

## Assessment Requirements

The College has an assessment policy requiring all ACC college credit students to complete an ACC basic skills assessment unless the student:

1. Has earned three (3) or more college-level credit hours prior to start of the Fall 1989 semester, or
2. Has passed the ACT, SAT or TAAS test at the required cut off.

Students enrolling only in pre-college level courses or in courses for the Certificate Level 1 programs having no skill prerequisites are encouraged, but not required, to be assessed before their first enrollment.

Students interested in **ESL (English as a Second Language) courses** may need additional assessment to determine the appropriate level of ACC classes to enter. Students whose first language is not English should take the ESL Assessment test and consult an advisor or ESL faculty member.

## Texas Academic Skills Program (TASP)

The Texas Academic Skills Program (TASP) is an instructional program with a testing component designed to ensure that all students attending public college or universities in Texas have the reading, writing, and mathematics skills necessary to perform effectively in college-level courses. Texas law requires students to take the TASP test or a TASP alternative test before attending college-credit classes, or to demonstrate that they are TASP exempt or TASP waived.

### TASP Exempt Students

- i Students with three or more semester hours of college-level credit from an accredited institution of higher education prior to fall 1989.
- i Students with a bachelor's degree from an accredited institution of higher education.
- i Students who are blind and/or deaf and have earned at least three (3) semester hours of college-credit prior to Fall 1995.
- i Students with qualifying scores on the ACT or SAT (within five years) or TAAS (within three years).
- i Students who graduate from an accredited high school, have completed the recommended or advanced high school curriculum and earned a GPA of 3.5 or higher on a 4.0 scale must enroll in an institution of higher education on or before the second anniversary of the date the student graduated from high school.
- i Students who transfer to ACC from out-of-state or private Texas colleges and who have taken and passed courses on ACC's iB or Better List<sup>†</sup> with an iA<sup>†</sup> or iB<sup>†</sup> will not have to take the TASP or TASP alternative test in any area in which they have satisfied the requirement.
- i Students with military service (DD 214) required) that

began prior to July 1, 1989. This date allows for sufficient time to complete basic training (basis for HKN credit) prior to September 1, 1989 in compliance with TEC51.306.

- i Students who are deaf who meet the definition as stated in TEC 54.205(a) are exempt from taking the TASP test but are required to take the Stanford Achievement Test.
- i International students who are citizens of another country and not seeking a degree or Level II certificate.
- i Students participating in the National Exchange Program from another state who are not seeking a degree or a Level II certificate.
- i Out-of-state students who take college-level distance-learning courses and remain outside the state while taking the courses.
- i Students who are serving full time on active duty as a member of the armed forces of the United States.

### TASP Waived Students

- i Students enrolled in a Level 1 Certificate declared major.
- i Students 55 years of age or older and not seeking a degree.
- i Students enrolling at ACC on a temporary basis (must be approved by an advisor).
- i Out-of-state students who take college-level distance-learning courses and remain outside the state while taking the courses.
- i Students who are serving full time on active duty as a member of the armed forces of the United States.

### ACC Policies Concerning TASP Requirements

- i Students who take and fail the TASP before coming to ACC must take the COMPASS placement test. (See an advisor.)
- i Students whose test scores indicate that they need two or more developmental courses must meet with an ACC counselor before they register for their first term in order to develop an educational and a support service plan.
- i TASP students must complete their TASP requirements to graduate from any associate degree program or any certificate program having at least 43 or more semester hours.
- i TASP students who do not pass all parts of the TASP test or TASP alternative test must enroll and participate in developmental education courses in their area(s) of academic weakness and follow ACC's Developmental Plan until they satisfy their TASP requirements.
- i TASP students who do not comply with the state developmental education requirements and ACC's Developmental Plan will be withdrawn from all college-level courses with a grade of iW<sup>i</sup> for that semester.
- i Campus Advising Centers have additional information regarding TASP requirements and ACC's Developmental Plan.

## Developmental Education

Courses in Developmental Education help students to succeed in college. ACC offers three types of Developmental Education courses: (1) Courses of one-, two-, or three-hours credit prepare students to enter college-level courses. These courses include mathematics, reading skills, vocabulary, writing skills, spelling, speech, and English as a second language. Students with skills below college level including those identified on local assessment tests and the TASP Test should enroll in these classes before enrolling in college-level courses. (2) One-hour lab classes parallel to courses in other divisions, where students work together in small tutorial groups to get additional practice and explanation. These include language and study skills labs, math labs, and writing labs. Students must be enrolled in the course that the lab parallels. (3) College-level courses that help students succeed in their academic studies. These courses include college study skills, advanced college vocabulary, and speed reading. Of these, advanced college reading may be transferable to other institutions.

