

Policy: **Basic Skills Testing & Placement**  
Responsible for Policy: Academic & Student Affairs

Policy Number: **A-5**  
Most recent approval date: August 2020

### **Policy Statement**

In an effort to ensure appropriate placement for a successful college experience, Finger Lakes Community College students (matriculated and non-matriculated) are required to demonstrate their level of basic skills proficiency in reading, writing, mathematics and music theory, if applicable, prior to registering. Students will demonstrate proficiency by taking the appropriate FLCC administered test(s) and/or transcript review. Based upon their test results and/or the evaluation of a transcript, students not demonstrating the appropriate level of proficiency will be required to register for one or more preparatory courses in Integrated Reading and Writing, or Mathematics, and/or Music Theory.

Students entering AS Music and AS Music Recording degree programs are required to demonstrate their level of proficiency by taking the FLCC administered music theory test.

### **Reason for Policy**

This policy was created in order to assess the skill levels with which students enter the College.

### **Applicability of the Policy**

All faculty, staff, prospective and accepted students should be familiar with this policy.

### **Definitions**

None

### **Related Documents**

- 24 Credit Hour Program policy
- Early Admission policy
- NYS Educational Law

### **Review dates/action taken (policy requires Board of Trustees approval):**

- June 2014: original approval date
- April 2016: no policy revisions
- August 2020: revisions approved by the Board of Trustees

## **Procedures**

Placement testing options and exemptions are posted on WebAdvisor as part of the onboarding process for new students. Students with disabilities requiring special accommodations should contact Disability Services to discuss eligibility, requirements, and accommodations.

### Placement Guidelines

#### • **Reading and Writing Placement**

All incoming students shall be assigned a placement level by transcript review, exemption status or placement testing scores. English 095 and English 101 are now co-requisites meaning that they may be taken at the same time. Students will be placed as follows:

Level 2: Required to take ENG 095 Integrated Reading

Level 3: Not required to take ENG 95

Students meeting one of the following criteria will be assigned a placement level of 3:

- Students who have earned college credit for a course equivalent to English 101, Composition 1.
- Students who have earned credit for a course equivalent to English 095 from another institution.
- Students who have a cumulative GPA of 75 or higher in English at the end of their Junior or (if available) Senior year.
- Students who have scored a minimum of 500 on the written portion of the SAT.
- Students who have scored a minimum of 21 on the English Portion of the ACT.

Additionally, students who have earned a Bachelor's and/or Master's degree are exempt from English 101 and may be exempt from additional English requirements on a case by case basis pending Department chair approval.

Students who do not meet the above criteria will be assigned a placement level of 2 unless they do one of the following:

- A) Complete an Appeal Essay that is determined to be at the Eng 101 level.
- B) Complete the English placement test with a minimum score of 500 on the Accuplacer.
- C)

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#### • **Mathematics Placement**

Math placement level is an indication of where students place in terms of algebraic fluency. All incoming students shall be assigned a placement level by high school transcript review (and/or an SAT or ACT score) whenever possible. High school transcript review requires that transcripts be no more than 4 years old.

In the event that a transcript review is not possible at the time of registration, the student will need to take the ACCUPLACER placement test to be assigned a placement level. In this case, a student may appeal his/her assigned placement level by providing a high school transcript for review.

Any student who has had a high school transcript review and who still wishes to challenge their placement level may do so by meeting with either the Mathematics Department Chairperson, who will make a final determination as to the student's placement level.

<b>Algebra to Calculus Sequence</b>		
<b>If student has achieved:</b>	<b>OR has met the prerequisite:</b>	<b>Students may register for:</b>
Level 0 or Level 1*	C- or higher in MAT 095**	<b>MAT 097</b> Algebra and Introduction to Functions
Level 2*	C- or higher in MAT 097	<b>MAT 145</b> Survey of Functions I
Level 3*	C- or higher in MAT 145	<b>MAT 152</b> Precalculus (Survey of Functions II)
Level 4*	C- or higher in MAT 152	<b>MAT 271</b> Calculus I

<b>Other Courses With Placement Requirements</b>		
<b>If student has achieved:</b>	<b>OR has met the prerequisite:</b>	<b>Students may register for:</b>
Level 0* or higher		<b>MAT 101</b> Mathematics for Liberal Arts, <b>MAT 110</b> Mathematics of Money, or <b>MAT 121</b> Introductory Statistics I.
Level 0*		<b>MAT 135</b> Mathematics in Context <b>with the co-requisite MAT 093</b> Foundations of Quantitative Literacy.
Level 1* or higher	C- or higher in MAT 095	or <b>MAT 135</b> Mathematics in Context
Level 3* or higher	C- or higher in MAT 145	<b>MAT 200</b> Statistics

\*\*Please note that proposals approved by Curriculum Committee on March 14, 2019 will mean that MAT 095 will no longer be offered after SU/19.

- **Music Theory**

A Basic Skills test in Music Theory is required for students pursuing an AS Music and AS Music Recording degrees. Students who score below a specific cut-off point on the music theory test will be required to enroll in coursework that provides a foundation of music knowledge, MUS 105-Basic Musicianship. As a result, enrollment in MUS 105 will require five semesters for degree completion.

Re-testing

Students wishing to re-take the Reading/Writing and/or Mathematics placement tests may only do so once. Exceptions to these eligibility requirements are at the discretion of the Director of Academic Advising, Career & Transfer Services and the Mathematics and Humanities Department Chairpersons. The music theory section of the test cannot be re-taken.

**Forms/Online Processes**

- None

**Appendix**

- None

**Review dates/action taken:**

- June 2014: original effective date
- April 2016: revisions to procedures (approved by College President)
- August 2020: revisions approved by the Board of Trustees