

POLICIES AND PROCEDURES

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

Source: Vice President, Student Success Eff. Date: April 3, 2018

Approval Auth.: President Approved: _____

Remarks: Replaces previous policy dated December 12, 2014

Date: April 3, 2018

All students, unless otherwise exempt or enrolled in a Texas Success Initiative (TSI) waived certificate program, must have TSI Assessment scores prior to enrolling for any college level coursework. Exemptions: Transfer students with passing grades in college level coursework in the areas of Reading, Math and Writing; students with an associate degree or higher; students with exemplary ACT, SAT, TAKS, or STAAR EOC scores; students serving on active duty in the US armed forces, including the Texas National Guard and reserves if their service has been for at least three years preceding enrollment; students who on or after August 1, 1990, were honorably discharged, retired, or released from active duty in the US armed forces as defined above; and students who have attended a Texas public institution of higher education whose transcripts show TSI completion at that institution. The Testing Center offers the TSI Assessment on a regular basis. Following the receipt of test scores, students are advised accordingly.

Additionally, students regularly enrolled at private or out-of-state institutions or higher education who attend Texas public institutions temporarily are waived from the TSI requirements. Evidence of such enrollment must be from the immediately preceding semester. This waiver does not apply to students who attend private or out-of-state institutions during the spring semester, do not go to school during the summer and then attend a Texas public institution in the fall semester.

The college reserves the right to make exceptions for students seeking an award in Child Development Associate (CDA) credentials or other institutional/marketable skills as defined by the Guidelines for Institutional Programs in Workforce Education and for participants in college approved International Exchange programs. Students may not otherwise enroll in college-level coursework until having passed all section of the TSI Assessment or by concurrently enrolling in the appropriate developmental course(s).

A student must begin any required developmental education during the first semester of college enrollment. Students must enroll in at least one developmental area until all areas are completed or the TSI Assessment has been passed. Integrated Reading/Writing has priority over Math, since those skills apply to all curriculum.

Remedial Sequences are as follows:

Reading and Writing Sequence:

INRW 0401 & 0402 or NCBI 0100 or MCBW 0101 (ESL)

Math Sequence:

Math 0307 or (0124 and 0125 and 0126) or 0308;

For students in degree/certificate programs requiring a college level algebra-intense Math course(s), i.e., in a Science, Technology, Engineering, or Math (STEM) degree or certificate:

Math 0311 or (0137 and 0138 and 0139) or

For students in degree/certificate programs that do not require a college level algebra-intense Math course(s)

[non-STEM:] Math 1332 or 1342 or 1442 or NCBM 0100 [note: These last four courses are not remedial, but they are necessary for being TSI-complete for those who don't take 0311 or (0137 and 0138 and 0139)]

Success is defined as completing the highest course in a developmental sequence with a grade of A, B, C, or earning a CR based upon the TSI Assessment score. Faculty can also verify students' successful completion of the course's learning outcomes and credit the student for completion of developmental level or area (i.e., NCBO). The non-completion/no credit grade is NC; grades of D, F, and I are not assigned for developmental courses.

Students who have successfully completed the developmental education sequence in a particular area (math, integrated reading, and writing) or have tested out of an area may enroll in an approved college level course in that area. Check college level course prerequisites in the catalog or on the course schedule notes.

College Level Course recommended next in sequence of:

INRW: ENGL 1301 or 2311

Math: Algebra intense: MATH 1314, 1316, and 1324

Non-algebra Intense: MATH 1332, 1342 and 1442

The college defers developmental education for students, who upon enrollment, seek 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 Associate (CDA) or other institutional/marketable skills awards or participating in college approved International Exchange programs, are permitted to enroll in additional coursework without having to meet the developmental requirements of the college. A student's degree and certificate-seeking status is verified each semester

when the student enrolls. The verification is done via Ellucian/Colleague. An Advising Specialist contacts students who do not comply with the Texas Success Initiative and the college's developmental education plan and student's schedules are adjusted. Students are required to remain enrolled in developmental education courses through the census date and are encouraged to remain enrolled through the semester.

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

Task	Person Responsible
1. (a) Inform prospective students of TSI mandate.	Coordinator of Student Admissions
(b) Remind continuing students of TSI mandate.	Coordinator of Student Admissions and Advisors
2. (a) Administer TSI Assessment.	Testing Coordinator
(b) Download test scores to Colleague.	Testing Coordinator
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, Student Development
5. Identify students who should be enrolled in developmental courses but are not.	Director, Student 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).	Faculty
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 TSI Assessment scores are printed on the student's official transcript.	Coordinator of Student Admissions