



Retroactive Placement: Process Checklist

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This document offers a checklist for Retroactive Placement processes. Retroactive Placement should include the following steps:

- Retroactive Placement processes must be established before students are asked to complete them.
- Students currently enrolled in remedial courses should be identified and notified as soon as possible.
- The process as stated below is assumed to be a website where students will enter their information in order to receive a placement.
- The process should include the following elements, presented as steps:
 - 1. Introduction
 - Explaining the process and why students are doing it
 - Listing any information students will need to complete the process
 - 2. Basic Information
 - Name
 - Student ID
 - Birthdate
 - Email
 - College
 - 3. High School Status
 - Checkboxes noting graduation status within the past 10 years
 - Entry boxes for HiSET or GED scores, if applicable
 - Students may forget scores, so estimations are acceptable
 - 4. Year and GPA
 - Separated here for clarity, this may be combined with high-school status
 - Year that students graduated from or last attended high-school
 - Most recent high-school GPA
 - GPA estimates may be necessary and are acceptable
 - 5. Math
 - Allows students to select the last math class they passed
 - Asks students to select a confidence level for their math skills
 - Asks students to select their current math placement
 - This is the main deviation from Guided Self-Placement processes
 - 6. English
 - Allows students to select the last English class they passed
 - Asks students to select a confidence level for their English skills
 - Asks their current English placement
 - This is the main deviation from Guided Self-Placement processes



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- 7. Review and Edit
 - Presents students with their collected information
 - Offers the opportunity to review and change any inaccuracies
- 8. Placement
 - Ideally, placement should be automated and immediately presented to students
 - Students going through this process are likely to be placed in transfer-level courses with concurrent supports
- 9. Next Steps
 - Final summary of placement results
 - Directions for enrollment