

CSN Mathematics Placement Procedure

INITIAL PLACEMENT

Students taking a mathematics course for the first time at CSN:

- Take the ACCUPLACER test to determine an initial placement level.
- Use SAT or ACT score to determine an initial placement level.
- If mathematics credit has been earned by the successful completion of courses taken at another college or by CLEP examinations, the highest such credit can be used to determine an initial placement level.

IMPORTANT NOTE:

If mathematics credit has been earned at another institution or by CLEP examination, the student **MUST** bring or fax (651-5881 or 651-4825) a copy of the appropriate college transcript or CLEP Score Report, **AND** a note outlining the request to the Mathematics Department on the appropriate campus. Also, the written request **MUST** include the student's contact information and CSN Student ID Number.

A faculty member will examine the documentation and issue a "Placement Approval Form." This form must then be hand-carried by the student to the Office of the Registrar. **ONLY** in the case of an out-of-town student will the Mathematics Department notify the Registrar via e-mail. Failure on the student's behalf to leave the appropriate and necessary information may cause an unavoidable delay in the registration process.

Students currently enrolled in or having completed a mathematics course at CSN who wish to skip one or more higher courses:

- Use the highest successfully completed math course as initial placement level.

ADVANCED PLACEMENT

Any student who is not willing to accept an initial placement level may attempt to raise the placement level by taking one or more Diagnostic Tests.

Procedure:

1. Establish proof of initial or current placement level (see above).
2. Take Diagnostic Tests in a consecutive order, beginning with the Test for ONE course higher than the current placement level.
3. Diagnostic Tests may be taken until the desired placement level is achieved OR the student is unable to pass the Test for a particular level, whichever comes first.
4. If the student is unable to pass the Diagnostic Test for a particular level, the highest achieved level will be recorded as the student's current placement level.

The Diagnostics Tests were written by the CSN Mathematics Department to give students an additional chance to place into a desired course. **Please be aware that taking a Diagnostic Test is a privilege, not a right.** (See Nevada System of Higher Education Board of Regents Handbook, Title 4, Chapter 16, Section 1 at http://system.nevada.edu/Board-of-R/Handbook/Title-4/T4-CH16.doc_cvt.htm#t4c16s1).

Guidelines for taking Diagnostic Tests:

- Diagnostic Tests can be, but do not have to be taken on the same day as the ACCUPLACER Test.
- The student must pass a specific Diagnostic Test before he/she can proceed to the subsequent Diagnostic Test.
- Subsequent Diagnostic Tests do not have to be taken on the same day.
- Only one attempt per session will be allowed for each specific Diagnostic Test.
- Students **MUST** wait at least four months before retaking any specific Diagnostic Test.
- Students may retake a specific Diagnostic Test as often as desired, provided four months have passed between each attempt.

ADDITIONAL INFORMATION

- Prerequisite waivers will not be issued. In order to be able to register for a desired mathematics course, the student must follow this placement procedure or naturally migrate to the course by completing the indicated prerequisite course(s).
- Diagnostic Tests are not Challenge Exams. Successful completion of a Diagnostic Test does not establish credit for a particular course. The successful completion of a Diagnostic Test indicates the student is adequately prepared to take the corresponding course.