

## POLICY

**TITLE: COURSE PLACEMENT**

**POLICY NO: 2-17**

**EFFECTIVE DATE: 10/19/2022**

**VCCS POLICY NO: [6.0.1.1](#), [6.4.0.2](#)**

**REVISED DATE: 12/01/2022**

- I. Purpose:
  - To establish standards and guidelines for placement into college-level courses.
- II. Definitions: N/A
- III. Policy:
  - A. In addition to general admission to the college, students must meet all course pre-requisites prior to enrollment in the course(s), which may include demonstration of readiness in English and Mathematics.
    - 1. Multiple Measures
      - a. English placement will be determined by using one of the following measures.

English Measures	Standard	English Course Options
Graduation from high school or an equivalent homeschool six (6) or more years before applying to a VCCS college	Completed VCCS Enrollment Survey	Student may enroll in: ENG 111 ENG 115 ENG 131 ENG 111 + EDE 11 <sup>1</sup> EDE 10 <sup>1</sup>
Graduation from high school or an equivalent homeschool less than six (6) years before applying to a VCCS college  HSGPA	3.0 or higher	Student may enroll in: ENG 111 ENG 115

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		ENG 131
	2.0-2.9	Student may enroll in: ENG 111+ EDE 11 ENG 115 ENG 131
	Less than 2.0	Student must enroll in: EDE 10
SAT – ERW	480 or above	Student may enroll in: ENG 111 ENG 115 ENG 131
	400-470 range	Student may enroll in: ENG 111+ EDE 11 ENG 115 ENG 131
	Below 400	Student must enroll in: EDE 10
ACT – Subject Area Test English and Reading	18 or above	Student may enroll in: ENG 111 ENG 115 ENG 131
	15-17	Student may enroll in: ENG 111+ EDE 11 ENG 115 ENG 131
	14 and below	Student must enroll in: EDE 10
GED – Reasoning Through Language Arts	165 or above	Student may enroll in: ENG 111 ENG 115 ENG 131
	Below 165	Student must enroll in: EDE 10
VPT – Virginia Placement Test	Placed in ENG 111	Student may enroll in: ENG 111 ENG 115

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	ENG 131
Placed in ENF 2 or ENF 3	Student may enroll in: ENG 111+ EDE 11 ENG 115 ENG 131
Placed in ENF 1 or lower	Student must enroll in: EDE 10

<sup>1</sup>At student’s request, after consultation with an advisor.

b. Math placement will be determined using one of the following measures.

Math Measures <sup>1</sup>	Standard	Math Course Options
Graduation from high school or an equivalent homeschool six or more years before applying to a VCCS college	Completed VCCS Enrollment Survey	Student may enroll in: MTH 101-133 MTH 154 MTH 154 + MDE 54 MTH 155 MTH 155 + MDE 55 MTH 161 MTH 161 + MDE 61 MTH 167
Graduation from high school or an equivalent homeschool less than six (6) years before applying to a VCCS college  HSGPA and Algebra II	3.0 or higher	Student may enroll in: MTH 101-133 MTH 154 MTH 155 MTH 161 or MTH 167
	2.0-2.99	Student may enroll in: MTH 101-133 MTH 154+MDE 54 MTH 155+MDE 55 or MTH 161+MDE 61
	Less than 2.0	MDE 10

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HSGPA and NO Algebra II	3.0 or higher	Student may enroll in MTH 101-133 MTH 154 MTH 155 or MDE 60
	2.0-2.99	Student may enroll in: MTH 101-133 MTH 154+MDE 54 MTH 155+MDE 55 or MDE 60
	Less than 2.0	MDE 10
SAT – Math	500 or above	Student may enroll in: MTH 101-133 MTH 154 MTH 155 MTH 161 or MTH 167
	470-490 range	Student may enroll in: MTH 101-133 MTH 154 MTH 155 or MTH 161 + MDE 61
ACT – Subject Area Test Math	18 or above	Student may enroll in: MTH 101-133 MTH 154 MTH 155 MTH 161 or MTH 167
	17	Student may enroll in: MTH 101-133 MTH 154 MTH 155 or MTH 161 + MDE 61
GED – Mathematical Reasoning	165 or above	Student may enroll in: MTH 101-133 MTH 154 MTH 155 or MTH 161 + MDE 61

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	155 – 164 range	Student may enroll in: MTH 101-133 MTH 154 + MDE 54 MTH 155 + MDE 55 or MDE 60
	154 or below	MDE 10
VPT – Virginia Placement Test	Eight or more MTT/MTE competencies satisfied	Student may enroll in: MTH 161 MTH 167
	Six or more MTT/MTE competencies satisfied	Student may enroll in: MTH 161 MDE 61
	Four or more MTT/MTE competencies satisfied	Student may enroll in: MTH 154 MTH 155
	Three or more MTT/MTE competencies satisfied	Student may enroll in: MTH 154+MDE 54 MTH 155+MDE 55 MDE 60
	Two or more MTT/MTE competencies satisfied	Student may enroll in: MTH 101-133
	One or fewer MTT/MTE competencies satisfied	MDE 10

<sup>1</sup> Students in Engineering, Mathematics and Computer Science will have the opportunity to place directly into MTH 263. Students in other programs who want to enroll directly into MTH 263 must demonstrate they meet the prerequisite (MTH 167 or MTH 161 + 162) with successful completion of the pre-calculus with trigonometry challenge exam.

2. Additional placement criteria for students who graduated from high school or the equivalent less than six years before applying to Reynolds
  - a. Any student who has earned an associate degree or higher or who has earned a C or better in college-level courses in math and/or English at a VCCS college or another institution will be considered ready for college level English and math courses provided they meet the prerequisites for the respective courses in their chosen program of study.
  - b. Any student who has successfully completed all required developmental courses at a VCCS institution will be considered ready for college level English and math courses.

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- c. Any student who has successfully completed all required developmental courses at a non-VCCS institution will have their coursework evaluated for entry into college level math and English courses.
- d. Any student who placed into or attempted a college-level math course, regardless of the grade earned, at another college may be placed into the equivalent VCCS math course.

**B. English as Second Language**

Students whose native language is not English and who did not graduate from a U.S.-based high school must be assessed by staff members in the English as a Second Language (ESL) Program before registering for any courses at the college. To evaluate language proficiency, the ESL program requires prospective students to take a placement assessment administered by the ESL Program.

- 1. Students whose native language is not English and who graduated from a U.S.-based high school have the right to request to take the ESL Placement Assessment and enroll in any needed ESL classes. However, it is their choice, and they may leave the ESL Program of their own volition at any time.
- 2. ESL students who separate from the college may be required to re-take the ESL placement assessment, unless they have successfully completed a writing intensive college-level course equivalent to ENG 111.
- 3. Students with a disability who are in need of an accommodation for (or adjustment in) testing shall be provided an accommodation upon determination of eligibility. Students should be referred to the Office of Student Accommodations and [Reynolds Policy No. 1-15](#), and [Reynolds Procedure No. 1-15](#), Eligibility of Students with Disabilities to Receive Accommodations.

**C. High School Students**

High school students intending to take classes while in high school must first demonstrate readiness for college level coursework. The criteria for high school student readiness is located in Policy 1-11 Admissions. High school students are held to course placement criteria upon meeting readiness.

**IV. Procedures: N/A**

**V. Other Information**

[JSRCC Form No. 11-0000](#), Application for Admission

[JSRCC Form No. 11-0006](#), Transient Student Approval Form

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[Reynolds Policy No. 1-15](#), Eligibility of Students with Disabilities to Receive Accommodations

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