

TSI PROCEDURES

Fall 2018

**WEATHERFORD COLLEGE
TEXAS SUCCESS INITIATIVE
PROCEDURE FOR DEVELOPMENTAL EDUCATION
08/22/2018**

I. General Information:

The Texas Success Initiative (TSI) (TEC51.3062) replaces TASP (TEC 51.306) and provides institutions increased flexibility in assessing and advising students as well as in providing developmental education to students. TSI requires institutions to assess the academic skills of incoming students and to develop an individualized academic plan for students who do not meet the establish TSI requirements. To promote student success, Weatherford College establishes the following Texas Success Initiative Procedure.

A. Assessment Requirement

The academic skills of each entering undergraduate student shall be assessed prior to enrollment. The assessment or the assessment results will not be used as a condition of admission to Weatherford College. Under exceptional circumstances (Section I), a student may be permitted to enroll in coursework without assessment, but shall be required to be assessed no later than the end of the first semester of enrollment. Such students shall not be allowed to enroll in TSI restricted courses (Section I. F).

B. Assessment Instruments

Beginning August 26th, 2013, the TSI Assessment will be the only approved assessment instrument to be used to determine a student's readiness to enroll

in freshman-level academic coursework. Any student who previously assessed under the prior assessments (COMPASS, ASSET, ACCUPLACER, and/or THEA) will not be required to reassess, provided they have attempted academic coursework prior or during the Fall 2013 semester. Prior to the administration of the TSI Assessment a student shall provide proof of a pre-assessment activity offered by the college. Students will not be allowed to assess on the TSI Assessment until the pre-assessment activity has been completed.

C. Minimum Passing Standards

The following are the minimum state-approved passing standards to determine a student’s readiness to enroll in college-level academic coursework:

Test	Reading Skills	Math	Essay & Writing
TSI Assessment	351	350	5 or 4/340
Compass	81	39 (Algebra)	6 or 5/59
Accuplacer	78	63 (Algebra)	6 or 5/80
THEA	230	230	220
Asset	41	38 (Algebra)	6 or 5/40

D. Exemptions / Exceptions

The following students shall be exempt from TSI requirements.

1. For a period of five (5) years from the date of testing, a student who is tested and performs at or above the following

standard

- a. ACT: composite score of 23 with a minimum of 19 on the English and/or the mathematics tests shall be exempt for those corresponding sections,
 - b. SAT: a combined verbal and mathematics score of 1070 with a minimum of 500 on the verbal and/or the mathematics tests shall be exempt for those corresponding sections,
 - c. NEW SAT: Evidenced-Based Reading and Writing score of 480 and Math score of 530 shall be exempt for those corresponding sections.
2. For a period of three (3) years from the date of testing, a student who is tested and performs on the Eleventh grade exit-level Texas Assessment of Knowledge and Skills (TAKS) with a minimum scale score of 2200 on the math section and/or a minimum scale score of 2200 on the English/Language Arts section with a writing subsection score of at least 3, shall be exempt from the assessment required for those corresponding sections.
3. A student who has completed a recommended or advanced high school program and demonstrated the performance standard for college readiness on the Algebra II and/or English III end-of-course assessment instruments is exempt

from the requirements of this section with respect to those content areas.

4. A student who has graduated with an associate or baccalaureate degree from an accredited institution of higher education.
5. A student who transfers to an institution from a private or independent institution of higher education or an accredited out-of state institution of higher education and who has satisfactorily completed college-level coursework within subject area (must be from the Weatherford College TSI restricted course list).
6. A student who has previously attended an accredited institution and has been determined to have met readiness standards by that institution.
7. A student who is enrolled in a certificate program of one year or less (Level One certificates, 42 or fewer semester credit hours or the equivalent).
8. A student who is serving on active duty as a member of the armed forces of the United States, the Texas National Guard, or as a member of a reserve component of the armed forces of the United States and has been serving for at least three years preceding enrollment. Students who hold a TSI

exemption based on military service are eligible for an assessment fee waiver. Students should speak with the Veteran's Coordinator for more information.

9. 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 or the Texas National Guard or service as a member of a reserve component of the armed forces of the United States.
10. A student who is non-degree seeking may accrue up to nine cumulative academic transfer hours. At this point, the TSI Coordinator will determine if the exemption can continue.

