



Rowan College of South Jersey

Administrative Procedure: 8105.2

PLACEMENT TESTING, FOUNDATION COURSES, AND TESTING EXEMPTIONS – GLOUCESTER 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 (Accuplacer), or provide proof of exemption. The placement test is administered in the Welcome Center building adjacent to the Safety and Security building. The exam can be scheduled online, in-person, or by telephone. 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 taking tests.

College students whose placement scores fall below college level in one or more skill area(s) (English, reading, or math), are eligible to retake each skill test only **one** time, with an administrative fee per section, before enrolling in a corresponding educational foundation course. However, once the student has attended a class in a specific educational foundation course (English, reading, or math), the student will have forfeited the opportunity to retake an exam in that specific skill area.

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 the Department of Special Services at 856-415-2265 for more information.

Educational Foundation Courses (Basic Skills)

If placement test scores indicate a need for further development of fundamental academic skills, foundations courses will be required until basic skills coursework is completed. Students will receive a copy of test scores and any remediation requirements upon completion of College placement tests. Several levels of courses are provided in the educational foundations program.

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 the Office of Admissions. The student who requires remediation, and did not complete the remediation, will be placed according to the results of the placement test;
- A student who already has a college degree is exempt from the placement test and education foundations course placement, upon the presentation of his/her transcript to the Office of 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 fifty-five or over is exempt from the placement test after submitting verification of age to the Office of Admissions, except for selective admissions applicants;
- A student that has completed basic training in any branch of the military and provides the Office of Admissions with a DD-214 showing an honorable discharge will be exempt from placement testing;
- A student that has received scores that exceed a predetermined score on an acceptable standardized test (i.e. SAT, PSAT, PARCC, ACT) will be considered exempt from taking the placement test. The student must provide official proof of the test scores to the Office of Admissions. 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) 415-2268 or visit the website at rcsj.edu/testing

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, flowing style.

References:

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

Rowan College of South Jersey Administrative Procedure, *8105.2 Testing Services – Gloucester Campus*

Administrative Procedure: 8105.2 Placement Testing, Foundation Courses, and Testing Exemptions – Gloucester Campus