

Procedure Title: Placement Assessments
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Board Policy Reference: I.B. Educational Opportunities

Accountable Administrator: Vice President Student Affairs
Position responsible for updating: Director, Enrollment Services/Registrar
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Purpose/Principle/Definitions:

Placement assessment is required for all degree seeking students and for students planning to enroll in courses that require a math, reading and or writing placement score as a pre-requisite. Early College credits students are required to meet all pre-requisite requirements with the exception of those students taking courses identified as credit-by-proficiency. Placement assessment results are valid for two (2) years from the date the assessment was taken.

Guidelines:

Placement assessments are administered at all BMCC locations. New degree-seeking students are required to take their placement assessments prior to meeting with their academic advisor or success coach. Students that have taken a math, reading and or writing course at another regionally accredited college may have the associated placement assessment waived as long as their transfer course was completed with a grade of C or better and the course can be articulated for placement purposes. Non-degree seeking students will be required to pay a placement assessment fee prior to testing.

Should a student disagree with the placement recommendation in reading or writing, they will be referred to the appropriate academic department for further placement advising and possible further testing.

Re-taking an assessment

Students may take the placement assessment in whole or in part a maximum of two (2) times, if desired. The student will be charged a re-take fee each time they retake an assessment. If the student disagrees with their math placement after retesting a maximum of two times, he/she can request to take a challenge test.

Alternative Placement Options:

The following may be used to replace and or supplement placement for math, reading, and or writing:

- Math:
 - Math Challenge Test: If the student disagrees with their math placement after retesting a maximum of two times, he/she can request to take a challenge test.
 - High School transcript: Must have graduated from high school within the last 18 months
 - Other college transcripts
 - Accuplacer math placement score: Must be received from the college or university that the student took the assessment from. Test scores must have been within the last two (2) years.
 - AP scores: test scores must have been received from The College Board. Scores are valid for up to three (3) years from the date exam was taken.
- Writing:
 - Other college transcripts
 - Accuplacer writing placement score: Must be received from the college or university that the student took the assessment from. Test scores must have been within the last two (2) years.
 - AP scores: test scores must have been received from The College Board. Scores are valid for up to three (3) years from the date exam was taken.
 - Prior Bachelor's or higher degree (for WR115 or WR121).
- Reading:
 - Other college transcripts
 - Accuplacer reading placement score: Must be received from the college or university that the student took the assessment from. Test scores must have been within the last two (2) years.
 - AP scores: test scores must have been received from The College Board. Scores are valid for up to three (3) years from the date exam was taken.

Additional options may be approved by the math, reading, or writing department.