

Guided Placement Considerations

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Process Considerations

1. Which students are directed to Guided Placement.
2. How burdensome the process may be, including whether it is entirely online or requires students to meet with a counselor.
3. How long it takes students to receive their placement and how they notified.
4. How students can change their placement if they disagree.
5. How long it takes new placements to be updated the Student Information System, including whether the process is manual (requiring staff to access the SIS and input the placement results) or automatic (once placement results are determined, they are loaded into the SIS).
6. Ensuring that comfort level in Math and English questions are unbiased, particularly towards historically underserved students.
7. If using sample Math or English questions, validation of the placement process must be submitted to the Chancellor's Office within one year.
8. Continuous quality improvement. Are you collecting data on the courses students choose after completing the Guided Placement process? Some colleges have chosen to include a question at the end that asks students to identify factors that influenced their final choice. Would this be an appropriate option for your college as well?

Communication Considerations

1. How the overall messaging reinforces students' belief in their ability to succeed in transfer-level Math and English.
2. How new concurrent support opportunities are explained to students.
3. Making it clear to students whether the courses they choose are transfer-level or not.
4. Ensuring that counselors tell students about their rights to access transfer-level courses and the resources available to help them succeed.
5. Helping counselors prevent under-placement, assuage student fear and uncertainty, and guard against unintentional messaging that may discourage underrepresented students from enrolling in transfer-level coursework.