

POLICY

Unless exempt, degree students are required to demonstrate college-level proficiency in English and mathematics, specifically Elementary Algebra, by taking the College Placement Test, Next Generation Accuplacer. Full-time students must take the College Placement Test prior to registering for their first semester. Part-time students must take the College Placement Test before registering for an English or mathematics course or before registering for their twelfth credit. Exemptions may be granted to students in accordance with the procedure attached to this policy. Students are permitted to retest as many times as desired, but must wait at least four (4) days between tests for recommended brush-up and practice.

Students identified as needing skill development must enroll in the appropriate developmental course(s). Students who do not pass the appropriate course(s) will be subject to academic restrictions.

Placement testing is not required for those classified as Visiting, Non-Degree, or Personal Enrichment students. These students accept full responsibility for meeting any and all course pre-requisites.

ADOPTED: August 24, 1981
Revised: June 27, 1983
Revised: January 25, 1988
Revised: January 28, 1991
Revised: March 24, 1997
Revised: December 1, 2008
Revised: May 28, 2013
Revised: November 2, 2015
Revised: December 7, 2015
Revised: January 24, 2019
Revised: February 28, 2019
Revised: January 23, 2020

PROCEDURE

I. Testing

- A. Unless exempt (see Section B below), all degree students, both full-time and part-time (as defined in Policy #5134, Student Classification), are required to take a College Placement Test:
1. Full-time degree students must take the College Placement Test before registering for their first semester.
 2. Part-time degree students must take the College Placement Test before (a) registering for their twelfth credit and/or (b) registering for an English or mathematics course. Prior to taking a College Placement Test, students may not enroll for more than three courses in a semester.
 3. Non-degree, Visiting, and Personal Enrichment students as defined in Policy # 5134 are responsible for meeting any and all course pre-requisites and do not have to take placement tests.
 4. Non-degree students may “audit” courses without earning college credit or a course grade. A non-degree student accepts responsibility for meeting course pre-requisites. Students auditing a course may not change from audit to credit.
 5. College Placement Test scores are considered to be valid for a period of three (3) years. After three (3) years, students who have not taken the required courses indicated by the College Placement Test will have to retake the Placement Test.
 6. Students may challenge their English and/or mathematics placement scores by taking a retest as many times as desired, but must wait at least four (4) days between tests for recommended brush-up and practice.
 7. Once enrolled in an English or mathematics class and the term for that class begins, students will no longer be allowed to retest.

B. Exemptions

Students who have a High School GPA of 3.0 or higher or 80% or higher, or who meet the language arts exemptions noted in Attachment A will be waived from the English portions of the College Placement Test. (Students submitting ACT scores must provide a composite English/Writing score. Students who took the ACT without the essay must take the Writeplacer essay and, depending on their scores, may also need to take the Accuplacer Reading and Writing Placement Tests.)

Students who achieve the mathematics exemptions noted in Attachment A will be waived from the mathematics portion of the College Placement Test. However, students who want to enroll in Pre-calculus, MATH 191 or higher will be required to take the Advanced Algebra and Functions Placement Test (AAF). See Math Placement Policy 5161.

Students must make requests for these exemptions by submitting official documentation (transcripts and/or scores) to the College.

High School transcripts are considered to be valid for a period of five (5) years after the date of high school graduation.

Exemptions from placement testing are also available to students who hold bachelor's degrees or who have previously passed college-level English and/or mathematics courses. Students making requests for these exemptions must submit their transcripts to the College. The College requires official transcripts to award credit for coursework from other institutions.

II. Placement Criteria

Placement criteria measures for English and mathematics are listed in Attachment A for information purposes.

III. Student Placement in Developmental Courses

A. All Students

1. Students identified as needing development in English or algebra must demonstrate competency in the subject prior to receiving a degree from the College. Students enrolled in a certificate program that does not require a mathematics course do not need to demonstrate competency in algebra.
2. Students identified as needing development in English or algebra must pass the required developmental course(s) before enrolling in any other course in that subject area.
3. Students identified as needing development in English must enroll in the required developmental courses(s) immediately. Students identified as needing development in algebra must enroll in the required developmental course before completing **15** credits.
4. A passing grade for a developmental course is a grade of "C" or better. Developmental course credits do not count toward graduation requirements.
5. A student whose initial developmental placement is adjusted prior to the official tenth day of classes will be considered as incorrectly placed in that course and will have any reference to his/her enrollment in that course removed from his/her record.
6. Faculty teaching developmental courses may require, for course completion, that students work in a learning lab on specified assignments or that they receive the services of a designated tutor. Reasonable parameters for these requirements will be set at the discretion of the faculty member and will be tailored to the academic needs of the student.

