

462.00 – Assessment and Placement Procedure

Associated Board Policy: 462.00 – Assessment and Placement

Procedure Owner: Director of Student Enrollment and Success

Related Procedures:

I. Procedure Scope and Purpose

This procedure outlines the process used to assess and place students at Cowley College into appropriate English, mathematics, and other courses that require demonstration of college readiness. It applies to all students pursuing a degree or certificate and aligns with the college's mission by promoting student success through accurate and effective course placement.

II. Definitions

Assessment / Placement Criteria: A set of standards used to determine a student's appropriate entry-level placement ensure students are enrolled in courses that match their current skill level for optimal success. The criteria is approved through Academic Affairs and aligns with the Kansas Board of Regents.

Exemption: A waiver of placement testing based on qualifying criteria

III. Procedure

Students who are seeking a degree or certificate are subject to assessment and placement prior to enrolling in English, mathematics, and other courses requiring demonstration of college readiness. These assessments are designed to determine appropriate course placement and help ensure students are positioned for academic success.

Placement criteria include ACT scores, NextGen Accuplacer scores, and relevant high school coursework, as specified in the official placement criteria document. Academic Affairs reserves the right to approve alternate testing scores or to authorize score overrides upon appeal.

There are two separate Assessment and Placement Criteria documents—one for high school graduates and another for dual-enrolled high school students. Both can be found on the college website.

Assessment/Placement Criteria – attachment 1

Dual Enrolled Admissions and Assessment/Placement Criteria – attachment 2

Retesting and Appeals

- If students are required to take an assessment test, retesting is allowed up to three times within a rolling 12-month period. The fee for retesting is \$5. Students who believe their placement does not reflect their ability may appeal to the Academic Affairs Office. The committee will review all relevant documentation and render a final placement decision.

IV. Effective Date(s)

This procedure first became effective: May 6, 2025

V. Signature and Title

This procedure is implemented by: Stefani Jones

Title: Director of Student Enrollment and Success

COWLEY COLLEGE

Assessment / Placement Criteria (Criteria used must be within the last 3 years)

WRITING / ENGLISH READING

Course Placement	ACT Score	Accuplacer NextGen	High School Criteria (3 years)
ENG 2211 & EBE2206: English Composition & Supplemental Seminar	Student must Assess	224-254	Student must Assess
ENG2211: Composition I	18+ Reading And 18+ English	255+ Reading And 255+ Writing	<ul style="list-style-type: none">• 3.0+ high school cumulative unweighted GPA after five or more semesters;• OR: 16+ ACT Reading AND ACT English AND B or higher (not B-) in most recent high school English course;• OR: 2.7+ high school cumulative unweighted GPA after 5 or more semesters AND B or higher (not B-) in most recent high school English course
ENG2212: Composition II	ACT Score of 31 or higher in English or SAT score of 730 allows the student to place directly into Composition II. Students with qualifying scores may have 3 credits awarded for ENG2211 Composition I as “CR” credit on the student’s transcript through a request o the Registrar’s office		
➤ Students with an ACCUPLACER Reading/Writing score below 224, might require additional academic intervention and should be referred to the Humanities Department for individual placement support.			

