PURPOSE:

This document establishes a standard process by which students may retake the PERT College Placement Test (CPT).

PROCESS:

The phrase "retake the CPT" includes retaking any necessary sections of the College Placement Test.

1. Students may only retake the CPT once under any of the following special circumstances:
   a. Students who have taken the CPT prior to high school graduation may retake all sections of the CPT one time after high school graduation. The student must obtain a signed placement test referral form from an Advisor or Counselor in order to retake the CPT under this circumstance. There will be no charge to the student if the CPT was taken prior to their last term of their senior year in high school.
   b. Counselors or Advisors can give permission to students for one retake of a subtest if the student has scored within the range of 101-103 in Reading, 96-98 in Writing, or 100-112 in Math. The student must obtain a signed Placement Test Referral form from an Advisor or Counselor in order to retake the appropriate subtest of the CPT under this circumstance. A $10 retake fee will be charged for each subtest taken. Students will be required to wait a minimum of 30 days before re-testing, to allow them time to review the appropriate material.
   c. Alternatively, a faculty member may authorize a student to retake a particular subtest of the CPT by providing a written or email request to an Advisor or Counselor. The student must obtain a signed Placement Test Referral form from an Advisor or Counselor in order to retake the CPT subtest under this circumstance. The written request must be attached to the Placement Test Referral form. A $10 retake fee will be charged for each subtest taken.

2. Once a student has begun the prep sequence in a discipline, the student cannot retake the CPT in that discipline. For example, students successfully finishing MAT 0024 may not retake the PERT Math section in an attempt to test out of MAT 1033.

3. Once a student has placed into college-level and has begun work at the college-level, the student cannot retake the CPT in that discipline. For example, students successfully placing into MAC 1105 may not retake the PERT Math section in an attempt to test into a lower-level course.

4. The highest CPT score will be used for placement when multiple scores are posted in the student record. The CPT score to be used must be less than 2 years old.

5. Students who attempt to retake the CPT without a signed Placement Test Referral form will be directed to Advising or Counseling.

6. All retakes of the CPT will require the payment of a $10.00 fee per section of the PERT except for high school graduates who took the CPT prior to the last semester of their senior year.

7. Dual enrollment students must have passing CPT scores prior to enrolling in dual enrollment courses. They are not allowed to remain in dual enrollment courses and retake the CPT during the term when college-level was not attained prior to enrollment in a dual enrollment course.

8. HCC students who have previously earned credits in dual enrollment courses must also adhere to all the above policies.