

Policy Statement

Terra State Community College (TSCC) provides placement testing and adult education courses for students who require assistance gaining needed skills to succeed in post-secondary education.

Policy Details

1. Students are required to complete placement testing in reading, writing, and math, and some academic disciplines as part of the admissions process to TSCC.
2. Placement testing will be administered by TSCC using the Accuplacer test for placement into Reading and Mathematics for students who have not completed the ACT, SAT, or similar test prior to application to the college.
3. For academic disciplines such as chemistry and computer literacy, where multiple viable first courses exist, TSCC shall maintain placement testing and placement standards to identify appropriate first enrollment courses.
 - a. Faculty members in appropriate disciplines, and staff members from the Academic Service Center (ASC) shall identify appropriate instruments and/or other methods for placement of students at appropriate starting points in disciplinary coursework.
 - b. Faculty members in appropriate disciplines shall identify the required standards (scores) on the selected instruments and/or other methods for placement into each level of their discipline.
4. For disciplines such as reading, writing, and math where adult education courses are offered by TSCC through the Ohio ASPIRE Program, faculty shall identify standards (scores) which result in a mandatory referral to FOC0160-FOCUS.
 - a. FOC0160-FOCUS is offered through the Ohio Aspire Program.
 - b. Students referred to FOC0160 must; register, attend orientation, and complete an assessment to determine academic strengths and weaknesses prior to the start of class.
 - c. Students who successfully complete FOC0160-FOCUS will be sent back to TSCC to retest for placement in developmental, co-requisite, or college level coursework.
5. Student will not be placed into any course in a discipline, whether college-level or developmental until the student can meet identified standards (scores) for the academic discipline.
6. Current placement standards shall be included with the policy procedure and shall be updated by faculty members in appropriate disciplines, and staff members from the Academic Service Center (ASC).

Revised placement scores shall be shared with the Council for Academic and Student Affairs (CASA) as a matter of information, when updated

Procedures

1. **Academic Discipline Requirement** - The following identify academic disciplines that require placement, the currently valid instrument(s), and the faculty member(s) responsible for participating in placement instrument selection and for determination of placement standards:
 - a. **Chemistry:**
 - i. Placement Instrument: - Terra State In-house Placement
 - ii. Determining Staff Member -Full-time faculty member in Chemistry.
 - iii. Timed Test - No
 - b. **Music Theory:**
 - i. Placement Instrument – Connect Education
 - ii. Timed Test - No

- c. **English:**
 - i. Placement Instrument(s) - ACT (Reading and English), Accuplacer (Reading, Sentence Skills, and WritePlacer), Compass (Reading and Writing), SAT
 - ii. Determining Staff Member - Lead Faculty member in English/Communications.
 - iii. Timed Test
 - 1. No - Accuplacer Reading & Sentence Skills
 - 2. Yes – 70-minute timer for Accuplacer Write Placer
 - d. **Mathematics:**
 - i. Placement Instrument(s) - ACT (Mathematics), Accuplacer (Pre-Algebra, Algebra, and College Algebra), Compass (Arithmetic, Basic Algebra, College Algebra), SAT
 - ii. Determining Staff Member - Lead Faculty member in Mathematics.
 - iii. Timed Test –
 - 1. No - Accuplacer Arithmetic, Basic Algebra, College Algebra
2. **Placement Testing Process**
- a. To schedule a placement test, please contact the Academic Service Center by emailing academicservicecenter@terra.edu.
 - b. Every prospective or admitted student is allowed two full set of placement tests which include writing, reading and math free of charge.
 - c. Individuals who are not associated with the College may take the placement test for a fee.
 - d. The placement test may be retaken after two weeks. If a third attempt is needed, a fee will be charged. No student may take each test more than three times in a six-month period.
 - e. The cost associated with retesting will be set based on current state laws and industry standards and will be reviewed on a biennial basis by the Director of the Academic Service Center.
 - f. To pay for associated fees, the student can visit or call the Cashier’s Office to submit payment. The Cashier’s Office must be notified that payment is designated for placement retest. The Cashier’s Office will notify the Academic Service Center of receipt of payment at which time a retest voucher will be issued to the student. Retests are permitted to be taken at the Academic Service Center or at an approved testing site.

Resources

- 1. **Academic Service Center**
 Building B, Room 105
 419-559-2139
 Email: academicservicecenter@terra.edu
 Website: https://www.terra.edu/degrees_programs/academic_services/academic_service_center.php
- 2. **TSCC Testing Center** - https://www.terra.edu/degrees_programs/academic_services/testing_center.php
- 3. **Sentinel-Vanguard ASPIRE | FOCUS Course** - <http://www.vsc.k12.oh.us/aspire/>
- 4. **Ohio ASPIRE Website** - <https://highered.ohio.gov/educators/workforce-adult-ed/aspire/aspire-forms#Forms>

Definitions

Term Definition

<i>ASPIRE</i>	The ASPIRE Program is an Ohio grant funded program designed to assist adults with skill attainment in preparation for the high school equivalence test, college coursework, or a career.
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<i>Adult Education Courses</i>	Courses designed to assist with skill development for students over the age of 16, will educational skill level below post-secondary level. Such students are not enrolled and are not required by law to be enrolled in secondary school.
<i>FOCUS</i>	A free, non-credit course that helps students develop the basic required skills need to be successful in post-secondary education. The FOCUS class is offered by ASPIRE, a grant funded program. Students who complete the requirements of the FOCUS course will be eligible to retake the Accuplacer test for placement into college level coursework.

Approval History

<i>Date</i>	Policy/Procedure or Entire Document	Notes (Types of Actions)	**Approved by
10/15/2015	Entire Document	Issued	Unknown
12/10/2022	Updated Template	Updated to new template	Tim Shaal, Dean of Student Success
	Policy Statement	Add a policy statement	
	Policy Details	Added bullet point 1 and 3.a	
	Resources	Add Resources	

**Full name of CASA Committee Chair, signatory, or designee

Effective Date: 10/15/2015

Next Review Date: 5/2/2026