

Orangeburg-Calhoun Technical College

Statement of Procedure

Title: Course Placement Criteria Revisions

Number: 4.012.01

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Department of

Responsibility: Assessment/ Testing Center

Authorization:

President

Date Approved: February 21, 1995

Last Revised: August 10, 2021

Last Reviewed: December 03, 2024

Course placement scores must be established by the Assessment Committee and approved by the Vice-President of Academic Affairs. The Assessment Committee shall include the Testing Center Director (serves as a committee chair), the Assistant Vice President of Academic Affairs, and the Academic Dean and Program Coordinator of the program(s) that requests the establishment of revisions to specific course placement criteria.

The Assessment Committee shall meet annually to review course placement and assessment criteria. Other meetings may be scheduled as need arises. A report of the annual meeting shall be forwarded to the Vice-President for Academic Affairs.

Steps to establish or revise course placement criteria are listed below:

1. Any faculty member who requests an addition or change in course placement must complete a Change Assessment Criteria Form (CACF) that may be obtained from the Testing Center Director.
2. Upon receipt of the form, the Testing Center Director will convene a meeting of the Assessment Committee to review the request.
3. The Assessment Committee will research the request and make a recommendation to the Vice-President for Academic Affairs which may include approval, approval with revisions or recommendation for denial of the request.
4. The Vice-President for Academic Affairs will make the final decision.