

Memo to: All UH-Downtown/PS Holders
From: Max Castillo, President
Subject: Deans' List

UH-Downtown/PS 03.A.05
Issue No. 6
Effective date: 12/18/00
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1. PURPOSE

This PS states the University of Houston-Downtown (UHD) policy and procedures related to compiling and publishing the Deans' List which recognizes undergraduate students who have achieved superior academic performance during the fall or spring semester.

2. POLICY/PROCEDURES

2.1 Criteria

To be included on the Deans' List for a specific semester, an undergraduate student must, during that semester (1) complete at least 9 semester hours of college level work, (2) earn at least a 3.5 grade point average, (3) receive no grade of I or F.

2.2 Publication Schedule

The Provost's office publishes the Deans' List as soon as possible following the close of each long semester.

2.3 Permanent Record

The Deans' List is permanently maintained in the deans' offices and in the Office of the Director of Enrollment Services. The Director of Enrollment Services also ensures that the transcript of each student on the Deans' List contains the words "Deans' List" following the entry of semester grades.

3. REVIEW AND RESPONSIBILITIES

Responsible Party (Reviewer): Vice President for Academic Affairs and Provost

Review: As needed

President

Policy History

Issue #1: 6/4/82

Issue #2: 8/15/85

Issue #3: 5/26/87

Issue #4: 1/11/88

Issue #5: 3/26/92