MATH

Course Placement	ACT Score	Accuplacer NextGen	High School Criteria (3 years)	
MTH4419:Contemporary Math	19+	255+ (QAS)	• 3.00 cumulative GPA (unweighted) AND C- or higher in Second Semester Algebra 2 or Integrated Math 3	
MTH4423: Elementary Statistics	19+	255+ (QAS)	• 3.00 cumulative GPA (unweighted) AND C- or higher in Second Semester Algebra 2 or Integrated Math 3	
MTH4420: College Algebra	22+	263+ (QAS)	• 3.25 cumulative GPA (unweighted) AND B – or higher in the Second Semester Algebra 2 or Integrate Math 3	
An ACT Score of 31 or higher in Math or SAT score of 730 allows the student to qualify for 3 credits awarded for MTH4420 College Algebra as “CR” credit on the student’s transcript through a request to the Registrar’s office if they have completed 2 years of Algebra and 1 year of Geometry with a B in high school.				
➤ Students who do not meet the recommended ACT, SAT, ACCUPLACER NextGen, or high school GPA criteria for MTH4419 (Contemporary Math), MTH4423 (Statistics), or MTH4420 (College Algebra) will be placed into a five-credit hour “with review” section of the appropriate math course.				
➤ Students with a Math ACT of 15 or below, ACCUPLACER score below 240, or an overall unweighted high school GPA below 2.0 might require additional academic intervention and should be referred to the Natural Science and Mathematics Department for individual placement support.				
MTH4425: Trigonometry	23+	266 and above	• Successful completion of Algebra 3 or Pre-Calculus with at least a B AND a Cumulative GPA of 3.0 or Higher	
MTH4432: Calculus for Business/Econ	23+	266 and above	-----	
MTH4435: Calculus	25+	Minimum grade of C or better in MTH4425 - Trigonometry (T►) (SGE); OR recent Trigonometry in high school WITH one of the following 3 options: 1)minimum grade of C or better in MTH4420 - College Algebra (T►) (SGE) , or 2)minimum grade of C or better in MTH4432 - Calculus for Business & Economics (T►) (SGE) or 3)satisfactory course placement assessment of 25 ACT math score.		
Additional Programs	ACT Score	Accuplacer	Previous Coursework	Other
CNA	16+ Reading	224+ Reading	Associates degree or higher	Must be at least 16 years or older
HHA / CMA	16+ Reading	224+ Reading	Comp 1 (or equivalent) completion with a ‘C’ grade	Must have CNA prior to start of class
EMT	16+ Reading	224+ Reading	Associates degree or higher	Must be at least 17 years or older
Cosmetology	19+ Reading	255+ Reading	Comp 1 completion with a ‘C’ grade	See course procedures for all requirements

HIGH SCHOOL DUAL ENROLLED STUDENTS: See Dual Enrolled High School Students Admissions and Assessment / Placement Criteria

4-14-2025; AP462



Cowley College Dual Enrolled High School Students

Admissions and Assessment / Placement Criteria

PROGRAM ADMISSIONS REQUIREMENT - Permission form with parent, principal and counselor signatures is required each Academic Year

General Education/Transfer Pathways: High School Seniors, Juniors, Sophomores or a 'gifted' Freshman

- HS GPA of 2.75 or higher with College Level Reading assessment of 18 ACT in Reading or NexGen Accuplacer of 255 or higher or meet course placement guidelines using high school criteria listed below

OR

- HS GPA of 3.0 on pre-college curriculum (will not require reading assessment)

Career & Technical Education Programs: High School Seniors, Juniors, Sophomores (most programs have selective admittance)

- GPA of 2.0 or higher and College Level Reading assessment of NexGen Accuplacer of 224

ENGLISH PLACEMENT

	ACT Score	SAT Score (Reading and Writing)	Accuplacer Next-Generation	High School Criteria
Composition I	18+ Reading And 18+ English	500+ in SAT ERW	255 + Reading And 255+ Writing	<ul style="list-style-type: none"> • 3.0+ high school cumulative unweighted GPA after five or more semesters; • OR: 16+ ACT Reading AND ACT English AND B or higher (not B-) in most recent high school English course; • OR: 2.7+ high school cumulative unweighted GPA after 5 or more semesters AND B or higher (not B-) in most recent high school English course

MATH PLACEMENT

	ACT Score	SAT Score (Reading and Writing)	Accuplacer Next-Generation	High School Criteria
Contemporary Math	19+	510+	255+ (QAS)	<ul style="list-style-type: none"> • 3.00 cumulative GPA (unweighted) AND C- (or higher) in second semester Algebra 2 or Integrated Math 3
Elementary Statistics	19+	510+	255+ (QAS)	<ul style="list-style-type: none"> • 3.00 cumulative GPA (unweighted) AND C- (or higher) in second semester Algebra 2 or Integrated Math 3
College Algebra	22+	540+	263+ (QAS)	<ul style="list-style-type: none"> • 3.25 cumulative GPA (unweighted) AND B- (or higher) in second semester Algebra 2 or Integrated Math 3

For transfer purposes, College Algebra, Contemporary Math, & Elementary Statistics is the lowest math level a high school student can enroll in with the exception of Technical Math for CTE program students. (ALL with Review classes are not available to HS Students)

Programs with additional requirements	ACT Score	Accuplacer Next-Generation	Other Criteria; See course procedure's prerequisite list for all requirements
CNA	16+ Reading	224+ Reading	Must be at least 16 years or older
HHA / CMA	16+ Reading	224+ Reading	Comp 1 OR College English/Lit class completion with a 'C' will waive reading placement
EMT	16+ Reading	224+ Reading	Must be at least 17 years or older
Cosmetology	18+ Reading	255+ Reading	Open to high school seniors or juniors; Must be at least 17 years or older