

## POLICIES AND PROCEDURES

Subject: Texas Success Initiative (TSI) Reference: B-XX

Source: Vice President, Student Services Eff. Date: Fall Semester, 2006

Approval Auth.: President Approved: \_\_\_\_\_

Remarks: Replaces previous policy dated September 18, 2006

Date: January 23, 2007

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All students, unless otherwise exempt or enrolled in a Texas Success Initiative (TSI) -waived certificate program, must have THEA or approved alternative test scores prior to enrolling for any college level coursework (TEC 51.306). There are a number of ways in which a student may be exempt from the Texas Success Initiative including: The student transfers from a public, private or independent Texas institution of higher education or an accredited out-of-state institution of higher education and who has completed college level coursework in the areas of Reading, Math and Writing with a grade of D or higher; Students with a baccalaureate degree or higher; Students with exemplary ACT, SAT, or TAKS scores; Students who are serving on active duty in the military including the Texas National Guard and military reserves if their service is at least three years preceding enrollment; A student who on or after August 1, 1990 was honorably discharged, retired, or released from active duty as a member of the armed forces of the United States, Texas National Guard, or military reserves; and a student who has attended a Texas public institution of higher education if the student's transcript documents the student has met TSI requirements at their institution. The college testing center offers the THEA, the Quick THEA, and Accuplacer on a regular basis. Following the receipt of test scores, students are advised as to appropriate course selection.

Sections of the THEA or an approved alternative test which are passed will satisfy TSI requirements and those sections failed will result in the student being required to meet the provisions of the institution's developmental education plan. The college reserves the right to make an exception to this policy for those students seeking an award in Child Development CDA or other institutional/marketable skills awards as defined by the Guidelines for Institutional Programs in Workforce Education. There are no additional exceptional circumstances under which a student who does



Math: MATH 1332, 1314, 1316, 1342, 2412

Writing: ENGL 1301, 1302, 2311

The college defers developmental education for students, who upon enrollment, are seeking a Level One certificate. If such students subsequently choose to enroll in more than 6 hours outside of their Level-One certificate, all developmental education requirements apply. Students seeking an award in Child Development CDA or other institutional/marketable skills awards are permitted to enroll in additional coursework without having to meet the developmental requirements of the college. Students needing developmental education are allowed to enroll in a minimester course as long as the course is not in the area of the deficiency. A student's degree and certificate seeking status is verified each semester when the student enrolls. The verification is done utilizing Datatel's administrative system, Colleague. A Counseling Specialist contacts those students who are not in compliance with the requirements of the Texas Success Initiative and the college's developmental education plan and appropriate adjustments are made to the student's schedule. Students are required to remain enrolled in developmental education courses through the census date and are encouraged to remain enrolled through the completion of the semester.

A student transferring to the college from a Texas public, private, or an out-of state institution of higher education must have a made a grade of "D" or higher in college level coursework in the areas of Math, Reading and Writing in order to meet college level readiness standards. If not, the student will then be required to test in the respective area and developmental education requirements apply for those sections not passed. A student transferring from a Texas public institution who has met the requirements of the Texas Success Initiative at their college is considered ready for college level work and will not be required to test or meet developmental education requirements at this college.

Students who are regularly enrolled at private or out-of-state institutions of higher education who attend Texas public institutions temporarily are waived from the requirements of the Texas Success Initiative. Evidence of such enrollment must be from the immediately preceding semester. The only exception to this rule is for students who attend private or out-of-state institutions during the spring semester, do not go to school during the summer and then decide to attend a Texas public institution in the fall semester. Otherwise, students who did not attend a private or out-of-state institution during the term immediately preceding the term for which they seek enrollment at a Texas public institution may not be waived from testing requirements.

**Administrative Guidelines Concerning Responsibilities for  
Implementing TSI Test Requirements**

| <b>Task</b>   | <b>Person Responsible</b>                  |
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| 1. (a) Inform prospective students of TSI mandate.  | Coordinator of Student Admissions          |
| (b) Remind continuing students of TSI mandate.  | Coordinator of Student Admissions Advisors |
| 2. (a) Administer Accuplacer and the THEA.  | Testing and Assessment Specialist          |
| (b) Download test scores to Colleague.  | Testing and Assessment Specialist          |
| 3. Advise students who are required to remediate in appropriate courses or alternatives.  | Advisors                                   |
| 4. Verify placement to insure students are enrolled in appropriate developmental courses or remedial alternatives.  | Director, Career Development               |
| 5. Identify students who should be enrolled in developmental courses but are not.   | Director, Career Development               |
| 6. Verify that students are not permitted to enter college level courses without evidence that they possess the basic skills necessary to have a reasonable chance of being successful. | Advisors                                   |
| 7. Verify that students are in remediation (i.e., attending regularly).   | Instructors                                |
| 8. Identify students who are/are not exempt from TSI and enter information into Colleague.  | Coordinator of Student Admissions          |
| 9. Withdraw students from the college as required.  | Registrar                                  |
| 10. Evaluate possible reinstatement of students that have been withdrawn from the college.  | Registrar                                  |
| 11. Ensure that THEA or approved alternative test scores are printed on the student's official transcript.  | Coordinator of Student Admissions          |