



Rowan College of South Jersey

Administrative Procedure: 8105.1

PLACEMENT TESTING, FOUNDATION COURSES, AND TESTING EXEMPTIONS – CUMBERLAND CAMPUS

Placement Testing

The College provides a welcoming environment and secure testing services for its students as well as the surrounding community.

After students receive notification of acceptance to the College, they are required to take the College's placement test, the Accuplacer, or provide proof of exemption. The placement test is administered in the Enrollment and Student Services building adjacent to the Administration building. Testing is offered on a Drop-in basis, no appointment needed. The schedule is available online at www.cccnj.edu, by clicking on Admissions, Placement Tests. Tests are given in compliance with the National College Testing Association (NCTA) Professional Standards and Guidelines. A photo ID is required for all tests. Cell phones and any other electronic devices are not permitted while testing.

College students whose placement scores fall below college level in English or math are eligible to take a Brush up course, which includes a retest. Students who fall below college level in Reading may take a free Nelson Denny exam in the Testing Center. Students may retest before or after, but **not during**, attendance in a developmental course. In addition, for math, students are required to pass MA091, or the MA091 Brush up, before they may attempt to take the MA094 Brush up.

Students with documented learning or physical disabilities that prevent them from taking the placement test under standard conditions may request special accommodation and administration of the test to meet their needs. Please contact Disabilities Services at (856) 691-8600 ext. 1282 for more information. If approved, the exam will be administered by Testing Center personnel.

Students will be provided a copy of the score report and information on course placement and Multiple Measures via exit counseling in the Testing Center. Academic Advisors will consult this course placement when advising students on course selection.

Educational Foundations Courses (Basic Skills)

Educational foundations courses exist in the area of mathematics and English/Reading (combined). Students must complete the required foundation courses prior to enrolling in college-level courses.

Exemptions from Testing

In order to be exempt from testing, a student must meet one of the following criteria:

- A transfer student who has successfully completed both college-level English and college-level mathematics, with a grade of “C” or better, is exempt from the College’s placement test and foundation course placement;
- A student who has taken a placement test at another institution is exempt from retaking the test, but must comply with the College’s admission and placement requirements. The student must present a copy of his/her scores to the Testing Center. If the student completed any developmental courses as a result of the test, he/she must submit a copy of the transcript showing a grade of “C” or better from the other institution to Admissions. The student who requires remediation, and did not complete the remediation, will be placed according to the results of the placement test, or the student may choose to retake the test at Cumberland.
- A student who already has a college degree is exempt from the placement test and educational foundation course placement, upon the presentation of his/her transcript to Admissions. If the student’s degree does not include a college level writing or mathematics course, the exemption will be considered on a case-by-case basis;
- A student who is age sixty or over will be awarded a tuition discount, after submitting verification of age to Enrollment Services. The student will need to meet the required prerequisites for courses taken.
- A student that has received scores that exceed a predetermined score on an acceptable standardized test (i.e. SAT, PARCC, ACT) will be considered exempt from taking the placement test. The student must provide official proof of the test scores to the Testing Center. Test scores may be provided on the official high school transcript, official test scores report, received electronically directly from high school guidance office, or directly from the standardized test publisher(s); or
- A non-matriculated student attending a two or four year institution on a full-time basis, taking a summer or winter course only, and has completed the required course prerequisites.

Note: Exemptions are determined based on the evaluation of official college documents; i.e., transcripts or grade report and letter of verification from a college official. Exemption validation will permit the student to register for college-level courses. Exceptions will be handled on a case-by-case basis.

For more information, call (856) 691-8600, ext. 1300 or visit www.rcsj.edu, Admissions, Placement Tests.

Area: Student Services

Approved: 07/01/19

President's Authorization:

A handwritten signature in black ink, appearing to read "James Kealey". The signature is written in a cursive style with a large initial "J".

References:

Rowan College of South Jersey Board of Trustees Policy Manual, *8105 Placement Testing, Foundation Courses, and Testing Exemptions*; and *8107 Testing Services*

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