

Memo to: All UH-Downtown/PS Holders  
From: Max Castillo, President  
Subject: Graduation and Commencement

UH-Downtown/PS 03.A.06  
Issue No. 5  
Effective date: 4/25/94  
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## 1. PURPOSE

This PS describes requirements and procedures for graduation and commencement.

## 2. POLICY/PROCEDURES

### 2.1 General Requirements for Graduation

2.1.1 Fulfilling Stated Graduation Requirements Students must meet all requirements of their degree programs as certified by their academic dean.

#### 2.1.2 Grade Point Average

All students receiving a degree from the University of Houston - Downtown (UHD) must attain at least a 2.0 cumulative grade point average, calculated on all grades earned in college level courses at UHD. Colleges may impose more stringent requirements in one or more of their degree programs; however the requirements may not contradict the stated grading policy of the university and must be approved by the provost. Grades of I are-calculated as F in the determination of a student's cumulative GPA for graduation.

#### 2.1.3 Residency

Twenty-five percent (25%) of the semester credit hours of course work toward the degree must be taken at UHD.

The final 30 semester credit hours of course work toward the degree must be taken at UHD. At least 18 of these hours must be in the upper division and approved by the student's major department. Only the appropriate academic dean may waive any portion of these requirements. Students seeking a waiver of the residency requirements must follow the procedures established by their academic college.

### 2.2 Graduation Under a Specific Catalog

#### 2.2.1 General Requirements

A student usually graduates under the degree provisions of the catalog in effect at the time of his first completed term of enrollment; where enrollment is defined as registration for and completion of at least one course. Students have the option of graduating under the catalog in effect at the time of their major declaration or any subsequent catalog. If degree requirements change during the time of the student's enrollment, the student may be required to meet the new degree requirements if the number of hours the student must take has not increased.

#### 2.2.2 Exceptions

2.2.2.1 No catalog more than ten years old may be used.

2.2.2.2 The program of students whose enrollment is interrupted for more than two consecutive long semesters for reasons other than military service shall normally be governed by the catalog in effect at the time of the students' reenrollment in the university. Students have the option of graduating under the provisions of this catalog or any subsequent catalog.

2.2.2.3 A student whose enrollment is interrupted by military service must reenroll within one year from date of separation from the service and no more than five years from the beginning of military service in order to remain under the provisions of the catalog in effect at the time of original enrollment at the university.

2.2.2.4 Students forced to withdraw for adequate cause before the completion of the degree may, upon readmission, petition the appropriate academic dean to graduate under the catalog in effect at the time of original enrollment.

2.2.2.5 The program of students who change their major shall be governed by the catalog in effect at the time of the change of major.

### 2.3 Graduation with Honors

#### 2.3.1 Eligibility for Honors

Students who complete their degree requirements with exceptionally high scholastic averages will be eligible to receive degrees with honors. Honors will appear on the students' transcript and diploma.

#### 2.3.2 Computation of Grade Point Averages to Determine Honors

2.3.2.1 Students who have earned a cumulative grade point average of 3.75-4.00 will be eligible to graduate summa cum laude; a cumulative grade point average of 3.50-3.74, magna cum laude; and a cumulative grade point average of 3.25-3.49, cum laude.

2.3.2.2 For candidates who have completed some portion of their college level work at other institutions, both the cumulative UHD grade point average and the grade point average over all college level work will be computed; the lower of the two averages will be used as the basis for determining honors.

2.3.2.3 Students not eligible for cum laude, magna cum laude or summa cum laude honors may be eligible for College Honors. Students who have earned a GPA of 3.50 or greater in their last 60 hours attempted at UHD, including at least 30 upper level hours, are eligible to receive the designation College Honors.

### 2.4 Application for Graduation

Any student planning to graduate must file an application for graduation with the office of the registrar. Deadlines for filing the application and paying necessary fees are printed in the UHD Catalog and in the Class Schedule.

### 2.5 Commencement Exercises

#### 2.5.1 Eligibility

Only students who have completed degree requirements and who have filed an application for graduation may participate in the commencement exercises.

#### 2.5.2 Honors Designation at Commencement

2.5.2.1 Students graduating with honors will be so designated in the commencement program and will wear special insignia with their academic regalia.

2.5.2.2 Designation of honors in the commencement program for spring graduates will reflect only grades earned prior to the final semester.

#### 2.5.3 Academic Regalia

Academic regalia must be worn at the commencement ceremony.

## 3. REVIEW AND RESPONSIBILITIES

Responsible Party (Reviewer): Vice President of Academic Affairs

Review: Biennial

Reprint of original policy statement. Signed original on file in the President's Office.