

St. Charles Community College
MATH ASSESSMENT APPEAL PROCEDURES

APPEAL INFORMATION

- Visit 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 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 #: _____

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. Photo identification is required for all tests.

APPOINTMENTS REQUIRED

How to schedule a Math Appeal –

Call the Assessment Center at 636-922-8629. Please have your Student ID # and SCC email account available.

Student Signature