Bluegrass Community and Technical College

Mandatory Placement Plan

2012 - 2013

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I. Placement Testing

A. All credential-seeking students with an ACT score below 18 in English, 19 in Math or 20 in Reading must take the appropriate COMPASS test. The first COMPASS test is to be administered free of charge. Charges may be levied for additional testing.

B. Students without ACT scores, or whose ACT scores are older than 3 years from the start of the semester, or who have not passed a college level course in the discipline must take the corresponding COMPASS test for the area in which they wish to take a college level class. COMPASS scores will only be valid for Mandatory Placement for 3 years.

C. High school students who wish to enroll at BCTC while still in high school, will take the appropriate COMPASS test if they do not have an ACT score of 18 in English, 19 in Math or 20 in Reading.

D. Each area will determine the COMPASS cut-off scores for courses in that area. These will be evaluated yearly.

E. Comparable ASSET scores may be substituted for COMPASS scores throughout the Mandatory Placement plan. A table of ASSET scores is given in Appendix B.

F. Students who transfer into BCTC with KYOTE scores may use these scores as a substitution for COMPASS scores within section II (Math Placement) of the Mandatory Placement plan. A table of KYOTE scores is given in Appendix C.

G. Non-credential seeking students are exempt from taking the COMPASS exam except to meet individual course pre-requisites such as those for entry-level English and mathematics courses.

H. Students who are required to take the COMPASS assessment for Reading or English, and who do not speak English as their first language, will take the COMPASS ESL assessment which consists of three parts: Reading, Grammar/usage, and Listening.

I. BCTC students may take the COMPASS test one time per day. The first time students take the test, they may take it twice in one day.

J. Students transferring from a Kentucky public post-secondary institution who have completed coursework satisfying the College Readiness Standards for a discipline, as stated by the Kentucky Council on Post-Secondary Education (CPE), may enroll in the college-level course in that discipline without additional placement testing. A table of the courses from the Kentucky public post-secondary institutions satisfying the College Readiness Standards for writing, reading, liberal arts math and college algebra can be found in Appendix D.

II. Math Placement

A. Students who have not earned credit for a college level math course must take the pre-algebra and/or algebra COMPASS exams if they have:
   1. No ACT or SAT scores available, or
   2. An ACT math subject score less than 19, or
   3. An SAT quantitative sub-score less than 460, or
   4. An ACT, SAT, COMPASS or ASSET score older than 3 years from the first day of class of the semester for which the student is registering, or
   5. Not received credit for the pre-requisite course.

B. Students will be placed in math classes based on the following COMPASS scores or ACT scores:

ACT or	**SAT or**	**COMPASS Exam**	**Math Placement**
22 or Higher	510 or Higher	Algebra 50 – 99	MAT150 or any course listed below
19 – 21	460 – 509	Algebra 36 – 49	MA 111 or any course listed below
		Algebra 31 – 35	MAT 085 (formerly MA 108R) or MAT126[2] (formerly MT125) or any course listed below
		Algebra 25 – 35	*Technical Math Courses below:* MAT105[1,2] (formerly MT105), MAT110[1,2] (formerly MT110), MAT116[1,2] (formerly MT115), or any course listed below
		Algebra 16 – 30 and Pre-Algebra 42 – 99 (provided both scores exist – see part C below)	MAT065 (formerly MT065) or any course listed below
		Pre-Algebra 24 – 41	MAT055 (formerly MT055)
		Pre-Algebra 1 – 23	Refer to Adult Education (see section VI)

[1] These technical math courses are NOT required before taking MA108R and do NOT satisfy the prerequisite for MAT150 or MA111.

[2] Students who do not have an ACT Math subject score of 19 or higher , the equivalent SAT or COMPASS Algebra score (as indicated above) or who have not successfully completed the pre-requisite course will require supplemental instruction. The supplemental instruction will be determined by the Mathematics and Statistics Division at Bluegrass Community and Technical College.

C. Students who place into MAT 065 by their COMPASS Algebra score but into MAT 055 by their COMPASS Pre-Algebra score must register for MAT 055.

