

Transfer Students (those who have previously attended another US college)

1. Complete steps 1-5 above.
2. Complete the Transfer Eligibility Form and return to Lafayette Community College.

I-20 Information:

The I-20 is a Certificate of Eligibility for Non-immigrant Student Status for those who wish to study in the US. The I-20 form must be taken to the American Embassy or Consulate when you apply for a Visa. More info can be found at http://www.ice.gov/SEVIS/becoming_nonimmigrant_student_52007.htm

Placement Testing (Procedure 3.22)

The purpose of placement testing is to enhance student success in college. Placement test scores are used to place students in the most appropriate level for success. All students who plan to enroll for the first time in a General Education, English, Math, Online, or Hybrid course at Lafayette Community College must take the appropriate ACCUPLACER test or provide appropriate COMPASS, ACT or SAT scores. Although COMPASS placement tests will no longer be given at LCC after May 2016, COMPASS placement test scores will be accepted until fall 2021.

General Education Course Placement: All students must have an appropriate ACT, SAT or COMPASS score, or take the ACCUPLACER Sentence Skills test prior to enrolling in a general education course, except math courses, unless the student has completed at least 12 credit hours of general education courses from another institution with a grade of C or better. If the score on the ACCUPLACER Sentence Skills test is 69 or higher, the student may enroll in any general education course. If the score places the student into the Pre-College Writing and Reading course (40-68), the student may either enroll in this course as a co-requisite, along with the general education course(s), or the student may take the ACCUPLACER Reading Comprehension test. If the student scores 69 or higher on the Reading Comprehension test, the student may enroll in general education courses without also enrolling in the Pre-College Writing and Reading course.

Students must consult their advisor prior to dropping/withdrawing from the Pre-College Writing and Reading course when it is a co-requisite with one or more general education courses. The student cannot drop/withdraw from the Pre-College Writing & Reading course without also dropping/withdrawing from any general education co-requisite courses. A student who scores into the Writing & Reading Essentials course, may take the ACCUPLACER Reading Comprehension test to achieve a high enough score to place into the Pre-College Writing & Reading course, or possibly test out of any reading requirement. If the student still places into the Writing & Reading Essentials course after taking both the ACCUPLACER Sentence Skills and Reading Comprehension placement exams, the student cannot enroll in general education courses. However, the student may enroll in some concentration courses in Art, Athletic Training, Exercise Science, Graphic Design, Mathematics (requires math placement), Business Administrative Technology, and Physical Education.

English Composition I Course Placement: The student must have an ACCUPLACER Sentence Skills score of 69 or above, or the appropriate COMPASS, ACT, or SAT score to enroll in English Comp I. Without a qualifying score, the student needs to complete the Pre-College Writing and Reading course with a C or better prior to enrolling in English Comp I. If a student has taken a college English course prior to enrolling at LCC, the student must provide an official college transcript or grade report of these courses. Placement in appropriate courses will be determined during the enrollment process.

Math Course Placement: These courses require minimum ACCUPLACER, COMPASS, ACT, or SAT placement scores prior to enrollment. If the student has taken a math course prior to enrolling at LCC, the student must provide an official college transcript or grade report of these courses. Placement in appropriate courses will be determined during the enrollment process.

Online and Hybrid Course Placement: Students must meet the same writing/reading requirements found in the General Education Course Placement above to enroll in any online or hybrid course, whether General Education or not.

The ACCUPLACER test for each subject/discipline may be taken twice in a three month period. Students who are

enrolled in the recommended remedial course, based on their ACCUPLACER score, may retake the test upon completion of the course. If the ACCUPLACER score falls into an appeal score zone, the student must follow the appeal process for that subject/discipline.

Reading Requirements for Health Science Courses: Some Health Science programs have a reading requirement determined by program policy. Students enrolled in any of these programs should check with their advisors to determine if such a requirement exists.

Additional Information

College students who apply for Pell Grants and who will be taking Writing & Reading Essentials, Pre-College Writing & Reading, Foundations of Math, Beginning Algebra, Intermediate Algebra, or any other developmental course must have taken the appropriate placement test in order to qualify for the grant funds.

Students enrolled full-time at other colleges who wish to also enroll at LCC at the same time will be allowed to enroll in any course without being required to take the writing or reading placement exam. Students must provide unofficial transcripts or grade reports at the time of enrollment. English and math courses will still require placement testing, or appropriate ACT or SAT scores.

Students enrolled for one credit hour or less, or enrolled in Community Services and Workforce Education courses, are exempt from the above procedure.

Students requesting accommodations for ACCUPLACER testing due to their documented disabilities must contact the college's designated ADA coordinator at least two business days prior to their desired testing date. Students may contact the coordinator by phone at (620) 421-6700, ex. 1230, or in person in the Business Office on the main campus in Parsons. The coordinator will work with the SSC staff to ensure proper accommodations are in place for the student prior to testing.

Students may arrange to take a placement test by calling the LCC Student Success Center at (620) 421-6700, extension 1147 or by email at testing@labette.edu.

