Once you have completed the assessment process for **English, English as a Second Language (ESL) or Math placement**, you may request to retest **ONLY** if:

1. You have **not** completed a course listed in the English and/or Math “tree”, as identified in the catalog.

AND

2. Your initial scores/placements are not indicative of your ability, due to one of the following:
   a. Illness
   b. Documented learning or physical disability
   c. Testing was interrupted due to an emergency

OR

3. You can show evidence (unofficial transcript) of having completed a course that is likely to have improved your skills since initial placement.*

OR

4. There has been a significant lapse (at least two years) since the initial placement test was taken. This option may be considered for those who completed a math or English course and a significant amount of time has passed since the last course was taken.

*Students are encouraged to complete MATH 83 (Self Study Mathematics Modules) prior to retaking the Math placement test.

**All petitions must include: prior assessment test results and unofficial transcripts.**

Please complete the following, PRINT clearly:

Name:__________________________________________ Student ID #______________________________
Street_________________________________________ Day Phone (____)__________________________
City_________________________ State_______ Zip___________ Date__________________________

Please provide justification for requesting retesting and attach supporting documents:

___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________

Please indicate which test(s) you are requesting to retake: ___________________________

Your petition has been reviewed and your request has been: □ Approved □ Denied

Administrator’s Signature ___________________________ Date: ___________________________