

**To:** The Montgomery College Community

**From:** Dr. Monica Brown, Senior Vice President for Student Affairs  
Dr. Sanjay Rai, Senior Vice President for Academic Affairs

**Subject:** Emergency Assessment and Placement Procedures for Summer and Fall 2020

**Date:** May 6, 2020

The Committee for Appropriate Placement and Developmental Issues (CAPDI) has developed emergency assessment and placement procedures for summer and fall 2020. The goal of appropriate placement is to ensure that students are successful as they begin their Montgomery College programs. Because Accuplacer, Accuplacer ESL, and the chemistry placement exams are not available to students during the COVID-19 crisis, each discipline was tasked with developing an assessment and placement process that will be efficient, timely, and responsive to student needs. The committee understands that these procedures are not intended to be long-term changes to the usual assessment and placement practices at Montgomery College. Working with faculty committees, department chairs, deans, and Assessment Centers, CAPDI recommends the following plan for assessment and placement for summer and fall 2020.

1. New students entering Montgomery College with scores in any of the traditional assessment and placement measures (NextGeneration Accuplacer, SAT, ACT, TOEFL, IELTS, AP, GED, etc.) will be placed according to the placement policies already established by CAPDI.
2. Students entering from MCPS will continue to participate in the APPE and APPM placement programs for English and math.
3. Students entering from MCPS will continue to participate in the APPG placement program to determine college-readiness.  
**\*\*For summer and fall 2020, the unweighted GPA for incoming MCPS students participating in the APPG program will be 2.75.**
4. **Dual Enrollment** students who will be taking MC courses in the high schools will be required to have a 2.75 unweighted GPA to participate in the Dual Enrollment program.
5. **Math and Statistics:** New students will be guided through directed self-placement via the ALEKS online tutorial and placement platform. The students' scores will be uploaded to the Banner system. Students may consult with counseling and advising as well as math faculty members prior to registering for math classes.
6. **Chemistry:** The Chemistry department placement team has initiated the ALEKS program for Chemistry. Chemistry students will be self-placed into college-level chemistry according to their ALEKS math placements and high school grades in math and chemistry. Students who place in CHEM 099 will be offered the option of taking an ALEKS preparatory course free of charge. At the end of the ALEKS tutorials and assessments, students will be directed to meet virtually with chemistry faculty members and counseling and advising faculty members prior to registering for chemistry.
7. **English and Reading:** The English and Reading department placement team has devised a directed self-placement tool to be accessed through the Assessment Centers website. At

the completion of the directed self-placement tool, students will contact designated English advisors via [EnglishPlacement@montgomerycollege.edu](mailto:EnglishPlacement@montgomerycollege.edu). The process of emailing the advisor and meeting virtually with the advisor, as needed, will determine their initial course placement. During the first week of class, students will have the opportunity to change courses if the initial placement does not fit their needs.

8. **English Language for Academic Purposes:** The ELAP faculty members have assembled a team to guide ELAP students into courses that meet the needs of students needing English as a Second Language classes. Following a link available on the Assessment Centers website, students will go through a series of self-guided placement steps, culminating in being advised by an ELAP faculty member. During the first week of class, students will have the opportunity to change courses if the initial placement does not fit their needs.

As part of their placement plans, each discipline has identified liaison counseling and advising faculty members to facilitate communication between the counseling and advising departments and the academic discipline departments. Disciplines will work with DSS to place students who are not accommodated by the remote placement processes.

Starting May 11, emergency placement plans for math, chemistry, and English/reading can be accessed through the Assessment and Testing Centers website: <https://www.montgomerycollege.edu/admissions-registration/assessments.html>

The ELAP plan will be in effect as of June 1, 2020.

If students have questions, they can reach out to [raptorcentral@montgomerycollege.edu](mailto:raptorcentral@montgomerycollege.edu).

#### CAPDI Membership

Laura Anna, chemistry chair  
Jamin Bartolomeo, Student Affairs dean  
Elizabeth Benton, English faculty  
Mike Berman, ELAP faculty  
Debra Bright, Student Affairs  
Ernest Cartledge, College registrar  
Fiona Glade, ELAP dean  
Marcella Karp, counseling chair  
Guillermo Laya, Assessment Centers  
Milton Nash, mathematics dean  
Tonya Mason, Student Affairs dean  
Monica Mische, English faculty  
Katie Mount, counseling chair  
Angela Nissing, ELAP chair  
Scott Poese, math instructional associate  
Rodney Redmond, English/reading dean  
Akima Rogers, dual enrollment  
Elena Saenz, Academic Affairs ASVP  
Jim Sniezek, chemistry and biology dean  
Andrea Steelman, mathematics faculty  
Carolyn Terry, Academic Affairs ASVP

Sharon Teuben, reading faculty  
Dorothy Umans, WDCE dean