Writing Placement

Score	Placement in
ACCUPLACER Sentence Skills Score of 20 – 39 COMPASS writing score of 1-51 ACT English score of 1-13	ENGL 097 Reading & Writing Essentials
ACCUPLACER Sentence Skills Score of 40 – 68 COMPASS writing score of 52-69 ACT English score of 14-17	ENGL 099 Pre-College Reading & Writing
ACCUPLACER Sentence Skills Score of 69 or higher COMPASS writing score of 70 or higher ACT English score of 18 or higher SAT Verbal score of 360 or higher	ENGL 101 English Composition I

Appeal Process

Students who have taken the ACCUPLACER Sentence Skills test twice and score between 37 and 39 may write an essay for consideration of placement into Pre-College Writing & Reading

Students who have taken the ACCUPLACER Sentence Skills test twice and score between 66 and 68 may write an

essay for consideration of placement into English Composition I. Students can only go up one level by writing the essay.

Procedure for writing the essay:

The essay will be written in the Student Success Center (Main Campus) or at the Cherokee Center when someone is available to monitor the student. Concurrent students may write the essay in the high school counselor’s office if they cannot come to the main campus or Cherokee.

The student will be given a list of topics chosen by the English faculty.

The student will fill out a form listing their name, ID number, address, and phone number.

The student will receive paper and written instructions for writing the essay. It must be written in pen.

Once it is completed, the essay will be sent to the English Department. At least one full-time faculty member will read the essay to make the determination.

Once the decision has been made, the essay and decision are returned to the Student Success Center.

One of the SSC staff, usually the English Specialist, will contact the student with the appropriate course in which to enroll. The English Specialist will also inform Admissions of the determination.

The grading of the essay will be complete in 24 to 48 hours during the regular work week.

Reading Placement

Score	Placement in
ACCUPLACER Reading Comprehension Score of 20 – 53 COMPASS reading score of 1-54 ACT reading score of 12 or below SAT reading score of 255 or below	ENGL 097 Reading & Writing Essentials required (typically a student would take the ACCUPLACER Sentence Skills test to place into this course)
ACCUPLACER Reading Comprehension Score of 54– 68 COMPASS reading score of 55-74 ACT reading score of 13-16 SAT reading Score of 256-299	ENGL 099 Pre-College Reading & Writing required (typically a student would take the ACCUPLACER Sentence Skills test to place into this course)
ACCUPLACER Reading Comprehension Score of 69 or higher COMPASS reading score of 75 or higher ACT reading score of 17 or higher SAT reading score of 300 or higher	No reading course required prior to, or as a co-requisite for General Education courses

Appeal Process

Students who score within three (3) points of their desired course placement for Reading are eligible for the appeals process. As a first appeal, students have the opportunity to retake the placement test. A second (and final) appeal of placement requirements will be handled through the English Department.

Mathematics Placement

Score	Placement in
ACCUPLACER Elem Algebra 20-39 COMPASS Pre-Algebra 1-33 ACT Math Score 1-13	MATH 88 Foundations of Math
ACCUPLACER Elem Algebra 40-59 COMPASS Pre-Algebra 34-100 ACT Math Score 14-16	MATH 96 or MATH 106 Beginning Algebra <i>or</i> Applied Math
ACCUPLACER Elem Algebra 60-80 COMPASS Algebra 34-56 ACT Math Score 17-19 SAT Math Score 460 – 489	MATH 100 Intermediate Algebra
ACCUPLACER Elem Algebra 81 or higher COMPASS Algebra 57-100 COMPASS College Algebra 1-100 ACT Math Score 20 or higher SAT Math Score 490 or higher	MATH 115 or MATH 111 College Algebra <i>or</i> Mathematics for Education
ACCUPLACER College Level Math 80 or higher COMPASS College Algebra 44-100 COMPASS Trigonometry 1-100 ACT Math Score 21 or higher SAT Math Score 540 or higher	Elementary Statistics, Trigonometry, Matrix Algebra <i>or</i> Intro to Analytical Processes
ACCUPLACER College Level Math 86 or higher COMPASS Trigonometry 44-100 ACT Math Score 26 or higher	Calculus I* *C or better in high school Pre-Calculus <i>or</i> Trigonometry required

If a student is placed in Intermediate Algebra by the placement test, they may take the Intermediate Algebra final. If they pass the final, they will be allowed to enroll in College Algebra. Students can only take the final for the course in which they were placed by ACCUPLACER to move to the next course in the sequence. The sequence of courses is as follows:

Foundations of Math

Beginning Algebra or Applied Mathematics

Intermediate Algebra

Mathematics for Education

College Algebra

Trigonometry/Elementary Statistics/Business Calculus/Matrix Algebra/Intro to Analytical Processes

Calculus I

Calculus II

Calculus III

Differential Equations

Trigonometry, Elementary Statistics, Business Calculus, and Matrix Algebra, all carry a prerequisite of College Algebra and are considered roughly equal in terms of placement level.