4.13 Kentucky Community and Technical College System Student Assessment and Placement Policy

Students enrolling in KCTCS colleges for the purpose of earning credit applicable toward an educational credential (certificate, diploma, or associate degree) must demonstrate through the submission of scores on specified assessment instruments that they possess the minimum academic skills essential for success in courses required for the credential. Students who do not demonstrate these academic skills must remedy the identified skill deficiencies by enrollment in transitional education courses or entry-level courses with approved supplementary academic support within the first two terms of enrollment per Council on Postsecondary Education regulation 13 KAR 2:020. Enrollment shall continue consecutively until all required transitional education is complete.

Students who do not intend to seek an educational credential (non-degree) are exempt from taking the assessment instrument. Transfer 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 such as those for entry-level English and mathematics courses.

This assessment and placement policy specifically applies to:

- Credential-seeking students who will enroll in a KCTCS college for the first time in Fall 2010 or later including students who intend to transfer to another college or university.
- Students who are undecided about their choice of program.
- Transfer students who have not demonstrated academic skills appropriate for the educational credential they seek, either through assessment results or successful completion of relevant entry-level courses.
- Students who change their status from non-credential seeking to credential-seeking and who have not demonstrated the academic skills appropriate for the educational credential they seek.
- Students in certificate and diploma programs who will enroll in a KCTCS college for the first time in Fall 2010 or later, except students in programs identified in Attachment 1.

4.13.1 General Provisions

Assessment instruments from ACT, Inc. are the preferred assessment instruments. However, SAT scores will be accepted in lieu of ACT scores. SAT scores cannot be used to determine placement in developmental courses. Minimum admission scores in reading, English, and mathematics are included in each placement chart to indicate the level of academic skills required for placement in KCTCS courses and programs. Official scores on COMPASS and KYOTE placement tests given by the Kentucky Department of Education will be accepted by KCTCS for placement purposes consistent with the KCTCS-KDE COMPASS Data Exchange Memorandum of Agreement (2010).

Students with disabilities may request accommodation consistent with the provisions of Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990.

Students who are undecided about their choice of program may be eligible for financial aid programs. Students who do not intend to seek a credential (non-degree) are not eligible for financial aid.

4.13.1.1 Associate Degree-Seeking Students

For students seeking any associate degree, a minimum score of 20 on the ACT in reading, 19 in mathematics, and 18 in English qualifies the student to enroll in appropriate entry-level courses in the disciplines. For students who do not submit ACT scores or whose ACT scores are below the minimum for placement into entry-level courses, refer to the mathematics, reading, and English charts for the relevant COMPASS or ASSET score and associated course placement. Students whose COMPASS or ASSET scores are below the level for placement in transitional courses will be referred to adult basic education services.

Students requiring developmental education will be placed in the appropriate course(s) during the first two terms of enrollment.

MATHEMATICS ASSESSMENT AND COURSE PLACEMENT

ACT	SAT	COMPASS Algebra Domain	ASSET	KYOTE[3]	KCTCS Courses
27 or higher	610 or higher	83-99	NA	NA	MAT 170, MAT 175 or any course listed below
22 or higher	510 or higher	50-99	El. Alg. 46-55 Int. Alg. 43-55	CA 14 or higher	MAT 150 or any course listed below
19-21	460 or higher	36-49	El. Alg. 41-45 Int. Alg. 39-42	CA 7-13 and MP 27 or higher	MAT 150 with MAT 100 or supplemental instruction[1]; MAT 146, MAT 105; MAT 110; MAT 116; MAT 126 or any course listed below
		31-35	El. Alg. 39-40 Int. Alg. 36-38	CA 7-13 or MP 21-or higher	Intermediate Algebra or any course numbered MAT 105 through MAT 126[2] with supplemental instruction[4] or any course listed below
		25-35	El. Alg. 34-40 Int. Alg. 33-38	CA 5-13	All courses numbered MAT 105 through MAT 116[2] with supplemental instruction[4] or any course listed below
		16-30	El. Alg. 27-38 Int. Alg. 26-35	MT 055 = MP 0-11 MT 065 = CA 0-6 or MP 12-20	MAT 065 provided that, IF there is a concurrent pre-algebra score, it is between 42-99; or any course listed below