B. Full-Time Students

1. During student registration, required developmental courses take enrollment priority over non-developmental courses. Matriculating students must enroll in required developmental English courses immediately and enroll in developmental algebra courses before completing 15 credits.
2. A new full-time student needing Reading and Writing I (ENGL 091) is limited to a maximum of 14 credits in the semester.

3. A student identified as needing Reading and Writing I (ENGL 091) must register for that course and select the remaining courses (maximum of 14 credits) from the Limited Load Course List. For information purposes, the Limited Load Course List is Attachment B to this procedure.

C. Part-Time Students

1. During student registration, required developmental English courses take enrollment priority over enrollment in non-developmental courses. Enrollment in required developmental algebra courses must take place before a student completes 15 credits.
2. A student identified as needing Reading and Writing I (ENGL 091) who wishes to take additional non-developmental courses must select the courses from the Limited Load Course List (Attachment B).

D. Limited Load Course List

Students whose performance on the College Placement Test indicates the need for remediation in ENGL 091 will be limited to a maximum credit load of 14 semester hours. The credit load must include the needed developmental course. The remainder of the credit load must be selected from the approved Limited Load Course List (Attachment B).

ADOPTED: June 28, 1983

Revised: April 3, 1984

Revised: December 9, 1985

Revised: January 13, 1988

Revised: January 29, 1991

Revised: June 23, 1992

Revised: March 25, 1993

Revised: March 25, 1997

Revised: February 23, 1999

Revised: November 2, 1999

Revised: December 4, 2007

Revised: December 2, 2008

Revised: August 25, 2009

Revised: January 25, 2011

Revised: July 19, 2011

Revised: December 5, 2011

Revised: May 2013

Revised: November 2, 2015

Revised: December 7, 2015

Revised: November 3, 2016

Revised: January 24, 2019

Revised: February 28, 2019

Revised: April 3, 2019

Revised: May 30, 2019

Revised: January 23, 2020

PROCEDURE

ATTACHMENT A

OCC PLACEMENT TEST

Degree Students, both full-time and part-time, wishing to enroll at OCC must take the College Placement Test, Next Generation Accuplacer unless they meet the placement measures listed in the following chart:

TEST/Placement Measure	ENGLISH	MATHEMATICS
Overall High School GPA	High School GPA \geq 3.0 or numeric average of 80% or higher	High School GPA \geq 3.0 or numeric average of 80% or higher that includes Algebra II and one Algebra Intensive Course (Pre-Calculus, Trigonometry or Calculus)
NEW PSAT (as of Fall 2015)	Reading Test \geq 29	Mathematics \geq 27.5
OLD PSAT (through Spring 2015)	Reading Test \geq 54	Mathematics \geq 53
NEW SAT (as of March 2016)	Evidence-Based Reading & Writing \geq 450	Mathematics \geq 500
OLD SAT (through February 2016)	Critical Reading \geq 540	Mathematics \geq 530
PARCC (as of Fall 2015)	Grade 11 English Language Arts & Literacy \geq 4	Grade 11 Algebra II \geq 4
ACT*	English/Writing with essay \geq 18 and Reading \geq 22	Mathematics \geq 22
High School Equivalency Assessments	TASC: Language Arts Reading 580 and Language Arts Writing 560 with 6 Essay HiSET: Language Arts Reading 15 and Language Arts Writing 15 with Essay 4 GED: Reasoning Through Language Arts 165	TASC Mathematics \geq 560 HiSET Mathematics \geq 15 GED Mathematics \geq 165

PSAT, SAT and ACT scores are valid for 5 years.

High School Equivalency Assessment scores are valid for 5 years.

PARCC scores are valid for 18 months beyond graduation date.

*Students submitting ACT scores must provide a composite English/Writing score. Students who took the ACT without the essay must take the Writeplacer essay, and, depending on their scores, may also need to take the Accuplacer Reading Comprehension and Sentence Skills Placement Tests.

PLACEMENT INTO ENGLISH CLASSES

High School GPA of 3.0 or higher, or numeric average of 80% or higher: No Remediation. Student registers for English 151.

Next Generation Accuplacer Essay Score of 7 or 8: No Remediation. Student registers for ENGL 151.
Next Generation Accuplacer Essay Score of 6 or less: Student takes the Reading Test and Writing Test.

