

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT  
ADMINISTRATIVE PROCEDURE

INSTRUCTION

CHAPTER 4

**Course Placement Assessment**

**AP 4261**

References: Board Policy 4260, Pre-Requisites and Co-Requisites  
Education Code, Sections 78212-78214, and Section 99300 et seq.  
California Code of Regulations, Title 5, 55510(a)(4) and (5), 55520(c), 55521(a)  
through (c); 55521(e); 55522; 55532(a); 55510(a)(5); 55532(a), (c), and (d)

**Standard Assessment Component of Matriculation**

In compliance with matriculation standards, all non-exempt students prior to enrollment in English and/or math courses will be administered assessment instruments approved by the Chancellor's Office to determine student competency in computational and language skills. Modified or alternative services for assessment will be provided for ethnic and language minority students and students with disabilities as deemed necessary. Results from such assessment instruments in combination with multiple measures will be used in an advisory manner in the selection of academic courses pursuant to the ranges shown on Appendix A, "Victor Valley College Assessment Placement Recommendations." Consistent with matriculation regulations, placement recommendations shown on Appendix A have been established and are routinely evaluated to maximize students' likelihood of success in the course.

**Participation in Early Assessment Program**

In lieu of administering VVC's standard assessment procedure for course placement, students who participated in California State University's Early Assessment Program ("EAP") and who provide proof of results that indicate "Ready for College" in either English or Math are exempt and eligible to enroll in the respective college-level course (English 101 or Math 104, 105, 120, or 132).

**Prerequisite Challenge – English Course Placement**

The following guidelines are provided to counselors to assist them in processing prerequisite challenges. "Compelling evidence" required of students who seek to challenge their placement results:

1. Student performance on VVC's English and reading placement test must fall within the top 10% of the score range associated with the English course one (1) level below the course student wishes to enter. For example, students challenging placement of English 6 must have scores within 10% of the range associated with placement into English 50 (see attached matrix provided by research office).

**AND**

2. Evidence of previous coursework:

High school transcripts show diploma earned **AND** three (3) years of English courses with a grade of “B” or better.

**OR**

College transcripts show grades of “B” or better in transfer-level humanities or social science courses.

If one of the above is *not* met, the student challenge can be deemed *not approved*.

If *both* of the above are met, the student must be directed to the Assessment Center to take an essay test. The writing sample produced will be provided by Assessment Center staff to the English department chair, who will then have five (5) days to determine the status of the student challenge. Findings will be documented on the appropriate forms and sent by the English department chair to staff in the Office of Instruction and Student Services, which is then responsible for communicating results to the student.

Please emphasize that the decision of the English department chair is final. Any further insistence by a student to contact the English department chair should be discouraged. If the student’s dissatisfaction with any aspect of this process and the results is reasonably deemed to have merit, it seems appropriate to refer them to VVC’s student grievances procedures.

<b>Prerequisite Challenge :: English Placement Matrix</b>		
<i>Student placed in...</i>	<i>Student challenges placement in...</i>	<i>Student's placement (English) score must fall within the following range in order to proceed in next phase of challenge (written essay)</i>
<b>Basic Skills</b>	<b>English 6</b>	<b>86-96</b>
<b>English 6</b>	<b>English 50</b>	<b>134-139</b>
<b>English 50</b>	<b>English 101</b>	<b>193-199</b>

**Prerequisite Challenge – Math Course Placement**

The following guidelines are provided to counselors to assist them in processing prerequisite challenges. “Compelling evidence” required of students who seek to challenge their placement results:

Approved by College Council, 2<sup>nd</sup> reading 06/01/2011  
 Reviewed and Approved by Academic Senate 05/05/2011  
 Reviewed by English Department 4/19/2011

## AP 4261 – Course Placement Assessment

1. A student may be placed into Math 105 (College Algebra) if they earned grades of C or higher in both semesters of high school calculus.
2. A student may be placed into Math 90 (Intermediate Algebra) if they earned grades of C or higher in both semesters of high school math analysis or pre-calculus. They may also be placed into Math 90 if they earned grades of C or higher in both one semester of trigonometry and one semester of advanced mathematics (e.g., statistics).
3. A student may be placed into Math 50 (Elementary Algebra) if they earned grades of C or higher in both semesters of Algebra 2.
4. Failing steps 1-3 above, students must earn credit by examination as outlined in the VVC student handbook.