## English as a Second Language (ESL) – Academic

ACC offers ESL in three skill areas: oral communication, reading and vocabulary, writing and grammar and at four levels: high beginning, low intermediate, high intermediate and advanced. Students should consult an adviser or ESL faculty member for an ESL assessment test to determine proper placement. For information about the Academic ESL program call 223-3354 or 223-3349 (RGC); 223-4014 or 223-4874 (NRG); 223-6290 (RVS). Call 223-3139 (RGC) or 223-4807 (NRG) to sign up to take the ESL assessment test.

## Human Development

Human Development courses are electives designed to provide students in all programs with the skills to maximize their success both in and out of the classroom. HUDE 0111 is a developmental level course; other human development courses are college credit courses. By drawing on the tenets of modern psychology, sociology, and learning theory, these courses assist students in achieving greater self-awareness, self-management skills; setting and accomplishing personal, educational, and career goals; improving interpersonal communication skills, and mastering effective learning and study skills. Interested students can consult with an ACC counselor for additional information and assistance.

## WorkKeys Assessments

Students entering selected workforce education programs may add WorkKeys assessment scores to their professional credentials. WorkKeys assessments use a scoring method unique to the workplace and familiar to area employers to measure skills in Applied Mathematics, Reading for Information and Locating Information. Pre-assessment identifies areas students need to strengthen to reach the level

business and industry has identified as necessary for their field of study. Post-assessment validates improvement and provides a credential recognized and valued by business and industry.

## Testing for Advanced Placement

Austin Community College provides students the opportunity to earn credit by advanced placement through the College Level Examination Program (CLEP), College Board Advanced Placement (AP), Certified Professional Secretary exam (CPS), credit by institutional examination and credit for military courses. Credit from these programs, exclusive of credit by institutional examination, may not exceed 30 semester hours. The credit is validated and an official transcript issued only upon completion of regular coursework at ACC.

### College Level Examination Program (CLEP)

Students of Austin Community College who request credit through CLEP must have official test scores sent directly to the Admissions and Records and Registration Office at 5930 Middle Fiskville Road, Austin, Texas 78752. Scores are obtained by contacting the Educational Testing Service, P.O. Box 6666, Princeton, N. J. 08543-6923. For each score at or above the listed minimum, the appropriate credit will be recorded on the Request for CLEP Credit Form. After the credit is recorded on the request form, both the student and the Records and Registration staff member must sign the form. Credit is recorded on the student's ACC transcript after the student has completed at least one credit course at ACC.

Pursuant to the Texas Education Codes 51.301 and 51.302, no student may receive more than three semester hours of CLEP credit for the six-semester-hour legislative requirement for American Government and no more than three semester hours of CLEP credit for the six-semester-hour legislative requirement for American History.

CLEP exams are given at The University of Texas at Austin and at St. Edward's University. For CLEP exam schedules and costs, call the UT Measurement and Evaluation Center (471-3032) or St. Edward's Admissions Office (448-8660).

Consult the iCLEP Exams and Minimum Acceptable Scores section in this catalog for the specific passing scores for each test.

### Advanced Placement (AP)

Students requesting credit through the College Board Advanced Placement Program (AP) must complete at least one college credit course before appropriate credit is posted on their academic record. Students of Austin Community College who request credit through AP must have official test scores sent directly to the Admissions and Records Office at 5930 Middle Fiskville Road, Austin, TX 78752.

Scores are obtained by contacting AP Exams, P.O. Box 6671, Princeton, N.J. 08541-6671. For each score at or above the listed minimum, the appropriate credit will be recorded on the Request for AP Credit Form. After the credit is recorded on the Request Form, both the student and the Admissions and Records staff member sign the form. Students must complete at least one college credit course before credit is recorded on the official transcript.

A letter grade (A, B, C, D, F) is not assigned. The AP credit is designated as iCRi (credit) on the ACC transcript. AP credit might not transfer from ACC to other institutions. Pursuant to the Texas Education Codes 51.301 and 51.302, no student may receive more than three semester hours of advanced placement for the six-semester-hour legislative requirement for American Government and no more than three semester hours of advanced placement for the six-semester-hour legislative requirement for American History.