III. English Placement

A. Students without ACT/SAT scores or with an ACT English subject score of less than 18 or SAT Writing score of less than 430 with no COMPASS score on file will be given the COMPASS English assessment.

B. Students will be placed in English classes based on the following COMPASS scores:

ACT or	SAT or	COMPASS Exam	English Placement
18 or Higher	Writing: 430 or Higher or Critical Reading: 450 or Higher	74 – 100	ENG 101
		39 – 73	ENC 091
		26 – 38	ENC 090
		1 – 25	Refer to Adult Education (see section VI)

C. Advisors will place students in content classes based on their English placement (refer to course list in Appendix A).

IV. Reading Placement

A. Students without ACT/SAT scores or with an ACT Reading subject score of less than 20 or SAT Critical Reading less than 470 with no COMPASS score on file will be given the COMPASS Reading assessment.

B. Students with 12 or more credit hours at the 100 level or above in general education courses with a 2.0 GPA are exempt from reading placement requirements. However, all students must meet individual course pre-requisites.

C. Students will be placed in reading classes based on the following COMPASS scores:

ACT or	SAT or	COMPASS Exam	Reading Placement
20 or Higher	470 or Higher	85 – 100	No reading placement
		83 – 84	CMS 185[1]
		Students who pass RDG 030 or CMS 185 have completed their Reading placement requirement.	
		70 – 82	RDG 030
		49 – 69	RDG 020
		1 – 48	Refer to Adult Education (see section VI)

[1] Enrollment in entry-level courses require concurrent enrollment in CMS 185.

C. Advisors will place students in content classes based on their reading placement (refer to course list in Appendix A).

V. English as a Second Language (ESL) Placement

A. **Grammar & Usage**

1. ESL students without ACT/SAT scores or with an ACT English subject score of less than 18 or SAT Writing Score of less than 430 with no COMPASS score on file will be given the COMPASS/ESL Grammar/Usage assessment.

2. Students will be placed in ESL writing classes based on the following COMPASS scores:

ACT or	SAT or	COMPASS/ESL Exam	ESL Placement
18 or Higher	430 or Higher	94 – 99	ENG 101
		84 – 93	ESL 092
		63 – 83	ESL 091
		42 – 62	ESL 090
		1 – 41	Refer to Adult Education ESL (see section VI)

B. **Reading**

1. ESL students without ACT/SAT scores or with an ACT Reading subject score of less than 20 or an SAT Critical Reading score of less than 470 with no COMPASS score on file, or who have not successfully completed a college level course will be given the COMPASS/ESL Reading assessment.

2. Students will be placed in ESL reading classes based on the following COMPASS scores:

ACT or	**SAT or**	**COMPASS/ESL Exam**	**English Placement**
20 or Higher	470 or Higher	92 – 100	No Reading Placement
		86 – 91	ESL 030
		80 – 85	ESL 020
		65 – 79	ESL 010
		1 – 64	Refer to Adult Education ESL (see section VI)

C. **Listening & Speaking**

1. ESL students who are required to take the ESL COMPASS Grammar/Usage assessment or Reading assessment will also be required to take the ESL COMPASS Listening & Speaking assessment.

2. Students will be placed in ESL listening & speaking classes based on the following ESL COMPASS scores:

COMPASS/ESL Exam	English Placement
94 – 100	No listening/speaking placement
87 – 93	ESL 013
82 – 86	ESL 012
68 – 81	ESL 011
1 – 67	Refer to Adult Education ESL (see section VI)

D. International students with a TOEFL score below 500 must complete at least one level 3 course in the BCTC ESL program before they can enroll in any course without an ESL prefix. If a student has completed at least one level 3 course in the BCTC ESL program, and has the approval of the ESL coordinator, the student may petition a program/area coordinator for permission to enroll in a course without an ESL prefix and for which the student meets the mandatory placement requirements.

