

ASSESSMENT AND PLACEMENT POLICIES

Los Angeles Southwest 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.

December 2013

Matriculation

Los Angeles Southwest College (LASC) states that matriculation is a process that assists the student in achieving his or her educational goals. It is an agreement between the college and the student who enrolls for credit. LASC asks students to participate in a partnership to ensure their educational success.

❖ Admissions

- High school graduates, or anyone 18 years or older, may apply in person or online: https://secure.cccapply.org/applications/CCCApply/apply/Los_Angeles_Southwest_College.html
- High school students may enroll concurrently by submitting the standard admissions application and a “Supplemental Application for Admissions for a Student in Grades K-12,” which must be signed by a parent/guardian, this form is available online: <http://lasc.edu/uploads/pdf/K12ApplicantInfo.pdf>
- International students with a F-1 visa must submit an application to the International Student Office in Admissions.
- LASC does not provide information on how undocumented students may apply for admission.

❖ **Orientation:** After submitting an application for admissions, students must attend an orientation session. At orientation, students receive information on LASC’s academic programs, policies and procedures, and student support services. Orientation sessions take place on campus and are available only during specific times of the academic year. Students should refer to orientation schedule to attend a session.

❖ **Assessment:** Students must attend an orientation session before they take a placement test. All students with the intention of obtaining a degree or transferring to a four-year institution must take assessments in English and math. LASC offers testing year-round.

❖ **Counseling:** LASC requires students to meet with a counselor to complete their educational plan. Counselors assist students with selecting appropriate classes that meet their educational, transfer, and career goals.

❖ **Follow-Up:** Students can return for follow-up counseling from academic advisors to receive help in completing their educational goals. This includes further refining a student’s educational plan, inquiring information about transfer requirements, certification/graduation requirements, and different programs of study. LASC does not provide information stating whether matriculating students must attend a follow-up session.

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 an associate’s degree or higher
- Students who have completed a college-level English or math class at another college (student may request exemption from assessment)
- Students who have taken an assessment at another college
- Students who have participated in an orientation at another college

- Students who want to take a class for personal enrichment, which does not include English or math courses

Registration

Prior to registering for classes, new students must first submit their completed application for admission (either online or in-person), attend a new student orientation session, take the appropriate assessment tests, and lastly, meet with an academic counselor to prepare an education plan.

Prerequisites, co-requisites, and advisories

- A prerequisite is a requirement that must be satisfied before enrolling in a particular course.
- There is no information about co-requisites and advisories.

Assessment

According to LASC, students take assessment tests in English or ESL, reading, and math. LASC determines students' placement in the English and math course sequence based on their test results. A new student must complete orientation prior to taking assessments.

Assessment test used to place students in math?

- ACCUPLACER

Who must take an assessment test?

- 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 being assessed?

- Students who have earned an associate's degree or higher
- Students who have completed less than 15 units of college courses for personal development
- Students who have taken the appropriate pre-requisite course with a grade of "C" or better as documented by an official transcript.
- Students who have completed an assessment test at another college and are able to provide an official college document.

How often can a student take an assessment test?

- LASC does not indicate how often students can re- take assessment tests.

Frequency with which tests are offered?

- Tests are available weekly during the school year to students who are currently enrolled.

Are sample test questions available?

- Students have access to two practice tests through LASC's website:
<http://www.testprepreview.com/>

Cut Scores

Los Angeles Southwest College cut scores from spring 2004 to spring 2009:

2004–2009	Arithmetic Test				Elementary Algebra Test					College Level Math Test				
LASC Cut Scores	AR <22	22 ≤ AR < 35	35 ≤ AR < 65	65 ≤ AR	EA <28	28 ≤ EA <34	34 ≤ EA <66	66 ≤ EA <74	74 ≤ EA	CLM <43	43 ≤ CLM <63	63 ≤ CLM <86	86 ≤ CLM <104	104 ≤ CLM
Recommended course placement	104	105	112	Take EA test	Take AR test	112	115	125	Take CLM test	Take EA test	125	245 236 235 230 237	240	Above 240

Student Background Questionnaire

LASC's student background questionnaire gathers academic information on ENL (English native language) and ESL students. **Questions that are bolded are treated as multiple measures.**

