

TALLAHASSEE COMMUNITY COLLEGE ADMINISTRATIVE PROCEDURES

TITLE: Testing for Placement Purposes	NUMBER: 10-21AP
AUTHORITY: Florida Statute: 1001.03, 1001.64, 1001.65 Florida Administrative Code: 6A-14.0301	SEE ALSO: <ul style="list-style-type: none"> • Board Policy 10-21: Testing for Placement Purposes • Florida Postsecondary Education Readiness Test (FPERT) Study Guide • Placement Evaluation Chart
UPDATED: 02/21/14	

Tallahassee Community College (hereafter TCC or the College) uses the Florida Postsecondary Education Readiness Test (FPERT) to assess the basic computation and communication skills of students who intend to enter a degree program. Students can present valid SAT, ACT, or CPT (Common Placement Test) scores to demonstrate readiness for degree-level coursework.

TCC requires a placement test for students who do not show proof of college level placement. Students who have taken the Florida Postsecondary Education Readiness Test (FPERT) at TCC and believe that the scores do not reflect their skills and abilities, are eligible to retake* the placement test for each subsection without special circumstances. Students will be allowed to retake the test 30 days after the initial test date.

Persons wishing to take the Florida Postsecondary Education Readiness Test (FPERT) who do not have an application on file with TCC are subject to a \$25.00 proctor fee.

**Retake fee is \$4 if students repeat all sections on one day or \$4 each time students repeat different sections on more than one day.*

Depending on the retake and placement timeframe, the following guidelines apply for students who retake the CPT and score in a higher level course:

IF	THEN
Drop/add period is still in effect →	Students can drop the lower level course and register for the higher level course based on class availability.
Add period ended but drop period is still in effect →	Students can drop the lower level course, receive a refund and register for the higher level course at a later session or next term based on class availability.
After drop period and before the withdrawal date →	Students will need to either complete the course or withdraw by the withdrawal deadline from the lower level course and register for the higher level course at a later session or next term based on availability. Students will not be eligible for a refund.
After withdrawal date →	Students will need to complete the course. Those who do not complete the course will receive a failing grade.

Students need to follow the above registration guide.

Placing in a higher level course after the initial placement and after the official drop period does not constitute grounds for a cancellation of the lower level course.