

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 Minnesota State 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. Students 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: Students who do not pass one or more parts of the ACCUPLACER at NTC may retake the assessment for a retest fee of \$10.00. Students 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: Students may have test results from assessment at another college submitted by the college where the test was administered. Only results from the Accuplacer may be submitted.

CUT SCORES:



Northwest Technical College

Reading & English Placement

ACT, MCA & SAT scores are valid for 5 years. | Accuplacer scores are valid for 3 years.

Assessment	Placement
Accuplacer Classic Reading = 0 – 77	ENGL 0100: Reading, Reasoning & Writing
Accuplacer Classic Reading = 78 and higher	ADMS 1116: Business Communications COMM 1102: Applied Communications COMM 2250: Technical Communications ENGL 1111: College Writing I

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Accuplacer Next-Gen Reading = 200 – 249		ENGL 0100: Reading, Reasoning & Writing
Accuplacer Next-Gen Reading = 250 – 300		ADMS 1116: Business Communications COMM 1102: Applied Communications COMM 2250: Technical Communications ENGL 1111: College Writing I
ACT Reading = 0 – 20		ENGL 0100: Reading, Reasoning & Writing
ACT Reading = 21 and higher		ADMS 1116: Business Communications COMM 1102: Applied Communications COMM 2250: Technical Communications ENGL 1111: College Writing I
MCA Reading = 0 – 1,041		ENGL 0100: Reading, Reasoning & Writing
MCA Reading = 1,042 – 1,046		Take Accuplacer to determine placement.
MCA Reading = 1,047 and higher		ADMS 1116: Business Communications COMM 1102: Applied Communications COMM 2250: Technical Communications ENGL 1111: College Writing I
SAT ERW = 480 and higher		ADMS 1116: Business Communications COMM 1102: Applied Communications COMM 2250: Technical Communications ENGL 1111: College Writing I

Math Placement

ACT, MCA & SAT scores are valid for 5 years. | Accuplacer scores are valid for 2 years.

Assessment	Placement
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Accuplacer Classic Arithmetic = 0 – 57	MATH 0080: Math Foundations
Accuplacer Classic Arithmetic = 58 and higher or Accuplacer Classic Elementary Algebra = 35 and higher	CHEM 1100: Intro to Chemistry MATH 0092: Algebra Foundations MATH 1100: Technical Math
Accuplacer Classic Elementary Algebra = 76 and higher and Accuplacer Classic College-Level Math = 50 and higher	MATH 1110: College Algebra MATH 1930: Intro to Mathematical Sciences
Accuplacer Next-Gen Arithmetic = 200 – 262	MATH 0080: Math Foundations
Accuplacer Next-Gen Arithmetic = 263 – 300	* Administer Advanced Algebra & Functions assessment. CHEM 1100: Intro to Chemistry MATH 0092: Algebra Foundations MATH 1100: Technical Math
Accuplacer Next-Gen Advanced Algebra & Functions (AAF) = 200 – 250	CHEM 1100: Intro to Chemistry MATH 0092: Algebra Foundations
Accuplacer Next-Gen Advanced Algebra & Functions (AAF) = 240 – 300	MATH 1930: Intro to Mathematical Sciences
Accuplacer Next-Gen Advanced Algebra & Functions (AAF) = 250 – 300	MATH 1110: College Algebra
ACT Math = 0 – 19	MATH 0080: Math Foundations
ACT Math = 20 – 21	CHEM 1100: Intro to Chemistry MATH 0092: Algebra Foundations MATH 1100: Technical Math
ACT Math = 22 and higher	MATH 1110: College Algebra MATH 1930: Intro to Mathematical Sciences

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MCA Math = 0 – 1,151	MATH 0080: Math Foundations
MCA Math = 1,152 and higher	CHEM 1100: Intro to Chemistry MATH 0092: Algebra Foundations MATH 1100: Technical Math
MCA Math = 1,158 and higher	MATH 1110: College Algebra MATH 1930: Intro to Mathematical Sciences
SAT Math = 530 and higher	MATH 1110: College Algebra MATH 1930: Intro to Mathematical Sciences

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

English

1. Earned college degree (bachelor’s degree or higher).
2. Completion of a college level reading/writing class.
3. ACT score of at least 21 on the Reading portions.
4. Assessment must have been completed within three years of the date of the submission for reading This time limit may be waived for individuals who have earned an associate’s degree.
5. Students 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 in Reading . .
6. Students who have completed college readiness courses within three years (writing and reading) 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.
7. Waiver for individual parts 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.

Math:

1. Earned college degree (bachelor’s degree or higher).
2. Completion of college level MATH or STAT class.
3. ACT score of at least 22 on the Math portion for placement in College Algebra.
4. Assessment must have been completed within two years for mathematics. This time limit may be waived for individuals who have earned an associate’s degree.

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5. Students 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. Any AP or CLEP Math exempts from math assessment.
6. Students who have completed college readiness courses within 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.
7. Waiver for individual parts 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.

Students in Certificate Programs:

Students in certificate programs may be exempt from taking the Accuplacer test if the certificate program meets the skill needs required for workforce readiness. These skills are integrated into the curriculum. The certificate program must present to AASC a program modification form with the rationale for being exempt and letters of support from appropriate Industry partners.

Custom Training:

Students enrolled in non-credit courses, programs specifically designed as training, and continuing education courses are exempt from Accuplacer testing.



Purpose

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

Responsibility

The table below describes responsibilities for this policy:

Group/Individual	Responsibility
Vice President of Academic Affairs	Ensure the implementation of this policy.
Advisors	Review advisees’ college readiness assessment scores. Ensure that advisees register for appropriate developmental courses based on scores.

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Admissions Office	Review courses submitted for a waiver to determine applicability for the waiver, including evaluating submitted scores to determine course placement. Place appropriate initial holds on enrolled students' records to assure registration in required college readiness courses. Update admissions file with determination and supporting evidence for a waiver.
Registrar	Ensure scores are entered into student records. 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. Minnesota State policy, federal regulations).

[Minnesota State Policy 3.3](#) Assessment for Course Placement

[Minnesota State Procedure 3.3.1](#) Assessment for Course Placement

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