Memorandum

TO: Dr. Agnes DeFranco
   Interim Assistant Vice President for Undergraduate Studies

CC: Marsha Daly,
    Assistant Director, Provost’s Office

FROM: Jose Cantu
      Associate Director of Admissions

RE: Changes in TOEFL exemption requirements for students who have an
    Associates of Art or Associates of Science degree

DATE: June 26, 2006

The University of Houston Office of Admissions recommends that the Undergraduate Council
approve the following changes to the TOEFL exemption requirements for students who have
received an Associates of Art or Associates Science (AA/AS): students who have graduated
high school from a foreign country can be exempt from the TOEFL requirement if they have
completed an AA/AS degree from a US accredited institute.

Current Catalog Wording (under the title Transfer Student Admission Requirements,
Associates of Arts and Science degrees): Applicants with Associate of Arts or Associate of
Science degrees from U.S. institutions who have not graduated from a U.S. high school must
meet the English proficiency requirements.

Proposed Catalog Wording: Applicants whose native language is other than English who have
not graduated from a US high school and completed an Associates of Art or Associates of
Science degree from a US accredited institute are exempt from the TOEFL.