Advanced placement credit is granted for the courses listed below.

AP Exam	Score	Credit Given
American Government	3, 4, 5	GOVT 2305
Calculus (AB exam)	4 or 5	MATH 2413
Calculus (BC exam)	4 or 5	MATH 2414
Computer Science (A exam)	4 or grade A.	COSC 1315
Computer Science (B exam)	4, 5 or grade A	COSC 1315 & ITSE 1418
English (Language and Composition)	3, 4 or 5	ENGL 1301
English (Literature and Composition)	3, 4, or 5	ENGL 1301 or 1302 (If credit for 1301 has been earned, credit awarded for 1302)
Foreign Language (FRN, GER, SPN)	2 3, 4, or 5	1511 & 1512 1511, 1512, 2311 & 2312

## Credit for Professional Secretary Certification

Students may earn college credit for verified passing scores on the following parts of the Certified Professional Secretary exam:

*If exam passed before September 1994:*

CPS Exam	Credit Given
Part IV Accounting	ACNT 1403
Part V Office Administration & Communication	POFT 1302, POFT 2312, POFT 1449
Part VI Office Technology	POFT 2331

*If exam passed after September 1994:*

CPS Exam	Credit Given
Part I Finance and Business Law	ACNT 1403
Part II Office Systems & Administration	POFT 1302, POFT 2312, POFT 1449
Part III Management	POFT 2331

## Professional Administrator Credential and CDA Credential (Child Development Associate Credential)

Students who hold the PAC or the CDA should contact an advisor in the Child Development Program to obtain information about receiving credit for these credentials.

## Challenging a Course (Institutional Credit by Examination)

In order to be eligible to take a challenge exam, the applicant must be a current or former ACC college-credit student and meet the course prerequisites and institutional enrollment requirements. Students must complete at least one course in residence before challenge exam results will be recorded on an official transcript. A student receives credit by passing the exam with a grade of A or B. Not all courses at ACC may be challenged. A student may not challenge a course more than once. No student may challenge a course for which she/he is currently enrolled or has a grade of A, B, C, D, F, I, W, or AU. Course challenge grades are not computed in students' grade point averages (GPA) nor do they count toward scholastic achievement awards in any given semester.

To challenge a course, a student must:

- i Obtain a Course Challenge Form from a campus Admissions and Records Office,
- ii Obtain the signature of the appropriate Academic or Workforce Dean, Task Force Chair, or Program Coordinator who approves the testing and assigns an instructor to administer the test,

- i Obtain the signature of the assigned full-time or part-time instructor, who has previously taught the course at ACC and has agreed to administer and grade the challenge examination,
- i Return the signed Course Challenge Form to the Admissions and Records Office,
- i Pay a fee of \$10 per credit hour, with a \$30 minimum, and
- i Take the Challenge Examination. The instructor submits all copies of the Challenge Form to a campus Admissions and Records Office. If the grade is A or B, it is recorded on the student's transcript under the heading Institutional Examination. If the grade is C or lower, it is not recorded.

International students may not apply course challenges toward the 12-hour enrollment requirement established by the Immigration and Naturalization Service. International students must be enrolled full-time and attending class.

## Credit for Military Courses

Austin Community College will evaluate courses completed in the Armed Forces, USAFI and DANTES, based on credit recommendation in the ACE (American Council on Education) Guide to Evaluation of Educational experiences in the Armed Services. The semester hours of credit granted under this policy and the semester hours of credit granted for College Level Examination Program (CLEP) together may not total more than 30. Students enrolled at Austin Community College wishing to have their educational experience in the Armed Forces or through USAFI and the DANTES transcript evaluated for possible credit should comply with the following procedures:

- i The student should submit records showing completion of educational experiences in the Armed Forces or USAFI or DANTES Courses, which include the following: educational transcripts, discharge papers, and test scores. The student is responsible for furnishing satisfactory evidence to the evaluator.
- i The Admissions and Records Office references the submitted documents for credit recommendation from the ACE Guide.
- i If a recommendation cannot be located, the student may request a recommendation from ACE in Washington, D.C.
- i The evaluator completes the credit application and forwards it to the appropriate Task Force Chair or program coordinator for approval.
- i The Task Force Chair or Program Coordinator will grant or deny credit for a specific corresponding ACC course.
- i Credit will appear on the student's transcripts.
- i The student who requests an evaluation of military courses must complete at least one credit in residence before appropriate credit is posted to their academic record.