E. Determination of Readiness to Perform Freshman-level Academic Coursework

1. The TSI Coordinator shall determine when a student is ready to perform freshman-level academic coursework on an individual basis according to the needs of the student.
2. Mathematics developmental program prepares a student to be College Ready in a "Non-Algebra Pathway" or "Algebra Pathway". Students who become TSI Complete in a Non-Algebra Pathway are preparing for freshman-level math courses MATH1332 – Contemporary Mathematics and MATH1432 – Elementary Statics. Non-Algebra pathway designation does not allow a student to enroll in MATH1314

– College Algebra or MATH 1324 Business Mathematics

2. As indicators of readiness, the TSI Coordinator shall consider the following criteria, as appropriate:

- a. An earned grade of C or better in the level of developmental education coursework in the appropriate field of study (MATH0332, MATH0314, MATH0342, or DIRW0302).
- b. An earned grade of C or better in a course from the TSI Restricted Course List.
- c. An earned passing score on an approved assessment instrument (Section I. B).
- d. Other indicators of readiness, as determined by the Director of TSI Compliance with advisement from the respective department chair.

F. TSI Restricted Courses

Students must demonstrate TSI readiness in the specified areas in order to take the following courses at Weatherford College.

WRITING:

ENGL 1301, 1302 (Freshman College English)

READING:

ENGL1301, 1302 (Freshman College English)

HIST 1301, 1302(US History)

All Sophomore Level English

GOVT2305, 2306 (US and TX Government)

PHIL1301,2306 (Intro to Philosophy and Ethics)

MATHEMATICS:

MATH 1414, 1314 (College Algebra)

MATH 1324 (Math for Business & Social Sciences I)
MATH1342 (Statistics)
MATH 1332 (Contemporary Math)
CHEM1411 (General College Chemistry)
ACCT2301 (Principles of Accounting)
BIOL1406 (Principles of Biology I)
PHYS1401 (Physics)

G. TSI Ad Hoc Committee

The TSI Ad Hoc Committee will consist of the Director of TSI compliance, academic dean or designee, the department chair or designee, the instructor of record from the area of assessment not passed, and the Director of Special Accommodations (when appropriate).

H. Non-Degree Seeking Student

A student may be exempt from required developmental education if he/she meets all following requirements to be classified as a non-degree seeking student:

1. Non-degree seeking at Weatherford College
2. Less than full-time (may not take more than 7 semester hours per long semester and 4 semester hours per summer session)
3. Not an international student
4. Not receiving veteran benefits
5. A non-degree seeking student may not receive financial aid.

The student must sign a waiver each semester. Non-degree seeking students are not eligible to take TSI restricted courses in an area in which they do not have passing TSI assessment scores. A student may only take nine cumulative

academic transfer semester hours under the non-degree seeking student exemption.

I. Exceptional Circumstances Waivers

A student who has not taken a TSI assessment may enroll in college-level coursework excluding TSI restricted courses if he or she meets one of the following circumstances:

1. Documented illness, injury or other bona-fide emergency, which prevented the student from testing;
2. Diagnosed and documented disability for which reasonable and appropriate accommodations could not be provided in a timely manner;
3. All institutional testing opportunities have passed and, through no fault of his or her own, the student has not been tested.

A student must sign an Exceptional Circumstances Waiver form indicating commitment to be tested before the end of the enrolling semester (See Appendices).

J. Transfer and Transient Students

A student from a private or out-of-state institution may satisfy TSI completion requirements using transferred courses which have been deemed compatible with the TSI Restricted Courses. A student must have earned a grade of C or higher in each of the skill areas. If not, the student must be

tested for the remaining skill area(s) and must comply with all other TSI requirements. Students transferring into Weatherford College from another institution must provide transcripts of previous college work to verify TSI completion requirements. Students who transfer from other public institutions having completed some or all of a developmental education sequence will have their transcripts evaluated by the Registrar or designee who will notify students whether courses will be accepted or rejected to meet TSI developmental education requirements for Weatherford College.

K. Summer and Mini-Semester Students

Students may enroll in a course during a summer or mini-semester without being required to take a developmental course (as long as the student has taken a TSI assessment and has passed the section that corresponds to the course).

L. TSI Required Attendance Procedure

A TSI deficient student must remain enrolled in at least one developmental course each long semester until TSI requirements are met. A TSI deficient student who is enrolled in a developmental course is required to abide by the attendance policy set forth for developmental courses.

