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 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