		COMPASS Pre-algebra Domain			
		42-99	N. Skills 38-55	CA 0-6 or MP 12-20	MAT 065 or any course listed below
		24-41	N. Skills 25-37	MP 0-11	MAT 055
		Less than 24	N. Skills 23-24		ARI 030 or Refer to Adult Basic Education

[1] MAT 100 offers supplementary academic support for MAT 150.
[2] MAT 105, MAT 110, MAT 116 do not serve as prerequisites for Intermediate Algebra.
[3]The KYOTE College Algebra Placement Test (CA) is administered after the (Transitional) Mathematics Placement Test (MP) if the MP score is 27 or higher.
[4] Enrollment permitted only with concurrent supplementary instruction. *College designated supplemental instruction must offer supplementary academic support, such as extra class sessions, additional labs, tutoring, and increased monitoring of students, beyond that usually associated with an entry-level course.*
NOTE: Colleges may seek approval from the Chancellor for use of alternate assessment instruments.

READING ASSESSMENT AND COURSE PLACEMENT

ACT	SAT	COMPASS	ASSET	KYOTE	KCTCS Courses
ACT 20 or higher	470 Critical Reading	COMPASS 85-100	ASSET 44-55	20 or higher	No reading required
		COMPASS 83-84	ASSET 43		Entry-level courses with concurrent enrollment in CMS 185, or supplemental instruction[1, 2]
		COMPASS 70-82	ASSET 38- 42		RDG 030[2] or DRE 030 [2]
		COMPASS 49-69	ASSET 32-37		RDG 020
		COMPASS 48 and below	No score available		Refer to Adult Basic Education for Reading

[1]*Supplemental instruction, such as extra class sessions, additional labs, tutoring, and increased monitoring of students beyond that usually associated with an entry-level course, to be developed and provided at the college.*
[2] *After the completion of this option students can move to entry level courses without additional supplemental instruction.*
NOTE: Transfer 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.

ENGLISH ASSESSMENT AND COURSE PLACEMENT

ACT	SAT	COMPASS	ASSET	KYOTE	KCTCS Courses
18 or above	Writing 430 or Critical Reading 450	COMPASS 74 -100	ASSET 43-55	6 or higher	ENG 101
		COMPASS 39-73	ASSET 38-42		ENC 091
		COMPASS 26-38	ASSET 33-37		ENC 090 or ARI 010
		COMPASS 25 and below			Refer to Adult Basic Education for English

Note: Students may be advised to enroll in ENC 092 (Writing Laboratory), or ENG 100, or supplemental work defined by the college concurrent with their enrollment in ENG 101 if they have completed ENC 091 and need the assistance provided by the writing laboratory. Supplemental instruction includes extra class sessions, additional labs, tutoring, and increased monitoring of students beyond that usually associated with an entry-level course.

4.13.1.2 Certificate and Diploma-Seeking Students

KCTCS has determined cut-off scores for placing students in certificate and diploma programs. Certificate and diploma programs with their cut-off scores are presented in Attachment 2 (COMPASS) and Attachment 3 (WorkKeys). Colleges may exempt students enrolled in selected certificate and diploma programs from assessment and placement in mathematics, English, and reading by using the waiver process described below.

4.13.2 Special Provisions

4.13.2.1 Students with Borderline Scores

KCTCS colleges may place students seeking a credential who score below the system-wide standard into an entry-level college course, if the course offers supplementary academic support, such as extra class sessions, additional labs, tutoring, and increased monitoring of students, beyond that which is usually associated with an entry-level course. Students whose COMPASS score is within three points of the minimum admission level for the desired course or program and who have taken the diagnostic portion of the relevant subtest(s) may enroll in the course or program. Evidence of the completed supplemental academic support will be placed in the student's file.

