

**BROOKDALE COMMUNITY COLLEGE
COLLEGE REGULATION
5.0034R**

I. Title of Regulation

Pre-Registration Testing/Basic Skills

II. Objective of Regulation

The College recognizes that some students may arrive at Brookdale academically under-prepared for college level courses. To help prepare students to succeed in college and to ensure the integrity of college-level courses, courses in basic skills reading, writing and mathematics are provided as part of a comprehensive Basic Skills program. The Basic Skills program consists of testing, placement, counseling, courses, and support services. The objectives of the program are:

- assess and identify students' academic needs;
- address these needs through counseling and basic skills coursework in writing, reading, and mathematics and related support services;
- establish requirements for enrollment in and completion of necessary basic skills courses.

II. Authority

Board of Trustees Policy #6.1000

III. Regulation Statement

The College will provide Accuplacer placement testing to identify and assess students' academic needs. Students identified as needing development in the skills necessary to succeed in college-level courses are required to take and pass basic skills courses as outlined below. Basic Skills courses are offered below the 100 level or institutional credit and will not be counted as credits toward graduation.

A. Accuplacer Placement Testing

The following students are required to be tested for placement:

1. All first-time entering full-time and part-time matriculated students.
2. Transfer students who have not passed a college-level writing course or a college-level math course beyond elementary algebra (only the appropriate Accuplacer subject tests are required). Students with fewer than 24 credits of college-level courses must take the Reading Accuplacer test.
3. Non-matriculating students registering for their 12th credit.
4. Non-matriculating students below the 12th credit who wish to register for basic skills course or a course with basic skills pre/co-requisites.

5. Students at the end of the ESL sequence.

Waivers and Deferments

Waivers from testing will be assigned by the Office of the Registrar or a designee.

The requirement for placement testing may be deferred for:

- Students who require instruction in English as a second language
- Other reasons that would prevent test taking

The requirement for placement testing is waived for:

- Students who are 65 years of age or older
- A transfer student with 25 or more transferable credits showing evidence of English composition and mathematics
- A student with a Bachelors degree from a regionally accredited collegiate institution
- Students with specific SAT scores

The requirement for placement testing may be waived for:

- Students who provide verifiable documentation of proficiency level in Basic Skills. Such documentation may include (but is not limited to) scores on an equivalent placement test or a passing grade in a basic skills course at another regionally accredited collegiate institution.
- Other reasons that would prevent test taking

Retesting

Students are entitled to one retest per subject area. A retest in a given subject area must be taken prior to the end of the add/drop period in the first semester of the required basic skills course in that subject. A referral from a counselor is required before a retest can be administered. (dead-line date added to the referral form- determined by counselor)

B. Counseling

All tested students are required to meet with a counselor to plan appropriate course selection prior to registration. Students will continue to meet with a counselor prior to registration for each term until they have completed basic skills requirements. Students may not withdraw from a basic skills course without first meeting with a counselor.

Counselors may waive students from the requirement to take basic skills courses based on verified information that indicates that the student has demonstrated mastery of the appropriate basic skills, processes, and bodies of knowledge.

C. Course Completion

Students identified as requiring developmental coursework will be placed in those courses as follows:

- Basic Skills Reading: within the first 12 credits
- Basic Skills Writing: within the first 12 credits
- Basic Skills Mathematics (Algebra and/or Prealgebra): within the first 12 credits unless the counselor determines that developmental reading and writing should be completed first; in that case, in the first semester following completion of required developmental reading.

In order to fulfill Basic Skills requirements, students must pass all required basic skills courses. Students who do not complete a basic skills course are required to re-register for the course in the next term. The Registrar will notify the students who fail a basic skills course(s) through email and his or her counselor of the requirement to re-register for the course.

Students may not register for any course for which they have not met Basic Skills prerequisites or co-requisites. (In a 2 or a 3 course sequence students must take the next course in the sequence.)

IV. Responsibility for Implementation

Executive Vice President for Educational Services

Approved: President

3/94

Effective: 3/94

Revised: 4/01

Revision

Approved: 5/7/01

Effective: 5/7/01

Revision

Approved: October 2006

Effective: October 2006