

ASSESSMENT AND PLACEMENT POLICIES

Los Angeles Pierce College



This report is part of a series of summaries that outlines the assessment and placement policies used across the nine community colleges that comprise the Los Angeles Community College District. The information presented in this report was collected from college websites and district documents.

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Matriculation

Matriculation is a process designed to assist students in achieving their educational goals and considered to be an agreement between Pierce College and the student. It also ensures that students complete their college courses and persist to the next academic term. The following are the components of matriculation:

- ❖ **Admissions:** Pierce College asks that students enroll through their online application. Students are encouraged to submit the admissions application early to give themselves enough time to finish assessment and orientation before the start of the semester.
 - High school graduates, or anyone 18 years or older, may obtain an enrollment application on campus, or may apply online.
 - High school students over 13 years of age may apply online to enroll. However, they must also submit a Special Student (K-12) Attendance form. High School students can enroll in 11 units per semester or less.
 - International students must complete their admissions process through the International Student Office in Admissions.
 - LAPC does not provide information on how undocumented students may submit an application for enrollment.
- ❖ **Assessment:** Matriculating students are required to take assessments in Math, English or English as a Second Language (ESL). Students who have attended another college must meet with a counselor to have their assessment results evaluated. Students can make appointments online to take an assessment. Practice tests are also posted online.
- ❖ **Orientation:** After taking the required assessments, students are encouraged to attend an online orientation session, which provides information about the campus, academic programs, services, academic expectations, and institutional procedures. All new students are encouraged to sign up for personal development 40, a college success course.
- ❖ **Counseling:** All matriculating students are required to attend a counseling session to develop a student educational plan (SEP) prior to registration. This plan is an educational blueprint that outlines exactly what courses students need to pass to meet their educational goals. Students undecided about their academic future are encouraged to register for a career counseling class (personal development 4 or 8), which is taught by a career counselor.
- ❖ **Follow-Up:** Students continue to receive follow-up services through the counseling department, Career/Transfer Center, and Early Alert program. These services help students to develop course schedules each semester, prepare to transfer, and earn an Associate's degree. In addition, the Early Alert program helps to identify students who begin encountering academic difficulty early in the semester.

Who is eligible for matriculation?

- Students who are pursuing a vocational certificate
- Students who are pursuing an Associate's degree
- Students who are pursuing to transfer to a four-year university or college
- Students who are undecided about their specific goals and considering one of the above options

Who is exempt from matriculation?

- Students who have already earned an AA/AS degree or higher

- Students who are attending Pierce with a goal of personal interest and who have completed fewer than 16 units of college credit
- Students who are concurrently enrolled at a four-year college or university and who have completed fewer than 16 units of college credit
- Students who are concurrently enrolled in the 12th grade or below and who have completed fewer than 16 units of college credit

Registration

Students may register for classes after they have submitted an application, taken required assessments, attended an orientation session, and met with a counselor. Students can register for classes online. High school students are advised to register for classes through the Office for School Relations and Outreach.

After assessment scores are determined, new students meet with counselors to determine a course load for the beginning semester.

Pre-requisites, co-requisites, and advisories

- A prerequisite is a requirement that must be met before enrolling in a specific course.
- Corequisites and advisories are not defined

Assessment

The Assessment Center provides placement testing services for prospective and current students at Pierce College. The college's matriculation plan requires that all students who plan on taking English, English as a Second Language, Math, eight units or more and/or pursuing a certificate or degree take an assessment in these subjects.

Assessment test used to place students in math?

- MDTP; ACCUPLACER

Who must take the assessment test?

- Students who are pursuing a vocational certificate
- Students who are pursuing an Associates degree
- Students who are pursuing to transfer to a four-year university or college
- Students who are undecided about their specific goals and considering one of the above options

Who is exempt from being assessed?

- Students who have already earned an AA/AS degree or higher
- Students who are attending Pierce with a goal of personal interest and who have completed fewer than 16 units of college credit

How often can a student take an assessment test?

- Students may retake the English and the math exams once a year. However, if students complete an English or Math class after being assessed, they may not test again.

What is the frequency with which tests are offered?

- Walk-in assessment is available throughout the year, except during the “Heavy Registration” period, which is usually two weeks before and one week after the first day of classes.

