

Memo to: All UH-Downtown/PS Holders  
From: Manuel T. Pacheco, President  
Subject: Placement and Course Sequencing

UH-Downtown/PS 03.A.02  
Issue No. 1  
Effective date: 6/10/88  
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## 1. PURPOSE

This PS states the policy of the University of Houston - Downtown (UHD) on the placement of students and the appropriate sequencing of their courses. Exceptions to this policy for the special interest, non-degree-seeking student are made at the discretion of the department chairman and the appropriate dean.

## 2. POLICY/PROCEDURES

### 2.1 Placement in Reading, English, and Mathematics

2.1.1 All first-time college students and transfer students with no college credit for Reading, English or Mathematics courses take appropriate placement tests.

2.1.2 While placement test scores play no role in the admission decision they determine appropriate enrollment in Reading, English and Mathematics courses.

2.1.3 The Vice President for Academic Affairs and the Dean of Arts and Sciences in consultation with the Arts and Humanities Department set a college-level cutoff score for the Reading placement test. Students who score below the cutoff score enroll in Reading 1300.

2.1.4 Placement in English and Mathematics is determined by the appropriate departments in consultation with the Dean of Arts and Sciences and the Vice President for Academic Affairs.

### 2.2 Sequence of Enrollment

2.2.1 Students placed in Reading 1300 enroll in:

- Reading 1300 each semester of enrollment until they pass the course;
- English by placement, if they wish to take six hours of course work in a semester and if their academic advisor approves;
- Mathematics by placement, if they wish to take nine hours of course work in a semester and if their academic advisor approves.

2.2.2 All other students (not covered in 2.2.1) enroll in:

- English courses each semester of enrollment until they have passed English 1302;
- Mathematics courses (if they wish to enroll in a course in addition to the required English sequence) each semester of enrollment until they have credit for Mathematics 1301 or have been placed by examination in a course above Mathematics 1301.

2.3 Students enrolled in Reading 1300 may, with the consent of an academic advisor, enroll in a fourth appropriate course in addition to Reading, English, and Mathematics. Students select this course from a list supplied by each department to the Curriculum Committee, which forwards the list to academic advisors. Students are restricted to Reading, English, Mathematics, and courses from this list until they achieve a passing grade in Reading 1300.

2.4 Students enrolled in courses at UHD and wishing to pursue concurrent enrollment at another institution need prior written approval from the Academic Dean responsible for the student's academic advice or from the Dean's designee in order for such courses to be accepted as transfer credit.

## 3. REVIEW AND RESPONSIBILITIES

Responsible Party (Reviewer): Vice President for Academic Affairs

Review: As needed

Reprint of original policy statement. Signed original on file in the President's Office.