1. Warning Procedure. A warning letter is sent to the student

(current address of record) from the Coordinator of

Instructional Support after:

1 absence (night, Saturday, or summer class)

3 absences (two day a week class)

4 absences (three day a week class)

6 absences (four day a week class)

NCBO0100 (1st missed due date)

2. Enforced Withdrawal Procedure.

3 absences (one day a week)
3 absences (summer terms)
5 absences (two day a week)
7 absences (three day a week)
10 absences (four day a week)
NCBO0100 (3rd missed due date)

When the maximum number of absences has been reached, the student is sent an enforced withdrawal notification letter from the Director of TSI Compliance. Within seven business days from the date of the letter, the student must bring this document to the Director of TSI Compliance or designee, where he or she will be given counsel and instructions on an appeal process. The student is advised to continue to attend all classes while the appeal process is pending.

a. Appeal Procedure

The student will be counseled by the Director of TSI Compliance and given an appeal form. To verify grades and absences, the student will be instructed to take the form to the instructors of all courses enrolled. After receiving counsel from the developmental instructor regarding his or her status in the course, the student must bring the appeal form back to the Director of TSI Compliance within three business days. The Director of TSI Compliance will then determine if the

student will be reinstated in the class or if the Enforced Withdrawal (EW) will be upheld. Failure to return the appeal form within three business days will result in the student being withdrawn from the course with a grade of “EW”.

A student who does not appeal during this seven- business day period will be withdrawn from the developmental course with no appeal and given a grade of “EW”. An “EW hold” will be placed on the student’s account for a mandatory advising session. A student who has been reinstated will be withdrawn (grade of “EW”) with no right to appeal if any further absences occur in the developmental course. If the student is enrolled in additional courses, he or she will be allowed to complete this semester without being in remediation if dropped from this developmental course. In any subsequent semester in which a student is enrolled in a single developmental course, failure to meet the attendance policy will result in a mandatory meeting with the TSI Ad Hoc Committee. Once a student has received a second EW, he or she will be required to submit a formal appeal in writing to the TSI ad hoc committee within 7 days of receiving the EW. If the TSI Ad Hoc Committee denies the student’s appeal, the student will be administratively withdrawn from all coursework. If the student fails to submit appeal to the TSI

Director, or designee, he or she will be withdrawn from all coursework. Reinstatement into coursework will occur at the discretion of the TSI Ad Hoc Committee.

b. Availability of Withdrawal from a Required Developmental Course

The option of withdrawal from a required developmental course will be granted to a student only once at the discretion of the Director of TSI Compliance under unique circumstances. Any student who has enacted an administrative withdrawal (W) or been given an enforced withdrawal (EW) from a required developmental course must attend an advising session with the Director of TSI Compliance, or designee, prior to enrolling for another semester. In this advising session, the Director of TSI Compliance, or designee, will meet with the student to prescribe a revised academic plan. The student will be restricted from registering for courses until he or she has met with the Director of TSI Compliance, or designee, and agreed to follow the prescribed academic plan.

M. Retesting Procedures

By law, a student is allowed to retest on a placement exam at any time, and if their score meets the college readiness passing score, they will be allowed to withdraw from the course with a grade of W. Students will be counseled

to stay enrolled as valuable information is covered in every course.

II. Student Advising

A TSI deficient student will be advised on course selection and placed according to Departmental Standards detailed in Sections IV, V, and VI prior to the census date. Students will be assessed to assure correct placement in developmental course(s) using the approved TSI assessment instruments. Per the Weatherford College Retention procedures, students will be advised to enroll in all required developmental areas needed, each long semester, until the student is TSI Complete in all areas. Students in two or more areas of developmental education will be required to enroll in EDUC1300 per retention procedures. Students completing the highest level of remediation will be advised to move directly into the TSI restricted course the following semester. The skills acquired will be less effective when there is a delay in using the learned skills.

Students who are withdrawn from a developmental course administratively (W) or given an enforced withdraw (EW) will have a hold placed on their registration account. Students will be required to meet with the TSI Compliance Director or designee before registration can take place. Students will be given a modified individualized TSI plan. The TSI individualized plan will be specific to the student's needs, and will require the student signature for acknowledgment of TSI procedures.

