

# COLLEGE of CHARLESTON

## OFFICIAL POLICY

11.4.3.6

Placement Tests and Attendance Data

2/16/16

### **Policy**

Used by advisors to place students into appropriate class levels in the romance languages, Latin and mathematics. Attendance is used by the staff for planning, budgeting, administrative reporting and academic evaluation. Information includes: Social Security number, test scores for math and foreign languages, administrative data, attendance records and forms, and students identification numbers (SID).

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### **Policy Manager and Responsible Department or Office**

Student Affairs, Center for Students Learning

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### **Purpose/Reason for the Policy**

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### **Departments/Offices Affected by the Policy**

**Procedures Related to the Policy**

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**Related Policies, Documents or Forms**

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**Issue Date:10/26/2004**  
**Date of Policy Revision:2/16/2016**

**Next Review Date:10/16/2020**

**POLICY APPROVAL**

**(For use by the Office of the Board of Trustees or the Office of the President)**

Policy Number: 11.4.3.6

President or  
Chairman, Board of Trustees

*[Handwritten Signature]*  
2/16/16  
*[Handwritten Title]*

Date: 2/16/16