



# COLLEGE of CENTRAL FLORIDA

## POLICY MANUAL

<b>Title:</b> COLLEGE PREPARATORY TESTING, PLACEMENT, AND INSTRUCTION	<b>Number:</b> 7.12	<b>Page:</b> 1 of 2
<b>See Procedures:</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
<b>Legal Authority:</b> Florida Statutes 1001.03, 1001.52, 1001.64, 1007.263, 1008.30 FAC: 6A-10.0315, 6A-10.038	<b>Board Adoption/Revision Approval</b> <b>Dates:</b> 6/10/87, 10/19/88, 12/2/98, 10/22/02, 10/25/05, 6/21/11	

Degree-seeking students in either Associate in Science or Associate in Arts programs must enroll in college preparatory course work based on the cutoff scores in place for the SAT, ACT, or state approved placement tests.

Students with SAT or ACT scores below state-mandated cutoff scores are retested, using the state approved placement tests. A student who re-tests successfully may "test-out" of a college prep course, and the test scores are entered into student history and transcripts.

In accordance with F.S. 1008.30, public post-secondary educational institution students who have been identified as requiring additional preparation pursuant to sub-section (1) shall enroll in college preparatory or other adult education pursuant to s. 1004.93 in community colleges to develop needed college-entry skills. These students shall be permitted to take courses within their degree program concurrently in other curriculum areas for which they are qualified while enrolled in college-preparatory instruction courses. A student enrolled in a college-preparatory course may concurrently enroll only in college credit courses that do not require the skills addressed in the college-preparatory course. The State Board of Education, in conjunction with the Board of Governors, shall specify the college credit courses that are acceptable for students enrolled in each college-preparatory skill area. A student who wishes to earn an associate in arts or a baccalaureate degree, but who is required to complete a college-preparatory course, must successfully complete the required college-preparatory studies by the time the student has accumulated 12 hours of lower-division college credit degree coursework; however, a student may continue enrollment in degree-earning coursework provided the student maintains enrollment in college-preparatory coursework for each subsequent semester until college-preparatory coursework requirements are completed, and the student demonstrates satisfactory performance in degree-earning coursework. A passing score on a standardized, institutionally developed test must be achieved before a student is considered to have met basic computation and communication skills requirements; however, no student shall be required to retake any test or sub-test that was previously passed by said student. Credit awarded for college-preparatory instruction may not be counted toward fulfilling the number of credits required for a degree.



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Students should enroll in at least one college preparatory course in their first term. A student may take other appropriate college level courses in addition to college preparatory courses if a student chooses to do so. However, all college preparatory courses must be completed prior to enrolling in more than 12 credit hours of college level courses.

Failure to comply with this rule will affect a student's ability to enroll in college level courses and may affect a student's financial aid award.

College preparatory courses cannot be used toward degree requirements, and grades earned in such courses are not calculated in the overall grade point average.

Students shall not enroll for more than three semesters of any college preparatory course. Students enrolled in English as a second language may be exempt from this limitation based on a plan submitted by the institution and approved by the State Board of Education.

Students who score below college level in any area of the common placement test will be notified of alternative remedial options. A display, prominently located in the Enrollment Services Center on the Ocala Campus and the administration office areas on the Citrus Campus and in the Levy County Center, will include, as a minimum, information about options provided by the community college, adult education programs, and programs provided by private sector vendors. Notification of the college's policy will be included in the College Catalog. The college will not endorse, recommend, evaluate or rank any of the providers. Vendors requesting inclusion on the display shall contact the office of the Chief Student Affairs Officer.