4.13.2.2 Waivers

A college may establish procedures to exempt students from placement determinations based on assessment results. The procedure must include the conditions under which a waiver will be granted. COMPASS scores may be waived for students applying for certificate or diploma programs whose WorkKeys scores at or within one level identified through the WorkKeys program profile. The college

must identify the students who are granted a waiver and the reason for the waiver. The college's waiver policy must be on file in the college and system Academic Affairs Office.

4.13.2.3 High School Students

Alternative 1: High school students may enroll in KCTCS courses under collaborative dual credit and articulation agreements that contain alternative assessment and placement procedures. Collaborative agreements may be at the college level or system-wide.
Alternative 2: Individual high school students may enroll in KCTCS courses according to the same standards as college students.

4.13.2.4 English as a Second Language (ESL)

Some KCTCS colleges offer instruction to non-native English speakers. The ESL portion of the ACT/COMPASS (reading and grammar/usage) should be administered to non-native English speakers to determine appropriate placement in entry-level or ESL courses. ESL students will take COMPASS for mathematics placement.

ENGLISH AS A SECOND LANGUAGE	
READING ASSESSMENT AND COURSE PLACEMENT	
92-99	Entry-level course
80-91	ESL 053 (High-Intermediate Reading for Non-Native Speakers)
65-79	ESL 052 (Improved College Reading for Low-Intermediate Non-Native Speakers)
38-64	ESL 051 (Introduction to College Reading for Non-Native Speakers)
1-37	Refer to Adult Basic Education
ENGLISH (GRAMMAR/USAGE) ASSESSMENT AND COURSE PLACEMENT	
94-99	ENG 101
84-93	ESL 063 (Foundations of College Writing III for Non-Native Speakers)
63-83	ESL 062 (Foundations of College Writing II for Non- Native Speakers)
42-62	ESL 061 (Foundations of College Writing I for Non-Native Speakers)
1-41	Refer to Adult Basic Education

Note: Grammar and usage scores are to be used in conjunction with a writing sample.

2-2-00	6-19-01; 3-16-04; 10-4-05; 8-30-06; 5-10-07; 10-29-09; 1-31-11; 3-1-11; 2-27-11	6-19-01; 3-16-04; 10-4-05; 8-30-06; 5-10-07; 10-29-09; 1-31-11; 3-1-11; 2-27-12
Date Approved by President, KCTCS	Date(s) of Last Review *(Include all dates in chronological order)*	Date(s) of Last Revision *(Include all dates in chronological order)*

(SIGNED)	2-27-12	(SIGNED)	2-27-12
Recommended by	Date	President, KCTCS	Date

Attachment 1

Certificate and Diploma-Seeking Students: Exempt from Assessment and Placement

Students who enroll in the following certificate and diploma programs at any college are exempt from assessment and placement requirements. Students who are enrolled in continuing education certificate programs at any college are exempt from assessment and placement requirements. Other exemptions may be granted through the college waiver process.

Credentials having 18 credits or below will be exempt from assessment and placement requirements. For credentials that have a range of credits with the low end being below 19 hours and the high end being over 19 hours, exemption only applies to credentials completed in 18 hours or less.

NOTE: All course prerequisites apply. COMPASS/ACT scores may be required if prerequisites include college-level placement in English or mathematics.

Diplomas and Certificates*:

Computer Aided Drafting Technician I (C)
Detailer (C)
Electro Hydraulic Technician (C)
Industrial Maintenance Electrical Mechanic (C)
Industrial Maintenance Mechanic Level I (C)

*Certificates with 18 credits or less are not listed here; refer to KCTCS catalog.

Attachment 2

Certificate and Diploma-Seeking Students: COMPASS Scores

For students seeking a certificate or diploma, minimum assessment (COMPASS) scores in mathematics, reading, and English (writing) are required for program admission. Each certificate and diploma program is assigned an admission placement level. Refer to *KCTCS COMPASS Program Admission Criteria, Fall 2012*, included with this attachment, for appropriate scores for programs. Students intending to enroll in these programs are not exempt from admission requirements; however, concurrent enrollment in program courses and academic-related (transitional) instruction is permitted. Certificates approved in 2006 or later individually specify assessment and program placement levels, which may differ from, but not be less than those presented in the chart below. Certificates embedded in associate degree programs may have placement levels less than the minimum ACT scores required for associate degrees.