VI. High School Students

Individual high school students may enroll in BCTC courses according to the same standards as college students. Exceptions may be granted in situations of collaborative dual credit or articulation agreements that contain alternative assessment and placement procedures.

VII. Adult Education

BCTC Adult Education, located at Leestown campus, has created non-credit foundation skills courses for students referred to Adult Education Services based on their COMPASS scores. These courses are being offered free of charge to students and can be taken prior to or concurrent with enrollment in a transitional course provided the student meets the prerequisites for the transitional course. Students should call (859)246-6611 to schedule an enrollment session. Students are strongly recommended to enroll in the Foundation Skills courses based on the following COMPASS scores:

COMPASS Domain	Scores	Foundation Skills Course
MATH (Pre-Algebra)	1 – 23	MT 010
ENGLISH	1 – 25	ENEN 010
READING	1 – 48	RD 010

VIII. Appeals Process

Students who wish to appeal their placement may do any of the following:

A. Retake the COMPASS exam for a fee (effective July 1, 2006). Exception: Fee waivers for a retake of the COMPASS exam are given to students who verify completion of Adult Education Remediation.

B. Complete an exam or assignment, approved and administered by the appropriate area (Math, English, Reading, or ESL). If the exam or assignment demonstrates the competencies required for the course appealed, the student will be able to by-pass that course. Results will be provided to both the student and the Advising and Assessment Center as to appropriate placement.

IX. Advising

A. All entering general education and technical program freshmen will be advised by faculty or staff advisors.

B. Students in transitional reading or lower level transitional writing classes, including ESL, shall be limited to enrollment in BCTC content classes chosen from a select list of classes (refer to course list in Appendix A) until they complete their transitional coursework. Students who enroll in courses for which they are not eligible are subject to removal.

C. It is the advisors' and the students' responsibility to be knowledgeable about the course restrictions placed on students in transitional reading, lower level transitional writing or transitional math classes.

D. Kentucky Administrative Regulation 13 KAR 2:020 states that a student must enroll in the appropriate transitional course(s) in the first two terms that a student is enrolled at the institution. In support of BCTC's QEP (Quality Enhancement Plan), should a student place into a transitional reading course, the student is required to register for that course during their first semester. Should the course not be offered at an appropriate time or not be available, the student may have the next term to complete the reading placement course.

E. It is strongly recommended that GED recipients and students in need of transitional courses in more than one area, take GEN 102 during the first semester they are enrolled in which they meet the pre-requisite skills for the course.

F. Students in RDG 020 should not have their advisor holds lifted until successful completion of RDG 020. Any changes to the student's schedule must be approved by the RDG 020 advisor.

G. It is not recommended that a student placing into RDG 020 or RDG 030 enroll in ENG 101 until successful completion of the transitional reading coursework.

X. Assessment

A. Students successfully completing a transitional course (Math, English, Reading, or ESL) will proceed to the next course in the appropriate area sequence in the next semester enrolled.

B. Effectiveness of developmental activities and review of cut-off scores will be evaluated at regular intervals.

XI. Approval Process

A. The Mandatory Placement (MP) Committee, on an annual basis, forwards the BCTC Mandatory Placement Plan to the BCTC Academic Standards and Admissions (ASA) Committee with recommended revisions:

1. Ensuring compliance between the BCTC Mandatory Placement Plan and the KCTCS Administrative Policies and Procedures Section 4.13 as well as the Council on Postsecondary Education,
2. Reflecting any course changes, program changes or school policy changes, and
3. Addressing new issues to best meet the students' academic needs.

B. The Academic Standards and Admissions (ASA) Committee makes recommendations to the Faculty Council concerning the BCTC Mandatory Placement Plan.

C. The Faculty Council, acting on behalf of the faculty, will vote for approval concerning the BCTC Mandatory Placement Plan.

Appendix A

Course List for Students Enrolled in Transitional Reading or Writing

Students taking transitional reading or writing will have limited choices. They will most likely be taking a math class and a writing class. To be a full-time student, they will need at least 12 hours. Recommendations are listed below with credit hours in parentheses.

