

**College Procedure:** 501.1 - Student Testing and Course Placement  
**Policy Reference:** 501 – Academics and Enrollment  
**Responsible Department:** Academic Affairs  
**Approval Authority:** Cabinet  
**Procedure Owner:** Vice President, Academic Affairs  
**Effective Date:** 12/3/2019

**Version Number:** 2  
**Legal Counsel Reviewed (yes/no):** No  
**Legal Reference(s):**  
**Scope:** College-wide

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## Reason for Procedure

This procedure addresses mandatory testing for students taking more than six credit hours.

## The Procedure

All new degree-seeking students registering for more than six credit hours are required to demonstrate college level competency in writing, reading and/or math prior to registration. Appropriate course placement in either college or pre-college courses is determined by a variety of measures, including placement tests, previous academic experience, advising, and so on. Exemptions to this policy must be evaluated prior to registration. (Students need to allow at least two weeks for these exemptions to be evaluated.)

- Completed similar placement tests or the ACT and sent the official record of scores to Kirkwood Community College. Math scores are considered valid for two years while reading and writing scores are valid for three years.
- Successfully completed (C or better) college-level math and/or writing courses at a regionally accredited college.
- Earned a Bachelor’s degree from an accredited college.

## References

## Definitions

Term	Definition
Term 1	

Term 2	
Term 3	
Term 4	

## Revision Log

Version Number	Date Approved	Approved by	Brief Description of Change
1	12/3/2019	Bill Lamb, Vice President, Academic Affairs	
2		Cabinet	Policy template 2/24/2020