

DIN: 3100-1-01
Title of Policy College Readiness Assessment

Policy

All accepted individuals will complete a college readiness assessment before they register for classes, in accordance with MnSCU policy 3.3, unless waived in accordance with the criteria listed in this policy. Scores on the assessment will be used to place learners into appropriate courses. College readiness courses must be successfully completed prior to graduation. Learners needing college readiness courses must enroll in a minimum of one college readiness course per semester until all are completed. These courses are prerequisite to many technical and general education courses.

Northwest Technical College will provide opportunities for assessment with Accuplacer. Individuals who have been assessed elsewhere may have those scores sent from the assessing institution to Northwest Technical College Admissions Office (see acceptable assessment instruments below). Scores must be received by the Admissions Office prior to registering for classes.

RETEST: Learners who do not pass one or more parts of the ACCUPLACER at NTC may retake the assessment for a retest fee of \$10.00. Learners may have a second retest three months after the first retest for an additional retest fee of \$10.00. During this time, learners are encouraged to study the areas in which low scores were received.

TESTING AT OTHER LOCATIONS: Learners may have test results from assessment at another college submitted by the college where the test was administered. Only results from the following assessments may be submitted.

1. ACCUPLACER
2. DTLS
3. Companion
4. ASSET
5. COMPASS

WAIVER: The college readiness assessment requirement will be waived for individuals who have one of the following. Official transcripts or reports are required.

1. Earned college degree (bachelor's degree or higher).
2. ACT score of at least 21 on the English, math, and reading portions. Assessment must have been completed within three years of the date of the submission for reading and writing and within two years for mathematics.
3. Assessment results submitted from another college. Assessment must have been completed within three years of the date of the submission for reading and writing and within two years for mathematics. This time limit may be waived for individuals who have earned an associate's degree.
4. Learners who achieved a 3 or higher on appropriate Advanced Placement (AP) test or a 50 or higher on a College-Level Examination Program (CLEP) test administered by the College Board. AP or CLEP Writing exempts from Writing and Reading assessments; any AP or CLEP Math exempts from math assessment.

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5. Learners who have completed college readiness courses within three years (writing and reading) or two years (math) with a grade of at least “C”, including courses taken at NTC. Applicability of the courses will be determined by the college’s Admissions Office.
6. Waiver for individual parts (reading, writing, math) of the assessment may be granted for completion of appropriate college-level course work with a passing grade. Waivers are determined by a course review completed by the college’s Admissions Office.

Purpose

To promote academic success in college-level courses. The waiting period for the second retest is to ensure that the learner takes the time to gain the necessary skills.

Responsibility

The table below describes responsibilities for this policy:

Group/Individual	Responsibility
Dean of Academic Affairs	Ensure implementation of this policy.
Advisors	Review advisees’ college readiness assessment scores. Ensure that advisees register for appropriate developmental courses based on scores.
Admissions Office	Review courses submitted for waiver to determine applicability for waiver. Place appropriate initial holds on enrolled learners’ records to assure registration in required college readiness courses.
Learning Services Director	Conduct college readiness assessment. Ensure scores are entered into learner records. Evaluate submitted scores from other instruments taken at other institutions to determine course placement into college readiness courses.
Registrar	Update holds related to college readiness courses at end of each semester.

Supporting References

Listed below are college document(s) that support this policy:

Compliance References:

Listed below are references to compliance requirements (e.g. MnSCU policy, federal regulations).

[MnSCU policy 3.3](#)

[MnSCU procedure 3.3.1](#)

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