PURPOSE:
This document establishes eligibility for College Placement Testing at HCC.

PROCESS:

1. All persons qualified by Admissions, Dual Enrollment, Distance Learning, and those requiring proctoring from other colleges and universities are deemed eligible for testing protocols.
2. Required testing may be based on results from SAT, ACT, or college transcripts.
3. Dual-enrolled high school students are eligible with permission from a Counselor or an Advisor. Students must present a Placement Test form, photo ID, and SSN when appearing for testing.
4. Dual-enrolled high school students are eligible for CPT testing after graduating from high school.
5. All test results are valid for two (2) years from the date of testing.
6. No Retakes are valid during this two-year period, with the following exceptions:
   a. Graduating high school students with prior placement results.
   b. If scores in Reading or Sentence Skills are within 3 points of making college level, or within 4 points in Algebra, individuals may retake that section of the test. There will be a $10 fee charged for each section retaken.
   c. CLAS testing must be approved by an Advisor or Counselor, and has a fee of $10 per section.
7. All students entering English for Academic Purposes will be tested for English proficiency.
8. Any additional required testing for transfer students will be approved by an Advisor or Counselor.
9. Non-HCC students may take the College Placement Exam upon payment of the $50 proctor fee. An appointment for testing is required.