

Memo To: All UH-Downtown/PS Holders
From: William Flores, President
Subject: Placement and Course Sequencing

UH-Downtown/PS 03.A.02
Issue No. 3
Effective date: 06/22/2015
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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.

2. DEFINITIONS

There are no definitions associated with this policy.

3. POLICY / PROCEDURES

3.1 Placement in Reading, English, and Mathematics

- 3.1.1 The State of Texas requires all entering students attending Texas public institutions of higher education to be assessed for college readiness in mathematics, reading, and writing unless a student qualifies for one of the state-approved exemptions.
- 3.1.2 The state-approved placement exam for entering students who begin college work in Fall 2014 or thereafter is the Texas Success Initiative (TSI) Assessment. Students whose TSI score in mathematics, reading, or writing do not meet college-reading standards are required to register in developmental course-work or non-course based training in that area to demonstrate their readiness for college-level work in that area.
- 3.1.3 Students may qualify for a series of state-approved exemptions, including SAT examination scores or coursework completed prior to UHD enrollment. Information about the Texas Success Initiative Assessment, the most recent college-ready scores for each section of the test, and exemptions are posted in the [Testing area of UHD's website](#).
- 3.1.4 Students who are not-college ready in any area of mathematics, reading, and writing will be placed in an appropriate course or non-course based option to develop college-ready skills. The criteria for placement will be published on the [UHD website](#) and updated annually.

- 3.2 Non-college ready students shall register in the appropriately placed course in first and subsequent semester until they demonstrate college-readiness through a grade of C or better or retesting. Students who fail to register in required developmental coursework are subject to administrative withdrawal from their semester schedule.
- 3.3 Students who are college ready in writing and math should enroll in the appropriate Texas core writing course sequence and the appropriate core mathematics requirement until they have satisfactorily completed the Texas core requirements in writing and mathematics.
- 3.4 Exceptions to this policy may be made for special interest, non-degree-seeking students at the discretion of the department chairman or the appropriate dean or dean's representative.

4. PROCEDURES

Please see section 3 for procedures.

5. EXHIBITS

There are no exhibits associated with this policy.

6. REVIEW PROCESS

Responsible Party (Reviewer): Senior Vice President for Academic and Student Affairs and Provost

Review: Every five years, or as necessary.

Signed original on file in Employment Services and Operations.

7. POLICY HISTORY

Issue #1: 06/10/1988

Issue #2: 04/24/2015

Issue #3: 06/22/2015

8. REFERENCES

[UHD website](#)

[Testing area of UHD's website](#)