CERTIFICATE/DIPLOMA ASSESSMENT AND PROGRAM PLACEMENT						
	Reading		**Mathematics (Pre-Algebra Domain)**		**English (Writing)**	
	COMPASS	**ASSET**	**COMPASS**	**ASSET**	**COMPASS**	**ASSET**
I	80	42	42	38	64	41
II	74	39	34	35	49	39
III	64	36	25	31	36	37
IV	44	23	17	23	14	23

KENTUCKY COMMUNITY AND TECHNICAL COLLEGE SYSTEM

COMPASS
PROGRAM ADMISSIONS CRITERIA
Fall 2012

COMPASS
UNCONDITIONAL ADMISSIONS SCORES
MASTER LIST
MATH – READING – WRITING

Alternate Admissions

Students who do not meet the admission criteria listed below, may qualify for alternate admission by meeting one or more of the follow criteria:

- Scoring an ACT composite score of 17.
- Earning 12 credit hours of postsecondary college level (non-transitional education) work in the last 7 years.
- Complete the appropriate Transitional Education course(s) sequence.

Students who successfully complete all course work without providing qualifying COMPASS scores are not required to test at the end of the course work to earn a credential.

NOTE: Alternate admission criteria do not apply to programs that have a separate selective admission policy.

Math scores listed below are for Pre-Algebra Domain scores unless designated.

General Area – 21st CENTURY LIFE SKILLS

Math	Reading	Writing
35	84	70

General Area – ADVANCED INTEGRATED TECH

Math	Reading	Writing
31	70	74

General Area – AFRICAN AMERICAN STUDIES

Math	Reading	Writing
36	85	74

General Area – AGRICULTURAL TECHNOLOGY

Math	Reading	Writing
34	74	49

General Area – AIR CONDITIONING TECHNOLOGY

Math	Reading	Writing
42	80	64

General Area – APPALACHIAN STUDIES

Math	Reading	Writing
42	80	64

General Area – APPLIED ENGINEERING TECHNOLOGY

Math	Reading	Writing
34	76	67

General Area – **APPLIED PROCESS TECHNOLOGIES**

Math	Reading	Writing
42	80	64

General Area – **ARTS ADMINISTRATION**

Math	Reading	Writing
42	80	64

General Area – **AUTOMOTIVE TECHNOLOGY**

Math	Reading	Writing
34	74	49

General Area – **AVIATION ELECTRONICS**

Math	Reading	Writing
34	74	49

General Area – **AVIATION MAINTENANCE TECHNOLOGY**

Math	Reading	Writing
34	74	49

General Area – **BIOMEDICAL TECHNOLOGY**

Math	Reading	Writing
42	80	64

General Area – **BIOTECHNOLOGY**

Math	Reading	Writing
50	85	74

General Area – **BIOTECHNOLOGY LABORATORY TECHNICIAN**

Math	Reading	Writing
50	84	74

General Area – **BROADCAST TELEVISION PRODUCTION**

Math	Reading	Writing
42	80	64

General Area – **BUSINESS ADMIN SYSTEMS**

Program Area (Major)	C/D	Math	Reading	Writing
Accounting Technology		34	74	49
Business Administration		42	80	64
Medical Information Technology		34	80	64
Office Systems Technology		34	74	49
Scores for all OST Programs except those listed below	D	25	64	36
Data Entry Operator	C			
Receptionist	C			

