

COLLEGE of CHARLESTON

OFFICIAL POLICY

11.4.3.6

Placement Tests and Attendance Data

10/14/2020

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).

Policy Manager and Responsible Department or Office

Student Affairs, Center for Students Learning

Purpose/Reason for the Policy

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 Review: 10/14/2020

Next Review Date:10/16/2025

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**



Date: 10/14/2020