- i If a student has received credit through the military for College Level General Education Development tests, equivalencies will be granted in accordance with the following schedule:

College-Level Exam	Grade	Credit Given
TEST I Expression	S	ENGL 1301
TEST II Social Studies	S	NO CREDIT
TEST III Natural Science	S	BIOL 1406
TEST IV Social Studies	S	PSYC 2301, SOC 1301, HIST 1301, HIST 1302, GOVT 2305

## Health, Kinesiology Credit for Military Service

Students who have served on active duty in the military service of the United States for a period of at least six (6) months without regard to character of service will receive four (4) hours of credit for Health and Kinesiology. Personnel on active duty with at least six (6) months in the military may also receive this credit by presenting a certified letter from their commanding officer attesting to their period of service. The four hours will not be computed in student's grade point averages. Students who wish to obtain this credit must submit an original or certified copy of their DD214 to the Admissions and Records Office. Credit will not be posted until the student completes at least one college level course at ACC.

## Testing Centers

Academic Testing Centers are located at the Cypress Creek, Eastview, Northridge, Pinnacle, Rio Grande, and Riverside Campuses and at the Fredericksburg, Round Rock, and San Marcos ACC Centers. Hours of operation vary by location. Students should check with their instructors on the availability of tests at the various locations. Students must be registered in classes at Austin Community college in order to take test in the Testing centers. Procedures for using this service are available from the Academic Testing Centers. In addition to an ACC Student ID, Testing Centers require a valid picture ID.

## CLEP Exams and Minimum Acceptable Scores

General Exam	Score	Credit Given
Mathematics	50	MATH 1336
Humanities	50	HUMA 1301
Natural Sciences	50	PSC 1613
English	50*	ENGL 1301 & 1302
(Must include essay section)*		
*Essay must be approved by the English Department		
Subject Exam	Score	Credit Given
Accounting, Principles of	50	ACCT 2301 & 2302
American Government*	50	GOVT 2305
American History to 1877*	50	HIST 1301
American History 1865 to Present*	50	HIST 1302
American Literature	50	ENGL 2327 & 2328
Business Law, Introductory	50	BUSG 2301
Business Management, Principles of	50	BMGT 1303
Calculus with Elementary Functions	50	MATH 2413 & 2414
Chemistry, General	50	CHEM 1411 & 1412
College Algebra	50	MATH 1314
College Composition	50	ENGL 1301 & 1302
(Must include essay section.)*		
*Essay must be approved by the English Department		
College French First Semester	50	FREN 1511
Second Semester	50	FREN 1511 & 1512
Third Semester	52	FREN 1511, 1512, & 2311
Fourth Semester	52	FREN 1511, 1512, 2311 & 2312
College German First Semester	50	GERM 1511
Second Semester	50	GERM 1511 & 1512
Third Semester	63	GERM 1511, 1512 & 2311
Fourth Semester	63	GERM 1511, 1512, 2311 & 2312
College Spanish First Semester	50	SPAN 1511
Second Semester	50	SPAN 1511 & 1512
Third Semester	54	SPAN 1511, 1512 & 2311
Fourth Semester	54	SPAN 1511, 1512, 2311 & 2312
English Literature	50	ENGL 2322 & 2323
Freshman English	50	ENGL 1301 & 1302
(Must include essay section. Essay must be approved by the English Department)		
Human Growth and Development	50	PSYC 2314
Information Systems and Computer Applications	50	COSC 1300
Macroeconomics, Introductory	50	ECON 2301
Marketing, Principles of	50	MRKG 1311
Microeconomics, Principles of	50	ECON 2302
Psychology, Introductory	50	PSYC 2301
Sociology, Introductory	50	SOCI 1301
Trigonometry	50	MATH 1316
Western Civilization to 1648	50	HIST 2311
Western Civilization to 1648 to Present	50	HIST 2312

NOTE: Pursuant to Texas Education Codes 51.301 and 51.302 no student may receive more than three semester hours of CLEP credit for the six-semester-hour legislative requirement for American Government and no more than three semester hours of CLEP credit for the six-semester-hour legislative requirement for American History.