General Area – **BUSINESS MANAGEMENT & MARKETING**

	Math	Reading	Writing
Algebra	36	85	74

General Area – **CLINICAL LABORATORY TECHNOLOGY**

Math	Reading	Writing
42	80	64

General Area – **COLLISION REPAIR TECHNOLOGY**

Math	Reading	Writing
34	74	49

General Area – **COMPUTER AIDED DRAFTING & DESIGN**

Math	Reading	Writing
42	64	64

General Area – **COMPUTER & INFORMATION TECHNOLOGIES**

Math	Reading	Writing
42	80	64

General Area – **CONSTRUCTION TECHNOLOGY**

Math	Reading	Writing
25	64	36

General Area – **COSMETOLOGY**

Math	Reading	Writing
25	**74**	**49**

General Area – **CRIMINAL JUSTICE**

Math	Reading	Writing
42	**80**	**64**

General Area – **CULINARY ARTS**

Math	Reading	Writing
42	80	64

General Area – **DENTAL ASSISTING**

Math	Reading	Writing
42	80	64

General Area – **DENTAL LABORATORY TECHNOLOGY**

Math	Reading	Writing
42	80	64

General Area – **DIAGNOSTIC MEDICAL SONOGRAPHY**

Math	Reading	Writing
42	80	64

General Area – **DIESEL TECHNOLOGY**

Math	Reading	Writing
34	74	49

General Area – **DIGITAL GAME DESIGN**

Math	Reading	Writing
42	80	64

General Area – **EDUCATION**

Math	Reading	Writing
42	80	64

General Area – **ENERGY SYSTEMS**

Math	Reading	Writing
42	80	64

General Area – **ENERGY TECHNOLOGIES**

Math	Reading	Writing
42	80	64

General Area – **ENGINEERING & ELECTRONICS TECHNOLOGY**

Math	Reading	Writing
42	80	64

General Area – **ENVIRONMENTAL TECHNOLOGY**

Math	Reading	Writing
34	74	49

General Area – **EQUINE STUDIES**

Math	Reading	Writing
42	80	64

General Area – **FIRE/RESCUE SCIENCE TECHNOLOGY**

Math	Reading	Writing
34	74	49

General Area – **GEOGRAPHIC INFORMATION SYSTEMS TECH**

Math	Reading	Writing
42	80	64

General Area – **GLOBAL STUDIES**

	Math	Reading	Writing
	42	80	64

General Area – **HEALTH EDUCATION**

	Math	Reading	Writing
Algebra	25	80	64

General Area – **HEALTH AND WELLNESS TECHNOLOGY**

Math	Reading	Writing
42	80	64

General Area – **HEALTH INFORMATION TECHNOLOGY**

Math	Reading	Writing
42	80	64

General Area – **HEALTH PHYSICS**

Math	Reading	Writing
34	80	64

General Area – **HEAVY EQUIPMENT OPERATOR**

Math	Reading	Writing
25	64	36

General Area – **HISTORICAL INFORMATION MANAGEMENT**

Math	Reading	Writing
42	80	64

General Area – **HORTICULTURE**

Math	Reading	Writing
25	64	36

General Area – **HUMAN SERVICES**

Math	Reading	Writing
42	80	64

General Area – **INDUSTRIAL CHEMICAL TECHNOLOGY**

Math	Reading	Writing
42	80	64

General Area – **INFORMATION MANAGEMENT & DESIGN**

Math	Reading	Writing
42	80	64

General Area – **INSURANCE RISK MANAGEMENT**

Math	Reading	Writing
42	80	64

General Area – **INTERDISCIPLINARY EARLY CHILDHOOD EDUCATION**

Math	Reading	Writing
34	74	49

General Area – **INVASIVE CARDIOLOGY**

Math	Reading	Writing
42	80	64

General Area – **LOCOMOTIVE TECHNOLOGY**

Math	Reading	Writing
42	80	64

General Area – **LOGISTICS & OPERATIONS MANAGEMENT**

Math	Reading	Writing
42	80	64

General Area – **MACHINE TOOL TECHNOLOGY**

Math	Reading	Writing
42	74	49

General Area – **MANUFACTURING ENGINEERING TECHNOLOGY**

Math	Reading	Writing
42	80	64

General Area – **MANUFACTURING & INDUSTRIAL TECHNOLOGY**

Program Area (Major)	Math	Reading	Writing
Electrical Technology	42	74	49
Industrial Maintenance Technology	34	74	49