III. Early Admission to College Studies Placement

A. Early Admission/Dual Credit Testing Requirements

- 1.) High school students desiring early admissions/dual credit for academic collegiate coursework must be TSI Reading complete, meaning “college ready”, in reading before attempting any freshman level academic course. An early admission/dual credit student must be TSI Complete as described by section I.C before attempting TSI restricted coursework (Section I.F) for that area (i.e. students must be college ready in math before enrolling in a freshman level math course).
- 2.) High school students desiring early admission/dual credit for workforce development/continuing education must be “dual credit eligible” as defined by the Texas Higher Education Coordinating Board. Students can become “Dual Credit eligible” through STAARS English II and/or Algebra I End of Course Exams. Additional means exist depending on the program and memorandum of understanding with the local ISD.
- 3.) Early Admission students are not eligible to enroll in developmental education without consent from the corresponding department chair or Executive Dean of Student Services. Appropriate justification must be presented and enrollment will be limited to developmental education only.

IV. Developmental Placement Requirement: Writing

<u>ENGLISH COURSE</u>	<u>TSI ASSESSMENT</u>	<u>COMPASS</u>
DEVW 0301-Dev. Writing I	309-356	0-35
DIRW 0302-Integrated R/W	357-362	36-58
ENGL 1301 and above	363+/4 or 5	59/5+

A. TSI Concurrent Enrollment & NCBO 0100

Students who fail the Writing section of a TSI Assessment may take ENGL1301, Freshman College English I, concurrently with DIRW 0302 with approval from department. Determination will be made on a case-by-case basis according to the academic skills for each student. A student is not required to retake the TSI assessment Writing section if a grade of “C” or better is earned in both courses. The developmental classes cannot be dropped. Students, who are within 5% of passing the writing section, are eligible to enroll in NCBO 0100 a non-course base offering of developmental reading and/or writing after receiving permission from the department. NCBO 0100 is a 16-hour course that students complete independently with guidance from their instructor. NCBO 0100 can be paired with a flex entry ENGL1301 after completion of the NCBO course.

B. Required Tutorial

A Developmental Writing student must complete twelve hours of tutorials each semester. The tutorial component of the Developmental Writing program is closely correlated with each student’s specific need for remediation as reflected in assessment.

C. Additional Diagnostic Testing

In addition to the TSI assessment, each developmental writing student will

be re-assessed to determine accuracy of diagnosis and placement. Based on this additional assessment, instructors may recommend that students move to another developmental level. A student inappropriately placed will be transferred to the appropriate level of remediation at no additional cost to the student.

A student placed in DIRW0302 who demonstrates strong writing skills in initial diagnostic activity may be advised to transition to ENGL1301 based on established departmental procedures.

D. Attendance Policy

Developmental Writing students must comply with the *Weatherford College Developmental Attendance and Appeals Policy* approved by the Weatherford College Board of Trustees as referenced in Section I.L.

V. Developmental Placement Recommendations: Mathematics

Math Course	TSI Assessment
MATH0301	309-335 (ABE 1-4)
MATH0342	309-349 (ABE 5-6)
MATH0332 (Co-Req Model)	309-349 (ABE 5-6)
MATH0314 (Algebra Pathway)	340-349
MATH 1332,1342, 1314	350+

A. Required Tutorial

A student enrolled in developmental math (MATH0301, MATH0314, MATH0342, or MATH0332) must complete at least twelve hours of required tutorials each semester; the tutorial component of the math developmental program will be correlated with a student’s overall remediation plan and

monitored continuously by faculty to ensure quality and to assess effectiveness.

B. Additional Diagnostic Testing

Before the end of the semester, the student will be assessed by performance in the current developmental course by the math instructor and advised of math placement for the next semester by meeting with the instructor.

Instructors will communicate this information to the student and via Weatherford College's Early Alert System.

C. Attendance Policy

Students enrolled in developmental math (MATH0301, MATH0332, MATH0342, or MATH0314) must comply with the *Weatherford College Developmental Attendance and Appeals Policy* approved by the Weatherford College Board of Trustees as referenced in Section I.L.

D. Math Pathways

Students enrolled in MATH0332/MATH0342 will become TSI complete Non-Algebra, which will allow for enrollment in MATH1332. Students enrolled in MATH0314 will become TSI complete Algebra, which will allow for enrollment in MATH1314/MATH1332/MATH1342. Students completing MATH0332 who desire to take an Algebra pathway course, will be required to take MATH0314 before attempting MATH1314, or retest with the TSI testing instrument and meet the minimum requirement.

