

# IVY TECH STATE COLLEGE

## ASSET/COMPASS SUBSTITUTION REQUEST

STUDENT NAME: \_\_\_\_\_ SSN: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ PROGRAM: \_\_\_\_\_

\_\_\_\_\_ DEGREE OBJ.: \_\_\_\_\_

PHONE: \_\_\_\_\_

I request permission to waive the requirement to take the ASSET/COMPASS based on the reason(s) indicated below. I understand that documentation of successful course completion or test scores must accompany this request (e.g., transcript, grade mailer, etc.).

\_\_\_\_\_ *I possess an Associate degree or higher completed at a regionally accredited institution of higher learning with math skills at the MAT 050 level or higher and writing skills at the ENG 025 level or higher.*

\_\_\_\_\_ *I have completed comparable Academic Skills Advancement or General Education courses with a grade of "C" or better within the last ten (10) years at a regionally accredited institution of higher learning.*

\_\_\_\_\_ *I have SAT/ACT scores earned within the last four (4) years that are deemed acceptable by Ivy Tech State College for appropriate course placement into College level courses i.e. ENG 111/HEW 101 and/or MAT 111/MAT 112. (Minimum requirements: SAT: Verbal = 460; Math = 460, ACT: English = 19; Reading = 19, Math = 19)*

|             |               |               |                              |
|-------------|---------------|---------------|------------------------------|
| SAT scores: | _____ Verbal  | _____ Math    | _____ Date tested            |
| ACT scores: | _____ English | _____ Reading | _____ Math _____ Date tested |

\_\_\_\_\_ *I have comparable test scores earned within the last two (2) years.*  
*Name of test* \_\_\_\_\_

\_\_\_\_\_  
*Student's Signature (if student initiated):* \_\_\_\_\_ *Date* \_\_\_\_\_

\_\_\_\_\_  
*Waiver Recommended by:* \_\_\_\_\_ *Date* \_\_\_\_\_



\_\_\_\_\_ **Full Waiver Approved**  
 \_\_\_\_\_ **Full Waiver Disapproved**  
**Rationale:**

\_\_\_\_\_ **Partial Approval - Test in:**  
 \_\_\_\_\_ **Reading**  
 \_\_\_\_\_ **Writing**  
 \_\_\_\_\_ **Numerical Skills**  
 \_\_\_\_\_ **Algebra**  
 \_\_\_\_\_ **Intermediate Algebra**

\_\_\_\_\_  
 Signature of Dean of Academic Affairs or Designee \_\_\_\_\_ Date \_\_\_\_\_

On the reverse side of this page please note course placement information based on the results of this waiver.

*For office use: Results are entered on screen 207/210. Results entered by: \_\_\_\_\_ (initials) on \_\_\_\_\_ (date)*

## COURSE PLACEMENT BASED ON THE RESULTS OF WAIVER REQUEST

Based on the results of the waiver requested on the reverse side of this page, you may enroll in the following course(s):

|       |                     |                                    |
|-------|---------------------|------------------------------------|
| _____ | ENG 024             | Introduction to College Writing I  |
| _____ | ENG 025             | Introduction to College Writing II |
| _____ | ENG 031             | Reading Strategies for College I   |
| _____ | ENG 032             | Reading Strategies for College II  |
| _____ | ENG 111/<br>HEW 101 | English Composition                |
| _____ | MAT 044             | Mathematics                        |
| _____ | MAT 050             | Basic Algebra                      |
| _____ | MAT 111             | Intermediate Algebra               |
| _____ | MAT 112             | Functional Mathematics             |
| _____ | MAT 121             | Geometry/Trigonometry              |
| _____ | MAT 131             | Algebra/Trigonometry I             |
| _____ | MAT 135             | Finite Math                        |
| _____ | MAT 201/<br>SMA 115 | Brief Calculus                     |

WHO MUST ASSESS? (From *Ivy Tech State College Academic Policies and Procedures*, 13.1, page 3 of 22)

*“The entering skills of all degree-declared students must be assessed prior to initial enrollment at Ivy Tech State College or at the time of degree declaration. The entering skills of non-degree seeking students must be assessed prior to their enrolling in any Academic Skills Advancement (ASA) classes or program-level classes that have ASA or program-level classes as prerequisites. . . . Non-degree seeking students may select to be evaluated in only the relevant sub-test(s) of ASSESS and COMPASS based on the specific course(s) desired (e.g., math).”*

SUMMARY OF THE POLICY ON WAIVERS—From *Ivy Tech State College Academic Policies and Procedures*, Chapter 13.

*Granting permission to waive the ASSET or COMPASS is the responsibility of the regional academic officer or designee. Waivers will be granted to students who meet the requirements outlined on the preceding page. Students will provide documentation of successful completion of previous coursework. All waivers will be documented in writing and maintained in the student’s file.*