Courses for Students Taking Transitional READING (RDG 020 or 030) besides writing & math:

ACH 100 Construction Document I (3)
ACH 160 Bldg Materials & Constr I (3)
ACH 161 Bldg Materials & Constr II (3)
ACH 194 Visual Composition I (3)
ART 100 Introduction to Art (3)
CAD 100 Intro to Computer Aided Design (3)
CAD 102 Drafting Fundamentals (4)
CET 150 Civil Engineering Graphics (3)
CIT 103 Computer Literacy (1)
CRJ 100 Intro to Criminal Justice (3)
DRE 015 College Study Strategies (3)
GEN 102 Foundations of Learning (3)
HSE 101 Intro to Health Sciences (1)
IMD 100 Introduction to Information Systems (3)
IMD 116 Keyboarding (2)
IMD 117 Keyboarding and Basic Word Processing (3)
MGT 120 Personal Finance (3)
MGT 160 Introduction to Business (3)
MGT 288 Self-Management (3)
MTT 114 Fundamentals of Machine Tools (7)
MUS 100 Introduction to Music (3)
NAA 100 Nursing Assistant Skills I (3)
OST 101 Keyboarding & Intro To Word Processing (3)
SDC 100 College Survival Seminar (1)
SDC 102 Stress Management Seminar (1)
SDC 105 Career Planning Seminar (1)
SDC 109 Employability Skills (1)
SMT 110 Principals of Surveying (3)

Courses for Students Taking Transitional WRITING (ENC 090) besides math & reading:

ACH 100 Construction Document I (3)
ACH 160 Bldg Materials & Constr I (3)
ACH 161 Bldg Materials & Constr II (3)
ACH 194 Visual Composition I (3)
ART 100 Introduction to Art (3)
CAD 100 Intro to Computer Aided Design (3)
CAD 102 Drafting Fundamentals (4)
CLA 131 Medical Terminology (3)
DRE 015 College Study Strategies (3)
GEN 102 Foundations of Learning (3)
HSE 101 Intro to Health Sciences (1)
IMD 100 Introduction to Information Systems (3)
IMD 116 Keyboarding (2)
IMD 117 Keyboarding & Basic Word Processing (3)
MGT 120 Personal Finance (3)
MGT 160 Introduction to Business (3)
MTT 114 Fundamentals of Machine Tools (7)
MUS 100 Introduction to Music (3)
NAA 100 Nursing Assistant Skills I (3)
OST 101 Keyboarding & Intro To Word Processing (3)
SDC 100 College Survival Seminar (1)
SDC 102 Stress Management Seminar (1)
SDC 105 Career Planning Seminar (1)
SDC 109 Employability Skills (1)
SMT 110 Principals of Surveying (3)

Appendix B

Table of ASSET Placement Scores

Math – Elementary Algebra

Scaled Score	***Placement***
Elementary Alg: 46 – 55 Intermediate Alg: 43 – 55	MAT 150 or any course listed below
Elementary Alg: 41 – 45 Intermediate Alg: 39 – 42	MA 111 or any course listed below
Elementary Alg: 39 – 40 Intermediate Alg: 36 – 38	MA108R or MAT126[2] (formerly MT125) or any course listed below
Elementary Alg: 34 – 40 Intermediate Alg: 33 – 38	*Technical Math Courses Below:* MAT105[1,2] (formerly MT105), MAT110[1,2] (formerly MT110), MAT116[1,2] (formerly MT115), or any course listed below
Elementary Alg: 27 – 38 Intermediate Alg: 26 – 35	MAT 065 (formerly MT065), or any course listed below
Numerical Skills Test	
38 – 55	MAT 065 (formerly MT065), or any course listed below
25 – 37	MAT 055 (formerly MT055)
Below 25	Refer to Adult Education (see Section VI)

[1] These courses are not required prior to taking MAT 085 (FORMERLY MA 108R) and do not satisfy the prerequisite for MAT150 or MA111

[2] Students who do not have an ASSET Elementary Algebra score of 41, ASSET Intermediate Algebra score of 39, the equivalent ACT, SAT or COMPASS scores or who have not successfully completed the pre-requisite course will require supplemental instruction. The supplemental instruction will be determined by the Mathematics and Statistics Division at Bluegrass Community and Technical College.