General Area – **MARINE TECHNOLOGY**

Math	Reading	Writing
29	69	47

General Area – **MASONRY**

Math	Reading	Writing
25	64	36

General Area – **MECHATRONIC SYSTEMS**

Math	Reading	Writing
42	80	64

General Area – **MEDICAL ADMINISTRATIVE SERVICES**

Math	Reading	Writing
42	80	64

General Area – **MEDICAL ASSISTING**

Math	Reading	Writing
42	80	64

General Area – **MINING TECHNOLOGY**

Math	Reading	Writing
25	64	36

General Area – **MOTORCYCLE TECHNOLOGY**

Math	Reading	Writing
34	74	49

General Area – **NATURAL GAS TECHNOLOGY**

Math	Reading	Writing
42	80	64

General Area – **NURSING ASSISTANT**

Math	Reading	Writing
42	80	64

General Area – **PARAMEDIC TECHNOLOGY**

Math	Reading	Writing
42	80	64

General Area – **PHARMACY TECHNOLOGY**

Math	Reading	Writing
42	80	64

General Area – **PLASTICS PROCESSING**

Math	Reading	Writing
42	80	64

General Area – **PLUMBING TECHNOLOGY**

Math	Reading	Writing
25	64	36

General Area – **PRACTICAL NURSING**

Math (Algebra Domain)	Reading	Writing
36	85	74

NOTE: Successful completion of required RDG/ARI, ENC and MAT courses will serve in place of COMPASS scores to meet the minimum requirements for admission to the program.

General Area – **PROFESSIONAL CRAFT: POTTERY**

Math	Reading	Writing
42	**80**	**64**

General Area – **PROFESSIONAL STUDIO ARTIST**

Math	Reading	Writing
42	80	64

General Area – **PROJECT LEAD THE WAY**

Math	Reading	Writing
25	62	32

General Area – **QUALITY MANAGEMENT SYSTEMS**

Math	Reading	Writing
42	80	64

General Area – **RADIOGRAPHY**

Math	Reading	Writing
42	80	64

General Area – **REAL ESTATE**

Math	Reading	Writing
42	80	64

General Area – **RESPIRATORY CARE**

Math	Reading	Writing
42	80	64

General Area – **SECURITY MANAGEMENT**

Math	Reading	Writing
25	64	36

General Area – **SURGICAL FIRST ASSISTING**

Math	Reading	Writing
42	80	64

General Area – **SURGICAL TECHNOLOGY**

Math	Reading	Writing
42	80	64

General Area – **SURVEYING & MAPPING TECHNOLOGY**

Math	Reading	Writing
42	80	64

General Area – **TECHNICAL THEATRE**

Math	Reading	Writing
42	80	74

General Area – **THEATRE ARTS: FILMMAKING – FROM SCRIPT TO SCREEN**

Math	Reading	Writing
42	80	64

General Area – **TRUCK DRIVER TRAINING**

Math	Reading	Writing
25	64	36

General Area – **UPHOLSTERY**

Math	Reading	Writing
25	64	36

General Area – **VISUAL COMMUNICATION**

Math	Reading	Writing
34	74	49

General Area – **VOLUMETRIC MEDICAL IMAGING**

Math	Reading	Writing
36	85	74

General Area – **WELDING TECHNOLOGY**

Math	Reading	Writing
25	64	36

General Area – **WOMEN AND GENDER STUDIES**

	Math	Reading	Writing
Algebra	36	85	74

General Area – **WOOD MANUFACTURING TECHNOLOGY**

Math	**Reading**	**Writing**
25	64	36

Attachment 3

Certificate and Diploma-Seeking Students: WorkKeys Scores

WorkKeys scores may be used for admission to the certificate[1] and diploma programs which contain courses or pre-requisite courses requiring math and English scores.

[1] Certificates greater than 18 credit hours.
NOTE: All course prerequisites apply. COMPASS/ACT scores may be required if course prerequisites include college-level placement in English or mathematics.