Are practice tests available?

- Yes, students have access to two practice tests through the school’s website. Links below:
 - http://www.piercecollege.edu/offices/assessment_center/exsample.asp

Cut Scores

Cut scores for the MDTP math assessment for 2007—2009.

07-09	Algebra Readiness				Elementary Algebra			Intermediate Algebra			Precalculus		
Score	≤11	≤25	≥40	26≤	≤10	≤26	≤27	≤9	≤25	≤26	≤12	≤23	24≤
Recommended placement	105	112	115	115	AR ref	115	125, 120	EA ref	120, 125	215, 227, 235, 238, 240, 245, 260	IA ref	235, 240, 245, 260	261

Student Background Questionnaire

The student background questionnaire gathers background information on students who take an assessment. ENL and ESL students answer different background questionnaires. **Questions that are bolded are treated as multiple measures.**

ENL students

1. How many hours per week do you plan to attend classes?
2. How many hours per week do you plan to work?
3. Are you a returning college student after being away for some time?
4. How important is to you that you go to college?
5. How important is it to the people closest to you that you go to college?
6. **What was your high school GPA?**
7. What was the highest level math class you completed with a grade of C or better?
8. How long ago did you complete your last math class?
9. What was the grade in the last English class you completed?
10. Which of the following describes your best writing skill?

ESL students

1. How many hours per week do you plan to attend classes?
2. How many hours per week do you plan to work?
3. Is it important to you to go to college?
4. What was the highest math you finished with a “C” or better?

5. How long ago did you finish your last math class?
6. What was your grade in your last English or ESL class?
7. How good is your English writing?
8. How good is your writing in your native language?
9. How much English do you use at home, at work, and with friends?
10. How many years of school did you finish before coming to the United States?
11. **What was your high school GPA?**

Multiple Measures

ESL and ENL students at Pierce College can receive a maximum of four multiple measure points based on their overall high school GPA. Students receive four multiple measure points if they indicated that their GPA was from an A to A-; two points if they indicated that their GPA was a B to B-; and zero points if they indicated that their GPA was a C or below.

Course Challenge Petition

Students may challenge a prerequisite or corequisite by filing a prerequisite challenge form, which is available online. Students may submit a prerequisite challenge form to challenge all prerequisite courses except for English and math. If students seek to discuss their English and math scores they need to contact the Assessment Center to make an appointment with an English and/or math advisor.

Reasons for filing a course challenge petition:

- The prerequisite or corequisite has not been established in accordance with the District's process for establishing prerequisites and corequisites
- The prerequisite or corequisite is in violation of Section 55003
- The prerequisite is discriminatory or being applied in a discriminatory manner
- The student has the documented knowledge or ability to succeed in the course without meeting the prerequisite
- The student will be subject to undue delay in attaining the goal of his or her educational plan because the prerequisite or corequisite course has not been made reasonably available.

Supporting Documentation:

- Transcripts showing proof of alternative course work
- Explanation of background or abilities which adequately prepare the student for the course

Procedure to file a course challenge petition

1. Obtain and complete a challenge form accompanied by all necessary documentation, from the Assessment Office
2. Return the completed form with documentation to the Assessment Office. A prerequisite challenge requires written documentation, proof of alternative course work, explanation of

background or abilities which adequately prepare the student for the course before it can be processed

3. Return to the Assessment Office five working days after the form has been filed, for an answer

Counseling

The purpose of academic advising is to provide students with the information and knowledge that helps them to make educated decisions about their future.

The primary goals of academic counseling are to assist students in:

- Clarifying their values and goals
- Developing an academic plan that takes into account their personal needs and situation.
- Monitoring their progress
- Understanding general education requirements in preparation for transfer to a 4-year institution
- Understanding requirements for certificate and degree programs
- Evaluating their previous coursework completed at other colleges/universities
- Interpreting articulation agreements with other colleges and universities
- Raising awareness about support services available on campus

Students can schedule to meet with a counselor by phone or in person.

Pierce requires that all students attend a counseling session prior to registering for classes.

Sources

Pierce College. (2012). Matriculation Process. Retrieved from http://www.piercecollege.edu/offices/assessment_center/matriculation.asp