Student enrolled in MATH0332 who retest and obtain the State Minimum score will be encouraged to take MATH1332, MATH1342 or enroll in

MATH0314 before attempting MATH1314.

Students who complete MATH0314 with a grade of “D” will be allowed to enroll in MATH1332 or MATH1342 in the next consecutive semester.

Completing MATH1332 or MATH1342 with a grade of C or higher will make the student TSI Complete in math. Students who earn an F or D, or withdraw, will be counseled to reenroll in a developmental math course or retest.

E. Math Co-Requisite Model

Students enrolling in MATH0332 are paired with a corresponding section of MATH1332. Courses are taught in two 8 week terms. Enrollment and participation in the 2nd 8-week college credit course (MATH1332) will not be contingent upon successful completion of MATH0332; however, students who do not successfully complete MATH0332 will be given an alternative option to repeat MATH0332 during the second 8-week term. Students who receive an EW or W in MATH0332 will be dropped from MATH1332. Students will be counseled individually based on their specific goals and abilities.

VI. Developmental Placement Requirement: Reading & Writing

<u>READING COURSE</u>	<u>TSI ASSESSMENT</u>
DEVR 0301	309-346
DIRW 0302	347-350
College Readiness	351+

A. TSI Concurrent Enrollment & NCBO 0100

Students who fail the Reading section of a TSI assessment may take a freshman level TSI restricted course concurrently with DIRW 0302,

Integrated Reading and Writing, with approval from department.

Determination will be made on a case-by-case basis according to the academic skills for each student. A student is not required to retake the TSI assessment Reading section if a grade of “C” or better is earned in both courses. The developmental classes cannot be dropped. Students, who are within 5% of passing the writing section, are eligible to enroll in NCBO 0100 a non-course base offering of developmental reading and/or writing after receiving permission from the department. NCBO 0100 is a 16-hour course that students complete independently with guidance from their instructor. NCBO 0100 can be paired with a flex entry ENGL1301 after completion of the NCBO course.

B. Required Tutorial.

Each developmental reading student must complete at least twelve hours of required tutorials each semester. The tutorial component of the Reading Developmental Program will be correlated with a student’s overall remediation plan and monitored continuously by faculty to ensure quality and to assess effectiveness.

C. Additional Diagnostic Testing

In addition to TSI assessment, each developmental reading student will be re-assessed prior to the census date to determine accuracy of diagnosis and placement. A student may be recommended to move to another developmental level based on this assessment. A student inappropriately placed will be transferred to the appropriate level of remediation at no

additional cost to the student.

D. Attendance Policy

A developmental reading student must comply with the *Weatherford College Developmental Attendance and Appeals Policy* approved by the Weatherford College Board of Trustees as referenced in Section I.L.

VII. Financial Aid and Maximum Developmental Hours

Developmental courses at Weatherford College are eligible for federal financial aid funds (Pell Grant, Work Study, Student Loans), with the exception of MATH0301. The MATH0301 cannot be used in hour calculation for eligible funds. Federal financial aid funding limits funding to more than 30 attempted hours of developmental education. Students can receive eligible federal funding for repeating a course completed with a D or higher no more than three times.

The State of Texas limits formula funding if a student attempts more than 18 hours of developmental education. Students who attempt 18 hours or more will be charged an additional \$50.00 per credit hour.

VIII. Temporary Deferment of Developmental Education

Developmental education may be deferred for one semester. The deferment is at the discretion of the Director of TSI Compliance. Students must complete the

Request to Temporarily Delay Developmental Education form. The deferment is for one semester only. The Director of TSI Compliance and the academic deans will periodically review all developmental education forms. (See Appendices).

IV. Self-Evaluation

The TSI Committee will conduct an internal evaluation of the Weatherford College Texas Success Initiative Procedures for Developmental Education annually. In addition, each department will evaluate student success rates using retention rates, grade distribution, pass rates on TSI assessments and success in credit courses following developmental courses. Continuous improvement strategies regarding performance management will be on-going at Weatherford College to facilitate student success

Appendices

Non- Degree Seeking TSI Wavier

Request to Temporarily Defer Developmental Education

Military Service TSI Exemption

Modified Individualized Plan

Texas Success Initiative Placement Chart