

UNIVERSITY OF HOUSTON SYSTEM  
ADMINISTRATIVE MEMORANDUM

**SECTION: General Administration**

**NUMBER: 01.D.14**

**AREA: Legal Affairs**

**SUBJECT: Title VI Non-Discrimination Compliance Policy (Interim)**

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1. PURPOSE

The University of Houston System, including each of its universities, is committed to providing quality education to all its students. With the exception of language classes, virtually all university classes, programs and activities are provided in English. This policy describes the affirmative steps that each university with the University of Houston System shall take to ensure that enrolled students who are English Language Learners (ELLs) can meaningfully participate in university educational programs and services, in compliance with [Title VI of the Civil Rights Act of 1964](#).

2. DEFINITIONS

- 2.1. English Language Learner (ELL) – A national-origin-minority student who is limited-English-proficient. This term is often preferred over limited-English-proficient (LEP) as it highlights accomplishments rather than deficits. ELLs are also sometimes identified as Multilingual Students.
- 2.2. Limited English Proficiency (LEP) – Persons with Limited English Proficiency are defined as “those individuals who have a limited ability to read, write, speak or understand English.” See English Language Learner (ELL).

3. POLICY

- 3.1. Each University shall state on its website the requirements for English language proficiency for admission of new students.
- 3.2. Each University will provide resources, support services and/or programs to foster success for students through a writing center. ELL students shall have equal access to such resources, support services and/or programs as traditional students. Writing centers shall, at a minimum, provide online resources, feedback on written compositions, and peer tutoring.
- 3.3. Training for staff working in writing centers at each University shall include instruction on working with ELL students.

3.4. Information regarding available academic support services and programs for students will be made accessible annually through the Student Handbook of each component university.

4. REVIEW AND RESPONSIBILITY

Responsible Parties: Senior Vice Chancellor for Academic Affairs and Provost

Vice Chancellor for Student Affairs and Enrollment Services

Review: Every five years on or before December 6

5. APPROVAL

Approved: Paula M. Short  
Senior Vice Chancellor for Academic Affairs and Provost

Richard Walker  
Vice Chancellor for Student Affairs and Enrollment Services

Dona Cornell  
Vice Chancellor for Legal Affairs and General Counsel

Renu Khator  
Chancellor

Date: December 14, 2018

6. REFERENCES

[Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d et seq.](#)

**REVISION LOG**

Revision Number	Approval Date	Description of Changes
Interim	12/14/2018	Initial interim edition
<u>1</u>	<u>TBD</u>	<u>In review cycle to remove the “Interim” designation</u>