

Hazard Community and Technical College's Implementation Procedures for the 2019-2020 KCTCS Assessment and Placement Policy, Effective Fall 2019

Who must be assessed and take the courses recommended by an approved assessment test?

- A. **First time Credential-seeking** (certificate, diploma, or associate degree) **students**.
- B. **Credential-seeking transfer students** (from outside KCTCS) who have not successfully completed college level English and/or math.
- C. Students who are **undecided** about their choice of program.
- D. **Transient students** who plan to take English or math courses and have not successfully completed college level English and/or math or who need to meet a prerequisite for a specific course.
- E. **High school students** must meet all course prerequisites.
- F. **Dual Credit Students** are classified as non-degree seeking students. However, all non-degree seeking students, including dual credit students, must meet course prerequisites.
- G. **Non-credential seeking students** who have not successfully completed college-level English and /or math and change to credential-seeking status.

All scores are valid for a period of four years from the date of test for the purposes of this assessment and placement policy.

Who is exempt from assessment for course placement?

- Students seeking continuing education certificate programs. These are certificates for short term trainings for workers already in the workforce who need to upgrade their skills in a particular aspect of their current job or who need extra training for promotion at their current job.
- Students enrolled in the following certificate and diploma programs:
 - 1. Detailer (C)
 - 2. Electro Hydraulic Technician (C)
 - 3. Industrial Maintenance Electrical Mechanic (C)
 - 4. Maintenance Mechanic Level I (C)
- Students enrolled in certificate programs with a requirement of 18 credits or less.
- Students who do not intend to seek an educational credential (certificate, diploma, associate degree); these students cannot receive financial aid.

Retesting Policy

Students may request a retest with KYOTE for math, or TABE Level A or Wonderlic for English and Reading. All of these assessments are given in the HCTC Testing Centers and are free of charge to HCTC students.

Students will be encouraged to remediate their skills before retesting.

Students who choose to retest will complete the following steps:

1. Arrange a time for retesting at HCTC by contacting the Testing Center on the Hazard Campus or the Lees College Campus.
2. Take the appropriate test for your subject.
3. The test administrator will keep one copy of the new test scores and give one copy to the student. KYOTE scores must be hand entered. This process may mean a slight delay between when the retest was taken and when the scores will be viewable in PeopleSoft.
4. If placement is changed as a result of retesting, students, along with assistance from their advisors, should work on a schedule change. Changes will only be processed ***before the end of the drop/add period.***

Additional notes about advising developmental students

1. It is important to **present the assessment and placement policy as a positive opportunity**. It is the advisor's responsibility to make sure the policy is administered consistently and fairly in every case. Advisors need to communicate to their advisees their belief in the importance of developmental education. **KCTCS course placement standards must be followed.**
2. If you encounter **students who seem resistant to taking the courses into which they have assessed**, you can remind them of the following:
 - Mandatory assessment and placement is the statewide policy for all Kentucky public 2 and 4-year institutions; thus, these same guidelines are being implemented at all state institutions.
 - Developmental classes are an opportunity to fill gaps that may have resulted from missed school, time out of school, lack of seriousness about high school, or other reasons.
 - Much learning is sequential. It is necessary to master each level before progressing to the next higher level in order to maximize your chances for success;
 - Remind students that they have the option of working with Adult Education/Kentucky Skills U to remediate their skills ***prior to classes beginning.*** In

other words, if students want to take responsibility for their learning and placement, we have established the procedures for that opportunity.

- Show students a course syllabus or the textbook for the class they want to take. A careful look at the required material may deter a student from taking a too-difficult class—or give that student the necessary confidence to tackle a higher level course.
 - We offer accelerated learning options. Highly motivated students can potentially work through their developmental courses in one semester or less.
 - Any other reasons that the advisor is aware of that will stress the importance of taking the appropriate classes.
3. Corequisite courses are designed so that students may skip one level of developmental coursework and take the next level up with added support. Corequisites courses are designed as a college-level course and a support course, paired together, so that students may get the extra support they need to be successful.

*Each semester you can see specific corequisite course sections in the Developmental Education Advising Update.

4. Students who test at the ABE or developmental level should be placed in the one developmental level offered at HCTC. For math, this will be MAT 11. For English and reading, this will be IRW 095.
5. Students who receive financial aid can receive aid (if they stay eligible per their GPA and other Standards of Academic Progress [SAP] mandates) for the following maximum amounts:
- **90 credits for degree programs***
 - **72 credits for diploma programs***
 - **48 credits for certificate programs***

Thus there is aid for students who need to use some of their aid for courses that will prepare them for their program courses, such as developmental classes. However, since every W, MP, I, E, F, and AU (audit) grade also counts in the total credits the student attempts, students must be cautioned to take every class seriously and make every effort to successfully pass each course on their first attempt. It doesn't take long for that "extra" 50% to be used up if a student makes a habit of failing or withdrawing from classes.

*Federal law actually says students can receive aid for 150% of their program of study, but institutions are allowed the flexibility to enforce stricter requirements. At this time, KCTCS has instituted the credit hour amounts for each credential as listed above.

6. Students do not have to take a college level course to be eligible for financial aid. Students taking only developmental courses can receive financial aid.
7. We must take care to place students in courses appropriate to their reading ability; however, in most cases we cannot prevent students from taking college courses based on

their reading scores alone. In all cases, as conscientious advisors, we will want to advise our students to take classes with which they will have the most likelihood of success.

8. Students are encouraged to take advantage of resources such as the tutoring labs, library services, and adult education services.

Student Progression and Tracking in Developmental Courses

- As completed, developmental classes will be graded (although these grades do not affect the student's grade point average). **No D grades are to be given in developmental courses.** MP's are appropriate for students falling into the traditional D grade range.

Revised 5/8/01; 8/7/2003; 5/23/2005; 3/26/2012; Approved by ALT 3/27/2012.

Revised 5/9/2014; 5/28/2014; 6/29/2014; 4/24/2015; Approved by ALT 6/30/2014; 4/27/2015.

Revised 9/8/2016; 9/13/2016; Approved by ALT 9/19/2016.

Revised 7/31/2018; Approved by ALT 8/6/2018.

Revised 2/13/2019; 2/19/2019; Approved by ALT 3/1/2019.