

Effective: October 1997

**Academic Policy: Undergraduate Studies
PROFICIENCY and PLACEMENT**

Approved: October 1997
Reviewed: June 12, 2007
Deans' Council, Faculty Senate

Mathematics

1. All undergraduate students must demonstrate minimum levels of proficiency in mathematics.
 - a. All entering undergraduate students are required to take part in the mathematics placement process.
 - b. The mathematics department determines the test(s) and the criteria for course placement.
2. Students placed in a developmental mathematics course are required to enroll in that course. Such students must demonstrate proficiency by satisfactorily completing the course with a grade of C- or better prior to taking any mathematics course at the 100 level or higher.
3. Students who must take developmental mathematics earn course credits, and the grade is counted in the cumulative grade point average, but developmental course credit cannot be counted towards fulfillment of the general education or graduation requirements for the baccalaureate or associate degree.

English

1. All undergraduate students must demonstrate minimum levels of proficiency in English composition.
 - a. All entering undergraduate students who have not completed ENGL 110: English Composition or the equivalent, earning a C- grade or better, are required to take an English composition placement diagnostic test.
 - b. The English department determines the test(s) and the criteria for course placement.
2. Students placed in a developmental English course are required to enroll in that course. Such students must demonstrate proficiency by satisfactorily completing the course with a grade of C- or better prior to taking any English course at the 100 level or higher.

3. Students who must take developmental English earn course credits and the grade is counted in the cumulative grade point average, but developmental course credit cannot be counted towards fulfillment of the general education or graduation requirements for the baccalaureate or associate degree.