1. What documented disabling condition do you have, if any, that might affect the usefulness of your test scores as a measure of your skills?
2. Is English your first language?
3. What is the total number of years you studied mathematics in high school?
4. Did you study algebra for at least one semester?
5. How long has it been since you have completed a Math class?
6. What is the total number of years you studied English in high school?
7. What is the highest level of education completed by your father or male guardian?
8. What is the highest level of education completed by your mother or female guardian?
9. **Are you a high school graduate or do you hold a GED certificate?**
10. Do you intend to apply for Federal financial aid?
11. Please select the highest level of English you have completed with a "C" or better.
12. How many hours per week do you spend reading materials written in English other than text books and newspapers?
13. How much time per day do you plan to devote to English homework and study?
14. **How important is math to you personally or to your educational goals?**
15. **Please indicate the highest level of math you completed with a "C" or better.**
16. How much time per day do you plan to devote to math study and homework?

Multiple Measures

From spring 2004 to spring 2009, students' overall test scores could increase or decrease based on multiple measures. Depending on how students answer background questions that are treated as multiple measures, they could receive a maximum of five points to add to their test score. Conversely, a student could decrease their overall placement score by up to two points. Multiple measures used by LASC capture a student's performance and interest in math.

ENL/ESL Questions	Answers	Additional Points
Question 9: Are you a high school graduate or do you hold a GED certificate?	a.) Yes	+2
	b.) No	0
	c.) I am still in high school	0
	d.) I choose not to answer	0
Question 14: How important is math to you personally or to your educational goals?	a.) Not important	-1
	b.) Somewhat important?	0
	c.) Very important	+1
Question 15: Please Indicate the highest level of math you completed with a "C" or better.	a.) Basic Arithmetic	-1
	b.) Pre-Algebra	-1
	c.) Elementary Algebra	0
	d.) Geometry	0
	e.) Intermediate Algebra	+1
	f.) Trigonometry	+1
	g.) Pre-calculus	+2
	h.) Calculus	+2
Total multiple measure points	Minimum and maximum total points added	-2 to 5

Course Challenge Petition

LASC's prerequisite challenge process can help students gain entry into classes in which they fail to satisfy the prerequisites. Students may submit a course challenge petition based on the following grounds:

- The prerequisite has not been made reasonably available.
- The prerequisite is not valid since it is not necessary for success in the course for which it is required.
- The prerequisite is discriminatory or applied in a discriminatory manner.
- The student has the knowledge or ability to succeed in the course despite not meeting the prerequisite.

Supporting Documentation

- Copy of high school/college transcript
- Written documentation of work or related experience from employer
- Doctor's statement
- Personal written statement
- A course is considered to be "not reasonably available" if it has not been offered in the last three semesters and the student believes their progress in attaining their goal will be delayed

Procedure to file a Course Challenge Petition

- Complete the prerequisite and co-requisite challenge found at the assessment center.
- Submit the completed petition and any support documentation to the assessment center.
 - If the term begins while the prerequisite challenge is in progress, the student may attend the targeted course and request an add permit from the instructor. The admissions and records office will only process this Add Permit if the prerequisite challenge is approved.
- The Assessment Center will forward the student's petition to the appropriate department chairperson for review and inform the student of the decision within five working days.

If the challenge is approved, the student will be electronically cleared to enroll in the target class. To enroll after the semester starts, the student must present an add permit to the Admissions and Records Office for processing.

If the prerequisite challenge is denied, the student will not be allowed to register for the targeted course regardless of whether an add card was obtained. The student has the right to appeal the department chair's decision. In this case, a student is advised to contact the assessment center.

Counseling

Counselors assist students in selecting classes and developing their educational plans which enable them to meet their academic goals. LASC encourages students to follow their counselor's recommendations because not doing so may affect their chances of reaching their academic goals. Students are asked to meet with their counselors at least once a semester to discuss any questions or concerns they may have regarding the recommended coursework.

The primary goal of academic counseling is to provide opportunities for students to:

- Clarify their values and goals, and determine an educational path (associate's degree, transfer to a four-year university, etc.)
- Make decisions about a possible educational route to obtain these goals, including classes that need to be completed to fit each student's program of study
- Develop self-confidence, self-direction, and self-esteem in shaping their academic future

Sources

Los Angeles Southwestern College: Matriculation (2011). Matriculation Online Orientation. Retrieved from http://www.lasc.edu/students/matriculation/lasc_online_orientation.html