

TEXAS STATE TECHNICAL COLLEGE
COLLEGE OPERATING PROCEDURE

7.29

CAMPUS:	Marshall	Page 1 of 3
TITLE:	Establishing Program Entry Specifications/Program Prerequisites/Co-requisites	
OFFICE OF RESPONSIBILITY:	Instructional Services	
APPROVED BY:	Dr. J. Gary Hendricks	
TITLE:	President	Date: March 27, 2002

STATUS: Replaces Policy & Procedures 7.29 "Establishing Program Entry Specifications" approved 4/27/93
Revised 12/11/00
Revised 03/27/02 - Revised for TSTC Marshall

PRACTICE:

It is the practice of Texas State Technical College that:

- A. Regular instructional programs with validated Job Entry Specifications will establish Program Entry Specifications subject to the approval of the Dean of Student Learning.
- B. A beginning student not meeting Program Entry Specifications will be required to enroll in Developmental Education courses concurrently with or prior to enrolling in required courses in a curriculum.

DEFINITIONS:

- A. **Regular Instructional Program:** Occupational education program of instruction defined by a curriculum approved by the Texas Higher Education Coordinating Board for which semester hour credits and a certificate or an associate degree is awarded.
- B. **Validated Job Entry Specifications:** A list of duty and task statements defining entry level requirements for workers in a job or occupation based on the results

of verifiable data such as a task inventory survey, DACUM or industry certifications or recommendations of the Program Advisory Committee.

- C. **Program Entry Specifications:** Validated English, reading, and mathematics achievement levels needed to enroll in and successfully complete the first-term courses in a curriculum.

PERTINENT INFORMATION:

Establishing program entry specifications follows the guidelines determined by the Board of Regents.

A. **Admission to an instructional program:**

1. Beginning students must complete all admission and registration requirements.
2. Beginning students may be required to complete diagnostic tests in addition to the tests administered during the admission and registration process.
3. Courses approved for beginning students may be determined by the results of a test.
4. Students cannot be denied acceptance as majors in instructional programs on the basis of test scores.

B. **Responsibilities:**

1. The Program Chair is responsible for developing, validating, and updating Program Entry Specifications.
2. The Dean of Student Learning is responsible for reviewing proposed Program Entry Specifications and forwarding those recommended for approval to the President.
3. The President is responsible for reviewing proposed Program Entry Specifications and ensuring that those approved meet the terms of this college operating procedure.

PROCEDURES:

- A. A Program Chair desiring to establish Program Entry Specifications:

1. Validates Job Entry Specifications.
 2. Reviews curriculum and revises it, if necessary, to ensure that all students completing the instructional process should be able to meet the Job Entry Specifications.
 3. Contacts programs providing related instruction to identify English, reading, and mathematics achievement levels needed to enter and successfully complete the support courses required in the first term of the curriculum.
 4. Identifies the English, reading, and mathematics achievement levels needed to enter and successfully complete the major courses required in the first term of the curriculum.
 5. Forwards a request to the Dean of Student Learning requesting approval of Program Entry Specifications. The request includes the following:
 - a. The proposed Program Entry Specifications.
 - b. The established Job Entry Specifications.
 - c. The latest date Job Entry Specifications that were validated or updated.
 - d. A list of the first term courses in the curriculum, identifying the achievement level(s) needed to enroll in and successfully complete each course.
 - e. A narrative describing how achievement levels were determined.
- B. The Dean of Student Learning reviews the request and forwards it to the President if it is recommended for approval.
- C. The President reviews the request and returns it to the Dean of Student Learning with a signed approval or disapproval. If the request is disapproved, the criteria for disapproval is identified in writing.