

Memo to: All UH-Downtown/PS Holders

UH-Downtown/PS 03.A.28

Issue No. 3

From: William Flores, President

Effective Date: 12/01/10

Pages 1 of 4

Subject: Satisfactory Progress for Students Enrolled in Developmental Courses

1. PURPOSE

This PS states the University of Houston-Downtown (UHD) policy on satisfactory progress as it pertains to students enrolled in developmental courses and describes the actions that will be taken when students do not maintain such progress. Students enrolled in both developmental and college credit-bearing courses are also subject to the requirements of [PS 03.A.07, Academic Probation and Suspension](#).

2. DEFINITIONS

- 2.1 For the purposes of this policy, “developmental courses” means: ENG 1300, RDG 1300, MATH 0300, MATH 1300. The grades A*, B*, C*, F* or IP* may be assigned in all developmental courses.
- 2.2 Satisfactory progress in developmental courses is defined as passing the course(s) with a grade of A*, B*, or C* on the first attempt.
- 2.3 For purposes of this policy, “term” will reference the total coursework taken during Fall, Spring or Summer.

3. POLICY

3.1 Basic Policy

Grades awarded in developmental English, mathematics, and reading courses are not included in the calculation of a student’s grade point average. However, students who do not make satisfactory progress toward completing developmental course requirements will be subject to the provisions of this policy.

3.2 Departmental Responsibilities

- 3.2.1 Departments in which developmental courses are offered help faculty become familiar with the provisions of this policy. Faculty teaching developmental courses help students understand how the policy applies to them.
- 3.2.2 All developmental courses will enforce attendance policies and publish them in course syllabi. Students who violate the attendance policy for unavoidable and documented emergencies are eligible to withdraw with a W grade. Otherwise, student who violate the attendance policy will receive a grade of F* for the course.

3.3 University College Responsibilities

University College helps academic advisors become familiar with the provisions of this policy. Academic advisors help students understand how the policy applies to them during regular advising sessions and freshman orientation.

3.4 Academic Notice

Students who receive an IP* in a developmental course will be placed on academic notice (AN). Students on AN status may not enroll for more than 12 semester credit hours, and must re-enroll in the developmental course(s) not completed until satisfactorily passed. Moreover, Students who receive two or more IP*s in developmental courses in the same term may not enroll in more than nine semester credit hours, and must re-enroll in the developmental course(s) not completed until satisfactorily passed.

3.4.1 Students on AN status may be required to co-enroll in an approved course or program (unless they have already completed it) designed to meet the particular deficiencies of the individual student, as evidenced by the prior term's work or other diagnostic instruments. These courses or programs (see Exhibit A) must be reviewed and approved by the relevant department and the Developmental Curriculum Committee. These courses or programs are evaluated on a regular and systematic basis for effectiveness.

3.4.2 Students on AN status who successfully complete all developmental course requirements will be placed in good standing, and all enrollment restrictions will be lifted. Students will remain on AN status until they satisfactorily complete all developmental course requirements.

3.5 Developmental Probation

Students who receive an F* in a developmental course or a second IP* in the same developmental course will be placed on developmental probation (DP). Students on DP status may not enroll for more than 9 semester credit hours, and must re-enroll in the developmental course(s) not completed until satisfactorily passed.

3.5.1 Students on DP status are required to co-enroll in an approved course or program (unless they have already completed it) designed to meet the particular deficiencies of the individual student as evidenced by the prior term's work or other diagnostic instruments. These courses or programs (see Exhibit A), must be reviewed and approved by the relevant department and the Developmental Curriculum Committee. These courses or programs are evaluated on a regular and systematic basis for effectiveness.

3.5.2 Students on DP status will be assigned to an academic advisor or academic counselor who will assess their circumstances and monitor their progress throughout the term. DP students must meet with their assigned academic advisor or academic counselor at the beginning of the following term, and at least three more times throughout the term. Academic advisors and academic counselors will maintain records of these meetings and, at the end of the semester, report on each student's progress to the Dean of University College.

3.5.3 DP students who successfully complete all developmental course requirements will be placed in good standing, and all enrollment restrictions will be lifted. DP students who earn a grade of IP in the developmental course(s) on the next attempt will be placed on AN status.

3.6 Developmental Academic Suspension

Students who earn two consecutive grades of F* or a third IP* in the same developmental course will be placed on developmental suspension (DS), which means that they cannot enroll for one term from the date of the suspension. Students on DS must reapply for readmission to UHD before they may enroll. Students on DS must successfully complete the developmental course or courses for which they were suspended elsewhere prior to readmission. The decision to readmit students on DS status rests with the Dean of University College.

3.6.1 Students readmitted on DS status must meet with an academic advisor or academic counselor in University College prior to enrollment. The academic advisor or academic counselor will prepare a success plan for the student in light of the student's academic performance both at UHD and at other institutions (if applicable). The plan will specify performance expectations for the term in which the student returns, and may include enrollment restrictions. Students' success will be monitored throughout the term.

3.7 Satisfactory Progress of Transfer Students

3.7.1 Students who transfer from another institution who have not completed the sending institution's developmental requirements will be admitted on AN status and will be subject to all provisions of this policy.

3.7.2 DS students who complete developmental course requirements at another institution may be readmitted to UHD in good standing subject to review by an academic advisor or academic counselor.

3.8 Appeal Process

Students may request exceptions to any of the provisions of this policy. These requests must be submitted in writing to the student's academic advisor or academic counselor,

who will forward the request, along with any recommendations, to the Dean of University College. The decision of the Dean of University College will be final.

4. PROCEDURES

See Section 3 for Procedures.

5. EXHIBITS

Exhibit A: Approved course or program for students on AN or DP status.

6. REVIEW PROCESS

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

Responsibility for the provisions of this policy rests with the Vice President for Academic Affairs and Provost.

Implementation responsibility is shared between the Vice President for Academic Affairs and Provost and the Dean of University College.

Review: Every three years on or before December 1st.

Signed original on file in the Office of Human Resources.

7. POLICY HISTORY

Issue #1: 03/27/02

Issue #2: 08/15/05

8. REFERENCES

[PS.03.A.07](#)

Approved courses or programs for students on AN or DP status are as follows:

- The approved course or program for AN and DP students in Developmental Math is MATH 1201.
- The approved course or program for AN and DP students in Developmental Reading is RDG 1201.
- The approved course or program for AN and DP students in Developmental English is ENG 1201.
- Students on DP status who receive a U in MATH 1201, RDG 120, or ENG 1201 cannot receive the grade IP* in the corresponding developmental course for the given semester.