Writing

Scaled Score	***Placement***
43 – 55	ENG 101
38 – 42	ENC 091
33 – 37	ENC 090
Below 33	Refer to Adult Education (see Section VI)

Reading

Scaled Score	***Placement***
44 – 55	No Reading Placement
43	CMS 185
Students who pass RDG 030 or CMS 185 have completed their Reading placement sequence requirement.	
38 – 42	RDG 030
32 – 37	RDG 020
Below 32	Refer to Adult Education (see Section VI)

Appendix C

Table of KYOTE Placement Scores

Mathematics Placement Test (MP)
College Algebra Test (CA)

Scaled Score	***Placement***
CA: 14 or Higher	MAT 150 or any course listed below
MP: 27 – 30 and CA: 7 – 13	MA 111 or any course listed below
MP: 21 – 26 or CA: 7 – 13	MA108R or MAT126[2] (formerly MT125) or any course listed below
CA: 5 – 13	*Technical Math Courses Below:* MAT105[1,2] (formerly MT105), MAT110[1,2] (formerly MT110), MAT116[1,2] (formerly MT115), or any course listed below
MP: 12 – 20 or CA: 0 – 6	MAT 065 (formerly MT065), or any course listed below
MP: 0 – 11	MAT 055 (formerly MT055)

[1] These courses are not required prior to taking MAT 085 (FORMERLY MA 108R) and do not satisfy the prerequisite for MAT150 or MA111.

[2] Students who do not have a KYOTE Mathematics Placement Test score of 27, KYOTE College Algebra score of 7, the equivalent ACT, SAT or COMPASS scores or who have not successfully completed the pre-requisite course will require supplemental instruction. The supplemental instruction will be determined by the Mathematics and Statistics Division at Bluegrass Community and Technical College.

Reading

KYOTE Score	***Placement***
20 or higher	No reading required

English

KYOTE Score	***Placement***
6 or higher	ENG 101

Appendix D

Transfer Courses Satisfying College Readiness Standards

Any transfer student having successfully completed the following courses at their transfer institution, have satisfied the College Readiness Standards (as determined by the Kentucky Council of Post-Secondary Education) for the corresponding KCTCS course. Therefore, the student will be allowed to enroll in the stated KCTCS course without additional placement testing.

Writing

Transfer Institution	KCTCS Course – ENG 101
Eastern Kentucky University	ENG 095
Kentucky State University	ENG 099
Morehead State University	ENG 099
Murray State University	ENG 100
Northern Kentucky University	ENGD 090
Western Kentucky University	DENG 055
University of Kentucky	-NA-
University of Louisville	-NA-

Reading

Transfer Institution	KCTCS – No Reading Course Required
Eastern Kentucky University	ENR 095 or ENR 116
Kentucky State University	ENG 103
Morehead State University	EDEL 097
Murray State University	REA 100
Northern Kentucky University	RDG 091 or RDG 110
Western Kentucky University	DRDG 080 or LTCY 199
University of Kentucky	-NA-
University of Louisville	GEN 105

Math

Liberal Arts Math

Transfer Institution	KCTCS Course – MAT 146 or MA 111
Eastern Kentucky University	MAT 095
Kentucky State University	MAT 096
Morehead State University	MATH 091
Murray State University	MAT 100
Northern Kentucky University	MAHD 095
Western Kentucky University	DMA 096
University of Kentucky	-NA-
University of Louisville	-NA-

College Algebra

Transfer Institution	KCTCS Course – MAT 150
Eastern Kentucky University	MAT 097 or MAT 098
Kentucky State University	MAT 097
Morehead State University	MATH 093
Murray State University	MAT 105
Northern Kentucky University	MAHD 099
Western Kentucky University	DMA 096
University of Kentucky	-NA-
University of Louisville	-NA-