



ACADEMIC OPERATING POLICY AND PROCEDURE

DATE: January 26, 2016

NEXT REVIEW: January 2018

SUBJECT: AOPP 3.29 -- PLACEMENT EXAMS

PURPOSE: This policy informs of the circumstances under which a student may gain course exemption through placement examinations.

REVIEW: This AOPP will be reviewed every four years (or whenever circumstances require an earlier review) by the Associate Vice President for Academic Affairs (AVPAA) with recommendations for revision presented to Academic Council and the Vice President for Academic Affairs. Any change to this AOPP as a result of review will be effective the subsequent fall semester.

POLICY/PROCEDURE: Placement Exams are allowed in certain disciplines in order to advance the educational progress of those students who have achieved a higher level of proficiency.

Computer Science

Students with advanced knowledge of computer science may elect to take the exemption examination. Test results will determine if a student will be exempted from Computer Science 1100. Exemption tests should be taken at the beginning of the student's first semester.

Foreign Language

Since many students are uncertain as to their level of language proficiency when they enter college, they have the option of taking a language placement exam in French or Spanish prior to registration. The results of this exam do not change the minimum standards set forth in the published Foreign Language Policy. This test is designed to help students understand their level of preparedness for language study.

Students who wish to begin studies higher than the standard set in the Policy should complete the placement exam. The Department of Foreign Language will then evaluate the exam results and meet with students to best determine proper placement. For instructions of how to take the exam contact the Department of Foreign Languages.

NOTE: High school credit granted for coursework completed in middle school (identifiable on high school transcript) will not be used toward number of years completed in high school. For example, if a student's high school transcript indicated 2

years of Spanish but one of them indicates it was completed in middle school he/she will be allowed to use SPAN 1101/1102 to fulfill the requirement. Student only completed one year of Spanish in high school.

Mathematics

In order to ensure that students have the highest probability of success in their math courses at Young Harris College, student math placement is based upon SAT/ACT mathematics scores. Students are not eligible to take mathematics courses at a higher level than indicated in the ranges below.

Below 400/below 17 MATH 0090 Review of Mathematics
400-440/17-18 MATH 0090/MATH 1101 Intensive or lower
450 – 510/19 - 21 MATH 1101 College Algebra or lower
520 – 600/22 – 26 MATH 1113 Pre-Calculus or lower
Above 600/26 MATH 2001 Calculus or lower

RESPONSIBILITIES

| <u>Position</u> | <u>Section</u> | <u>Year</u> |
|-----------------------------------|----------------|-------------|
| Associate VP for Academic Affairs | Review | 2015 |

APPROVED BY:

| | |
|-------------------------------------|--------|
| /s/ Keith DeFoor | 2.2.16 |
| Associate VP for Academic Affairs | Date |
| /s/ Gary Myers | 2.2.16 |
| Vice President for Academic Affairs | Date |
| /s/ Gary Myers | 2.2.16 |
| Chair, Academic Council | Date |
| /s/ Matthew Byron | 3.2.16 |
| President, Faculty Senate | Date |

REVIEWED BY:

| | |
|------------------|---------|
| /s/ Tammy Gibson | 3.16.16 |
| Registrar | Date |

APPROVED:

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|---------------|---------|
| /s/ Cathy Cox | 7.29.16 |
| President | Date |