Register for:	If your Next Generation Accuplacer test scores are:
ENGL 151	Writeplacer Essay ≥ 7
ENGL 151	Writeplacer Essay = 6 AND Reading + Writing ≥ 536
ENGL 098 & 151	Writeplacer Essay = 6 AND Reading + Writing between 490 and 535; OR Essay = 5 AND Reading + Writing ≥ 490
ENGL 095	Writeplacer Essay = 5 or 6 AND Reading + Writing between 474 and 489
ENGL 091	Writeplacer Essay ≤ 6 AND Reading + Writing ≤ 473
ENGL 091	Writeplacer Essay ≤ 4 with any combination of Reading + Writing scores

PLACEMENT INTO MATH CLASSES: Placement Test Scores

SCORE	*MATH COURSE PLACEMENT	
200-258	MATH 023: Algebra Basics	This is a developmental course. It does not earn graduation credits.
259-300	MATH 151: Survey of Mathematics MATH 156: Introduction to Statistics MATH 158: Algebraic Modeling MATH 168: Basic Technical Math MATH 171: Finite Mathematics MATH 181: Introduction to Probability	Students select from these courses to satisfy General Education or program requirements. Successful completion of these courses earns graduation credits.
259-275 276-300	Pre-Calculus Track: MATH 161: College Algebra for Specific Majors MATH 165: College Algebra	These courses prepare students for advanced mathematics courses and satisfy General Education requirements. Students planning to enroll in MATH 191 or higher to satisfy program requirements should select either MATH 161 or MATH 165. Students cannot earn graduation credits for both MATH 161 and MATH 165.

*Students wishing to enroll directly into Pre-calculus I, MATH 191 or higher must take the Advanced Algebra and Functions Test or meet the criteria of Multiple Measures (See Policy #5161).

Adopted: August 25, 1987

Revised: March 5, 1991

Revised: July 22, 1997

Revised: March 9, 2000

Revised: December 2, 2008

Revised: June 28, 2016

Revised: November 3, 2016

Revised: June 29, 2017

Revised: February 28, 2019

Revised: March 30, 2019

Revised: August 25, 2009
 Revised: July 19, 2011
 Revised: March 14, 2012
 Revised: November 2, 2015
 Revised: December 7, 2015

Revised: May 30, 2019
 Revised: January 23, 2020

PROCEDURE

ATTACHMENT B

College Skills Limited Load Courses (42) Master List
 For Students Enrolled in ENGL 091

BUSINESS (3)

ACCT 121	Fundamentals of Accounting	3 s.h.
BUSN 131	Introduction to Business Administration	3 s.h.
BUSN 170	Small Business Management	3 s.h.

COMPUTER STUDIES (1)

CSIT 110	Introduction to Computers and Computer Applications	3 s.h.
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HEALTH & PHYSICAL EDUCATION (2)

HEHP 210	Karate I	2 s.h.
HEHP 225	Contemporary Health	3 s.h.

HUMANITIES (23)

ARTS 170	Ceramics I	3 s.h.
ARTS 183	Basic Drawing	3 s.h.
ARTS 184	Two-Dimensional Design	3 s.h.
ARTS 186	Three-Dimensional Design	3 s.h.
ARTS 270	Ceramics II	3 s.h.
ARTS 271	Ceramics III	3 s.h.
ARTS 272	Ceramics IV	3 s.h.
ARTS 286	Painting I	3 s.h.
ARTS 287	Painting II	3 s.h.
COEM 120	Television Studio Production	3 s.h.
COMM 110	Introduction to Communications	3 s.h.
COMM 192	Voice and Diction	3 s.h.
COPH 181	Basic Digital Photography	3 s.h.
DANC 120	Modern Dance	2 s.h.
DANC 130	Ballet I	2 s.h.
DANC 150	Jazz Dance	2 s.h.
HIST 173	United States History to 1877	3 s.h.
HIST 174	United States History from 1877	3 s.h.
MUSC 150	Introduction to Group Keyboard	3 s.h.
MUSC 160	College Choir I	1 s.h.
MUSC 164	Introduction to Group Voice	2 s.h.
MUSC 173	Concert Band I	1 s.h.
THTR 193	Introduction to Acting I	3 s.h.

MATH

Mathematics courses as determined by the Quantitative Reasoning, Algebra, and Statistics test
(excluding MATH 156, MATH 171, and MATH 181).

SCIENCES (2)

BIOL 114	Principles of Biological Science	4 s.h.
CHEM 180	Introduction to Chemistry	4 s.h.

SOCIAL SCIENCES (3)

STSC 150	Student Success Seminar	2 s.h.
PSYC 172	General Psychology	3 s.h.
SOCI 181	Introduction to Sociology	3 s.h.

Adopted: August 25, 1987
Revised: March 5, 1991
Revised: July 22, 1997
Revised: November 14, 2000
Revised: September 17, 2002

Revised: August 5, 2008
Revised: August 25, 2009
Revised: March 14, 2012
Revised: July 27, 2015
Revised: February 28, 2019

Revised: March 30, 2019