

CCS Administrative Procedure

3.10.01-C Placement and Assessment

Implementing Board Policy [3.10.01](#)

Contact: Office of the Provost, 434-5060

1.0 Purpose

New students may be assessed to assist in the selection of classes for proper placement and academic success. Assessment may be required for transfer and returning students who have not completed college-level English and/or college-level math. Career and technical programs may use placement results as criteria for admission.

2.0 Assessment and Placement Testing

- 2.1 The assessment process includes an evaluation for the purpose of determining current skill levels in reading, writing and mathematics. Math and/or English assessment is required for:
 - 2.1.1 Students who have never been assessed or have not submitted qualifying alternative placement measures.
 - 2.1.2 Students who have placement results that are more than three years old.
 - 2.1.3 Students who have college-level math credits that are more than three years old.
- 2.2 Fees may apply for assessment and evaluation of alternative placement measures.
- 2.3 Students who have been assessed within the last three years must have their placement results on file prior to registration.
- 2.4 Math and/or English assessment is not required for:
 - 2.4.1 Students who have been assessed within the last three years. CCS also accepts a variety of alternative placement measures. Please contact the appropriate Testing Center for further details on alternative placement measures.
 - 2.4.2 Students who have received a grade of 2.0 or better in college composition from other institutions. Additionally, college transcripts must be on file to support this exception.
 - 2.4.3 Students taking fewer than ten credits, not enrolling in composition or mathematics classes and not pursuing a degree or certificate.
- 2.5 There is an approved placement reciprocity agreement for new and returning students who have been assessed within one year at another Washington Community and Technical College. It is the student's responsibility to initiate the process of transferring the placement results.
 - 2.5.1 The placement results from the sending institution will be evaluated against the receiving institution's pre- and college-level courses and the student will be placed at the receiving institution in a manner equivalent to placement at the sending institution.

3.0 College Contacts

- 3.1 Spokane Community College
 - Office of Admissions and Registration, Building 15
- 3.2 Spokane Falls Community College
 - Testing Center, Building 30
 - Office of Admissions and Registration, Bldg. 17

4.0 Related Information

[WAC 131-12-010](#) - Minimum standards for admission to a community or technical college.

Originated: September 2016
Cabinet Approval: February 27, 2017