicators of college readiness—GPA, demonstrated performance in similar coursework, end of course examinations, and/or non-cognitive factors. The form is forwarded to the CCP Director at North Central State College.

(N) Registration priorities are established for developmental and gateway courses. Students are encouraged to build foundational skills their first terms in college. Students should register for any required developmental and gateway courses before other courses and in the following order:

- Developmental First Year Experience
- Developmental Integrated Reading and Writing
- Developmental mathematics
- Gateway mathematics
- Gateway English

(Definition of Gateway) First college level course of a specific program.

Exceptions may be granted and documented in AdvisorTrac for students with irreconcilable

difficulties in scheduling these classes, but an attempt should be made first to see whether additional sections can be added to fit the student's schedule. Students must continue taking courses in the developmental-gateway sequences in subsequent terms until they successfully complete the gateway mathematics and English courses.

(O) Supplementary lab courses are required for students with low placement scores.

Supplementary lab sections are offered to provide additional skill building and greater success for students with below cutoff assessment scores or below C- grades in the prerequisite course. Students with below cutoff mathematics assessment scores are required to enroll in MATH 9920 (with the MATH 0020 lab as the co-requisite for MATH 0073) or STAT 9920 (with the STAT 0086 lab as the co-requisite for STAT 1010) or MATH 0065 corequisite with MATH 1070. Students with below-cutoff-reading-or-writing-assessment scores are required to enroll in ENGL 0040 Integrated Reading and Writing. Those with scores not quite qualifying for gateway English and those with a (C-) in the ENGL 0040 course are required to enroll in ENGL 9920 (with the ENGL 0010 lab as the co-requisite for ENGL 1010). The current standardized cutoff scores used to register students in co-requisite lab classes are shown in NCSC procedure [14-202](#). Students who are repeating MATH 0073, ENGL 0040, and ENGL 1010 are recommended to enroll in a lab section for the subsequent attempt.

(P) Students with low Reading scores are required to enroll in the Solutions program, a no-tuition partnership between Aspire and the NCSC Tutoring Resource Center. (For the Solutions-mandatory Reading scores, see NCSC policy [14-202](#).) Achievement of a ENGL 0040-eligible ACCUPLACER score must be achieved to complete Solutions and enroll in college courses. Students with higher reading scores but who would benefit from intensive one-on-one work in reading, writing, and mathematics skills are advised to enter the Solutions program before starting their college classes.

(Q) All first-time in college, degree seeking and LPN students are required to take the FYEX (First Year Experience) course starting before or during the first few weeks of their first term to increase their likelihood of academic success, persistence, and degree completion.

The FYEX course requirement may be waived for students who meet one of the following conditions:

- have a college degree
- have completed a similar college course and have a successful academic record—cumulative GPA of 2.5 or better in previous college courses (through a review of their informal transcript)
- have completed 12 or more college credits with a cumulative GPA of 2.5 or better in previous college courses
- are only taking one or two courses for transfer, a work requirement, or skill improvement
- have completed a tour of duty in the military with the successful completion of military occupational specialty (MOS) training.
- are currently enrolled in a dual enrollment program (CollegeNow or College Credit Plus)

- are taking courses as part of an apprenticeship or employee-sponsored training

The First Year Experience (FYEX) Course Waiver Form ([14-201c](#)) is used by advisors to document in the student's record that he or she is exempt from the FYEX requirement.

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