

Applies to: All students seeking enrollment in a credit course

Responsible Office

Academic Affairs

POLICY STATEMENT

COTC has a mandatory Assessment and Placement Policy required for all students who have declared the intent of enrolling in a credit course at COTC. The Assessment and Placement Policy is a collective measurement of the student's college readiness, implementing various metrics. This policy is designed to help ensure that all students experience success in their college courses.

Purpose of the Policy

To define and outline the various types of assessment and placement methods that COTC offers its students, and to outline the placement testing methods.

Definitions

Term	Definition
Metric	A standard for measuring college preparedness. Commonly includes, but not limited to, high school or college coursework; national standardized exams, i.e. ACT or SAT; and college placement tests.
Multiple Measures	A hierarchy of measures used by COTC to determine readiness for college-level courses.
Placement Testing	Evaluation of knowledge to check the academic skill level of entering students.
Pre-requisite	A minimally successful grade attained in a course or a minimum score attained on a metric.
Remediation-free Standards	A student deemed remediation-free in a subject is eligible to enroll in a college credit-bearing course in that subject.

Policy Details

- I. Assessing college readiness.
 - A. Each institution is responsible for assessing the needs of its enrolled students.
- II. Ohio Revised Code Section 3345.061 (F) states all state institutions of higher education jointly shall establish uniform statewide standards in mathematics, science, reading, and writing.
 - A. Each student enrolled in an institution of higher education must meet these standards to be considered in remediation-free status.
 - B. Assessment shall be established to determine if the student meets the standards.
- III. Remediation-free Status.
 - A. Remediation-free standards do not replace institutional policies.
 - B. Admitted students who are deemed remediation-free are still subject to any pre-requisite and placement requirements for specific academic programs.
 - C. Placement will be assessed using COTC's multiple measure standards for students who do not achieve the remediation-free threshold to determine the appropriate initial course.

PROCEDURE

- I. Assessment and Placement.
 - A. A student interested in registering for a college course must meet with Gateway enrollment staff to discuss registration eligibility.

- B. Gateway enrollment staff will evaluate the student’s academic record, i.e., transcripts, GED scores, etc., using the Multiple Measure for Placement to determine college readiness for individual subjects.
- C. College Credit Plus (CCP) students may be required to take a placement test to determine CCP eligibility and/or course placement.
 1. CCP enrollment navigator will work with the student to schedule for the placement test through the testing center.
 2. CCP enrollment navigator will review the test results with the student to determine CCP eligibility and/or course placement.
 3. If the necessary score is not achieved, a student is permitted to retest. CCP enrollment navigator will schedule the appropriate retest.
 - a. Permission for a third and final retest may be requested through the dean of enrollment.
 4. Placement test results will be imported into the student information system as part of the student’s academic record.

NOTE: All test scores and transcripts submitted to the Gateway must be official copies. Scores and transcripts issued to the student will not be accepted.

Responsibilities

Position or Office	Responsibilities
The Gateway (Enrollment Staff)	<ol style="list-style-type: none"> 1. Evaluate student academic record to determine college readiness for individual subjects. 2. For College Credit Plus students, if placement test is needed, work with student to register for Placement Test in Testing Center. <ul style="list-style-type: none"> • Review test results with student. • Determine CCP eligibility and appropriate course(s) based upon placement test results. • Records placement information in Student Information System.
Student	<ol style="list-style-type: none"> 1. Meet with Gateway enrollment staff to discuss registration for college course. 2. Supply all previous official academic records, i.e., transcripts, placement test scores, and GED scores. 3. For College Credit Plus students: If placement test is needed, take placement test. <ul style="list-style-type: none"> • Meet with CCP enrollment navigator to review placement test results.
Testing Center	<ol style="list-style-type: none"> 1. Administer placement test.

Resources

Multiple Measure Placement Chart –

https://www.cotc.edu/sites/main/files/file-attachments/multiple_measures_hierarchy_chart.pdf?1598648698

GED College Ready –

https://www.cotc.edu/sites/main/files/file-attachments/ged_college_ready.pdf?1598648748

Contacts (required)

Subject	Office	Telephone	E-mail/URL
Policy interpretation	Office of Academic Affairs – Dr. Larisa Harper, Dean of Arts and Sciences	740-755-7160	harper.906@mail.cotc.edu

History

Issued: 09/27/17

Edited: 01/12/21 (changed policy # from 4.3 to 4.3.10)

Revised: 04/23/2026