

AP 462 – ASSESSMENT AND PLACEMENT PROCEDURE

Associated Board Policy: 462.00 – Assessment and Placement Criteria

Procedure Owner: Director of Student Enrollment and Success

Related Procedures:

I. Procedure Scope and Purpose

This procedure outlines the process used to assess and place students at Cowley College into appropriate English, mathematics, and other courses that require demonstration of college readiness. It applies to all students pursuing a degree or certificate and aligns with the college's mission by promoting student success through accurate and effective course placement.

II. Definitions

Assessment / Placement Criteria: A set of standards used to determine a student's appropriate entry-level placement ensure students are enrolled in courses that match their current skill level for optimal success. The criteria is approved through Academic Affairs and aligns with the Kansas Board of Regents.

Exemption: A waiver of placement testing based on qualifying criteria

III. Procedure

Students who are seeking a degree or certificate are subject to assessment and placement prior to enrolling in English, mathematics, and other courses requiring demonstration of college readiness. These assessments are designed to determine appropriate course placement and help ensure students are positioned for academic success.

Placement criteria include ACT scores, NextGen Accuplacer scores, and relevant high school coursework, as specified in the official placement criteria document. Academic Affairs reserves the right to approve alternate testing scores or to authorize score overrides upon appeal.

There are two separate Assessment and Placement Criteria documents—one for high school graduates and another for dual-enrolled high school students. Both can be found on the college website.

Assessment/Placement Criteria – attachment 1

Dual Enrolled Admissions and Assessment/Placement Criteria – attachment 2

Retesting and Appeals

- If students are required to take an assessment test, retesting is allowed up to three times within a rolling 12-month period. The fee for retesting is \$5. Students who believe their placement does not reflect their ability may appeal to the Academic Affairs Office. The committee will review all relevant documentation and render a final placement decision.

IV. Effective Date(s)

This procedure first became effective: May 6, 2025

V. Signature and Title

This procedure is implemented by: Stefani Jones

Title: Director of Student Enrollment and Success