

**St. Charles Community College**  
**MATH ASSESSMENT APPEAL PROCEDURES**

**APPEAL INFORMATION**

- Visit [www.stchas.edu/assessment](http://www.stchas.edu/assessment) for test preparation resources.
- A student can appeal one time only.
- A \$10 fee is required for each appeal – use the form on the back of this page.
- Students that did not place in a course can repeat the appeal process.
- Students that did not start a course they placed into can re-assess (at no charge) after one year - even if they appealed their initial placement.
- Students **MUST** re-assess (at no charge) if it has been at least three years since they last assessed and never enrolled in a math course.
- Any student that is re-admitted after withdrawing and/or failing all coursework **MUST** re-assess (at no charge) if it has been three or more years from the month they withdrew or failed the course(s) in question.
- Should you require assistance in meeting academic challenges, the college offers courses in math, reading, study skills and English as well as instructional support services through our **Academic and Career Enhancement (ACE) Tutoring Center**.
- For accommodations with the placement assessments, contact **Disability Support Services**, in advance, at [dss@stchas.edu](mailto:dss@stchas.edu) or 636-922-8581.

**MATH**

The Math Department encourages students to appeal their placement when they believe it is incorrect. The student will re-assess using a different form of the original assessment test. Students should spend time reviewing skills needed on the assessment before re-testing. If after appealing you feel that your score does not reflect your current math skills, you may discuss your situation with the appropriate math department Chairperson located in ADM 2242 (636-922-8496). Bring any supporting documents, such as ACT scores, high school transcripts and the assessment report to the appointment. **Once you start a math course, no appeal will be allowed.**



## Math Assessment Appeal

Today's Date: \_\_\_\_\_

Original Test Date: \_\_\_\_\_

Student Name: \_\_\_\_\_

Student ID #: \_\_\_\_\_

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**Cashier Note: Account # 18-20100-4646**

Math Appeal

\$10 Fee Paid \_\_\_\_\_

Complete this form and take it to Student Accounts, Administration Building Room 1119 to pay the fee. The student must present this form along with a paid receipt to the Assessment Center staff at the time of the appeal.

**Appointments NOT Required –**

Math appeals are available during the hours listed below -

Days	Open	All Testing Ends
Monday	8:00 AM	4:00 PM
Tuesday	8:00 AM	4:00 PM
Wednesday	8:00 AM	4:00 PM
Thursday	8:00 AM	4:00 PM
Friday	10:00 AM	4:00 PM

**IMPORTANT:**

- A photo ID is required to test.
- We do not issue any test less than one hour before closing.

\_\_\_\_\_  
Student Signature