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	<b>Policy/Revision Submitted by:</b>			
	<b>Dr. Deborah R. Garrison, Vice President of Academic Affairs</b>			
<b>SUBJECT: Course Placement for Undergraduate Students in Mathematics, Biology, and English</b>				

**I. POLICY:**

Methodist College uses a standard process through which to determine the placement of new undergraduate students in mathematics, biology, and English based on ACT scores, SAT scores, and/or completion of transfer college credits in corresponding courses.

**II. GENERAL INFORMATION**

The following guidelines will determine the placement of new students entering Methodist College, establish options for seeking placement through placement examinations, and identify the process for appeal to repeat a placement exam.

**A. Placement in 100 Level Courses**

1. Students who meet the following criteria will be placed into appropriate 100-level (or higher) courses in mathematics, biology, and/or English:
  - a. Score of 19 or greater on the corresponding subscales of the ACT
  - b. Transcript demonstrating a grade of “C” or better on equivalent transfer college credits in 100-level (or greater) courses in mathematics, biology, or English.
2. Students who meet the following SAT criteria will be placed into appropriate 100-level (or above) courses in mathematics and/or English:
  - a. A score of 500 or greater on the SAT verbal or quantitative sections.
  - b. There is no corresponding SAT score for science, so the SAT exam will not serve to place students in science courses.

**B. Placement in Developmental Courses**

New students at Methodist College will be placed in developmental courses according to the following criteria:

1. Students who scored less than 19 on the corresponding subscale of the ACT, a score of less than 500 on the verbal or quantitative sections of the SAT, or who have not successfully completed a an equivalent college course(s) in mathematics, biology, and/or English will be place in an appropriate developmental level course(s).

2. Students who have taken the SAT exam and have scored less than 500 on the verbal and quantitative subscales will be placed in appropriate developmental courses.
3. Students who have taken neither the ACT exam nor the SAT exam will be placed in developmental courses.
4. Students who have taken only the SAT will be placed in the developmental biology course, as there is no corresponding subscale on the SAT.

C. Options for Seeking Approval to Enroll in 100 Level (or Higher) Courses

1. Students who place in appropriate developmental-level courses as indicated above may seek placement in 100-level courses through completion of one of the following methods:
  - a. Students may take, or re-take, the ACT and achieve a minimum score of 19 on the respective subscales in order to be placed in 100 level (or higher) courses.
  - b. Students may take, or re-take, the SAT and achieve a minimum score of 500 or greater on the respective subscales for English and mathematics only to be placed in 100-level (or higher) courses.
  - c. Students may take the appropriate Methodist College Placement Test(s) in mathematics, biology, and/or English to seek placement in the appropriate 100-level course(s).
  - d. Students may elect to repeat a placement test once to strive for a better score.
2. Appeal to take Repeat the Methodist College Placement Test(s)  
A student who has taken a Methodist College Placement Test may appeal to the Dean of Arts and Sciences to re-take one or more Methodist College Placement Test(s) in mathematics, biology, and/or English.
  - a. The appeal must be submitted in writing with a rationale for the request.
  - b. If the appeal is granted, the exam will be scheduled no sooner than two weeks from the date of the first administration of the exam to allow for additional preparation.
3. A student who successfully completes the Methodist College placement exam(s) will be awarded permission to enroll in the corresponding 100-level (or higher) course(s).